



HA USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

Ad Hoc Module

MTW sub Module

*U.S. Department of Housing and Urban Development
(HUD)*

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TABLE OF CONTENTS

1	AD HOC	1-1
1.1	MTW Adhoc Report.....	1-2

1.0 AD HOC



1 AD HOC

The **AD HOC** module allows the user to run the Ad Hoc and HA Query reports. The Ad Hoc reports allow PHA staff to view specific tenant data from Form 50058 and MTW programs. When PHAs submit tenant data to **Form 50058** or **MTW** module, the data corresponds to the Form 50058 or Form 50058 MTW form. The user can then view the submitted data using the **Viewer** sub module of the respective modules. The Ad hoc report allows users to view specific fields from the forms themselves for the appropriate program types.

The **AD HOC** module consists of three sub modules: the **Form 50058 Ad Hoc Report** sub module, the **MTW Ad Hoc Report** sub module, and the **HA Query Report** sub module. Each of these sub modules allows the user to run respective reports.



1.0 Ad Hoc

1.1 MTW ADHOC REPORT

The **MTW Ad Hoc Report** sub module allows the user to view the tenant data for tenants in a specific PHA that participates in the MTW program. Normally, HA user can access the data for the PHA the user's profile is assigned to. However, in certain cases, the user can view data for other PHAs, based on the access privileges. To run the report, the user must select the appropriate PHA (see Figure 5). To select the appropriate PHA, the user must select the **Field Office HA**, or **TARC HA** option in the **Select View** list, and click **Select**. The program will update the page to reflect the user selection. Then the user must select the remaining entities in every organization level to access the desired PHA.

The screenshot shows the 'MTW Adhoc Report' sub tab. It features a purple header with the title 'MTW Adhoc Report'. Below the header, there are several selection fields:

- Select View:** A dropdown menu set to 'Field Office HA' with a 'Select' button.
- HQ Division:** A dropdown menu set to 'Public and Indian Housing'.
- HQ Office:** A dropdown menu set to 'PO Field Operations' with a 'Select' button.
- Hub:** A dropdown menu set to '3HBLT Baltimore Hub' with a 'Select' button.
- Field Office:** A dropdown menu set to '3GPH WASHINGTON, DC PROGRAM CENTER' with a 'Select' button.
- Housing Authority:** A dropdown menu set to 'DC001 D.C Housing Authority' with a 'Select' button.
- Select Program Type:** A list of radio buttons with the following options:
 - All Voucher Funded Assistance
 - Homeownership Voucher
 - Public Housing
 - Project-based Voucher
 - Tenant-based Voucher

A 'Continue' button is located at the bottom right of the form.

Figure 5: The MTW Ad Hoc Report sub tab of the MTW Ad Hoc Report tab.

Then, the user must select the desired program type in the **Select Program Type** area. The user may run the report for only one program type at a time. Consequently, the program will display the requested data for only those tenants who participate in the selected program type. Essentially, the two major program types are public housing and voucher funded assistance. So, if the user selects the **Public Housing** option, then the program will display the requested data for the public housing program. For the voucher funded assistance, the user can either select a specific voucher program, or select the **All Voucher Funded Assistance** option. If the user selects the **All Voucher Funded Assistance** option, then the program will include requested data for all voucher program types (all other options). After selecting the desired program type, the user must click the **Continue** button.

When the user clicks the **Continue** button, the program displays further selection criteria (see Figure 6). The report page also displays the criteria already indicated by the user. Now, the user must select the desired types of action in the **Type of Action Selection** area. The user can select multiple types of action at a time by selecting the appropriate check boxes. To select all the check boxes, the user must click the **Select All** check box. To clear all the boxes, the user must click the **Deselect All** check box. Then, the user must select the desired date of action. If the user selects the **Effective Date of Action** option, the report will display information about tenants whose type of action took effect within the report time



1.0 Ad Hoc

frame. If the user selects the **Updated Date of Action** option, the report will display information about tenants whose type of action was submitted within the report time frame. Then, the user must select the desired time frame in the **From** and **To** boxes. The program displays the required time format (MM/DD/YYYY) to enable the user to enter the time frame properly. After identifying the desired report criteria, the user must click the **Go To Field Selection** button.

The screenshot shows the 'MTW Adhoc Report' sub tab. The form fields are as follows:

- Housing Authority: DC001 D.C Housing Authority
- Program Type: Public Housing
- Type of Action Selection:
 - New Admission
 - Annual Reexamination
 - Interim Reexamination
 - End of Participation
 - Other Change of Unit
 - Historical Adjustment
 - Select All Deselect All
- Effective Date of Action: Effective Date of Action: Update Date of Action:
- From: 07/19/2008 *(MM/DD/YYYY)
- To: 01/19/2010 *(MM/DD/YYYY)
- Go To Field Selection button

Figure 6: The MTW Ad Hoc Report sub tab of the MTW Ad Hoc Report tab.

After the user clicks **Go To Field Selection**, the program displays the MTW form fields in form of check boxes (see Figure 7). The user can select the desired check boxes to include the corresponding data in the report. When the user selects the desired check boxes and runs the report, the program will include the data from the database for all the tenants within the report criteria based on the latest MTW form submissions for those tenants. Each section contains the **Select All** and **Deselect All** check boxes. To select all the check boxes, the user must click the **Select All** check box. To clear all the boxes, the user must click the **Deselect All** boxes.



1.0 Ad Hoc

MTW Adhoc Report	
MTW Adhoc Report	
Housing Authority:	DC001 D.C Housing Authority
Program Type:	Public Housing
Select the fields	
Form	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All
	<input checked="" type="checkbox"/> Head of household first name
	<input checked="" type="checkbox"/> Head of household middle initial
	<input checked="" type="checkbox"/> Head of household last name
	<input checked="" type="checkbox"/> Date modified (mm/dd/yyyy)
Agency	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All
1a	Agency name - D.C Housing Authority
1b	<input checked="" type="checkbox"/> PHA Code
1d	<input checked="" type="checkbox"/> Project number (Public Housing only)
1e	<input checked="" type="checkbox"/> Building number (Public Housing only)
1f	<input checked="" type="checkbox"/> Building entrance number (Public Housing only)
1g	<input checked="" type="checkbox"/> Unit number (Public Housing only)
Action	<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All
2a	<input type="checkbox"/> Type of action
2b	<input type="checkbox"/> Effective date (mm/dd/yyyy) of action

Figure 7: The MTW Ad Hoc Report sub tab of the MTW Ad Hoc Report tab

After selecting the desired options for the program to include in the report the user can click the **Continue** button, or the **Generate Report** button. If the user clicks the **Continue** button, then the program will displays further section fields. If the user clicks the **Generate Report** button, the program will run the report including only the information based on the fields that the user already selected (see Figure 8).



1.0 Ad Hoc




  Download in Excel  Print 									
Program Type : Public Housing Effective Start Date : 07/19/2008					Housing Authority : DC001 D.C Housing Authority Effective End Date: 01/19/2010				
Records 1 to 39			1				Total Records = 39		
SSN Head	Head of household first name	Head of household middle initial	Head of household last name	Date modified (mm/dd/yyyy)	PHA Code	Project number (Public Housing only)	Building number (Public Housing only)	Building entrance number (Public Housing only)	Unit number (Public Housing only)
141647860	zrsgmbx	i	sgrnh	03/11/2009	DC001	DC001003530	3	4	016-0518
230110686	zbnlg	n	ivgmfs	03/11/2009	DC001	DC001003530	3	2	016-0516
239880119	zwmzalb	o	mlhknrh	03/11/2009	DC001				
240744676	szizh		mlhivwmz	08/17/2007	DC001	DC001004210	21	1	021-0039
249373946	zwmro	o	sgrnh	09/23/2008	DC001	DC001005210	1	5	36D-0005
390647150	ooviivsh	w	ilobzg	03/11/2009	DC001	DC001003530	1	2	016-0454
577021877	vggveb		vxmrik	03/11/2009	DC001	DC001003530	1	12	016-0484
577489741	vrizn	z	mropmziu	03/11/2009	DC001				
577743373	vroovm	o	hmrpmvq	03/11/2009	DC001	DC001003530	4	4	016-0544
577768126	ziyvw		mlhivgk	09/23/2008	DC001	DC001005210	1	2	36D-0002
577825454	avmr	m	mzndly	03/11/2009	DC001	DC001003530	1	4	016-0468
577903191	mdzshzo	o	dvw	03/11/2009	DC001	DC001003530	3	7	016-0521

Figure 8: The MTW Ad Hoc Report

The report displays the program type, the effective start and end dates of the report, and the PHA code and name. The report columns present the data that the user requested when selected the check boxes for the Form 50058 MTW options. The user can also download the report data in form of Excel spreadsheet by clicking the **Download in Excel** button, or print the report by clicking the **Print** button.