



HA USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

Ad Hoc Module

HA Query sub Module

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(HUD)*

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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.



1.1 HA QUERY REPORT

The HA Query report allows the user to view the tenant data by entering the tenant's SSN (see Figure 9). The user can enter up to 14 SSNs separated by a comma in the **Enter SSN Numbers** box. To run the report, the user must click **Retrieve**.

HA Query
HA Query Report

Enter SSN Numbers:

Enter up to 14 SSNs.
Separate each SSN by a ",".

Retrieve

Figure 9: The HA Query Report sub tab of the HA Query tab

After the user clicks **Retrieve**, the program displays the HA Query Report. The report displays the information about the program the tenant is enrolled in, the name and the code of the PHA that claims this tenant, the type of action based on the latest form submission and the effective date of that action. 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.

HA Query Report

Download in Excel. Print Page.

SSN Number	Program Type	Participant Code	Participant Name	Type of Action	Effective Date
xxx-xx-7786	Public Housing (Form 50058)	AK001	AHFC	1 - New Admission	08/12/2008

Figure 10: The HA Query Report

The user may run this report if only the SSN of the tenant is known. For example, if a tenant moves into a different PHA, the PHA cannot submit the portability move-in update until the tenant moves out of the original PHA. In this case, the new PHA may run the HA Query report to view the status and the original PHA of this tenant, and take the appropriate action.