



HOUSING AUTHORITY USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

MTW Module

Data Collection sub Module

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

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1 MTW

MTW module of the IMS PIC system allows HUD to obtain the information about the people who participate in the MTW (Moving to Work) programs. PHAs (Public Housing Agencies) use the MTW module to electronically submit the data about the tenants to HUD.

The Form HUD-50058 MTW allows the users to capture information about residents who live in public and assisted housing and participate in the MTW Demonstration program. The form contains:

- Demographic information for all members of the household
- Citizenship information
- Income information
- Rent information

PHAs that participate in the MTW Demonstration program collect and transmit data from the Form HUD-50058 MTW and send it electronically to HUD. HUD officers use the information for the following purposes:

- Support the analysis of policy, legislative, budget, and program management initiatives and evaluations.
- Monitor the MTW Demonstration program.
- Provide demographic information on program participants to support HUD management, HUD Field Office, and PHA program objectives.
- Monitor compliance with income reporting requirements and related eligibility factors.
- Produce demographic information that describes the present occupancy of resident communities to Congress, other Federal agencies, and special housing-related interest groups.
- Perform income matching with the Social Security Administration and other agencies.

MTW module consists of the **Data Collection** sub module, **Viewer** sub module and **Reports** sub module. The **Data Collection** sub module allows the user to submit the MTW file to HUD for processing. The **Viewer** sub module allows the user to view certain sections of MTW form that the user submitted for the tenants. The **Reports** sub module allows the user to run the MTW Delinquency report in order to view statistical data for a specific PHA.



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1.1 DATA COLLECTION

The **Data Collection** sub module allows the user to fill an electronic MTW form or to submit a file with MTW tenant information to the PIC system. The submitted file contains the entire record history and background information for a HUD tenant. This information is stored in the HUD database.

Users must use this sub module to submit a new MTW form file every time the status of a tenant changes. For example, when the tenant changes the address, name, or a new baby is born into the tenant's family. By updating the application, the PIC system can maintain the most accurate and current information for its residents.

The **Data Upload** tab contains three sub tabs: the **Ticket List** sub tab, the **Upload Data** sub tab, and the **Online Data Entry** sub tab.

The **Ticket List** sub tab contains the list of ticket numbers for the MTW database updates (MTW form submissions) for a selected PHA. The user may view all the ticket information as a table in the **Ticket List Results** section of the page, or use the search function to display data for a specific ticket. To view the ticket information, the user must select the appropriate PHA and click **Select** (see Figure 1).

The screenshot shows the 'Data Upload' interface with the 'Ticket List' sub-tab selected. It features several dropdown menus for filtering: 'Find PHA' (Public and Indian Housing), 'HQ Division' (Public Operations), 'Hub' (Tribal/Seaside Hub), 'Field Office' (WAPISLATI/LLI/UD/CHICL), and 'Housing Authority' (AKM/AHC). Below these is an 'MTW Filter' section with input fields for 'Ticket No.', 'File Name', 'Upload Date', 'Status', and 'File Type', along with a 'Search' button. The 'Ticket List Results' section displays a table with 10 rows of data.

Ticket Number	File Name	File Type	Upload Date/Time	User Id	Status
0168200000	A261.CSV	csv	11/24/2009	M64374	Complete
9068200000	A249.CSV	csv	11/24/2009	M64374	Complete
8068200000	A233.CSV	csv	11/24/2009	M64374	Complete
7068200000	A209.CSV	csv	11/24/2009	M64374	Complete
6068200000	A261.CSV	csv	11/24/2009	M64374	Complete
5068200000	A239.CSV	csv	11/24/2009	M64374	Complete
1068200000	A210.CSV	csv	11/24/2009	M64374	Complete
3068200000	A292.CSV	csv	11/24/2009	M64374	Complete

Figure 1: The Ticket List sub tab of the Data Upload tab

Then, the user may use the controls in the **MTW Filter** section of the page to search for a specific ticket data. The user may search for a specific ticket by entering the ticket number in the **Ticket No** box or the file name in the **File Name** box. Also, the user may search for tickets by date, status, or file type by entering the respective information in the appropriate boxes. After entering the search criteria, the user must click the **Search** button. The program will displays the search results in the **Ticket List Results** section of the page.



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The ticket numbers in the **Ticket Number** column in the **Ticket List Results** section of the page are links that allow the user to view the ticket details (see Figure 2).

Data Upload			
Ticket List		Upload Data	Online Data Entry
HQ Division:	Public and Indian Housing		
HQ Office:	PO Field Operations		
Hub:	10HSEA Seattle Hub		
Field Office:	0APH SEATTLE HUB OFFICE		
Housing Authority:	AK001 AHFC		
Ticket Details			
Ticket Number:	0168200000	File Name:	A264.CSV
Upload Date:	11/24/2009	File Status:	Complete
Display Format for MTW Error Report			
Select Report Format:	<input checked="" type="radio"/> HTML	(HTML representation of the Entire Error report)	
	<input type="radio"/> HTML - WARNING	(HTML representation of the Warnings only)	
	<input type="radio"/> HTML - FATAL	(HTML representation of the Fatal Errors only)	
	<input type="radio"/> XML	(XML representation of the Error report)	
<input type="button" value="Generate Report"/>			

Figure 2: The Ticket Details page

The program displays the ticket details in the **Ticket Details** section of the page and allows the user to run the MTW Error report by using the controls in the **Display Format for MTW Error Report** section. The user can select the desired report format by selecting the appropriate option. To run the report, the user must click the **Generate Report** button.

The **MTW Form Error Report** displays the ticket summary as well as the list of errors with details (see Figure 3).

The Error report allows the user to view the data that caused the error, the name and number of the option that need correction and the type of the error: Warning or Fatal error.

- The **Worksheet** column indicates whether the worksheet is that of household (HH) or household member (HM).
- The **Exception** column displays the error description.
- The **Row** column displays the row that caused an error
- The **Column** column displays the column that caused an error.
- The **Field Name** column displays the name of the option that caused an error from the MTW form.
- The **Field Number** column displays the number of the option that caused an error in the MTW form.
- The **SSN** column displays the SSN of the head of household.
- The **Field Value** column displays the data entered in the specified option. This data is causing the error.



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- The **Fatal/Warning** column displays the indicator whether the error is a fatal error or a warning.

Moving To Work System
MTW Form Error Report (All)

TRANSACTION: AR001 Is Status: Complete
Transaction Date: 11/24/2009 Submitted by: RN64174
File Name: A264.CSV Is Type: csv
Trace Number: 0168200000

Summary

Number of MTW Form Submitted	17
Number of MTW Form Accepted	12
Number of MTW Form Rejected	5
Total Number of Fatal Errors in Transaction	5
Total Number of Warnings in Transaction	10

Error Report

#	Work Sheet #	Exception	Row	Column	Field Name	Field Number	SSN	Field Value	Fatal/Warning (E)
1	III	Unit already occupied.	15	9	Unit Number (PH only)	1g	xxx-xx-6579	640900	Fatal Error
2	HH	Unit already occupied.	16	9	Unit Number (PH only)	1g	xxx-xx-6579	640900	Fatal Error
3	III	2(a)(Action Type) must be 1 (New Admission) or 14 (Medical Adjustment) or 4 (Move in) for Household SSN not in this PHA. If 2(a)(Action Type) is 4(Move in) then there must be a Household SSN with action type 5(Move Out) in MTW or 50058.	9	10	Action Type	2a	xxx-xx-7098	3	Fatal Error

Figure 3: The MTW Form Error Report

The **Upload Data** sub tab allows the user to upload a data file to PIC to update the database of the MTW tenants. The user can download two types of files to MTW module: the Excel spreadsheet (.xls), and the Comma-Separate Values (.csv) format. To create the file, the user must download the appropriate template by using the controls in the **MTW Template Download** section of the page. To select the desired template, the user must select the desired option in the **Select File Type** list (see Figure 4).

Data Upload

Ticket List Upload Data Online Data Entry

Select View: First 0/Ten PH Show

HQ Division: Public and Indian Housing

HQ Office: PHA and Operations Select

Hubs: 1st SVA Seattle Hub Select

Field Office: WPT/SLM/LL/UD/CIT/CL Select

Housing Authority: AR001 AHFC Select

MTW Template Download

Select File Type: Show One

It's strongly recommended to run the macros before uploading the MTW data file in MS Excel Workbook.
Steps to run Macros:
Click on "Tools" "Macro" "Macros" menu item
Select "VBAProject" on the pop up window and click "Run" button

MTW File Upload

Select the MTW form file in .XLS or .CSV format by clicking on the browse button. Click Upload to Submit the file to MTW System.

Attach File: Browse... Upload



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Figure 4: The Upload Data sub tab of the Data Upload tab

The program displays the File Download – Security Warning window. The Security Warning window prompts the user to select the desired option: to save the file the user must click **Save**, to open the file the user must click **Open**, and to cancel the operation, the user must click **Cancel** (see Figure 5).

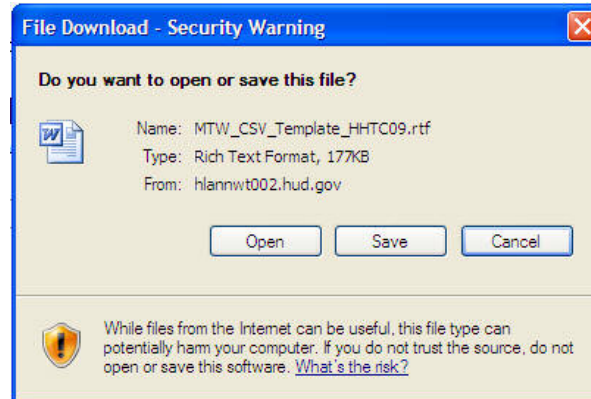


Figure 5: The File Download – Security Warning window

After downloading the template and creating the file to upload, the user must use the controls in the **MTW File Upload** section of the page to submit the file. In the **Attach File** box, the user must type the path to the file to upload, or click **Browse** to browse to the file. When the user selects the desired file, the user must click **Upload**.

After the user clicks **Upload**, the program displays the status report. The status report displays the name of the file, the date and the time the file was uploaded and the status of the upload (see Figure 6). The report also contains the ticket number for the user to track the file. The user must have the ticket number for all references to the file. If the user clicks **Back**, the program will clear the report and return to the **Upload Data** sub tab.

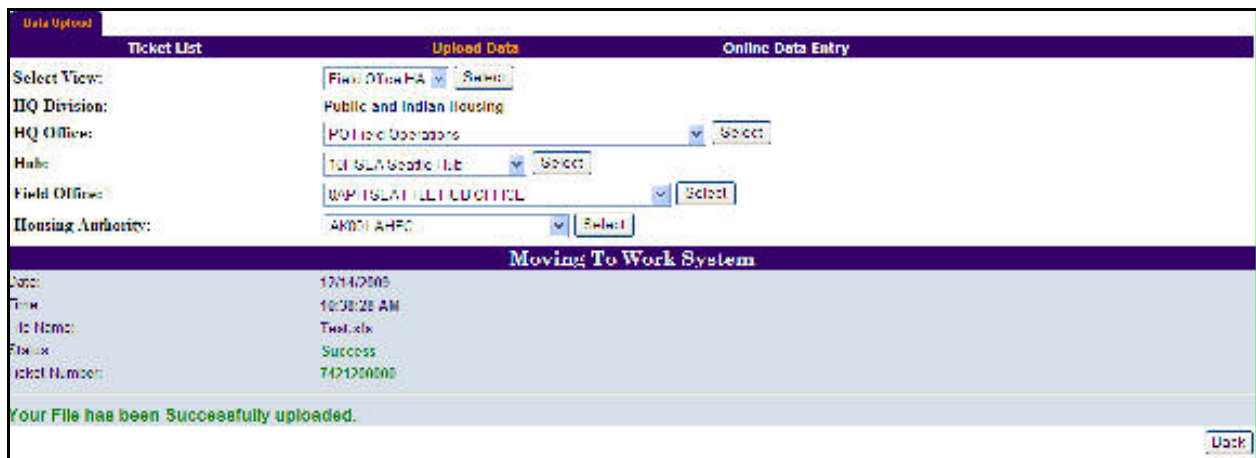


Figure 6: The Upload Data Status report page

The program also allows the user to enter data manually, rather than uploading a data file. The user can enter the data manually using the **Online Data Entry** sub tab of the **Data Upload** tab (see Figure 7).



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Once the user clicks **Submit**, the page will refresh and the program performs instant validation if any of the options contain incorrect data and will display error messages next to those options.

The screenshot shows the 'Data Upload' tab with three sub-tabs: 'Ticket List', 'Upload Data', and 'Online Data Entry'. The 'Online Data Entry' sub-tab is active. The form contains the following fields:

- Select View:** Field Office HA (dropdown) and Select button
- HQ Division:** Public and Indian Housing
- HQ Office:** PO Field Operations (dropdown) and Select button
- Hub:** 10HSEA Seattle Hub (dropdown) and Select button
- Field Office:** OAPH SEATTLE HUB OFFICE (dropdown) and Select button
- Housing Authority:** AK001 AHFC (dropdown) and Select button

Online Data Entry

1. MTW Agency

- 1a. Agency Name (PHA Common Name): [Text Input]
- 1b. PHA Code: AK001
- 1c. Program: Public Housing (dropdown)
- 1d. Project Number: [Text Input]
- 1e. Building Number: [Text Input]
- 1f. Building Entrance Number: [Text Input]
- 1g. Unit Number: [Text Input]

Figure 7: The Online Data Entry sub tab of the Data Upload tab

To use the online data entry option, the user must select the appropriate PHA, and then fill the data entry controls in the **Online Data Entry** section of the page. This section displays all the options of the MTW form to enter the appropriate data. Once the data has been entered, the user must click **Submit**.