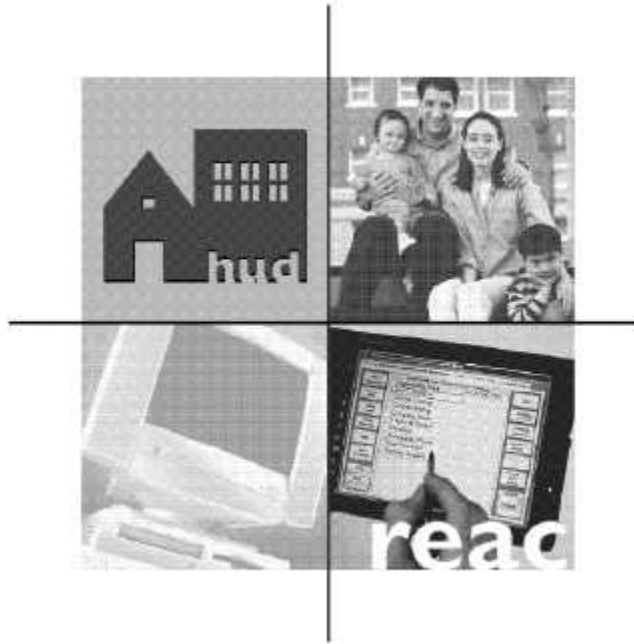


***US Department of Housing and Urban Development
Real Estate Assessment Center (REAC)***



**Resident Assessment Subsystem
(RASS) Training**

September 2001

Chapter 2: Certifying Implementation Plan Information

Chapter 2: Certifying Implementation Plan Information

Overview



Overview

This section contains information on completing and certifying a PHA's Implementation Plan. The functions are divided into the following categories:

- Completing Implementation Plan (**Page 2**)
- Certifying Implementation Plan (**Page 5**)

Intended Audience:

→ **Public Housing Agency Users**

Implementation Plan

Description: A PHA must submit a survey Implementation Plan in the beginning of each survey cycle, before the survey is sent to residents. By certifying its Implementation Plan, a PHA receives 2 points toward its total RASS score of up to 10 points. This is an external function accessible to PHA users. Each PHA has access only to its own information, unless the PHA is a consortium lead PHA. A consortium lead PHA user has access to information for all the member PHAs in addition to its own information, and has the ability to complete and certify implementation plan information for all the PHAs in the consortium.

This functionality can be accessed by clicking on the Implementation Plan link in the Implementation Plan area of the PHA Main screen, which is shown below:

PHA MAIN SCREEN

The screenshot shows the 'PHA MAIN - ASSESSMENT YEAR 2000' interface for NY005 - NEW YORK CITY HOUSING AUTHORITY. It features a navigation bar with links for PHA Selection, Secure Systems, Certification Status, and Additional Help. The main content is organized into four steps:

- STEP 1:** To edit your uncertified unit address information, single click on the link below. Includes a table with 'Unit Address & Language' (Incomplete) and dates: Start: 07/20/2001, Due: 09/20/2001.
- STEP 2:** To download a media packet, single click any of the links below. Includes a 'Media Packet' link and 'Media Packet 2001'.
- STEP 3:** To edit your uncertified implementation plan, single click on the link below. Includes a table with 'Implementation Plan' (Incomplete) and dates: Start: 07/20/2001, Due: 09/20/2001. A bracket on the left labels this as the 'Implementation Plan area'.
- STEP 4:** To view your survey results, single click on the Follow-up Plan link below. Includes a 'Follow-Up Plan' link and dates: Start: 07/20/2001, Due: 09/20/2001.

At the bottom, there are links for 'View Current Survey', 'REAC Home | HUD Home', and 'Additional Help'. A footer note states: 'For Comments or Questions click here for the REAC Technical Assistance Center'.

Resident Assessment Subsystem (RASS) External Procedures Certifying Implementation Plan Information

Completing Implementation Plan

The following steps demonstrate how a PHA can complete its Implementation Plan:

PHA MAIN SCREEN – IMPLEMENTATION PLAN AREA

Implementation Plan link

STEP 3
To edit your uncertified implementation plan, single click on the link below. ?

Implementation Plan	Incomplete	Start: 07/20/2001 Due: 09/20/2001
-------------------------------------	------------	--------------------------------------

STEP 4

Step 1: Single click on the Implementation Plan link in the Implementation Plan area of the PHA Main screen.

Resident Assessment Subsystem (RASS) External Procedures Certifying Implementation Plan Information

The Implementation Plan screen is displayed:

IMPLEMENTATION PLAN SCREEN

NY005 - NEW YORK CITY HOUSING AUTHORITY for 2000.

Date of Event _____ Enter the date that you completed each of the following required items.

Activity _____

NOTE: Media Packet Information can be found on the PHA Main Page.

Activity	Date of Event (mm/dd/yyyy)
Display Poster(s)	<input type="text"/>
Distribute Flyers to Residents	<input type="text"/>
Resident Meeting or Newsletter	<input type="text"/>

If you have used other activities to promote the survey, please enter a brief description and date that action was completed.

Other Activity	Date of Event (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[REAC Home](#) | [HUD Home](#)
[Additional Help](#)

For Comments or Questions click here for the [REAC Technical Assistance Center](#)

- Activity:** This is the required Implementation Plan activity.
- Date of Event:** This is the date you completed the corresponding Implementation Plan activity.
- Other Activity:** This is the additional Implementation Plan activity you completed that was not required of you.
- Step 2:** For each activity listed in the **Activity** table, enter the date you completed the activity in the editable text box in the **Date of Event** column.

Resident Assessment Subsystem (RASS) External Procedures

Certifying Implementation Plan Information

IMPLEMENTATION PLAN SCREEN

Other Activity

If you have used other activities to promote the survey, please enter a brief description and date that activity was completed.

Other Activity	Date of Event (mm/dd/yyyy)
NYCHA has also arranged a meeting for 6/12/01 with the Council of Resident Association Presidents to further explain the PHAS process and answer any	

Date of Event

Save pushbutton

Save Certify

Step 3 (if necessary):

If you undertook additional activities to promote the RASS Survey, for each activity, enter a brief description of what you did in the editable text box in the Other Activity column. Enter the date you completed the activity in the editable text box in the Date of Event column next to each activity.

Step 4:

When you are finished recording all the Implementation Plan information, single click on the **Save** pushbutton.

The screen will refresh. All the text boxes will still be editable, but your information has been saved.



Note

NOTE: If you need to make any other changes to the Implementation plan, you may do so now. Make sure to press the **Save** pushbutton when you are done, so that your changes are recorded.

Resident Assessment Subsystem (RASS) External Procedures Certifying Implementation Plan Information

Certifying Implementation Plan

The following steps demonstrate how a PHA can certify its Implementation Plan:

The Implementation Plan screen is displayed:

RASS – IMPLEMENTATION PLAN SCREEN



IMPLEMENTATION PLAN

NY005 - NEW YORK CITY HOUSING AUTHORITY for 2000.

Enter the date that you completed each of the following required items.

NOTE: Media Packet Information can be found on the PHA Main Page.

Activity	Date of Event (mm/dd/yyyy)
Display Poster(s)	<input type="text"/>
Distribute Flyers to Residents	<input type="text"/>
Resident Meeting or Newsletter	<input type="text"/>

If you have used other activities to promote the survey, please enter a brief description and date that action was completed.

Other Activity	Date of Event (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Certify pushbutton

Save Certify

[REAC Home](#) | [HUD Home](#)

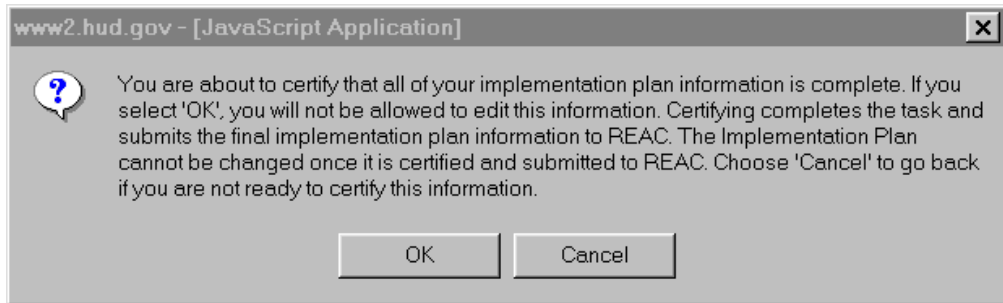
[? Additional Help](#)

For Comments or Questions click here for the [REAC Technical Assistance Center](#)


Step 1: When you have made all the desired changes to the Implementation Plan, single click on the **Certify** pushbutton on the Implementation Plan screen to certify the Implementation Plan information.

Resident Assessment Subsystem (RASS) External Procedures Certifying Implementation Plan Information


The following pop-up is displayed:

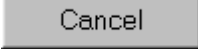


Note

NOTE: Once you click  on the certification pop-up, you will no longer be able to edit your Implementation Plan information. Please take special care to validate the correctness of this information before you certify!

Step 2:


If you are confident that you have made all the necessary changes to the Implementation Plan, click on  pushbutton.

Otherwise, click , and follow the process in the previous two sections to make any remaining changes before certifying.

Resident Assessment Subsystem (RASS) External Procedures Certifying Implementation Plan Information

The certified Implementation Plan Screen is displayed. The Save and Certify pushbuttons are no longer present at the bottom of the screen:

IMPLEMENTATION PLAN SCREEN

**RESIDENT
ASSESSMENT**

Real Estate Assessment Center
"Assessments Today for Better Housing Tomorrow"

[REAC Home](#) | [HUD Home](#) | [Contact Us](#)

IMPLEMENTATION PLAN

NY044 - GENEVA HOUSING AUTHORITY for 2001.

Enter the date that you completed each of the following required items.

NOTE: Media Packet Information can be found on the PHA Main Page.

Activity	Date of Event (mm/dd/yyyy)
Display Poster(s)	06/13/2001
Distribute Flyers to Residents	06/14/2001
Resident Meeting or Newsletter	06/22/2001

If you have used other activities to promote the survey, please enter a brief description and date that action was completed.

Other Activity	Date of Event (mm/dd/yyyy)
Survey picnic	07/10/2001

[REAC Home](#) | [HUD Home](#)

[? Additional Help](#)

For Comments or Questions click here for the [REAC Technical Assistance Center](#)



Congratulations! You have successfully completed Implementation Plan certification!