Unit Address and Language

Description: A PHA can update its unit address and language information in the beginning of each survey cycle. These are external functions 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 update and certify unit address and language information for all the PHAs in the consortium.

This functionality can be accessed by single clicking on the Unit Address and Language link in the Unit Address and Language area of the PHA Main screen, which is shown below:

PHA MAIN SCREEN

Updating/Certifying Language and Unit Address Information

The following steps demonstrate how a PHA can update its language information:

PHA MAIN SCREEN – UNIT ADDRESS & LANGUAGE AREA

Unit Address
& Language
link

Step 1:   Start by single clicking on the <u>Unit Address and Language</u> link in the
Unit Address and Language area of the PHA Main screen.

The Unit Address/Language screen is displayed

Description: The Unit Address/Language Screen allows you to update and certify a
PHA's unit address and language information.

UNIT ADDRESS/LANGUAGE SCREEN

Language option check box: These check boxes allow you to specify each language, in which at least 20% of your residents would need to complete the survey.

Language list drop-down menu: This drop-down menu allows you to select a language that is not listed.

UNIT ADDRESS/LANGUAGE SCREEN

Step 2:   Select all the languages in which at least 20% of the residents of your PHA will complete the survey. Select each language from the short language list by single clicking on the ☐ check box that is next to it. If there are other languages you need to add which are not on the short list, single click on the check box ☐ next to the 'Other' option, and select an additional language from the Language list drop-down. Select the None check box if your residents will be completing the survey only in English.

UNIT ADDRESS/LANGUAGE SCREEN - LANGUAGE SELECTIONS

☐ None (only English spoken)

☑ Spanish   ☐ Korean   ☐ Mandarin Chinese   ☐ Russian   ☐ Vietnamese

☐ Other: Akan ▾

Save
pushbutton ─────────────────────────────▶ Save

Step 3:   When you have made all your language selections, single click on the
Save pushbutton.

The following pop-up is displayed:

www2.hud.gov - [JavaScript Application]   ✕

⚠ Your language information has been saved.

OK

Step 4:

OK

Single click the ⌐⎯⎯⎯⎯⎯⌐ pushbutton on the pop-up.

The screen refreshes, and the language information you have selected
is saved.

Now you will need to verify your unit address information in the PIH
Information Center (PIC).

UNIT ADDRESS/LANGUAGE SCREEN - VERIFY UNIT ADDRESSES IN PIC LINK

STEP TWO
Verify Unit Address Information in PIC

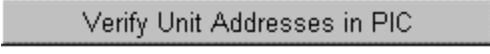You will need to verify your unit address information in the PIH Information Center (PIC):

To verify your unit addresses in PIC:
· Single click on the **Verify Unit Addresses in PIC** push button.
· This will take you to the PIC login area and you will leave the Resident Assessment Subsystem.
· You will need to **log into PIC** to update your Unit Addresses.
· Once your PIC Unit Address information is complete, **you will need to log back into RASS** to certify below that your Unit Addresses in PIC and your selections in the above Language Selection are correct.
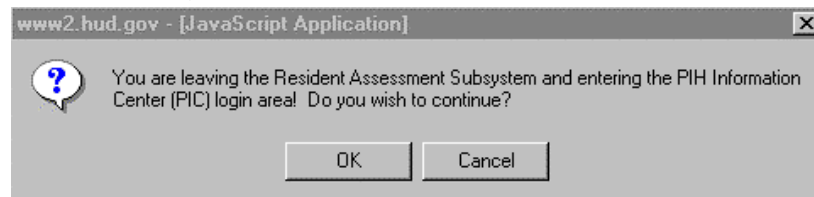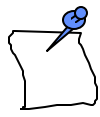
Verify Unit Addresses in PIC pushbutton

[Verify Unit Addresses in PIC]

Step 5: Single click on the [Verify Unit Addresses in PIC] pushbutton.

The following pop-up is displayed.

www2.hud.gov - [JavaScript Application]
You are leaving the Resident Assessment Subsystem and entering the PIH Information Center (PIC) login area! Do you wish to continue?
OK   Cancel

Step 6: Single click on the [OK] pushbutton on the pop-up.

Note
This will take you to the PIC login screen and you will leave the Resident Assessment Subsystem. You will need to log into PIC to update your Unit Addresses. Once your PIC Unit Address information is complete, you will need to log back into RASS to certify that your Language Selection and your Unit Addresses in PIC are correct.

The PIH Information Center login screen is displayed.

THE PIH INFORMATION CENTER LOGIN SCREEN

PIH Information Center 3.5.1

User ID:
Password:
Login to PIC

PICHELP:
If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to PICHELP@hud.gov.

PHAs can begin submitting tenant 50058 records in the PIC Form-50058 submissionsub-module. HUD has completed its upgrade of the system and has thoroughly tested the 50058 Submission sub-module in PIC. The system is operational as of Tuesday, September 25, 2001. Please go to the PIC web site for additional guidance.

Note

Once your PIC Unit Address information is complete, log back into RASS to certify that your Language Selection and your Unit Addresses in PIC are correct.

Step 7:

After logging back into RASS, scroll down to step three on the Unit Address/Language screen.
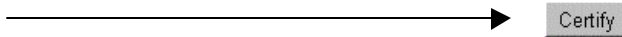
UNIT ADDRESS/LANGUAGE SCREEN - CERTIFICATION AREA

STEP THREE
Certify Language and Unit Address Information

You are certifying that your Unit Addresses are accurate in PIC and that your Language information is identified correctly above.
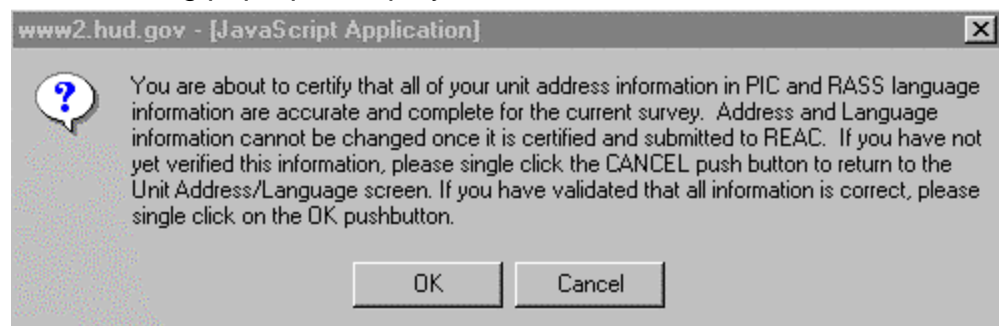
Certify
pushbutton

Certify

Step 8:

Single click on the Certify pushbutton.

The following pop-up is displayed

www2.hud.gov - [JavaScript Application]

You are about to certify that all of your unit address information in PIC and RASS language information are accurate and complete for the current survey. Address and Language information cannot be changed once it is certified and submitted to REAC. If you have not yet verified this information, please single click the CANCEL push button to return to the Unit Address/Language screen. If you have validated that all information is correct, please single click on the OK pushbutton.

OK   Cancel

Note

NOTE: Once you single click OK on the certification pop-up, you will no longer be able to edit the unit address and language information. Please take special care to validate the correctness of this information before you certify!
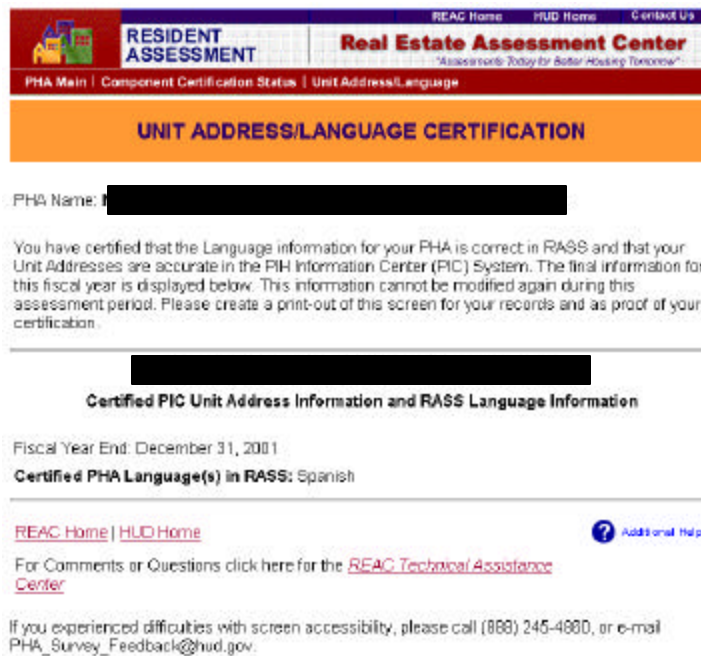
Step 9:

Single click on the OK pushbutton on the pop-up.

The Unit Address/Language Certification screen is displayed.

Description: The Unit Address/Language Certification screen shows that you have certified the language information for your PHA a nd displays your fiscal year end and certified PHA language information.

UNIT ADDRESS/LANGUAGE CERTIFICATION SCREEN

Congratulations! You have successfully certified your Unit Address and Language Information!