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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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 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.
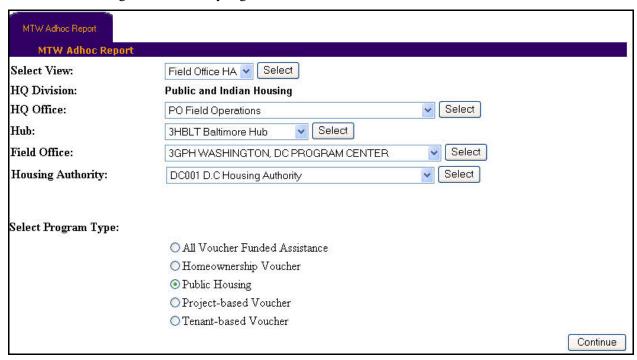

Figure 5: The MTW Ad Hoc Report sub tab of the MTW Ad Hoc Report tab.

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

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.
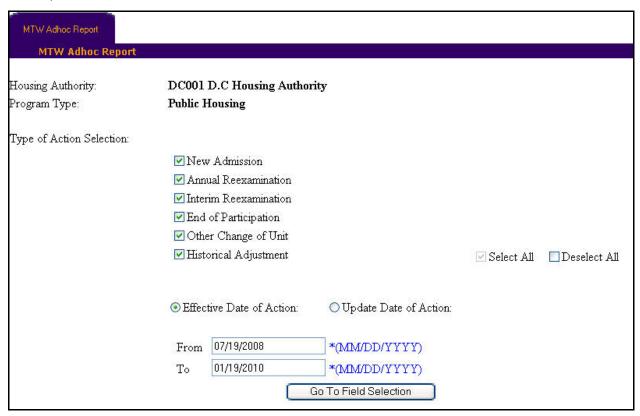

Figure 6: The MTW Ad Hoc Report sub tab of the MTW Ad Hoc Report tab.

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.

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).
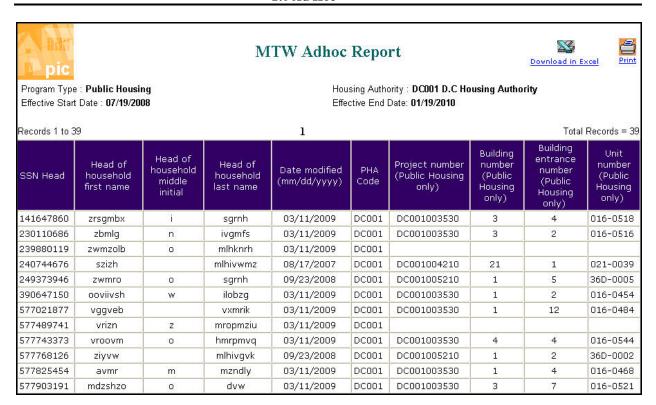
Figure 8: The MTW Ad Hoc Report

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.