Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Mitt Romney, Governor ◆ Kerry Healey, Lt. Governor ◆ Jane Wallis Gumble, Director

Public Housing Notice 2004-01

MEMORANDUM

TO: Executive Director, All Local Housing Authorities

FROM: Carole E. Collins, Director, Bureau of Housing Management

RE: Reporting Applicant and Tenant Data

DATE: March 25, 2004

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DHCD has automated its reporting system for LHAs use when reporting data on applicants and residents of state-aided public housing. The Internet based system is known as the Tenant Selection Reporting System.

Attached is a User Guide which provides information on how to access and use this reporting system. This new system is similar to all of the systems DHCD has developed to date for LHA reporting and is straightforward. You will note that the form for each report are essentially the same as the forms every local housing authority completed manually in prior years when reporting such information. We do not believe that training is necessary.

Like the prior manual reporting system, each screen provides instructions on completing that form. Please read and follow the instructions carefully. If you have any questions when completing these reports, please contact your Housing Management Specialist.

Please submit the required reports electronically no later than April 20, 2004.

Thank you in advance for your cooperation.

100 Cambridge Street, Suite 300
Boston, Massachusetts 02114

www.mass.gov/dhcd
617.573.1100

Tenant Selection Reporting System

Purpose of On-Line Reporting

This Internet based Tenant Selection Reporting System has been created for your use. Housing authorities must use this software as the report submission to DHCD.

Common Keystrokes – General Points About Data Entry

Throughout this User Guide the symbol ⇒ denotes key points for the general operation of the reporting systems. Please pay particular attention to these.

⇒ **Use Tab key:** It is important that you press the Tab key to advance from box to box and not try to advance with the arrow keys. To go backwards, hold the shift key and press the Tab key. Please note that you may move from data entry field to data entry field by clicking on a field entry box with the mouse.

⇒ **NumLock on:** Since you will be entering numbers, you will probably find it convenient to use the number pad on the right side of your keyboard. Press the NumLock key to turn these keys into a number pad.

⇒ **Incomplete data:** If you press enter before you have entered all necessary data, you will get an error message and the required fields will be shown with a yellow background to assist you in completing the form.

⇒ **Use Back button** on the bottom of the page rather than the Back button on the Toolbar. The Back button provided on the bottom of the form takes you logically back to the form above the current form. The toolbar Back button takes you sequentially back to the last page you were on.

⇒ **Use arrow keys to navigate:** The arrows at the bottom of the page are for navigating when there is more than one page. The << button takes you to the top of the first page; < button takes you back one page; > button takes you forward one page; and >> takes you to the end of the last page.

⇒ **Use Top Button to go to top of the application.** "Get me out of here:" If things become confused and you just want to go back to the main menu, click on the "Top" button to return to the Welcome page. Please note that data entry into any particular form is lost if you do not press the Save Data button before leaving.

⇒ **Use Add New Button:** This is how you add new entries into the system.

⇒ **Use Save Data Button**: As you are entering data, each form is saved in the computer by pressing the Save Data Button. Until you submit your reports to DHCD you can go in and make changes. Note that DHCD Housing Management cannot see your reports until you have submitted them.

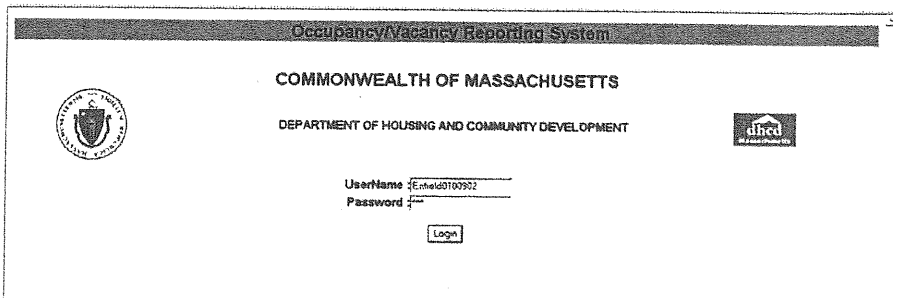
⇒ **Use Clear Data Button:** This button deletes any recent typing you have just done in the current form. If you were modifying an existing record this button will reset the record to the way it was before these most recent changes.

Please note that your computer monitor should be set to a resolution of 800 by 600 or sharper. This is typically the case but if you have made adjustments to your equipment to get large images this application may not fit properly on your screen.

Controlling Access to Your Tenant Selection Reporting System

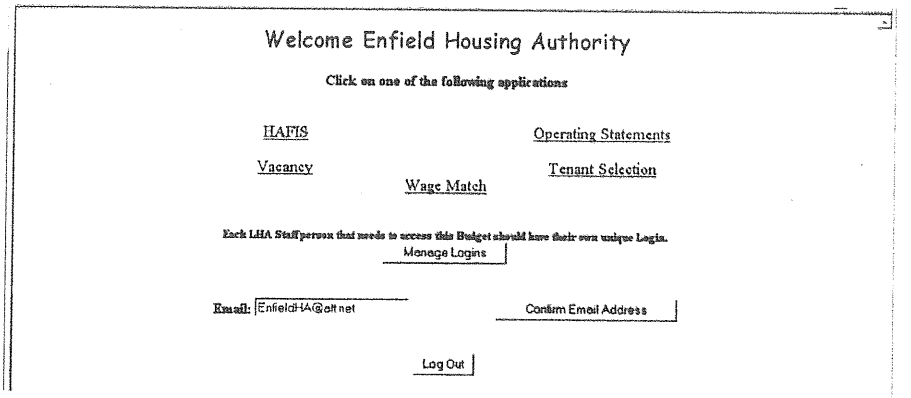
Everyone doing data entry into this application should have their own unique login (i.e. Username/Password combination). Only the Executive Director's administrative login has the ability to add or delete additional logins and to grant access to tenant selection reporting for your Authority.

The administrative login (i.e. UserName and Password) given to the Executive Director will work here but if additional people on staff are using this software then a new login needs to be created. See instructions for establishing user IDs at the end of this documentation.

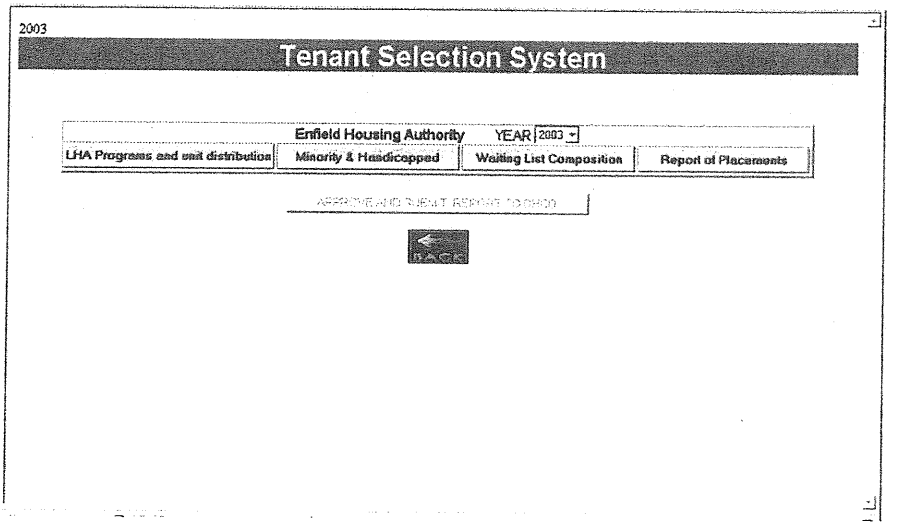


The administrative login will reveal all the Internet applications created by DHCD for Local Housing Authorities. Login users that you create will see only the applications that you enable them to see.

Mouse click on the word Tenant Selection to enter into the system.



First make sure that the appropriate year is selected. Typically you are reporting on the calendar year that has just ended. Next click the button for one of the four reporting sections and begin data entry.



Tenant Selection Data Entry

LHA PROGRAMS AND UNIT DISTRIBUTION 2003 Enfield Housing Authority

Provide the number of units in each bedroom size in the chart below. If the bedroom size is not applicable enter a zero. Each block should be completed.

Unit Size	0/SRO	1 BR	2 BR	3 BR	4 BR	5 BR	TOTAL
Ch 200	0	0	0	0	0	0	0
Ch 705	0	0	0	0	0	0	0
Ch 667 Conventional	0	0	0	0	0	0	0
Ch 667 Congregate							0

WAITING LIST STATUS

Please click in each field that applies below. If a waiting list is closed go to the applicable block and click in the checkmark. A checkmark indicates "yes" the list is closed. Similarly, a checkmark for "Accept Emergency Applications" signifies "yes", the Authority accepts emergency applications even though the waiting list is closed. Also provide the date for each closing by using month/year.

FAMILY PROGRAM	0/SRO	1 BR	2 BR	3 BR	4 BR	5 BR
Closed Waiting List						
Date Closed (MM/YYYY)						
Accept Emergency Applications						

ELDERLY PROGRAM	0/SRO	1 BR	2 BR	3 BR	4 BR	5 BR
Closed Waiting List						
Date Closed (MM/YYYY)						
Accept Emergency Applications						

How many Emergency Case Applications were approved during calendar year ?	
How many Emergency Case Applications were denied during calendar year ?	

BACK | SAVE ALL | Clear | Confirmation

All four of these forms allow you to save partial data; building your response over multiple sessions. Press the SAVE ALL button to save your data entry. Whenever you determine that the information that you have entered is complete and accurate you will press the Confirmation button. You are only confirming that this specific section is complete.

MINORITY & HANDICAPPED REPRESENTATION IN OCCUPIED UNITS 2003 Enfield Housing Authority

Provide the total number of occupied units on December 31, 2003. Of that total, indicate the total number of minority households and the total number of handicapped households in each of the following programs: Ch. 200, Ch. 705, and Ch. 667 (including Section 8 New Construction/Substantial Rehab Developments).

Minority Household is any household that has identified one or more member(s) in any of the following groups:Asian, Black, Hispanic or North American Indian. If a household has members in more than one minority group it is a Multi-Racial Household for the purpose of this form.

Handicapped Household is any household that has identified one or more member(s) as handicapped or disabled. A household may be reported twice in the following blocks, once as a minority, if applicable, and again as "Handicapped", if applicable.

The "Total Under 60" and "Total 60 and Over" blocks should be used for all c.667 households regardless of racial representation. A household may be reported twice in the following blocks, once as a minority, if applicable, and again as "Total Under 60" or "Total 60 and Over". The reported "No. of Occupied Units" for c.667 must equal the sum of "Total Under 60" plus "Total 60 and Over". Remember to list the number of households in each group. Do not list individual family members.

Only complete those program sections that apply. Fill in each block within the applicable program. If the total number, for any group, is zero enter the number 0.

Program name	NO. of Occupied Units	Asian	Black	Hispanic	North American Indian	Multi-Racial	Total Minority	Handicapped	Total Under 60	Total 60 and Over
Ch 200	0	0	0	0	0	0	0	0		
Ch 705	0	0	0	0	0	0	0	0		
Ch 667 Conventional	0	0	0	0	0	0	0		0	0
Ch 667 Congregate	0	0	0	0	0	0	0		0	0

BACK | SAVE ALL | Clear | Confirmation

WAITING LIST COMPOSITION 2003 Enfield Housing Authority

Report below, by unit size, the total number of applicants on the waiting list on December 31, 2003 for each program and their priorities and preferences. Avoid double counting applicant households on the waiting list by totaling applicants from your Master Ledger (not individual waiting lists). Include every applicant household still pending on December 31, 2003

Report all categories that apply. For example, a local emergency applicant would be reported twice, once as an emergency applicant, and once as a local applicant. Remember each applicant household must be counted in a priority selection category, 1 through 7. An applicant household may also be included in the total number of local, minority, and/or veteran preference applicants. Including applicant households in a priority selection category and preference category does not constitute double counting. It provides additional sub component information; therefore, the numbers reported below for either local, minority, or veteran preference cannot exceed the sum total number of priority applications, 1 though 7, reported below.

Fill in each block that applies.

PROGRAM NAME		0/SRO	1 BR	2 BR	3 BR	4 BR	5 BR
Ch 200 & Ch 705							
	Priority 1-3 Apps	0	0	0	0	0	0
	Priority 4 Emergency Case Plan	0	0	0	0	0	0
	Priority 5 AHVP Participant	0	0	0	0	0	0
	Priority 6 Transfer	0	0	0	0	0	0
	Priority 7 Standard	0	0	0	0	0	0
	Total	0	0	0	0	0	0
	Total Local Preference Apps All Priorities	0	0	0	0	0	0
	Total Minority Preference Apps All Priorities	0	0	0	0	0	0
	Total Veteran Preference Apps All Priorities	0	0	0	0	0	0
Ch 667 Conventional							
	Priority 1-3 Apps	0	0	0			
	Priority 4 Emergency Case Plan	0	0	0			
	Priority 5 AHVP Participant	0	0	0			
	Priority 6 Transfer	0	0	0			
	Priority 7 Standard	0	0	0			
	Total	0	0	0			
	Total Local Preference Apps All Priorities	0	0	0			
	Total Minority Preference Apps All Priorities	0	0	0			
	Total Veteran Preference Apps All Priorities	0	0	0			
Ch 667 Congregate							
	Total						0
	Total Local Preference Apps All Priorities						0
	Total Minority Preference Apps All Priorities						0
	Total Veteran Preference Apps All Priorities						0

BACK | SAVE ALL | Clear | Confirmation

ction/Placement.asp?w=1

Web Search | 11 blocked | Go | Links

REPORT OF PLACEMENTS MADE DURING 2003

Report below, by unit size, the total number of placements made during the calendar year 2003 for each program.

Report all categories that apply. For example, local emergency placement would be reported twice, once as an emergency applicant placed, and once as a local applicant placed. Remember each applicant household must be counted in a priority selection category, 1 through 7. An applicant household may also be included in the total number of local, minority,and/or veteran preference applicants. Including applicant households in a priority selection category and preference category does not constitute double counting. It provides additional sub component information; therefore, the numbers reported below for either local, minority, or veteran preference cannot exceed the sum total number of priority applications, 1 though 7, reported below.

Fill in each block that applies.

PROGRAM NAME		0/SRO	1 BR	2 BR	3 BR	4 BR	5 BR
Ch 200 & Ch 705							
	Priority 1-3 Apps Placed	0	0	0	0	0	0
	Priority 4 Emergency Case Plan Placed	0	0	0	0	0	0
	Priority 5 AHVP Participant Placed	0	0	0	0	0	0
	Priority 6 Transfer Placed	0	0	0	0	0	0
	Priority 7 Standard Placed	0	0	0	0	0	0
	Total Placed	0	0	0	0	0	0
	Total Local Preference Apps All Priorities Placed	0	0	0	0	0	0
	Total Minority Preference Apps All Priorities Placed	0	0	0	0	0	0
	Total Veteran Preference Apps All Priorities Placed	0	0	0	0	0	0
Ch 667 Conventional							
	Priority 1-3 Apps Placed	0	0	0			
	Priority 4 Emergency Case Plan Placed	0	0	0			
	Priority 5 AHVP Participant Placed	0	0	0			
	Priority 6 Transfer Placed	0	0	0			
	Priority 7 Standard Placed	0	0	0			
	Total Placed	0	0	0			
	Total Local Preference Apps All Priorities Placed	0	0	0			
	Total Minority Preference Apps All Priorities Placed	0	0	0			
	Total Veteran Preference Apps All Priorities Placed	0	0	0			
Ch 667 Congregate							
	Total Placed						0
	Total Local Preference Apps All Priorities Placed						0
	Total Minority Preference Apps All Priorities Placed						0
	Total Veteran Preference Apps All Priorities Placed						0

BACK | SAVE ALL | Clear | Confirmation

2003

Tenant Selection System

Enfield Housing Authority		YEAR 2003	
LHA Programs and unit distribution	Minority & Handicapped	Waiting List Composition	Report of Placements

APPROVE AND SUBMIT REPORT TO DHCD

BACK

Only after all four reporting sections have been confirmed will you be able to approve and submit your report to DHCD. As you see above the APPROVE AND SUBMIT REPORT TO DHCD button is disabled because the reporting sections are not confirmed. Once all of the reports have been confirmed as shown below the button APPROVE AND SUBMIT REPORT TO DHCD is enabled.

2003

Tenant Selection System

Enfield Housing Authority		YEAR 2003	
LHA Programs and unit distribution	Minority & Handicapped	Waiting List Composition	Report of Placements
Confirmed 3/24/2004	Confirmed 3/24/2004	Confirmed 3/24/2004	Confirmed 3/24/2004

APPROVE AND SUBMIT REPORT TO DHCD

BACK

You will be able to look back at, but not modify prior year reports. Once you have submitted your reports the buttons turn blue indicating that these reports have been sent to DHCD and can no longer be modified.

2003

Tenant Selection System

User Guide (.doc)

Enfield Housing Authority		YEAR 2003	
LHA Programs and unit distribution	Minority & Handicapped	Waiting List Composition	Report of Placements
Confirmed 3/25/2004	Confirmed 3/25/2004	Confirmed 3/25/2004	Confirmed 3/25/2004

REPORT SUBMITTED TO DHCD SUBMITTED3/25/2004

BACK