



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Public Housing Notice 2011-07

MEMORANDUM

TO: All Local Housing Authorities

FROM: Laura Taylor, Director Bureau of Housing Management *JAT*

RE: Updates to the Online Vacancy Ledger System

DATE: July 21, 2011

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In an effort to further preserve our portfolio by integrating capital and operating data, DHCD has made improvements within the Online Vacancy System to enhance consistency with the information we are collecting and efficiency to analyze the data. Free entry fields to identify units have been replaced with drop down lists, populated with the identifiers in the Capital Planning System (CPS). By using the established CPS unit identifiers, we anticipate it will be easier for housing authorities and DHCD to:

- Create links between vacancies and waiver requests to component data in CPS and to planned capital projects in the Capital Inventory Management System (CIMS);
- Set unit data (i.e. address, unit number, bedroom count) allowing for consistency across multiple systems, such as CPS;
- Identify duplicative vacancy entries to provide an accurate count of vacant units at any given time; and,
- Analyze the data for turnover trends with specific units.

A sheet providing a quick glance at the changes is included and the User Guide available through the Online System has been updated.

DHCD continues to rely on local housing authorities to provide precise and timely information regarding vacancies and placements. It is important that we are able to truly represent the work you are doing, the effectiveness you exhibit, and to understand the nature and pace of unit turnover. We depend on accurate information contained within the online ledger and our access to this data to analyze trends and provide information to address portfolio needs across the Commonwealth. Consequently, DHCD may access the data within the online vacancy ledger as well as the quarterly reports.

Please contact your housing management specialist if you have any questions about these changes or generally how to use the system

Online Vacancy Ledger System Update - Unit Identifiers

In the Capital Planning System, each housing authority portfolio has been broken out by development, facility and unit.

Capital Planning System
Inventory

Main Menu Facilities **Inventory** Projects Reports Utilities Find Help

LHA: Wellfleet 16
 Development: 966-200-01 -- Veterans Housing
 Facility: 966-200-01-002 -- Veterans 10
 Unit: 44

This same coding has been carried over to the Online Vacancy Ledger System.

Vacancy Ledger
Lha Name: Wellfleet Housing Authority Date: 6/23/2011

ID #	Development	Facility	Unit	No. of Bdrms	Unit Condition	
82	200-01 - Veterans Housing	Veterans 10	Select a Unit		Select Unit Condition	
	Date Vacated	Vacated Due To	Maintenance Date Ready	Lease-Up From Ready	Total Days Vacant	Comments
			44 46			

Special circumstances

Control Number	Priority	Preference	In Shelter	Accepted	Refused	Leased Date/ Date Refused	Offer Comments
	1	Veteran (A) Local Resident (B) Minority (C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Buttons: Save Data, Clear Data, Cancel

Development, facility unit, number of bedrooms and unit condition are required to save the record. You will receive a pop up error message if a drop down field is not selected.

Vacancy Ledger
Lha Name: Wellfleet Housing Authority Date: 6/23/2011

ID #	Development	Facility	Unit	No. of Bdrms	Unit Condition		
82	200-01 - Veterans Housing	Select a Facility	Select a Unit		Select Unit Condition		
	Date Vacated	Vacated Due To	Maintenance Turnover	Lease-Up From Ready	Total Days Vacant	Comments	
	01/01/2011	Subsidized Rental	05/01/2011	120	0	173	

Special circumstances

Message from webpage
Enter required information

Error message if trying to save without full unit details selected above

Buttons: Save Data, Clear Data, Cancel

All other data entry fields remain the same.