

6/24/2014 CMS Developer Meeting Notes

1. Updated XML Schema and Reference Items:

- Minor changes made to the form 9902 XML schema to the XML schema.
- Group 38 (Activity Types) added to the Reference Data file.
- See the latest version of the XML Schema posted to:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/OHC_CM_S1415a.
- The zip file contains a PDF called arm5_change_log.pdf. The file highlights the changes that have been made.

2. ARM 5.0 Field Descriptions have been posted to the same link shown above.

3. Frequently Asked Questions:

- Q: Will CMS also be submitting data for the Annual Projection column?
A: No. The purpose of projections is to provide a benchmark to help the awardee and HUD to monitor the number of clients expected to receive services funded by HUD versus the actual number of HUD funded clients. These numbers may be reported to Congress to show the use of the appropriation. The Annual Projection is done once a year per grant award, and must be approved by HUD. It will be manually entered by the grant awardees only on HCS. Once it is entered on HCS, the projection will display on the grant awardee's 9902 .
- Q: When does reporting using the new 9902 data fields go into effect?
A: The new 9902 data fields go into effect for the 1st quarter of 2015 reporting. This means that agencies will need to be able to enter the new client data starting 10/01/2014. Reporting for the 4th quarter of 2014 (ending 9/30/2014) will continue to use the current data set. Reporting for the 4th quarter of 2014 is expected to occur between 10/01/2014 and 01/31/2015. The end date could be pushed back further depending on reporting progress. 1st Qtr 2015 reporting is expected to occur between 01/01/2015 and 01/31/2015. CMS will need to be able to submit 2014 data using the current dataset to ARM 4.0 and 2015 data using the new dataset to ARM 5.0.
- Q: Some agencies have grant funding that spans both fiscal years (2014 and 2015). How do they report the HUD grant activities if the funding started in 2014 and ended in 2015?
A: HUD grant activities that occurred in 2014 will be reported using the current 9902 form on HCS. HUD grant activities that occurred in 2015 will be reported using the new 9902 form/dataset. Starting with the 1st qtr 2015 reporting ARM5

will allow for activity codes for the HUD grant activity so that it can be reported through the CMS.

- Q: Has the Report Period ID been removed from the submission header?
A: Yes. reportingPeriod has been removed from the submission header. The only data section where it is needed is Form 9902, where it still is present inside the submission body. It was removed from the submission header to avoid confusion.
- Q: What constitutes a Household?
A: The change from the term client to the term household is really just a terminology change. The way counseling activities are being reported is not changing. Previously the term client caused a misunderstanding in how to report activities when there are multiple people in one counseling session. A household is any group of people that participate in a counseling activity. For client data reporting one person should be identified as the head-of-household for which to provide the client demographic data for the household. The HUD HCS/ARM team will update documentation to include a definition of a household. The new 9902 form provides the following information in the instructions:

Who is counted as a household?

In each section, report the number of individual households counseled or educated. For Example: A husband and wife or a brother and sister or three friends who are mortgagors under the same mortgage note or who are tenants under the same lease count as one household.

Also, multiple individuals or families with the same problem or need that receive counseling together should be counted as an individual household. For example, three renting families who experience the same problem with the same landlord and receive counseling services from your agency together should be counted as one household, and the relevant data recorded in Sections 3-7 and 9.

How many times can a household be counted?

If a household participates in a workshop and later receives individual counseling, or if a household receives various distinct types of individual counseling or group education, record them in the appropriate row in Sections 8 and 9 , and then again in Sections 3-7 for each distinct workshop and/or counseling type. For example, a household receiving homebuyer education, pre-purchase counseling and mortgage delinquency prevention counseling during the same year is recorded in Sections 3-7 three times, and Sections 8 or 9 three times.

4. Schedule for Testing: We anticipate having the ARM 5.0 pilot environment available mid-July for CMS testing.
5. Regular Weekly Meetings? The topic as brought up regarding holding regular CMS meetings. The feedback received was to make sure that the agenda was well described so that CMS can determine if the topics are relevant to them. The HUD HCS/ARM Support team will post meeting notes from all CMS developer meetings for any CMS that was not able to attend.
6. CMS Development Progress and Feedback – Other questions that came up during the call:

Q: Will there be .NET samples for ARM5?

A: The samples that have been provided were for demonstrating how to make a connection with the web service. This has not changed much, however the HUD HCS/ARM support team will do our best to provide updated samples as time allows.

Q: When will the updated ICD be available?

A: That is expected to be available next week. The substantive update is related to the revised data bags and required fields. The ARM 5.0 Field Description document has been posted to the CMS page.

Q: What type of communication or information is being provided to the business side/agencies?

A: Listed below are the various venues for the agencies to received updated information. The HUD HCS/ARM support team will ask further about business discussions with agencies.

- Information provided as part of the grant agreement and Newsletter.
- Webinars will be given to the agencies on how to use the new 9902 form on HCS.
- One-on-one sessions have been given to Intermediaries.
- Housing Counseling blast emails. Anyone can get on the Housing Counseling distribution list, however CMS should expect to receive all technical information from the HUD HCS/ARM Support team. The Housing Counseling email list will have lots of business related topics such as grant information, counseling trainings, etc.