HCS 14.13.0.0 Release

Changes to HUD User Interface for HCS V14.13.0.0

An update to HCS was released on January 5, 2018 included the following changes:

• Agency Summary - Change Alert that displays when Client and 9902 counts do not match

• Agency Profile – Add Agency Start Date in HUD Program

• HUD Affiliation – Add Status Change Reason for Natural Disaster.

• HUD Affiliation/User Profile – HUD POC Contact Information Changes

Note: data displayed in screens is for example purposes only and does not reflect actual data
Agency Summary - Change Alert that displays when Client and 9902 counts do not match

• Previously when the totals for the most recent 9902 report and the client data totals did not match, the Agency Information tab would display an alert to all users.

• The alert message has been changed and will only be seen by HUD users.

**HUD Users:**

<table>
<thead>
<tr>
<th>Counselors</th>
<th>Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>49</td>
</tr>
<tr>
<td>Trained</td>
<td>20</td>
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</tbody>
</table>

| Projects for FY: | 0 |
| YTD Declared in 9902: | 1,107 |
| Total YTD Reported: | 1,098 |

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| Projects for FY: | 0 |
| YTD Declared in 9902: | 1,107 |
| Total YTD Reported: | 1,098 |

Total YTD Reported (for client files submitted) does not match YTD Declared in 9902. This indicates a possible discrepancy between the 9902 and client data.
Agency Profile – Add Agency Start Date in HUD Program

- New **Joined HUD Program as of** field has been added to the HUD Affiliation tab.

- Defaults to the date the agency was entered into HCS.
- A HUD user can change the date.
Agency Profile – Add Agency Start Date in HUD Program

- Steps:
  1. On the HUD Affiliation tab, enter the date in the **Joined HUD Program as of** text box.

Or click the calendar icon to select a date.
Agency Profile – Add Agency Start Date in HUD Program

- **Steps:**
  - The calendar will display.
  1. Select the Month and Year of the agency’s start date.

  - **2.** Click the day of the month.

  - **2.** The date selected will be entered into the Joined HUD Program as of field.

```plaintext
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```

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HCS v14.13.0.0 January 5, 2018
Steps:
3. The date selected will be entered in to the Joined HUD Program as of field.

4. Click the **OK** button at the bottom of the screen to save the change.
Agency Profile – Add Agency Start Date in HUD Program

- The date the agency joined the HUD Program will also display on the Agency Information tab for all users as display only.

![Agency Information Tab](image)

- Only HUD users can change the date on the Agency Affiliation tab.
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Agency Profile – Add Agency Start Date in HUD Program

- On the HUD Affiliation tab, the Joined HUD Program as of date will display as ready only to agency users.

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Agency ID: 80065
Agency Name: TABOR COMMUNITY SERVICES, INC
Type of Agency: LHCA
Parent Organization: 80751
(Temporary Affiliate)
HUD Office Agency Assigned to: Philadelphia (HOC)
Joined HUD Program as of: 10/01/2005

HUD POC: Terri Gilyard-Ames
POC Phone: 888-999-7777-55
POC Email: testemail@hud.gov
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HUD Affiliation – Add Status Change Reason for Natural Disaster.

- The option of **Natural Disaster** has been added to the agency status change **Reason** select list for Conditional, Inactive, and Terminated Status types.
HUD Affiliation/User Profile - HUD POC Contact Information Changes

- The HUD POC’s email address has been added to the HUD Affiliation tab.
- Both the HUD POC’s email and phone number will display as read only for all users.
A HUD user can change a POC’s contact information by clicking on the POC User Profile link.

Note: The POC User Profile link only displays for HUD users.
After clicking the **POC User Profile** link, the User Profile screen will open in a new browser window or tab.

The User Profile screen has been updated to allow a HUD user’s phone number to be changed. Previously, the phone number could only be changed on an agency’s HUD Affiliation tab.
• Phone and Email Address are required fields.

• Steps to change a HUD POC’s contact information:

1. Enter the new phone number in the **Phone** text box. The required format is: 999-999-9999.

2. If the user has an extension, enter it in the **Extension** text box. Extension is optional.
3. Enter the new email address in the **Email Address** text box.

4. Click the **OK** button at the bottom of the screen.
The new phone and email address will display on the HUD Affiliation tab.

If a new HUD POC is selected, the POC Phone and Email will automatically update.

Click the OK button at the bottom of the screen to save the change to the HUD POC.