HCS 14.18.0.0 Release

Changes to HUD User Interface for HCS V14.18.0.0

An update to HCS is planned for release on June 14, 2019 and includes the following user interface changes for agency users:

• Include grant awards on agency profile from previous year, if grant performance period extends to the next year.

• Allow grant awards that are not reported on the 9902 (Exp: Training) to display on the agency’s profile.

• Data Quality Alerts added to the 9902 form.

• Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added.

Note: data displayed in screens is for example purposes only and does not reflect actual data.
Agency Profile – Grant Display Changes.

Two changes have been made to the grant display on the Agency Profile:

1. Include grant awards on agency profile from previous year, if grant performance period extends to the next year.

2. Allow grant awards that are not reported on the 9902 (Exp: Training) to display on the agency’s profile.
Example: An agency’s FY 2019 profile displays grants that were awarded in FY 2018, but have a performance period that includes FY 2019; and includes training grants that are not reported on the 9902.

NOFA 2018-1 COMP Performance Period: 10/01/2017 – 09/30/2019
NOFA 2018-2 TRNG Performance Period: 07/01/2018 – 09/30/2019

Amount of the total award allocated to the fiscal year that the agency profile represents.
Agency Profile – Grant Display Changes.

Example: Training grant is not displayed on agency’s 9902 as a possible HUD Funding Source since it is not applicable to 9902 reporting.
Example: Training grant now displays on agency user’s grant menu screen.
9902 Data Quality Alerts.

Data Quality Alerts have been added to the 9902 form in HCS to alert agency users to possible errors in 9902 reporting. The alerts will check for:

✓ (0) impacts entered in Section 10 Impact and Scope of One-on-One Counseling Services
   - Indicates agency is not reporting any impacts.

✓ Total impacts entered in Section 10 total is the same as the Section 9 total for one-on-one counseling.
   - Indicates agency is not reporting multiple impacts.

✓ Total impacts entered for 10c (developing a sustainable budget) is less than Section 9 total for one-on-one counseling.
   - Indicates agency is not developing a budget with counseled clients, this is a counseling requirement

✓ (0) impacts reported for 10e - households gained access to resources to improve their housing situation
   - Indicates agency is not properly reporting impacts

✓ Agency’s yearly budget is not entered.
9902 Data Quality Alerts.

If data quality alerts have **NOT** been identified for a 9902, there is no change to the display of the 9902.

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**HUD Funding Sources Passed @ 30%**

2018-1 COMP
10/01/2017 - 09/30/2019
2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33
Funding: $26,461.00

**Validated**
Last Validated: 06/11/2019
Validated by: System

Only reports completed by 04/30/2019 will be credited for on time submission.

**3. Ethnicity of Households (select only one)**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>All Activities</th>
<th>All HUD Funded Activities</th>
<th>Calculated HUD Housing Counseling Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>1</td>
<td>1</td>
<td>0.30</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>34</td>
<td>34</td>
<td>10.20</td>
</tr>
<tr>
<td>Chose not to respond</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Section 3 Total</strong></td>
<td><strong>35</strong></td>
<td><strong>35</strong></td>
<td><strong>10.50</strong></td>
</tr>
</tbody>
</table>
9902 Data Quality Alerts.

If data quality alerts have been identified for a 9902, a Data Quality Alerts section will display below the Validation information.

Click the Review Data Quality Alerts button to display the specific alerts for that 9902.
9902 Data Quality Alerts.

Data Quality Alert pop-up displays listing all applicable alerts for the 9902.
9902 Data Quality Alerts.

The Data Quality Alerts indicate that while the 9902 has been submitted and accepted by HCS, there are some indicators that there may be some errors in reporting.

The agency user should review the information provided in the Data Quality Alert pop-up. The user has three options:

1. Ignore the Data Quality Alerts for the moment.
2. Update the 9902 reporting to remove the alerts.
3. Accept the alerts to indicate that the reporting reflects valid reporting on the counseling activities conducted during the reporting period.
9902 Data Quality Alerts - Ignore the Data Quality Alerts

To ignore the Data Quality Alerts, click the **Close** button. The Data Quality Alert pop up will close. The Alert will remain on the 9902.
9902 Data Quality Alerts - Update the 9902 reporting to remove the alerts.

To remove the alerts, the agency should revise the 9902 reporting using the original method of submission.

If the agency submitted via their CMS:

1. Click the **Close** button on the Data Quality Alert pop-up.
2. Close the 9902 form in HCS.
3. Return to the agency’s CMS to update the counseling activity data.
4. Submit the updated reporting from the agency’s CMS.
9902 Data Quality Alerts - Update the 9902 reporting to remove the alerts.

1. Click the Close button on the Data Quality Alert pop-up.

2. Click the Update button on the 9902.

3. Update the 9902 reporting data and click Save.
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9902 Data Quality Alerts - Update the 9902 reporting to remove the alerts.

If the updated 9902 (updated from either the CMS or manually in HCS) addressed all of the alerts, the Data Quality Alert section will not display on the 9902.
9902 Data Quality Alerts - Accept the alerts

If the reporting reflects valid reporting on the counseling activities conducted during the reporting period, the agency user should **Accept** the alerts.

**Accepting** an alert tells the HUD POC that:

- The agency has reviewed the alerts and confirmed that the reporting is accurate.
- Since the reporting is accurate, the agency will not change the 9902 reporting to remove the alerts.

The alerts are only meant to identify possible data quality issues. **There is no negative impact to the agency user for accepting the alerts.**
9902 Data Quality Alerts - Accept the alerts

If the reporting reflects valid reporting on the counseling activities conducted during the reporting period, the agency user should **Accept** the alerts.

**Accepting** an alert tells the HUD POC that:

- The agency has reviewed the alerts and confirmed that the reporting is accurate.
- Since the reporting is accurate, the agency will not change the 9902 reporting to remove the alerts.

The alerts are only meant to identify possible data quality issues. **There is no negative impact to the agency user for accepting the alerts.**
To accept an alert:

1. Check the checkbox next to the alert.

2. Enter a Comment (not required).

3. Click the Accept button.

Complete steps 1 – 3 for each data quality alert that displays.
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9902 Data Quality Alerts - Accept the alerts

If all of the alerts have been accepted, the data quality alert message on the 9902 will still display, but will update to indicate that the agency has addressed the alerts.

Click the **View Data Quality Alerts** button to view information on the acceptance and comments entered.
9902 Data Quality Alerts - Accept the alerts

If an agency has multiple alerts, each individual alert can be accepted and commented on.
The Agency Review Spreadsheet has been updated to include:

- The date the agency last validated their agency profile
- The date the agency is due to validate their agency profile

To access the **Agency Review Spreadsheet**, search for the desired list of agencies in the **Agency > Advanced Agency Search** module.
Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

On the search results screen, click the **Agency Review Spreadsheet** button.

![Agency List](image-url)
Follow the browser's prompts to download the Excel spreadsheet.

1. Click the **Save** button.

2. When the browser has indicated that the download is complete, click the **Open** button.

3. The excel file will begin to open in Excel. Click the **Yes** button to trust the source and open the spreadsheet.
Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

The last two columns in the spreadsheet reflect the Last Validated Date and the Next Validation Date.