

HCS 14.13.0.0 Release

Changes to HUD User Interface for HCS V14.13.0.0

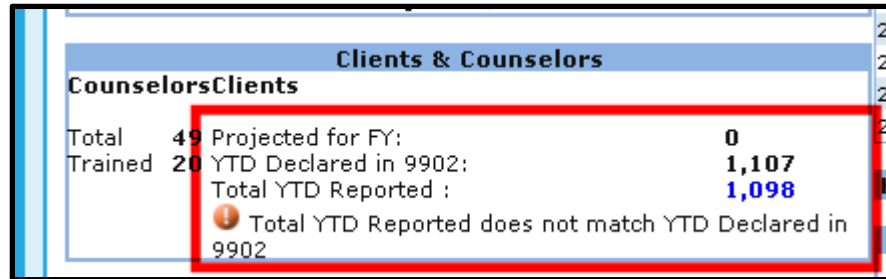
An update to HCS was released on January 5, 2018 included the following changes:

- 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

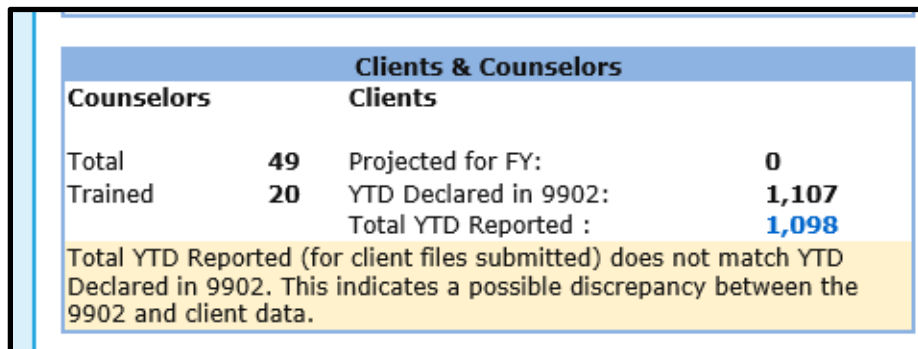
Agency Summary - Change Alert that displays when Client and 9902 counts do not match

- 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.

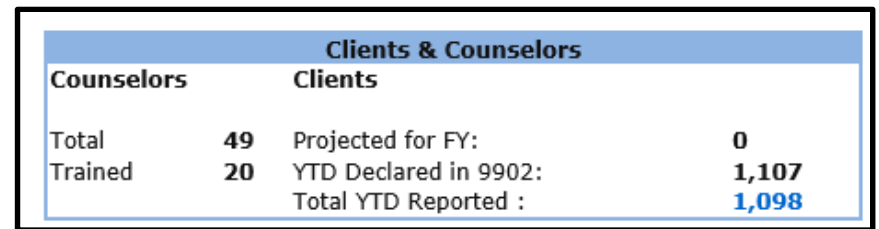


- The alert message has been changed and will only be seen by HUD users.

HUD Users:



Agency Users:



Agency Profile – Add Agency Start Date in HUD Program

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

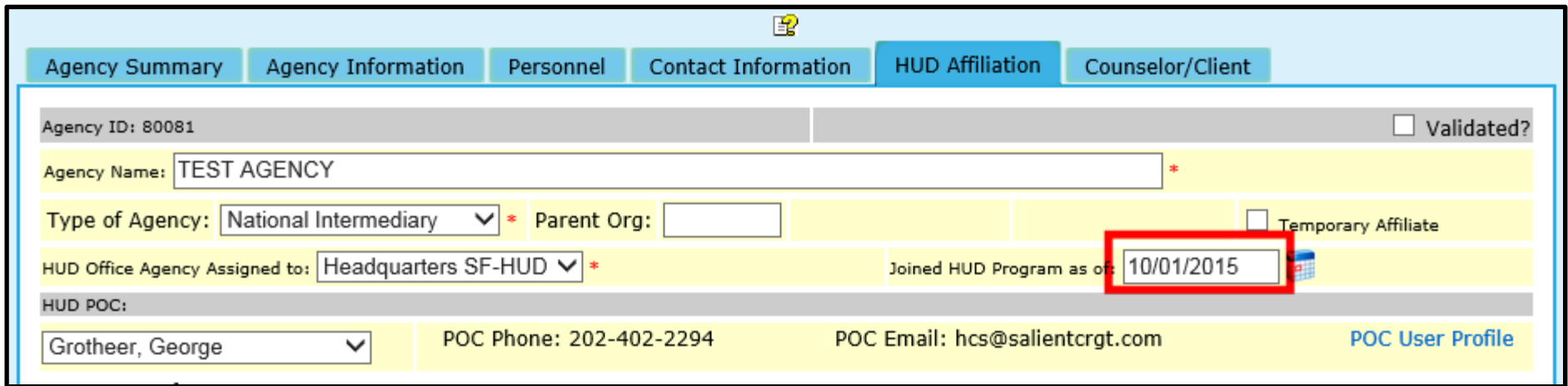
The screenshot displays the 'HOUSING COUNSELING SYSTEM' interface. At the top, there is a navigation bar with links: HOME, AGENCY, HUD-9902, NOFA, USER, MANAGEMENT, and REPORTS. Below this is a tabbed interface with the following tabs: Agency Summary, Agency Information, Personnel, Contact Information, HUD Affiliation (selected), and Counselor/Client. The main content area shows the 'HUD Affiliation' form for Agency ID: 80081. The form includes the following fields and options:

- Agency ID: 80081 (with a 'Validated?' checkbox)
- Agency Name: TEST AGENCY *
- Type of Agency: National Intermediary * (dropdown menu)
- Parent Org: (empty text field)
- Temporary Affiliate: (checkbox)
- HUD Office Agency Assigned to: Headquarters SF-HUD * (dropdown menu)
- Joined HUD Program as of: 06/14/2012 (text field with a calendar icon, highlighted by a red box)
- HUD POC: Grotheer, George (dropdown menu)
- POC Phone: 202-402-2294
- POC Email: hcs@salientcrgt.com
- POC User Profile (link)
- Agency Review: Create New Review (link)
- Agency Status: Terminated (Disapproved) As Of: 08/29/2012 (with Change and View History links)
- Types of Counseling Services: (empty field)

- 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

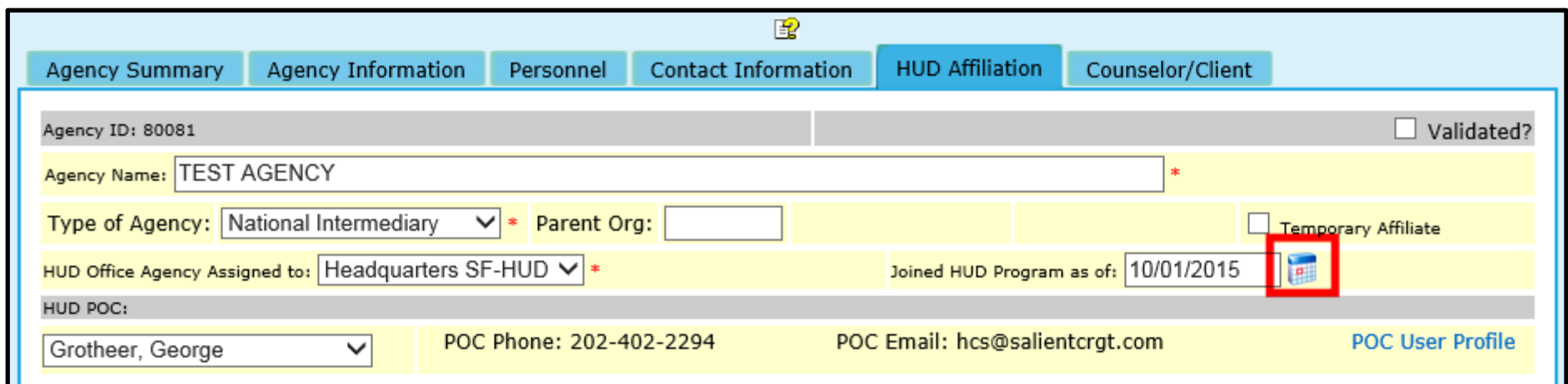
- Steps:
 1. On the HUD Affiliation tab, enter the date in the **Joined HUD Program as of** text box.



The screenshot shows the HUD Affiliation tab of the Agency Profile form. The form includes the following fields and values:

- Agency ID: 80081
- Agency Name: TEST AGENCY *
- Type of Agency: National Intermediary *
- Parent Org: [Empty]
- Temporary Affiliate:
- HUD Office Agency Assigned to: Headquarters SF-HUD *
- Joined HUD Program as of: 10/01/2015 (highlighted with a red box)
- HUD POC: Grotheer, George
- POC Phone: 202-402-2294
- POC Email: hcs@salientcrgt.com
- POC User Profile: [POC User Profile](#)

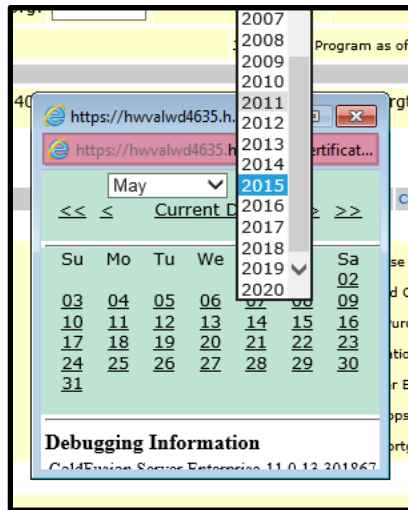
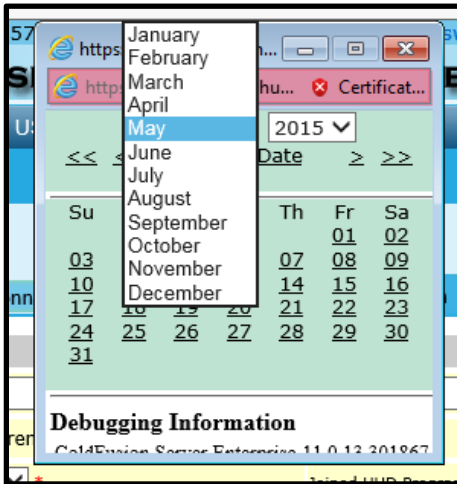
Or click the calendar icon to select a date.



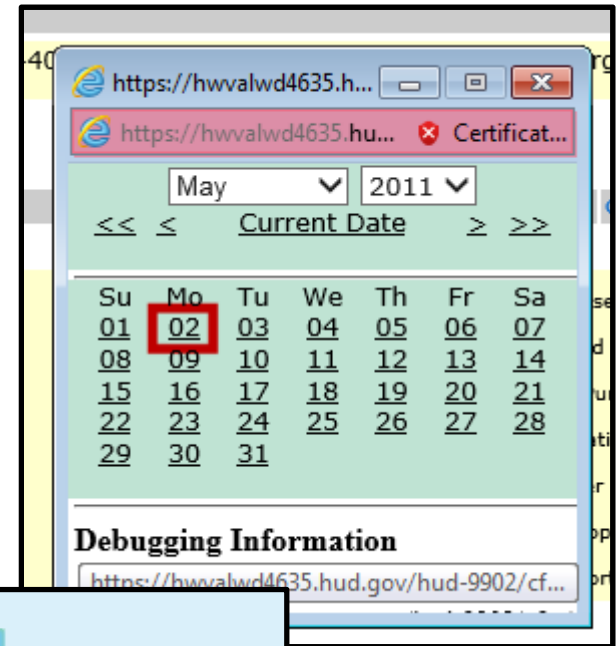
The screenshot shows the HUD Affiliation tab of the Agency Profile form, identical to the previous one, but with the calendar icon next to the 'Joined HUD Program as of' field highlighted with a red box.

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 in to the Joined HUD Program as of field.

A screenshot of the 'Agency Profile' form. The 'HUD Affiliation' tab is selected. The 'Joined HUD Program as of' field is highlighted with a red box and contains the date '05/02/2011'. Other fields include Agency ID (80081), Agency Name (TEST AGENCY), Type of Agency (National Intermediary), Parent Org, HUD Office Agency Assigned to (Headquarters SF-HUD), HUD POC (Grotheer, George), POC Phone (202-402-2294), and POC Email (hcs@salientcrgt.com).

Agency Profile – Add Agency Start Date in HUD Program

- Steps:
 3. The date selected will be entered in to the Joined HUD Program as of field.

The screenshot shows the 'HUD Affiliation' tab of the Agency Profile form. The form contains the following fields and values:

- Agency ID: 80081
- Agency Name: TEST AGENCY *
- Type of Agency: National Intermediary *
- Parent Org: [Empty]
- Temporary Affiliate:
- HUD Office Agency Assigned to: Headquarters SF-HUD *
- Joined HUD Program as of: 05/02/2011 (highlighted with a red box)
- HUD POC: Grotheer, George
- POC Phone: 202-402-2294
- POC Email: hcs@salientcrgt.com
- POC User Profile: [Link]

4. Click the **OK** button at the bottom of the screen to save the change.

The screenshot shows the 'Public display options' dialog box. It contains the following sections and options:

- Zip Code Affiliations:**
 - Default Affiliation: 20903
 - 14732
 - Add Another Zip Code
- State Affiliations:**
 - Default Affiliation: Maryland
 - Add Another State
- Public display options:**
 - Allow for public access?
 - Allow public access through Zip Code Affiliations?
 - Allow public access through State Affiliations?
- Buttons: OK (highlighted with a red box), Cancel, Sub-Agency(s)

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 ID: 80081 Validated?

Agency Name: TEST AGENCY

Agency Designations

Faith Base Colonias Migrant Workers

Housing Counseling Services Provided as of: 04/01/2011

Time Since Starting Counseling Services: 6 years, 8 months

Joined HUD Program as of: 05/02/2011

Time Since Joining HUD Program: 6 years, 7 months

Delinquent in Federal Debt? Yes DUNS Number:

- Only HUD users can change the date on the Agency Affiliation tab.

Agency ID: 80081 Validated?

Agency Name: TEST AGENCY *

Type of Agency: National Intermediary * Parent Org: Temporary Affiliate

HUD Office Agency Assigned to: Headquarters SF-HUD * Joined HUD Program as of: 05/02/2011

HUD POC: Grotheer, George POC Phone: 202-402-2294 POC Email: hcs@salientcrgt.com [POC User Profile](#)

Agency Review: [Create New Review](#)

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

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.

Agency Profile					
Agency Summary	Agency Information	Personnel	Contact Information	HUD Affiliation	Counselor/Client
Agency ID: 80065	<input type="checkbox"/> Validated? Last Validated on 10/26/2017 (Next Validation Required by 01/24/2018)				
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:					
HUD POC: Terri Gilyard-Ames		POC Phone: 888-999-7777-55		POC Email: testemail@hud.gov	

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.

This screenshot shows the HUD Affiliation dialog for a Conditional status change. The 'Status' dropdown is set to 'Conditional'. The 'Reason' list includes 'Review Deficiency', 'Client Complaint', 'Finding', 'No Counselor', 'Lack of Funding', 'Failure to Comply with Reporting', 'Natural Disaster', and 'System-Status Expired'. The 'Natural Disaster' option is highlighted with a red box.

This screenshot shows the HUD Affiliation dialog for a Terminated (Disapproved) status change. The 'Reason' list includes 'Lack of Funding', 'No Counselor', 'No Certified Counselor', 'Office Closed', 'Agency Withdrawn', 'Parent Dropped', 'Remove-Noncompliance', 'Mistake', 'Natural Disaster', and 'System-Status Expired'. The 'Natural Disaster' option is highlighted with a red box.

This screenshot shows the HUD Affiliation dialog for an Inactive status change. The 'Reason' list includes 'Lack of Funding', 'No Counselor', 'Office Closed', 'Agency Withdrawn', 'Parent Dropped', 'Remove-Noncompliance', 'Natural Disaster', and 'System-Status Expired'. The 'Natural Disaster' option is highlighted with a red box.

This screenshot shows the HUD Affiliation dialog for a Terminated (Non-Participating) status change. The 'Reason' list includes 'Lack of Funding', 'No Counselor', 'No Certified Counselor', 'Office Closed', 'Agency Withdrawn', 'Parent Dropped', 'Remove-Noncompliance', 'Mistake', 'Natural Disaster', and 'System-Status Expired'. The 'Natural Disaster' option is highlighted with a red box.

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

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.

The screenshot shows the HUD Affiliation tab in the HCS user interface. The form contains the following fields and information:

- Agency ID: 80081 Validated?
- Agency Name: TEST AGENCY *
- Type of Agency: National Intermediary * Parent Org: Temporary Affiliate
- HUD Office Agency Assigned to: Headquarters SF-HUD * Joined HUD Program as of: 05/02/2011
- HUD POC: Grotheer, George
- POC Phone: 202-402-2294
- POC Email: George.H.Grotheer@hud.gov
- POC User Profile
- Agency Review: [Create New Review](#)

The POC Phone and POC Email fields are highlighted with a red box, indicating they are read-only for all users.

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

HUD Affiliation/User Profile - HUD POC Contact Information Changes

- A HUD user can change a POC's contact information by clicking on the **POC User Profile** link.



The screenshot shows the HUD Affiliation tab in the HCS interface. The form displays the following information:

- Agency ID: 80081
- Agency Name: TEST AGENCY *
- Type of Agency: National Intermediary * Parent Org: [] Temporary Affiliate []
- HUD Office Agency Assigned to: Headquarters SF-HUD * Joined HUD Program as of: 05/02/2011
- HUD POC: Grotheer, George POC Phone: 202-402-2294 POC Email: George.H.Grotheer@hud.gov

The **POC User Profile** link is highlighted with a red box, and a green arrow points to it from a note box below.

Note: The POC User Profile link only displays for HUD users.

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

HUD Affiliation/User Profile - HUD POC Contact Information Changes

- 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.

User Profile

Instructions: Fill out the form below, review your information for accuracy, and click the OK button. * indicates required information.

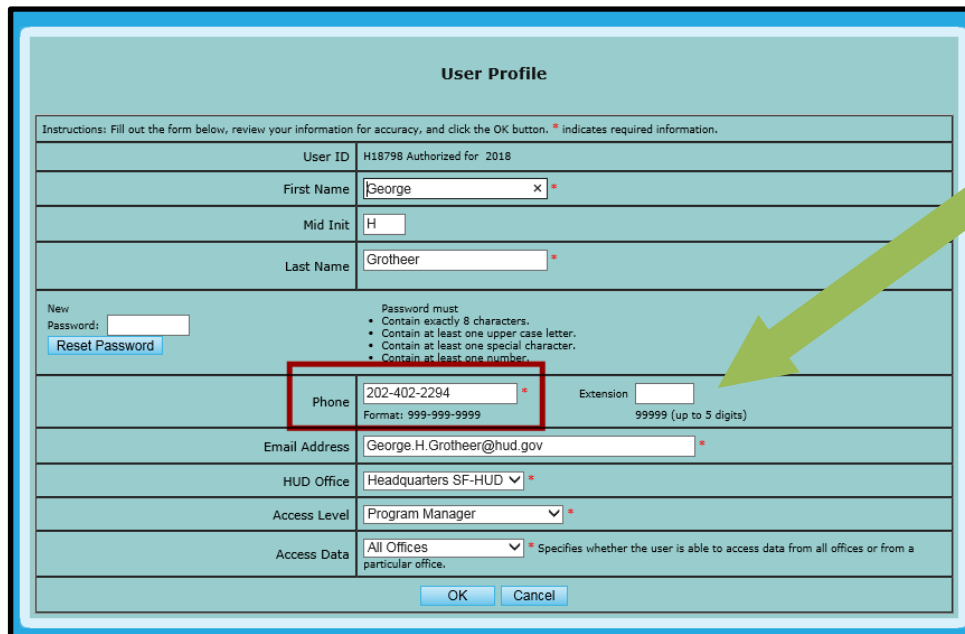
User ID	H18798 Authorized for 2018	
First Name	<input type="text" value="George"/>	*
Mid Init	<input type="text" value="H"/>	
Last Name	<input type="text" value="Grotheer"/>	*
New Password:	<input type="password"/>	<input type="button" value="Reset Password"/>
	Password must: <ul style="list-style-type: none">• Contain exactly 8 characters.• Contain at least one upper case letter.• Contain at least one special character.• Contain at least one number.	
Phone	<input type="text" value="202-402-2294"/>	<input type="text" value=""/>
	Format: 999-999-9999	99999 (up to 5 digits)
Email Address	<input type="text" value="George.H.Grotheer@hud.gov"/>	
HUD Office	<input type="text" value="Headquarters SF-HUD"/>	
Access Level	<input type="text" value="Program Manager"/>	
Access Data	<input type="text" value="All Offices"/> * Specifies whether the user is able to access data from all offices or from a particular office.	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

HUD Affiliation/User Profile - HUD POC Contact Information Changes

- 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.



The screenshot shows a 'User Profile' form with the following fields and values:

User Profile	
Instructions: Fill out the form below, review your information for accuracy, and click the OK button. * indicates required information.	
User ID	H18798 Authorized for 2018
First Name	George x *
Mid Init	H
Last Name	Grotheer *
New Password:	<input type="password"/> <input type="button" value="Reset Password"/>
Password must: <ul style="list-style-type: none">• Contain exactly 8 characters.• Contain at least one upper case letter.• Contain at least one special character.• Contain at least one number.	
Phone	202-402-2294 * Format: 999-999-9999
Extension	<input type="text"/> 99999 (up to 5 digits)
Email Address	George.H.Grotheer@hud.gov *
HUD Office	Headquarters SF-HUD *
Access Level	Program Manager *
Access Data	All Offices * Specifies whether the user is able to access data from all offices or from a particular office.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

2. If the user has an extension, enter it in the **Extension** text box. Extension is optional.

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

HUD Affiliation/User Profile - HUD POC Contact Information Changes

3. Enter the new email address in the **Email Address** text box.
4. Click the **OK** button at the bottom of the screen.

User Profile

Instructions: Fill out the form below, review your information for accuracy, and click the OK button. * indicates required information.

User ID	H18798 Authorized for 2018	
First Name	<input type="text" value="George"/>	*
Mid Init	<input type="text" value="H"/>	
Last Name	<input type="text" value="Grotheer"/>	*
New Password:	<input type="password"/>	Reset Password
	Password must <ul style="list-style-type: none">• Contain exactly 8 characters.• Contain at least one upper case letter.• Contain at least one special character.• Contain at least one number.	
Phone	<input type="text" value="703-498-9632"/>	* Extension <input type="text" value="7896"/>
	Format: 999-999-9999 99999 (up to 5 digits)	
Email Address	<input type="text" value="Georgesnewemailaddress@hud.gov"/>	
HUD Office	<input type="text" value="Headquarters SF-HUD"/>	
Access Level	<input type="text" value="Program Manager"/>	
Access Data	<input type="text" value="All Offices"/> * Specifies whether the user is able to access data from all offices or from a particular office.	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

HCS 14.13.0.0 Release - Changes to HUD User Interface for HCS V14.13.0.0

HUD Affiliation/User Profile - HUD POC Contact Information Changes

The new phone and email address will display on the HUD Affiliation tab.

The screenshot shows the HUD Affiliation tab for Agency ID 80081. The HUD POC is currently Grotheer, George. The POC Phone is 703-498-9632-7896 and the POC Email is Georgesnewemailaddress@hud.gov. A red box highlights the POC Phone and POC Email fields. The HUD Office Agency Assigned to is Headquarters SF-HUD and the agency joined the HUD program on 05/02/2011. There is a 'Validated?' checkbox and a 'Temporary Affiliate' checkbox. A 'Create New Review' link is visible at the bottom.

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

The screenshot shows the HUD Affiliation tab for Agency ID 80081. The HUD POC is now Rivera, Rhonda. The POC Phone is 714-955-0813 and the POC Email is Rhonda.J.Rivera@hud.gov. The HUD Office Agency Assigned to is Headquarters SF-HUD and the agency joined the HUD program on 05/02/2011. There is a 'Validated?' checkbox and a 'Temporary Affiliate' checkbox. A 'Create New Review' link is visible at the bottom.

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