

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

VERSION 6.0 FEATURES USER-REQUESTED ENHANCEMENTS

IDIS Version 6.0 was released to Production on Thursday, November 30.

- ❑ Users can now limit the activities displayed on the Activity Funding List screen (C04MO03) by entering the UOG Code and UOG Number for a particular recipient.
- ❑ Users can now delete an incorrect HOME completion path by changing the activity's Tenure Type or Multi-Unit flag. In addition, users can no longer inadvertently complete two different HOME completion paths for the same activity.
- ❑ Users can now properly query FY 2000 grants on the Grants Summary Detail screen (C04MD51). When a state grantee queries grants, only the state grants will be displayed.
- ❑ Only CDBG State grantees can enter a Matrix Code of 19H (State CDBG Technical Assistance to Grantees) on the Process Activity screen (C04MA03).
- ❑ If a valid Matrix Code was never entered on the Process Activity screen (C04MA03), users will see the error message "Matrix Code is Required for CDBG, Cannot Go Further, Go to Revise Option and Create One."
- ❑ If no CDBG data exists for the activity, users will see one of two error messages on the CDBG View Activity screen (C04MC51): "Matrix Code is Required for 'CDBG', Cannot Go Further, Press F4;" or, "National Objective Code is Invalid, Cannot Go Further, Press F4."
- ❑ A number of EDI programs have been modified to better process transactions.

See the complete descriptions of all Version 6.0 changes later in this issue.

2001 ALLOCATIONS NOW POSTED TO CPD WEBSITE; MAY BE DOWNLOADED

Updated 2001 formula allocations for the CDBG, HOME, ESG, and HOPWA programs have been reposted on the web. These include:

- ❑ FY 2001 Regular Area Allocations
- ❑ FY 2001 Insular Area Allocations
- ❑ FY 2001 HOME Program Allocations
- ❑ FY 2001 data files, all areas downloadable in MS Access format

HUD staff and grantees can view these files at: <http://www.hud.gov/cpd/cpdhome.html>. ■

As of November 18, 2000, IDIS is now available every Saturday from 8 a.m. until 8 p.m., EST. Please note that vouchers created on Saturdays will not be sent to LOCCS until the following Monday evening. In addition, the IDIS Technical Assistance Unit will not be available on Saturdays to assist weekend users.

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THE HOPWA PAGE

The HOPWA Page spotlights issues pertinent to the HOPWA program. Rusty Bennett, PMI/CPD Specialist for the Office of HIV/AIDS Housing, is available at (202) 708-1934 Ext. 4619 or at Russell_L._Bennett@hud.gov to answer your questions.



2000 National HOPWA Formula Grantees' Meeting

The Office of HIV/AIDS Housing, with the assistance of AIDS Housing of Washington, is happy to report that the 2000 National HOPWA Formula Grantees' Meeting held November 1st through 3rd was an overwhelming success. More than one hundred formula grantees attended the meeting at the Washington Hotel in Washington, DC. HUD program staff, Field Office representatives, and service and technical assistance providers shared their knowledge of the many issues concerning the HOPWA program.

As always, IDIS was a very hot topic to grantees. The grantees came prepared with questions ranging from IDIS HOPWA data clean-up and IDIS training to ways to navigate in the system. The meeting sponsors met the challenge by ensuring that IDIS and HOPWA program experts were available to answer any questions.



Help Available for HOPWA IDIS Users!

The IDIS Technical Assistance Unit is available weekdays 8:30 a.m.-5:30 p.m. EST. You may reach the IDIS TAU by telephone at 1-800-273-2573 or e-mail idis_help@hud.gov

Two sessions on IDIS and data clean-up were facilitated by Rusty Bennett, Office of HIV/AIDS, and Martha Weist, IDIS HOPWA Data Clean-up Team/CSC. The sessions gave grantees an overview of the importance of providing reliable grantee performance data in IDIS and outlined the data clean-up process. Grantees had the opportunity to see first hand where information should be set up in IDIS, to view spreadsheets containing IDIS information and to identify which items are earmarked as "priority" for the data clean-up review (i.e., matrix codes, activity

status codes, HOPWA screens, and the C04MA04 screen). Grantees were then able to schedule individual sessions with Ms. Weist to ask questions about the data clean-up in their own jurisdictions.

The meeting also provided two sessions on proposed new guidance. These sessions were facilitated by Rusty Bennett, Vera Pérez, HOPWA Task Leader/CSC, and Vivian Baldwin, Technical Assistance Unit. They provided grantees with an overview of proposed changes to the recording and reporting of information in IDIS by explaining how to set up activities, process draws, and update accomplishment data. After the presentation, grantees and facilitators participated in an open forum to discuss modifications to those proposed changes that would make utilizing IDIS even more beneficial.

*Note: The program office has not implemented new guidance for its grantees. The purpose of the forum was to obtain grantee input on **proposed** changes.*

As in prior meetings, hands-on training in IDIS was provided throughout the three-day meeting. Grantees were able to schedule one-on-one sessions with Deneen McReynolds of TONYA, Inc. to work in IDIS. This was especially beneficial because grantees were able to work in the system at their own level of expertise; whether beginner, intermediate, or experienced.

A number of questions were posed in the sessions. The answers should be of benefit to all of our grantees.



Questions and Answers

Q. If we are using IDIS, do we still have to submit a paper Annual Progress Report (APR)?

A. No. If you are "live" in IDIS there is no need to submit a paper APR. The screens in IDIS are designed to capture the same information gathered through the paper APR. You may wish to continue using the paper APR to gather all your program information, and then enter the data into IDIS.

Q. How do I know if I need to review and clean-up my IDIS HOPWA data?

A. Each grantee should have received a Data Clean-up Priority List with the materials sent for the IDIS HOPWA clean-up. By following the four simple priorities explained in this document, you should be able to determine what data should be reviewed and corrected. If you are still unsure, please feel free to call the Technical Assistance Unit at 1-800-273-2573.

Q. I would like to devote additional time to the IDIS HOPWA clean-up. Will IDIS be available on the weekends?

A. Until recently, IDIS was only available Monday through Friday, 8 a.m. until 5:30 p.m. (EST). As of November 18, 2000, IDIS is now available every Saturday from 8 a.m. until 8 p.m. (EST). Please note that vouchers created on Saturdays will not be sent to LOCCS until the following Monday evening. In addition, the IDIS Technical Assistance Unit will not be available on Saturdays to assist weekend users.

Q. The Excel spreadsheets sent to me for the IDIS HOPWA clean-up contain all HOPWA activities for my jurisdiction. Do I have to review and correct each activity since 1994?

A. Although the spreadsheets present a complete list of each grantee's HOPWA activities, we ask that you review and correct only those activities for which money was drawn during Federal fiscal years 1998 and forward (October 1, 1997 to the present). In addition, many grantees will see 1994 activities with a project title of "HOPWA Converted Activity," and an activity name of "HOPWA Committed Funds Adjustment." Please disregard these activities as they were converted from HUD's old financial system.

Q. I just printed the Excel spreadsheets with my HOPWA data and they are long and cumbersome. Is there a better way to work with the materials forwarded by HUD?

A. Given that each activity in a worksheet may be carried over on a number of pages, and that the entire spreadsheet may include dozens of pages, viewing on-screen is preferable to and simpler than printing. We strongly encourage grantees to employ all the tools provided in Excel. To aid you in your review, we have frozen the header rows to facilitate on-screen viewing and have added data filters to each field to enable data sorting. If you must print the spreadsheets, page breaks have been inserted to facilitate printing on legal-sized paper.

Q. Should I make my corrections on the Excel spreadsheets or should I correct the data in IDIS?

A. The spreadsheets should be used as a tool to review your IDIS HOPWA data. All corrections should be made in IDIS.

Q. I notice that dates are often listed as "1111/11/11." What does it mean?

The "1111/11/11" is a system generated default date. In some instances, such as the initial funding date, the date field is automatically populated by IDIS when the grantee initially funds an activity. Until funds are committed, however, IDIS will insert the default date.

In other cases, such as the activity completion date, the grantee must enter the date. If no date is entered, IDIS generates a system default date of "1111/11/11." It is the grantee's responsibility to populate these date fields when the data is available. We ask that each grantee review and correct all default dates where appropriate.

Q. Why do I have to report multiple years on the C04MA04 screen, but only report on the latest program year in the HOPWA path?

A. The C04MA04 screen is the only screen in IDIS that allows grantees to record data for multiple years. We ask that all grantees update the C04MA04 screen annually.

Proposed accomplishments that show what you want to accomplish during the program year should be entered at the beginning of the program year.

Actual accomplishments that occur during the program year should be entered at the close of the program year or at the completion of the project, whichever comes first.

For each program reporting year, program beneficiary information should be entered into the HOPWA path. If activities remain open for more than one program reporting year, subsequent information should reflect only the most recent completed program reporting year. For completed activities, program beneficiary data should relate to the last program reporting year the activity was active. For underway and budgeted activities, beneficiary data, if applicable, should correspond to the previously completed program reporting year. For active activities in operation for less than one year, beneficiary data will not be entered until the end of the program reporting year. ■

ADJUSTING THE SIZE OF THE WEB390 WINDOW

The following dialog was taken from the IDIS Listserv. Jeffrey Levin, Housing Policy & Programs Coordinator of Oakland, CA responds to a user's question on how to resize the Web390 display windows. Following Jeff's answer is another tip from Terri Jones of the Arizona CDBG program.

There are two settings that affect how much of the Web390 screen you can see. Both can be adjusted.

The first is the resolution used by your monitor and video card (in plain English, it is the amount of information that can be displayed, expressed in "pixels").

Method 1: Set your display resolution to 1024 x 768. (You can do this through the Settings tab in Display Properties, which you can access by RIGHT clicking on your Windows desktop.)

I'm using a 17" monitor with my display resolution set to 1024 x 768, and I can see the entire plug-in screen and the buttons on the side. This resolution would be hard to read on a 15" monitor, and extremely hard on a 14" monitor.

Depending on your hardware, you might not be able to set your resolution this high; either your video card or your monitor might not support it. If not, then you can use method 2.

Method 2: Change the configuration settings in Web 390.

Log in to IDIS, and click on the Configure button on the right side. On the screen, you should see settings for Plug-in Screen Resolution. Change these to a width of 400 and a height of 300. This will re-size the plug-in screen to fit your display. This setting works for display resolutions of 640 x 480; if your computer has a resolution of 800 x 600, you can set the plug-in resolution to width of 550 and height of 400. These settings aren't perfect (you lose a little bit of clarity in the display font), but at least you don't have to scroll around to see the whole screen.

You can collapse the address and navigation bars in newer versions of Netscape (look for the small purple triangles in the upper left part of your screen and click on them). Since we know where we are going (IDIS) these are not needed during your IDIS work and you can toggle them open after you leave IDIS. This trick provides about one inch of extra viewing

Note that it's best to do this before you log in. If you do this while in IDIS, remember to click "Resynchronize." ■

TAU Totals for October

A total of 1,524 calls were received by the TAU during the month of October 2000. Less than one percent of the calls (15) concerned the HOME C/MI System, the HOPE 3 program, or other non-IDIS calls, while over 99 percent of the calls (1,509) were associated with IDIS. All calls received by the TAU were answered by CSC customer service representatives, resulting in no voice mail for the month. ■

IDIS AND THE TAU WILL BE UNAVAILABLE ON THE FOLLOWING FEDERAL HOLIDAYS:

December 25	Christmas Day
January 1	New Year's Day
January 15	Martin Luther King's Birthday
February 19	President's Day

The next edition of *IDIS Live* will be published on
January 2, 2001.

IDIS RELEASE NOTES FOR VERSION 6.0

The following IDIS items were released to the production system environment as IDIS release Version 6.0. The changes were available for use on Thursday morning, November 30, 2000 at the start of business.

HOME Module

Problem: IDIS allows a grantee to enter completion data into more than one HOME completion path, even though the HOME program does not allow this.

When a second completion path is inadvertently entered, the user is not able to complete the activity until IDIS programmers manually delete the erroneous path.

To complete an activity with a Tenure Type of 2 (Homeownership - New Homebuyer) or 3 (Homeownership - Rehabilitation) and having either five or more units at the same address or multiple addresses, the user needs to follow the Multi-Unit Homeownership completion path, not the Homeownership completion path.

Solution: Under Version 6.0, the Homeowner Setup screen (C04MH02) has a new field prompting whether the activity is for Multi-Unit Homeownership.

For Tenure Type 1 (Rental), Multi-Unit must always be "N."

For Tenure Type 2 and 3, the grantee enters:

- "N" if the activity comprises four or fewer units, all at the same address
- "Y" if the activity comprises multiple addresses

10/19/00 12:57		HOMEOWNER/RENTAL ASSISTANCE SETUP	C04MH02
GRANTEE ACTIVITY NBR: H99-004/H00-003		HUD ACTIVITY NUMBER: 1454	
ACTIVITY NAME: SAUCONY MEADOWS			
CHDO TAX ID: _____	CHDO LOAN? (Y/N): N	ACTIVITY SETUP TYPE: 2	
TOTAL HOME FUNDS REQUESTED:		\$241,500	
ESTIMATED UNITS AT COMPLETION: 50	ESTIMATED HOME ASSISTED UNITS: 10		
TENURE TYPE: 1	MULTI UNIT HOMEOWNERSHIP? (Y/N): _		
LOAN GUARANTEE? (Y/N): N	TYPE OF OWNERSHIP CODE: 4		
	COUNTY CODE: _	CHDO CODE: _	
TOTAL ESTIMATED COSTS:		\$4,405,104	
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO F7 = PREU F8 = NEXT F9 = SAUE			

Under Version 6.0, IDIS no longer allows a user to enter data into more than one completion path. IDIS also verifies that the completion path selected (Rental, Homeowner, or Multi-Unit Homeowner Assistance) is acceptable based on the combination of Tenure Type/Multi-Unit (Y/N) entered on the Homeowner Setup screen (C04MH02).

Tenure Type	Multi-Unit Homeownership Y/N?	Follows this Completion Path:
1 Rental	N (only possible value)	1 Rental Assistance
2 Homeownership, New Homebuyer 3 Homeownership, Rehabilitation	N	2 Homeowner Assistance
2 Homeownership, New Homebuyer 3 Homeownership, Rehabilitation	Y	3 Multi-Unit Homeownership Assistance

Under Version 6.0, the user can now delete an erroneous completion path by returning to the Homeowner Setup screen (C04MH02) and revising the incorrect Tenure Type or Multi-Unit Y/N flag.

When a user changes either of these values on the Homeowner Setup screen (C04MH02) and completion data has already been entered, IDIS will prompt the user to confirm the deletion. The user should press F7 if he or she did not intend to change either the Tenure Type or Multi-Unit fields, or just enter the original value.

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11/20/00  10:40      HOMEOWNER/RENTAL ASSISTANCE SETUP  C04MH02
GRANTEE ACTIVITY NBR: H99-004/H00-003      HUD ACTIVITY NUMBER:      1454
ACTIVITY NAME: SAUCONY MEADOWS
CHDO TAX ID: _____  CHDO LOAN? (Y/N): N  ACTIVITY SETUP TYPE: 2
TOTAL HOME FUNDS REQUESTED:      $241,500
ESTIMATED UNITS AT COMPLETION:  50  ESTIMATED HOME ASSISTED UNITS:  10
TENURE TYPE: 1  MULTI UNIT HOMEOWNERSHIP? (Y/N): N
LOAN GUARANTEE? (Y/N): N
TYPE OF OWNERSHIP CODE: 4  COUNTY CODE: ____
                                CHDO CODE:  _
TOTAL ESTIMATED COSTS:      $4,405,104
CHANGING THE TENURE TYPE ON THIS SCREEN WILL DELETE COMPLETION DATA
PRESS ENTER TO CONFIRM DELETION
F1 = HELP  F3 = UALDT  F4 = MAIN MENU  F5 = PROJ INFO
F7 = PREU  F8 = NEXT  F9 = SAUE
  
```

Activity Funding Module

Problem: Currently, grantees who control a large number of subgrants (particularly States) may need to scroll through screen upon screen of grants/subgrants/subfunds on the Activity Funding List screen (C04MO03) before finding the correct one to select.

Solution: Under Version 6.0, a grantee now has additional selection choices to limit the grants/subgrants/subfunds that are displayed on the C04MO03 screen. As before, the grantee selects an activity either by entering an activity number or a project/program year combination. The grantee can also limit the grants/subgrants/subfunds displayed on C04MO04 by entering a program code, a recipient UOG code and number, a fund type, or any combination of the three. Leaving all three blank will return the same grants/subgrants/subfunds as before IDIS Version 6.0.

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11/08/00  14:23      ACTIVITY FUNDING LIST  C04H003
PROJECT OWNER GRANTEE NAME: BERKS COUNTY
CPS PROJECT: ____ PGM YEAR: ____ HUD ACTIVITY NBR: _____
SHOW GRANTS WHERE: RECIP UOG CD/NUM: ____ PROGRAM CODE: _ FUND TYPE: _
SEL  PROJECT  PGM YEAR  IDIS ACTIVITY  ACTIVITY NAME

F1 = OWNER HELP  F2 = PROJ HELP  F4 = MAIN MENU
F17 = UP         F18 = DOWN
  
```

CDBG Module

Problem: Only CDBG State Grantees should be able to enter the Matrix Code of 19H (State Technical Assistance to CDBG) on the Process Activity screen (C04MA03). Once an activity is flagged as 19H, the user may not select any other program completion path or fund the activity from any other program.

(The Matrix Code 19H applies only to activities funded out of a state's 1% Technical Assistance set-aside; this set-aside exists only in the State CDBG Program.)

Additionally, an activity marked as 19H and currently funded by CDBG, can be changed to any other Matrix Code.

And, if a State activity is currently funded by another program (for example, ESG, HOME, or HOPWA), the user cannot change the matrix code to 19H.

Solution: Under Version 6.0, IDIS will allow only a CDBG State grantee to enter a Matrix Code of 19H on the Process Activity screen (C04MA03). If any other type of grantee attempts to enter this matrix code, the message, "Only State Grantee Can Assign Matrix Code 19H for CDBG Program" will be displayed.

If a State Grantee attempts to change the Matrix Code of an activity to 19H and it is not currently funded by CDBG, the message, "Cannot Change Matrix Code to 19H, Activity Not Funded by CDBG" will be displayed.

Once the user indicates that an activity has a matrix code of 19H, and the user attempts to select a program path other than CDBG on the IDIS Activity screen (C04MA08), the error message "Cannot Select other than CDBG, Matrix Code 19H is Limited to CDBG Program" will be displayed.

Once the user indicates that an activity has a matrix code of 19H, and the user attempts to fund the activity on the Activity Funding screen (C04MO04) from a source other than CDBG funds, the error message “Can Fund CDBG Only, Matrix Code 19H is Limited To CDBG Program Only” will be displayed.

If a grantee receives both Entitlement and State subgranted funds and attempts to fund a subgranted activity with a Matrix Code of 19H on the Activity Funding screen (C04MO04), the error message “Only State Grantee Can Fund. Matrix Code 19H is Limited to State CDBG Only” is displayed.

Problem: A user should not be able to select the CDBG completion path on the Activity Setup screen (C04MA08) unless a valid Matrix Code has been entered on the Process Activity screen (C04MA03).

Solution: Under Version 6.0, the user will see the error message “Matrix Code is Required for ‘CDBG’, Cannot Go Further, Go to Revise Option and Create One” if a valid Matrix Code was never entered on the Process Activity screen (C04MA03).

Problem: The CDBG View Activity screen (C04MC51) – the first screen in the CDBG View Activity path - is displaying a “SQL-100” error if a Matrix Code was never entered for the activity or if an invalid National Objective Code was entered.

Solution: Under Version 6.0, the user will see the error messages “Matrix Code is Required for ‘CDBG’, Cannot Go Further, Press F4” or “National Objective Code is Invalid, Cannot Go Further, Press F4.”

Reports Module

Problem: The CDBG Timeliness Report (C04PR56) was not running properly if the grantee requesting the report had subgranted funds, whether they were CDBG funds or another program’s (such as HOME).

Solution: In Version 6.0, both the single grantee and multi-grantee HQ versions of the PR56 report now run properly. Expenditures of subgranted funds may still not be included in the report for a grantee. That problem will be fixed in the near future. If expenditures of subgranted funds are not included in the PR56 report, the user can run the PR35 report to obtain total CDBG subgranted funds expended and make a manual correction to the calculation resulting in the timeliness ratio.

Drawdown Module

Problem: The Grants Summary Detail screen (C04MD51) would not display any grants/subgrants/subfunds if 2000 was entered for the Fiscal Year. By leaving the Fiscal Year blank, FY 2000 grants were displayed first for each program, but users may have needed to page through several screens to see the 2000 grants/subgrants/subfunds for all four programs.

A second problem has been that in some cases grantees would see grants/subgrants/subfunds that belonged to other grantees.

Solution: With Version 6.0, entering “2000” for the Fiscal Year will now return only 2000 grants/subgrants/subfunds. Additionally, only those belonging to the grantee will be displayed.

EDI Changes

The EDI BE20 program has been modified so that an activity status code cannot be updated to 1, Cancel, if there are any committed or drawn dollars. The user will receive a message in the Error file, “Funds Must Be Deobligated in Order To Cancel the Activity.”

The EDI BE30 program has been modified to properly insert records into the IDIS database when the date or year field is blank in the input file.

The EDI BE30 program has been modified so that it will properly parse the CDBG Census Tract in the I13 record, when the required format 9999.99 is received.

The EDI BE40 program has been modified to apply the correct values to the Project Code and Activity ID fields when it creates new IDIS records.

The EDI BE40 program has been modified so that an ESG Activity record (I18) is created if one does not already exist.

The EDI BE50 program has been modified so that the Country Code field in the I19 record type is now optional.

The EDI BE50 program has been modified so that HOME completion data is no longer required in the input file when the grantee is trying to set up an activity. However, the activity status cannot be updated to Complete unless HOME completion data is present. The user will receive a message in the Error file, “Required Completion Data Not Provided – Cannot Change Status.” In conjunction with this change, the EDI BE20 program has been modified so that an activity status code cannot be updated to 2,

Complete, unless all dollars have been deobligated for the activity.

Subgrant

Problem: The insular areas of Guam, Mariana Islands, Virgin Islands, and American Samoa do not follow normal HOME program rules for CHDO Reserve and Admin caps. The Subfund Allocation screen (C04MG06) and the LOCCS feeder file to IDIS are attempting to enforce the rule that an Admin fund is capped at 10% and that a CHDO Reserve fund must be 15% of the Entitlement grant.

Solution: Under Version 6.0, Admin funds from the above insular areas are capped at 15%, not 10%. A CHDO Reserve fund is created with an initial funding amount of \$0 and may not be increased by the grantee.

Utility Module

Problem: Currently, after the IDIS Administrator activates a new IDIS User ID on the User Information screen (C04MU02), Field Office User Profile screen (C04MU03), or HQ User Profile screen (C04MU04) and assigns the user a profile, IDIS is failing to make the new settings available the first time the User ID is used. When the new user attempts to sign on to IDIS for the first time, he or she is receiving a "not authorized" message indicating that the IDIS User ID is inactive.

Solution: Under Version 6.0, the profile established for a new user will be saved by the system and available to the user the initial time he or she signs on to IDIS.

**The next edition of *IDIS Live* will be published on
January 2, 2001.**

FOR YOUR INFORMATION:

Your IDIS contacts are:

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Mail: HUD/CPD
 Systems Development and Evaluation Division
 451 Seventh St., S.W., Room 7226
 Washington, DC 20410

For technical information, contact your field office or the CPD Technical Assistance Unit at 1-800-273-2573.

To have your IDIS ID and password reset, call HUD Security at 202-708-3300.

For IDIS training, contact TONYA, Inc. at 202-289-8100.

For Web390 ID and password information, contact your local HUD field office or the TAU at 1-800-273-2573. ■