

IDIS "LIVE"

News You Can Use . . . for the Integrated Disbursement and Information System

Office of Community Planning and Development
Issue No. 2

U.S. Department of Housing and Urban Development
November 8, 1996

Non-Stop Discussion At First Users' Group Meeting

The first IDIS Users' Group meeting took place last month in Washington, D.C. and, by all accounts, it was a resounding success! About 25 people attended, armed with questions and concerns based on users' experiences thus far with IDIS. The "CPD-ers" that attended were also armed with answers! They talked about several enhancements that have already been made to the system, as well as those pesky "bugs" that CPD is currently trying to fix.

When the discussion turned to "Best Practices" in IDIS, i.e., "Which techniques and shortcuts work well for you?", a passerby might not have been able to get a word in edgewise. It was obvious that IDIS users had a lot on their minds because, once users began to share IDIS tips and suggestions with each other and with CPD staff, discussion did not end until 4:30, after having taken only one break at lunch, merely to satisfy hunger pangs.

Barbara Van Der Loop of Arlington flew in from Texas. And, **Tina Angster** wins the award for longest distance traveled, representing Pueblo, Colorado. CPD Field Office staff also attended the Users' Group Meeting, with **Anita Crosby** of the

Who Was There?

Those attending the Users' Group Meeting included ten IDIS users representing eight "live" CPD grantees. From Kentucky, there was **Bill Lile** and **David Tileston** of Jefferson County, **Paula King** of Lexington/Fayette County, and **Joe Crocket** and **Tom Waters**, both of Covington. From Pennsylvania, **Ken Pick** of Berks County and **Pat Bokovitz** of Chester County attended. **Johnny Beatty** from the City of Beaumont and

Atlanta Field Office; **Ron Herlet** of the Boston Field Office; **Liz Herron** of the Fort Worth Field Office; and **Jade Santoro** of the Philadelphia Field Office.

The Day's Objective

Opening remarks by **Joe Smith**, Director of CPD's Office of Executive Services, set the tone for the day by reiterating the group's purpose: **To make IDIS work for you.** Smith indicated that the purpose in bringing IDIS users together is to make IDIS as user-friendly as it can be so that it can be used as it was intended -- to help all of us do our jobs better.

What Was Gained?

By the time the meeting adjourned, participants walked away feeling pleased to have been a part of the very first Users' Group Meeting. Johnny Beatty found the meeting to be very helpful, adding that he enjoyed "being among the first [grantees] to be live on IDIS." Barbara Van Der Loop found the meeting useful for thinking exclusively about IDIS for a full eight hours, rather than sporadically, e.g., "30 minutes here, 20 minutes there," she says.

The Users' Group is intended to help users feel they are not just "out there" expected to navigate through IDIS alone. The Meeting was very helpful to Paula King. "Many times," she said, "you will hear answers to questions that you didn't know you had." Later, a final comment by King was probably music to Joe Smith's ears: King said that attending the Meeting helped her understand that "CPD *is* responsive to their grantees' needs."

We Heard You! Here Are Changes You Wanted to See Made in IDIS . . .

While you talked, CPD was listening -- and taking notes! Here is a list of your concerns raised at the first IDIS Users' Group Meeting held last month. Many of these concerns are answered later in this issue of **IDIS "LIVE"**. Others are currently being worked on as enhancements to the system. CPD's on-going goal is to resolve at least 50 percent of the problems identified at each Users' Group Meeting no later than the date of the next scheduled meeting. In this way, improvements are *always* underway. Let's see . . . how did we do this time?

<p align="center">Priority IDIS Improvements Needed Per Participants at Most Recent IDIS Users' Group Meeting</p>	<p align="center">Under Consideration by IDIS Technical Staff</p>	<p align="center">Already Solved or Currently Being Solved</p>	<p align="center">Solution Provided in This Newsletter</p>
<p>■ The Number One Priority: Reports -- Develop capability to generate reports from the information entered into IDIS.</p>		<p align="center">√</p>	
<p>■ Increase the number of lines available for Project Description from 3 lines to 30 lines. Also, similar increase for Project Accomplishments.</p>	<p align="center">√</p>		
<p>■ Develop capability to display numerical totals, such as funds expended on any given activity.</p>		<p align="center">√</p>	
<p>■ Modify the National Objective Codes to apply to CDBG screens only.</p>		<p align="center">√</p>	<p align="center">√</p>
<p>■ Establish an expected turn-around time for receiving IDs and passwords.</p>		<p align="center">√</p>	
<p>■ Include the IDIS Access Form in the next issue of IDIS "LIVE".</p>			<p align="center">√</p>
<p>■ Create a way to identify which screen is currently being viewed (e.g., Am I viewing an actual set-up screen, or is it only a view screen?).</p>	<p align="center">√</p>		
<p>■ When running reports, allow the user to specify a date range.</p>	<p align="center">√</p>		

See more issues and concerns raised by you on the following page.

Additional Issues Raised At the Latest IDIS Users' Group Meeting

Issues Presented by Participants at Most Recent IDIS Users' Group Meeting	Under Consideration by IDIS Technical Staff	Already Solved or Currently Being Solved	Solution Provided in This Newsletter
■ Instructions for Downloading Reports		√	√
■ Simple, easy-to-understand "How To" instructions (e.g. "cheat sheets" or Cliff's Notes).		√	√
■ Explanation of the CHDO reservation process, for set-ups and drawdowns.		√	
■ Guidelines on information to be entered on IDIS to satisfy HUD requirements (e.g., performance information).	√		
■ Resolution of issue concerning CDBG revolving loans.		√	
■ Creation of a "Go To" option.	√		
■ Addition of data entry/word processing capabilities (e.g., copy text from one screen to another; text wrap to next line; previously entered address to "pop up" on all subsequent screens).	√		
■ Creation of a field that will pull numerical totals from narrative text.	√		
■ Development of edits at the project level when on-line amendments will be in place. Also, Field Offices want a "flag" to appear when a budget has been amended.	√		
■ Explanation of why a GPR need not be submitted.	√		
■ Instructions on how each program should record program income. Also, add narrative field to program income voucher screen.	√		

Q & A

You've Got Questions?
We've Got Answers . . .

We know you've got questions about IDIS . . . and, the Users' Group is here to answer them -- all of them! This "Q & A" column is a regular feature of the IDIS "LIVE" newsletter. Your technical questions, such as "How do I . . . ?" are answered here by CPD technical staff.

If we haven't addressed your question yet, write to us via regular mail, cc:Mail, or on the Internet. See later in this newsletter for contact information. Or, better yet...come to the next

scheduled IDIS Users' Group meeting and have your question answered first-hand!

- ***Many of us are doing training in our local areas and would like copies of slides and other training materials to use in our presentations. Can you provide us with this information?***

They're already there! All IDIS slides are compiled in a WordPerfect file that is posted on the Bulletin Board located on CPD02. Just download the file to your PC and use during your training sessions.

- ***What's the conversion process to "live production" in IDIS?***

Once Headquarters receives a message from a Field Office that a Grantee is ready to go live on IDIS, the Grantee's data is converted, and the Field Office is notified (via cc:Mail) of the date that the Grantee's data will be converted to IDIS. The Grantee is then alerted to make a drawdown from VRS if necessary, since the conversion process may take 3-4 days and the Grantee will be locked out of both VRS and IDIS for that time period. The Grantee is also encouraged to complete any pending action on HOME MIS and LOCCS.

The Grantee's latest GPR, Consolidated Plan,

Action Plan, HOME/CMIS data and LOCCS data is imported into IDIS. The Grantee's user profiles are loaded, so they can have access to the system as requested.

The Grantee is now accessing a different mainframe system, so it is given a new password (the same ID may be used). Headquarters then contacts the Grantee to give it a new password.

Once the conversion is completed, the Field office is notified. The Grantee is now able to set up activities, complete drawdowns, and use the system regularly!

- ***When entering dollar figures, there seem to be times when IDIS accepts "cents" and times when it does not. Will you please clarify this?***

It depends on which screen you are in. For estimated amounts, enter these only in whole dollar figures -- no cents. However, during drawdowns, you may include cents with your dollar figures since LOCCS still disburses in dollars and fractions thereof.

Send in your IDIS questions to be answered in this column. Remember, there is no such thing as a "dumb" question. Chances are, there are scores of other IDIS users out there wondering about the same issue as you!

PowerTips

Step-by-Step "How To" Instructions

Reviewing and Updating Your IDIS Data

REVIEWING YOUR IDIS DATA

The data loaded into IDIS are derived from the last approved GPR; the APR for HOME, ESG and HOPWA, as applicable; and, the approved Consolidated Plan/Action Plan for 1995 and 1996, as applicable. There are two tasks that a grantee must perform when its data are available for review in IDIS:

Task 1: The grantee should review each "Activity" (GPR and APRs) and "Proposed Project" (Action Plan) to ensure that each item is in its database. If any data are missing or inaccurate, the grantee should notify its local HUD field office immediately.

Task 2: The IDIS system generates a unique "Proposed Project" number; it does not use the "Local Code #" (the second field on the CPS proposed project screen). Therefore, as the grantee reviews its data, it should note the system-generated number. The cross-referencing of system-generated numbers will allow the grantee to quickly access the item when updating data during live IDIS production.

Once the grantee has determined that all of its applicable data are in its IDIS database, and it has cross-referenced the system-generated numbers, the grantee is ready to go into "live" IDIS production and begin updating data to bring its IDIS database current. . . .

UPDATING YOUR IDIS DATA

1. *Updating Completed or Canceled Activities*

While reviewing data in the "pre-production" phase, also verify that activities are complete; ensure that

all funds have been drawn down from Treasury; and ensure there is nothing more to draw on the activity.

Because IDIS will not allow a drawdown on activities that are either "Complete" or "Canceled," the first task in live production should be to access all items in this category, making sure the "budget" (C04MA08) reflects exactly what was drawn -- just in case there have been budget changes since the last reporting period.

Update the "common path" information about project location, description and, on screen C04MA04, update what was accomplished, and change the "Activity Status Code" to either Complete (2) or Canceled (1), as applicable. This will eliminate the possibility of accidentally drawing down on an activity that has already been completely drawn down. *Next . . .*

2. *Bring All Open Activities to Current Financial Status.*

For each item that has had funds drawn prior to conversion (but still has some budgeted amounts remaining), adjust each activity's budget to reflect the amount that remains to be drawn down from Treasury. Remember, IDIS is the mechanism through which grantees draw their funds from Treasury; accordingly, the system will not permit a drawdown to exceed the amount budgeted for a specific activity.

Therefore, by setting the budgeted amount to the amount remaining to be drawn prevents the grantee from overdrawing on the activity.

NOTE: When adjusting these budgets, please (1) note on screen C04MC04, "Accomplishments

Narrative," the amount of the original budget for the activity; and (2) indicate that the budget was adjusted at the time of conversion to \$ XXX dollars to reflect the amount that remains to be drawn from Treasury. Therefore, when the GPR is produced by IDIS, the explanation of the original budget and the adjustment made will print out as part of the "Accomplishments Narrative" along with information about what was actually accomplished with the entire expenditure of funds for that activity.

PowerTips

Step-by-Step "How To"
Instructions

CPDTS: Configuration, Troubleshooting, and Transferring Files

CONFIGURATION

The consolidated plan data transfer system (CPDTS) must be run under Windows 3.1 on a stand-alone machine with a Hayes compatible modem. CPDTS may be used on any COM port. We recommend using COM port 2, and a baud rate of 9600. CPDTS does not support LAN modems or modem pools.

BASIC TROUBLESHOOTING

The first step in trouble shooting CPDTS is to be sure that your hardware is working properly. In order to check on your Communications Setup, you must first "logon" to CPDTS by entering your CPDTS ID and password. The first time you log in to CPDTS, the initial ID AND password is "DTS".

TRANSFERRING FILES

Once you are logged on, there are two things you want to do before preparing to transfer your files (both of the following options are located under the "Initialization" choice from the horizontal menu bar in CPDTS):

Step 1 . . . Communications Setup. Be sure you have the correct Phone Number for communicating with the HUD/CPD Bulletin Board. In order for your modem to successfully dial out of your office, you may first have to put a "9" in front of the Phone Number. Next, be sure to check your Baud

Rate and Comm Port. (Be sure and save before closing this window.)

Step 2 . . . Identification. Be sure to first *identify* yourself in the CPDTS system before preparing to send any files. CPDTS has a "Locate" button at the bottom of the "Grantee Identification" window. Click into this option and pick and choose your community's name. Next, fill in your name, or that of the consolidated plan contact at your office, and the name of the HUD field office representative that you are sending your files to. Finally, be sure to check the last field at the bottom of this window "Path for CPS data." Make sure that the directory indicated actually exists on your computer. If not, tailor this path to the correct location of your CPS files. (Be sure and save before closing this window.)

Once you have initialized yourself in CPDTS, you are ready to send your files to HUD. Follow along the next two steps:

Step 3 . . . Prepare Files for Sending. Before you transmit the files containing your consolidated plan, action plans or amendments, you must first tell the system which files you want HUD to receive and where they are located. You may simply "point and click" with the mouse once you are in this option. CPDTS will zip up all of

your files once you click on "OK," and it will give you a unique file name. Thus, all your files are neatly packaged in one file name which will be easy to retrieve from the HUD/CPD BBS.

Step 4 . . . Send Files. Click on "To be sent" and select the CPDTS file that you just "zipped up". Once you have selected the file you want to send, you are now ready to click on "Process." Once you click on the "process" button, your modem should begin to dial and your files should begin transmitting to HUD.

PowerTips

Step-by-Step "How To"
Instructions

How to Download an IDIS Report From Production to Pre-Production

There are several advantages to running the report to a file on your PC instead of directly to a printer. Because IDIS reports are pre-formatted to run on a 130-character printer on long "green bar" computer paper, downloading to a file allows you to print from a local laser jet-type printer, used by most IDIS users. Downloading permitting you to format the data in a manner that suits you best, e.g., orienting the printout in landscape, adding borders, etc.

Printing the report directly from IDIS can result in incomplete information since laser jet-type printers usually capture only 80 characters across instead of 130 characters, cutting off data at the end of each line.

Follow these instructions for downloading IDIS reports to your PC:

1. Log into IDIS and, from the main menu, select option E, "Reports."
2. From the "Reports" sub-menu, select option 01, "Report Selection."
3. From the "Report Selection" screen, select the report you want with an "X" and indicate the desired priority -- Immediate or Overnight.

4. The time it takes for the report to compile is dependent upon how large the report is and the timing of the batch cycle run. Once the report is compiled, it then resides in the mainframe computer as a file. At this point, your objective is to **reaccess the IDIS report area**. Select option 02, "Report Status."
5. Once the report is compiled, access the C04MU16 screen ("Report Status," option 02). The report desired should show up there as a file ("Report #"), with the date and time that the report ran. Check the "Status" field -- it must read "Ready" in order to download.
6. Once the "Status" field reads "Ready," you may now download your report to your PC. To do so, place a "D" in the "Activity" field and press ENTER. This will automatically download the file (report) as a file on the C drive of your PC. You do not need to specify a drive or a directory. IDIS automatically dumps the file to the C drive as one of the following files, depending on which report you requested to run:

FEGF.RPT (Fed. Entitlement Grant Funding)
ACTVTY.RPT (List of Activities)
GRTDRAW.RPT (Grant Drawdown)

SUMACTVT.RPT

(Summary of Activities with Direct Benefits)

You will then want to logoff of IDIS and check the hard drive of your PC for the appropriate file. Once you retrieve the file on your PC (it will be in ASCII format), you may view it or print it via Notepad, etc.

You Asked For It!

Specific Requests From the Latest UG Meeting

IDIS Access Request Form

You asked for it, and now you've got it: the "IDIS Access Request Form" is on the next page.

However, please read on for some important instructions about completing this form, as well as some background information about why this form is so important:

Field Office Approval. You must obtain Field Office approval of this form. This will enable CPD to verify two things:

- that the authorizing official is the appropriate person to authorize the functions requested; and
- that, if the request is to approve drawdowns, the appropriate person has been designated for drawdown approvals.

The Field Office will keep a copy of the completed form, and will forward the original to Headquarters.

Levels of Authority. This form gives the grantee's authorizing officials a way to designate who is to have the authority to **approve drawdowns**.

For example, in very small or one-person offices, the same person may have authority to set up, request drawdowns, and approve drawdowns. However, sub-grantees may only have authority to set up and request drawdowns -- they may not have authority to approve the drawdowns that they request.

Renewals. At some point in the future, CPD may use this form to "renew" current authorization. However, we are not quite there yet. CPD is not asking authorizing officials to renew anyone at this time.

Upon approval by the Field Office, the IDIS Access Request Form may then be faxed to John Mayer at 202-708-3363, or it may be sent by mail.

IDIS Access Request (Temporary Form, Fall 1996)

091296

This form is to be completed by the recipient's (or grantee's) chief executive officer or designated representative. **Send notarized original to your local HUD CPD Field Office for review and to be forwarded to:**

Privacy Act Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information which will be used by HUD to protect disbursement data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C. 3542 authorizes HUD to collect the SSN. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Provision of the SSN is mandatory. HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS.

**U.S. Dept of HUD
CPD Office of Exec Svcs
451 7th St, SW, Rm 7224
Washington, DC 20410
ATTN: IDIS Sys Admin**

--
REVISE FUNCTIONS * OTHER REVISION RENEWAL NEW REQUEST

Soc Sec Num (SSN) _____

Authorized User's Name: (Last, First, MI)

Office Phone: (____) _____

Office Address: (Street, City, State, Zip)

Grantee:

Tax ID: _____ Grantee Organization's Name: _____

* Authorized Set Up Activity Request Drawdown Approve Drawdown
Functions: Local IDIS Administrator

--
Authorized User's Signature and Date: _____ Date _____

Field Office Approval (CPD Director or Designee): _____ Date _____

(NOTE: You can't authorize yourself, only your CEO or "grant holder" can.)

Notary (signature and date):

I authorize the person above to access IDIS, with the functions checked I

Approved by: Name _____ I

Title _____ I

Office Phone: (____) _____ I

Fax Number: (____) _____ I

Office Address: (Street, City, State, Zip) I

_____ I

Approving Official's Signature and Date: _____ I

I

I

--
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

You Asked For It!

Specific Requests From the Latest UG Meeting

Smooth Transitions: Going "Live" in the Middle of the Program Year

Here are some important instructions for grantees that "go live" with IDIS in the middle of their program year.

First, CPD agrees and supports the principle that, when "live" in IDIS, the grantee will NOT have to prepare a GPR (or any of the other program specific reports if they are a HOME PJ or ESG or HOPWA recipient). All of the data items formerly submitted in those reports will be handled through data they enter in IDIS, recognizing that there are various narrative report requirements that will need to be prepared and submitted that are outside the scope of IDIS.

With regard to program accomplishment information, all information for each activity will need to be entered in IDIS, even if the activity was completed in the period between the start of the program year and the date of going live. If all funds had been expended before going live on IDIS, the grantee will still need to set up the activity in IDIS (even if the budget amount is entered as \$0) in order to provide the accomplishment data.

For financial data, the issue is how to account

for funds drawn and expended between the start of the program year and the date the grantee goes live. When setting up the activity, the budget needs to EXCLUDE any funds already drawn during the program year. So, for example, if a grantee has a PY 96 \$100,000 senior center improvement activity and expended \$20,000 of that amount between its PY start of 1/1/96, and going live on IDIS on 10/1/96, the activity set up must show a budget of \$80,000 (NOT \$100,000). To capture the \$20,000 expenditure, use the Accomplishments Narrative portion of Screen C04MA04 to indicate the \$20,000 expended.

With this data entered in the manner suggested, anyone would have the information needed to address any issue of concern, whether it was CDBG plng/admin cap, public service cap, or overall low/mod, ESG essential services or homeless prevention or HOPWA admin. It would take some work to combine the expenditures that actually will be in IDIS with what shows up only in the narrative insert, but that would be done strictly on an exception basis and not a requirement imposed on grantees or HUD field staff.

The F1 Column

Helpful Hints & Short Cuts To Keep You Moving Along in IDIS

Here are a few "helpful hints" which new users may find will ease their introduction to IDIS

- **TAB.** IDIS works a little differently than other systems people may work with. Don't forget to use the TAB key to move from field to field in IDIS. Also, remember to use this key to move from the "User ID" field to the "password" field when logging on!
- **F1 Help Key.** When accessing IDIS for the first time, users more likely will want to "VIEW" data (option C from the main menu). When going into view mode, use the F1 or F2 keys to pull up a pop-up screen with your community's specific projects. Then, simply flag the project you wish to view with an "X". You may need to press ENTER again to bring up that project's activities once you return from the project help screen to the view screen. Be sure to check the "F" key definitions at the bottom of your screen, as the F1 and F2 keys have been enhanced recently, and their functionality may be altered slightly.
- **F17 and F18 Keys.** How do I use the F17 "Up" and F18 "Down" keys? Easy! Use your SHIFT+ F7 for Up and SHIFT+F8 for Down. These keys make the screen work like a scroll, moving you up and down to view more projects or activities that do not fit on the screen all at once. Please note that some computers work differently. If your screen does not appear to change, use the SHIFT+F5 and SHIFT+F6 instead.
- **Passwords.** Confused about passwords? Don't change them. Your SprintLink ID and password need NEVER be changed! In fact, we recommend that you always keep the original SprintLink password HUD issued you. Your IDIS password will expire and will need to be refreshed every 21 days. We recommend you wait until the system prompts you to change it. The system will give you a special screen with two large arrows on it when the time comes to refresh your password. You need not use the "new password" field. It is especially important NOT to use this field when logging on for the first time. Wait for the system to prompt you.
- **Printing Screens in IDIS.** You need not print screens in IDIS. All the information, once successfully inputted, is permanently stored in IDIS. Record retrieval is easy. Your activities will always be listed under the project number under which they were created. Vouchers can be referenced by activity number, voucher number or date! If you

still wish to print screens in IDIS, handy instructions are given in the 2.4 version of the IDIS Student Guide, on page 223.

If you have problems or questions about IDIS, logging-on or changing your passwords, the CPD Hotline (1-800-273-2573) is available from 8 a.m. to 7 p.m. EST to assist you!

"411"

IDIS User Directory Assistance

Below you will find the names of those IDIS users who are in "live" production, along with their telephone and fax numbers, and when possible, e-mail addresses.

We encourage you to contact each other to share insights and experiences, to problem-solve, and to provide moral support when necessary. It really does get better when you jump in and . . . just do it!

GRANTEE NAME	GRANTEE CONTACT	TELEPHONE/FAX/E-MAIL
Decatur, AL	Mr. Kim Wilder	205-351-7754
Glendale, AZ	Gloria O'Laya	602-930-3670
Arapahoe County, CO	Jim Taylor	303-730-3841
Lakewood, CO	Linda Wellens	303-987-7503
Pueblo, CO	Tina Angster	719-584-0830
Westminster, CO	Ed Powers	303-430-2400
Macon, GA	Roxanne Burnham	912-751-7190 Fax: 912-751-7390
Evansville, IN	Mary Wildeman	812-426-5580 Fax: 812-426-5384
Covington, KY	Joe Crockett Tom Waters	606-292-2188 606-292-2193
Jefferson County, KY	William (Bill) Lile David Tileston	502-574-5143
Lexington-Fayette County, KY	Paula King Irene Gooding	606-258-3070
Louisville, KY	Peggy Lucas Steve Ward	502-574-3541 502-574-3542
Barnstable, MA	Dave Palmer	508-790-6296
Brockton, MA	Steve Cruz Angela Whalen	508-587-6085

Annapolis, MD	Christine Hall	410-269-0064
Cumberland, MD	Vickie George	301-759-6513
Frederick, MD	Bill duBell	301-694-1443
Nashua, NH	Gerry Miller	603-594-3362
Portsmouth, NH	Karen Jacob	603-431-2000
Mt. Vernon, NY	Dana Sanchez	914-699-7230
Salem, OR	Maurice Anderson	503-588-6173
.....	E-Mail: MAndersonOpen.Org	
Berks County, PA	Ken Pick	610-478-6325
.....	E-Mail: kenpick@postofficeptd.net	
Carlisle, PA	Diana White	717-249-1315
.....	Fax: 717-249-4071	
Chester County, PA	Pat Bokovitz	610-344-5410
Hazleton, PA	Annetta Williams	717-459-4965
Arlington, TX	Barbara Van Der Loop	817-276-6733
Beaumont, TX	John Beatty	409-880-3768
Ft. Worth, TX	Bob Carreras	817-871-7550
Tarrant County, TX	Darren Lacey	817-338-9129
Eau Claire, WI	Lisa Clark	715-839-4943
.....	Carole Doyle	
La Crosse, WI	John Florine	608-789-7512
.....	Gene Pfaff	608-789-7567
Milwaukee, WI	Fran Aring	414-286-2337
.....	Nick Loth	414-286-2309
Milwaukee County, WI	Gary Bottoni	414-278-4880
.....	Don Lybeck	414-278-5254
Racine, WI	Richard A. Linsmeier	414-636-9151
.....	Terry Maier	608-636-9406
Wauwatosa, WI	Greg Laabs	414-479-8957
.....	Gordon Rosmus	

NewsFlash

Upcoming News Items & Events

- IDIS Version 2.7 will be available on Tuesday, November 12, 1996. This new release offers a number of new enhancements and modifications to the system.
- The CDBG Activity Setup Path has been enhanced to move the CDBG National Objective Code and the CDBG Regulation Citation codes from the activity setup common path to the CDBG path, screen C04MC01. This is included in the latest release, IDIS V2.7. See the BBS for more details.
- It is now safe to download! The vendor software anomaly which resulted in application software failures is now fixed with IDIS V2.7. Downloading reports to grantee PCs can now be performed safely.
- IDIS Year 2000 Compliance: The following screens have been modified to increase date fields to accept, process, and store a 4-character year (e.g., 2001)

C04MA53..... Activity View
C04MC51 CDBG View
C04MD02 Create Drawdown
C04MD08 Drawdown Status
C04MD52 Maintain Voucher
C04MD53 Maintain Voucher
C04MI04 Program Income Audit Trail
C04MP02..... HOPWA Setup

C04MP04..... HOPWA Setup
C04MP09..... HOPWA Setup
C04MP52..... HOPWA View
C04MP54..... HOPWA View
C04MP59..... HOPWA View

- **OUR NEXT MEETING!** The next **Users' Group Meeting** is scheduled for Friday, **November 22, 1996**, from 8:30 a.m. to 5:00 p.m., at HUD's Headquarters Building, Room 10233, in Washington, D.C. All IDIS users that are "live" on the system are welcome to attend.

You won't want to miss some very special presentations that will be made to live grantees at this meeting. See you there!

For More IDIS Information . . .

For more information on IDIS or to send in your comments for the next issue of **IDIS "LIVE"**, use the following:

- Your IDIS Users' Group contact person is **Lincoln Burruss**, at CPD. You may contact him via the following:

Telephone: 202-708-0790, x4570
Internet: lincoln_burruss@hud.gov
Mail: HUD/CPD
Office of Executive Services, Rm

7226

451 Seventh Street, SW
Washington, D.C. 20410

- For technical information, contact the IDIS Hotline at 1-800-273-2573.
- For ID and Password information, contact your local HUD Field Office.