

# IDIS "LIVE"

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

Office of Community Planning and Development U.S. Department of Housing and Urban Development  
Issue No. 5 March 7, 1997

### *IDIS Users Reach New Heights in Denver*

Kudos to **Guadalupe Herrera** and **Karen Clark** for coordinating the fourth IDIS Users Group Meeting on February 21, 1997, in Denver, CO. Grantees came from as near as Arizona to as far away as Massachusetts to share their IDIS experiences. (This month's award for Longest Distance Traveled goes to **Kathy Moncy** and **Angela Whalen** who flew in from Brockton, MA).

Kudos also to **Lincoln Burruss** who received a Certificate of Appreciation from the Rocky Mountain Office of Community Planning and Development for his "hard work and positive attitude while working with the grantees." No doubt, Lincoln is deserving of such recognition, for he is a living example of looking on the bright side when the going gets tough!

Was it the mountain air that imbued users with a sense of purpose while attending this meeting? Users seemed to arrive in the Mile-High City with a renewed sense of determination to get their questions answered and their concerns addressed. Spirited discussion developed from a slide presentation by **Sal Amalfitano**, an IDIS quality assurance and training specialist, who discussed highlights of the latest IDIS release, Version 2.10. One of these highlights, for example, includes the creation of a new subrecipient screen. The reason for the change, as Sal explained, is to allow grantees to indicate specific activities in which subrecipients are involved. See the "You Asked For It" column,

page 9, for brief descriptions of additional enhancements made with this release.

Other memorable moments during this UG meeting included Lincoln's use of a flip-chart to help attendees visually distinguish the difference between a *sub-grant* and a *subrecipient*, (see the "Q&A" column on page 6); the coming of EDI -- Electronic Data Interchange, enabling grantees to upload their existing databases to IDIS; the formation of local IDIS users groups (see page 2); and a request by the City of Milwaukee to link its web page site with other grantees (also on page 2).

As always, those in attendance seemed to most enjoy the opportunity to exchange experiences and solutions with each other. There's no doubt that learning from each other's questions, concerns, and yes, from each others' mistakes, can be a valuable teaching tool. One user even suggested *continuing* these discussions on the Internet. With a designated "chat room," such discussions could be scheduled regularly, and could even feature "guest experts" to answer questions. What a great idea!

One final item of note that was most pleasing for "CPD-ers" to see was an overall willingness of users to "hang in there" and work with Headquarters and Field Offices to make IDIS work for everyone. Users now see where IDIS is

heading -- both technically and philosophically -- and they are doing their best to get each other there. Users are taking charge of what works in IDIS, and they're moving forward with it.

By the time they left Denver, not only did users know more about IDIS than when they arrived; they seemed to have a new appreciation for the level of dedication of CPD staff -- both Headquarters and Field Offices alike -- in smoothing a sometimes bumpy path for IDIS users.

Anyone who has attended a Users Group Meeting knows that a UG meeting is not complete without a few words of encouragement and an anecdote or two from Lincoln Burruss. Right on queue, Lincoln recanted a few trials and tribulations in traveling to Denver from Washington, D.C. to attend this meeting. It seems his luggage was lost during a stop-over in Chicago. While the luggage was promptly found and returned to him in Denver, Lincoln compared this experience to IDIS users who may think they have lost data at some point along their IDIS "journey." Says Lincoln, "Sometimes you think you may have lost something when, in actuality, you really have not." As with the airline baggage handlers, Lincoln says, "If something gets lost, rest assured that CPD will find it and put it back where it belongs!"

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## ***IDIS Electronic Data Interchange (EDI)***

One of the most important enhancements requested by grantees is the capability for Electronic Data Interchange, or EDI for short. EDI is the exchange of automated data from one computer to another and, for the purposes of IDIS, it will allow grantees to upload their own data collection systems to CPD specified formats.

Many large entitlement and state grantees already have sophisticated systems in place containing similar data to that which IDIS collects. EDI will prevent transactions from being

keyed twice -- once into their own systems and once into IDIS.

Recently, CPD convened a team to conduct a working session with Los Angeles City and County to test EDI and its compatibility with IDIS.

CPD will conduct future sessions with other grantees, including states, over the next several months to determine the feasibility of this data transfer medium. We will keep you updated on progress in this area.

## ***IDIS User Innovations at Work . . .***

### ***Local Users Form Local Users Group***

It was last Fall that CPD planted the seed of a national IDIS Users Group. With Spring now just around the corner, local users group "spin-offs" are beginning to sprout. One example is taking place in the Boston area, where a group of local users met in January to discuss a wide range of issues specific to their area.

Organized jointly by the Boston Field Office and the **National Community Development Association (NCDA), Region 1 Chapter**, grantees from all over the New England region came to hear the latest in IDIS news and information. This January 28th meeting became the first of what will be regular monthly working sessions. If you are a New England IDIS user who would like to be included, please contact **Steve Gatrell**, Director of Community Development for the City of Newton, MA, at 617-552-7135, x123. If you would like information about forming a local user group in a different region, contact Lincoln Burruss, 202-708-0790, x4570.

### ***Milwaukee Links Web Page to Grantees***

The City of Milwaukee is creating its own web page on the Internet, and IDIS user, **Peter Skiba**, would like to connect that web page with other grantees and community organizations. While attending this UG meeting, Skiba connected with other grantee representatives who are interested in doing the same. If you would like to connect with Milwaukee's web site, give Peter Skiba a call at 414-286-3844, or e-mail him at [PSKIBA@CI.MIL.WI.US](mailto:PSKIBA@CI.MIL.WI.US).

# 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 most recent IDIS Users Group Meeting. Many of these concerns are addressed later in this issue of **IDIS "LIVE."** Others are currently being worked on as enhancements to the system. CPD's ongoing 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. So far, we are on track.

Priority IDIS Improvement Per Participant Most Recent IDIS User Meeting	Under Consideration	Currently Being Solved or Solved	Already Solved or Currently Being Solved	On Schedule in Next Letter	Solution Provided in This News
- Developing a method/policy for ensuring data integrity.			x		
- Providing a list of UG meeting attendees.					x
- Redesigning the system to have "go-to" keys.			x		
- Providing a list of scheduled system enhancements.					x
- Explaining IDIS reports.			x		
- Fixing the program income draw down problem.			x		
- Providing data extraction capabilities for grantees.			x		
- Developing a system for archiving data.			x		
- Transferring more data from CPS to IDIS.	x		x		
- Crediting program income receipts.			x		

## **IDIS USERS GROUP MEETING ATTENDANCE LOG**

Friday, February 21, 1997, Executive Tower Inn, Denver, CO

	<b>NAME (Please Print)</b>	<b>AGENCY or FIELD OFFICE</b>	<b>INDICATE IDIS USE (e.g., CDBG,HOME, ESG, HOPWA)</b>	<b>TELEPHONE and E-MAIL ADDRESS</b>
1.	Sherri Almond	Jefferson City, CO	CDBG/HOME	303-271-8930
2.	Maurice Anderson	Salem, OR	CDBG/HOME	503-588-6173
3.	Tina Angster	Pueblo, CO	CDBG	719-584-0830
4.	Fran Aring	City of Milwaukee, WI	CDBG/HOME/E SG	414-286-2337 FARING@CI.MIL.WI.US
5.	Ed Atencio	HUD CPD	All	303-672-5414
6.	Jane Boring	Evansville, IN	CDBG/HOME/E SG	812-426-5580
7.	Brian Braun	Lakewood	CDBG/HOME	987-7521
8.	Matt Bufwack	Adams County COTA	CDBG/HOME	303-286-4150
9.	Robin Byrnes	Adams County	CDBG/HOME	286-4175
10.	Colleen Currier	Arapahoe County	CDBG/HOME	303-730-1183
11.	Millie Dusha	HUD - SF	All	415-436-6544
12.	Mary Lou Egan	Ramsey County	CDBG/HOME	612-266-8025 EGAN@A1.RCDP.GOV
13.	Ramona Elizaldo	HUD/Denver	All	303-672-5414
14.	Kathy Felder	Longmont	CDBG	303-651-8736
15.	Linda Gillespie	Waukegan,IL	CDBG	847-599-2533
16.	Brenda Gillis	St. Louis, MO	All	314-622-3400
17.	Guadalupe Herrera	HUD/Denver	All	303-672-5414

18.	Tonya Johnson	HUD/Denver	All	303-672-5414
19.	Noelle Kischer	Waukegan, IL	CDBG/HOME	847-599-2530 WKGNCDBG@ICONNEC T.NET
20.	Dawn Mendez	Cheyenne, WY	CDBG	307-637-6255
	<b>NAME (Please Print)</b>	<b>AGENCY or FIELD OFFICE</b>	<b>INDICATE IDIS USE (e.g., CDBG,HOME, ESG, HOPWA)</b>	<b>TELEPHONE and E-MAIL ADDRESS</b>
21.	Kathy Moncy	Brockton, MA	CDBG/HOME	508-587-6085 SCRUZ94006 @ AOL.COM
22.	Gloria O'Laya	City of Glendale, AZ	CDBG/HOME/E SG	602-930-3670 GOLAYA@CI.GLENDALE. AZ.OS
23.	Ed Powers	Westminster, CO	CDBG	303-430-2400 x 2105 ID2345.3333@COMPUSE RVE.COM
24.	Tony Ramirez	City of Cheyenne, WY	CDBG	307-637-6287
25.	John Rataj	St. Louis, MO	All	314-622-3400
26.	Geri Romero	City of Pueblo, CO	HOME	719-584-0830
27.	Jim Rose	Adams County	CDBG/HOME	303-286-4175
28.	Peter Skiba	City of Milwaukee, WI	CDBG/HOME/E SG	414-286-3844 PSKIBA@C1.ML.WI.US
29.	Sharon Stevens	Jefferson County	CDBG/HOME	303-271-8947
30.	Nikke Stinson	Aurora , CO	All	303-360-0053
31.	Melissa Stivdivant	Denver	CDBG/HOME/H OPWA	303-640-7005
32.	Ed Talbot		CDBG/HOME	431-3022
33.	Lana Vacha	Milwaukee HUD	All	414-297-3113

34. Angela Whalen	Brockton, MA	CDBG/HOME	508-587-6085 SCRUZ94006@AOL.COM
34. Karen Wiley	Salt Lake City, UT	CDBG/HOME/E SG	801-535-7276

We know you've got questions about IDIS . . . and, the Users Group is here to answer 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 the NewsFlash column for contact information. Or, better yet...come to the next scheduled IDIS Users Group meeting and have your question answered first-hand!

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**Q. What is the difference between a subgrant and a subrecipient ?**

*corrected. We will keep you posted when this problem is completely fixed!*

**A.** *A subrecipient is an organization or entity that will carry-out an activity. A subgrant is an amount of money paid to a subrecipient once the activity is completed. The IDIS system requires all HOME grantees to set up a subgrant for Other Entities and CHDOs. However, a subgrant is not necessary for CDBG, ESG, and HOPWA funds. Also, a grantee can create or add a subgrant in the system, but not a subrecipient. The grantee's Field Office is responsible for setting up a subrecipient.*

**Q. What should I do when I receive a "Call Your Field Office" or "Funds Short by" error message?**

**A.** *What we have here is another "bug" in the system, and it is currently being fixed. Receiving such error message is actually an error on the part of IDIS in and of itself.*

*Right now, the only thing we can do is to make corrections for you manually. Simply call the CPD Hotline with your IDIS ID number, UOG code, HUD activity number, program name and year, project number, and the amount of money to add or revise. The Information Technology (IT) Division will manually correct the error in the system. You will receive notification from the Hotline within 3-5 days that the error has been*

**Q & A**  
**You've Got Questions?**  
**We've Got Answers...**

***Q. Do I need to renew my LOCCS access once I go "live" in IDIS?***

***A.*** Not if all of your accounts (e.g., HOME, CDBG, ESG, and HOPWA) are controlled by IDIS.

However, if a grantee receives funds from other programs that are not maintained by IDIS, then LOCCS access should remain active for those programs. In this instance, you may request Form 27054 (LOCCS Authorization Access Form) from your local VRS Approving Official to keep the LOCCS account active for those programs.

***Q. How do I change the bank that receives my LOCCS payments?***

***A.*** A Direct Deposit Sign-Up Form (SF-1199A) is needed in order to change the bank that receives LOCCS payments. This form is available from any local bank. Make sure that you record the correct checking and savings account numbers and the Federal Tax ID Number for your organization on the form. The bank will process the form and send it to HUD Headquarters. Send a copy of the form to your Field Office to advise them of the change.

## **PowerTips**

**Step-by-Step "How To" Instructions**

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***AMOUNT AVAILABLE TO COMMIT: Authorized Amount -- (Suballocation Amount + Activity Committed Amount)***

***AMOUNT AVAILABLE TO DRAWDOWN: Authorized Amount -- (Suballocation Amount + Drawn Amount + Draw Down Pending Amount) + Returned Amount.***

**AUTHORIZED AMOUNT:** The initial dollar amount that a grantee is authorized to (1) draw from this grant or subgrant or (2) commit or suballocate from this grant or subgrant.

**CHDO COMMITTED:** N/A. This field will be going away. It will be used in **ACTIVITY FUNDING** instead.

**CHDO RESERVED:** N/A. This field will be going away. It will be used in **ACTIVITY FUNDING** instead.

**DRAWDOWN PENDING:** The total dollar amount of drawdown requests pending against a grant. A request is pending if (1) it has not yet been sent by IDIS to LOCCS; (2) a response has not yet been received by IDIS from LOCCS; or (3) the response from LOCCS to IDIS indicates that the request is pending on the LOCCS side.

**NET DRAWN AMOUNT:** Drawn Amount + Draw Down Pending Amount -- the Returned Amount.

**OBLIGATED AMOUNT:** The number of dollars in a grant that were initially obligated to a direct grantee when the **FUND\_TYPE** is not 'AD' or 'PI'. This value does not change.

However, if the **FUND\_TYPE** is 'PI', then the **OBLIGATED AMOUNT** is the grantee's estimate, made at the time of application, of the amount of program income that will be generated during the program year.

**REPORT 1 - Federal Entitlement Grant Funding Report:** Provides a summary of entitlement funds by fiscal year and program. This report uses figures from the drawdown menu.

**REPORT 2 - List of Activities Report:** Provides a summary of all activities by project and HUD Activity Number.

**REPORT 3 - Grant Drawdown Report:** Provides a summary of draw down information by project and Grantee Activity Number.

**REPORT 4 - Summary of Activities w/Direct Benefits:** Provides a summary of Activities with Direct Benefits by program year, project, and HUD Activity Number. This form is the same as the Grantee Performance Report Form (HUD-4942.2A).

**REPORT 9 - Consolidated Plan Annual Performance and**

**Evaluation Report:** Provides a summary of project and activity disbursements and accomplishment data by CP project.

**REPORT 10 - Program Income Receipt Summary Report:** Provides a hard copy summary of the types of data displayed on the program income on-line view screens.

**REPORT 11 - Drawdown Voucher Summary Report:** Provides a hard copy summary of the types of data displayed on the draw-down view screens.

**REPORT 12 = Grantee Activity Summary Report:** Provides a quick summary listing of activity data including activity name, matrix code, activity number, date funded, grant status, authorized amount, amount drawn, and the date of the last draw.

**RETURNED AMOUNT:** The total dollar amount disbursed from a grant and later returned by the grantee. Returned amounts are sent from LOCCS to IDIS as collections.

**SUBALLOCATED AMOUNT:** The total dollar amount that a recipient of funds from a specific grant has suballocated either to another recipient or to another **FUND\_TYPE**.

**TOTAL DRAWN:** The total number of dollars drawn to date against a specific grant and confirmed for drawdown by LOCCS.

# 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 . . .*

### Entitlement Program Codes:

B = CDBG  
H = HOPWA  
M = HOME  
S = ESG

DC = State Admin/Small City  
UG = Urban County  
MC = Metro City  
RL = Relocation

### HOME Program Source Types:

CH = CHDO  
DA = HOME Disaster  
HG = City/County Participants  
DC = Consortium  
IG = Indian Home  
DI = State Disaster  
SG = State  
MC = Metro County  
UC = Urban County

### HOPWA Program Source Types:

HH = HOPWA

### Admin Allocation Screen Fund Types:

AD = Admin  
CC = CHDO Capacity  
CL = CHDO Loan  
CO = CHDO Operating

### CDBG Program Source Types:

AA = City/Urban County  
AB = Small City  
DC = State Admin/ Small City  
DF = State Flood  
ST = Home Insular  
UC = Urban County  
DH = HUD Admin/Small City  
MC = Metro City  
MF = Metro Flood  
MH = Metro Hurricane  
ME = Metro Earthquake

### HOME, CDBG, ESG, and HOPWA Fund Types:

AD = Admin  
CC = CHDO Capacity  
CL = CHDO Loan  
CO = CHDO Operating  
EN = Entitlement  
PI = Program Income  
SU = Subgrant

### ESG Program Source Types:

# You Asked For It!

## Specific Requests from the Latest UG Meeting Instructions

Grantees attending the Denver, CO Users Group Meeting suggested that CPD provide grantees with a list of proposed system enhancements in IDIS. Well "You Asked For It!" Following is a list of system enhancements resulting from the January 28th (version 2.10) release.

### Activity Setup Path (screen C04MA03)

1. There has been a change in the purpose behind the question, "WILL ACTIVITY BE CARRIED OUT BY AN ENTITY OTHER THAN GRANTEE?(Y/N)". The reason for this change is to be able to identify and track subgrants given to a subrecipient. Answering "Y" to this question prompts another screen to appear that will show a list of sub-recipients. Select the name of the subrecipient that will receive a subgrant. If you do not intend to subgrant and you do not want to track money for a subrecipient then answer "N" to this question.
2. Once you have entered the "Y", it cannot be reversed. If you enter a "Y" in error, then simply set up a new activity and cancel the incorrect activity.

### Activity Setup Path (screen C04MA04)

1. The ACCOMPLISHMENT TYPE, PROPOSED and ACTUAL data entry fields were added to this screen. Press the F1 key on the ACCOMPLISHMENT TYPE field to display a list of accomplishment types.
2. User Alert! The inclusion of these fields has shortened the activity narrative section from 630 characters to 315 characters. You are likely to lose any existing narrative information in excess of 315 characters. CPD is aware of the disruption this may cause. Consequently, future releases will increase the narrative section to include more characters.

### Activity Setup Path (screen C04MA08)

1. The GRANT SOURCE TYPE and GRANT FUND TYPE data entry fields were added for future use with activity funding reports.
2. When you advance to another screen, these fields will go blank. You will be required to re-key this field every time you access this screen. Future releases will fix this problem.

### Activity Setup Path (screen C04MX01)

*This screen was permanently removed. The system prompt change in the C04MA03 screen replaces the need for this screen.*

### HOME Setup Path (screen CO4MH06)

1. *The STATUS and CONTRACT END DATE data entry fields were added to this screen and the CONT AMT title was changed to TENANT CONTRIBUTION.*
2. *All fields in this screen are now required once you enter a name and social security number for a tenant.*
3. *You can use this screen to record a tenant security deposit. Enter the amount of the security deposit in the subsidized amount field.*

### Program Income (Option "H" from the IDIS Main Menu)

*Grantees now have the ability to set up Program Income fund accounts through IDIS. You must have Program Income Receipt Authorization to access this module.*

1. *You must enter an estimated amount of Program Income. This amount should cover any anticipated PI that will be generated by the entitlement program. Once the estimate amount is entered, the system will generate the account in IDIS so that all future program income can be recorded and tracked.*
2. *There is no change in the method for receipting Revolving Loan Fund Program Income. Do not receipt Revolving Loan Fund PI until you are ready to draw them down.*

### Program Income Receipt (screen C04MI01)

The SOURCE TYPE data entry field was added for future use.

### Plan/Project Menu (Option "J" from the IDIS Main Menu)

Grantees now have the ability to add-on projects for an existing program year through screen C04MK01 (option "01" from the Project/Plan Menu).

1. The PLAN YEAR (the consolidated plan project year) is a required field. Once you enter the PLAN YEAR, the PLAN VERSION, and CPS PROJECT NUMBER for the new project will automatically display. The PROJECT NAME is the local project code.
2. The F1 (Help) feature is available for the HUD MATRIX CODE, ACCOMPLISHMENT TYPE, and LOCATION TYPE.
3. Once you add a project, you can immediately set up an activity and draw funds.
4. Project set up through IDIS will only allow one address to be entered at this time. Future releases will fix this problem.
5. Presently you can set up a project without prior approval from your Field Office. This may change in the future.
6. Existing projects cannot be edited. The next release will provide the ability to edit an existing project.

### OTHER SYSTEM FIXES:

1. The "scrolling" problem in the Activity Setup Screen (C04MA09) has been corrected.
2. The "F key" problem in the HOPWA Screen (C04PP01) has been corrected.
3. The "total" problem in the Federal Entitlement Grant Funding Report (C04PR01) has been corrected.
4. The "paging" problem in the User Profile Utility Screen has been corrected.

# "411"

## Directory of IDIS Users

*Below you will find the names of those new IDIS users who are in "live" production as of February 12, 1997 along with their telephone numbers, and when possible, e-mail addresses.*

*We encourage you to contact each other to share insights and*

*ences, to problem-solve, and to provide moral support when necessary. It really does get better when you jump in and . . . just do it!*

<i>GRANTEE NAME</i>	<i>GRANTEE CONTACT</i>	<i>TELEPHONE/FAX/E-MAIL</i>
<i>Conway, AR</i>	<i>Perry Faulkner</i>	<i>501-450-6110</i>
<i>Little Rock, AR</i>	<i>Sara Moore</i>	<i>501-371-6825</i>
<i>Lakewood, CO</i>	<i>Linda Wellens</i>	<i>303-987-7503</i>
<i>City of Encinitas, CA</i>	<i>Mandy Guimond</i>	<i>619-633-2724</i>
<i>Commerce City, CO</i>	<i>Jim Rose</i>	<i>303-286-4175</i>
<i>City of Aurora, CO</i>	<i>Darryl Agee</i>	<i>303-360-0053</i>
<i>City of Ft. Pierce, FL</i>	<i>Joshua Jackson</i>	<i>407-460-2200</i>
<i>City of Ft. Myers, FL</i>	<i>Harry G. Adams</i>	<i>941-338-2258</i>
<i>City of St. Petersburg</i>	<i>Ralph Stone</i>	<i>813-893-7788</i>
<i>City of Albany, GA</i>	<i>Linda Sootsman</i>	<i>912-430-5283</i>
<i>City of Athen, GA</i>	<i>Deborah Greshman</i>	<i>706-613-3155</i>
<i>City of Atlanta, GA</i>	<i>Jocelyn Ross</i>	<i>404-330-6112</i>
<i>City of Augusta, GA</i>	<i>Sirena Perkins-Rogers</i>	<i>706-821-1797</i>
<i>City of Columbus, GA</i>	<i>Greg Clark</i>	<i>706-571-4710</i>
<i>City of Macon, GA</i>	<i>Roxanne Burnham</i>	<i>912-751-7190</i>
<i>City of Savannah, GA</i>	<i>Charlotte Caplin</i>	<i>912-651-6415</i>
<i>City of Warner Robins, GA</i>	<i>Kathy Hart</i>	<i>912-929-1118</i>

Cobb County, GA .....	NOT AVAILABLE .....	770-528-4600
Dekalb County, GA .....	David Wu .....	404-286-3349
Fulton County, GA .....	Melvin Richardson .....	404-730-8060
**Gwinnett County, GA .....	Craig Goebel .....	770-822-5430
State of Georgia .....	Don Watts .....	404-679-0660
Council Bluffs, IA .....	DonaldGross .....	712-328-4630
City of West Lafayette .....	Charlotte L. Martin .....	765-775-5160
City of Lawrence, KS .....	Margene Swarts .....	913-832-3117
City of Lincoln Park, MI .....	William Hatley .....	313-386-1800 x 289
City of Farmington Hill, MI .....	Richard Lampi .....	810-474-6115
Charter Township of Redford, MI .....	Rochelle Katz .....	313-531-3110
City of Bloomington, MN .....	Angela Schlender .....	612-948-8943
Ramsey County, MN .....	Mary Lou Egan .....	612-266-8025
Township of Hamilton, NJ .....	Karen Zemplansky .....	609-890-3500
City of Albuquerque, NM .....	Manuell Gomez .....	505-768-2860
Onondaga County, NY .....	Linda De Fichey .....	NOT AVAILABLE
City of Canton, OH .....	William McGeorge .....	NOT AVAILABLE
Borough of State College, PA .....	Lu Hoover .....	814-234-7194
City of Harrisburg, PA .....	Angela C. Smith .....	717-255-6428
City of Hazelton, PA .....	Annetta Williams .....	717-459-4965
City of Philadelphia, PA .....	James J. McAneney .....	215-686-9799
City of Laredo, TX .....	Thelma Acosta .....	210-791-7388
City of Bellevue, WA .....	Emily Leslie .....	206-462-6452
City of Bremerton, WA .....	Deborah Peavler-Stewart .....	360-478-7996

\*\* Reported incorrectly in the last edition of IDIS "LIVE"

# NewsFlash

## Upcoming News Items & Events

- \* The next IDIS Users Group Meeting is scheduled for Friday, March 21, 1997 in Philadelphia, PA. The meeting will be held from 8:30 a.m. to 4:00 p.m. in the Wanamaker Building, 100 Penn Square East (Market & Juniper Streets). The meeting will be held in the 10th Floor Training Room. You may contact Dawn Dickerson on (202) 708-0614, x4410, if you would like to attend.

### Future IDIS Users Group Meetings:

April 18, 1997 - Chicago, IL  
May 16, 1997 - Louisville, KY  
June 20, 1997 - Mt. Vernon, NY  
July 18, 1997 - Little Rock, AR

- \* Oops..! A correction to last month's Long Distance Traveled Award: Bob Reinecke and John Dietz, both from Covington, KY, traveled the furthest to join us in Ft. Worth. We're glad you were there, guys!

Correction to Issue #3 of IDIS "LIVE"...The HUD FTP site Internet address reported in the "NewsFlash" Column was incorrect. That address should read:  
<ftp://ftp.hud.gov/pub/cpd/>

Correction to Issue #4 of IDIS "LIVE"...Item #5 of the Field Office Report Download instructions should read:  
Example: G:\dddd\IDISDNLD C07032 Testing R

- \* Are you up-to-date? Check your SprintLink, IDIS, CPS, and CPDTS software and reference manuals to verify that you are using the current versions, noted as follows:

SprintLink Security System = Version 2.0a  
IDIS User Manual = Version 2.10.  
IDIS Student Guide = Version 2.9.  
CPDTS = Version 1.0 (Grantees)/Version 2.0 (Field Office)

CPS = Version 1.0b  
Map Info = Version 2.1.2  
FoxPro = Version 2.6

CPD Hotline Tips: Please use these time-saving techniques the next time you phone the Hotline:

1. Be at your terminal and at the IDIS Main Menu.
2. Have your IDIS ID number, UOG Code, HUD Activity Number, Program Name and Year, CPS Project Number, screen number, and/or error message handy.
3. For recurring problems (e.g., system failures or timeouts) keep a log of the date and time these occur. Be sure to document the screen or module you were working in at the time of the failure, as well.
4. When you reach the Hotline's voice mail, leave a detailed message.

Frequently Asked Questions (FAQs). The CPD Hotline Team has developed a database of the most Frequently Asked Questions (FAQs) in IDIS, CPS, and SprintLink. This document is available through your IDIS Field Office Representative or by calling the Hotline on 1-800-273-2573.

HUD BBS. The HUD BBS is being phased out, with the Internet taking its place as a medium of communication between CPD and grantees. The last day for BBS will be April 7, 1997.

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For More IDIS Information . . .

- \* Your IDIS Users' Group contact person is Lincoln Burruss, at CPD. You may contact him via the following:  
Telephone: 202-708-0790, x 4570  
Internet: [lincoln\\_burruss@hud.gov](mailto:lincoln_burruss@hud.gov)  
Mail: HUD/CPD,

*Office of Executive Services  
451 Seventh Street, SW,*

*Rm 7226*

*Washington, D.C. 20410*

*\*For technical information, contact the IDIS Hotline at 1-800-273-2573.*