

IDIS LIVE

...for the Integrated Disbursement and Information System

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

IDIS FIELD OFFICE TRAINING WRAPS-UP

In less than four months, 40 CPD field offices across the country have been trained in IDIS! The IDIS training specialists, otherwise known as the “swat team” of **Phil Helbling**, **Lincoln Burruss**, and **Roger Merideth**, were joined in their endeavor by **Vivian Baldwin**, **Tracey Peterson**, **Theresa Janifer**, and **Andre Stratton** of the TAU. They have barnstormed the country spreading their IDIS knowledge and expertise.

The field office training began with the pilot at the DC field office the first week of the year. (*Note to Minneapolis Field Office: We are rescheduling your training*). Although you may not have known it, behind the scenes coordinating all this activity, was **Ms. Vera Pérez**. Vera made sure that field offices were contacted, supplies arrived on time, secured travel arrangements, and generally kept everyone in good humor. Many thanks to Vera and all the trainers! It takes a real team to coordinate the delivery of such high quality training and to ensure it is conducted smoothly and consistently by so many trainers.

Leading the pack with the number of offices visited was Phil Helbling. A long time IDIS trainer, Phil has trained over 4,000 IDIS users over the past 2 and a half years. Thanks go to Phil for actually designing the Field Office training course and developing the IDIS Field Office Reference Guide.

Until now, HUD field offices never had a course specifically targeted to their uses and needs. With the Field Office Training now complete, your office is more equipped than ever to help you.

Field office staff are now using IDIS to run reports on grantees, check up on their activities, verify timeliness in regards to grant expenditures and generally put their finger to the pulse of grantee activity in IDIS. IDIS is a powerful monitoring tool for the field office to help them guide their grantees.

Now that your field office is versed in the latest features of IDIS, use them. Your field office staff is really the first line of defense for questions and answers about program and policy information and how the various programs are processed in IDIS. Don't hesitate to use this valuable resource! ■

<i>In this issue of IDIS Live...</i>	
New Report Download Capability Coming.....	2
IDIS Profile: Tracey Peterson	2
Newark Users Group Training	3
Security Bulletin: User Profiles	4
Functional Access in IDIS	5
Modem Solution	6
Newsflash: City of Chicago	6
Q&A:.....	7
HOME Program Alert	7
<i>IDIS Live</i> Guest Column/From the Field	8
Acknowledgments.....	10
Future Meetings	11

NEW REPORT DOWNLOAD CAPABILITY COMING

Grantees and field offices will soon be able to download virtually all the data they enter into the system.

Currently, IDIS allows grantees to download data from the four program paths, as well as basic grant information for each program. The revision to the system will enable users to download any data they have entered. This includes statistics from the common path, activity funding, drawdowns and projects from the plan.

The revision will reorganize all of the downloaded files. Users currently identify which file they wish to download by selecting item "01 REPORT SELECTION" in the Report menu. The information will now be found under the new item: "03 DOWNLOADS."

Once the files are downloaded on the C drive, the files may be used in conjunction with software such as ACCESS or EXCEL, and "sliced and diced" under this software. Like the existing downloaded files, the additional files will be in ASCII text format, not delimited. The layout will be provided in Appendix C of the manuals.

The data will be grouped in files which are similar to the files in IDIS. The sequence and relationships of the information in the files will also be provided in the Appendix. This will enable users to gather the most useful information from the files and create microcomputer databases which can be used to meet local information needs.

It is projected that making these data available will inspire the development of programs to assist grantees in local reporting. Grantees or field offices who expect to actively use the downloaded data, and who would like to share their efforts with other grantees, should contact John Nagoski. ■ (John_A._Nagoski@hud.gov)

Remember! IDIS Matrix Codes Definitions can be accessed at www.hud.gov/cpd/idisweb.html

IDIS PROFILE:

TRACEY PETERSON

Our spotlight this month is on Tracey Peterson. Tracey was one of the original members of the Technical Assistance Unit (TAU) and is now a TAU veteran.

Tracey can cite many examples of changes in working on the Hotline. Initially, the Hotline staff did not have access to the system and could not see what the screens looked like unless they were depicted in the IDIS User Manual. You can imagine how challenging that made it for the Hotline staff to assist users calling in with problems. "The IDIS User Manual was our Bible," says Tracey. "We relied heavily on it and the grantees' descriptions of the screens to aid us in resolving their problems."

Many modifications have occurred since those days. The Hotline staff can access and view information while they are assisting callers. Tracey says, "The majority of the changes to the system are enhancements designed to make things easier for the grantees." Now, while assisting callers, she can "hear" the frustration disappear. When they do become frustrated with some aspect of the system, she reassures them that they have "come too far to quit."

Tracey offers a special tip to users when calling in to the Hotline. She advises, "Write down the exact error message. This enables us to narrow the search as we troubleshoot the problem."

Tracey especially enjoys talking with users over the telephone and has had the opportunity to meet many of them during her IDIS Field Office Training sessions this winter.

Recently assuming the position of Supervisor of the TAU, Tracey is an invaluable asset to the Hotline and the IDIS team. ■

NEWARK HOLDS NATIONAL USERS GROUP MEETING

On April 23rd, an IDIS Users Group meeting was held in Newark, New Jersey with 107 people in attendance. Grantees were welcomed to Newark by **Kathy Naymola**, Newark CPD Director and **Dan Schulgasser**, Grants Director, City of Newark. Grantees were mostly from New Jersey, New York and Pennsylvania; however, West Virginia also was represented.

Highlights of the meeting included a presentation by **Robin Florio**, from Ocean County. She used IDIS to submit Ocean County's GPR last year. Robin and **Cheryl Bartow**, of Morris County, fielded questions during the training on how to do their GPR and CAPER. Adding to the discussion was CPD representative, **AJ Evans** (HUD Newark). Both Robin and AJ impressed upon the group that they *can* complete their reporting requirements, even in a paperless fashion, using IDIS.

Many grantees that came on the system early such as Chester County, Pennsylvania and Mt. Vernon, New York, were in attendance as well as newer users. This mix helped to form an excellent users group, as experienced grantees were able to address questions posed by less experienced ones, while still learning about the latest IDIS enhancements.

Topics covered during the training included discussion on end-of-the-year reporting using IDIS, and reporting changes to IDIS. Additionally, several suggestions to improve IDIS were made during the meeting.

Recommendations offered during the training for improving IDIS include:

1. **Create additional lines for accomplishments narrative.** More lines were requested to be added to the C04MA04 screen to allow for more narrative for an activity.
2. **Include a new report.** Grantees requested a report which would list the Activity Name, Activity Number, Activity Status, Funds

Budgeted, Funded, Drawn, and Balance remaining combined on one report.

3. **Increase report options.** Grantees would like more discriminating factors for report selection criteria. For example, date ranges, by program, by voucher status, etc.
4. **Continue user group meetings.** Users said they greatly value the user group meeting forum to keep apprised on the latest changes, hearing tips and suggestions, and getting advice from IDIS experts.
5. **Move activity funding screens.** Move the Activity Funding screens to the end of the common path where they more naturally fall in the set-up process.

Moderator, **Phil Helbling**, wants to thank **AJ Evans** for helping to plan the training, sharing his knowledge and advice with grantees, and for encouraging New Jersey grantees to attend. CPD representative **Eileen Cummins Lott** of the New York office, was also in attendance and brought along many grantees. ■

STATE UPDATE

As of the printing date of this issue (May 1st) three States and the District of Columbia are LIVE in IDIS and more are going "live" every week!

Delaware



District of Columbia



Maryland



Maine

Welcome to the IDIS Community!

LOCAL ADMINISTRATOR SECURITY BULLETIN

USER PROFILES

Sometimes, a new IDIS user trying to get into PRODUCTION IDIS gets through Sprint, enters his/her IDIS ID and Production password, and then gets told that he/she is "not authorized".

This is happening because users are starting to see the effect of two recent changes in the way IDIS works.

1. Local Administrators have the power to ADD as well as subtract functional access, and the power to flag their users as active or inactive. What is new is that we now EXPECT them to EXERCISE this power.
2. **John Mayer**, (HQ) has been given an automated upload process that lets him load data into IDIS for creation of profiles. The majority of production profiles that are created this way are INACTIVE. He began using this way of creating profiles with IDIS ID C10000.

Until recently, John Mayer created production profiles manually, and flagged all users ACTIVE. The new way of creating profiles gave him a much less labor-intensive way to do this, and sets up most new users as INACTIVE. The Local Administrator (who is the only kind of new user set up as ACTIVE) is expected to fine tune the profiles, and activate each one, before each user can go into production IDIS. This gives Local Administrators the power to act as agents for their authorizing officials to make changes in user profiles rather than having to get CPD HQ to do it.

This new way of creating profiles took effect between user ID C09999 and user ID C10000. C09999 was the last regular user profile that John Mayer set up as ACTIVE.

ADP Security has assigned more than 10,000 IDs of the type that grantees and states use — the majority of them for regular IDIS users. All new IDIS IDs we get from now on will be numbers greater than C09999. That was a distinctly recognizable place to begin, so we waited until then to put the new way of activating Production profiles into effect.

A rule of thumb: If a user's ID begins "C zero" then his/her production profile was set up in ACTIVE mode. If a REGULAR user's ID begins "C one" then his/her profile is set up in INACTIVE mode. The exception to this is the Local Administrator who is set up ACTIVE, so he/she can activate the regular users.

Before a regular new user can use Production IDIS, his/her Local Administrator must fine tune the profile for that user to make sure it reflects what the authorizing official wants that user to be able to do, and then ACTIVATE that user's ID.

Letters to new regular users tell them this, and advise them to contact their local CPD representative if they don't know who their Local Administrator is. Letters to new Local Administrators tell them they have to activate colleagues' IDs (and to contact the local CPD rep to get IDs, if necessary), and include a five-page set of instructions. If you know of any Local Administrator who doesn't have these instructions, send his/her address/fax number to John Mayer.

Rarely, he hopes, Mr. Mayer will fine tune the user's functional profile and activate the profile. (Maybe there is NO Local Administrator; or there is some emergency.) ■

**ATTENTION AUTHORIZING
OFFICIALS:**

FUNCTIONAL ACCESS IN IDIS

Often, people who ask for an IDIS ID don't know exactly what kind of functional access to ask for. That's natural. To allow you and your users to make changes to the functions you and they have access to, CPD has changed IDIS so that **Local Administrators can add as well as subtract functions for your users.**

Local Administrators have always been able to "flag" their colleagues as "active" or "inactive", and have always been able to subtract functions, but now they can add most functions, as well.

Local Administrators can provide their colleagues with the kind of access in IDIS they need. With this ability, **Local Administrators have the most power an IDIS user can have**, since they can give access to all the other functions. That is, if there were only a Local Administrator in the office, he/she could give him/herself (or any colleague with an IDIS ID) all the functions—setting up activities, requesting drawdowns, approving drawdowns, etc. for as long as necessary.

Instructions were provided to Local Administrators. If your Local Administrator doesn't have them, notify your CPD representative. Those instructions tell Local Administrators to brief Authorizing Officials on this new power.

Local Administrator must have the complete trust of the Authorizing Official.

Some grantees have asked whether IDIS limits Local Administrators to certain program areas, and not others - like CDBG but not HOPWA. IDIS does not do this. A Local Administrator has the ability to change the functions for ALL the users they work with, regardless of program area.

Since one Local Administrator can UNDO what another Local Administrator has done, **you should limit the number of Local Administrators** to no more than two, as a rule. Good coordination becomes more likely, confusion less likely.

Things Local Administrators cannot do:

- Create other Local Administrators;
- Create new IDIS Ids;
- Change a person's name (marriage, divorce, etc.);
- Permanently deactivate a user.

Those changes can only be made by the System Administrator at CPD Headquarters. Your local CPD representative will know what to do if you need to make any of these things happen. ■

Note: May 25th is a Federal Holiday. Both IDIS and the TAU will be unavailable on that day.

The letter also tells the Local Administrator to get the approval of the Authorizing Official before making any changes to the functions that people have in IDIS, to avoid "surprises". Obviously, the

MODEM SOLUTION

(Submitted by Jim Blake with the West Virginia Development Office)

The State of West Virginia is getting ready to go "LIVE." In getting our hardware set up, we ran into a problem that I have asked our "computer person" to describe in the hope that it will prevent other states from experiencing the same problem (and expense). Here's his description:

Description of requirement: Install modems and telephone line access on four computers.

Description of installation: All computers use Windows 95 Service Release 2, have network cards and are installed on a network using either a 16MB token-ring or 10/100MB ethernet. The network has multiple Novell 4.x and Windows NT 4.0 servers, SNA service, and campus-wide backbone access. Two dedicated telephone lines service the four computers.

One computer had a Hayes 144+ external modem installed already; we acquired and installed Zoom internal 33.6 modems with a Rockwell chipset. Because of the different configurations of the individual computers, one modem was set to COM3/IRQ5, one was set to COM4/IRQ5, and the remaining modem was set to COM3/IRQ4.

Description of problem: While the Hayes modem worked from the start, none of the other three modems would interface correctly. All three internal modems were recognized correctly in Windows 95, all tested correctly using both Windows 95 modem diagnostics and the SprintLink/IDIS 'test setup' procedure.

Additionally, one of the three modems was used to successfully connect to a Logitech Corp. to register a mouse purchase. Upon starting the SprintLink software, the modem was activated, dialed out correctly, and connected with Sprint at 9600 baud.

After a period of time, approximately 1-2 minutes, the line was dropped, a "NO CARRIER" message was flashed on the screen, and an "EO3: Communication error, 'TERMINAL' not found." error message was generated. (The explanation of

this error in the user guide is: "A communication error has occurred during the logon process. SprintLink timed out while waiting for a response from SprintNet.")

This error occurred on every attempt from all three modems. Various COM/IRQ combinations were set but resulted in the same sequence of events. The existing Hayes modem connected successfully on every attempt.

Solution: We purchased three external Hayes 33.6 V.34 modems, removed the Zoom modems, and installed the Hayes. Success was immediate.

Probable cause: The rockwell chipset appears to have been the problem. Despite using different modem settings, different COM/IRQ combinations, and a host of other setup modifications, every effort was met with failure. Departure from the Rockwell chipset resulted in immediate success. ■

NEWSFLASH: CITY OF CHICAGO NOW LIVE!

Kudos to the City of Chicago! As of April 15th, the City has been Live in IDIS. The City of Chicago, a huge entitlement grantee (getting roughly \$200 million a year in CDBG, HOME, ESG, and HOPWA funds) came through with flying colors.

Thanks to **Mike Harris**, Deputy Budget Director for Chicago, **Tami Cole**, **Joanne Joyce** and **Sheryl McGill** for their positive attitudes! They became very organized and very knowledgeable in a very short period of time.

Jim Barnes, HUD CPD Director in Chicago, **Victor Thorton**, Deputy Director, **Phil Helbling** and **Tom Sullivan** from HUD Central helped the Chicago staff. An on-site 'crash' training course was quickly tailored to meet the city's unique needs. A big Welcome to Chicago and congratulations on going "Live"!

There are now only two regular entitlements (out of 961) left to go live: New York City and Los Angeles County. New York City goes live on May 15th. We'll keep you posted. Congratulations again to the City of Chicago!

IDIS Q&A

RELEASING NAMES

Q: We set up each of our homeowner rehab activities as separate activities under one project. Therefore, when we print the Activity Summary Report, the names and addresses of all the applicants are listed. What are the laws about releasing this information to the public?

A: We can only provide you with HUD's position in this matter. The majority of the information required for collection via IDIS is for HUD and grantee use only. It is HUD policy not to identify the name or address of individual households who receive financial assistance (or where the assistance is provided on an income-needs basis).

Please be aware that there may also be state or local privacy laws which apply that affect the release of names. It is in your best interest to find out what those regulations are and/or seek the advice of local legal counsel on this subject.

“CANNOT CANCEL” ERROR MESSAGE

Q: I keep getting a “Cannot Cancel” Error Message while attempting to cancel an Activity. Why?

A: A number of users have experienced the following situation: while attempting to cancel an activity against which funds have **not** been drawn, the IDIS (CO4MA04) screen indicates the activity cannot be canceled because funds **have** been drawn against it.

The problem in the software is the following: When an Activity Funding record exists, regardless of the funded amount (in these cases, it is zero and the drawn amount is zero), the system does not allow the activity to be canceled.

If you encounter this problem, report it to the Technical Assistance Unit (TAU 800-273-2573). The TAU staff will verify in each instance that no funds have been drawn and the case will be sent to the developers for investigation and correction. This problem should be resolved by mid-May. ■

HOME PROGRAM ALERT WITH RELEASE 3.4.5

At conversion, HOME activities that had been funded from more than one HOME grant were converted with the amount “disbursed” in IDIS shown as the amount “Committed” (funded) in IDIS Activity Funding. **Release 3.4.5 will correct any understatements of committed amounts caused by the way the original conversion was done.**

If an activity in IDIS now shows a lower amount of funds committed than CMIS did at conversion, the commitment amount in IDIS will be increased to the amount in CMIS at conversion.

This could be good and bad:

For example, if the PJ has updated some of their activities since conversion to decrease the amount committed (to an amount which is less than the amount at conversion), they will need to go back in and fix it again because this program will raise the amount back to the conversion figure.

If the PJ did not go in and update commitments for some of their projects since conversion (and the amount currently in IDIS is 0 or less than the amount in CMIS at conversion), this program will enter into IDIS the amount committed in CMIS at the point of conversion.

If the PJ has already updated the commitments and they currently exceed the CMIS amount, there will be no effect.

We are approaching the point where uncommitted HOME funds for FY 1996 will need to be recaptured. We (HUD) want to be sure that PJs were not negatively affected when field offices make their analysis because of commitments which did not carry over at the time of conversion.

Should grantees have any questions about specific HOME activities that may have been impacted by this recent release, please do not hesitate to contact your field office representative or the TAU (Technical Assistance Unit).■

IDIS LIVE GUEST COLUMNS

*This month's IDIS Live Guest Columnists are **Al Cooper**, Block Grant Manager for the City of Sterling Heights, Michigan and **Eileen Cummins Lott**, CPD Representative, New York State Office. Thanks to both of our contributors!*

ONE YEAR ANNIVERSARY!

April, 1998 marks the first year of production in IDIS for Sterling Heights Michigan - a community that receives nearly one million dollars a year in Community Development Block Grant funds. I'd like to share my most recent accomplishment with you. It is the 'sense of organization' that comes from having cleaned house in IDIS. This general house cleaning has prepared me for the eventuality of completing and submitting a paperless GPR.

Among the things I did in IDIS was (1) double checked the budget and activity funding for each project according to local plans, (2) cross-referenced IDIS line-of-credit balances with our individual accounting records (3) cleared all projects established in error, (4) revised the status of projects (i.e. budgeted, completed, canceled, etc.), (5) re-titled project names for consistency and clarity, (6) described the programs with as much depth as space would allow, and (7) state accomplishments clearly and concisely.

Now, when my accountant or I enter IDIS we see a well organized system. This kind of organization gives us a new confidence in the IDIS system. I feel I owe our field office, and Department of Housing and Urban Development detailed and accurate on-line information considering the finances, training, and staff time invested in the IDIS system.

As a member of the IDIS Users' Manual Review Committee, I hope to be of assistance in developing a manual that is process oriented and user friendly. Some of the suggestions for the new manual are a Trouble-Shooting & Common Sense section, procedures for deleting projects or activities made in

error, adding a page printing function, and procedures on how to exit gracefully when the system locks-up.

The functionality and usefulness of IDIS reports especially for large grantee communities will be issues the committee will discuss. I hope that my contributions will help make the whole IDIS system better. Should you have any comments for me, I can be reached at acooper871@aol.com. ■

*If you would like to submit an IDIS Live Guest Column, contact **Felicia Maxsam** by phone (202-708-0614, ext. 4332) or cc Mail: (felicia_a._maxsam@hud.gov).*

FROM THE FIELD:

From the Field is a regular feature in which Field Office Representatives share their thoughts about IDIS.

NEW IDIS TRAINING TECHNIQUES WIN APPROVAL IN NEW YORK!

When I was asked to contribute to the ***IDIS LIVE Newsletter***, I confess I had two immediate reactions: panic at having to decide on a topic for the article, and concern about meeting the deadline (the New York State Office is in the middle of its **FYs 1997-1998 Small Cities Competition**, which requires intensive and timely reviews of the submitted applications). But, I decided to take the plunge anyway, so here I am! I thought I might begin with some relevant background on my first IDIS conversion experience before I go on to discuss the recent HQ training session that took place in the New York State Office.

I am fortunate to be the CPD Representative for the City of Mount Vernon, New York. It holds the distinction of being the first grantee in New York State to go "live" on IDIS.

TRAINING TECHNIQUES WIN

APPROVAL, *CONTINUED*

Mount Vernon's Department of Planning & Community Development (CPD) staff were *so* eager to convert to IDIS, and *so* willing to put in the extra effort, that their conversion in October, 1996 ran a relatively smooth, obstacle-free course. (At least, that's the way we like to remember it! Just kidding!)

The timing worked out perfectly, too, as the City converted to "live" status ten days before I got married, thanks to the cooperation of **Mohni Anand** down in HQ!

Kudos are certainly in order for Mount Vernon CPD staff **Gerrie Post**, **Dana Sanchez**, **Renaye Fubler**, **Ilyasah Shabazz**, and, most of all, **Mayor Ernie Davis**, who made sure that IDIS received all the media attention he could harness - which turned out to be quite a substantial amount!

The City went on to host an extremely successful **IDIS Users' Group** meeting last year, and have also been active in the provision of technical assistance to other grantees who might benefit from their experience. All in all, a model IDIS success story, one that adds up to a community deserving of a **John J. Gunther Blue Ribbon Award** in recognition of Mount Vernon's exemplary success in the implementation of IDIS!

This past February we were lucky to have **Phil Helbling** and **Tracey Peterson** from HQ visit the New York State Office in order to conduct an IDIS training session. This training had been long awaited, and it proved to be an extremely valuable experience for everyone!

All CPD staff attended, which meant there were a lot of different levels of expertise. The first day consisted of a classroom session, where Phil and Tracey went over the basics of the system - a very rudimentary course for beginners, but one that everyone could benefit from, especially if you had

attended a HQ IDIS training in Fairfax, Virginia early on, when the system operated somewhat differently.

This session served as a refresher course or update on IDIS for those people, and a good introduction for everyone else. Everyone was supplied with the *IDIS Field Office Reference Guide* as well as the always popular, invaluable reference item known as the *Keystroke Saver*, and our instructors guided us through these reference tools. (We were also heartened to learn from Phil that the IDIS User Manual is undergoing improvements to make it less cumbersome and easier to use.)

We then progressed to one-on-one consultations where Phil or Tracey sat with every staff member to determine where they most needed assistance. This became a golden opportunity to "pick the brains" of the experts, and I know that I personally benefited from the chance to sit with Phil and go over some of my nagging questions, like recording historical program income.

Phil and Tracey also convened smaller break-out groups to deal with common problem areas in IDIS that some staff were encountering, such as assisting our grantees with end-of-the-year reporting. Both trainers have lots of patience and are excellent instructors, and I know that as a result, the consensus of the Office was very positive regarding this training!

The mix of both classroom teaching and one-on-one sessions is perfectly suited to IDIS, as you learn from the resource materials and then get a chance to apply your skills under the tutelage of the experts. I know that I certainly appreciated the opportunity to go through more training, and wish to extend my heartfelt thanks again to both Phil and Tracey.

Great job, guys! And thanks, too, to HQ for being not only attentive but responsive to Field Office needs! ■

◆ Acknowledgments ◆

The IDIS training staff of Phil, Lincoln, Tracey, Roger, Vivian and Andre would like to acknowledge some individuals' special assistance and for making the Field Office training series so positive and productive. Thank you for your support.

Shanda Wyckoff, Jennifer Stanley and Theresa Janifer
Frank Mason, Jackson
Bill Kauffman and Roger Allen, Pittsburgh
Sue Shackelford and Mary Lou Denardo, Philadelphia
Jim Barnes and the Chicago staff
Peggy Meinl and Margie Dziwulski, Buffalo
Don Phillips and Jack Peters, Seattle
Eileen Cummins Lott, Lois De Poalo and Vincent Hom, New York
Roger Jenkins and Hillard Berry, Newark
Bob Jennings and Leroy Brown in Richmond
Lillian Pyne and Chuck Faulkner, Phoenix
Marcia Bergeson, Milwaukee
Bernard Jenkins, Barbara Harris, Jamie Spakow and Kirk Van Laan, Columbia
Bill Dirl and Zita Blankenship of the Birmingham Office
Charles Ferebee, Thomas Ramsey, and Loretta Williams in Greensboro
Laura Schiffer, Ruth McKinnon, and Frances Cloonan of Boston
Greg Bevirt, Omaha
Guadalupe Herrera, Jade Santoro and Loretta Tinkum in Denver
Frank Padilla, Albuquerque
State Coordinator, **Raymond Jordan and Karen Diaz**, Hartford
Katy Worsham, Melodee Humbert and Liz Herron in Fort Worth
San Antonio's **Julie Wong and John Maldonado**
Wayne Paulsen of the Jacksonville Office
Maria Ortiz in Coral Gables
Deborah Parks in Oklahoma City
Ben Cook at the Louisville Office
Billy Parsley, Little Rock
Virginia Peck and the Knoxville staff
Steve Sachs' staff and, especially, **Millie Dusha** in San Francisco
Jeanette Harris and the Detroit staff
Joe O'Connor and the staff in Baltimore



Our Appreciation to You All!

FUTURE GROUP MEETINGS: SAVE THESE DATES!

USERS GROUP—MEMPHIS

On **Friday, May 15, 1998**, a Users Group meeting will be held in Memphis. Though the meeting site is still being negotiated, a block of rooms has been set aside at the following hotel:

Holiday Inn
2490 Mount Moriah Road
901-362-8010

For information about the meeting or to register, contact **Tracee Stills**, Accountant B with the Shelby County Department of Housing, at 901-387-5734 or **Sharon-Lee Thomas** at 202-708-0614, ext. 2985.

USERS GROUP—OMAHA

There will be a Users Group meeting in Omaha, Nebraska, on **Thursday, May 21, 1998**. The meeting will be held at the following location (a block of rooms has been reserved for attendees):

Holiday Inn Northwest
655 N. 108th Avenue
402-496-0850

If you wish to attend the meeting, contact **Barry Linstrom**, Financial Analyst, at 402-492-3161 or **Sharon Lee-Thomas** at 202-708-0614, ext. 2985.

IDIS GRANTEE TRAINING

Tentative training dates and sites through September 1998 are listed below. Contact **TONYA, Inc.** (202-289-8100), for specific information about each meeting.

	Training Dates	
	Entitlements	States
May—Los Angeles	5-6	7-8
June—Atlanta	15-16	17-18
July—Albuquerque	28-29	30-31
August—Boston	18-19	20-21
September—Washington, D.C.	8/31-9/1	2-3

IDIS TECHNICAL ASSISTANCE FOR STATES

If you are associated with a State and have not yet scheduled your visit or received written confirmation of the dates, please call **Jon Kunz** of **TONYA, Inc.**, at 202-289-8100.

FOR MORE INFORMATION

Your IDIS Users Group contacts are **Lincoln Burruss**, **Phil Helbling**, and **Roger Merideth** at CPD. You may contact them via the following:

Telephone: 202-708-0790, ext. 4570 (Lincoln)
202-708-0614, ext. 4410 (Phil)
202-708-0614, ext. 4691 (Roger)

Internet: Lincoln_Burruss@hud.gov
Philip_B._Helbling@hud.gov
Roger_E._Merideth@hud.gov

Mail: HUD/CPD
Office of Executive Services
451 Seventh St., S.W., Room 7226
Washington, D.C. 20410

For technical information, contact your field office or the CPD Technical Assistance Unit (at 1-800-273-2573). **For SprintLink ID and password information**, contact your local HUD field office. **To have your IDIS ID and password reset**, call HUD Security at 202-708-3300.