# HUD Form 50058
## Listening Session

**Philadelphia**│ Jacksonville│ Kansas City│ Denver│ Portland │ Washington DC



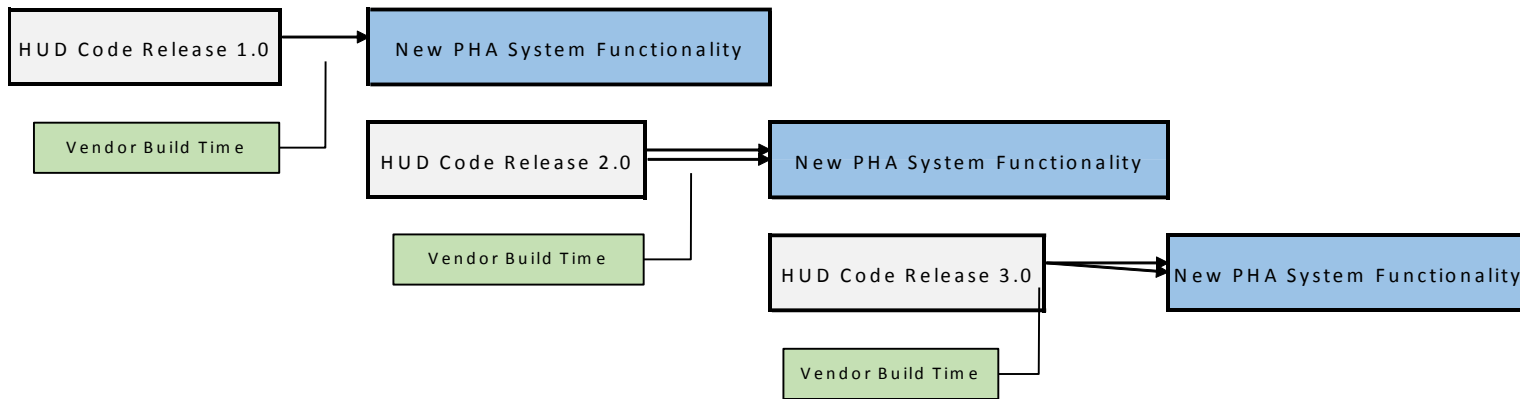## Section 6:
## Implementing the New 50058

February 21, 2018

# Session Focus

- How should the new 50058 Business Model and Process be Implemented to help ensure a smooth implementation?
    - How should HUD and PHAs transition to PIC-NG: 50058?
    - What is an appropriate schedule / timeframe for such a implementation?
    - What are important items to consider in the implementation?
    - How should HUD handle the migration of 50058 data from the PIC legacy system to PIC-NG?

# Transitioning to PIC-NG 50058
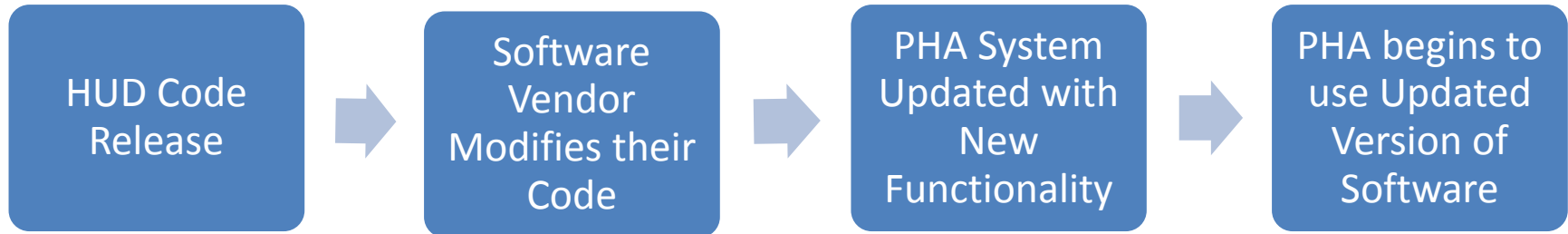
**PIC-NG 50058 Releases**

| HUD Code Release 1.0 | → | New PHA System Functionality |

Vendor Build Time

| HUD Code Release 2.0 | → | New PHA System Functionality |

Vendor Build Time

| HUD Code Release 3.0 | → | New PHA System Functionality |

Vendor Build Time

| Code Release 1.0 | Optional Transition Period? | Mandatory Transition Period? | | |
| Code Release 2.0 | | Optional Transition Period? | Mandatory Transition Period? | |
| Code Release 3.0 | | | Optional Transition Period? | Mandatory Transition Period? |

**IMS / PIC 50058 Legacy System - No Longer Supported?**

- 100% Transition to PIC-NG will occur over a period of time
- There will be a series of code releases to accomplish the transition
- HUD, PHAs, and software vendors could be better off transitioning sooner rather than later
  - What are the pros and cons of optional and mandatory transition periods on releases?
  - What events would require a lengthy timeframe to transition to PIC-NG?
  - What incentives could HUD consider in order for PHAs to transition more quickly?
  - What are problems in running parallel systems?

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# Steps in Integrating New Code

| HUD Code Release | → | Software Vendor Modifies their Code | → | PHA System Updated with New Functionality | → | PHA begins to use Updated Version of Software |

- – What items need to be considered to help ensure an appropriate roll-out schedule and timeframe for implementation?
    1. Need time / forum for vendors and PHAs to ask questions to and receive answers from HUD on issued guidance
    2. Need for sufficient lead time after requirements are finalized and issued for vendors to make system changes, including notification of issuance to both PHAs and vendors of issuance
    3. Need sufficient time for PHA staff training – IT system training and business process training (i.e., need to provide real examples to show intent of how HUD guidance is supposed to be implemented (i.e., the why / thought process behind the screens)
    4. Adopt HUD's multifamily model for TRACs system changes which provides for an optional implementation time frame and a required implementation date (normally six months after guidance is issued)
    5. No retroactive changes – Many PHAs schedule their work 3 months out and therefore annual reexamination, interims, etc. already may be completed

# Necessary Implementation Considerations

- **Need for Timely Business Requirements**
  - What does HUD need to provide to PHAs and their software vendors to ensure that the PHA can make appropriate changes in their IT and business process?
    1. Business Requirements (timely, accurate, up-to-date)
       - Non-technical guidance for 50058 system users and industry trainers
       - Expanded field definitions with examples and guidance on how to apply the definition
       - API code to vendors (IT-speak in order to code)
    2. Test Data with answers
    3. Need for centralized HUD 50058 Business Manager and support staff to answer business and IT questions / report problems /coordinate – prioritize changes

# Data Migration

- **HUD 50058 Data**
    1. How and when do PHAs use 50058 data held in HUD's database?
        - HUD 50058 reports
        - SEMAP indicator reports
        - FSS participant counts
        - Quality control of their own 50058 data
    2. What is the baseline of data from the legacy system that should be brought over into PIC-NG data tables?
        - Current Record & Select Fields vs. Everything
    3. If only limited data is brought forward into the new system, is there a PHA need to still be able to access HUD legacy data? What would be the extent of legacy data that is most likely needed?
    4. Should PHAs submit older data into new 50058 PIC-NG tables, thereby allowing data to be submitted under new business rules?
    5. If legacy data is brought over what and how much data needs to be validated?

# Data Migration (continued)

- **PHA Lessons Learned**
  - For PHAs that have changed software vendors and completed major software upgrades what lessons did you learn?
    1. How much of the 50058 data from you legacy system was transferred into your new system and was this the correct amount?
    2. How did your PHA validate the 50058 data in the new system?
    3. Were you able to access all or some of your legacy 50058 data and was it efficient?
    4. What were some of the implementation process that you expected to be troublesome but went smoothly, expected to go bad and went badly, etc.?
    5. When your PHA implemented the software change did the implementation timeline hold to the expected schedule?  Why?
    6. How quickly did users of the 50058 system adopt and become proficient in the new system?
    7. How was staff training provided and did staff need more or less training, etc.?