

**Appendix 2**  
**EHS Deficiency Correction Certification**  
**PIH Field Office User Instructions**

1. Field Office users will log into Secure Systems to access the EHS Report system using the following uniform resource locator (URL):

<https://www11.hud.gov/ssmaster>

2. The Field Office user will enter a user ID and password and then select the “Login” button, as shown on the screen reproduction below. *Note: Each Field Office user will enter his/her existing Secure Systems user ID and password. A Field Office user that does not have a valid Secure Systems user ID should e-mail PIH-REAC ADP Security at [REAC\\_ADP\\_Security@hud.gov](mailto:REAC_ADP_Security@hud.gov) to apply for a user ID. All Field Office users will have a user ID that begins with an “H” and a password of six to eight characters in length.*

**User Login** mail | help | search | home

User ID   
Password

**ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.**

**NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out**

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3. When a login is successful, the warning and notice screen comes up, as shown on the screen reproduction below. After reviewing the messages on the screen, the user will select “Accept” to access the Secure Systems menu. *Note: If the log in attempt is unsuccessful, the user should contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.*

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Warning Notice**

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

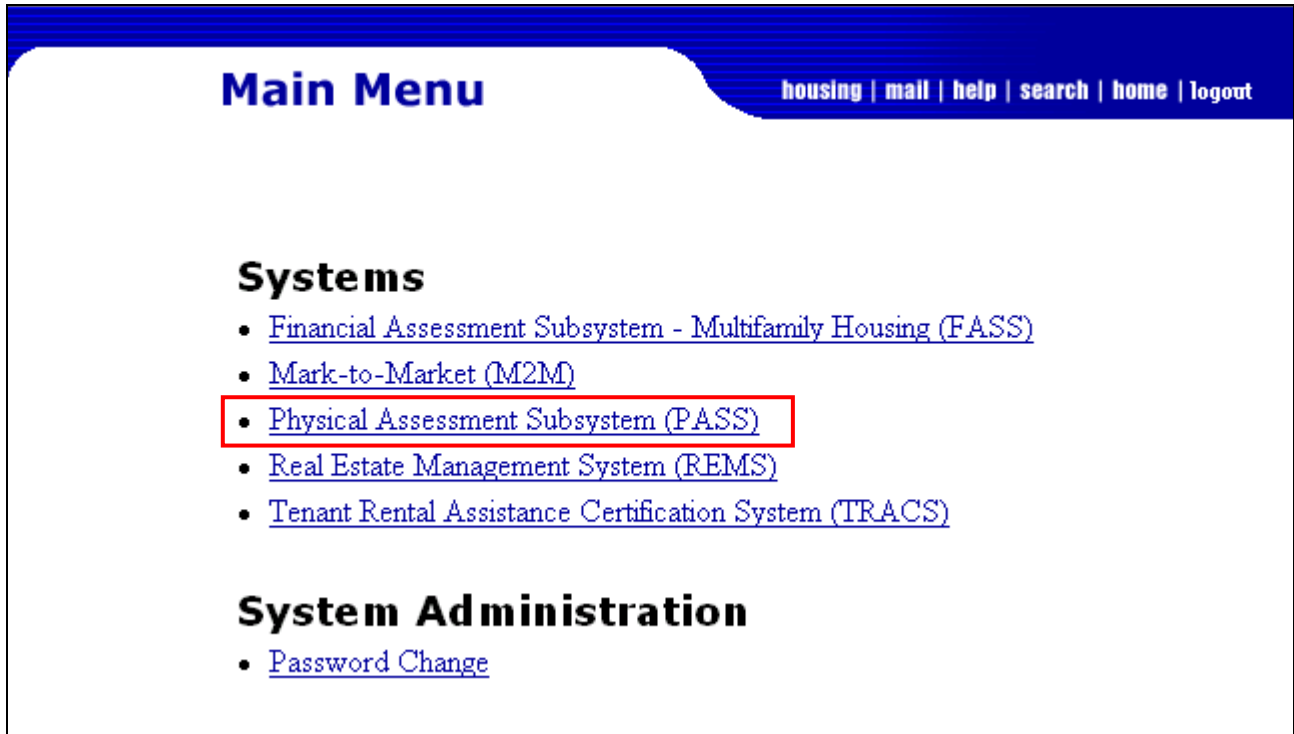
**Message of the Day**

Welcome to the Message of the Day!

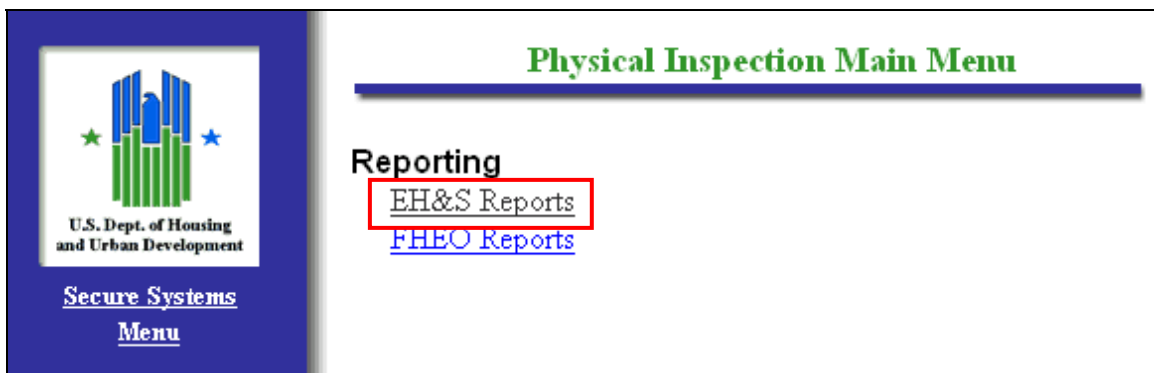


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4. The user will select “Physical Assessment Subsystem (PASS)” from the Secure Systems Main Menu, as shown in the screen reproduction below. *Note: Each activity on the Main Menu is linked to the user’s ID; therefore, the available menu options may vary from the links shown in the screen reproduction below.*



5. From the Physical Inspection Main Menu, under the header “Reporting,” the user will select “EH&S Reports,” as shown in the screen reproduction below. *Note: Each activity on the Physical Inspection Main Menu is linked to the user’s ID, therefore the available menu options may vary from the links shown in the screen reproduction below.*



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6. A page titled “Exigent Health and Safety Reports” will be displayed, as shown on the screen reproduction below. A Field Office user may search by the Property ID, PIH Project ID, **or** by the Inspection ID, as shown on the screen reproduction below. After entering one of the numbers, the user will verify that the Date of Inspection (Range) is the desired date range. The user will select “Search” using the button shown at the bottom of the “Exigent Health and Safety Reports” screen. *Note: Because the “State” functionality for some states is a very large database, the search may “time out,” indicating that the system cannot complete the search. In these cases, a search by Inspection ID or PIH Project Number is recommended.*

**Exigent Health and Safety Reports**

[EH&S Defects Quarterly Reports](#)  
[EH&S Defects Details Reports](#)

**Exigent Health and Safety Report Search**

General Search Criteria:

Date of Inspection (Range) From:    To:   


State:  

PHA Code(e.g., AL002):  [search](#)

Property Id

PIH Project Id (e.g., AL004002):

Inspection Id

Order By ( default by Inspection\_Id ):  

(Note:Inspections conducted before 07/01/2000 will not be displayed in the result page.)

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7. Field Office users may also view all properties with EHS deficiencies for a particular PHA by entering the “PHA Code,” as shown on the screen reproduction below.


**Exigent Health and Safety Reports**

[EH&S Defects Quarterly Reports](#)  
[EH&S Defects Details Reports](#)

**Exigent Health and Safety Report Search**

General Search Criteria:

Date of Inspection (Range) From:   To:  


State:  

PHA Code(e.g., AL002):  [search](#)

Property Id

PIH Project Id (e.g., AL004002):

Inspection Id

Order By ( default by Inspection\_Id ):  

(Note:Inspections conducted before 07/01/2000 will not be displayed in the result page.)

8. If a user is unsure of the PHA Code, the user may select the “search” link to search for the PHA Code, as shown on the screen reproduction below.

PHA Code(e.g., AL002):  [search](#)

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9. This link displays the PHA Search page that allows the user to search by state and by full or partial city name (optional), as shown on the screen reproduction below.

**PHA Search**

Please select the state that the PHA resides in and then select the 'Search' button. If you would like to narrow your state search, enter a phrase in the 'Search For' box.

**State:**

**Search For: (optional)**

Example: Type "hunt" to match huntsville

**Search Result**

PHA Code	PHA Name
DE001	Wilmington Housing Authority
DE002	Dover Housing Authority
DE003	Newark Housing Authority
DE004	Delaware State Housing Authority
DE005	New Castle County Housing Authority

10. After finding the correct PHA Code, the user will type that code into the PHA Code text box to complete the search for properties with EH&S deficiencies.

PHA Code(e.g., AL002):

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11. The results of searching by a PHA Code will be a list of the inspections for a specific PHA. The user will select the “EH&S Details” link, as shown on the screen reproduction below, to view the details of the EHS deficiencies and enter or view the correction or abatement information. *Note: For purposes of this notice, all property and inspection identifiers have been removed from the screens shown.*

Exigent Health and Safety Report Search Result							
Inspection Id	PHA Code	PIH Project ID	Property Id	Property Name	Inspection Date	Date HUD Completed Review	EH&S Report
114121					12/05/2002		<a href="#">EH&amp;S Details</a>
124614					12/12/2002	02/03/2003	<a href="#">EH&amp;S Details</a>
146019					12/19/2002		<a href="#">EH&amp;S Details</a>
161048					12/04/2002		<a href="#">EH&amp;S Details</a>

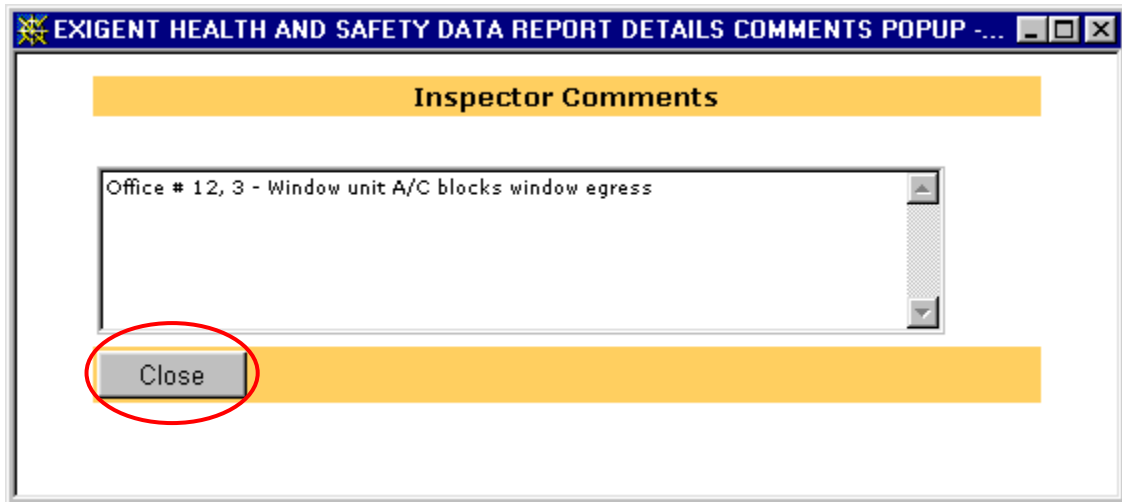
12. After clicking the link “EH&S Details,” the Exigent Health and Safety Hazard Details screen will display. All EHS deficiencies that the inspector observed and recorded are listed by building and unit number. To display the comments the inspector entered about a deficiency during the inspection, the user will select the link under “Inspector Comments.” The link under “Inspection Comments” will state the location and type of deficiency, as shown in the screen reproduction below.

Exigent Health and Safety Hazard Details						
<b>Property</b>						
ID:				Owner:		
Name:				Phone:		
Address:						
<b>Inspection</b>						
Inspection ID:	161048	Date:	12/04/2002			
						<a href="#">View PDF</a>
<b>Bldg:6 -- Unit: 0</b>						
Defect	Inspector Comments	Date Repaired/Mitigated	Description of Repair/Mitigation	Date HUD Visited Property	HUD Comments	Corrective Action
Emergency/Fire Exits Blocked/Unusable - Emergency/Fire Exits	<a href="#">Office # 12, 3 - Window unit A...</a>					<a href="#">Edit</a>

Bldg:6 -- Unit: 0	
Defect	Inspector Comments
Emergency/Fire Exits Blocked/Unusable - Emergency/Fire Exits	<a href="#">Office # 12, 3 - Window unit A...</a>

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13. To close the pop-up box, the user will select the “Close” button, as shown in the screen reproduction below.



14. Selecting the “View PDF” link on the “Exigent Health and Safety Hazard Details” page will provide the user with the Inspection Summary Report for the property. The Inspection Summary Report displays each EHS deficiency observed and recorded during the inspection and its impact on the inspection score, as shown in the screen reproductions below.

**Exigent Health and Safety Hazard Details**

**Property**

ID: \_\_\_\_\_ Owner: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Inspection**

Inspection ID: 161048 Date: 12/04/2002

[View PDF](#)

Bldg:6 -- Unit: 0

Defect	Inspector Comments	Date Repaired/Mitigated	Description of Repair/Mitigation	Date HUD Visited Property	HUD Comments	Corrective Action
Emergency/Fire Exits Blocked/Unusable - Emergency/Fire Exits	<a href="#">Office # 12, 3 - Window unit A...</a>					<a href="#">Edit</a>



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15. To view any Corrective Action taken by the PHA or to enter any Field Office follow-up activity comments, the Field Office user will select the “Edit” link, as shown in the screen reproduction below.

**Exigent Health and Safety Hazard Details**

**Property**

ID: \_\_\_\_\_ Owner: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Inspection**

Inspection ID: \_\_\_\_\_ Inspection Date: 05/14/2002

[View PDF](#)

**Bldg:7 -- Unit: 26**

Defect	Inspector Comments	Date Repaired/Mitigated	Description of Repair/Mitigation	Date HUD Visited Property	HUD Comments	Corrective Action
Missing/Broken Cover Plates - Outlets/Switches	<a href="#">bath and bedroom - missing cov...</a>					<a href="#">Edit</a>

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16. After clicking the “Edit” link under the heading Corrective Action, the “Exigent Health and Safety Hazard Corrective Action” screen will be displayed. To complete the “Date HUD Visited Property” field, the user will select the calendar icon, as shown in the screen reproduction below. Comments can then be entered into the “HUD Comments” field by simply typing in the box provided. After entering the date and comments, the user will select “Update.” *Note: Both the date and comment(s) must be entered. The “Update” selection will prompt the user to complete the entry if one of these two fields is incomplete. Any comments recorded in error may be deleted by selecting the “Reset” button.*

**Exigent Health and Safety Hazard Corrective Action**


Inspection Id: 144604      Property Id:      Location: Building 20 -- Unit 123

Defect: Missing/Broken Cover Plates - Outlets/Switches

Date Repaired/Mitigated:

Description of Repair/Mitigation:

Owner/Agent Name:

Date HUD Visited Property: 12/14/2001 

HUD Comments:

HUD User Name:

*Note: As part of their fieldwork, PIH-REAC PASS Quality Assurance (QA) staff conduct follow-up activities on properties with EHS deficiencies. Both Field Office and QA staff may enter comments in the “HUD Comments” field and the “Date HUD Visited Property” field. To view all of the comments entered, select the “View Correction Detail History” button. This will display all of the comments that have been entered and the name of the individual who entered each comment. The most recent comment is displayed first.*

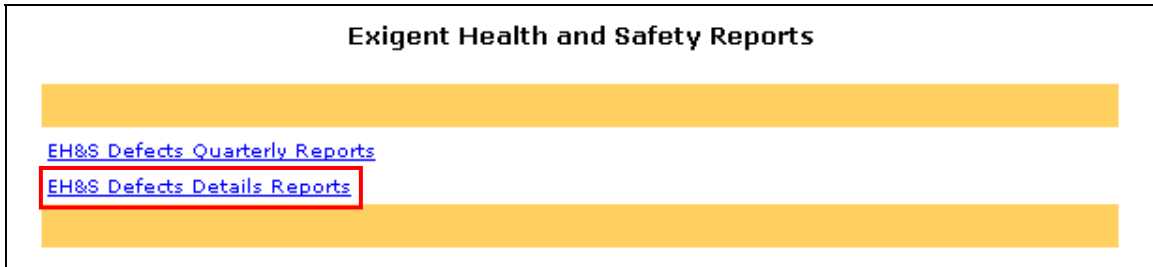
The terminology used in the system to indicate “corrected,” is the term “repaired,” and for “abated” is the term “mitigated.”

Repaired = Corrected

Mitigated = Abated

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17. The “EH&S Defects Details Report” link provides comprehensive information for all properties within a specified state and for all inspections during a specified period of time. The user will select the “EH&S Defects Details Reports” link to select the report data criteria, as shown in the screen reproduction below.



18. The EH&S Defects Details Reports search screen will be displayed, as shown in the screen reproduction below. The user will select a date range for the report by using the calendars for the “From:” and “To:” fields, and then select a state from the drop down menu. *Note: Selecting a date range of greater than three months may slow response time considerably, or cause the request to “time out.”*



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19. After entering the date range and state, the user can choose to sort the inspection results by any of the following fields: Inspection Id, Inspection Date, Property Id, Property Name, PHA Code, or PIH Project Number. To sort, the user will select one of the choices from the “Order By” drop-down box. Then, the user will select “Search,” as shown on the screen reproduction below. *Note: If the user does not select an “Order By” field, the results of the search will automatically be sorted by “Inspection Id.”*

20. The screen will display the EH&S Defects Details Report as shown in the screen reproduction below. This report provides the details and status for each property inspection and includes the assigned Field Office. *Note: The “HUD Reviewed (Yes/No)” field is only populated with a Yes answer when the review of the property is complete and a comment has been entered.*

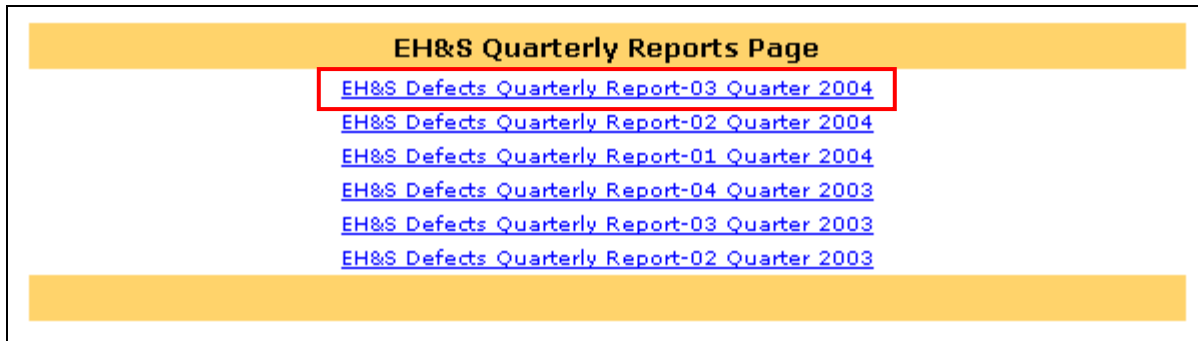
Field Office Name	PHA Code	PIH Project ID	Property ID	Property Name	Inspection ID	Inspection Date	Owner Organization	Owner Reported (Yes/No)	HUD Reviewed (Yes/No)
					142658	08/10/2004		No	No
					182468	08/13/2004		No	No
					188755	08/11/2004		No	No
					190746	08/11/2004		No	No



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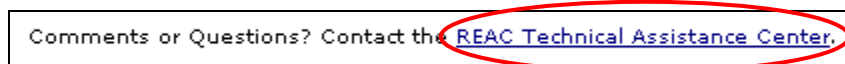
23. The user may then select the link to the particular calendar quarter.



24. The Quarterly Report spreadsheet will be displayed. The spreadsheet contains the “Field Office Name,” “PHA Code,” “PHA Name,” “Number of EH&S Defects” and “Number of Properties Inspected” for all PHAs with properties inspected during the quarter, as shown in the screen reproduction, below. Because it is a nationwide report and may be quite large, the user can sort by any of the fields provided to view only the PHAs of interest.

	A	B	C	D	E
1	<b>EH&amp;S Defects Quarterly Report - 3rd Quarter 2004</b>				
2	Q3 Dates: July 1 through September 30				
3	This report was generated on 10/02/2004 at 20:19				
4	This report is available to internal HUD users only. The following data represents a count of Exigent Health & Safety defects identified during inspections within the pro				
5					
6					
7					
8					
9	<b>Field Office Name</b>	<b>PHA Code</b>	<b>PHA Name</b>	<b>Number of EH&amp;S Defects</b>	<b>Number of Properties Inspected</b>
10				46	19
11				7	4
12				6	3

25. At the bottom of each screen in the system is a “REAC Technical Assistance Center” link. If the user encounters any problems during use of the system, the user should select this link.



This link will take the user to the technical assistance web page. Holding the cursor over the link will display the Technical Assistance Center toll-free telephone number (1-888-245-4860). Users may contact the Center between the hours of 7:00 a.m. and 8:00 p.m. Eastern Standard Time for assistance with the use of the system, questions regarding the UPCS protocol, and user name and password issues.

