

## CHAPTER 5 – MASS SUB-INDICATOR PAGES

The six MASS sub-indicator pages are where you enter your PHA's data. After submission, the PHA is graded for the Management Operations Assessment Indicator based on that data. When beginning a new submission, Sub-Indicator 1 (Vacant Unit Turnaround Time) always opens first (as shown below). You may complete the sub-indicator pages in any order.

Management Assessment for Public Housing Agencies

[Skip navigation links](#)

Inbox | **Unit Turnaround** | Capital Fund | Work Orders | Annual Inspection | Security | Econ. Self-Suff. | Adjustment

Comment | Submit

Sub-Indicator 1: Vacant Unit Turnaround Time

PHA Code: MD392 FYE: 12/31 **Fiscal Year: 2000**

PHA Name: PLUM ORCHARD HOUSING AUTHORITY

Submission Type: Submission

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	<input type="text"/>
V12500	Total number of vacancy days exempted for Capital Fund.	<input type="text"/>
V12600	Total number of vacancy days exempted for other reasons.	<input type="text"/>
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	<input type="text"/>
V12800	Average number of calendar days units were in down time.	<input type="text"/>
V12900	Average number of calendar days units were in make ready time.	<input type="text"/>
V13000	Average number of calendar days units were in lease up time.	<input type="text"/>
V13100	Average Unit Turnaround Days.	<input type="text"/>

Save | Reset | Next Sub-Indicator

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff.](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

Comments or Questions? Please go to [Technical Assistance Center](#)



**NOTE:** The illustration above shows a submission from a fiscal year (FY) ending in 2000. If you open a submission for FY 1999, the tabs will reflect the sub-indicators in effect in 1999. For example, a 1999 submission would show the **Vacancy Rate** sub-indicator, and not the **Unit Turnaround** sub-indicator (which became effective for FY 2000).

Rejected submissions include an additional tab, **Rev. Recomm.**, which is discussed in Chapter 7 - Resubmissions.

The arrangement of the tabs on your screen will vary depending on your computer's screen resolution and the size of the browser window on your screen.

## NAVIGATE BETWEEN SUBMISSION PAGES

There are three ways to move between the pages in a MASS submission:

- **Tabs** representing each page in the submission appear at the top of the page.
- **Links representing** each page in the submission appear at the bottom of the page.
- **Next Sub-Indicator** button, which appears at the bottom of each sub-indicator page, and which advances to the next sub-indicator page in numerical order.

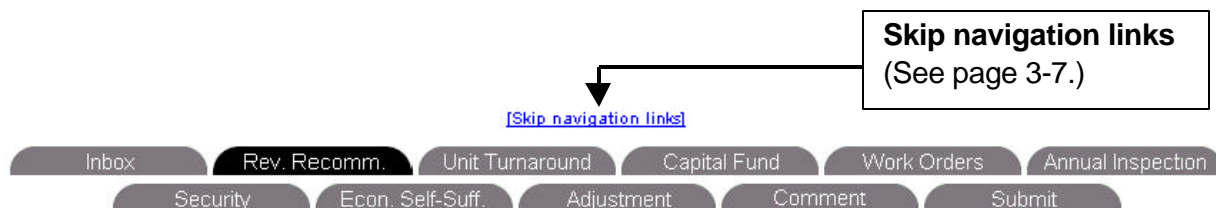


**Caution:** While you are in any of the submission pages, DO NOT attempt to use your browser's **Back** button (located at the top of your browser screen above the HUD page). Using it may have unexpected results on your data entries.



### TABS

At the top of every MASS submission are tabs that are grouped into rows like the tabs on folders in a filing cabinet. Whichever tab is currently active appears in black and the information related to that tab displays on the screen below. Other tabs appear gray. Click on any tab to make it active. (See “Appendix B - Table of MASS Tabs” for more details on each tab.)



**Inbox:** The PHA's Inbox (see page 3-5 for more information).

**Review Recommendation:** Appears only on rejected or invalidated submissions. (See page 7-2 for more information.)

**Unit Turnaround:** Sub-Indicator 1: Vacant Unit Turnaround Time.

**Capital Fund:** Sub-Indicator 2: Capital Fund.

**Work Orders:** Sub-Indicator 3: Work Orders.

**Annual Inspection:** Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems.

**Security:** Sub-Indicator 5: Security.

**Econ. Self-Suff.:** Sub-Indicator 6: Economic Self-Sufficiency.

**Adjustment:** Adjustment for Physical and/or Neighborhood Environment.

**Comment:** PHA advisory comments to HUD.

**Submit:** For validating and also for submitting the completed MASS submission.

## LINKS

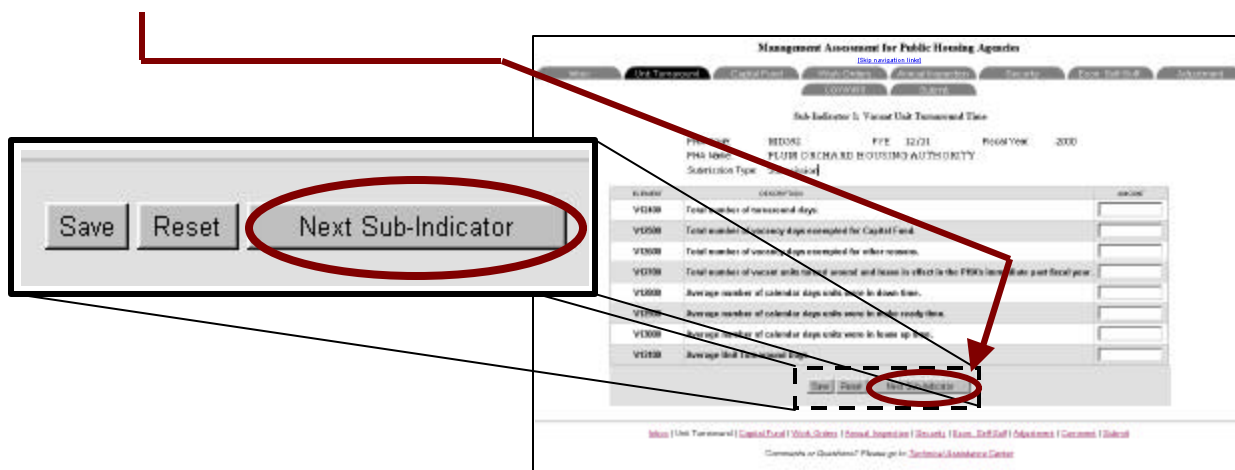
Links are found at the bottom of each MASS submission page and provide another way of moving between sub-indicator pages. Link names correspond to the tab names. The number of rows and arrangement of links varies depending on your screen's resolution and browser window size.

<a href="#">Inbox</a>   <a href="#">Unit Turnaround</a>   <a href="#">Capital Fund</a>   <a href="#">Work Orders</a>   <a href="#">Annual Inspection</a>   <a href="#">Security</a>   <a href="#">Econ. Self-Suff</a>   <a href="#">Adjustment</a>   <a href="#">Comment</a>   <a href="#">Submit</a>
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The link to whatever page is active (current) is black and is not underlined (as in the case of the **Work Orders** link in the example above). As with tabs, a *Save Warning* message appears as you use links to move from one page to another.

## THE NEXT SUB-INDICATOR BUTTON

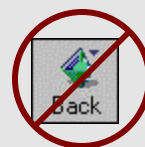
The third method for moving between certain MASS pages (Sub-Indicators 1-5) is the **Next Sub-Indicator** button located near the bottom of most sub-indicator pages.



Click on the **Next Sub-Indicator** button to move to the sub-indicator page that is numerically next in line (for example, from Sub-Indicator 1 to Sub-Indicator 2, from 2 to 3, from 3 to 4, etc.). It is a forward progression only and ends at Sub-Indicator 6. (Since Sub-Indicator 6 is the last sub-indicator, it does not contain a **Next Sub-Indicator** button.)




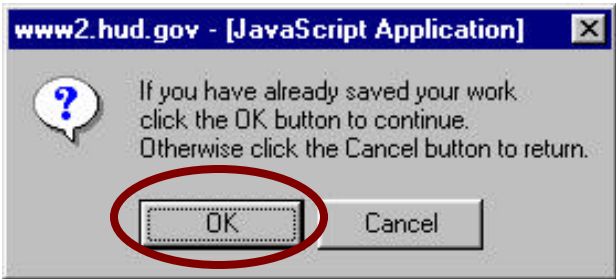
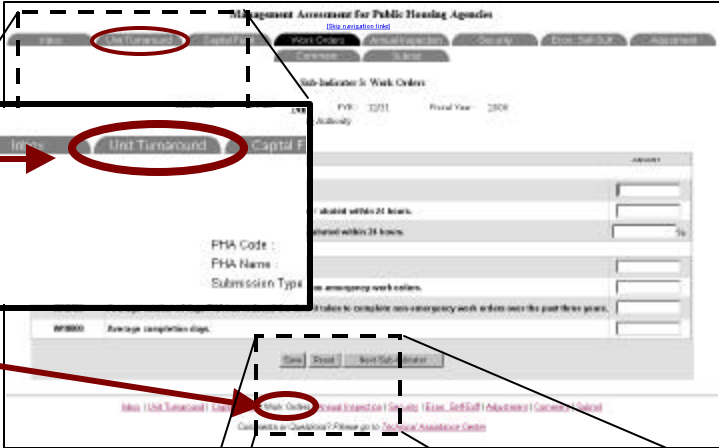

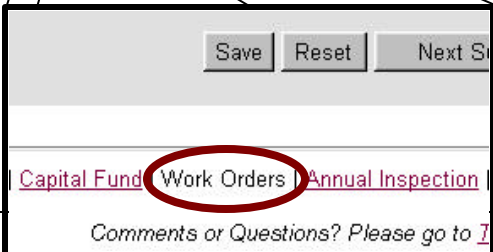
**NOTE:** All these methods, tabs, links or the **Next Sub-Indicator** button, accomplish the same task, i.e., navigate between submission pages. Use whichever method you find most convenient.

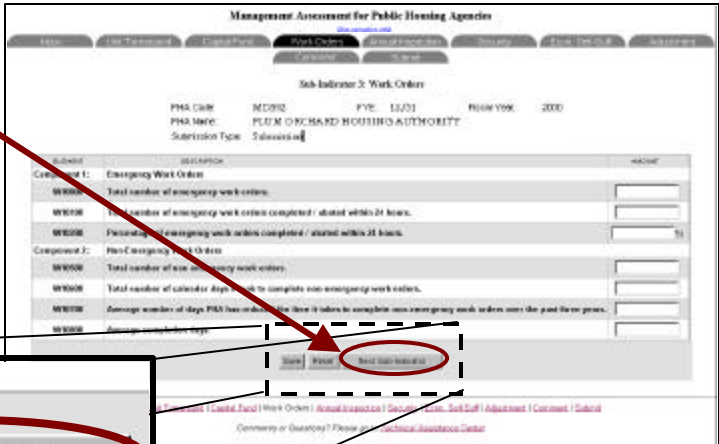



While in sub-indicator pages, use the above methods to navigate instead of your browser's **Back** or **Home** buttons. Using the browser's buttons while entering or editing sub-indicator data may have unexpected results.

## NAVIGATE BETWEEN SUBMISSION PAGES

**Overview:** You will practice using various methods to move between submission pages.

Action	Example
<p>1. Click on the <b>Work Orders</b> tab.</p>	<p>The <b>Tab</b> feature:</p> 
<p>2. Read the <i>Save Warning</i>. Since you made no changes, click on <b>OK</b>.</p> <p><i>Had you made changes and forgotten to save them, you could have clicked <b>Cancel</b> to remain on the Unit Turnaround page and save your changes.</i></p>	<p>The <i>Save Warning</i> window:</p> 
<p>3. Click on other tabs and review their contents. <u>Do not save any changes.</u></p> <p><i>Note that some pages require you to scroll down to see the whole page.</i></p>	<p>The <i>Work Orders</i> sub-indicator page opens.</p> 
<p>4. Click on the <b>Unit Turnaround</b> tab to return to the first sub-indicator.</p>	
<p>5. Click on the <b>Work Orders</b> link to open that page again.</p> <p><i>Note that the tab and link of whatever page is active always displays in black.</i></p>	

Action	Example
<p>6. Click on the <b>Next Sub-Indicator</b> button to open the <i>Annual Inspection</i> page.</p>	<p>The <i>Work Orders</i> page:</p>  <p>The <i>Annual Inspection</i> page:</p> 



**Caution: DO NOT** use your browser's **Back** button while you are in any MASS submission page. Using it may have unexpected results on your data.



## THE COMPOSITION OF A SUB-INDICATOR

Sub-Indicator 1 (Vacant Unit Turnaround Time) and Sub-Indicator 6 (Economic Self-Sufficiency) each have one component. All other sub-indicators contain several components. Components are composed of data elements (fields) where you enter data for your PHA. Below is an example of two of the data elements on the *Unit Turnaround* sub-indicator page:

### Element Code:

A unique code identifying each data field. The element code's beginning letter(s) signify on which sub-indicator page it is found, for example:

- V - Vacant Unit Turnaround
- CF - Capital Fund
- W - Work Orders.

Examples of specific element codes are:

- V12400 - Total number of turnaround days
- CF12700 - Total amount of Capital Funds expended during the PHA fiscal year being assessed



ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	1,462
V12500	Total number of vacancy days exempted for Capital Fund.	742

### Description:

A brief explanation of the data you are to enter. For a detailed account of the data requirements for any given element, refer to the *Instruction Guidebook for Completing Public Housing Assessment System Management Operations Certification, Form HUD-50072*, which can be accessed online at this Web address:

[www.hud.gov/offices/reac/products/mass/instrc\\_guide331.cfm](http://www.hud.gov/offices/reac/products/mass/instrc_guide331.cfm)

### Amount:

An active field where you usually enter a response. Responses may consist of a numeric amount, a date, or "Yes/No." In certain data fields, numeric responses are automatically calculated by the system based on information you have entered in other fields. (See "Automatic Calculations" later in this chapter.)

## ***FIELDS IN SUB-INDICATOR PAGES***

There are five different types of data fields found on MASS sub-indicator pages:

- **standard numeric**
- **dollar figure**
- **date**
- **Yes or No response**
- **automatic calculation.**

### **STANDARD NUMERIC**

Most data fields in sub-indicator pages require only a simple number between zero (0) and 9,999,999.99. Some data fields view zero as an invalid response, so entering a zero in those cases produces an error message when you click on **Save**.

**To enter a number into a standard numeric field:**

1. Click in the data field to make that field active.

2. Type in the appropriate number.



**NOTE:** If there is a decimal point needed, enter it (e.g., “123.75”). For numbers over 999, the system automatically inserts commas where appropriate. For example, if you enter **23492**, when you click on **Save** the system automatically inserts a comma, changing it to **23,492**.

Below are some examples of standard numeric data element fields:

V12800	Average number of calendar days units were in down time.	1.50
W10500	Total number of non-emergency work orders.	2,360
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0



## DOLLAR FIGURE

All fields requiring dollar figures have a dollar sign (\$) to the immediate left of the field.

### To enter a figure into a dollar figure field:

1. Click in the data field you wish to respond to, as in the example below:

CF10050	Total funds authorized over 3 FFYs old that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ <input type="text"/>
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2. Type in the appropriate figure.

CF10050	Total funds authorized over 3 FFYs old that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 17507536.5
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**NOTE:** If there is a decimal point needed, enter it (e.g., "123.75"). DO NOT type in the dollar sign (\$). For dollar amounts over \$999, the system will automatically insert commas when you click on **Save**.

## DATE

Fields requiring a date response will always have the word "date" in the data element description.

### To enter a date into a date field:

1. In the data element "Amount" column, click in the data field you wish to respond to, as in the example below.

S10000	The date that the Board adopted current policies to track crime and crime-related problems.	<input type="text"/> (mm/dd/yyyy)
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2. Type in the date. Use the two-digit month, two-digit day, and four-digit year, each separated by a forward slash mark (/) as below.

*Date to enter: June 15, 1998*

S10000	The date that the Board adopted current policies to track crime and crime-related problems.	06/15/1998 (mm/dd/yyyy)
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**NOTE:** Dates not entered in the specified method are rejected by the system once you click on **Save**.



## YES/NO RESPONSE

Data fields that require a Yes or No response have “Y/N?” or “Enter Yes or No” in the description. The default response is “yes.”

**To respond Yes**, simply leave the field in the default position, as below.

S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	yes ▼
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**To respond No:**

1. Click on the **down arrow** to open the pull-down menu.

S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	yes ▼
S10800	The total number of applicants denied who met the	yes no

2. Place the cursor arrow over “no” to highlight it.

S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	yes ▼
S10800	The total number of applicants denied who met the	yes no

3. Click on “no” to select it.

S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	no ▼
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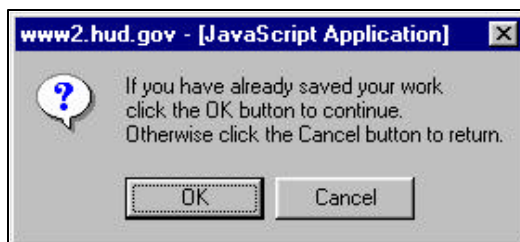
## AUTOMATIC CALCULATIONS

Some data elements in the MASS sub-indicator pages are automatically calculated by the system, based on data you enter in the preceding fields of the component. They are often, though not always, expressed as percentage figures, as in the example below.

E10400	Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs.	100 %
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## SAVE YOUR WORK IN MASS

Each page in a MASS submission requires that newly entered data be saved before moving to another page (or before exiting the system). Otherwise, the data element fields are returned to their former condition (either blanks or previously saved data). So, if you don't save every time you switch between sub-indicator pages, you lose whatever data changes made to that page since the last save. This is why every time you switch between sub-indicator pages the following warning displays:



If you haven't made any changes, or if you don't want to save the changes you've made, click on **OK** to move to the new page. If you wish to save your changes, however, click on the **Save** button at the bottom of the page before attempting to go to another submission page. You will still get the above warning when you attempt to move to a new page, but you will be able to click on **OK** and move on to the new page since you will have saved your changes.



**NOTE:** Even after you save your data, the system still displays the *Save Warning* when you attempt to leave the current page. If you're unsure if you actually saved, click **Cancel** to reopen the current submission page. Click on **Save**, then move to the new submission page. When you see the warning again, click **OK** to tell the system that you have saved the changes.

## ERROR MESSAGES WHEN SAVING

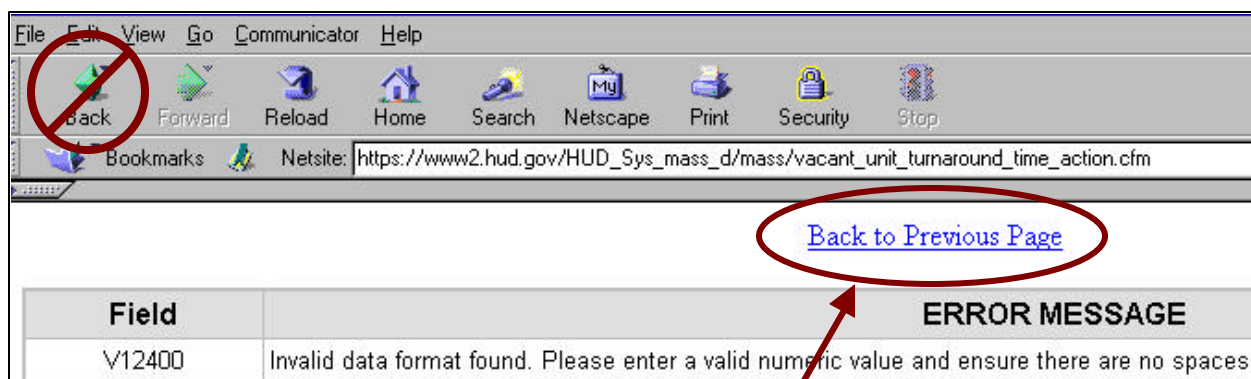
When you click on the **Save** button, the system checks the data you've entered to ensure it is valid. If not, you will receive one of two types of error messages:

- The "Field Required" error indicates that a response for a specific data element is required before the system will save that sub-indicator's data.



**Should you receive this first type of error message**, click on the **OK** button to close the message box. Locate the data element in question, enter a response in the field, and repeat the save process. If there is more than one required field left blank, the system will continue to produce these error messages until all required fields are filled.

- The "Invalid Data" error indicates that your data has violated certain business rules. For example, data fields won't accept negative numbers, some will not accept zero, and the letters "O" and "I" cannot substitute for the numbers zero and one. Also, any data that would produce a negative result in an automatically calculated field is rejected by the system (See "Automatically Calculated Fields" on page 5-9.)



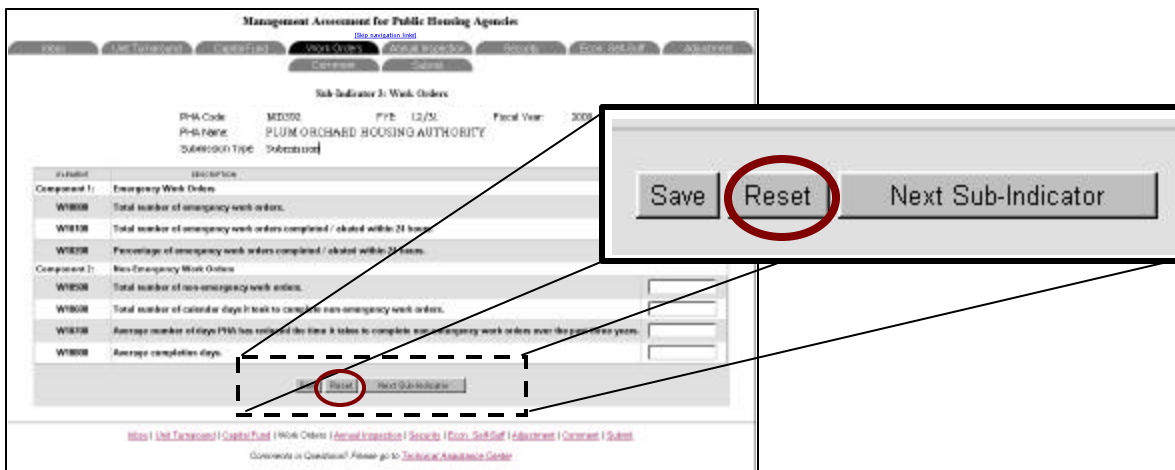
**Caution:** Be sure to use the **Back to Previous Page** link provided at the top of the error message. This allows MASS to ensure that your previous data displays properly.

**Do NOT** attempt to use your browser's **Back** button (usually located at the top of your browser screen above the HUD page). Using your browser's **Back** button may have unexpected results on any unsaved data entries.

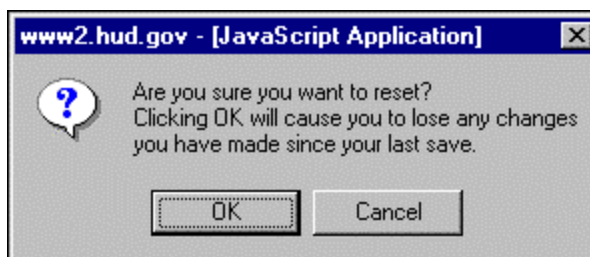


## THE RESET BUTTON

The **Reset** button returns the active page's data fields to their state when last saved.



If you click on the **Reset** button, the following *Are you sure* window appears:



**If you still want to reset**, click the **OK** button. The message box closes and all data entered on this page since the last save is erased.

**If you don't want to reset**, click the **Cancel** button. This closes the message box and stops the reset action. Your unsaved data changes remain on the page, permitting you to save them.



**NOTE:** If you wish to change data fields **AFTER** you have saved, you must re-enter the correct data and then save again.