

From: Housing.Counseling  
Sent: Wednesday, February 04, 2009 4:20 PM  
To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'  
Subject: HUD CMS-HCS Update

Housing Counseling Agencies:

Interface Testing Resumes

HUD is resuming testing with all Client Management Systems (CMS) as they work to interface with HUD's database (HCS) to facilitate the submission to HUD of client level, agency profile, and other data. Housing counseling agencies should contact their CMS vendor or operator regarding the status of the testing and their readiness to interface with HUD.

CMS Web Page

As a resource to you and the CMS vendors, HUD maintains a CMS web page. This page contains links to the required client level and agency profile data fields, labeled Data Requirements ARM 3.0 and Data Requirements ARM 3.1. Confirm with your CMS vendor or operator that their application will permit you to submit to HUD all required data.

<http://www.hud.gov/offices/hsg/sfh/hcc/hccprof21.cfm>

ARM 3.0 and 3.1

You will note that there are two lists of required data fields. Version 3.1 represents the most recent release, including some changes to required data fields, and is the version to which most CMSs are currently configuring their systems. However, for the foreseeable future, HUD will accept submissions that comply with Version 3.0 or Version 3.1 while the CMSs vendors and operators prepare their CMS for Version 3.1 compliance.

DATA Submission Via CMS

Once your CMS successfully tests, you will be required to submit, via your CMS, agency profile updates electronically to HCS.

Additionally, it is our intention to have CMSs successfully tested and interfacing in time to facilitate the submission to HUD of 2nd Quarter FY2009 performance reports, specifically form HUD-9902 and required client level data, due at the end of April, 2009. At that time, agencies will utilize their CMS

to push to HUD client level data and form HUD-9902, reflecting all counseling and education activity with all sources of funding, for both the first and second quarters of FY09.

Contact your CMS vendor or operator regarding instructions on how the submission process will work for your CMS.

Thank you for your patience and cooperation during this transition. We will continue to provide updates as additional information becomes available. If you have any questions or concerns please feel free to contact your Government Technical Representative (GTR) or other Program Support Division staff for assistance.

This message has gone out to the email addresses provided by all active agencies in HUD's Housing Counseling Program. All Parent Agencies should make sure their sub-agencies have received this information.

Sincerely,

Director, Program Support Division  
Office of Single Family Housing  
Department of Housing and Urban Development