

March 31, 2017

Attention All QualCheck Reviewers and Management Users:

Starting on **Monday April 3rd**, you will notice that QualCheck now has two new Public Housing resources: the *Public Housing Interim Reexamination* action type and the *Public Housing Interim Overview Report*. We developed new questions as well as connected relevant existing questions to be included in this action type and report. These system updates are available to all current users of QualCheck's Public Housing system. We are continuously aiming to improve QualCheck and we believe these additions will add value for our users. Please take a moment to familiarize yourself with the upcoming changes. As always, we welcome your feedback on these updates and look forward to working with each of you throughout 2017.

Best,

QualCheck Support Team

New Checklist and Report Features


- The **Public Housing Interim Reexamination** action type can be used to process interim recertifications.
- Questions tied to this action type are populated based on the reviewer's responses on the "Add Public Housing Review" screen (below).
 - The reviewer must check *at least one prerequisite question box* in order to generate a list of questions.
 - Unlike other Public Housing action types, the reviewer will further customize the interim reexamination checklist by indicating the family's choice of rent. The reviewer should select 'Is the family paying flat rent?' to indicate the family being reviewed is paying flat rent. If the family is paying income-based rent, the reviewer needs only to check the box to indicate the action she is reviewing, leaving the 'flat rent' box unchecked.

Add Public Housing Review	
Review Info:	
Tenant ID:	999 *
File Review Date:	3/24/2017 2:52 PM *
HOH Last Name:	TestInterim *
Reviewed By:	Kristen Arnold *
PHA Location:	Emerald City *
QC Type:	Official QC (PH) *
Management Company:	Management Company 3 *
Region:	Family *
Property:	Property 13 *
AMP:	AA005000014 *
Action Type:	Interim Reexamination *
Prerequisite Questions: (check all that apply)	
<input type="checkbox"/> Is the family paying flat rent?	
<input type="checkbox"/> Was a new minor household member added?	
<input type="checkbox"/> Was a new adult household member added?	
<input type="checkbox"/> Was a household member removed since the last transaction?	
<input type="checkbox"/> Has the head of household changed since the last transaction?	
<input type="checkbox"/> Has the family reported a change in income, assets, expenses or deductions?	
50058 Process Date:	3/1/2017 *
Effective Action Date:	3/1/2017 *
Projected Date of Next Reexamination:	3/1/2018 *

- The new **Public Housing Interim Overview Report** allows reviewers and staff to see their performance specifically on Interim Reexaminations.
- Report filters function in the same way as other Public Housing Reports, allowing the report creator to choose how to view their location’s data.

From Date	12/1/2016	To Date	3/27/2017
Date Type	Manual	Location	Emerald City
Region	All	Property ID	All
BuildingID	All	Program Type	All Public Housing
Action Type	Interim Reexamination	QC Type	Official QC (PH)
Regional Asset Manager	All	Asset Manager	All
Occupancy Specialist	All	Group 1	Location
Group 2	Action Type		

- Users can view performance in areas including Eligibility, Income, Expenses & Deductions, and Tenant Rent.



Public Housing Interim Overview Report

Filters: Date Type: Manual, Location: Emerald City, Region: All, Building: All, Property Management Company: All, Property ID: All, Action Type: Interim Reexamination, Program Type: All Public Housing, Asset Manager: All, Regional Asset Manager: All, Occupancy Specialist: All, QC Type: Official QC (PH)

Grouped By: Location and Action Type
Date Range: 12/1/2016 - 3/27/2017

Location	Number of files with...								
	of Files # Reviewed	of Files # w/ Errors	of Files % w/ Errors	Interim Document Errors	Eligibility Errors	Income Errors (including partial review)	Expenses and Deduction Errors	Tenant Rent Errors	Pending # Corrections
Emerald City	25	11	44.00 %	1	8	2	2	0	10
Interim Reexamination	25	11	44.00 %	1	8	2	2	0	10
Total	25	11	44.00 %	1	8	2	2	0	10

Getting Help

Call the Help Desk at **(202) 513-6551** or email itsupport@quadel.com

For all emails, please include a detailed description (including screenshots if possible) of the issue or request.

QualCheck Reminder

Please submit any staffing changes (additions, deletions, changes in role, changes in supervisor, etc.) to the itsupport@quadel.com. Notifying us of individuals who are no longer employed at your location is especially important to maintain the security of your system.