

Record Match Baseline Procedure – Section 8 Quick Start Guide

This Quick Start Guide briefly outlines the procedure for achieving a Record Match Baseline in PIC for Section 8 programs. A more detailed procedure is available from Tenmast Software at www.quicpic.com/spt/.

Step 1. Move households out of PIC that are no longer assisted

- a. Print MTCS Transaction Report from PIC Viewer
 - i. Log on to PIC
 - ii. Go to Form 50058/Viewer sub-module
 - iii. Click on Reports tab
 - iv. Select MTCS Transaction Report option
 - v. Select Section 8 Program Type
 - vi. Enter a broad date range for Effective Dates
 - vii. Click Generate Report button
 - viii. On Report, Excel button to download report
 - ix. Print report from Excel (use same data order as the report in Step 1b)
- b. Print a tenant report from your software system (same data order as MTCS Transaction Report)
- c. Compare households in PIC to households in your system
 - i. Identify households in PIC that you no longer assist
 - ii. End participation using Online EOP in the PIC Viewer

Note: Wait a day after using the Online EOP before proceeding to Step 2.

Step 2. Submit baseline records to PIC for missing households

- a. Repeat Steps 1(a) and 1(b) (reprint reports)
- b. Compare the reports and identify households on your tenant report that are not on PIC report
 - i. If household has not been in PIC before, submit Historical Adjustment to PIC with current effective date
 - ii. If household has been in PIC before, submit New Admission

Step 3. Confirm That PIC Records Are Current

- a. Repeat Step 2(a) (Print MTCS Transaction Report again)
- b. Print tenant report from your software system with current Action Type and Effective Date

- c. Compare Action Types and Effective Dates of 50058 records in each report
 - i. If PIC record is behind, submit current 50058 from your system.
 - ii. If 50058 record in PIC is wrong
 - 1. Resubmit corrected record (using same Action Type and Effective Date) if Action Type is other than 1, 4, 5, 6 or 7.
 - 2. If Action Type is 1, 4, 5, 6 or 7, submit Void to delete wrong record in PIC, then submit correct record to PIC