COMPLIANCE MONITORING SYSTEM INSTRUCTIONS

OVERVIEW

The first screen viewed is the Overview screen. This screen was designed to give you valuable information concerning the program you participate in and the requirements of that program.

Compliance Information will give you general information about your property. Items listed such as current reporting status, fee status, next report due date and low income qualifying unit requirements are available here. This information can be changed by MDSI staff only.

The ***Property Information*** section provides information regarding the basic property information: address, on-site manager, phone number, e-mail address, etc. The on-site information can only be changed by the Administrator of Accounts.

The ***Management Company*** section provides information regarding the management company. This information can only be changed by the Administrator of Accounts.

UPDATE UNIT INFORMATION

This is where you will update the household and other unit status information and submit to MDSI to meet the compliance reporting requirements. The system was designed for ease in reporting the compliance status of the property. The initial screen after clicking on ***Update Unit Information*** is in spreadsheet form similar to the printed Unit Status Report.

> **NOTE:** The system may be updated on a daily, weekly or monthly basis. The information will not be reviewed or any compliance testing performed until you have submitted the data.

This takes you to a list of all units on the property. This is where you will be entering detailed information about the households that reside in these units.

To add or edit information, simply click the left mouse button with the cursor on the field to edit. Type in the appropriate information. Once all information has been entered, be sure to click the **Save All Changes** button at the bottom of the page to save the information to our database.

NOTE: The information on the 3rd page of the Income Certification is no longer required. However, for those properties reporting on multiple programs, we have designed the system to allow for the data entry of this information. Click on the "Update Units Individually" key to input this data.

Future enhancements of the system will allow for transfer of data from MDSI's system into other compliance monitoring systems.

If you prefer to view and edit information one unit at a time, click on the ***Update Units Individually*** button beneath the Update Unit Information heading. Select the unit to enter data by clicking on the **Edit** link for the unit; this takes you to the screen to enter information for that unit. The unit number and unit type will be identified at the top of the screen. Enter the required information for the household. ***Save Changes***.

Summary of Required Information

For households designated as low income or eligible tenant households, complete the fields in Household Information as indicated in the definitions below.

Place your cursor in the first field labeled ***Move In Date*** to begin data entry. Navigate this portion of the screen by clicking on each field individually, or by using the tab button on the keyboard to advance to the next field. To move back from one field to the previous field, press the tab key while holding down the shift key. For fields with a pull down arrow next to them, click on the pull down to see all of the options, then use the up and down keys on your keyboard to scroll through the available options.

Move In Date Enter the date the household moved into the unit. Remember to complete this for Market as well as Qualifying Units. Example of date format: 01/01/2003

Move Out Date Enter the date the household moved out of the unit. Remember to complete this for market as well as Qualifying Units

Name Enter the last name to indicate the head of the household name. Remember to complete this for Market as well as Qualifying Units. For a household with multiple heads of household, enter a slash between the names.
Example: Brown/Smith/Lopez.

Annual Income Enter the amount* from Row L on the Income Certification form: Total Annual Household Income from all sources. Do not enter a comma in the numerical values. Example: 25000. ****Please note that for household income you must round to the nearest whole dollar amount with no decimals.***

Tenant Paid Rent Enter the amount of rent the household currently pays. Remember to complete this for Market as well as Qualifying Units.

Assistance Payment Enter the amount of rent assistance if you have indicated a Housing Assistance type in the previous field.

Housing Assistance If there is rental assistance, select one from the drop-down list: Rural Development, Other, Section 8. Leave blank if there is no rental assistance.

TIC Effective Date Enter the effective date of the most recent Income Certification form

Recertification Mark the household as recertified by selecting 'Y' under the ***Recertification*** header.

Household Size Enter the number of people in the household

Designation If the unit is a Qualifying Unit or an Eligible Tenant Unit, select the appropriate income restriction from the drop-down list. If the unit is an unrestricted unit, select Market Unit from the drop down.

For applicable qualifying units, be sure to select the appropriate qualification for Over Income (OI) at recertification. PLEASE NOTE that you can not have an Over Income household at move in---an OI at move in would be an ineligible household, which constitutes noncompliance.

For **Market Rate** households, complete only the following:

- Move In Date
- Move Out Date (when Applicable)
- Household Size
- Tenant Paid Rent
- Household size
- Designation

SUBMITTING YOUR COMPLIANCE REPORT FOR REVIEW

The option to submit the USR to MDSI will not be available to you until a report is due or a monitoring review has been scheduled by MDSI. When a report is due, the button on the right corner of the screen will appear in **red** with a due date and a 'Submit' option.

When you are ready to submit the USR to MDSI, click on the ***Submit Unit Status Report*.** Before submitting the current USR to MDSI, it is recommended that you print the report and review the information. Also, a copy of the report should be maintained in your property files.

You will be asked for the ***Data As of Date***. This date should be the last day of the previous month.

LOGOUT OF THE SYSTEM

Once you have completed all of the desired tasks for this session, simply click the ***Logoff*** link and you will be logged off the MDSI system.

INSTRUCTIONS FOR OBTAINING A PASSWORD

Since some property owners have more than one property, there are two passwords associated with each property:

1) Owner password with e-mail address as login.
2) Property password with AHP # as login.

The Owner and/or designated Administrator of Accounts assigns a password for each property under their responsibility. This password is provided to the person responsible for updating/submitting the required compliance report. If the owner is responsible for reporting, a separate password is not required.

To obtain your **owner** password, access the internet and type in the following address:

www.monitoringdataservices.org/owner.

1. You should see the login screen. Click on the "Forgotten Password" link.
2. Type in the Owner's or the designated Administrator of Accounts' e-mail address.
3. Check your e-mail. You will receive an e-mail with instructions on resetting your password.
4. After following these instructions, you will receive another e-mail with a temporary password.
5. Login to the Compliance Monitoring System (CMS).
6. You will be directed to change the password. **This is the password you will use in the future along with your e-mail address to login to the CMS.**

To assign your **property** password, login to: www.monitoringdataservices.org/owner or if already in the system follow the directions below:

1. Select Property Information tab.
2. Select Edit under Actions.
3. Under Password Protection, type in a password and confirm. (If you have multiple properties, you will need to select a different password for each property.) **This is the password you should provide to the person assigned to complete compliance reports for the property.**
4. Select Manager Information. Verify the information. Click **EDIT** and update if required.
5. Select Owner Information. Verify the information. Note: Changes to Owner information can only be made by MDSI personnel. Return to MDSI website: www.monitoringdataservices.org . Select Compliance Forms, Property Transfer Form/Fact Sheet. Complete the form and fax to 903-597-4941 or email to: compliance@monitoringdataservices.org.
6. **Provide the password and AHP # to your Administrator of Accounts or person responsible for submitting compliance reports. To login, click on On-line Reporting from MDSI's website: www.monitoringdataservices.org.**

If you as the Owner/Administrator of Accounts will be updating information and submitting compliance reports, you can access the property unit information by clicking on the **Update Unit Data** link.