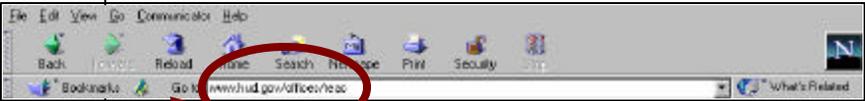


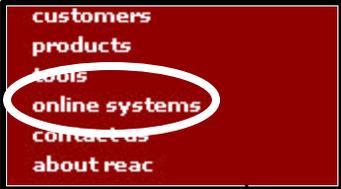
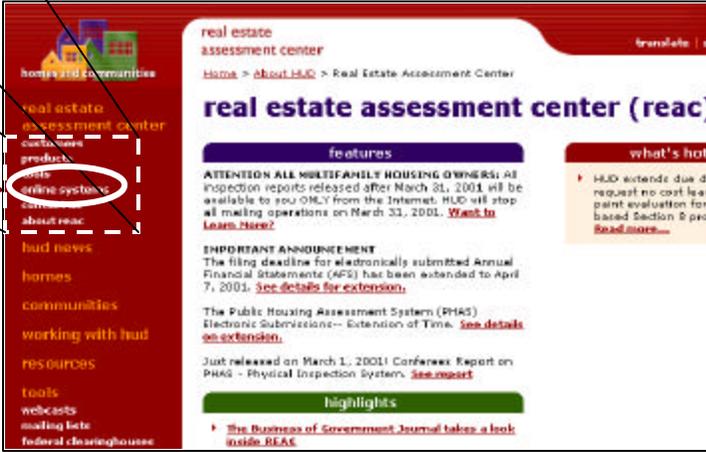
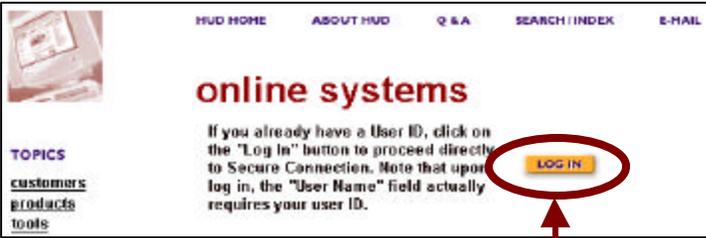
## APPENDIX C: ACCESS MASS SCORES IN NASS

**Overview:** This process provides you with the steps to find out your MASS scores through the iNtegrated Assessment System (NASS).

<i>Action</i>	<i>Example</i>
<p>1. Open your Internet browser (e.g., Netscape or Internet Explorer).</p> <p>2. Click in the <b>Location</b> field (see note below), type the HUD Web address <b>www.hud.gov/offices/reac</b> then press <b>Enter</b> to open the <i>Real Estate Assessment Center</i> page.</p> <p><b>HUD EMPLOYEES:</b> <i>The above Web address is for PHA business partners only. HUD employees should refer to the "MASS Quick Reference Guide" (for HUD staff) for more information.</i></p>	<p>The top of the browser window:</p>  <p><i>Note that the appearance of your browser may vary slightly from the example shown above. See note below for more details.</i></p>



**NOTE:** The **Location** field may show the words "Location," "Go To," "Netsite," or "Address." Regardless, it is the large white field that stretches across the top of the browser screen.

<b>Action</b>	<b>Example</b>
<p data-bbox="391 449 732 638"></p> <p data-bbox="204 835 732 898">3. Click on the <b>online systems</b> option to open the <i>Online Systems</i> page.</p> <p data-bbox="237 1024 699 1157"><i>Note that HUD/REAC pages are updated regularly, so this page may appear slightly different from what is shown here.</i></p>	<p data-bbox="846 562 1406 594">The <i>Real Estate Assessment Center</i> page:</p> <p data-bbox="797 621 1503 1073"></p>
<p data-bbox="204 1360 732 1423">4. Click on the <b>Log In</b> button to open the <i>Login</i> window.</p>	<p data-bbox="951 1203 1300 1234">The <i>Online Systems</i> page:</p> <p data-bbox="781 1276 1487 1514"></p>

<b>Action</b>	<b>Example</b>
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5. Click in the **User Name** field and enter your user ID.

*Don't forget to capitalize the letter(s) in your user ID when you type it in the **User Name** field (e.g. M11111 or MC1111).*

6. Tab to the **Password** field and type in your password.

7. Click the **OK** button and the *Browser Version Warning* window opens.

The *Login* window:



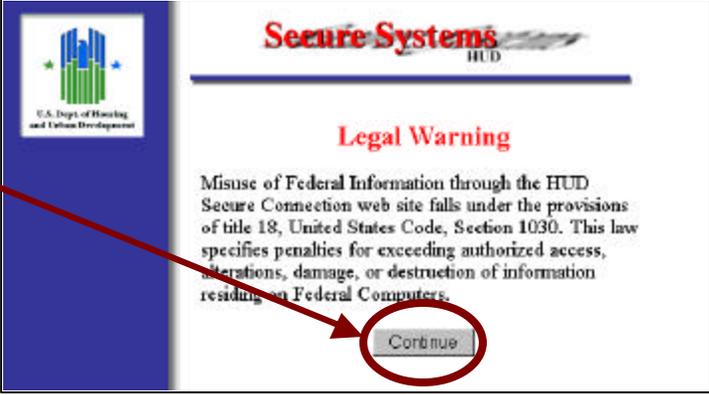
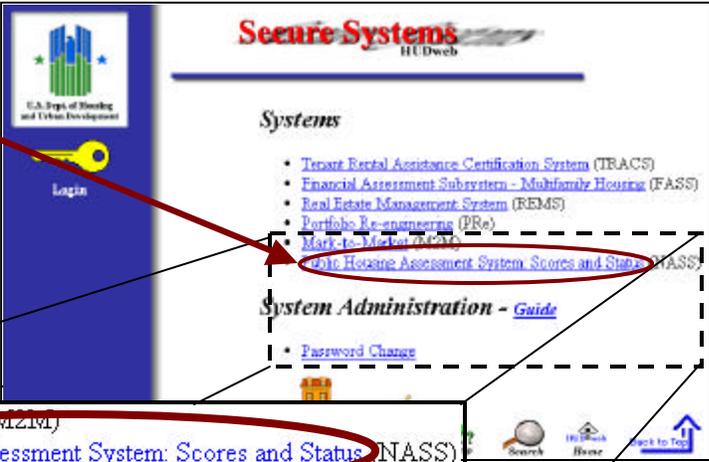
**TIP:** If you have forgotten or don't know your user ID and password, contact the Technical Assistance Center (TAC). For more information on contacting the TAC, see "If You Need Help" on page 1-4.

8. If this is the first time you've entered the system on a given day, you may receive a notice about Internet browser versions. If you do, read it, click **OK**, and go to the next step.

*If you don't see the **Browser Version Warning** window, skip step 8 and continue.*

The *Browser Version Warning* window MAY open:



<b>Action</b>	<b>Example</b>
<p>9. Read the <i>Legal Warning</i> page, then click on the <b>Continue</b> button.</p>	<p>The <i>HUD Secure Systems Legal Warning</i> page:</p> 
<p>10. Click on the link for the <b>Public Housing Assessment: Scores and Status (NASS)</b> link to open the <i>Individual Reports</i> page.</p> <p><i>Different users see different links on this page. Only links to systems to which you have access will display.</i></p>	<p>The <i>Secure Systems</i> page:</p>  <p><b>Mark-to-Market (M2M)</b></p> <p><b>Public Housing Assessment System: Scores and Status (NASS)</b></p> <p><i>System Administration - Guide</i></p> <ul style="list-style-type: none"><li><a href="#">Password Change</a></li></ul>

**Action** **Example**

Note that your PHA Code field is already filled in for you.

- 11. If the PHA Code field is correct, go to the next step. If not, click on the PHA Code down arrow to display your list of authorized PHAs, then click on the desired PHA Code to select it.



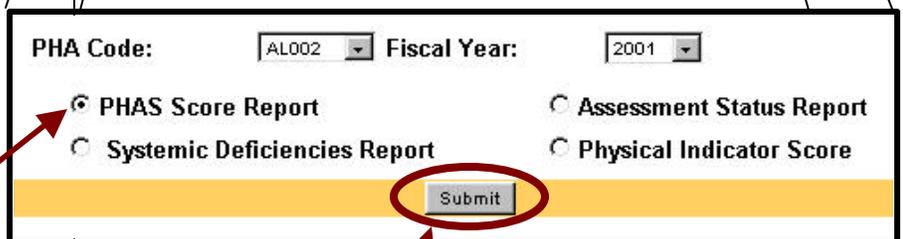
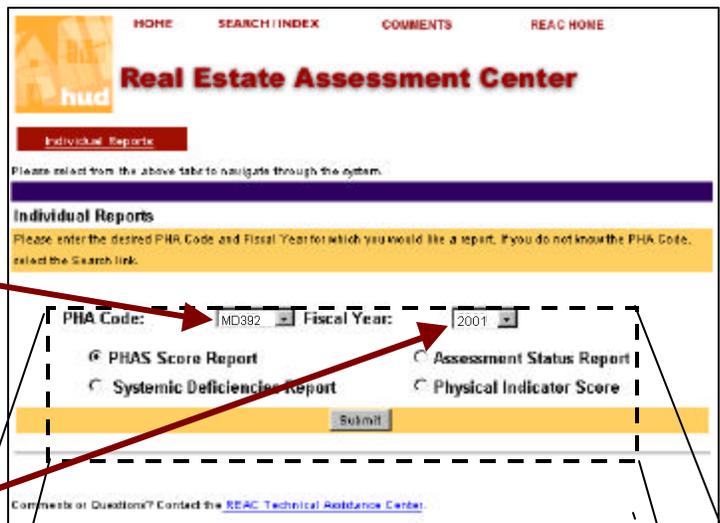
- 12. Click on the Fiscal Year down arrow to display the option list, then click on the desired year.

The default Fiscal Year is the current year.

Note that the PHAS Score Report radio button is already selected.

- 13. Click on the Submit button to open the PHAS Score Report page.

The Individual Reports page:



**NOTE:** If you get an error message at this point, see page C-9 for information about the error.

**Action** **Example**

14. Click on the **Management** button to open the *PHAS Management Report* page.

The *PHAS Score Report* page:

PHA Information			
PHA Code:	MD392	PHA Name:	Plum Orchard Housing Authority
Fiscal Year End:	06/30		
PHAS Score:	<b>91</b>	Designation Status:	<b>Advisory</b>
		PHAS Status:	<b>Released</b>
Select a PHAS indicator to view details relating to the composite score.			
PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	23	30	<a href="#">Explanation</a>
<a href="#">Financial</a>	30	30	<a href="#">Explanation</a>
<a href="#">Management</a>	29	30	<a href="#">Explanation</a>
<a href="#">Resident</a>	9	10	<a href="#">Explanation</a>
PHAS Total Score	<b>91</b>	<b>100</b>	

15. Scroll down to view the entire report.

The *PHAS Management Report* page opens:

PHAS Management Report for Fiscal Year 2000		
PHA Information		
PHA Code:	MD392	PHA Name:
Fiscal Year End:	06/30	Plum Orchard Housing Authority
<b>Management Score (rounded)</b>		<b>29</b>
Management Sub-Indicator (2)	Actual Score	Maximum Score
1 Vacant Unit Turnaround Time	3.00	4.00
2 Capital Fund	7.00	7.00
Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	1.00	1.00
Timeliness of Fund Obligation	2.00	2.00
Adequacy of Contract Administration	1.00	1.00
Quality of the Physical Work	2.00	2.00
Adequacy of Budget Controls	1.00	1.00
3 Work Orders	4.00	4.00
Emergency Work Orders	2.00	2.00



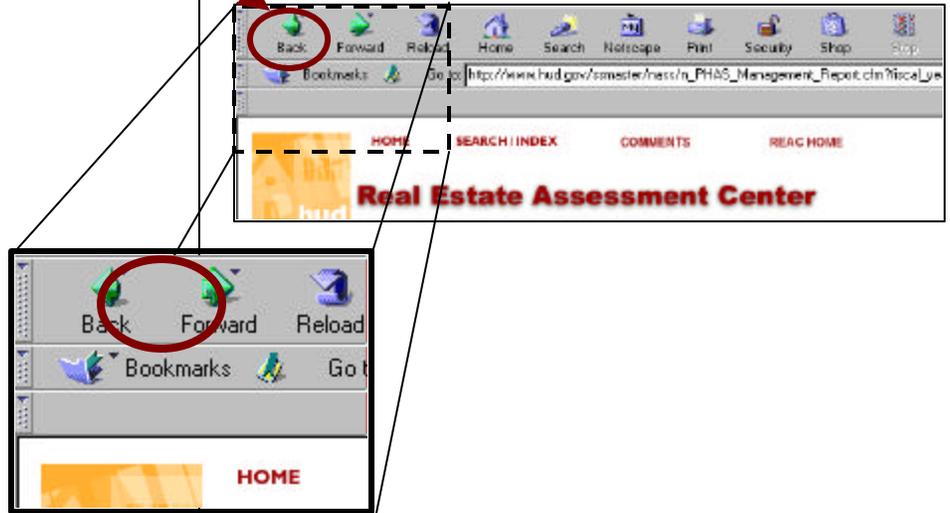
**NOTE:** If you see a score with a value of “Excluded,” this indicates that the PHA did not use an optional sub-indicator, so the value of that score was distributed among the remaining sub-indicators and components.

Actual Score	Maximum Score
Excluded	Excluded

<b>Action</b>	<b>Example</b>
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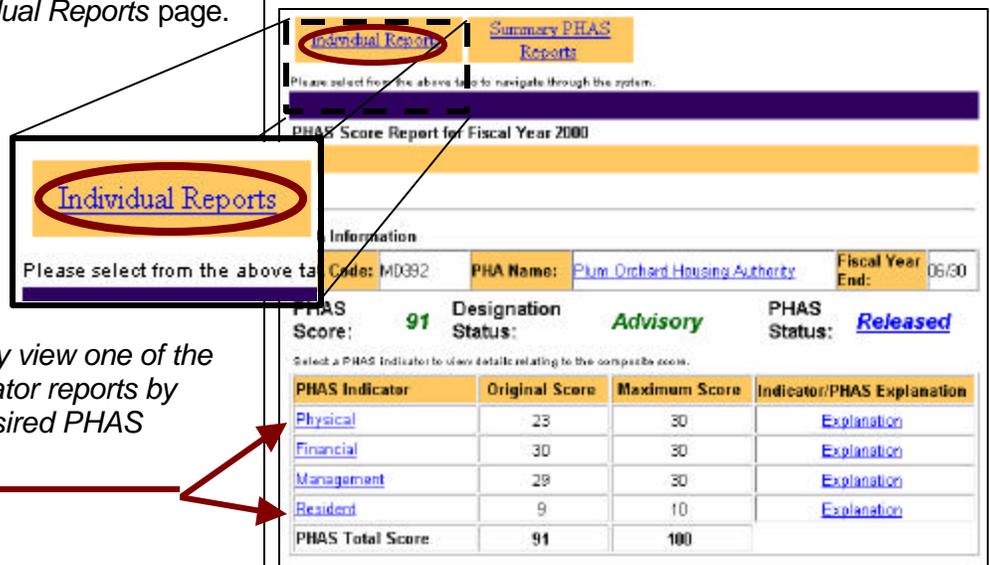
16. Click on your browser's **Back** button to return to the *PHAS Score Report* page.

The top of the *PHAS Management Report* page, including the browser:



17. Click on the **Individual Reports** link to open the *Individual Reports* page.

The *PHAS Score Report* page:



If desired, you may view one of the other PHAS Indicator reports by clicking on the desired PHAS indicator link.

<i>Action</i>	<i>Example</i>
<p><b>18.</b> Access another report if desired (by returning to step 11), or log off of the system by exiting out of your browser.</p> <p><i>For more information on logging off and exiting out of your browser, see “Exit the System” on page 3-7.</i></p>	<p>The <i>Individual Reports</i> page:</p>

## THE ATTENTION ERROR

If you enter a fiscal year for which data is not available, the *Attention* error page (shown below) opens. Note the instructions at the bottom of the page.

If you see this page, click on your browser's **Back** button to open the *Individual Reports* page again, then enter the correct year and try again.

