



# MRI Software

## Tenmast WT2+ New & Updated Features

WT2+ Version 4.32.2

Release Date: 5/5/2023

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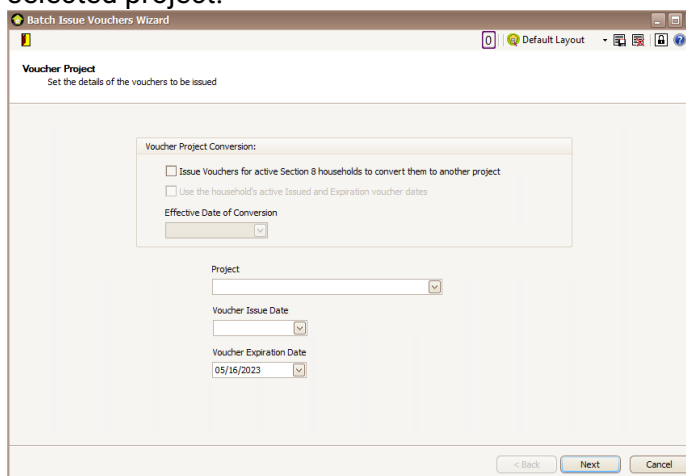
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## Batch Issue Vouchers Wizard

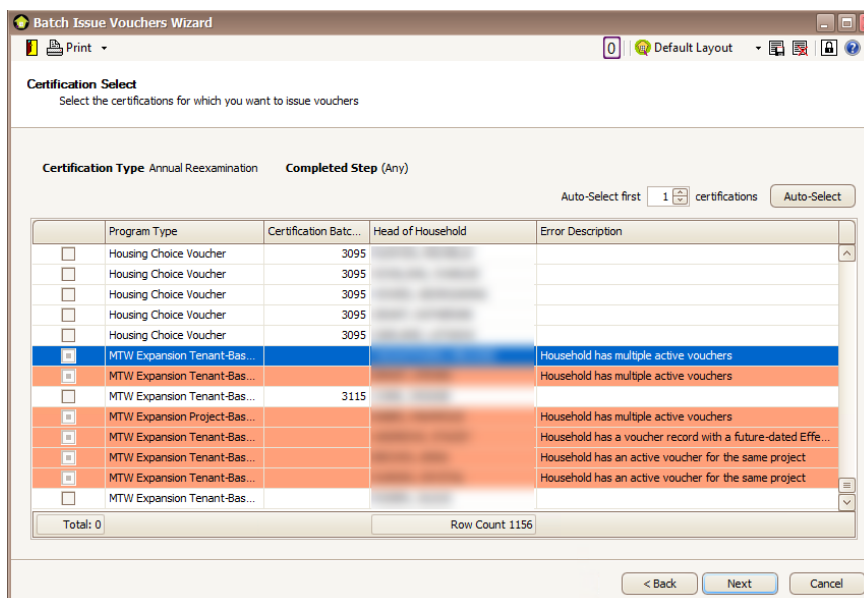
The Batch Issue Vouchers Wizard has been enhanced to include functionality to convert active Section 8 households to another voucher project on an Interim or Annual certification.

Follow these steps to use the Batch Issue Voucher Wizard to convert a group of active Section 8 households to another project:

1. First, create in process Annual or Interim certifications for the households that will be changing voucher projects.
  - This can be done individually on the household screen, or in batch from Home -> Batch Create Tenant Certifications.
2. From the main menu, select **Certification Search**.
3. On the Certification Search screen, select **Big Actions -> Batch Issue Vouchers**
4. **Batch Issue Vouchers Wizard**
  - **Step 1: Voucher Project**
    - a. A new section for **Voucher Project Conversion** has been added.
      - Select the checkbox to Issue Vouchers for active Section 8 households.
      - When selected, you will have the option to use the household's active Issued and Expiration date if you do not want to give the household new voucher dates. If you do not choose to use the active voucher dates, you will key in the Issued and Expiration dates in the fields below.
      - Effective Date of Conversion: This date should align with the certification effective date of the in process interim or annual certifications that will be used for converting households to the selected project.



5. Click **Next**.
6. **Step 2: Certification Type:**
  - Select which certification type to issue vouchers for – Interim or Annual.
  - Select a value for Completed Certification Step
7. Click **Next**.
8. **Step 3: Certification Select:**
  - In this step, select all of the in process certifications that you would like to issue the voucher to.
  - This step has been enhanced to display error messages for certifications where there is a data discrepancy that will prevent you from issuing the voucher. You can use the print function on this step to print or export the list to excel for review.
    - a. **Example Error Messages:**
      - **Household has multiple active vouchers:** This household has more than one voucher without an end date. This indicates a voucher issue on the household that may require MRI Support to resolve.
      - **Household has a voucher record with a future-dated Effective Date:** The household may have a finalized future certification that will need to be voided to issue a voucher for the given in process certification.
      - **Household has an active voucher for the same project:** The household has already been issued a voucher in the project you have selected in the wizard. (No action is needed)



9. Click **Next**.

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10. **Step 4:** Certification Step to Complete
    - Select a value for Certification Step to Auto-Complete
  11. Click **Next**.
  12. **Step 5:** Confirmation
    - Carefully review the information on this step to confirm the correct values and certifications were selected. If you need to make any changes, click **Back** or **Cancel**.
  13. Click **Finish** to issue the vouchers.

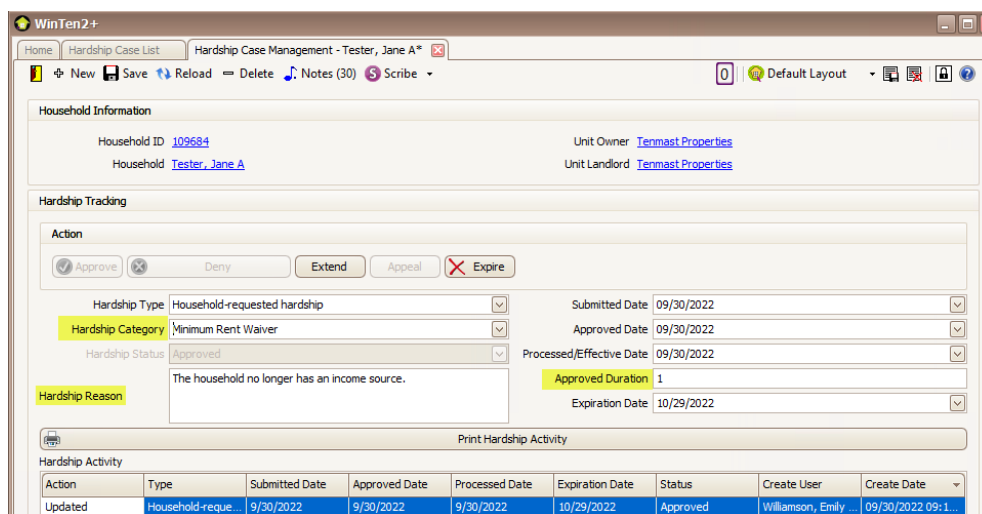
## Hardship Module Modifications

The Hardship Module has been modified to include new fields for reporting. Additionally, users can now associate a hardship case to a certification.

### Hardship Case Management – New Fields

The following fields were added to the Hardship Case Management screen and to the Hardship Tracking data source (for reports):

- **Hardship Category:** Your agency can now track hardship cases using a secondary classification.
  - The setup screen will be available in the upcoming 4.32.3 release. If your agency would like to start using Hardship Categories immediately, please contact MRI Support to update the Hardship Category list in your database.
- **Hardship Reason:** This is a text field where users can type in a specific description/reason for additional context for the requested hardship.
- **Approved Duration:** After approving the Hardship request, users can key in the number of months the hardship has been approved for and the system will automatically calculate the Expiration Date.



The screenshot displays the 'Hardship Case Management' interface. It includes sections for 'Household Information', 'Hardship Tracking', and 'Hardship Activity'.

**Household Information:**

- Household ID: 109584
- Household: Tester, Jane A
- Unit Owner: Tenmast Properties
- Unit Landlord: Tenmast Properties

**Hardship Tracking:**

Action buttons: Approve, Deny, Extend, Appeal, Expire

Fields:

- Hardship Type: Household-requested hardship
- Hardship Category: Minimum Rent Waiver
- Hardship Status: Approved
- Hardship Reason: The household no longer has an income source.
- Submitted Date: 09/30/2022
- Approved Date: 09/30/2022
- Processed/Effective Date: 09/30/2022
- Approved Duration: 1
- Expiration Date: 10/29/2022

**Hardship Activity Table:**

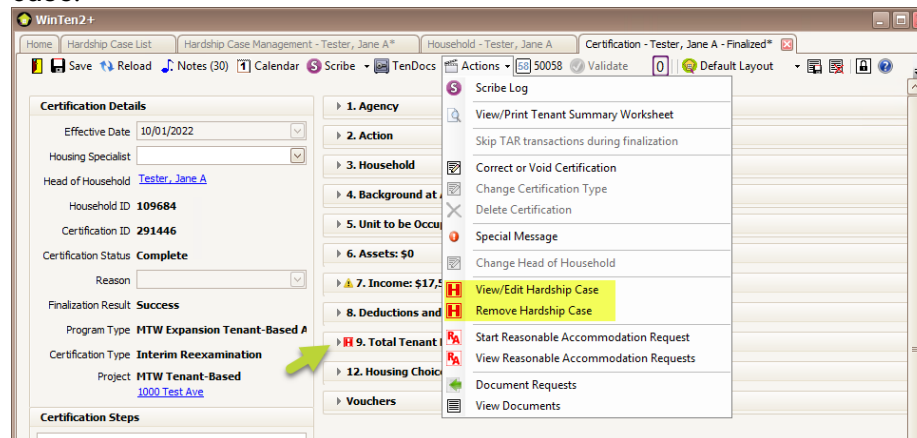
Action	Type	Submitted Date	Approved Date	Processed Date	Expiration Date	Status	Create User	Create Date
Updated	Household-reque...	9/30/2022	9/30/2022	9/30/2022	10/29/2022	Approved	Williamson, Emily	09/30/2022 09:1...

## Attach a Hardship Case to a Certification

Functionality has been added to allow users to attach/remove a hardship case to a certification. On the household screen users can see which certifications are attached to a hardship as well as add the Hardship ID field to certification reports.

Follow these steps to attach a hardship case to a certification.

1. The Hardship Record is not a HUD-50058 reporting field, so it can be attached on an in process or finalized certification without needing to re-open or void the certification.
2. View the certification you want to attach a hardship record to.
3. On the certification screen, click **Big Actions -> Add/Link Hardship Case**
  - The Add Hardship Case window will open.
    - a. The user can select an existing hardship case to attach to the certification or click **New Hardship Case** to create a new record.
    - b. After a hardship case has been selected, click **Next**.
    - c. Click **Finish** to complete the wizard.
4. Once the Hardship record has been attached, you will see an H icon display on panel 9 to visually indicate the certification is attached to a hardship case.



5. Once a hardship has been added to a certification, any newly created certifications created afterwards will be attached to the hardship case until it is removed.
6. To remove the Hardship case on the certification, click Big Action -> Remove Hardship Case.
7. To view which certifications are attached to a hardship case, on the household screen certification tab, right-click on a column heading for Column Chooser and add Hardship ID to the grid.

## Quarterly Income Period

Quarterly Income period calculation has been added to the Person Income Wizard. The system calculates the Annual Amount as Amount x 4.

The dialog box is titled "Person Income Wizard" and "Person Income". It contains the instruction "Enter period payment details". The "Period" dropdown is set to "Yearly". The "Amount" dropdown is open, showing options: Yearly, Quarterly (highlighted), Monthly, Bi-Monthly (Twice a Month), Bi-Weekly (Every Two Weeks), Weekly, and Hourly. The "Annual Amount" field is empty. At the bottom are buttons for "< Back", "Next >", and "Cancel".

The dialog box is titled "Person Income Wizard" and "Person Income". It contains the instruction "Enter period payment details". The "Period" dropdown is set to "Quarterly". The "Amount" text box contains "\$200.00". The "Annual Amount" field now displays "\$800.00". At the bottom are buttons for "< Back", "Next >", and "Cancel".

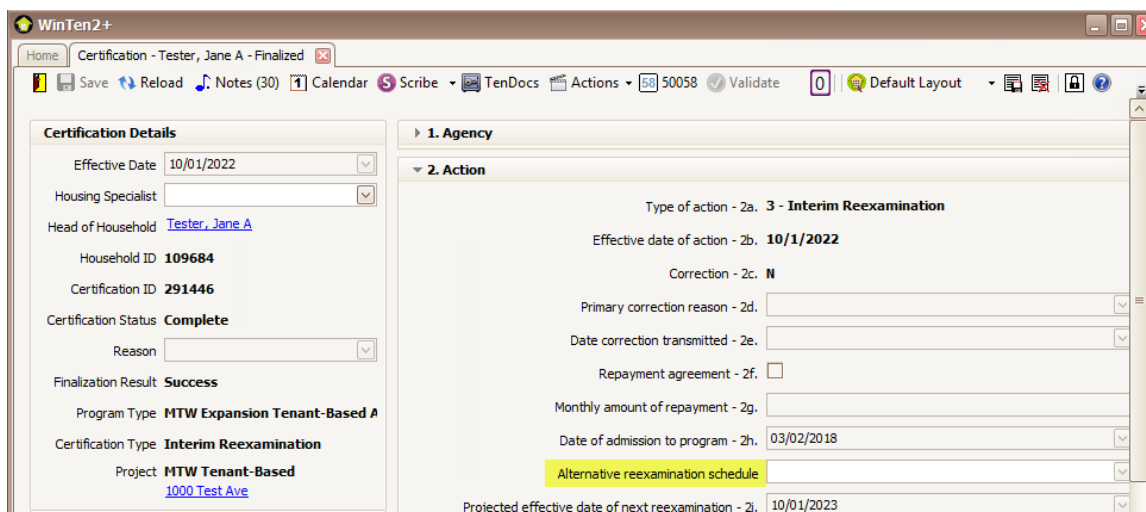


## Alternative Reexamination Schedule

A selection for Alternative reexamination schedule has been added to 50058 certification types to indicate households that are on a Biennial or Triennial recertification schedule. This functionality was designed for MTW Expansion activities.

When a value is selected for Alternative reexamination schedule, the Projected effective date of next reexamination (field 2i) will re-calculate on New Admission, Port Move-In and Annual certifications.

At this time, not all 50058 program types support Biennial or Triennial 2i calculations and you may receive a certification error if 2i exceeds the number of months specified on the HUD-50058 2i reporting requirements for the program type. If you receive this error, you can still indicate an Alternative reexamination schedule value, but you will need to manually change 2i.



The screenshot shows the WinTen2+ application window with the following details:

- Certification Details:**
  - Effective Date: 10/01/2022
  - Housing Specialist: [Empty]
  - Head of Household: [Tester, Jane A](#)
  - Household ID: 109684
  - Certification ID: 291446
  - Certification Status: Complete
  - Reason: [Empty]
  - Finalization Result: Success
  - Program Type: MTW Expansion Tenant-Based A
  - Certification Type: Interim Reexamination
  - Project: MTW Tenant-Based [1000 Test Ave](#)
- 1. Agency**
- 2. Action**
  - Type of action - 2a: 3 - Interim Reexamination
  - Effective date of action - 2b: 10/1/2022
  - Correction - 2c: N
  - Primary correction reason - 2d: [Empty]
  - Date correction transmitted - 2e: [Empty]
  - Repayment agreement - 2f:
  - Monthly amount of repayment - 2g: [Empty]
  - Date of admission to program - 2h: 03/02/2018
  - Alternative reexamination schedule: [Selected]
  - Projected effective date of next reexamination - 2i: 10/01/2023