



HOUSING COUNSELING SYSTEM (HCS-F11) AGENCY REPORTING MODULE (ARM-F11M)

QUICK INTERFACE REFERENCE GUIDE FOR CLIENT MANAGEMENT SYSTEMS (CMS)

***U.S. Department of Housing and Urban Development
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This document is a high-level checklist of the activities that each CMS vendor or agency shall complete in order to successfully submit Agency Profile, Form 9902, and Client Level data through Agency Reporting Module (ARM) automated interface.

STEP	ACTION	CHECK
1	<p>Obtain the latest version of ARM ICD document. This document contains appropriate technical information needed to build an interface between each CMS and the Housing Counseling System Agency Reporting Module (ARM).</p> <p><i>Reference:</i> HUD Web Site, Client Management System Requirement Guidance for Housing Counseling Agencies: http://www.hud.gov/offices/hsg/sfh/hcc/cms – HUD Resources content box on the right side of the page.</p>	<input type="checkbox"/>
2	<p>ARM SDK. The Software Development Kit (SDK) was created to supplement CMS development process. The SDK contains several JUnit (testing software) tests that demonstrate how to connect to and invoke methods on the ARM Service. The SDK also contains the ARM WSDL and XSD, and the ARM Databag XSDs.</p> <p>It is not mandatory but highly recommended for CMS developers to take advantage of tools and supplemental materials of the SDK to establish ARM data transactions.</p> <p>The latest version of SDK can be downloaded from HUD Web Site, Client Management System Requirement Guidance for Housing Counseling Agencies: http://www.hud.gov/offices/hsg/sfh/hcc/cms – HUD Resources content box on the right side of the page. Instructions on how to use the SDK are provided in the readme.txt file inside the SDK archive.</p>	<input type="checkbox"/>
3.	<p>Self testing with ARM SDK for Java and .NET clients. Vendors who are using Java or .NET technology to create their CMS clients may complete software self testing using mock of the ARM service included in the SDK. Instructions on how to test against ARM mock service are available in the SDK package.</p> <p>Vendors who are not using Java and .NET technology should skip this step and move to step 4.</p>	<input type="checkbox"/>
4	<p style="text-align: center;">PILOT TESTING</p> <p>Obtain connection information to the HCS ADM testing system.</p> <ol style="list-style-type: none"> a. The HCS Agency ID, Login ID and password shall be acquired from the Housing Counseling Agency participating in the Housing Counseling Program. b. Contact HUD Project Manager George Grotheer (George.H.Grotheer@hud.gov) and/or Contractor Project Manager (CPM) Andrey Ignatov (AndreyI@dystech.com) to obtain password and permission to start testing. Be ready to answer following questions: <ul style="list-style-type: none"> ▪ Your company's name ▪ Name, phone and email of contact person in your company ▪ Name of your CMS system and CMS identifier (no more than 15 characters) which you will be using in XML header to identify your system and which will be recorded in our data tables ▪ Name of the Housing Counseling Agency whose information you will be using for testing your CMS system 	<input type="checkbox"/>

STEP	ACTION	CHECK
	<ul style="list-style-type: none"> ▪ Housing Counseling Agency HCS Agency ID and Login ID (as described in paragraph 'a' of this step) ▪ Brief description of technology and tools you will be using to access ARM system ▪ Will your CMS be used privately for one agency or will it be available for other agencies? <p>c. The URL to connect to HCS ARM Pilot environment will be provided once all necessary information is collected and CMS will be ready to test.</p>	
5	Utilize and build SOAP submission methods for the HCS ARM using arm.wsdl file.	<input type="checkbox"/>
6	<p>Connection and Security Test. Verify that you have connection to the HCS ARM Pilot system.</p> <ul style="list-style-type: none"> a. Open a browser window (ex. Internet Explorer) b. Enter the following URL: https://{ARM Pilot URL}/ARM/ARM/?WSDL c. When prompted, enter the HCS Agency Login ID and Password obtained in Step 4 d. Successful connection to the service is an expected result. The ARM WSDL will be displayed 	<input type="checkbox"/>
7	<p>Develop and construct a HCS ARM template using arm_databag_3_0.xsd or arm_databag_3_1.xsd.</p> <p>The HCS ARM interface will only accept data that validates against ARM XSD 3.0 and ARM XSD 3.1.</p> <p><i>Note:</i> Make sure you are reporting for the correct Fiscal Year for all transactions and the Quarter when 9902 data is included in submission.</p>	<input type="checkbox"/>
8	Create test data set for just the Agency Profile Submission Test. Create the ARM XML dataset file with CMS extracted test data for agency profile only.	<input type="checkbox"/>
9	Conduct the Agency Profile Submission Test. Contact CPM to schedule the test. Send the test dataset (step 8) through the HCS ARM interface, and utilize the "PostSubmission" method.	<input type="checkbox"/>
10	<p>View test submission results through "GetSubmissionInfo" SOAP method available in HCS ARM. Verify test results. Report successful test to CPM.</p> <p><i>Suggestion:</i> It is taking some time for the HCS ARM system to process information you have submitted. Please wait a minimum of 15 minutes before attempting to receive the transaction confirmation. You may also create a timer to automate this delay in execution.</p>	<input type="checkbox"/>

STEP	ACTION	CHECK
	<p><u>Technical support:</u> If assistance is required during the development process, or you want to report technical issue, please contact HUD National Help Desk at 1-888-297-8689 or 202-708-3300 and choose option 9.</p> <p>Inform Help Desk specialist that you need assistance with application <i>ARM (F11M) - Agency Reporting Module</i>.</p> <p>Provide the following information:</p> <ul style="list-style-type: none"> ▪ Your name ▪ Phone number ▪ E-mail address ▪ Name of your Client Management System (CMS) ▪ Login ID - If you do not have Login ID, or it is not registered with ServiceDesk, they shall use the general contact record "<i>HCS-ARM Customer</i>" ▪ Description of the issue <p>Please ensure that the ticket is routed to the "<i>HSGN - HCS - ARM</i>" group.</p> <p>HUD National Help Desk hours of operation are 7:00 AM to 8:00 PM Eastern Standard Time Monday through Friday, excluding Federal Holidays.</p>	
11	<p>Create test dataset for the 9902 and Multiple Clients Data Submission Test. Create the ARM XML dataset file with the actual HCS 9902 and clients' extracted data. Use data of more than three clients to achieve a good test baseline and viable results.</p>	<input type="checkbox"/>
12	<p>Conduct the 9902 and Multiple Clients Data Submission Test. Contact CPM to schedule the test. Send the test dataset (step 11) through the HCS ARM interface, and utilize the "PostSubmission" method.</p>	<input type="checkbox"/>
13	<p>View test submission results through "GetSubmissionInfo" SOAP method available in HCS ARM. Verify test results. Report successful test to CPM.</p>	<input type="checkbox"/>
14	<p style="text-align: center;">PRODUCTION SUBMISSIONS</p> <p>Obtain authorization for CMS system to interface with the HCS ARM production system.</p> <ol style="list-style-type: none"> a. Report to the HUD Project Manager successful completion of: <ul style="list-style-type: none"> ▪ Connection and Security Test (Step 6) ▪ Agency Profile Data Submission Test (Step 8-10) ▪ 9902 and Multiple Clients Data Submission Test (Steps 11-13) b. Obtain authorization to connect to the HCS ARM production system from the HUD Project Manager. The URL for the production ARM system will be delivered to you via email. Once you have this authorization, you will be able to conduct security test on production system. 	<input type="checkbox"/>

STEP	ACTION	CHECK
15	<p>Connection and Production Security Test. Verify that you have connection to the HCS ARM Production System.</p> <ol style="list-style-type: none"> a. Open a browser window (ex. Internet Explorer) b. Enter the following URL: https://{ARM Production URL}/ARM/ARM/?WSDL c. When prompted, enter production HCS Agency Logon ID and Password d. Successful connection to the service is an expected result. The ARM WSDL will be displayed <p><i>Note:</i> Please note the difference between production and pilot HCS ARM URL.</p>	<input type="checkbox"/>
16	<p>Create production data set for the 9902 and Client Data Submission. Create the ARM XML dataset file with CMS extracted 9902 and client data.</p>	<input type="checkbox"/>
17	<p>Conduct the 9902 and Client Data Submission. Send the dataset (step 16) through the HCS ARM interface and utilize the “PostSubmission” method.</p> <p><i>Suggestion:</i> It is taking some time for the HCS ARM system to process information you have submitted. Please wait a minimum of 15 minutes before attempting to receive the transaction confirmation. You may also create a timer to automate this delay in execution.</p>	<input type="checkbox"/>
18	<p>View submission results through “GetSubmissionInfo” SOAP method. Verify results. In case of error report to CPM and repeat steps 16 and 17.</p>	<input type="checkbox"/>

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REVISION SHEET

DOCUMENT VERSION NO.	DATE	REVISION DESCRIPTION
1.0.0.0	01/13/2009	Initial draft; Andrey Ignatov
1.1.0.0	01/29/2009	Corrections to address new testing requirements; Andrey Ignatov
1.2.0.1	04/12/2009	Added technical support information and minor corrections.
1.2.0.2	05/14/2009	Updated technical support information
1.2.0.3	06/03/2009	Updated technical support information