MTW Supplement Module – MTW Supplement Quarterly Report
(HUD Users)

Contents:

Overview

This document will help an internal user, such as someone in the PIH MTW office or Office of Policy, Development, and Research (PD&R), who is working on evaluating data for the MTW Expansion, to be able to download data for forms with a status of Final in a format that can be imported into various tools and be used for data analysis. This feature is called the Moving to Work (MTW) Supplement Quarterly Report. It is also sometimes referred to as the MTW Supplement Data Export.

==**Please read this document before attempting to do any work in the HIP MTW Supplement module.**==

System Requirements

Users **must** use a web browser other than Internet Explorer, such as Google Chrome, Microsoft Edge, or Safari, to access this system. **Internet Explorer is not supported.** If you are unsure what your default web browser is, use the instructions in the Checking your Default Web Browser job aid on the HIP Training page.

Agreeing to the HUD Rules of Behavior and Privacy Act Statement

All users must agree to the HUD Rules of Behavior (HUD RoB) and Privacy Act Statement to access this system. This statement is displayed after a user successfully enters their user credentials on the login screen.

MTW Supplement Quarterly Report

The MTW Supplement Quarterly Report, sometimes also referred to as the MTW Supplement Data Export, downloads all data associated with forms that have a status of Final in the system. There are five files in the data export. The files are in the Comma Separated Value (CSV) file format. This file format is compatible with most tools used for data analysis and does not contain any formatting. Each file in the data export corresponds to the object within HIP where the data is being stored. When you are provided access to this feature in the MTW Supplement module, we will provide you with a copy of the MTW Supplement Data Dictionary so that you know what each file and each column within each file contains.

The files in the data export will all download at the same time using a feature in your browser that will automatically download multiple files at once. The file names in the data export are:

- Form_Submission_Final.csv
- MTW Evaluation Policies.csv
- MTWS Form Table.csv
- MTWS Housing Development Program.csv
- MTWS Questions.csv

To see data for a specific form in each file, you will find the value in the "ID" column in the file titled Form_Submission_Final. In the other four files this value will appear in the column named 'MTWS Form Submission'. For example, in the Form_Submission_Final file, the ID is "a0V3S000000jco9UAA". If you find this value in the "MTWS Form Submission" column in the other files, you will know it is for that same form. Depending on the information the PHA entered into their form, there may not be information in all five files (e.g., the MTWS Housing Development Program file contains information from Section G.3).

While the user can request the data set for a quarter prior to the current quarter, the typical use case will be to request data for the current calendar quarter so that you get all data that is available. For example, if in August 2024 you choose October-December for the quarter and 2023 for the year, you will only see forms that were last modified up until December 31, 2023.

To download the files in the MTW Supplement quarterly report:
1. Once you have logged into the system, in the upper left hand corner, look for the nine dots and click on it. This is the App Launcher.
2. In the text box, type the letters MTW. You should see the option for MTW Data Packages under the Items heading. *If you do not see it, it means that you do not have the necessary permissions.*
3. Click on the MTW Data Packages option.
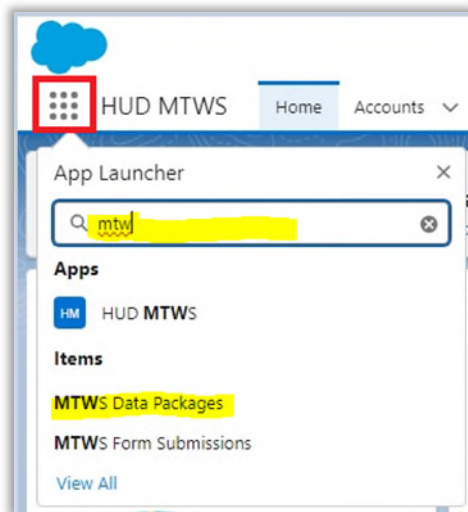
4. You will be presented with a page that has two selections. First, there is a label that says "Select a Year" with a picklist that you can select a year from. Second, there is a label that says "Select a Quarter" with a picklist that you can select a quarter from.
   ✓ It is suggested that you select the current quarter and year. For example, if it is August 2024, you would select 2024 for the year and July-September for the quarter.
   ✓ What forms you see for the quarter and year you selected is determined by the last modified date for the form in the system. If the approval letter for the form says it was approved June 29, 2024, but the status wasn't updated to Final in the system until July 2, 2024 then it would not be included in the a data export for April-June 2024.
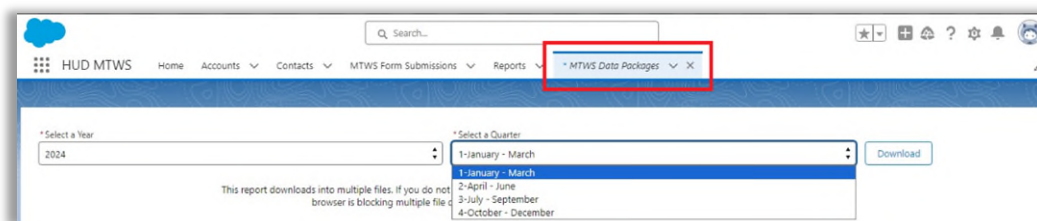
5. After selecting the year and quarter, click on the Download button. As mentioned above, there are multiple files, and they will all download at the same time. If you have never used this feature of your browser before, you will see a pop-up message toward the upper left corner of your browser asking your permission to do this. When you click Allow all files will be downloaded.
   ✓ In some rare cases, you may not see this pop-up message and the files may not download because this feature is disabled. More information on how to enabled multiple downloads is provided later in this document.

Microsoft Edge pop-up message for downloading multiple files

Google Chrome pop-up message for downloading multiple files

6. Once the files have been downloaded, you can import them into a data analysis tool or view the raw data by opening a file. You can refer to the data dictionary, mentioned above, for information about the contents of each file.

Example of the Form_submission_Final CSV file

# Enabling Automatic Multiple Downloads in your Browser

If you did not see the pop-up message in your browser after you clicked on the Download button, it could be because the automatic download of multiple files is disabled in your browser. You can enable this feature by going into the settings of your browser. The steps for two common browsers, Microsoft Edge and Google Chrome, are included below. Other browsers will have a similar option.

Instructions for Microsoft Edge

1. In Microsoft Edge, in the upper right-hand corner click on the ellipsis for "Settings and more".
2. In the menu that appears, down toward the bottom click on Settings. It will open in a new tab in your browser.
3. In settings, select "Cookies and site permissions" from the options on the left side of the page.
4. Scroll down until you see the option "Automatic Downloads" under the heading "All permissions" under "Site Permissions" and click on it.
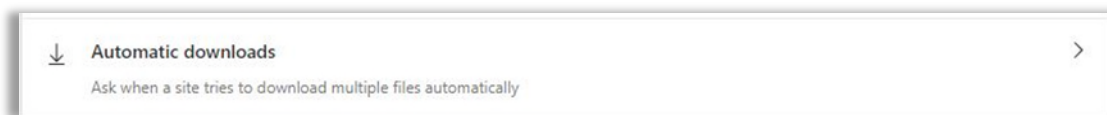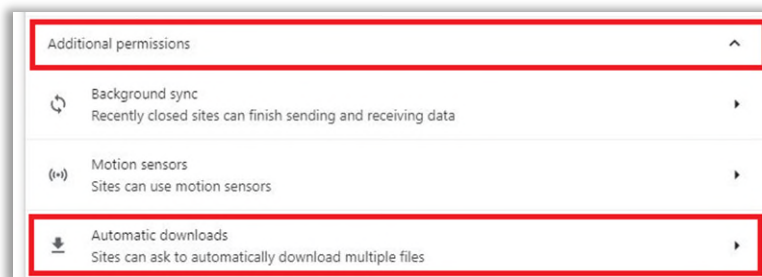

5. On the Automatic Downloads settings page, click on the toggle button to enable automatic downloads. When enabled, it will be blue with a white dot on the right side.
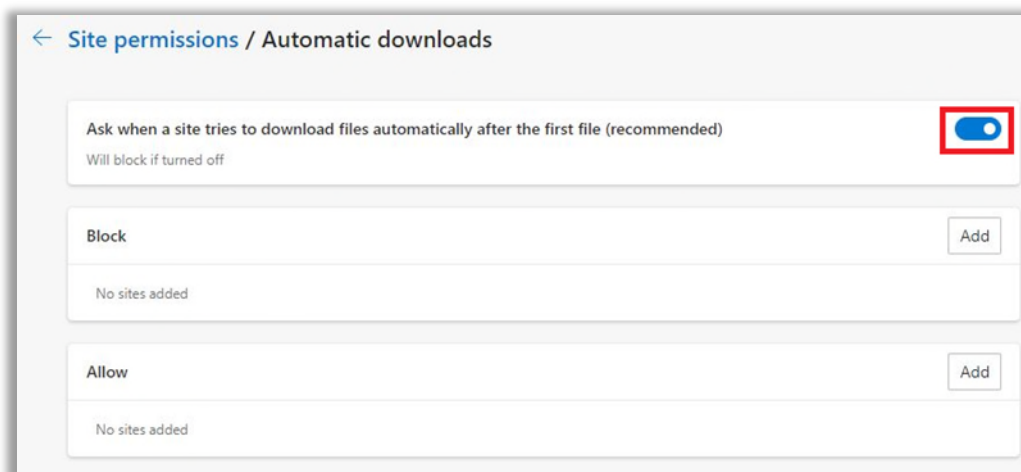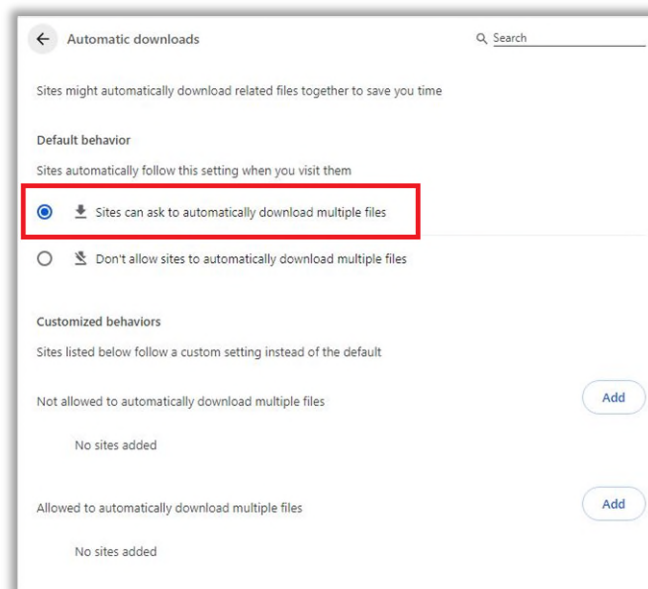

6. Once you have enabled this setting, you can close the Settings tab and attempt your MTW Supplement quarterly report download again.

Instructions for Google Chrome

1. In Google Chrome, in the upper right-hand corner click on the sideways ellipsis for "Customized and control Google Chrome".
2. In the menu that appears, down toward the bottom click on Settings. It will open in a new tab in your browser.
3. In settings, select "Privacy and Security" from the options on the left side of the page.
4. Select "Site Settings" from the options that appear on the right side of the page.
5. Scroll down until you see the option "Additional permissions" and click on it.
6. "Additional permissions" will expand and show additional options underneath it. Locate the "Automatic Downloads" and click on it.

7. On the Automatic Downloads settings page, under the "Default behavior" heading click on the radio button to the left of the "Sites can ask to automatically download multiple files" option.

8. Once you have enabled this setting, you can close the Settings tab and attempt your MTW Supplement quarterly report download again.

Document Update Information

The information below will provide users with details on what has changed in this document over time. If it has been a little bit since you viewed the document, this will help you know what may have changed.

Items Updated	Date Updated
• New document	08/27/2024