

TDHCA -- Information Systems Division LIHEAP Performance Measures Module Validations (PY 2016)

Created by: Ricardo Medina

Created Date: March 14, 2016

Last Updated by: Ricardo Medina

Date Last Updated: January 20, 2017

I. File Upload

File Header (FH) record

The following are applied to the FH record or some of the data items provided in the FH record of a submission file.

- If the submission file does not contain an FH record, the system will display the following error message:

FHE-001 Error in line [Line #]: File header (FH) record is missing. Please correct the error and resubmit the household data.

- If the organization ID provided in the FH record is not found, the system will display the following error message:

FHE-002 Error in line [Line #]: The organization ([TDHCA Subrecipient Organization ID]) identified in the FH record is invalid. Please correct the error and resubmit the household data.

- If the organization ID provided in the FH record is not that of a valid CA subrecipient, the system will display the following error message:

FHE-003 Error in line [Line #]: The organization ([TDHCA Subrecipient Organization ID]) identified in the FH record is not a valid Community Affairs subrecipient. Please correct the error and resubmit the household data.

Household (HH) record

The following are applied to each HH record or some of the data items provided in the HH records of a submission file.

- If the combination of city and zip provided in the HH record code is not found, the system will display the following error message:

HHE-001 Error in line [Line #]: The combination of city (**[Household City]**) and zip (**[Household Zip]**) for household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.

- If the household's primary heating fuel is not one of (1) Electric, (2) Natural Gas, (3) Propane, (4) Wood, or (5) Other, the system will display the following error message:

HHE-003 Error in line [Line #]: The primary heating fuel type (**[Primary Heating Fuel]**) for household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.

- If the household's heating cost is less than or equal to \$0.00, the system will display the following error message:

HHE-004 Error in line [Line #]: The primary annual heating cost (**[Annual Heating Cost]**) for household (**[Subrecipient Household ID]**) must be greater than zero (0.00). Please correct the error and resubmit the household data.

- If the source of the household's primary heating fuel costs is not one of (1) 12 months actual bill data or (2) Alternative Data, the system will display the following error message:

HHE-005 Error in line [Line #]: The primary heating fuel cost source (**[Annual Heating Cost Source]**) for household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.

- If the household's electric cost is less than or equal to \$0.00, the system will display the following error message:

HHE-006 Error in line [Line #]: The annual electric cost (**[Annual Electric Cost]**) for household (**[Subrecipient Household ID]**) must be greater than zero (0.00). Please correct the error and resubmit the household data.

- If the source of the household's electric costs is not one of (1) 12 months actual bill data or (2) Alternative Data, the system will display the following error message:

HHE-007 Error in line [Line #]: The annual electric cost source (**[Annual Electric Cost Source]**) for household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.

- If the household is found to exist in the database and the application date of the household in the upload file does not match the application date of the household on file, the system will display the following error message:

HHE-008 Error in line [Line #]: The household with Household ID (**[Subrecipient Household ID]**) and application date (**[Household Application Date from upload file]**) is in conflict with a existing entry with application date (**[Household Application Date from existing entry]**).

- If the subrecipient Household ID is less than 1, the system will display the following error message:
HHE-009 Error in line [Line #]: No household ID from the subrecipient system has been provided for the household in this line.
- If the Household's Address is blank, the system will display the following error message:
HHE-010 Error in line [Line #]: No address has been provided for household (**[Subrecipient Household ID]**).
- If the Household's City is blank, the system will display the following error message:
HHE-011 Error in line [Line #]: No city has been provided with the address for household (**[Subrecipient Household ID]**).
- If the Household's Zip Code is blank, the system will display the following error message:
HHE-012 Error in line [Line #]: No zip has been provided with the address for household (**[Subrecipient Household ID]**).
- If the Household's Application Date falls before the CA Contract System's "Go Live Date" (i.e. 08/01/2007) or after the current date, the system will display the following error message:
HHE-013 Error in line [Line #]: The application date (**[Household Application Date]**) must fall between the CA Contract System's "go live date" (**08/01/2007**) and the current date (**Current Date**).

Important:

- If, during the processing of a household, the household (i.e. the "HH" record) is found in TDHCA's database, the household information provided in the current submission will be treated as an update to the existing household record.
- The criteria used to determine the existence of a household in TDHCA's database is the combination of TDHCA Subrecipient Organization ID, Subrecipient Household ID, and Household's Program Year.
- A household's Program Year is determined from the household's application date.

Household Member (HM) record

The following are applied to each HM record or some of the data items provided in the HM records of a submission file.

- If the household member's head of household flag is not one of "Y" or "N", the system will display the following error message:

HME-001 Error in line [Line #]: The head of household flag (**[Head of Household Flag]**) for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) must be either "Y" or "N". Please correct the error and resubmit the household data.

- If the household member's disabled flag is not one of "Y" or "N", the system will display the following error message:

HME-002 Error in line [Line #]: The disabled flag (**[Disabled Flag]**) for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) must be either "Y" or "N". Please correct the error and resubmit the household data.

- If the household member's annual income is less than \$0.00, the system will display the following error message:

HME-003 Error in line [Line #]: The annual income (**[Annual Income]**) for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) must be greater than or equal to zero (0.00). Please correct the error and resubmit the household data.

- If more than one household member is designated as the head of household, the system will display the following error message:

HME-004 Error in line [Line #]: More than one head of household has been identified for household (**[Subrecipient Household ID]**).

- If no household member is designated as the head of household, the system will display the following error message:

HME-005 Error in line [Line # of first benefit record]: No head of household has been identified for household (**[Subrecipient Household ID]**).

- If the household member's Subrecipient Household ID is less than 1, the system will display the following error message:

HME-006 Error in line [Line #]: No household ID from the subrecipient system has been provided for the household member in this line.

- If the household member's Subrecipient Member ID is less than 1, the system will display the following error message:

HME-007 Error in line [Line #]: No member ID from the subrecipient system has been provided for the household member in this line.

- If the household member's First Name is blank, the system will display the following error message:

HME-008 Error in line [Line #]: The first name for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) cannot be blank.

- If the household member's Last Name is blank, the system will display the following error message:

HME-009 Error in line [Line #]: The last name for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) cannot be blank.

- If the household member's Date of Birth occurs before the current date less 120 years or after the current date, the system will display the following error message:

HME-010 Error in line [Line #]: The date of birth (**[Date of Birth]**) for household member (**[Subrecipient Member ID]**) of household (**[Subrecipient Household ID]**) must fall between the current date (**[Current System Date]**) and the current date minus 120 years (**[Current System Date - 120 years]**).

Important:

- Household member information is only gathered upon initial submission of a household. Therefore, if, during the processing of a household, the household's record (i.e. "HH" record) is found in TDHCA's database, all household member information (i.e. "HM" records) in the current submission file will be ignored.

Household Benefit (HB) record

The following are applied to each HB record or some of the data items provided in the HB records of a submission file.

- If the household's benefit type is not one of (1) HCC-Household Crisis Component, (2) UAC-Utility Assistance Component, or (3) WAP-LIHEAP Weatherization, the system will display the following error message:

HBE-001 Error in line [Line #]: The benefit type (**[Benefit Type]**) for household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.
- If the contract provided with a benefit does not exist in the CA Contract System, the system will display the following error message:

HBE-002 Error in line [Line #]: The contract (**[Contract Number]**) for benefit type (**[Benefit Type]**) with benefit date (**[Benefit Date]**) of household (**[Subrecipient Household ID]**) is not a valid Community Affairs contract. Please correct the error and resubmit the household data.
- If the contract provided with a benefit is not assigned to the organization identified in the submission file, the system will display the following error message:

HBE-003 Error in line [Line #]: The contract (**[Contract Number]**) for benefit type (**[Benefit Type]**) with benefit date (**[Benefit Date]**) of household (**[Subrecipient Household ID]**) is not associated with the organization (**[TDHCA Subrecipient Organization ID]**) identified in this file. Please correct the error and resubmit the household data.
- If the contract provided with a benefit is an "unexpended balance" contract, the system will display the following error message:

HBE-004 Error in line [Line #]: The contract (**[Contract Number]**) for benefit type (**[Benefit Type]**) with benefit date (**[Benefit Date]**) of household (**[Subrecipient Household ID]**) is an unexpended balance contract and cannot be used with this benefit. Please correct the error and resubmit the household data.
- If a benefit's date does not fall within the contract term of the contract identified with the benefit, the system will display the following error message:

HBE-005 Error in line [Line #]: The benefit date (**[Benefit Date]**) does not fall within the contract term (**[Contract Begin Date]** – **[Contract End Date]**) of the contract (**[Contract Number]**) provided for benefit type (**[Benefit Type]**) of household (**[Subrecipient Household ID]**). Please correct the error and resubmit the household data.
- If a benefit's payment amount is less than or equal to \$0.00, the system will display the following error message:

HBE-006 Error in line [Line #]: The benefit payment amount (**[Benefit Payment Amount]**) for benefit type (**[Benefit Type]**) with benefit date (**[Benefit Date]**) of household (**[Subrecipient Household ID]**) must be greater than zero (0.00). Please correct the error and resubmit the household data.
- If a benefit's payment type is not one of (1) Electric, (2) Natural Gas, (3) Propane, (4) Wood, (5) Other, or (6) Weatherization Measure, the system will display the following error message:

HBE-007 Error in line [Line #]: The benefit payment type (**[Benefit Payment Type]**) for benefit type (**[Benefit Type]**) with benefit date (**[Benefit Date]**) of household (**[Subrecipient Household ID]**) is invalid. Please correct the error and resubmit the household data.

- If a benefit's payment reason is not one of (1) Disconnect, (2) Out of Fuel, (3) Past Due/Shut off notice, (4) Nearly out of Fuel, (5) Repair/Replacement of Operable Energy Equipment, (6) Repair/Replacement of Inoperable Energy Equipment, or (7) Other, the system will display the following error message:

HBE-008 Error in line [Line #]: The benefit payment reason ([Benefit Payment Reason]) for benefit type ([Benefit Type]) with benefit date ([Benefit Date]) of household ([Subrecipient Household ID]) is invalid. Please correct the error and resubmit the household data.

- If a benefit's type is (2) UAC-Utility Assistance Component then the benefit payment reason must be one of (1) Disconnect, (2) Out of Fuel, (3) Past Due/Shut off notice, (4) Nearly out of Fuel, or (7) Other; otherwise, the system will display the following error message:

HBE-009 Error in line [Line #]: The combination of benefit type ([Benefit Type]) and benefit payment reason ([Benefit Payment Reason]) for benefit type ([Benefit Type]) with benefit date ([Benefit Date]) of household ([Subrecipient Household ID]) is an invalid combination of benefit type and benefit reason. Please correct the error and resubmit the household data.

- If a benefit's type is (3) WAP-LIHEAP Weatherization then the benefit payment reason must be one of (5) Repair/Replacement of Operable Energy Equipment, (6) Repair/Replacement of Inoperable Energy Equipment or (7) Other; otherwise, the system will display the following error message:

HBE-010 Error in line [Line #]: The combination of benefit type ([Benefit Type]) and benefit payment reason ([Benefit Payment Reason]) for benefit type ([Benefit Type]) with benefit date ([Benefit Date]) of household ([Subrecipient Household ID]) is an invalid combination of benefit type and benefit reason. Please correct the error and resubmit the household data.

- If the household benefit's Subrecipient Household ID is less than 1, the system will display the following error message:

HBE-011 Error in line [Line #]: No household ID from the subrecipient system has been provided for the household benefit in this line.

Important:

- If a benefit's type is (1) HCC-Household Crisis Component then the benefit payment reason can be any of (1) Disconnect, (2) Out of Fuel, (3) Past Due/Shut off notice, (4) Nearly out of Fuel, (5) Repair/Replacement of Operable Energy Equipment, (6) Repair/Replacement of Inoperable Energy Equipment or (7) Other.
- If a benefit's type is (3) WAP-LIHEAP Weatherization, the household's current address is stored as the unit address receiving weatherization services.
- If, during the processing of a household's benefit, the benefit (i.e. the "HB" record) is found in TDHCA's database, the benefit information provided in the current submission will be treated as an update to the existing benefit record.
- The criteria used to determine the existence of a household's benefit in TDHCA's database is the combination of Household ID, Benefit Type, and Benefit Date.

File Trailer (FT) record

The following are applied to the FT record or some of the data items provided in the FT record of a submission file.

- If the submission file does not contain an FT record, the system will display the following error message:

FTE-001 Error in line [Line #]: File trailer (FT) record is missing. Please correct the error and resubmit the household data.

Database Validations:

The following are applied as the upload process attempts to insert or update records into the LIHEAP Performance Measures database.

- If the system encounters a problem with the upload data that causes a database error, the system will display the following error message:

DBE-000 Error in line [Line #]: [Database error message].

Miscellaneous Validations

Some additional validations that are performed can result in the following error tags:

- Unset Field Value (FWE-001)
- Configuration Value (FWE-002)
- File Not Found (FWE-003)
- Invalid Record (FWE-004)
- Input Line Length (FWE-005)
- Conversion (FWE-006)

All other errors are considered uncategorized and will be marked as:

- UNK-001

II. Data Entry screens (internal users only)

General Information about Household Maintenance

The following are things to know about the functionality provided to internal users:

- A household must have at least one household member; therefore, the option to delete a household member is removed when there is only one member in a household.
- A household must have at least one benefit of any benefit type; therefore, the option to delete a benefit is removed when there is only one benefit left.
- The option to delete the head of household is not present until the designation is removed.
- The Head of Household flag of the Head of Household cannot be changed by editing the Head of Household's record directly.
- A new head of household can be designated by checking the Head of Household flag for a household member that is over 18 years old.

Household Member validations

- If the date of birth is blank or not entered in the proper format, display the error message:
Please enter a value for the Date of Birth (MM/DD/YYYY) field.
- If the household member's head of household flag is set to "Y" and the household member is below 18 years of age, display the error message:
A household member must be at least 18 years old in order to be designated as a Head of Household.
- If a household member's first name, middle initial, last name, and date of birth are modified such that it conflicts with the another member's corresponding information, display the error message:
The household member matches an existing household member for the same household.