Affordable Homes Programme 2011-15

Offer Scheduling in IMS

Version 1.0

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Issued</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>27/10/2011</td>
<td>First issue</td>
</tr>
</tbody>
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Offer Scheduling in IMS
Introduction

A. Purpose of this guidance

The purpose of this guidance is to provide guidance to Providers on scheduling in IMS for the 2011-15 Affordable Homes Programme (AHP).

Please note: This functionality replaces the previous ‘Allocations/submission scheduling’ functionality used for the 2008-11 programme. For new 2011-15 programme delivered under the Affordable Housing Programme Framework there is no separate Allocation record in IMS. Providers instead make changes to their approved Offer Profiles via the Offer Line Sub Product Schedule page. The provider must create a scheme profile line for each scheme under the offer prior to processing a scheme submission.

B. Offer Scheduling in IMS

For the 2011-15 Affordable Homes Programme (AHP) Offers will be captured via the new Offers application within IMS.

A provider’s overall Offer may consist of any number of Offer lines. Each Offer line represents an offer to deliver a certain number of homes within a certain area. Each offer will have a default grant rate per product (“Affordable Rent” or “Affordable Home Ownership”) and will also be split between a London rate and an “Outside London” rate.

When the HCA has approved the Provider’s Offer, the Offer Line Status will be set to Allocated.

Offer Line screen showing Offer lines with status ‘Allocated’

The Provider can then access the Profile for that Offer Line and add, update or delete Offer Profile lines in order to undertake the following changes:

<table>
<thead>
<tr>
<th>Change</th>
<th>How the Provider does it</th>
<th>Further Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain the forecast data for an Offer Profile line</td>
<td>1. Amend the forecast data in the existing Bulk Profile line and/or in any Scheme Profile lines in the Offer Line Sub Product Schedule Screen. <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong></td>
<td>If the revised forecast involves a change of starts or completions to a different quarter this forms a programme change notification under the Framework Delivery Agreement (FDA) and HCA sign-off is required.</td>
</tr>
<tr>
<td>Change</td>
<td>How the Provider does it</td>
<td>Further Details</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Propose a change to the number of units and/or the unit mix</td>
<td>1. Amend the unit mix in the Bulk Profile line and/or in any Scheme Profile lines in the Offer Line Sub Product Schedule Screen. <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong></td>
<td>This is achieved by changing the bulk forecast or adding new scheme lines. Where the aggregated number of units or the aggregated unit mix values differs from the values held at Offer Line sub product level, this forms a programme change notification under the FDA and HCA sign-off is required.</td>
</tr>
<tr>
<td>Propose a change to the average rent per unit</td>
<td>1. Enter a new value in the average rent per unit field. <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong></td>
<td>If there is a change for the overall average rent per unit for the offer line this forms a programme change notification under the FDA and HCA sign-off is required.</td>
</tr>
<tr>
<td>Schedule the bulk units into individual scheme lines</td>
<td>1. Reduce the Bulk Profile line by the number of units that are being scheduled into the individual scheme(s) <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong>&lt;br&gt;2. For each scheme add a new Scheme Profile line in the Offer Line Sub product Schedule Screen. <strong>SEE SECTION 4 OF THIS GUIDANCE.</strong></td>
<td></td>
</tr>
<tr>
<td>Add to the bulk units</td>
<td>1. Increase the number of units in the Bulk Profile line. <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong></td>
<td>This forms a programme change notification under the FDA and HCA sign-off is required.</td>
</tr>
<tr>
<td>Reduce the bulk units</td>
<td>1. Reduce the number of units in the Bulk Profile line. <strong>SEE SECTION 3 OF THIS GUIDANCE.</strong></td>
<td>This forms a programme change notification under the FDA and HCA sign-off is required.</td>
</tr>
</tbody>
</table>

- All of the above schedule changes must then be validated and submitted.
- Providers can make multiple changes to Profile lines which can then all be validated and submitted together. **SEE SECTION 5 OF THIS GUIDANCE.**
- Material changes form a programme change notification under the FDA and HCA sign-off is required and will also require subsequent HCA sign-off. **SEE SECTION 6 OF THIS GUIDANCE.**
C. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed via the Luna Blue theme. To select this theme, select Tools menu > Themes > Luna Blue Theme > Save

D. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on 01908 353604
For bid queries, please contact the appropriate HCA Regional Office: http://www.homesandcommunities.co.uk/inyourarea

E. Related Documents

- 2011-15 Affordable Homes Programme – Framework
- Affordable Housing Capital Funding Guide
- IMS Help Page – contains IMS Users Guides
1. Accessing the Offer Line Sub Product Schedule page

1.1 From the main IMS screen select **Offers > Offers System**

1.2 In the Offer System screen select **Profile**:  

1.3 The **Offer Line Sub Product Profile** screen will then be displayed showing all active sub products and can be identified by the Offer line name. There will be separate sub-product line for Affordable Rent and Affordable Home Ownership under each offer line.

<table>
<thead>
<tr>
<th>Offer Line Sub Product Profile</th>
<th>Offer Line Sub Product</th>
<th>Offer Line ID</th>
<th>Offer Line Name</th>
<th>Offer</th>
<th>Overall Status</th>
<th>Units</th>
<th>Units Taken Up</th>
<th>Adjusted Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Affordable Rent</td>
<td>7</td>
<td>Approved</td>
<td>107</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Affordable Home Ownership</td>
<td>7</td>
<td>Approved</td>
<td>110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Affordable Rent</td>
<td>8</td>
<td>Approved</td>
<td>239</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Affordable Home Ownership</td>
<td>8</td>
<td>Approved</td>
<td>56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Affordable Rent</td>
<td>15</td>
<td>Approved</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Affordable Home Ownership</td>
<td>14</td>
<td>Approved</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Offer Line Sub product Profile screen**
1.4 Select a Sub Product (e.g. Sub product ID 18 in the example opposite) by clicking the Hyperlink in the Sub Product column.

This will open the ‘Offer Line Sub Product schedule’ screen where you will be able to update the Bulk Profile line and any other Scheme Profile lines.
2. Features of the Offer Line Sub Product Schedule Screen

**Overall Status**

Following the Offer Approval process this will be set to ‘Approved’ status by the HCA. Once set to ‘Approved’ Providers can then make schedule changes in the Offer Line Sub Product Schedule Line. If a Provider requests a Schedule change that requires HCA Approval then the Overall Status will be set to ‘Changed’ until the HCA approves the change at which point the Status will be set to ‘Approved’ again.

**Version**

Indicates which version of the schedule this is. I.e. version 1 indicates that no changes have been made since the Offer Line was originally approved. Providers can now scroll between all versions using the version buttons in the screen above (5).

**Offer line – Size and Mix**

Providers can select this button to see the unit size and mix from the original Offer Line approval:

---

Offer Line Sub Product Schedule Screen – with numbered features

1. **Overall Status**

2. **Version**

3. **Offer line – Size and Mix**
4  Add a new Profile line
Select this icon to add a new profile line

5  Offer Line Schedule Version Buttons

- **First Version** – takes user to Version 1 (original approved version)
- **Previous variation** – takes user to previous version involving a material change that required HCA sign-off
- **Previous version** – takes user to previous version
- **Next version** – takes user to next version
- **Next variation** – takes user to previous change that required HCA sign-off
- **Latest Version** – takes user to latest version
3. To amend an existing Bulk Profile line/ Scheme Profile line

3.1 Access the relevant Offer Line Sub Product Schedule screen
Access the screen below by following steps 1.1. to 1.4 above.

3.2 Accessing the Maintain Profile screen
In the Offer Line Sub Product Schedule screen click on the Description for the Bulk Profile line or Scheme Profile line you want to amend. In the example screen below there is only a Bulk Profile line:

Offer Line Sub Product Schedule screen
3.3 The Maintain Profile Line screen

The following Maintain Profile Line screen is then displayed. In order to make changes to the bulk record, the provider selects **Create a new profile line version** button.
Providers can amend specific fields within the different tabs in this screen.

Maintain Profile Line screen – Profile tab view – no changes made yet
3.4 The Maintain Profile Line screen – Profile tab

Amend the following fields in the Profile tab as required:

- Number of units
- Average annual rent per unit (£)

If any changes are made then Providers must enter a comment in the Comment section as per the screen below.

![Maintain Profile Line screen – Profile tab view – with changes made]
3.5 The Maintain Profile Line screen – Organisations tab

Providers have to amend the units in the above screen to match the number of units entered in the Profile tab.
Maintain Profile Line screen – Organisations tab view – with changes made
3.6 The Maintain Profile Line screen – Unit Mix tab

Providers can amend the unit mix here. – however the overall mix must match the original approved mix for the offer line. If not this forms a programme change notification and will require the approval of the HCA.
3.7 The Maintain Profile Line screen – Bulk Schedule tab

The Maintain Profile Line screen – Bulk Schedule tab view – no changes made

The number of units in the Starts and Completions column must be amended to match the new number of units as input in the profile tab.

Where a Provider is moving forecast dates back into a subsequent quarter and beyond then HCA approval will be required.
Maintain Profile Line screen – Bulk Schedule tab view – with changes made
3.8 Saving the changes

Select the **Save** icon to save the changes. Please note: the changes must then be validated and submitted - **SEE SECTION 5 OF THIS GUIDANCE.**

![Offer Line Sub Product Schedule screen after changes to Bulk Profile line made](image)

3.9 Abandoning the changes

Select the Abandon icon in the Abandon column to abandon the changes made to the Profile line.

Or select the **Abandon** button to abandon all changes and revert to previous approved version (i.e. in this case version 1).

It is only possible to abandon a change before it has been submitted.
4. To add a new Scheme Profile line

4.1 Accessing the relevant Offer Line Sub Product Schedule screen
Access this screen below by following steps 1.1. to 1.4 above.

4.2 Select add new profile

In the Offer Line Sub Product Schedule screen below select the add new profile icon to add a new profile line in the screen below.

Offer Line Sub Product Schedule screen
4.3 The Maintain Profile Line screen – Profile tab

Maintain Profile Line (Profile Tab view) – Not completed

Required Fields

- **Description or Scheme title**
- **Number of units**
- **Average annual rent per unit (£)**
- **Processing Route**
- **Site ID** - Providers must have a firm site. Therefore, profile line must be linked to a site with status = complete. Search for a site by selecting the Site Search icon.
The following Site Search screen will be displayed. Highlight the row for the appropriate site and then select **Ok**.

**Site Search**

**Site Search screen**

**Maintain Profile Line (Profile Tab view) – Completed**
4.4 The Maintain Profile Line screen – Organisations tab

Maintain Profile Line (Organisations Tab view) – Not completed

Select Developing Organisation(s) and Owner of land during development Organisations from the drop-down menus. Please note: only organisations that have been set-up as these types of organisations within the Provider’s partnership record will be displayed.

Use the **Add a new owning organisation to the table** icon to add Owning Organisations. Please note: number of units that will be transferred to their ownership must be entered for each Owning Organisation.
Maintain Profile Line (Organisations Tab view) – Completed

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0689 - Test Provider 1</td>
<td>1</td>
</tr>
</tbody>
</table>
4.5 The Maintain Profile Line screen – Unit Mix tab

Please add values for unit mix.
4.6 The Maintain Profile Line screen – Scheme Forecast tab

![Maintain Profile Line (Scheme Forecast Tab view) – Completed]

Please add dates for all milestone events.
4.7 Saving the Maintain Profile Line changes

Select to save the changes. Please note: the changes must then be validated and submitted - SEE SECTION 5 OF THIS GUIDANCE.

4.8 Abandoning the changes

Select the Abandon icon in the Abandon column to abandon the changes made to each Profile line and revert to previous version.

Or select the button to abandon all changes and revert to previous approved version (i.e. in this case version 1).

It is only possible to abandon a change before it has been submitted.
5. Validating and Submitting Changes

- All changes must be validated and submitted.
- Non-material changes will then be automatically approved (i.e. no HCA sign-off is required) and the 'Overall status' will be set to 'Approved'.
- Material changes that represent a Programme Change require HCA sign-off (SEE SECTION 6 OF THIS GUIDANCE).

5.1 Validating the changes

Select the validate button in the above screen. If there are no validation errors or warnings the following message is displayed:

**Validation**

Offer line sub product schedule data validated without errors.

OK

If there are validation errors and/or warnings the following Validation Errors screen will be displayed:
Error Type = Warning
These errors still allow the change(s) to be validated and submitted. Click close in the above screen and the overall status will be set to validated.

Validation Errors screen showing Warning errors

Error Type = Error
These errors must be corrected before the changes can be validated and submitted:

Validation Errors screen showing Warnings and Errors
Offer Line Sub Product Schedule screen after validation (overall status = validated)

5.2 Submitting the changes

Select the Submit button in the above screen.

If there are no material changes then the changes will be automatically accepted and the Overall status will be set to Approved.

If there are material changes then the following Submit Change Comments screen will be displayed:

Please note: If there are any Warning errors the Validation Errors screen will be displayed again. Close the screen to proceed to the Submit Change Comments screen.

Submit Change Comments screen
Providers must insert a comment explaining the material change:
Submit Change Comments screen

Select Enter to submit the changes

Offer Line Sub Product Schedule screen showing Overall status = Submitted

5.3 Withdrawing the changes

If a Provider no longer wish to proceed with a proposed amendment to the profile the Provider can withdraw the change by selecting the withdraw button. This will remove the proposed change. A proposed change can only be withdrawn if HCA has not yet approved it.
6. HCA Approval of Material Changes

All material changes require HCA Sign-Off. There are two parts to HCA sign-off:

1. **Refer**  HCA Operating Area where the scheme is located must sign-off the change by referring it on with comments

2. **Approve**  HCA Lead for the Provider must approve the change with comments. If the HCA Lead is in the same operating area where the scheme is located then this can be referred and approved by the same person.

6.1 HCA Operating Area Refers the Material Change

Follow steps 1.1. to 1.4 to access the Offer Line Sub Product Schedule screen (below) then select the Refer button:

![Offer Line Sub Product Schedule Screen – HCA view](image)

The following **Refer Change Comments** screen will be displayed:

![Refer Change Comments - [CHANGED]](image)

Add a comment and select **Enter**. **Please note**: **All comments are visible to Providers**
The Overall Status in the Offer Line Sub Product Schedule screen will now be set to ‘Referred’.

6.2 HCA Lead for the Provider Approves the Material Change

If you are HCA Lead for the Provider and you are in a different Operating Area to the location of the scheme then please ensure that you filter for the Operating Area relevant to location of scheme in order to view the record.

Follow steps 1.1. to 1.3 from Section 1 above to access the Offer Line Sub Product Profile screen:

Offer Line Sub Product Profile screen
To filter the records for your operating area select the Filter icon in the Offer Line Sub Product Profile screen above. In the filter screen below select the Operating Area for the scheme:

![Offer Line Sub Product Profile Filter - Not Loaded](image)

Then Select Ok to view the Offer Line Sub Product Profile for that Operating Area.

Select the specific Sub Product Schedule by clicking the Hyperlink in the Sub Product column. The following **Offer Line Sub Product Schedule** screen will be displayed:

![Offer Line Sub Product Schedule](image)

*Offer Line Sub Product Schedule screen (HCA view with Approve button available)*
Select the **Approve** button to approve the changes.

The following **Approve Change Comments** screen will be displayed. The HCA Lead must enter approval comments and then select **Enter**.

![Approve Change Comments Screen](image)

(Up to 2500 characters can be entered)

The changes are then approved:

![Offer Line Sub Product Schedule Screen](image)

**Offer Line Sub Product Schedule screen** (after HCA approval – shows version 2 – 'approved')

Having created a scheme profile line the provider can then use this to submit a scheme under the Framework Delivery Agreement.

Further user guidance covering schemes will be published.