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Number: SS-IM-06-012
Issue Date: 07/20/2006

Topic: Systems Issues

Subject: Manufactured Home Information No Longer Included on WVIR Screens

Applies to (check all that apply):

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|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input checked="" type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): SPD and CAF central office staff |

Message:

The Department has recently discovered that information about manufactured (mobile) home ownership will no longer be maintained by the Department of Motor Vehicles (DMV) and shared with Department staff through the WVIR screen. DMV will continue to provide only motor vehicle information through WVIR. For manufactured home information, the Department of Consumer and Business Services (DCBS) is maintaining the information in a system called "LOIS" at the following web site:

<http://www.bcd.oregon.gov/lois/>

Department staff have "Read Only System Access" to the information on this web site without obtaining any security clearance. However, staff do need to download a DCBS program in order to view the information. The Office of Information Systems has granted an exception allowing the Department to download and install the necessary DCBS program called Oracle Jinitiator (Approval #2006-106, HD00241731).

We have discovered that different DHS staff have different levels of protection installed on their personal computers. Therefore, to install this program, some staff will encounter more error messages than others. If the personal computer has a pop up

blocker enabled, the blocker will have to be turned off. Therefore, there are two sets of instructions for installation that follow. If you do not have a pop-up blocker, you can access the website by following steps (1) and (2), and then skipping to step (7). If you follow the instructions below and you get error messages that are not listed or illustrated here, contact Dan Palacios of DCBS at (503) 947-7060. He can assist you in accessing the system only, and not in interpreting data on manufactured home ownership that it contains.

To access the manufactured home information on LOIS, follow these steps and see the attached screens that illustrate the process:

- (1) Click on the above link or type the address in your web browser to access a Building Codes Division screen called *Welcome to the Manufactured Home Ownership information page*.
- (2) Scroll down the screen and click on "Read Only System Access." If you do not have a pop-up blocker, skip to (7) below.

If you have a pop-up blocker:

- (3) The next screen will be white and say "Redirecting . . .", but nothing will happen because along the top it will also say: "Pop-up blocked. To see this pop-up or additional options click here . . ."
- (4) Under the "Tools" menu, select "Pop-up Blocker" and choose "turn it off" or "always allow pop-ups from this site."
- (5) Return to <http://www.bcd.oregon.gov/lois/> and click on "Read Only System Access" again. A small pop-up window will appear that says "Please wait while the Forms Client class files download and run. This will take a second or two . . ."
- If a warning message saying "This site might require the following ActiveX control" appears, right click on the message and select "Install Activex Control."
- (6) You should now have a message that matches step (8) below.

If you do not have a pop-up blocker:

- (7) A small pop-up window will appear that says "Please wait while the Forms Client class files download and run. This will take a second or two . . ." (attached screen #2)
- (8) Next, a small pop-up window asking if you want to install "Oracle JInitiator" appears. Click on the "Install" or "Yes" button. (attached screen #7)
- (9) The next window will ask if you want to install it in your program files. If yes, click the "Next" button. (If you prefer to install it elsewhere, use the "Browse" button to find the location, then click on the "Next" button.) Click on "OK" when the installation is complete.
- (10) Return to the Building Codes Division "Welcome" page and click on "Read Only System Access" again. A JInitiator Security Warning window will appear, and you

can choose to click on “Grant this session” or “Grant always.”

(11) The Building Codes Division LOIS search page will appear. If you click on the “Search” button located on the left, you get a “Home Query” page where you can enter the individual’s name in the format: LastName, FirstName. When you click on the “Search” button, you will get a list if there is more than one manufactured home owner with this name.

(12) Click on the correct name to choose it from the list, and then click on the “Search” button again. This will bring up “Home Detail” information on three tabs; “MFD Unit”, “Sections” and “Current Site.”

(13) Click on the “Documents” button or the “Help” button located along the left side of the screen if you are also interested in this information.

Once you have accessed the LOIS system, you will have a “Java Console” icon in the system tray along the bottom of your computer screen. The next time that you access the LOIS web site, you will again get the “JInitiator Security Warning” and have to grant access before you can view the information, unless you allowed access always.

As you can see by these screens, LOIS does not contain information about the value of the manufactured home, so staff will still need to contact the counties for property tax information in order to verify the value.

If you have any questions about this information, contact:

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