

# NATIONAL INCIDENT MANAGEMENT SYSTEM

# NIMSCAST Users Guide Version 5.1

July 2011



This document was prepared for the Federal Emergency Management Agency (FEMA) National Integration Center (NIC) and is intended solely for the uses and information of the client for whom it is addressed.

This version of the *NIMSCAST Users Guide* was developed in conjunction with the National Incident Management System Compliance Assistance Support Tool (NIMSCAST) version 4.00.14.

# **TABLE OF CONTENTS**

NIMSCAS	ST Overview	1
Α.	Using the NIMSCAST Users Guide	1
Chapter	I: Getting Started	3
Α.	Getting Access to NIMSCAST	3
В.	Logging into NIMSCAST	3
1.	New User Log In	3
2.	Existing User Log In	4
C.	Creating, Resetting and Changing a Password	6
1.	Choosing a Strong Password	6
2.	Resetting a Password	6
3.	Changing a Password	7
D.	Navigating NIMSCAST	8
E.	Completing and Editing a User Profile1	0
F.	Logging Out of NIMSCAST1	2
G.	Submitting Feedback1	2
Chapter	II: Managing NIMSCAST Accounts1	5
Α.	Establishing an Account Hierarchy1	5
1.	Managing NIMSCAST Jurisdiction Types1	5
2.	Creating an Account Hierarchy1	7
В.	Managing a Current Account1	9
1.	Identifying a Current Account1	9
2.	Changing a Current Account2	0
C.	Creating Sub-Accounts2	1
D.	Editing Accounts2	5
1.	Editing Primary Accounts2	5
2.	Editing Sub-Accounts2	7
E.	Clearing or Deleting Sub-Accounts2	9
F.	Moving Accounts	1
G.	Searching Accounts3	4
Chapter	III: Managing User Permissions	7

A.	Determining User Permissions	
В.	Adding a User to an Account	
C.	Editing User Permissions	41
D.	Removing User Permissions	43
E.	Updating a User Profile from the Permissions Page	45
F.	Searching Users	47
G.	Searching User Activity	
Chapter	IV: Emailing NIMSCAST Users	51
Α.	Emailing Users within NIMSCAST	51
1.	Basic Email for Accounts	51
2.	Email Administrative Users of No Rollup Accounts	54
3.	Email Administrative Users of Rollups with Corrective Action Plans	55
В.	Viewing Sent Emails	58
C.	Viewing Received Emails	59
Chapter	V: Managing Assessments	61
Α.	Selecting and Viewing Assessments	61
1.	Selecting and Viewing Active Assessments	61
2.	Viewing Inactive Assessments	64
3.	Viewing Rollup Change History	65
В.	Completing NIMS Implementation Metrics	68
1.	Entering Responses	68
2.	Rolling Up Assessments	71
C.	Managing Corrective Action Plans	74
1.	Entering Corrective Action Plans	74
2.	Maintaining Corrective Action Plans	76
D.	Managing Custom Metrics Guidance	78
1.	Creating or Editing Custom Guidance	78
2.	Disabling or Deleting Custom Guidance	80
E.	Controlling Active Assessment Collections by Year	82
F.	Reviewing Corrective Action Plans	83
G.	Reviewing Rollups	87
1.	Reviewing and Approving Individual Rollups	

2.	Approving All Rollups Without Review	90
Chapter V	/I: Managing Assessment Versions	93
Α.	Creating New Snapshots	93
В.	Viewing and Deleting Snapshots	94
C.	Restoring Snapshots	96
Chapter V	/II: Running Reports	
Α.	Using NIMSCAST Reports	
В.	Generating Account/User Reports	
C.	Generating Single Account Assessment Reports	
1.	Single Account Assessment Reports for Fiscal Year 2007 and Later	
2.	Single Account Assessment Reports for Fiscal Years 2005-2006	
D.	Generating Rollup Assessment Reports by Fiscal Year	
1.	Rollup Assessment Reports for Fiscal Year 2007 and Later	
2.	Rollup Assessment Reports for Fiscal Year 2006	
Appendic	es	
Appen	dix A: NIMSCAST System Updates	
Appen	dix B: NIMSCAST Reports	
Appen	dix C: Account Statistics Report	
Appen	dix D: Rollup Aggregated Responses Report	
Appen	dix E: NIMS Training Report	
GLOSSAR	Υ	
ACRONYI	VIS	

# NIMSCAST OVERVIEW

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop and administer a unified, national system for managing incidents. The National Incident Management System (NIMS) provides a consistent nationwide approach for Federal, State, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS incorporates the best practices currently in use by incident managers at all levels and represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

HSPD-5 requires all Federal Departments and agencies to adopt NIMS and to use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as in support of those actions taken to assist State, tribal, or local entities. Additionally, beginning in Federal fiscal year (FY) 2005, Federal Departments and agencies shall make NIMS implementation a requirement for determining Federal preparedness award eligibility and allocation. HSPD-5 also directed the establishment of a mechanism for ongoing coordination to provide strategic direction for, and oversight of NIMS. As a result, FEMA's National Integration Center (NIC) was established to support both routine maintenance and the continuous refinement of NIMS and the guidance to Federal Departments and agencies and State, tribal, and local government encouraging its implementation.

The NIC developed and maintains NIMS Compliance Assistance Support Tool (NIMSCAST) as the premier self-assessment instrument for Federal, State, territorial, tribal, and local jurisdictions to evaluate and report achievement of NIMS implementation objectives (activities). NIMSCAST reflects implementation objectives and metrics in support of national preparedness goals, including standards for preparedness assessments and strategies and a system for assessing the Nation's overall ability to prepare for all-hazards incident management.

For more information concerning NIMS and its implementation, visit FEMA's NIMS Resource Center at <u>www.fema.gov/nims</u>.

# A. USING THE NIMSCAST USERS GUIDE

The *NIMSCAST Users Guide* provides step-by-step instruction for common user activities conducted in NIMSCAST. This guide is designed for new and existing users in Federal, State, tribal nation, local and other jurisdictions. The guide will assist users at all permission levels to navigate NIMSCAST; to understand and maintain the NIMSCAST account hierarchy including the rolls primary and sub-accounts; and to manage assessments and assessment rollups.

The *NIMSCAST Users Guide* has several features to facilitate navigation through the document. The table of contents includes hyperlinks to chapters and sections of the document to enable users to click on desired topic to be automatically brought to the requested section. Additional hyperlinks appear within some sections where cross-referenced information may be available elsewhere in the document. Simply click the hyperlink to read more about the selected topic.

Each section features step-by-step instructions on completing task in NIMSCAST. Instructions include system screen prints (figures) and callout boxes highlighting important information for users to

#### **NIMSCAST OVERVIEW**

remember. The guide is updated with each release of NIMSCAST and updates are tracked in <u>Appendix</u> <u>A: NIMSCAST System Updates</u>.

For additional information concerning NIMS implementation and NIMSCAST, please contact the National Integration Center at (202) 646-3850 or email: FEMA-NIMS@dhs.gov. NIMSCAST users may also send feedback by clicking on **Questions/Comments** link located on the upper right side of the NIMSCAST webpage (Figure O-1: Questions/Comments).

NIMS Compliance Assista	ice Support Tool (NIMSCAST)	not logged i
Navigation	Log In	Questions/Comments
Reset My Password	Email:	
Resources	Password:	
About NIMSCAST User's Guide [pdf] Acronyms Glossary	Log In Lost or forgotten password.	
Announcements	Welcome to the NIMS Compliance Assistance	e Support Tool (NIMSCAST)

Figure O-1: Questions/Comments

# **CHAPTER TOPICS:**

- <u>Getting Access to NIMSCAST</u>
- Logging into NIMSCAST
  - <u>New User Log In</u>
  - o Existing User Log In
- Creating, Resetting, and Changing a Password
  - <u>Choosing a Strong Password</u>
  - o <u>Resetting a Password</u>
  - o Changing a Password
- Navigating NIMSCAST
- <u>Completing and Editing a User Profile</u>
- Logging Out of NIMSCAST
- <u>Submitting Feedback</u>

# A. GETTING ACCESS TO NIMSCAST

NIMSCAST is a web-based application and can be located at <u>www.fema.gov/nimscast</u>. For State, tribal and local users, registration is typically performed by your State or tribal NIMS Coordinator but registration can also be performed by administrative users (e.g. county-level administrative users) with appropriate account permissions. For Federal users, registration is performed by your Department/agency's Principle NIMS Coordinator (PNC).

To obtain access to NIMSCAST, contact your Federal Department/ Agency, State, tribal, or local NIMS Coordinator.

If you do not already have access to NIMSCAST, contact your local emergency management agency.

# **B. LOGGING INTO NIMSCAST**

Once on the NIMSCAST home page (<u>www.fema.gov/nimscast</u>), enter the email address and password used to establish the NIMSCAST account, followed by your password.

# 1. NEW USER LOG IN

First-time NIMSCAST users will receive an email that contains a temporary password linked to the email address that was used in the new user registration, see sample email below (Figure 1-1: New User Email):

Temporary passwords expire within 24 hours.

- Users logging in less than 24 hours from the time that the email was sent can click on the **Change my password** link provided to access NIMSCAST and establish a permanent password.
- Users logging in more than 24 hours from the time that the email was sent, must click on the **Change my password after the 24 hour period** link to reset or renew the temporary password. Another email will be sent to the user with a new password link.

From: To:	<ul> <li>"NIMSCAST (no reply)"</li> <li>Joe User</li> </ul>	Sent:	Thu 4/21/2011 12:07 PM
Cc			
Subject:	NIMSCAST Temporary Password		
8	FEMA National Integration Center	i V	* * *
You hav	we been registered to use the NIMS Compliance Assistance Support Tool (NI	MSCAST	).
	l be prompted to select a new password the first time you log in. For security n set to expire if not used by 10:35:AM, April 21, 2011(EDT).	y reasons	this password
Set you	r new password by clicking this link:		
	Change my password		
Here is compro	a link to reset your password if the 24 hour window has passed or at any tin mised:	ie if it is f	orgotten or
•	Change my password after the 24 hour period.		
Access	the NIMSCAST at the following Web Address (URL):		
•	www.fema.gov/nimscast		
			•

#### Figure 1-1: New User Email

### 2. EXISTING USER LOG IN

Users that have previously logged in to NIMSCAST can use their established username (email address) and password.

To log in to NIMSCAST:

Step 1:	Navigate to NIMSCAST ( <u>www.fema.gov/nimscast</u> ) (Figure 1-2: Existing User Log In)	Aft
	<b>Note:</b> Users can navigate to the Log In page by clicking the <b>Log In</b> link on the Navigation menu.	att ou wa
Step 2:	In the <b>Email</b> field, enter the email address used as your username.	pa: aut
Step 3:	In the <b>Password</b> field, enter your password.	

After three failed login attempts, you will be locked out of NIMSCAST and must wait 20 minutes for the password to be automatically reset.

#### Notes:

• After three failed login attempts, users will be locked out of NIMSCAST. To regain access, users must either wait 20 minutes for their existing password to be reset or click on the **Lost or forgotten password** link to have a new password sent immediately to them (see <u>Resetting a Password</u>).

To immediately reset your password, click the <u>Reset</u> <u>My Password</u> link.

• Users who forget their passwords can click the **Lost or forgotten password** link in the Log In box or **Reset My Password** on the Navigation menu to be sent to the **Reset my password** page (see <u>Resetting a Password</u>).

Step 4: Click the **Log In** button.

NIMS Compliance Assistance S	Support Tool (NIMSCAST)	not logged in
Navigation Reset My Password Log In	Welcome to the NIMS Compliance Assistance Support Tool (NIMSCAST)	Questions/Comments
Resources About NIMSCAST User's Guide [pdf] Acronyms Glossary Announcements	Welcome to the National Incident Management System (NIMS) Compliance Assistance Support Tool (NIMSCAST). FEMA's National Integration Center designed the NIMSCAST as the premier self- assessment instrument for State, tribal, and local governments to evaluate and report their jurisdiction's implementation of NIMS.	Email: Password: Log In Lost or forgotten password.
Frequently Asked Questions Implementation Guidance NIMS NIMS FAQ Five-Year NIMS Training Plan NIMS Document [pdf]	<ul> <li>Beginning in Fiscal Year (FY) 2005, Homeland Security Presidential Directive (HSPD)-5 requires Federal departm the NIMS by State and local organizations a condition for F through grants, contracts, or other activities. The National implementation guidelines (objectives) contained in the NII the HSPD-5 adoption requirement.</li> <li>The 2010 NIMS implementation guidance remains the san Users need to review, update (as appropriate), and save tt metric. Once complete, users will need to "Submit for Rol responses. Additionally, State, tribal, and local governmen Plan, can now use NIMSCAST to assess and report on th Objectives pertaining to the following courses: IS-701: <i>NIM</i> IS-702: <i>NIMS Public Information Systems</i>, IS-703: <i>NIMS Communication and Information Management.</i> For addition Training Plan, select "Five-Year Training Plan" under "Res NIMS Resource Center.</li> </ul>	Federal preparedness assistance Integration Center relies on its MSCAST determine if States have met ne as in previous FYs 2008 and 2009. heir responses to each implementation lup" to record your jurisdiction's ts following the Five-Year NIMS Training e following NIMS Implementation <i>MS Multiagency Coordination System</i> , <i>Resource Management</i> , IS-704: <i>NIMS</i> onal information on the Five-Year NIMS

Figure 1-2: Existing User Log In

# C. CREATING, RESETTING AND CHANGING A PASSWORD

## 1. CHOOSING A STRONG PASSWORD

When choosing a password, users must create a strong password that contains a minimum of eight (8) characters and includes one of each the following:

- A lower case character (a-z)
- An upper case character (A-Z)
- A special character (example: !, >, \* or @)
- A number (0-9)

# 2. RESETTING A PASSWORD

Examples of a strong password:

- F00tb@ll#1
- terUim%55
- P@55w0rd!

Users who have forgotten or lost passwords can reset their password from the NIMSCAST log in page (www.fema.gov/nimscast).

To reset your password:

- Step 1: Click the **Reset My Password** link located on the Navigation menu (Figure 1-3: Resetting a Password) or click the **Lost or forgotten password** link in the Log In box.
- Step 2: On the Reset Your Password page, in the **Email** field, enter your email address.
- Step 3: Click on the **Reset Password** button.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)	not logged in
Navination Reset My Password	Reset Your Password If you already have a NIMSCAST account but have forgotten your password, please enter the email address registered with your NIMSCAST account and a new password will be sent to you.	2Questions/Comments
Resources About NIMSCAST User's Guide [pdr] Acronyms Glossary	Reset Password         Reset Password         Cancel	

#### Figure 1-3: Resetting a Password

- Step 4: A new temporary password will be emailed to you (Figure 1-4: Password Reset Email). Your old password will no longer be valid.
  - Users logging in less than 24 hours from the time that the email was sent can click on the **Change my password** link provided to access the NIMSCAST and establish a permanent

Temporary passwords expire within 24 hours. Click the <u>Change my</u> <u>password after the 24 hour</u> <u>period</u> link to reset your temporary password. password.

• Users logging in more than 24 hours from the time that the email was sent, can click on the **Change my password after the 24 hour period** link to reset or renew their temporary password. Another email will be sent to the user with a new password link.

From: To:	<ul> <li>"NIMSCAST (no reply)"</li> <li>Joe User</li> </ul>	Sent:	Thu 4/21/2011 12:22 PM
Cc			
Subject:	NIMSCAST Temporary Password		
N N	FEMA National Integration Center		****
Y ou red	uested a password reset for the NIMS Compliance Assistance Support Tool	(NIMSCA	451).
	ll be prompted to select a new password the first time you log in. For security n set to expire if not used by 01:20 PM, April 22, 2011.	y reasons	this password
Set you	r new password by clicking this link:		
•	Change my password		
If the a	bove link does not work, you can log on with the following temporary passw	vord: @&	hd(2HKS
	ere to reset your password again if the 24 hour window has passed or at any		PERMIT
	Change my password after the 24 hour period.		
			<b>•</b>

#### Figure 1-4: Password Reset Email

### 3. CHANGING A PASSWORD

NIMSCAST users can change their passwords two ways:

- 1. Generating a new temporary password (see <u>Resetting a Password</u>); or,
- 2. Navigating to the **Change Password** page after logging into the system.

When a password is changed using the password reset function, users will receive a system generated password by email. Using the Change Password feature allows users to create their own password.

When changing a password, users must provide both their old password and their new password to complete the change. NIMSCAST enforces strong password requirements for the new password.

To change a password from the Change Your Password page:

- Step 1: Click on **Change My Password** on the Navigation menu (Figure 1-5: Changing a Password).
- Step 2: On the Change Your Password page, in the **Email** field, enter your email address.
- Step 3: In the **Old Password** field, enter your current password.
- Step 4: In the **New Password** and **Confirm New Password** fields, enter your new password.
- Step 5: Click the **Change Password** button.

NIMS Compliance Assistance	e Support Tool (NIMSCAST) Fairfax	Christina Thomas [Standard with Rollup]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Fairfax	2 Questions/Comments
Select an Assessment	Change Your Password	
Submit for Rollup	Complete this page and click Change Password.	
Reports	Change Password	
Manage My CAPs Manage My Snapshots	Email: Old Password:	
Edit My User Profile Submit Feedback	New Password:	
Change My Password Log Out Resources	Confirm New Password: Change Password Cancel	
About NIMSCAST User's Guide [pdr] Acronyms Glossary Announcements Frequently Asked	Passwords must be at least 8 characters long and must contain at least one of each of the followin  I lower case character (a-z)  upper case character (A-Z)  special character (!, @, #, \$, %, etc)  digit (0-9)	ng character types
Questions Implementation Guidance NIMS NIMS FAQ Five-Year NIMS Training Plan	In addition, the Department of Homeland Security recommends that you select a strong password Passwords should be changed every 90 days or less. Passwords should not be identical to any of the previous six passwords. Passwords should not contain any dictionary word or proper noun in any language. Passwords should not contain any simple pattern of letters, such as 'qwerty.'	using the following guidelines:

Figure 1-5: Changing a Password

# **D. NAVIGATING NIMSCAST**

NIMSCAST is laid out using simple navigation features:

- On the top right of right of the page your current user role is displayed (Figure 1.6: Navigating NIMSCAST).
- The currently selected NIMS Assessment is displayed in the blue bar under the title bar.
- Your current account is displayed on the account string located under the blue bar. For more information on changing your current account see <u>Managing a Current Account</u>.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST) Cal	ifornia Christina Thomas [Inherited Admin]
FY2009 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 9 » California	Questions/Comments
Select an Assessment	Assessments	

Figure 1-6: Navigating NIMSCAST
---------------------------------

- The page body displays the active page. Assessments are displayed on active pages in a dashboard format, allowing users to select the link to the appropriate assessment (Figure 1.7: Navigating NIMSCAST).
- On the left of the page is the Navigation menu that includes links to available activities in NIMSCAST. Available Navigation menu links depend on a user's role. These links are the main method to navigate NIMSCAST.

Navigation	[Current Account] » USA » Region 9	» California		Questions	/Comments	5
Select an Assessment						
Submit for Rollup	Assessments	Assessments				
Reports Review Rollups Review Rollup CAPs	Assessment	% Comp <mark>le</mark> te	Rollup Date	Last Update Date	Printable (PDF)	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	FY2010 NIMS Implementation Metrics	100%	2011-03-21	2011-03-21	1	×
	FY2009 NIMS Implementation Metrics	100%	2011-03-21	2011-03-21	2	×
	FY2008 NIMS Compliance Metrics	100%	2011-03-22	2011-03-22	3	×
	FY2007 NIMS Compliance Metrics	100%	2009-09-29	2008-05-16	2	×
Account Search	Show inactive assessments					
User Activity Log Search User Search	Start a new Assessment					
Email Users Edit This Account Edit My User Profile Submit Feedback						
Change My Password Log Out	-					

# Figure 1-7: Navigating NIMSCAST

- Below the Navigation menu is the Resources menu (Figure 1-8: Resources Menu). The Resources menu includes the following links:
  - About NIMSCAST
  - NIMSCAST Users Guide
  - o Acronyms
  - Glossary 0
  - 0 Announcements
  - NIMSCAST Frequently Asked Questions
  - Implementation Guidance
  - NIMS (Resource Center)
  - NIMS FAO
  - Five-Year NIMS Training Plan
  - NIMS Document



Figure 1-8: Resources Menu

# **E. COMPLETING AND EDITING A USER PROFILE**

NIMSCAST stores basic contact information submitted during the registration process or supplied by an administrative user. New users can add information to their user profile and existing users can update their user profile to ensure that current contact information is available.

To complete or update your user profile:

the email message.

Step 1: Step 2:	Click the <b>Edit My User Profile</b> link on the Navigation menu (Figure 1-9: Edit User Profile). In the <b>Name</b> field, enter or verify your name.	modified, it will become the user's new NIMSCAST Log In email address.
Step 3:	In the <b>Organization</b> field, enter or verify your organization.	To complete the email change, users must click
Step 4:	In the <b>Email</b> and <b>Confirm Email</b> fields, verify that the correct email has been entered.	on the link in the confirmation email.
	<b>Note:</b> If an email address is modified, it will become the password will not change). Once the new email address email confirmation message will be sent to the new email address change, you must acknowledge this message by	s is saved in NIMSCAST, an ail address. To complete the email

In the **Phone** field, enter or verify your telephone number. Step 5:

ess is become the SCAST Log s.

- Step 6: To receive emails when new permissions are assigned, verify that the checkbox next to the appropriate option is selected. Users can deselect this option.
- Step 7: To receive emails when a sub-account submits a rollup, verify that the checkbox next to the appropriate option is selected. Users can deselect this option.
- Step 8: To receive emails when corrective action plans are overdue, verify that the checkbox next to the appropriate option is selected. Users can deselect this option.
- Step 9: Select the radio button next to the appropriate option for rollup reminders.

**Note:** By default the system will remind you (on-screen) to perform a rollup after changes to your metrics have been saved. To turn this reminder off, click on the radio button to select "**I do NOT want to be asked to roll up my responses**."

Step 10: Click the **Save** button to save the changes.

NIMS Compliance Assistance	e Support Tool (NIMSC	AST)		Fairfax Christina Thomas [Standard with Rollup]
FY2010 NIMS Implementation	Metrics			
Navigation	[Current Account] >	» USA » Region 3 » Virginia » Fairf	ax	Questions/Comments
Select an Assessment	Edit User Prof	file		
Submit for Rollup	To edit your user pr	ofile, enter the information request	ed and click on Save.	
Reports	Please note:			
Manage My CAPs Manage My Snapshots	change will If you change	not take place until the instructions	are completed. s that already exists, once you comp	structions on how to complete the email change. The lete the email change process all of your existing
Edit My User Profile	Edit User			
Change My Password Log Out	Name:	Joe User		
Resources	Organization:	Emergency Management		
About NIMSCAST User's Guide [pdf]	Email:	Joe.User@fema.gov		
Acronyms Glossary	Confirm Email:	Joe.User@fema.gov		
Announcements	Phone:	555-555-5555		
Frequently Asked Questions		Receive email when new pern	nissions are assigned.	
		Receive email when sub-acco	st submits a rollup.	
Implementation Guidance		Receive email when corrective	action plans are overdue.	
NIMS NIMS FAQ				
Five-Year NIMS Training Plan		When I make changes to my comp or when my assessment has bee		
NIMS Document [pdf]		I want to be asked to rollup my		
		OI do NOT want to be asked to r	ollup my responses.	
NATIONAL INCIDENT MANAGEMENT SYSTEM			Save Cancel	
Development and				

Figure 1-9: Edit User Profile

# F. LOGGING OUT OF NIMSCAST

It is important that users log out after each session to ensure account security.

To log out of NIMSCAST:

Step 1: Click the **Log Out** link in the Navigation menu (Figure 1-10: Log Out). You will be automatically transferred to the NIMSCAST introduction page. A yellow box at the top of the page will indicate that your log out was successful.



# **G. SUBMITTING FEEDBACK**

After completing a NIMSCAST assessment, users are encouraged to fill out the feedback from accessible from the **Submit Feedback** link in Navigation menu. Please note the form includes space for additional comments. Users are encouraged to share any relevant feedback not covered in the existing form.

To submit feedback:

- Step 1: Click the **Submit Feedback** link in the Navigation menu (Figure 1-11: Submit Feedback).
- Step 2: Select the appropriate responses on the feedback form.
- Step 3: Click the **Submit Feedback** button.

Once submitted, the form is sent to FEMA's National Integration Center. Providing feedback gives users the opportunity to participate in the continual improvement of NIMSCAST. Feedback will be reviewed frequently and incorporated into the regularly scheduled revisions of NIMSCAST.

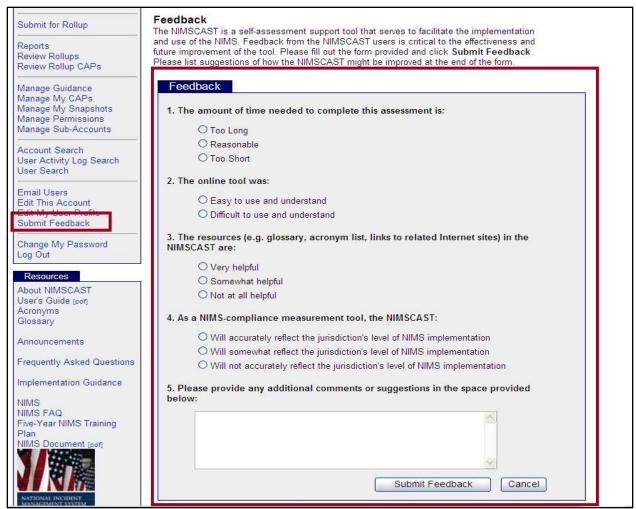


Figure 1-11: Submit Feedback

# **CHAPTER TOPICS:**

- Establishing an Account Hierarchy
  - Managing NIMSCAST Jurisdiction Types
  - Creating an Account Hierarchy
- Managing a Current Account
  - o Identifying a Current Account
  - o Changing a Current Account
- <u>Creating Sub-Accounts</u>

# Editing Accounts

- o Editing Primary Accounts
- o Editing Sub-Accounts
- <u>Clearing or Deleting Sub-Accounts</u>
- Moving Accounts
- <u>Searching Accounts</u>

# A. ESTABLISHING AN ACCOUNT HIERARCHY

# 1. MANAGING NIMSCAST JURISDICTION TYPES

In NIMSCAST, an account represents an assessment for a State, tribal nation, local or organizational jurisdiction. At the national level within NIMSCAST, States and tribal nations are organized under their respective FEMA Region. Each State or tribal nation establishes a customized account hierarchy that best supports its reporting needs. Similarly, Federal Departments and agencies responsible for reporting NIMS metrics organize their jurisdictions based on regional, local and field-level representation. For more information on developing an account hierarchy, see <u>Creating an Account Hierarchy</u>.

### a. State, Tribal and Local

NIMSCAST provides for five jurisdiction types within the NIMSCAST State and tribal nation hierarchy (see Chart 2-1: State, Tribal, and Local Jurisdiction Types).

Chart 2-1: State, Triba	Chart 2-1: State, Tribal, and Local Jurisdiction Types			
Jurisdiction Type	Description			
National (USA)	This jurisdiction type represents NIMS implementation at the national level.			
	<b>FEMA Regions I-X:</b> Within NIMSCAST, all State and tribal nations, and local jurisdiction accounts are organized according to FEMA region.			
	This organization facilitates reporting to and monitoring by FEMA's National Integration Center.			
State	Within a State jurisdiction there are two primary types of users:			
	• <b>NIMS Coordinator:</b> Monitors NIMS implementation by the State/territory or coordinating agencies throughout the State/territory as a whole. These users are the primary point of contact for NIMS accounts, assessments, and user permissions.			
	• State departments and agencies: Implement NIMS within their respective departments and agencies within the State.			
Tribal	<ul> <li>Within a tribal nation's jurisdiction there are two primary types of account.</li> <li>NIMS Coordinator: Monitors NIMS implementation by the tribution or coordinating agencies throughout the tribal nation as a whole. These users are the primary point of contact for NIMS accounts, assessments, and user roles.</li> </ul>			
	• <b>Tribal nation departments and agencies:</b> Implement NIMS within their respective departments and agencies within the tribal nation.			
	<b>Note:</b> At the request of the tribal nation, a tribal account can be placed in the hierarchy under a State rather than directly under the FEMA Region.			
Local	Local jurisdictions may include: intra-state regions, tribal entities, county, parish, municipality, independent city, fire district, town, township, city, unincorporated town or village, local public authority, and school districts.			
Other	Other jurisdictions may include: response agencies, non-governmental agencies, volunteer organizations and private sector stakeholders that implement NIMS activities.			

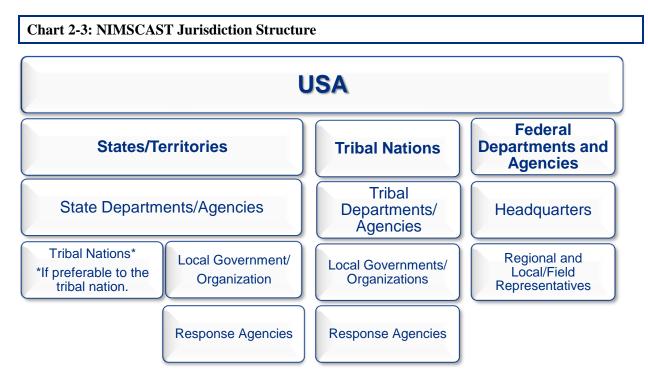
# b. Federal Departments and Agencies

NIMSCAST provides for three jurisdiction types within the Federal Department and agency hierarchy (see Chart 2-2: Federal Jurisdiction Types).

Chart 2-2: Federal Jurisdiction Types		
Jurisdiction Type	Description	
National (USA)	This jurisdiction type represents NIMS implementation at the national level. These accounts are maintained by FEMA's National Integration Center.	

Chart 2-2: Federal Jurisdiction Types		
Jurisdiction Type	Description	
Federal – Principal NIMS Coordinator (PNC)	This jurisdiction type represents Federal Departments and agencies responsible for responding to NIMS metrics.	
Federal – Component NIMS Coordinator (CNC)	This jurisdiction type represents regional, local, and field offices within a Federal Department or agency.	

Chart 2-3: NIMSCAST Jurisdiction Structure provides an overview of the jurisdictional structure within NIMSCAST.



# 2. CREATING AN ACCOUNT HIERARCHY

NIMSCAST maintains accounts in the form of primary and subaccounts that reflect a hierarchical organization by FEMA region, State, territory, tribal, and local jurisdictions and their supporting organizations. Users with administrative privileges can create subaccounts thus establishing a primary/sub-account relationship. Primary account users typically have inherited user permissions allowing them access to sub-account information. Meanwhile, subaccount information and assessment responses "rollup" into the primary account reporting and assessment information. Within the NIMSCAST hierarchy, an account can be both a primary and a sub-account.

For example: *The State of California is a sub-account to FEMA Region IX but is the primary account to Fresno.* 

A NIMSCAST hierarchy's structure is determined by the NIMS Coordinator or designee at the State, tribal nation or Federal Department and agency level. From their primary account, NIMS Coordinators create sub-accounts and establish appropriate permissions for NIMSCAST users within their jurisdiction (for additional information see <u>Managing NIMSCAST Jurisdiction Types</u> and <u>Managing User</u> <u>Permissions</u>). Figure 2-1: Sample Account Hierarchy shows a recommended account hierarchy.

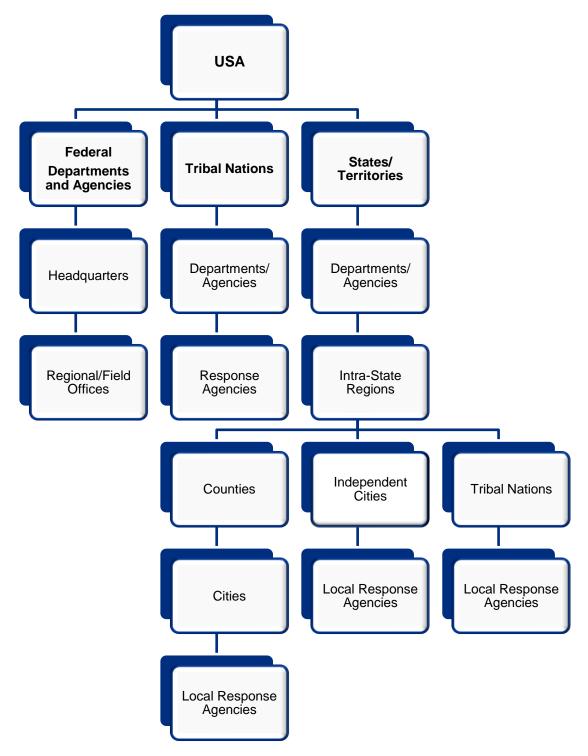


Figure 2-1: Sample Account Heirarchy

Most tribal accounts report directly to the FEMA Region level and are not linked to a State account hierarchy. If a tribe prefers to be moved under a State account hierarchy, please notify the appropriate FEMA Region NIMS Coordinator and/or appropriate state NIMS Coordinator. Regional NIMS Coordinator contact information can be found at: www.fema.gov/emergency/nims/NIMScoordinators.shtm.

Once established, the hierarchy allows completed NIMS assessment information to link to accounts above and below it. Accounts hold assessment information for individual States, tribal nations, local jurisdictions and/or organizations based on to the account jurisdiction type. Changing the account jurisdiction type will invalidate any previously saved responses.

**B. MANAGING A CURRENT ACCOUNT** 

Tribes can request to be moved under a State's account hierarchy.

Assessment responses are tied to the account type. Responses will be invalidated if the account type changes.

Users can view the current active account on the account string located at the top of the page to the upper right of the Navigation menu. Users with access to more than one NIMSCAST account must ensure that they operate within the correct account.

# **1. IDENTIFYING A CURRENT ACCOUNT**

To determine your current account:

Step 1: Look to the upper part of the page where you will see [Current Account] » USA and the account string. The last entry in the account string (in bold) indicates your current account location.

**Example:** Figure 2- 2: Identifying Your Current Account shows and an account for Loudoun County Fire and Rescue in Loudoun County, Virginia, FEMA Region 3.

You may have access to more than one account.

Be sure that you are working in the correct account prior to completing the assessment.

NIMS Compliance Assistance Su	upport Tool (NIMSCAST)	Fire and Rescue Christina Thomas [Inherited Admin]
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Fire and Rescue	Questions/Comments
Select an Assessment	Permissions	

Figure 2-2: Identifying Your Current Account

# 2. CHANGING A CURRENT ACCOUNT

Many users have access to multiple accounts in NIMSCAST. It is important to verify that the current account is correct prior to starting completion of assessment metrics or running reports.

To change accounts:

- Step 1: Click the **Current Account** link on the account string (Figure 2-3: Changing Your Current Account).
- Step 2: On the Change Current Account page, click on the appropriate account to select it.

#### Notes:

- Accounts for which you have direct permissions assigned are always displayed on this page.
- As an administrative user for a primary account, you have "inherited" access to all sub-accounts below the primary account.

**Tip:** To control the length of the list that is returned, users can use the **Preferences** control box on the right. In the Preferences control box, you can specify the number of levels of inheritance that you would like to display.

- Specify a depth level of "0" to view only accounts that you have direct permission.
- Select the number of accounts to view in a single page.
- Click the **Save and Refresh List** button to view the accounts based on the criteria selected.

NIMS Compliance Assistance Support Tool (NIMSCAST)			Loudoun Christina Thomas [Inherited Admin]	
FY2010 NIMS Implementation Metrics				
Navigation	[Current Account] » USA » Region 3 » Virginia »	Loudoun	Questions/Comments	
Select an Assessment Submit for Rollup Reports Review Rollups Review Rollup CAPs Manage Guidance Manage My Snapshots Manage Permissions Manage Sub-Accounts Account Search User Activity Log Search	Change Current Account Below is a listing of all accounts that you have access to. The listing s displayed in a tree fashion. If you have permissions to access an account, the account name will be displayed as a link. To change to the selected account, click on the account name link. Once you have selected an account the full path to that account will be displayed at the top of every page. Only accounts that are in the »USA hierarchy are able to roll-up their data to the next higher level jurisdictions. Please select an account to switch into. Displaying 1 to 100 ( previous   next )		Preferences         View all of my accessible accounts.         View all of my accessible accounts, but restrict the depth level of "[Inherited Admin]" and "[Inheritied Read-Only]". Depth Level: 2         View public accounts.         View public accounts.         Do not view public accounts.         Accounts per page:         Save and Refresh List	
User Search	ACCOUNT			
Email Users	USA			
Edit This Account	Region 1	[Admin]		
Edit My User Profile Submit Feedback	Connecticut [Inherited Admin			
	Eastern Area 4	[Inherited Admin]		
Change My Password	North Central Area 3	[Inherited Admin]		
Log Out	Northwest Area 5	[Inherited Admin]		
Resources	South Central Area 2	[Inherited Admin]		
About NIMSCAST	Southwest Region Area 1	[Inherited Admin]		
User's Guide [pdf]	Maine	[Inherited Admin]		

Figure 2-3: Changing Your Current Account

# C. CREATING SUB-ACCOUNTS

Within NIMSCAST, an account can be a primary account, subaccount or both depending on where the account is located within the hierarchy. NIMS Coordinators determine sub-account user permissions and have the ability to designate and restructure their account hierarchies (for more information, see the sections on <u>Establishing an Account Hierarchy</u>, <u>Moving Accounts</u>, or <u>Clearing or</u> <u>Deleting Accounts</u>).

To create a new sub-account:

- Step 1: Verify that you are in the correct primary account by reviewing the account string located near the top of the page (Figure 2-3: Create a New Account). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select another account.
- Step 2: On the Navigation menu, click the Manage Sub-Accounts link.

You must have administrative permissions to create a sub-account.

Verify that you are in the correct account before adding sub-accounts.

Within the NIMSCAST hierarchy, an account can be both a primary and a sub-account.

Step 3: Click on the **Create New Account** link located above the list of account names.

FY2010 NIMS Implementation M	letrics					
Navigation	(Current Assount) » USA » Peolog 2 » Virginia » Loudour	FY2010 NIMS Implementation Metrics				
	[current Account] # OSA # Region 5 # Virginia # Loudoun	Questions/Comments				
Select an Assessment	Accounts					
Submit for Rollup	The table below lists the sub-accounts of the current account. From this page	e you can do the following actions:				
Reports Review Rollups Review Rollup CAPs	The table below lists the sub-accounts of the current account. From this page Add a new sub-account to this account by clicking on the "Create New Change account information by clicking on S.					
Manage Guidance Manage My CAPs Manage My Snapshots	<ul> <li>Switch into the account by clicking on the account name link.</li> <li>Clear the responses or remove an empty sub-account account by clicking on the X to the right of the account.</li> <li>Move sub-accounts to another location in your hierarchy by clicking on the "Move Accounts" link below the table.</li> </ul>					
Manage Sub-Accounts	ليك This table displays the following information about each sub-account:					
Account Search User Activity Log Search User Search Email Users Edit This Account	<ul> <li>Account Name - Name of the account.</li> <li>Contact Info - The name of the person associated with the account w</li> <li>Jurisdiction Type - The jurisdiction type that this account is associate</li> <li>State - The State that this account is associated with.</li> <li>Sub-accounts - The number of immediate sub-accounts this accour</li> <li>Users - The number of users that have a direct association with this</li> </ul>	ed with (Federal, State, Local, Tribal) nt has established.				
Edit My User Profile Submit Feedback	<ul> <li>Year - The assessment year.</li> <li>Last Rollup Date - The date of the last rollup for this account.</li> </ul>					
Change My Password Log Out	Create New Account Sunsdiction State Sub- Name - Contact Info Type Accounts	nent Year Last Rollup Date				

Figure 2-3: Create a New Account

Step 4: Fill in the relevant information related to the new sub-account. Chart 2-4: Create Account Field Descriptions shows all the fields on the Create Account page. Fields with an asterisk (\*) are required.

Field Name		Description	Example(s)
Account Name*	Captures a jurisdictio	a short text description of the n.	Butte
Description	Provides s account.	pace for an additional description of the	<b>Butte County</b>
Jurisdiction Type*	version of additional	he jurisdiction type that determines the the metrics survey to be used. For information on jurisdiction types see <u>NIMSCAST Jurisdiction Types</u> .	
	National	For FEMA Regions and Federal Departments and Agencies.	National
	State	For the State/territory NIMS coordinator or coordinating agency and will reflect how NIMS is being implemented at the State/territory level.	State
	Tribal	For tribal jurisdiction types.	Tribal
	State Agency	For the State/territory agency that is not responsible for State/territory- wide NIMS implementation.	State Agency
	Local	For local jurisdiction types, such as counties, city or local public authorities.	Local
	Other	For agencies or departments that are not part of State, tribal nation or local government.	Other
	Federal – PNC	For the Primary NIMS Coordinator of Federal Department or agency headquarter account.	Federal-PNC
	Federal – CNC	Represents the region, field, or subcomponent identified within the headquarter account hierarchy as determined by the PNC.	Federal-CNC

Chart 2-4: Create A	Account Field Descriptions	
Field Name	Description	Example(s)
Disciplines*	Captures categorization of the response disciplines that are represented in the account when completing the assessment.	<ul> <li>Agriculture/Natural Resources</li> <li>Animal Control &amp; Care</li> <li>Coroner/Medical Examiner</li> <li>Emergency Management</li> <li>Educational Institution</li> <li>Hospital</li> <li>HazMat</li> <li>Law Enforcement</li> <li>Public Works/Utilities</li> <li>Search and Rescue</li> </ul>
State*	Captures the State that is associated to this account. This field will default for sub-accounts added below the State jurisdiction. This field is not required for Federal jurisdiction types.	CA
Tribe*	Captures the tribe that is associated to this account. This field is required only for accounts with Tribal jurisdiction types.	Dry Creek Rancheria of Pomo Indians of California
County*	Captures the county that is associated to this account. This field is required only for Local and Other jurisdiction types.	Butte
Jurisdiction uses NIMSCAST to measure NIMS Implementation Metrics	Select this field if the jurisdiction uses NIMSCAST to capture metrics related to NIMS implementation.	V
Collects Assessments	Select this field if the jurisdiction collects assessments. Accounts that are needed for logical grouping reasons but have no preparedness or response functions on their own can be represented by creating the account and un-checking the Collects Assessment option. This will create an account in the hierarchy that can be the primary of other accounts but will not have the ability to record metric responses.	~

Chart 2-4: Create Account Field Descriptions			
Field Name	Description	Example(s)	
Require Corrective Action Plans for Accounts below this One	Select this to enforce the requirement of sub- accounts to this account to complete a Corrective Action Plan (CAP) if they are noncompliant with the NIMS Objective. (Available to State administrative users.)	*	
Add Permissions to Account Immediately After Account Creation	Select this to immediately add user permissions related to the new sub-account.	*	

Step 5: After all the relevant account information is complete, click the **Create Account** button to create the account (Figure 2-4: Create a New Account).

115 Compliance Assistance Su (2010 NIMS Implementation Me			
Navigation	[Current Account] » USA	» Region 3 » Virginia » Loudoun	Questions/Comment
elect an Assessment			- cossions continent
sieu an Assessment	Create a New Acc		
ubmit for Rollup	Use this form to create a	new sub-account. Provide the following information for the account:	
aports		A concise name for the account.	
eview Rollups	<ul> <li>Description - A lo</li> </ul>	nger optional description of the account.	
eview Rollup CAPs	<ul> <li>Jurisdiction Type</li> <li>Discipline - Sele</li> </ul>	<ul> <li>A selection of available jurisdiction types, will control what version of th ct as many disciplines as apply to the population represented by this nei-</li> </ul>	e metrics is available.
anage Guidance	<ul> <li>State - Verify the</li> </ul>	correct state is selected, will be readonly if state is already designated b	y location in account hierarchy.
anage My CAPs	<ul> <li>County - For loca</li> </ul>	I jurisdiction types only, select the county that best describes the jurisdic	tions location.
anage My Snapshots	<ul> <li>Inbe - For tribal j</li> <li>Participation Type</li> </ul>	urisdiction types only, select the tribe that best describes the jurisdiction e - A choice describing how metrics will be collected for this account.	IS.
anage Permissions anage Sub-Accounts	<ul> <li>The following set</li> </ul>	lections may not be available if restrictions have been placed on this acc	ount. These can only be edited if user
	administrator ac	cess to the parent account.	
ccount Search		ssessment - Check this box to allow the account to fill out assessments	
ser Activity Log Search		nissions To Account Immediately After Account Creation - After this account nissions page.	unit is created, you will be forwarded to
Ser Gearch			
mail Users	* denotes a required fiel	d.	
dit This Account			
dit My User Profile ubmit Feedback	Create Account		
hange My Password	Account Name*:		
og Out			
Resources	Description:		
out NIMSCAST	Jurisdiction Type*:	Local	
ser's Guide (par)	Sunsaicuon type .	Local	
ronyms	Disciplines*:	Agriculture/Natural Resources	
ossary		Animal Control & Care	
nouncements		Amateur Radio	
		Coroner/Medical Examiner	
requently Asked Questions		Community Group/Volunteer Agency	
nplementation Guidance		Emergency Management	
		Elucational Institution	
IMS IMS FAQ		Emergency Medical Services	
ive-Year NIMS Training Plan			
IIMS Document [68/]		Firefighting	
		Hospital	
		HazMat	
		Law Enforcement	
ATIONAL INCIDENT		Non-Governmental Organization	
AND		Public Administration	
Sec. 1		Public Health	
S tooly		Private Industry	
Search		Public Safety Communications	
		Public Works/Utilities	
Search FEMA		Search & Rescue	
Go		Transportation Authorities	
» Advanced Search		Other	
	State*:	VA	
	County*:	Please Select	
		Jurisdiction uses NIMSCAST to measure NIMS Implementation Me	trics
		Collects Assessment	
	Urban Area for UASI	To add an urban area designation, you must be an administrator of an	urban area.
		Add Permissions To Account Immediately After Account Creation	
		Create Account	Cancel

Figure 2-4: Create a New Account

# **D. EDITING ACCOUNTS**

A NIMSCAST administrative user can review or make changes to existing (primary or sub-account) account information.

# **1. EDITING PRIMARY ACCOUNTS**

NIMSCAST users with administrative permissions can edit their primary account as needed.

To edit a primary account:

Step 1: Verify that you are in the correct primary account by reviewing the account string located near the top of the page (Figure 2-5: Edit a Primary Account). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select another account.

You must have administrative permissions to edit an account.

- Step 2: On the Navigation menu, click the **Edit a Primary Account** link.
- Step 3: Review and update account information displayed. For more information on the field descriptions, see the <u>Creating Sub-Accounts</u> section.

NIMS Compliance Assistance	Support Tool (NIMSCAS	τ)	California Sunny Jones [Admin]
FY2010 NIMS Implementation M	etrics		
Navigation	[Current Account] » USA	» Region 9 » California	Questions/Comments
Select an Assessment	Edit Account Det	aile	
Submit for Rollup		ount information or merge a public	account with another account in the official account hierarchy.
Reports Review Rollups Review Rollup CAPs	<ul> <li>Description - A lo</li> </ul>	A concise name for the account.	count. In types, will control what version of the
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	metrics is availab Discipline - Selec account. State - Verify the location in accou	ile. It as many disciplines as apply to th correct state is selected, will be re	e population represented by this new adonly if state is already designated by
Account Search User Activity Log Search User Search	jurisdictions loca Tribe - For tribal Participation Typ The following sel	tion. jurisdiction types only, select the tr e - A choice describing how metrics ections may not be available if rest	ibe that best describes the jurisdictions. s will be collected for this account. rictions have been placed on this account.
Email Users Edit This Account Edit My User Profile Submit Feedback	<ul> <li>Collect A</li> </ul>		access to the parent account. v the account to fill out assessments. I to lose access to your previously entered metrics data.
Change My Password Log Out	Edit Account		
Resources	Account Name*:	California	
About NIMSCAST User's Guide [pdf] Acronyms	Description:	California Emergency Respon	se Taskforce
Glossary	Jurisdiction Type*:	State	
Announcements	Disciplines*:	Agriculture/Natural Resource	es
Frequently Asked Questions		Animal Control & Care	

Figure 2-5: Edit a Primary Account

Step 4: Click the **Save Changes** button (Figure 2-6: Edit a Primary Account).

#### Notes:

- State administrative users can select the assessments available for completion by their sub-accounts. For additional information see <u>Controlling Open Assessment</u> <u>Collections by Year</u>.
- From the Edit Account Details page, users can view their Primary Account Administrator Details.
- Administrative users can update their account hierarchy by moving sub-accounts. For additional information see <u>Moving Accounts</u> step 6.

	Name	Email	Organization		Phone	
	Sunny Jones	SunnyJones@lafd.nul	Los Angeles Fir	e Department	555-555	-5555
State	and National a	ccounts may also manage which	assessments are a	vailable under t	heir hierarchy.	
Sele	ct Available /	Assessments:				
Asses	ssment Years:	✓ 2007				
		<b>I</b> 2008				
		<b>₽</b> 2009				
		<b>I</b> 2010				
					Save Changes	l c
	Account Adr	ninistrator Details		Organization		
Na		Email	000@evestreet.com	Organization		
Na Te	<b>me</b> st User		000@eyestreet.com		Phone	
Na Ter Ch	<b>me</b> st User ristina Thomas	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com		EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Na Te: Ch erge	me st User ristina Thomas This Account -	Email andy.obrien+nimscast.bravo.10		EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Na Te: Ch erge	<b>me</b> st User ristina Thomas	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com		EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Na Te: Ch erge	me st User ristina Thomas This Account -	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com Copy the responses to another		EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Nat Tes Ch erge	me st User ristina Thomas This Account - ve Account	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com Copy the responses to another		EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Nat Tes Ch erge	me st User ristina Thomas This Account - ve Account Find accounts Name:	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com Copy the responses to another	account, storing the	EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	
Na Te: Ch erge Mov	me st User ristina Thomas This Account - ve Account Find accounts Name: Name: Match Any	Email andy.obrien+nimscast.bravo.10 Thomas_Christina@bah.com Copy the responses to another by matching	account, storing the	EADIS IBM EADIS	Phone 555-555-5555 555-555-5555	

Figure 2-6: Edit a Primary Account

# 2. EDITING SUB-ACCOUNTS

NIMSCAST administrative users can edit sub-accounts within their account hierarchy.

To edit a sub-account:

- Step 1: Verify that you are in the correct primary account by reviewing the account string located near the top of the page (Figure 2-7: Edit a Sub-Account). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select another account.
- Step 2: On the Navigation menu, click the **Manage Sub-**Accounts link. This view provides a list of all subaccounts and shows the contact information, jurisdiction type, State, number of sub-accounts and number of users for each one. In addition, users can review the available assessment years and the last rollup date from this summary view.

You must be a primary account user with administrative permissions to edit a sub-account.

Within the NIMSCAST hierarchy, an account can be both a primary and a sub-account.

**Note:** Click on any of the column header links to sort the listing based on the selected column's values. Click the header a second time to reverse the sort order.

Step 3: Click the edit details icon in next to the appropriate account.

Navigation	[Current Account] » USA	» Region 3								
Reports Review Rollups Review Rollup CAPs	Accounts The table below lists the	sub-accounts o	f the current a	ccount.	From this (	page yoi	u can do the fol	lowing	actions:	
Manage Guidance Manage Permissions Manage Sub-Accounts	The table below lists the Add a new sub-ar Change account Switch into the ac	ccount to this ac information by c count by clicking	count by click licking on 📽 g on the accou	ng on ti int nam	ne "Create e link.	New Ac	count" link belo	W.		
User Activity Log Search User Search	<ul> <li>Clear the responsion of the company of</li></ul>	ses or remove a its to another lo	in empty sub- cation in your	account hierarch	account by by clickin	/ clicking g on the	g on the 🗙 to t Move Accoun	he righ ts" link	t of the accoun below the table	t. e.
Email Users Edit This Account Edit My User Profile Submit Feedback	This table displays the fo • Account Name - 1 • Contact Info - The	Vame of the acc name of the pe	ount. Irson associa	ted with	the accour					
Change My Password Log Out Resources About NIMSCAST	<ul> <li>Jurisdiction Type</li> <li>State - The State</li> <li>Sub-accounts - T</li> <li>Users - The num</li> <li>Year - The asses</li> <li>Last Rollup Date</li> </ul>	that this accoun he number of in ber of users tha sment year.	t is associate nmediate sub t have a direct	d with. accour associ	its this acco ation with t	ount has	s established.	ite, Loc	al, Tribal)	
User's Guide [pdf]	Create New Account	t								
Acronyms Glossary	Name <del>-</del>	Contact Info	Jurisdiction Type		Sub- Accounts	Users	Assessment	Year	Last Rollup Date	
Announcements Frequently Asked Questions	Delaware		State	DE	34	0	NIMSCAST NIMSCAST NIMSCAST	2010 2009 2008	2010-09-24 2009-10-07 2009-10-07	×
Implementation Guidance	10						NIMSCAST NIMSCAST	2007 2006	2008-02-26	

Figure 2-7: Edit a Sub-Account

Step 4: Review and update account information displayed (Figure 2-8: Edit a Sub-Account). For more information on the field descriptions, see the <u>Creating Sub-Accounts</u> section.

**Note:** State administrative users can control the assessments available for completion by their sub-accounts. For additional information see <u>Controlling Active Assessment</u> <u>Collections by Year</u>.

Step 5: Click the **Save Changes** button.

**Note:** Administrative users can update their account hierarchy by moving sub-accounts. For additional information see <u>Moving Accounts</u> step 6.

[Current Account] > USA	» Region 3	Questions/Comme
		he efficiel account his make from the
following information for the	uni mormation or merge a public account with another account in t ne account:	ne omcial account nierarchy. Provide the
tonowing internation for a	le account.	
<ul> <li>Account Name - A</li> </ul>	concise name for the account.	
<ul> <li>Description - A lon</li> </ul>	ger optional description of the account.	N
	A selection of available jurisdiction types, will control what version	of the metrics is
	as many disciplines as apply to the population represented by this	s new account.
<ul> <li>State - Verify the cit</li> </ul>	prrect state is selected, will be readonly if state is already designate	ed by location in
account hierarchy.	indediction trace only extent the soundy that hast describes the inde	adictions to option
<ul> <li>Tribe - For tribal ju</li> </ul>	risdiction types only, select the tribe that best describes the jurisdiction	tions.
<ul> <li>Participation Type</li> </ul>	<ul> <li>A choice describing how metrics will be collected for this account</li> </ul>	
		account. These can
		ante
o conserva	sessitient - Check and box to allow the account to hit out assessing	51H3.
Note: Switching your Jun	sdiction Type may cause you to lose access to your previously e	entered metrics data.
EditAccount		
LontAccount		
Account Name*:	Virginia	
cheer and the second seco	(virginia	
Description:	NULL	
Jurisdiction Type*:	State	
South of American State		
Disciplines		
	Coroner/Medical Examiner	
	Community Group/Volunteer Agency	
	Emergency Management	
	Educational Institution	
	Emergency Medical Services	
		L≥
	Public Works/Utilities	
	Search & Rescue	
	Transportation Authorities	
	Other	
State*:	Virginia	1
	Iurisdiction uses NIMSCAST to measure NIMS Implements	tion Metrics
	Collects Assessment	
	Require Correction Action Plans For Accounts Below This C	ine
	Edit Account Detai Use this form to edit acco following Information for th Description - A lon - Jurisdiction Type - - Discipne: Balect - Second Triber - For Insarchy - County - For Insarchy - Count	<ul> <li>Discipline - Select as many disciplines as apply to the projulation represented by this account hierarchy.</li> <li>County - For tocal jurisdiction types only, select the county that best describes the jurisdiction type - A choice describing how metrics will be collected for this account.</li> <li>The offlowing selections may not be available if restrictions have been placed on this only be edited if user has administrator access to the parent account.</li> <li>Collect Assessment - Check this box to allow the account to fill out assessment is been to be available if restrictions have been placed on this only be edited if user has administrator access to the parent account.</li> <li>Collect Assessment - Check this box to allow the account to fill out assessment account Name*:</li> <li>Virginia</li> <li>Description:</li> <li>NULL</li> <li>Jurisdiction Type*:</li> <li>State</li> <li>State</li> <li>Virginia</li> <li>Coroner/Medical Examiner</li> <li>Coroner/Medical Examiner</li> <li>Coroner/Medical Examiner</li> <li>Community Group/volunteer Agency</li> <li>Emergency Medical Services</li> <li>Firefighting</li> <li>Haszitat</li> <li>Law Enforcement</li> <li>Non-Governmental Organization</li> <li>Public Administration</li> <li>Public Administration</li> <li>State*:</li> <li>Virginia</li> <li>Unisdiction sees NIMSCAST to measure NIMS Implemental</li> </ul>

Figure 2-8: Edit a Sub-Account

# **E. CLEARING OR DELETING SUB-ACCOUNTS**

Users with administrative permission have the ability to delete empty sub-accounts, clear responses or delete an entire sub-account with responses entered. Great care should be taken when performing this action. Once an account has been cleared or deleted, the data cannot be recovered. If a user deletes data in error the data must be manually re-entered into the NIMSCAST.

To delete or clear an account:

- Step 1: Verify that you are in the correct primary account by reviewing the account string located near the top of the page (Figure 2-9: Clearing or Deleting Sub-Accounts). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select another account.
- Step 2: Click on **Manage Sub-Accounts** link in the Navigation menu.
- Step 3: Select the delete icon  $\times$  next to the account that you want to clear or delete information.

Once you clear or delete an account, it cannot be undone.

Accounts with subaccounts cannot be deleted until the sub-accounts are deleted or moved.

Navigation	[Current Account] » USA » Region 3	3 » Virginia » Loudoun							
Select an Assessment									
Submit for Rollup	Accounts The table below lists the sub-accounts of the current account. From this page you can do the following actions:								
Reports Review Rollups		ints of the current account. From this page			actions:				
Review Rollup CAPs	Add a new sub-account to t     Change account information	this account by clicking on the "Create Nev	w Account" link l	below.					
Marana Quidanaa	Change account information     Switch into the account by a	clicking on the account name link.							
Manage Guidance Manage My CAPs		ove an empty sub-account account by clic							
Manage My Snapshots Manage Permissions	<ul> <li>Move sub-accounts to anoth</li> </ul>	her location in your hierarchy by clicking or	n the "Move Acc	ounts" li	nk below th	e table.			
Manage Permissions Manage Sub-Accounts	This table displays the following info	ormation about each sub-account:							
Account Search User Activity Log Search	<ul> <li>Account Name - Name of the Contact Info. The name of the</li> </ul>	he account. the person associated with the account wh	on it was create	d					
User Search	<ul> <li>Jurisdiction Type - The jurisdiction</li> </ul>	diction type that this account is associated			cal, Tribal	)			
Email Users	State - The State that this a	account is associated with. r of immediate sub-accounts this account h	han natablished						
Edit This Account		s that have a direct association with this account r							
Edit My User Profile Submit Feedback	<ul> <li>Year - The assessment year</li> </ul>								
Submit reeuback	Create New Account	of the last rollup for this account.							
Change My Password	Create New Account		Jurisdiction	State	Sub-	Heore	Assessment	Voar Last	Oollun
Log Out	Name 👻	Contact Info	Туре	i State	Accounts	03613	Assessment		te
Resources	Fire and Rescue	Thomas_Christina@bah.co	om Local	VA	0	1			
	-								
About NIMSCAST User's Guide [pdf]	K Loudoun Emergency Respond	der Committee BobResponder@LERC.org	Local	VA	0	1			

Figure 2-9: Clearing or Deleting Sub-Accounts

Step 4: A prompt window appears to confirm that you want to delete or clear the selected account (Figure 2-10: Confirmation of Delete or Clear). Click **OK** to confirm; click **Cancel** to cancel.

**Note:** If the account has no metric responses or sub-accounts recorded, the account is deleted immediately.

Message from webpage 🛛 🔀					
2	Are you sure you want to remove or clear the Loudoun Emergency Responder Committee account?				
	OK Cancel				



Step 5: In the Clear/Delete Account Options box, accounts with metric information or subaccounts must select the radio button to choose from the following options (Figure 2-11 Clear/Delete Options):

Clear Selected Responses	Select this option to clear a specific assessment and retain all other assessment and account information. Users can select from all available assessments.
Clear All Responses	Select this option to clear all assessment responses but retain the account information.
	Select this option to remove all responses and all account information.
Clear All Responses and Delete Account	<b>Note:</b> If an account has sub-account(s), it cannot be deleted until the sub-accounts are moved under a different primary account or are deleted prior to the removal attempt. For more information see the <u>Moving Accounts</u> section.

Step 6: Click the **Submit** button to confirm the clear or delete selections; click the **Cancel** button to cancel the action.

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation Me	etrics	
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Clear/Delete Account	
Submit for Rollup		
Reports Review Rollups Review Rollup CAPs	Clear/Delete Account Options Account 'Bristol' has answered responses. Choose the appropriate option below	Γ.
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts Account Search User Activity Log Search User Search Email Users Edit This Account	<ul> <li>Clear Selected Responses</li> <li>Clear FY2010 NIMS Implementation Metrics ONLY</li> <li>Clear FY2009 NIMS Implementation Metrics ONLY</li> <li>Clear FY2008 NIMS Compliance Metrics ONLY</li> <li>Clear FY2007 NIMS Compliance Metrics ONLY</li> <li>Clear FY2 2005-2006 NIMS Baseline (NIMCAST) ONLY</li> <li>Clear All Responses</li> <li>Clear All Responses and Delete Account</li> </ul>	
Edit My User Profile Submit Feedback	Submit Cancel	

Figure 2-11: Clear/Delete Options

# F. MOVING ACCOUNTS

NIMSCAST administrative users can move accounts within their hierarchy without losing assessment information or user permissions. For suggested account hierarchy information, see Establishing an Account Hierarchy.

Users accessing the move account feature from the Edit Account Details page should begin at **Step 6** (for more information see <u>Editing Primary Accounts</u> or <u>Editing Sub-Accounts</u>). Account information, assessment responses, and user permissions remain intact when an account is moved.

To move an account:

Step 1: If an existing account is to be moved to a new account, the administrative user must create the new account first; e.g., if a State wishes to restructure accounts by intra-state regions instead of by counties, the administrative user must first create the intra-state regions before moving the counties under the appropriate intra-state region.

For more information on creating an account, see the section on Creating Sub-Accounts.

- Step 2: Verify that you are in the primary account of the sub-account you want to move by reviewing the account string located near the top of the page (Figure 2-12: Move Accounts). To switch accounts, click the Current Account link or click on the link of one of the accounts in the account string to select another account.
- Step 3: Click the **Manage Sub-Accounts** link in the Navigation menu to view all the subaccounts of the current account.
- Step 4: Scroll to the bottom of the page and click the **Move Accounts** link to open the move accounts wizard.

Mariantina	ICurr	ent Account] » US	SA » Region 3 » Virgi	nia » Loudour				ſ	?	tions/Commer	
Navigation Select an Assessment									- Ques	tions/Commer	us
Select an Assessment	_ Acc	ounts									
Submit for Rollup	The t	able below lists tl	ne sub-accounts of the	current accou	nt. Fror	n this page	you ca	n do the follow	ing acti	ons:	
Reports Review Rollups			ne sub-accounts of the p-account to this acco							ons:	
Review Rollup CAPs		Change accou	nt information by click	ing on 🖉							
Manage Guidance		<ul> <li>Switch into the</li> </ul>	e account by clicking o	on the account				~			
Manage My CAPs Manage My Snapshots Manage Permissions		<ul> <li>Clear the resp</li> <li>Move sub-acc</li> </ul>	onses or remove an er ounts to another locati	npty sub-accou on in your hiera	int acco archy by	ount by clic / clicking o	king on h the "N	the 🔨 to the love Accounts	right of " link be	the account. elow the table.	
Manage Sub-Accounts	This	table displays the	following information	about each sub	-accou	nt:					
Account Search User Activity Log Search User Search		<ul> <li>Contact Info -</li> <li>Jurisdiction Ty</li> </ul>	e - Name of the accour The name of the perso pe - The jurisdiction ty	n associated w pe that this ac	count is				, Local,	Tribal)	
Email Users Edit This Account Edit My User Profile Submit Feedback		<ul> <li>Sub-accounts</li> <li>Users - The nu</li> <li>Year - The ass</li> </ul>	ate that this account is - The number of imme umber of users that har sessment year. ate - The date of the la:	diate sub-acco ve a direct asso	unts thi ociation	with this a		blished.			
Ohana M. Daamad	Crea	ate New Acco	unt								
Change My Password Log Out		Name 🕶	Contact Info	Jurisdiction Type	State	Sub- Accounts	Users	Assessment	Year	Last Rollup Date	
Resources	R	E: 10	Joe.User@fema.gov	Trabati	VA	0	1				

Figure 2-12: Move Accounts

Step 5: On the **Step 1: Select Accounts to Move** page, click the checkbox next to the account name to select each of the accounts to be moved (Figure 2-13: Select Accounts to Move).

Multiple sub-accounts can be selected to be moved under a single primary account.

**Note:** You can move sub-accounts to only one primary account at a time.

- Step 6: Select the radio button next to the appropriate method to determine the new location of the account(s).
  - Select **Find accounts using my account permission listing** to view a complete list of accounts you that you have permission to manage.
  - Select **Find accounts by matching the name** to enter all or part of a specific account name. In this option you may also search the account path for the identified text.
- Step 7: Click the **Continue** >> button.

NIMS Compliance Assistance	ce Support Tool (NIMSCAST)	Loudoun Christina Thomas [Inherited Admin
FY2010 NIMS Implementation	I Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun	Questions/Comments
Select an Assessment Submit for Rollup	Step 1: Select Accounts to Move This wizard enables administrators to relocate accounts within the hierarchy.	
Reports Review Rollups Review Rollup CAPs	The first step is to ensure that the new parent account has been created. Next ye accounts you want to move. From here, you can select as many sub-accounts (a move to the destination selected on the subsequent screens.	
Manage Guidance Manage My CAPs	Creation Year Last Rollup Name Contact Info Date Date	
Manage My Snapshots Manage Permissions Manage Sub-Accounts	Fire and Rescue Joe.User@fema.gov 2011-01-28 2010 n/a 2009 n/a 2008 n/a 2007 n/a	
Account Search User Activity Log Search User Search	2006 How would you like to identify the new location for the a	ccount
Email Users Edit This Account Edit My User Profile Submit Feedback	<ul> <li>Find accounts using my account permission listing</li> <li>Find accounts by matching the name</li> </ul>	
Change My Password Log Out	Search Account Name for:	
Resources About NIMSCAST User's Guide [pdf] Acronyms	< Back Continue >>	

Figure 2-13: Select Accounts to Move

Step 8: On the **Step 2: Select an Account to Move Into** page, click on the appropriate account to select the new primary account location for the selected sub-accounts (Figure 2-14: Select an Account to Move Into). You can move sub-

**Note:** If a large number of accounts are available, users may filter the accounts displayed by controlling the depth level of inheritance that is returned.

You can move subaccounts to only one primary account at a time.

VIMS Compliance Assistance	e Support Tool (NIMSCAST) Fairfax (	City Christina Thomas [Inherited Adr
Y2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Fairfax City	Questions/Comments
Select an Assessment	Filter Accounts Displayed	
Submit for Rollup	View all of my accessible accounts.	
Reports Review Rollups Review Rollup CAPs	<ul> <li>View all of my accessible accounts, but restrict the depth level of "[Inherited Admin]" and "[Inheritied Read-Only]".</li> <li>Depth Level: 2</li> </ul>	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Accounts per page: 100 Save and Refresh List	
Account Search User Activity Log Search User Search	Step 2: Select an Account to Move Into You have chosen to move the following account(s): Fire and Rescue	
Email Users Edit This Account	Please select an account to move the list of accounts into.	
Edit This Account Edit My User Profile Submit Feedback	ACCOUNT USA	PERMISSION
	Region 1	[Admin]
Change My Password .og Out	Connecticut	[inherited Admin]
Log Out	Eastern Area 4	[Inherited Admin]
Resources	North Central Area 3	[inherited Admin]
About NIMSCAST	Northwest Area 5	[Inherited Admin]

Figure 2-14: Select an Account to Move Into

Step 9: On the **Step 3: Confirm the Account Move** page, click the **Move Accounts** button to confirm that the accounts are correct. NIMSCAST will then relocate the selected accounts (Figure 2-15: Confirm Move).



## Figure 2-15: Confirm Move

# **G. SEARCHING ACCOUNTS**

Administrative users with access to a large account hierarchy can use the Account Search feature to

quickly search the hierarchy for a partial or full account name. NIMSCAST will return all account names associated with the search located within the user's inherited account structure.

To search accounts:

- Step 1: Click the **Account Search** link on the Navigation menu (Figure 2-16: Account Search).
- Step 2: In the **Name** field, enter a partial or full account name.
- Step 3: If appropriate, click the **checkbox** to select the **Match Anywhere in the account hierarchy** option.

**Note:** Selecting this option will allow the users to search the full account path, not just the account name.

## **Examples:**

- Searching "Kentucky" without the Match Anywhere box selected returns all the results with Kentucky in the account name (the last account in the account string).
- Searching "Kentucky" with the Match Anywhere box selected returns all the results with Kentucky anywhere in the account string.

Step 4: Click the **Search** button.

# Tips for using the Account Search:

- Partial or full names can be entered.
- Search criteria are not case sensitive.
- Users can only search among accounts to which they have direct or inherited privileges.
- Users can optionally search the entire account string.

NIMS Compliance Assistance	e Support Tool (NIMSCAST)	Loudoun Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun	Questions/Comments
Select an Assessment	Account Search	
Submit for Rollup	Search for accounts in your hierarchy. You can enter full or partial inform	ation in the character-based fields in the criteria below.
Reports Review Rollups Review Rollup CAPs	Click Search to search using the information you specify.	
Manage Guidance Manage My CAPs	Name:	
Manage My Snapshots Manage Permissions	Match Anywhere in the account hierarchy:	
Manage Sub-Accounts	_ Search	
Account Search User Activity Log Search User Search		

Figure 2-16: Account Search

Step 5: On the Account Search Results page, review the returned results and click on the appropriate account string to select it. The selected account will open (Figure 2-17: Account Search Results).

IIMS Compliance Assistance	e Support Tool (NIMSCAST)	Loudoun Christina Thomas [Inherited Adm		
Y2010 NIMS Implementation I	Metrics			
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun	Questions/Comments		
Select an Assessment	Account Search Results			
Submit for Rollup				
Reports Review Rollups Review Rollup CAPs	<ul> <li>The following results have matched the criteria specified.</li> <li>The first column is the full path to the account, selecting this link will dis current account into this account.</li> <li>The second column shows what your permission level level is for this ac "Manage Permissions" page for this account.</li> </ul>			
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts Account Search User Activity Log Search	Account -	Permission Type		
	USA » Region 1 » Maine » York county » Alfred	Inherited Admin		
	USA » Region 3 » Maryland » Frederick County	Inherited Admin		
	USA » Region 3 » Maryland » Frederick County » Frederick City	Inherited Admin		
Jser Search	USA » Region 3 » Pennsylvania » PEMA Eastern Area » Southeast Task Fo » Lower Frederick Township	orce » Montgomery County Inherited Admin		
Email Users Edit This Account Edit My User Profile	USA » Region 3 » Pennsylvania » PEMA Eastern Area » Southeast Task Fo » Upper Frederick Township	orce » Montgomery County Inherited Admin		
Submit Feedback	USA » Region 3 » Pennsylvania » PEMA Western Area » Southwestern Tas Fredonia Borough	sk Force » Mercer County » Inherited Admin		
Change My Password Log Out	USA » Region 3 » Virginia » Frederick	Inherited Admin		
an <del>d</del> aranak	USA » Region 3 » Virginia » Fredericksburg City	Inherited Admin		

Figure 2-17: Account Search Results

# **CHAPTER TOPICS:**

- Determining User Permissions
- Adding a User to an Account
- Editing User Permissions
- <u>Removing User Permissions</u>
- Updating a User Profile from the Permissions Page
- <u>Searching Users</u>
- <u>Searching User Activity</u>

# A. DETERMINING USER PERMISSIONS

NIMSCAST user permissions describe the relationship between users and accounts. Every user is assigned to a particular account and, depending on the permission type, may be able to view or manage several sub-accounts through the use of inherited rights. The five types of permissions assigned to NIMSCAST users include:

- Administrative (Admin): Allows user full access to an account, including adding additional users to an account, adding and removing sub-accounts, and submitting assessments for rollup.
- **Standard with Rollup:** Allows user to provide responses to and rollup assessments but not manage users.
- **Standard without Rollup:** Allows user to provide responses to assessments but not manage users or submit for rollup.
- **Read Only with Inheritance:** Allows user read-only access to the entire account structure at and below the account.
- **Read Only:** Allows user access to view reports on an account. Read Only users cannot enter any data, manage users, create new accounts, or submit for rollup.

Chart 3-1: NIMSCAST User Permissions provides an overview of the NIMSCAST roles and their associated user privileges.

			User Role		
Permission Privileges	Administrative	Standard with Rollup	Standard without Rollup	Read Only with Inheritance	Read Only
Establish Sub-Accounts	$\checkmark$				
Create/Change User Permissions	$\checkmark$				
Search for Accounts or Users	$\checkmark$				
Email Users	$\checkmark$				
Complete Assessment Metrics	✓	~	$\checkmark$		
View Account Reports	$\checkmark$	✓	$\checkmark$	√*	$\checkmark$
Submit Assessment Metrics for Rollup	$\checkmark$	✓			
Manage Snapshots	$\checkmark$	$\checkmark$			
View Rollup Reports	$\checkmark$	$\checkmark$	$\checkmark$	√*	$\checkmark$
Migrate Accounts	$\checkmark$				

# **B. ADDING A USER TO AN ACCOUNT**

Each NIMSCAST user is assigned to a particular account(s) and a permission type. There can be one or many users with different permission types for one account. Personal information associated with a user is captured to facilitate communication among NIMSCAST users. This information includes the user's name, organization affiliation, email, and phone number.

Users log in to their NIMSCAST accounts using their email address and a password. For more information on accessing and logging into NIMSCAST, see <u>Getting Started</u>. You must have administrative permissions to create a user.

To add a user to an account:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-1: Adding a User). To switch accounts, click the **Current** 

Account link or click on the link of one of the accounts in the account string to select the appropriate account.

- Step 2: Click the Manage Permissions link in the Navigation menu.
- Step 3: Click the **Add a User** link from the Permissions page.

IMS Compliance Assistance	e Support Tool (NIMSCAST			Loudoun Christin	a Thomas [Inherited	Admi
Y2010 NIMS Implementation	Metrics					
Navigation	[Current Account] » US	A » Region 3 » Virginia » Loud	oun	3	Questions/Comme	nts
Select an Assessment	Permissions					
Submit for Rollup	The table below list the	users currently associated with	the current account. From	this page you car	n do the following act	ions:
Reports Review Rollups Review Rollup CAPs		nis account by clicking on the "A ady associated users permission ion type.		k provided for thei	ir	
Manage Guidance Manage My CAPs Manage My Snapshots	Remove an exis Valid Permission types	ating association with a user by o are:	clicking on the 🗙 to the rig	pht of the user.		
Manage Permissions Manage Sub-Accounts	Admin - Gives u	user full access to account, inclu	ding associating additional	users and		
Account Search User Activity Log Search User Search	users.	Collup - Allows user to provide res ut Rollup - Allows user to provide				
Email Users Edit This Account Edit My User Profile Submit Feedback	<ul> <li>Read-only - Giv users or submit</li> <li>Read-only with and below the a</li> </ul>	es user access to view reports o	-only access to the entire a nanage users or submit for	account structure		
Change My Password	Add a User					
Log Out	Name 🕶	Email	Organization	Phone	Permission Type	е
Resources About NIMSCAST	Cynthia Firefighter	Cynthia_Firefighter@FCFD.org	Loudoun County Fire Department	777-777- 7777	Standard with Rollup	×
About NIMSCAST Jser's Guide [pdf] Acronyms Glossary	🧕 Joe User	Joe.User@fema.gov	Fire and Rescue	555-555- 5555	Admin	>

## Figure 3-1: Adding a User

Step 4: In the Message from webpage dialog box, click the **OK** button to verify that you want to add a user to the identified account (Figure 3-2: Confirmation Window).

Manage Guidance Manage My CAPs Manage My Snapshots	Valid Permission ty Message from webpage	)
Manage Permissions Manage Sub-Accounts	Admin - Gi     Press OK to confirm you want to add a user to the account:     submitting	l users and
Account Search User Activity Log Search	Standard w USA » Region 3 » Virginia » Loudoun users.     Standard w OK Cancel	ey but not manage lot manage users or
User Search Email Users Edit This Account	Submit for      Read-only - Gives user access to view reports on this account but not en     users or submit for rollup.	
Edit My User Profile	<ul> <li>Read-only with Inheritance - Gives the user read-only access to the entire and below the account but not enter any data manage users or submit fr</li> </ul>	

- Step 5: On the Add a User to this Account page, scroll down to the Add a User box (Figure 3-3: Add User).
- Step 6: In the **Email** field, enter the user's email address.

**Note:** The user's email address is used to log in to NIMSCAST and for email distribution of NIMSCAST alerts and updates. If the user email already exists in the system, a prompt will appear to select the existing user.

- Step 7: In the **Permission Type** filed, select the appropriate permission type from the drop-down list menu.
- Step 8: Click the **Next>** button to continue.

**Note:** If the user already exists in NIMSCAST, the user will be added to the account upon clicking the **Next>** button.

Existing users are added to an account upon clicking the <u>Next></u> button.

VIMS Compliance Assistance	e Support Tool (NIMSCAST)	Loudoun Christina Thomas [Inherited Admi
Y2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun	Questions/Comments
Select an Assessment	Add a User to this Account	
Submit for Rollup	To add a user to this account, type in their email address and select a per- Valid Permission types are:	ermission type.
Reports Review Rollups Review Rollup CAPs	Admin - Gives user full access to account, including associating submitting for rollup.	
Vanage Guidance Vanage My CAPs Vanage My Snapshots Vanage Permissions Vanage Sub-Accounts	<ul> <li>Standard with Rollup - Allows user to provide responses to and rousers.</li> <li>Standard without Rollup - Allows user to provide responses to suisubmit for rollup.</li> <li>Read-only - Gives user access to view reports on this account buusers or submit for rollup.</li> <li>Read-only with Inheritance - Gives the user read-only access to to</li> </ul>	rvey but not manage users or it not enter any data, manage
Account Search Jser Activity Log Search Jser Search	<ul> <li>and below the account but not enter any data, manage users or s</li> <li>None - Explicitly removes access to this account (not recomment</li> </ul>	submit for rollup. ided).
Email Users Edit This Account Edit My User Profile Submit Feedback	If the new user is not already known by the system you will be asked for information on a subsequent screen.  Add a User	additional identifying
Change My Password Log Out	Email: Account: Loudoun	
Resources About NIMSCAST Jser's Guide [pdf] Acronyms	Permission Type: Admin  Next > Cancel	

#### Figure 3-3: Add User

- Step 9: If the user is new, the Register a New User page will open to collect additional contact information on the user (Figure 3-4: Register a New User).
- Step 10: In the **Name** field, enter the user's first and last name.
- Step 11: In the **Organization** field, enter the name of the user's organization.
- Step 12: Verify the **Email** field.
- Step 13: In the **Phone** field, enter the user's phone number.
- Step 14: Select the checkboxes next to the user's email notification preferences.

- Step 15: Verify the **Permission Type** field.
- Step 16: Select the radio button next to the user's rollup prompt preference.
- Step 17: Click the **Register** button to complete user registration.

NIMS Compliance Assistance	Support Tool (NIMSCAS	ST)	Loudoun Christina Thoma	s [Inherited Admin]
FY2010 NIMS Implementation M	letrics			
Navigation	[Current Account] » U	SA » Region 3 » Virginia » Loudoun	Questic	ons/Comments
Select an Assessment	Register a Nev	v User		
Submit for Rollup	To request a new use	account, enter the information requested and click on Reg ately be sent to the email address you provide.	ister. A temporary	
Reports Review Rollups Review Rollup CAPs	Register a N	ew User		٦
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Name: Organization: Email:	George Mayor@Gov.nul		
Account Search User Activity Log Search User Search	Phone:	Receive email when new permissions are assigned.		
Email Users Edit This Account Edit My User Profile Submit Feedback		Receive email when sub-account submits a rollup.     Receive email when corrective action plans are overdue	<b>1</b> .	L <sub>s</sub>
Change My Password Log Out	Account: Permission Type:	Standard with Rollup		
Resources About NIMSCAST User's Guide [pdf] Acronyms Glossary Announcements Frequently Asked Questions		For 'Admin' type selection above: When I make changes to my completed responses, or when my assessment has been completed for the first ti I do not be asked to rollup my responses. (recommen I do NOT want to be asked to rollup my responses. Register	ded)	

Figure 3-4: Register a New User

Step 18: Following registration, the users are sent an email inviting them to log in to NIMSCAST with a temporary password or informing them that they have access to a new account.

# **C. EDITING USER PERMISSIONS**

The ability to change a permission type is only available for users who have administrative permission on the current account. Administrative users may also use this process to update other users' accounts, including changing passwords and email addresses, for users within the administrative user's account hierarchy.

To edit user permissions:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-5: Edit User Permissions). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account Only an account's administrative users can assign or change permission for other users.

string to select the appropriate account.

- Step 2: Click the **Manage Permissions** link in the Navigation menu.
- Step 3: Click the current permission link in the **Permission Type** column for the appropriate user.

MS Compliance Assistance	Support	t Tool (NIMSCAS	ST)	Loudo	un Christina	Thomas [Inherited	Admi
(2010 NIMS Implementation M	letrics						
Navigation	[Curr	[Current Account] » USA » Region 3 » Virginia » Loudoun Questions/Comments					
Select an Assessment	Per	rmissions					
Submit for Rollup			e users currently associated with	n the current account. From this pa	ge you can d	lo the following act	iols:
Reports Review Rollups Review Rollup CAPs				'Add a User" link below. on type by clicking on the link provi	d <mark>e</mark> d for their		
Manage Guidance Manage My CAPs Manage My Snapshots		<ul> <li>Remove an ex</li> <li>Permission type</li> </ul>		clicking on the $ imes$ to the right of the	ne user.		
vlanage Permissions Vlanage Sub-Accounts		<ul> <li>Admin - Gives submitting for</li> </ul>		luding associating additional users	and		
Account Search Jser Activity Log Search Jser Search		<ul> <li>Standard with users.</li> </ul>	Rollup - Allows user to provide re out Rollup - Allows user to provid	esponses to and rollup survey but n le responses to survey but not man			
Email Users Edit This Account Edit My User Profile Submit Feedback		<ul> <li>Read-only - Giusers or subm</li> <li>Read-only with and below the</li> </ul>	ives user access to view reports iit for rollup. n Inheritance - Gives the user rea	on this account but not enter any d d-only access to the entire accoun manage users or submit for rollup. upt (not recommended)			
Change My Password		a User		ant (not recommended).			
.og Out		Name 🔻	Email	Organization	Phone	Permission Type	
Resources About NIMSCAST Jser's Guide [pdf]	2	Bob Responder	BobResponder@LERC.org	Loudoun Emergency Responder Committee	777-777- 7777	Standard with Rollup	>
Acronyms Glossary	8	Cynthia Firefighter	Cynthia_Firefighter@FCFD.org	Loudoun County Fire Department	777-777- 7777	Standard with Rollup	>
Announcements	9	George Mayor	George.Mayor@Gov.nul	Georgeville	222-222- 2222	Standard with Rollup	7
requently Asked Questions	-	Joe User	Joe User@fema.gov	Fire and Rescue	555-555-	Admin	2

## Figure 3-5: Edit User Permissions

- Step 4: On the Edit User Permissions page, in the **Permission Type** field, select the appropriate permission type from the drop-down list menu (Figure 3-6: Edit User Permissions).
- Step 5: Click the **Edit Permissions** button.

NIMS Compliance Assistance	ce Support Tool (NIMSCAST)	Loudoun Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun	Questions/Comments
Select an Assessment	Edit User Permissions	
Submit for Rollup		
Reports	Edit User Permissions	
Review Rollups Review Rollup CAPs	Email: BobResponder@LERC.org	
	Account: Loudoun	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Permission Type: Standard with Rollup	

Figure 3-6: Edit User Permissions

# **D. REMOVING USER PERMISSIONS**

From the NIMSCAST Permissions page, administrative users can also remove a user's permission to access a selected account.

To remove user permissions from an account:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-7: Removing User Permissions). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click the **Manage Permissions** link in the Navigation menu.
- Step 3: Click the delete icon  $\times$  on the far right of the appropriate user record.

IMS Compliance Assistance S	Support	t Tool (NIMSCAS	(T)	Loudo	un Christina	Thomas [Inherited	Adm	
Y2010 NIMS Implementation Me	etrics							
Navigation	[Curr	ent Account] » U	SA » Region 3 » Virginia » Lou	doun	2	Questions/Comme	nts	
Select an Assessment	Per	missions						
Submit for Rollup			e users currently associated with	n the current account. From this pag	ge you can d	o the following acti	obs	
Reports Review Rollups Review Rollup CAPs	<ul> <li>Add a user to this account by clicking on the "Add a User" link below.</li> <li>Change an already associated users permission type by clicking on the link provided for their current permission type.</li> </ul>							
Manage Guidance Manage My CAPs Manage My Spanshots	<ul> <li>Remove an existing association with a user by clicking on the X to the right of the user.</li> <li>Valid Permission types are:</li> </ul>							
Manage Permissions Manage Out-Accounts				luding associating additional users	and			
Account Search Jser Activity Log Search Jser Search		users.	Rollup - Allows user to provide re out Rollup - Allows user to provid	esponses to and rollup survey but n le responses to survey but not man				
Email Users Edit This Account Edit My User Profile Submit Feedback		<ul> <li>Read-only - Gi users or subm</li> <li>Read-only with and below the</li> </ul>	ves user access to view reports it for rollup. n Inheritance - Gives the user rea	on this account but not enter any d d-only access to the entire account manage users or submit for rollup. upt (not recommended)				
Change My Password		a User		ant (not recommended).				
.og Out		Name 🕶	Email	Organization	Phone	Permission Type		
Resources About NIMSCAST Jser's Guide [pdf]	9	Bob Responder	BobResponder@LERC.org	Loudoun Emergency Responder Committee	777-777- 7777	Standard with Rollup		
Acronyms Glossary	2	Cynthia Firefighter	Cynthia_Firefighter@FCFD.org	Loudoun County Fire Department	777-777- 7777	Standard with Rollup		
Announcements	0	George Mayor	George.Mayor@Gov.nul	Georgeville	222-222- 2222	Standard with Rollup		
Frequently Asked Questions	-	Joe User	Joe User@fema.gov	Fire and Rescue	555-555-	Admin	2	

Figure 3-7: Removing User Permissions

Step 4: In the Message from webpage dialog box, click the **OK** button to confirm removal of the correct user permission (Figure 3-8: Permission Removal Confirmation).

Change My Password	Add a User								
Log Out	Name 💌	Email Organization Phone	Permission Type						
Resources	😰 Bob Responder	Message from webpage 🛛 🔓 🔀	- Standard without >						
About NIMSCAST User's Guide [pdf] Acronyms		Press OK to confirm the removal of the following permission:	Rollup						
	Cynthia Firefighter	User Name: Bob Responder (BobResponder@LERC.org) Account Name: USA > Region 3 > Virginia > Loudoun	- Standard with >						
Glossary Announcements	🙍 George Mayor	Permission: Standard without Rollup	- Standard with > Rollup						
Frequently Asked Questions	🙍 Joe User	OK Cancel	- Admin 💙						

Figure 3-8: Permission Removal Confirmation

# E. UPDATING A USER PROFILE FROM THE PERMISSIONS PAGE

Administrative users can assist other users within their account hierarchy with tasks such as changing their email address or resetting their passwords. User information can be updated by a NIMSCAST administrative user from the Permissions page. Users also can manage their own profiles (see <u>Completing and Editing a User Profile</u> for more information).

To update a user profile from the Permissions page:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page. To switch accounts, click the Current Account link or click on the link of one of the accounts in the account string to select the appropriate account (Figure 3-9: Updating a User Profile).
- Step 2: Click the **Manage Permissions** link in the Navigation menu.

Administrative users can provide email and password assistance to other users within the administrative user's primary or sub-account hierarchy.

Step 3: Click on the appropriate user **Name** or **Email** link to view the User Details.

NIMS Compliance Assistance	e Support Tool (NIMSCAS	ST)		Loudoun Christina	a Thomas [Inherited )	Admii	
Y2010 NIMS Implementation	Metrics						
Navigation	[Current Account] » U	SA » Region 3 » Virginia » Loudo	oun	?	Questions/Commen	ts	
Select an Assessment Submit for Rollup	- Permissions The table below list th	e users currently associated with t	he current account. From	this page you can	do the following actio	ons:	
Reports Review Rollups Review Rollup CAPs	<ul> <li>Add a user to this account by clicking on the "Add a User" link below.</li> <li>Change an already associated users permission type by clicking on the link provided for their current permission type.</li> </ul>						
Manage Guidance Manage My CAPs Manage My CAPs Manage Permissions Manage Sub-Accounts Account Search User Activity Log Search User Search Email Users Edit This Account Edit My User Profile Submit Feedback	Valid Permission type Admin - Gives submitting for Standard with users. Standard with submit for roll Read-only - G users or subn Read-only wit and below the	s user full access to account, inclus rollup. Rollup - Allows user to provide res out Rollup - Allows user to provide up. ives user access to view reports or	ling associating additiona ponses to and rollup surve responses to survey but n o this account but not ente only access to the entire anage users or submit for	l users and ay but not manage not manage users o ar any data, manage account structure a	e		
Change My Password	Add a User						
Log Out	Name 🔻	Email	Organization	Phone	Permission Type		
Resources About NIMSCAST	Cynthia Firefighter	Cynthia_Firefighter@FCFD.org	Loudoun County Fire Department	777-777- 7777	Standard with Rollup	>	
User's Guide [pdf] Acronyms	😨 George Mayor	George.Mayor@Gov.nul	Georgeville	222-222- 2222	Standard with Rollup	>	

## Figure 3-9: Updating a User Profile

Step 4: On the User Details page, click on the **Edit User Information** link (Figure 3-10: User Details).

NIMS Compliance Assistance S	Support Tool (NIMSCAST)			Loudoun Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation Me	etrics			
Navigation	[Current Account] » USA » Region 3 » V	irginia » Loudoun		2Questions/Comments
Select an Assessment	User Details			
Submit for Rollup	Name: Cynthia Firefighter			
Reports Review Rollups Review Rollup CAPs	Organization: Loudoun County Fire Dep Phone: 777-777-7777 Email: Cynthia_Firefighter@FCFD.org Last logon:	artment		
Manage Guidance Manage My CAPs Manage My Snapshots	Edit User Information			
Manage Permissions Manage Sub-Accounts	User has direct permission on:	R		1
Account Search	Account	Permission Type	Delete	
User Activity Log Search User Search	USA » Region 3 » Virginia » Loudoun	Standard with Rollup	×	

Figure 3-10: User Details

Step 5: In the Edit User box, update the relevant information (Figure 3-11: Edit User).

**Note:** Changes to the email or password related fields affect how the user logs in to NIMSCAST.

Step 6: Click the **Save** button.

NIMS Compliance Assistance	Support Tool (NIMSCAST)		Loudoun Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation Me	etrics		
Navigation	[Current Account] » USA » F	Region 3 » Virginia » Loudoun	Questions/Comments
	·		- Questions/Comments
Select an Assessment	Edit User		
Submit for Rollup	User Name:	Cynthia Firefighter	
Reports Review Rollups	Organization:	Loudoun County Fire Department	
Review Rollup CAPs	Phone Number:	777-777-7777	
Manage Guidance Manage My CAPs Manage My Snapshots	Email Address:	Cynthia_Firefighter@FCFD.org	
Manage Permissions Manage Sub-Accounts	Confirm Email Address:	Cynthia_Firefighter@FCFD.org	
Account Search	New Password:		
User Activity Log Search User Search	Confirm New Password:		
Email Users		Save Cancel	
Edit This Account Edit My User Profile			
Submit Feedback	Passwords must be at least	8 characters long and must contain at least one o	f each of the following character types
Change My Password Log Out	<ul> <li>lower case character</li> </ul>		
Log out	<ul> <li>upper case characte</li> <li>special character (!,</li> </ul>		
Resources	<ul> <li>digit (0-9)</li> </ul>	(@, #, 3, %, etc)	
About NIMSCAST			
User's Guide [pdf] Acronyms	In addition, the Department of	of Homeland Security recommends that you select	a strong password using the following guidelines:
Glossary			
Announcements	<ul> <li>Passwords should n</li> </ul>	e changed every 90 days or less. ot be identical to any of the previous six passwords ot contain any dictionary word or proper noun in an	
Frequently Asked Questions		ot contain any dictionary word of proper houn in an ot contain any simple pattern of letters, such as 'q	

Figure 3-11: Edit User

# **F. SEARCHING USERS**

Administrative users with access to a large hierarchy of accounts can use the User Search feature to quickly search for users within their sub-accounts meeting the criteria specified. As with the <u>Searching</u> <u>Accounts</u> feature, partial or full information can be entered in to the search fields. The search is not case sensitive and will return any user whose name or email contains the search criteria.

To search for users:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-12: User Search). To switch accounts, click the Current Account link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the User Search link in the Navigation menu.
- Step 3: In the **Name**, **Email Address** and/or **Phone** fields, enter partial or full user name, email address or phone number information.
- Step 4: Click the **Search** button.

NIMS Compliance Assistance	e Support Tool (NIMSCAST)	Region 3 Christina Thomas [Admin]
Navigation	[Current Account] » USA » Region 3	Questions/Comments
Reports Review Rollups Review Rollup CAPs	User Search Search for users in your account hierarchies. You can enter full or partial below.	information in the character-based fields in the criteria
Manage Guidance Manage Permissions Manage Sub-Accounts	Click Search to search using the information you specify.	
Account Search User Activity Log Search User Search	Search Criteria           Name:	
Email Users Edit This Account Edit My User Profile Submit Feedback	Email Address:	
Change My Password Log Out	Search	

## Figure 3-12: User Search

Step 5: On the User Search Results page, review the returned search results (Figure 3-13: User Search Results).

Navigation	[Current Account] >> USA >> Region 3	Questions/	Comments
Reports Review Rollups Review Rollup CAPs	User Search Results		
Manage Guidance Manage Permissions Manage Sub-Accounts	<ul> <li>For each user meeting the criteria specified the following information is displayed:</li> <li>The full path to each account the user has a associated direct permission, s page after switching your current account into this account.</li> </ul>		
Manage Out Accounts	<ul> <li>The second column shows the permission level this user has on this account</li> </ul>	<ol> <li>Selecting this link will take</li> </ol>	e you to the
Account Search	<ul> <li>The second column shows the permission level this user has on this accoun "Manage Permissions" page for this account.</li> <li>To quickly remove an existing account association with a user, select the X</li> </ul>	<u>.</u>	e you to the
Account Search User Activity Log Search User Search	"Manage Permissions" page for this account.	<u>.</u>	e you to the Ed
Account Search User Activity Log Search User Search	<ul> <li>"Manage Permissions" page for this account.</li> <li>To quickly remove an existing account association with a user, select the X</li> </ul>	to the right of the user.	
Account Search User Activity Log Search	<ul> <li>"Manage Permissions" page for this account.</li> <li>To quickly remove an existing account association with a user, select the Name          <ul> <li>Email</li> <li></li> </ul> </li> </ul>	to the right of the user.	Ed

Figure 3-13: User Search Results

Step 6: To view additional information or to complete additional actions, refer to Chart 3-2: User Search.

Chart 3-2: User Search				
Action	Result			
Click on <b>user name</b> link.	The User Detail page opens for the selected user record.			
Click on <b>email address</b> link.	The User Detail page opens for the selected user record.			
Click on the <b>account string</b> link.	Current assessment (main page) for the selected account opens.			
Click the <b>permission type</b> link.	The Permissions page opens for the selected user record; click the permissions link again to edit user permissions.			
Click the edit 🖉 icon.	The Edit User page opens for the selected user record.			
Click the delete × icon.	<ul> <li>A confirmation delete prompt appear:</li> <li>Click the <b>OK</b> button to delete the user record.</li> <li>Click the <b>Cancel</b> button to return to the search results.</li> </ul>			

# G. SEARCHING USER ACTIVITY

Administrative users can use the User Activity Log Search to quickly search users' activity for users within their account hierarchy. It is important to select the appropriate search criteria because the User Activity Log Search limits returned results to 500.

As with the <u>Searching Users</u> feature, partial or full information can be entered. The search is not case sensitive and will return any user whose name or email contains the search criteria.

To search the user activity log:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-14: User Activity Log Search). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the User Activity Log Search link in the Navigation menu.
- Step 3: Enter the appropriate search criteria.

#### Notes:

- Enter a partial or full user name, email address or account name to perform the search.
- Click the checkbox to select the appropriate **Activity Type**(s).
- Select the appropriate Account Set to narrow number of accounts searched.
- Select the appropriate start and end date and times.

#### Step 4: Click the **Search** button.

NIMS Compliance Assistance Sup	oport Tool (NIMSC	AST)	Alexander Christin	a Thomas [Inherited Admin]
FY2010 NIMS Implementation Metric	s			
Navigation	Current Account] » Լ	JSA » Region 4 » North Carolina » Alexander	?	Questions/Comments
Select an Assessment	Jser Activity L	og Search		
		vity log. You can enter full or partial information in th	e character-based fields in the	criteria below.
reports	Click <b>Search</b> to sear	rch using the information you specify.		
Review Rollups Review Rollup CAPs	Search Crite	eria		
Manage Guidance Manage My CAPs	User Name:			
Manage My Snapshots Manage Permissions Manage Sub-Accounts	Email Address:			
Account Search	Account Name:			
User Activity Log Search User Search	Activity:	Accounts		
Email Users		Assessment Responses     Emails		
Edit This Account Edit My User Profile		Permissions		
Submit Feedback		Rollups		
System Administration		Reviews		
Change My Password		□ Snapshots		
Log Out				
Resources		Announcements		
About NIMSCAST User's Guide [pdf]	Account Set:	All Accounts		
Acronyms Glossary	Start Date/Time:	03/31/2011 [mm/dd/yyyy] 00:00:00	EDT [hh:mm:ss]	
Announcements	End Date/Time:	[mm/dd/yyyy] 23:59:59	EDT [hh:mm:ss]	
Frequently Asked Questions			Search	

# Figure 3-14: User Activity Log Search

Step 5: Review returned results (Figure 3-15: User Activity Log Search Results).

#### Notes:

- Search criteria displays at the top of the page.
- Search results can be exported to a spreadsheet by clicking on the **Export to CSV** (comma separated value) link.

IIMS Compliance Assistan	ce Support Tool (NIMSCAST)				Alexander Ch	ristina Thomas
2010 NIMS Implementation	n Metrics					
Navigation	[Current Account] » USA >	Region 4 » Nor	th Carolina »	Alexander		Questic
lect an Assessment	User Activity Log	Search Per	ulte			
bmit for Rollup		Search Nea	suns			
eports eview Rollups eview Rollup CAPs	User Name: thom Email Address: Account Name:					
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Activities: Account Set: All Acc Start Date/Time: 03/31/ End Date/Time:		DT			
Account Search User Activity Log Search User Search	Displaying 2 results. Export to CSV					
Email Users	User	Activity	Operation		Date & Time 🔺	
Edit This Account Edit My User Profile		Acco			essment	
ubmit Feedback ystem Administration	Christina Thomas	Snapshots <pre>Bbah.com USA</pre>	Delete » Region 3 »		2011-03-31 12:14:23 010 NIMS Implementation M	
hange My Password	😰 Christina Thomas	Snapshots	Create	Pre-restore Bac	kup 2011-03-31 12:14:09	EDT

Figure 3-15: User Activity Log Search Results

# **CHAPTER IV: EMAILING NIMSCAST USERS**

# **CHAPTER TOPICS:**

- Emailing Users within NIMSCAST
  - Basic Email for Accounts
  - o Email Administrative Users of No Rollup Accounts
  - o Email Administrative Users of Rollup Accounts with Corrective Action Plans
- <u>Viewing Sent Emails</u>
- <u>Viewing Received Emails</u>

# A. EMAILING USERS WITHIN NIMSCAST

Administrative users may use NIMSCAST email features to facilitate communication to other users within the NIMSCAST account structure. Emails can target specific accounts and/or sub-accounts within the account hierarchy (Chart 4-1: Email Users).

NIMSCAST emails are sent to the users' registered email addresses.

Chart 4-1: Email Users	
Email Type	Description
Basic Email for Accounts	Send a basic email to users in a selected hierarchy, relative to this account.
Email Admins of No Rollup Accounts	Send email to administrative users of accounts that have not rolled up scores for a selected assessment.
Email Admins of Rollups with Corrective Action Plans	Send email to administrative users of accounts that have rolled up scores with corrective action plans for a selected assessment.

# **1. BASIC EMAIL FOR ACCOUNTS**

Administrative users can send emails to users within their account hierarchy through NIMSCAST.

To send basic emails to NIMSCAST users:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 4-1: Email Users). To switch accounts, click the **Current** 

## CHAPTER IV: EMAILING NIMSCAST USERS

Account link or click on the link of one of the accounts in the account string to select the appropriate account.

- Step 2: Click on the **Email Users** link located in the Navigation menu.
- Step 3: Click on the **Basic Email for Accounts** link.

NIMS Compliance Assistance	Support Tool (NIMSCAST) Emergency	Medical Responders Christina	a Thomas [Inherited Admin]
Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergenc Responders	:y Medical 🛛 🍳	Questions/Comments
Submit for Rollup	Select the link below for the email type that you would like to prepare.		
Reports Review Rollups Review Rollup CAPs	Email Users		
Manage Guidance Manage My Snapshots Manage Permissions Manage Sub-Accounts	Basic Email for Accounts: Send basic email to users in a select     Email Admins of to Ronup Accounts. Send email to administration selected assessment.     Email Admins of Rollups with Corrective Action Plans: Send email scores with corrective action plans for a selected assessment.	ors of accounts that have no	t rolled up scores for a
Account Search User Activity Log Search User Search	<ul> <li>View Emails You Have Sent</li> <li>View Emails You Have Received</li> </ul>		
Email Users Edit This Account			

## Figure 4-1: Email Users

Step 4: In the **Include** field, select the appropriate group of users (Chart 4-2: Email Account Groups) to include in your email from the drop-down list menu (Figure4-2: Basic Email).

Chart 4-2: Email Account Groups			
User Group	Description		
Current Account Only	Send an email to all users with direct association with the current account. No sub-accounts accounts will be included.		
Current Account and Immediate Sub-Accounts	Will send email to all users with a direct association with the current account or an account that is a sub-account of the current account.		
Entire Hierarchy, Starting at This Account	Will send email to all users with direct association with any account at or below the current account.		

- Step 5: Click the **View Generated Recipients** link to review the recipient list (Figure 4-2: Basic Email).
- Step 6: In the **Additional To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, add additional email addresses as appropriate.
- Step 7: In the **Subject** field, add enter the subject of the email.

- Step 8: In the **Body** field, enter the email text.
- Step 9: Click the **Check Spelling** button to perform a spell check of the body text.
- Step 10: Up to three attachments can be added to the email message as necessary. To add an attachment, click the **Browse** button and locate the appropriate attachment.
- Step 11: When complete and ready to send, click the **Send Email** button.

**Note:** NIMSCAST will queue your message for delivery to the specific set of NIMSCAST users. Once the message has been delivered you will receive a copy of the message as well as a listing of all the users to whom the message was sent.

S Compliance Assistance S	Support Tool (NIMSCAST)	Emergency Medical	Responders Christina Thomas [Inherited Ad
	Current Account: » USA » Rec	gion 3 » Virginia » Loudoun » Emergency Medic	cal Questions/Comments
lexigation lect an Assessment	Responders	gen e k righte k zessen k zinergene, meen	-YQuestions/Comments
bmit for Rollup	Basic Email for Acco	unts	
		to communicate with the users associated with a	ccounts in your
ports view Rollups	merarchy. To complete the iom	ruse the lonowing lields.	
iew Rollup CAPs	<ul> <li>To Account: The current</li> <li>Include: Select from the</li> </ul>		
nage Guidance	o Current Accourt	nt Only - Will send email to all users with direct as t. No sub-accounts accounts will be included.	sociation with the
nage My Snapshots nage Permissions	<ul> <li>Current Accourt</li> </ul>	nt and Immediate Sub-Accounts - Will send email	
nage Sub-Accounts	direct associati current account	ion with the current account or an account that is t.	a sub-account of the
ount Search r Activity Log Search		y. Starting at This Account - Will send email to all h any account at or below the current account.	l users with direct
r Search	<ul> <li>To Additional: Semicological</li> </ul>	on seperated list of email addresses you'd like to a	add to the distrobution
ail Users	<ul> <li>Iist.</li> <li>CC: Semicolon seperat</li> </ul>	ted list of email addresses you'd like to CC this en	nail to.
This Account My User Profile	<ul> <li>CC: Semicolon seperat</li> </ul>	ted list of email addresses you'd like to BCC this e f summary of email content	
mit Feedback	<ul> <li>Message Body: Provide</li> </ul>	e the full details of the message	a ha hara dha a t
inge My Password	<ul> <li>Attachments: You may MB.</li> </ul>	r attach up to three files. Each individual file may r	lot be larger than 5
Out	The system will send the email	on your behalf to the users that meet the criteria	for the selections you
esources	have made.	on your behail to the users that meet the chiefla	tor the selections you
ut NIMSCAST r's Guide (pdf)	Email		
onyms ssary			
	To Account:	Emergency Medical Responders	
ouncements	Include:	Current Account Only	×
uently Asked Questions	View Generated Recipients		
ementation Guidance	Additional To:		<u></u>
S			
S FAQ -Year NIMS Training Plan	CC:		
S Document [pdf]			
22			<u>×</u>
	BCC:		<u></u>
IONAL INCIDENT AGEMENT SYSTEM			100
	Subject:		
Avera Lund ave petity		5. 	
arch	Body:		0
arch FEMA			
Go			
» Advanced Search	Check Spelling		
		Browse	Ĵ
		Browse	1
		Browse	,
		Send Email	Cancel

Figure 4-2: Basic Email

## CHAPTER IV: EMAILING NIMSCAST USERS

# 2. EMAIL ADMINISTRATIVE USERS OF NO ROLLUP ACCOUNTS

The NIMSCAST email feature includes a preset list that allows primary account administrative users to email their sub-account administrative users that have not rolled up their assessment metrics.

To send emails to NIMSCAST no rollup account users:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 4-3: Email Users). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Email Users** link located in the Navigation menu.

The <u>Email Admins of No</u> <u>Rollup Accounts</u> feature allows administrative users to email their sub-account administrative users who have not rolled up their accounts.

## Step 3: Click on the Email Admins of No Rollup Accounts link.

NIMS Compliance Assistance	Support Tool (NIMSCAST) Emergency Medical Responders Christina Thomas [Inherited Admi
Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Questions/Comments
Submit for Rollup	Select the link below for the email type that you would like to prepare.
Reports Review Rollups Review Rollup CAPs	Basic Email for Accounts: Sand basic amail to users in a selected biararchy, relative to this account
Manage Guidance Manage My Snapshots Manage Permissions Manage Sub-Accounts	<ul> <li>Email Admins of No Rollup Accounts: Send email to administrators of accounts that have not rolled up scores for a selected assessment.</li> <li>Email Admins of Rollups with Corrective Action Plans: Send email to administrators of accounts that have rolled up scores with corrective action plans for a selected assessment.</li> </ul>
Account Search User Activity Log Search User Search Email Users Edit This Account	<ul> <li>View Emails You Have Sent</li> <li>View Emails You Have Received</li> </ul>

#### Figure 4-3: Email Users

- Step 4: Click the **View Generated Recipients** link to review the recipient list (Figure 4-4: Email Admins of No Rollup Accounts).
- Step 5: In the Assessment field, select the appropriate assessment from the drop-down list menu.
- Step 6: In the **Subject** field, enter the subject of the email.
- Step 7: In the **Body** field, enter the email text.
- Step 8: Click the **Check Spelling** button to perform a spell check of the body text.
- Step 9: When complete and ready to send, click the **Send Email** button.

NIMS Compliance Assistance	Support Tool (NIMSCAST)		Region 3
Navigation	[Current Account] » US/	A » Region 3	2
Reports			
Review Rollups		No Rollup Accounts	
Review Rollup CAPs		ng form to communicate with the administators associated with accounts in ssessment haven't been rolled up yet. To complete the form fill in the follow	
Manage Guidance			
Manage Permissions		e determined accounts	
Manage Sub-Accounts		lect an assessment for which no scores have been rolled up a brief summary of email content	
Account Search		edes the provided body, listing the determined accounts	
User Activity Log Search	<ul> <li>Message Body: F</li> </ul>	Provide the full details of the message	
User Search			
Email Users	The system will send the	e email on your behalf to the users that meet the criteria for the selections	you have made.
Edit This Account	1		
Edit My User Profile	Email		
Submit Feedback	Accomment		
System Administration	Assessment:	FY2010 NIMS Implementation Metrics	
Change My Password			
Log Out	To:	Admins of descendant accounts, where scores for	
Depayrang		the selected assessment haven't been rolled up yet.	
Resources	View Generated		
About NIMSCAST User's Guide [pdf]	Recipients		
Acronyms	0.11.1		
Glossary	Subject:		
Announcements	Preamble:	The following accounts have not rolled up scores for assessment	
Announcements		FY200**	
Frequently Asked		sample » account 1 » path	
Questions		URL: https://link to account 1 in NIMSCAST	
Implementation Guidance		sample » account 2 » path	
		URL: https://link to account 2 in NIMSCAST	
NIMS			
NIMS FAQ			
Five-Year NIMS Training Plan			
NIMS Document (pdf)	Body:		- -
NATIONAL INCIDENT	Check Spelling		
MANAGEMENT SYSTEM			
		Send Email Cancel	
O Hone Land			

Figure 4-4: Email Admins of No Rollup Accounts

# 3. EMAIL ADMINISTRATIVE USERS OF ROLLUPS WITH CORRECTIVE ACTION PLANS

The NIMSCAST email feature includes a preset list that allows primary account administrative users to email their sub-account administrative users that have rolled up assessment metrics with CAPS.

To send emails to NIMSCAST rollup account users with CAPs:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 4-5: Email Users).To switch

The <u>Email Admins of</u> <u>Rollups with Corrective</u> <u>Action Plans</u> feature allows administrative users to email their sub-account administrative users who rolled up their accounts with CAPs.

## **CHAPTER IV: EMAILING NIMSCAST USERS**

accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

- Step 2: Click on the **Email Users** link located in the Navigation menu.
- Step 3: Click on the **Email Admins of Rollup with Corrective Action Plans** link.

NIMS Compliance Assistance S	Support Tool (NIMSCAST) Emergency Medical Respond	ders Christina Thomas [Inherited Admin]
Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Responders	Questions/Comments
Submit for Rollup	Select the link below for the email type that you would like to prepare.	
Reports Review Rollups Review Rollup CAPs Manage Guidance	Email Users <ul> <li>Basic Email for Accounts: Send basic email to users in a selected hierarchy, rel</li> <li>Email Admins of No Rollup Accounts: Send email to administrators of accounts selected assessment</li> </ul>	
Manage My Snapshots Manage Permissions Manage Sub-Accounts	<ul> <li>Email Admins of Rollups with Corrective Action Plans: Send email to administrat scores with corrective action plans for a selected assessment.</li> </ul>	tors of accounts that have rolled up
Account Search User Activity Log Search User Search Email Users	<ul> <li>View Emails You Have Sent</li> <li>View Emails You Have Received</li> </ul>	

## Figure 4-5: Email Users

- Step 4: Click the **View Generated Recipients** link to review the recipient list (Figure 4-6: Email Admins of Rollups with Corrective Action Plans).
- Step 5: In the **Assessment** field, select the appropriate assessment from the drop-down list menu.
- Step 6: In the **Subject** field, enter the subject of the email.
- Step 7: In the **Body** field, enter the email text.
- Step 8: Click the **Check Spelling** button to perform a spell check of the body text.
- Step 9: When complete and ready to send, click the **Send Email** button.

NIMSCAST emails are sent to the users' registered email addresses.

MS Compliance Assistance	Support Tool (NIMSCAST)		Region 3 Christina Thomas [Ac
Navigation	[Current Account] » USA » Reg	ion 3	2 Questions/Comments
eports eview Rollups eview Rollup CAPs	Email Admins of Rollup You can use the following form	s with Corrective Action Plans to communicate with the administators associated are scores have been rolled up with corrective actio	with
Ianage Guidance Ianage Permissions Ianage Sub-Accounts	<ul> <li>To: Admins of the deterring</li> </ul>	mined accounts assessment for which scores have been rolled up	with corrective
ccount Search ser Activity Log Search ser Search	<ul> <li>Preamble: Precedes the corrective action plans</li> <li>Message Body: Provide</li> </ul>	e provided body, listing the determined accounts ar the full details of the message	
mail Users dit This Account	selections you have made	on your behalf to the users that meet the criteria for	ar the
dit My User Profile ubmit Feedback system Administration	Assessment:	FY2010 NIMS Implementation Metrics	
hange My Password og Out	To:	Admins of descendant accounts that have rolled u	
Resources	View Generated Recipients	with corrective action plans for the selected asses	ssment.
er's Guide [pdf] ronyms	Subject:	[	
ossary	Preamble	The following accounts have rolled up scores with corrective action plans for assessment FY20	10*
inouncements equently Asked Questions		sample » account 1 » path URL: https://link.to.account 1 in NIMSCAST	
plementation Guidance		List of corrective action plans:	
MS MS FAQ e-Year NIMS Training		Section: <section #.#="" title=""></section>	
an MS Document (pdr)		<section compliancy="" requirements=""></section>	
1970 - C		<corrective action="" plan=""> URL: https://ink to Section in NIMSCAST</corrective>	
ATTONAL INCIDENT		sample » account 2 » path	
) transfer		URL: https://link to account 2 in NIMSCAST	
Search		List of corrective action plans:	
earch FEMA			
» Advanced Search	Body:		
	000000000		
	Check Spelling	Send Email	Cancel

Figure 4-6: Email Admins of Rollups with Corrective Action Plans

# **B. VIEWING SENT EMAILS**

NIMSCAST stores a record of all emails sent by administrative users.

To view sent emails:

- Step 1: Click on the **Email Users** link located in the Navigation menu (Figure 4-7: Email Users).
- Step 2: Click on the **View Emails You Have Sent** link.

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Emergency Medical Responders	Christina Thomas [Inherited Admin]
Navigation         Select an Assessment         Submit for Rollup         Reports         Review Rollups         Review Rollup CAPs         Manage Guidance         Manage Permissions         Manage Sub-Accounts         Account Search         User Activity Log Search         User Search         Email Users         Edit Inis Account	<ul> <li>[Current Account] » USA » Region 3 » Virginia » Loudou Responders</li> <li>Select the link below for the email type that you would like</li> <li>Email USERS</li> <li>Basic Email for Accounts: Send basic email to u</li> <li>Email Admins of No Rollup Accounts: Send emai selected assessment.</li> <li>Email Admins of Rollups with Corrective Action P scores with corrective action plans for a selected</li> <li>View Emails You Have Sent</li> <li>View Emails You Have Received</li> </ul>	te to prepare. sers in a selected hierarchy, relativ il to administrators of accounts tha Plans: Send email to administrators	t have not rolled up scores for a

## Figure 4-7: Email Users

- Step 3: Review the list of sent emails (Figure 4-8: View Sent Emails).
- Step 4: To view system generated emails, click the checkbox to select the **Show System Generated Emails**.
- Step 5: Click the **Refresh** button.
- Step 6: Click on the **View** link to open the email.

NWS Compliance Assistance	ce Support Tool (NIMSCAST)			Region 3 Chris	stina Thomas	[Admin]
Navigation	[Current Account] » USA	×» Region 3		2 <sub>Que</sub>	stions/Comm	ents
Reports Review Rollups Review Rollup CAPs	Select the link below for t	the email type that you would like	to prepare.			
Manage Guidance Manage Permissions Manage Sub-Accounts	Basic Email for Accounts: Send basic email to users in a selected hierarchy, relative to this account.     Email Admins of No Rollup Accounts: Send email to administrators of accounts that have not rolled up scores for a selected assessment.     Email Admins of Rollups with Corrective Action Plans: Send email to administrators of accounts that have rolled up scores with corrective as					ction
Account Search User Activity Log Search User Search	plans for a selected assessment.					
Email Users	Sent Emails					
Edit This Account Edit My User Profile Submit Feedback System Administration	Show System Generated					
Change My Password Log Out Resources	Sending Account Email Type	Recipients	Subject	Attachments	Date Queued	Date Sent
About NIMSCAST User's Guide [pdf] Acronyms	View USA » Region 3 This Account Only	⊞ 3 Recipients	NIMS Assessment.	0	2011-03-25	Not Sent

Figure 4-8: View Sent Emails

# C. VIEWING RECEIVED EMAILS

NIMSCAST sends emails to users' registered email accounts and not to their NIMSCAST account. However, administrative users can query NIMSCAST emails on which they are listed in the recipient fields (To, CC, or BCC).

To view a list of emails you were sent:

- Step 1: Click on the **Email Users** link located in the Navigation menu (Figure 4-9: Email Users).
- Step 2: Click on the **View Emails You Have Received** link.

NIMSCAST accounts do not receive emails; NIMSCAST emails are sent to the users' registered email addresses.

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Emergency Medical Responder	rs Christina Thomas [Inherited Admin
Navigation         Select an Assessment         Submit for Rollup         Reports         Review Rollups         Review Rollup CAPs         Manage Guidance         Manage Guidance         Manage Sub-Accounts         Account Search         User Activity Log Search         User Search         Email Users	[Current Account] » USA » Region 3 » Virginia » Responders Select the link below for the email type that you w Email Users • Basic Email for Accounts: Send basic en • Email Admins of No Rollup Accounts: Se selected assessment. • Email Admins of Rollups with Corrective / scores with corrective action plans for a s	vould like to prepare. nail to users in a selected hierarchy, relat nd email to administrators of accounts th Action Plans: Send email to administrator	at have not rolled up scores for a

Figure 4-9: Email Users

## CHAPTER IV: EMAILING NIMSCAST USERS

- Step 3: Review the list of received emails (Figure 4-10: Received Emails).
- Step 4: To view system generated emails, click the checkbox to select the **Show System Generated Emails**.
- Step 5: Click the **Refresh** button.

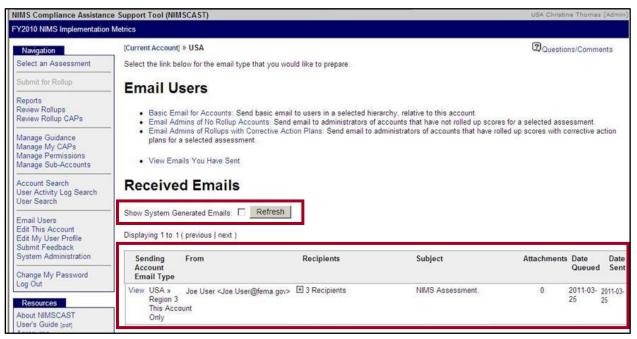


Figure 4-10: Received Emails

# **CHAPTER V: MANAGING ASSESSMENTS**

# CHAPTER TOPICS:

- <u>Selecting and Viewing Assessments</u>
  - o <u>Selecting and Viewing Active Assessments</u>
  - Viewing Inactive Assessments
  - Viewing Rollup Change History
- <u>Completing NIMS Implementation Metrics</u>
  - o Entering Responses
  - o <u>Rolling Up Assessments</u>
- Managing Corrective Action Plans
  - Entering Corrective Action Plans
  - o Maintaining Corrective Action Plans
- Managing Custom Metrics Guidance
  - Creating or Editing Custom Guidance
  - o Disabling or Deleting Custom Guidance
- Controlling Active Assessment Collections by Year
- <u>Reviewing Corrective Action Plans</u>
- <u>Reviewing Rollups</u>
  - <u>Reviewing and Approving Individual Rollups</u>
  - o Approving All Rollups without Review

# A. SELECTING AND VIEWING ASSESSMENTS

NIMSCAST enables users to view and complete active assessments and to view inactive assessments. Metrics for previous year collections remain active and available for reporting at the discretion of the NIMS Coordinator (see <u>Controlling Open Assessment by Collection Year</u>). Inactive assessments are no longer available for reporting but are available to view in a read-only format.

# 1. SELECTING AND VIEWING ACTIVE ASSESSMENTS

To select and view an active assessment:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-1: Selecting an Active Assessment). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

NIMS Coordinators can control access to particular assessments.

Step 2: Click the **Select an Assessment** link, located in the Navigation menu.

## **CHAPTER V: MANAGING ASSESSMENTS**

Notes:

- The assessment dashboard shows all active and inactive assessments.
- Assessments are sorted in chronological order with the most recent assessment at the top.
- NIMS Coordinators can control access to particular assessments.
- Assessments that have been closed (made inactive) for collection are shown as a single summary line.

Inactive assessments are shown as a single summary line on the assessment dashboard.

- Step 3: To view inactive assessments, click the **Show inactive assessments** link; inactive assessments will display below. For more information, see <u>Viewing Inactive</u> <u>Assessments</u>.
- Step 4: Click on the appropriate assessment link to open the assessment dashboard.

	A REAL PROPERTY AND A REAL		Questio	ons/Comme	nts
Assessments					
Assessment	% Complete	Rollup Date		Printable (PDF)	
FY2010 NIMS Implementation Metrics	100%	2010-09-30	2010-09-30	2	×
FY2009 NIMS Implementation Metrics	100%	2010-10-01	2010-10-01	1	×
FY2008 NIMS Compliance Metrics	100%	2009-09-30	2008-10-02		×
	Assessment FY2010 NIMS Implementation Metrics FY2009 NIMS Implementation Metrics	Assessment Complete FY2010 NIMS Implementation Metrics 100% FY2009 NIMS Implementation Metrics 100%	Assessment% CompleteRollup DateFY2010 NIMS Implementation Metrics100%2010-09-30FY2009 NIMS Implementation Metrics100%2010-10-01FY2008 NIMS Compliance Metrics100%2009-09-30	Assessment% CompleteRollup DateLast Update DateFY2010 NIMS Implementation Metrics100%2010-09-302010-09-30FY2009 NIMS Implementation Metrics100%2010-10-012010-10-01	Assessment% CompleteRollup DateLast UpdatePrintable (PDF)FY2010 NIMS Implementation Metrics100%2010-09-302010-09-303FY2009 NIMS Implementation Metrics100%2010-10-012010-10-01

#### Figure 5-1: Selecting an Active Assessment

Step 5: From the assessment overview dashboard, users can track completion progress of the selected assessment in the columns on the right (see Chart 5-1: Assessment Column Headings and Figure 5-2: Assessment Dashboard).

Chart 5-1: Assessment Column Headings		
Column Heading	Description	
Complete	Shows the number and percentage of assessment metrics completed by component and subcomponent of NIMS.	
FYXXXX	Shows the number of assessment objectives in completed in the designated fiscal year. This number reflects the responses for the current rollup.	
FYXXXX+	Shows the number of responses completed for additional information gathered through NIMSCAST that is outside the current NIMS implementation metrics for the identified fiscal year.	

> **Note:** NIMSCAST assessments (2007 or later) are available in a printer-friendly view. Click on the **Printable version (pdf)** (portable document format) link or the printer icon **a**. A read-only PDF version of the assessment opens.

Chart 5-2: Assessment Column Symbols			
Column Heading	Symbol	Description	
	$\checkmark$	Complete – metrics relating to the corresponding NIMS Implementation Objectives have been entered.	
Complete	×	Incomplete – metrics relating to the corresponding NIMS Implementation Objectives have not been entered.	
	$\checkmark$	All metrics responses were "Yes."	
FYXXXX or FYXXXX+	!	At least one metric response is "No"	
	Blank	The respondent has not responded to the metric yet.	

Step 7: Click on the appropriate objective link to view the detailed Implementation Objective and associated metrics. For additional information see the <u>Completing NIMS Implementation</u> <u>Metrics</u> section.

Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Responders	Questions/Comments		
Submit for Rollup	NIMS Compliance Assistance Support Tool			
Reports Review Rollups Review Rollup CAPs	FY2010 NIMS Implementation Objectives and Metrics	for Las	st Update Da	te: 2011-02
Manage Guidance	Printable version (pdf)	Las	t Rollup Dat	04 e: n/a
Manage My CAPs Manage My Snapshots	Sections	Complete	FY2010	EY2010+
Manage Permissions Manage Sub-Accounts	INIMS Adoption Implementation Objectives		1/4 (25%)	
Account Search User Activity Log Search User Search	- (") 1. Adoption	1	1	
	3. Point of Contact	~	!	
	4. Implementation Strategy	×		
Email Users Edit This Account	5. Ensure Federal Preparedness Funding support NIMS	×		
Edit My User Profile	Preparedness: Planning Implementation Objectives	0 / 2 (0%)	0 / 2 (0%)	
Submit Feedback	Preparedness: Training Implementation Objectives	0 / 11 (0%)	0 / 7 (0%)	0/4(0%
Change My Password Log Out	Preparedness: Exercises Implementation Objectives	0 / 3 (0%)	0 / 3 (0%)	
	■ Communications and Information Management Implementation Objectives	0 / 2 (0%)	0 / 2 (0%)	
Resources	Resource Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
About NIMSCAST User's Guide Indfl	Command and Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
Acronyms Glossary	Overall	2 / 30 (6%)	1 / 26 (3%)	0/4 (0%

Figure 5-2: Assessment Dashboard

## **CHAPTER V: MANAGING ASSESSMENTS**

Step 8: Review the assessment metric and responses (Figure 5-3: Assessment Metric Detail). For additional information also see <u>Completing NIMS Completing Metrics</u>.

NIMS Compliance Assistanc	e Support Tool (NIMSCAST) Emergency Medical Responders Christina Thomas [Inherited Admin
FY2010 NIMS Implementation M	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Responders 2 Questions/Comments NIMS Adoption Implementation Objectives
3. Point of Co	4. Implementation Strategy
4. Implementat 🔺 5. Ensure Fede 🔺	Implementation Objective 4: Ensure that Federal Preparedness Awards [to include, but not limited to, DHS Homeland Security Grant Program and Urban Area Security Initiative Funds] to local governments, support all required NIMS compliance requirements.
Preparedness:     Preparedness:     Preparedness:     Communications     Resource Manaq	Corrective Action Plan: Reason for Non-Implementation:
Command and Ma	New initiative begun 12/2010
Select an Assessment	Corrective Action:
Submit for Rollup	Continue efforts through 3/2011
Reports Review Rollups Review Rollup CAPs Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Check Spelling         Expected Date of Implementation: 06/16/2011 [mm/dd/yyyy]         Point of Contact: Sue Medic         Image: Check this box if Corrective Action has been completed.         Save & Continue >>         Save & Continue >>
Account Search User Activity Log Search User Search	4.1 Does the local government ensure that Federal Preparedness Awards [including DHS Homeland Security Grant Program and Urban Area Security Initiative (UASI) Funds] support NIMS compliance? • Yes
Email Users Edit This Account Edit My User Profile Submit Feedback	<ul> <li>No</li> <li>N/A</li> <li>To affirm this metric, "No" must not be selected.</li> </ul>
Change My Password Log Out	Notes:
Resources About NIMSCAST User's Guide [pdf] Acronyms	
Glossary	Save & Continue >> <pre>&lt;&lt; Skip-Backward Skip-Ahead &gt;&gt; Cancel</pre>

Figure 5-3: Assessment Metric Detail

# 2. VIEWING INACTIVE ASSESSMENTS

Once a NIMS Coordinator has closed metrics for collection, users only see a single line summary of that years metrics. Inactive metrics can no longer be edited or altered. Clicking on the assessment title link of an inactive assessment will open the metrics in a read-only detail display.

To view inactive NIMS implementation metrics:

Inactive assessments are available in a read-only display.

- Step 1:
   Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-4: Assessment Dashboard). To switch accounts, click the Current Account link or click on the link of one of the accounts in the account string to select the appropriate account.
   display.
- Step 2: Click the **Select an Assessment** link, located in the Navigation menu.

- Step 3: Click the **Show inactive assessments** link. A list of inactive assessments records appears and the link will change to **Hide inactive assessments**.
- Step 4: Click the appropriate inactive assessment link.

ics					
[Current Account] » USA » Region 3 » Virginia	(2) Questions/Comments				
Assessments					
Assessment	% Complete	Rollup Date	Last Update Date	Printable (PDF)	
FY2010 NIMS Implementation Metrics	100%	2010-09-30	2010-09-30	2	×
FY2009 NIMS Implementation Metrics	100%	2010-10-01	2010-10-01	2	×
FY2008 NIMS Compliance Metrics	100%	2010-10-31	2010-10-31	2	×
	Hide inactive as	sessments			
FY2007 NIMS Compliance Metrics	100%	2009-05-11	2008-01- <mark>3</mark> 0 09:45:00.0	1	
FY's 2005-2006 NIMS Baseline (NIMCAST)	100%	2007-09-21	2006-08-23		
	[Current Account] » USA » Region 3 » Virginia         Assessment         FY2010 NIMS Implementation Metrics         FY2009 NIMS Implementation Metrics         FY2008 NIMS Compliance Metrics         FY2007 NIMS Compliance Metrics	[Current Account] » USA » Region 3 » Virginia         Assessments         Assessment         FY2010 NIMS Implementation Metrics         100%         FY2008 NIMS Compliance Metrics         100%         FY2007 NIMS Compliance Metrics         FY2007 NIMS Compliance Metrics	ICS         [Current Account] » USA » Region 3 » Virginia         Assessment       % Complete       Rollup Date         FY2010 NIMS Implementation Metrics       100%       2010-09-30         FY2009 NIMS Implementation Metrics       100%       2010-10-01         FY2008 NIMS Compliance Metrics       100%       2010-10-31         Hide inactive assessments         FY2007 NIMS Compliance Metrics       100%       2009-05-11	Region 3 » Virginia         Assessment       Rollup Date       Last Update Date         FY2010 NIMS Implementation Metrics       100% 2010-09-30       2010-09-30         FY2009 NIMS Implementation Metrics       100% 2010-10-01       2010-10-31         FY2008 NIMS Compliance Metrics       100% 2010-10-31       2010-10-31         FY2007 NIMS Compliance Metrics       100% 2009-05-11       2008-01-30 09:45:00.0	Recount) > USA > Region 3 >> Virginia       Questions/Comme         Assessment       % Complete       Date       Printable Date         FY2010 NIMS Implementation Metrics       100%       2010-09-30       Image: Second Seco

Figure 5-4: Assessment Dashboard

Step 5: A read-only summary of the assessment opens for your review (Figure 5-5: Viewing Inactive Assessments).

**Note:** NIMSCAST assessments (2007 or later) are available in a printer-friendly view. Click on the **Printable version (pdf)** link or the printer icon . A read-only PDF version of the assessment opens.

NIMS Compliance Assistar	nce Support Tool (NIMSCAST)	Virginia Christ	ina Thomas [Inherited Admin]	
FYs 2005-2006 NIMS Baseline	e (NIMCAST)			
Navigation	[Current Account] » USA » Region 3 » Virginia		Questions/Comments	
Select an Assessment	You are in a prior year's version of this assessment. >> Click here to go to the latest one.			
Submit for Rollup				
Reports Review Rollups Review Rollup CAPs	FYs 2005-2006 NIMS Baseline (NIMCAST)	Last Update Date: 2006-08-23		
		Last Rollup Date	: 2007-09-21	
	Updates to this Module are no longer being collected. Access to previously reported data is via reporting functions only.			
Manage Guidance		Complete	"Yes" Rated	
Manage My CAPs	Overall 75	/ 75 (100%)	55 / 75 (73%)	
Manage My Snapshots Manage Permissions				

Figure 5-5: Viewing Inactive Assessments

# 3. VIEWING ROLLUP CHANGE HISTORY

Users can view the rollup change history for assessment metrics. Users can also view rollup change history in the Comprehensive Scores and Comprehensive Scores by Section report (see <u>Rolling Up</u> <u>Assessments</u> and <u>Running Reports</u> for more information).

To view the rollup change history in NIMSCAST:

## **CHAPTER V: MANAGING ASSESSMENTS**

- Step 1: Verify that you are working with the appropriate assessment (Figure 5-6: Assessment Dashboard). See the <u>Selecting and Viewing Assessments</u> section for additional information.
- Step 2: Click the plus icon 🗄 next to the appropriate section of objectives.
- Step 3: Click on the metric statement link, to open the appropriate assessment metric.

IIMS Compliance Assistance	e Support Tool (NIMSCAST) Emergency Media	cal Responders Ch	ristina Thomas [Inl	herited Adr		
Y2010 NIMS Implementation Me	etrics					
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Responders			Questions/Comments		
Select an Assessment	NIMS Compliance Assistance Support Tool					
Submit for Rollup						
Reports Review Rollups Review Rollup CAPs	FY2010 NIMS Implementation Objectives and Metrics for Lo	cal	Last Update Dat	e: 2011-02- 10		
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Printable version (pdf)		Last Rollup Date	2011-02- 10		
	Sections	Complete	FY2010	FY2010+		
	INIMS Adoption Implementation Objectives	4 / 4 (100%)	4 / 4 (100%)			
	1. Adoption	1	1			
Account Search User Activity Log Search User Search	3. Point of Contact	1	1			
	4. Implementation Strategy	1	1			
Email Users Edit This Account Edit My User Profile Submit Feedback	5. Ensure Federal Preparedness Funding support NIMS	1	1			
	Preparedness: Planning Implementation Objectives	2/2(100%)	2/2(100%)			
	Preparedness: Training Implementation Objectives	11 / 11 (100%)	7 / 7 (100%) 4	/ 4 (100%)		
Change My Password Log Out	Preparedness: Exercises Implementation Objectives	3 / 3 (100%)	3/3(100%)			
	Communications and Information Management Implementation Objectives	2/2(100%)	2/2(100%)			
Resources	Resource Management Implementation Objectives	4 / 4 (100%)	3 / 4 (75%)			
About NIMSCAST	Command and Management Implementation Objectives	4 / 4 (100%)	4/4 (100%)			
User's Guide [pdf]	Overall	30 / 30 (100%)	25 / 26 (96%)	4 / 4 (100%)		

Figure 5-6: Assessment Dashboard

- Step 4: On the metric page, scroll to the Change History section at the bottom of the page (Figure 5-7: Rollup Change History).
- Step 5: In the **Responses rolled up on** field, select the appropriate date the responses were saved from the drop-down list menu.

**Note:** NIMSCAST maintains all the values submitted for rollup and tracks changes using a date stamp.

Step 6: Click the **View** button.

NIMS Compliance Assistance	Support Tool (NIM SCA ST)	002.		/irginia Christina Thomas [Ir	iberited Admin]
FY2010 NIMS Implementation	Metrics				
Navigation	[Current Account] » USA » Region 3 »	Virginia		Questions/Co	mments
NIMS Adoption     Adoption	NIMS Adoption Implement	ation Objectives			
2. Communicate 0	5. Ensure Federal Preparednes	s Funding support NIMS			
3. Point of Co 0 4. Implementat 0	Implementation Objective 5: Routine agencies and review organizations, a			ducted by State/Territori	al audit
5. Ensure Fede 6. Assist Trib Preparedness:	Corrective Action Plan:				
Preparedness:	Reason for Non-Implementation:				
Preparedness:     Communications     Resource Manag	Reason for Non-Implement	ation			*
Command and Ma	Corrective Action:				
Select an Assessment	Corrective Action Plan i	nformation			* *
Submit for Rollup					
Reports Review Rollups Review Rollup CAPs	Check Spelling Expected Date of Implementation:	03/28/2011 [mm/dd/yyyy	] Point of Contact: J	oe Responder	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Check this box if Corrective A	Save & Continue >>	< < Skip-Backward	Skip-Ahead >>	Cancel
Account Search User Activity Log Search User Search	5.1 Do State/Territory audit agence associated with Federal Preparedne Yes No		include required NIMS compl	iance activities in all a	udits
Email Users Edit This Account Edit My User Profile Submit Feedback	O N/A				
System Administration Change My Password Log Out				*	
Resources		Save & Continue >>	<< Skip-Backward	Skip-Ahead >>	Cancel
About NIMSCAST User's Guide [pd] Acronyms Glossary				ved By: Christina Thom d Date: 2011-03-28 16	
Announcements	Change History				
Frequently Asked Questions	Responses rolled up on 2011-03-28 1	6:48:54.0 by Christina Thomas	▼ View		
Implementation Guidance	2011-03-28 1	6:48:54.0 by Christina Thomas 6:48:32.0 by Christina Thomas			1.
		6:00:51.0 by Christina Thomas	selection of ro	llup	

Figure 5-7: Rollup Change History

Step 7: The responses recorded for the selected rollup date display in a read-only version below the current metric responses (Figure 5-8: Rollup Change History).



Figure 5-8: Rollup Change History

## **B. COMPLETING NIMS IMPLEMENTATION METRICS**

Once an assessment has been selected, users with the appropriate permission can complete the metrics responses in NIMSCAST. As a user responds to each metric, the columns on the assessment dashboard will autofill with the appropriate symbol to indicate the status of each metric.

## **1. ENTERING RESPONSES**

To complete assessment metrics:

- Step 1: Verify that you are working with the appropriate assessment. See the <u>Selecting and</u> <u>Viewing Assessments</u> section for additional information (Figure 5-9: Assessment Dashboard).
- Step 2: Click the plus icon 🗄 next to the appropriate section to open the metric objectives.
- Step 3: Click on the metric title link, to open the assessment metric.

Y2010 NIMS Implementation I	Metrics			
Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medic Responders	al [	Questions/C	omments
Submit for Rollup	NIMS Compliance Assistance Support Tool			
Reports				
Review Rollups Review Rollup CAPs	FY2010 NIMS Implementation Objectives and Met Local Governments	rics for	st <mark>U</mark> pdate Da	te: 2011-02 04
Manage Guidance Manage My CAPs	Printable version (pdf) 🍩	La	st Rollup Dat	te: n/a
Manage My Snapshots	Sections	Complete	FY2010	FY2010+
Manage Permissions Manage Sub-Accounts	IMS Adoption Implementation Objectives	2 / 4 (50%)	1/4 (25%)	
Account Search	- 1. Adoption	1	1	
User Activity Log Search	3. Point of Contact	~	!	
User Search	- 4. Implementation Strategy	×		
Email Users Edit This Account	5. Ensure Federal Preparedness Funding support NIMS	x		
Edit My User Profile Submit Feedback	Preparedness: Planning Implementation Objectives	0 / 2 (0%)	0 / 2 (0%)	
Submit Feedback	Preparedness: Training Implementation Objectives	0 / 11 (0%)	0 / 7 (0%)	0/4(0%
Change My Password Log Out	Preparedness: Exercises Implementation Objectives	0 / 3 (0%)	0 / 3 (0%)	
Lug Out	Communications and Information Management Implementation Object	tives 0 / 2 (0%)	0 / 2 (0%)	
Resources	Resource Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
About NIMSCAST User's Guide Indfi	Command and Management Implementation Objectives	0 / 4 (0%)	0 / 4 (0%)	
Acronyms Glossary	Overall	2 / 30 (6%)	1 / 26 (3%)	0 / 4 (0%)

#### Figure 5-9: Assessment Dashboard

Step 4: The Implementation Objective is displayed at the top of each metric (Figure 5-10: Completing Assessment Metrics). Click the radio button to select the appropriate objective metric response.

#### Notes:

- If the response indicates that the objective has not been met, a Corrective Action Plan is required. See the section on <u>Entering Over Corrective Action Plans</u> for more information.
- Prior year responses (including active CAPS) are rolled over to the current assessment year.
- Step 5: In the **Notes** field, enter relevant information about the objective metric.
- Step 6: Once you are finished entering the metric response(s) on the page, scroll to the bottom of the page and click one of the option buttons (see Chart 5-3: Metric Option Buttons).

Г

Chart 5-3: Metric Option Buttons			
Button	Description		
Save & Continue >>	Saves all information that was entered for the metric and takes the user to the next metric section.		
Save Incomplete & Continue >>	Appears only when the user clicks the <b>Save &amp; Continue</b> >> button and not all of the metrics on the page are completed. Click the <b>Save</b> <b>Incomplete &amp; Continue</b> >> button to save the responses entered and return to complete the section at a later time. Once saved, NIMSCAST highlights incomplete metrics for easy identification.		
Skip-Ahead >>	Allows the user to skip forward to the next metric without saving any responses.		
<< Skip-Backward	Allows the user to skip backward to the previous metric without saving any responses.		
Cancel	Returns the user back to the list of assessment metrics without saving any responses.		

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Emergency Medical Responde	ers Christina Thomas [Inherited Admin
FY2010 NIMS Implementation	<b>Netrics</b>		
Navigation           NIMS Adoption           1. Adoption	[Current Account] » USA » Region 3 » Via Responders NIMS Adoption Implemental		Questions/Comments
3. Point of Co A 4. Implementat	4. Implementation Strategy		
5. Ensure Fede		nat Federal Preparedness Awards [to include, but Security Initiative Funds] to local governments, si	
Preparedness:     Communications     Resource Manag     Command and Ma  Select an Assessment		ure that Federal Preparedness Awards [inclu rity Initiative (UASI) Funds] support NIMS com	
Submit for Rollup			
Reports Review Rollups Review Rollup CAPs	Notes:		< >
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions	Save & Co	ntinue >>	Skip-Ahead >> Cancel

Figure 5-10: Completing Assessment Metrics

## 2. ROLLING UP ASSESSMENTS

Users with administrative or standard with rollup permissions can submit a NIMSCAST assessment for rollup to confirm that the assessment is complete. Once an assessment is submitted, the responses become available for reporting to accounts above it in the hierarchy. Before an assessment can be rolled up, the following conditions must be met:

- The user must have a permission level that supports performing a rollup.
- All metrics in the assessment must be completed, even if the metric response is "no."
- The represented disciplines must be marked.

If a user has not met the rollup criteria items, an error message page will appear.

**Note:** Any active assessment can be resubmitted for rollup if changes are made. This action will update the data available for backup and updates the Rollup snapshot. See <u>Managing Assessment</u> <u>Versions</u> for more information on version control and creation of snapshots. In addition, the rollup change history tracked in NIMSCAST can be viewed within the assessment upon rollup (see <u>Viewing Rollup Change History</u>).

NIMSCAST users can submit an assessment for rollup in three ways:

**Rollup Method 1:** Accept the prompt to rollup responses after saving the final assessment metric (Figure 5-11: Metrics Rollup).

- Step 1: Click the radio button to select **Yes, rollup my** responses.
- Step 2: Select the checkboxes next to the appropriate disciplines.

**Note**: Discipline selection only appears during the first rollup of the assessment. Subsequent rollups of the assessment do not include this step (Figure 5-12: Subsequent Metrics Rollup).

Step 3: Click the **Save and Continue**>> button to complete the rollup.

Assessment rollup confirms that the responses are completed and makes the metrics available for reporting by the account above it in the hierarchy.

The rollup change history displays changes to assessments that have been rolled up.

Updated active assessments can be resubmitted for rollup.

	2001 Contractor and Solar		
lavigation	[Current Account] »	USA » Region 3 » Virginia » Bedford City	Questions/Comments
lect an Assessment		Responses successfully saved. <<	Go Back.
bmit for Rollup	Edit Account	t and Rollup Responses	
ports view Rollups view Rollup CAPs	parent account?		our responses to your
anage Guidance anage My CAPs anage My Snapshots anage Permissions anage Sub-Accounts	C No, I	roll up my responses will roll up my responses at a later time ou must provide the missing, required informati	
count Search er Activity Log Search	Disciplines*:	y be performed on an account with required info ✓ Agriculture/Natural Resources	smation completed.
er Search		Animal Control & Care	
nail Users iit This Account iit My User Profile Ibmit Feedback rstem Administration		Coroner/Medical Examiner Community Group/Volunteer Agency Emergency Management	
ange My Password g Out		Educational Institution     Emergency Medical Services     Firefighting	
Resources iout NIMSCAST ier's Guide [pdf] ronyms ossary		Hospital HazMat Law Enforcement Non-Governmental Organization	
inouncements		Public Administration     Public Health	
equently Asked Questions		Private Industry	
plementation Guidance		Public Safety Communications     Public Works/Utilities	
MS MS FAQ re-Year NIMS Training		Search & Rescue Transportation Authorities	
an MS Document (pdr)		C Other	
N M	Urban Area for UASI	To add an urban area designation, you must an urban area.	be an administrator of
ATIONAL INCIDENT ANAGEMENT STSTEM		Save	and Continue >>

Figure 5-11: Metrics Rollup

NIMS Compliance Assista	nce Support Tool (NIMSCAST) Fire a	nd Rescue Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Fire and Rescue	Questions/Comments
Select an Assessment	Responses successfully saved. << Go Back.	
Submit for Rollup	Rollup Responses	
Reports Review Rollups Review Rollup CAPs	You have completed the assessment. Do you want to roll up your responses to your parent account?	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions	No, I will roll up my responses at a later time     Save and Continue >>	

Figure 5-12: Subsequent Metrics Rollup

Rollup Methods 2 and 3: Using the Submit for Rollup link from the Navigation menu or the Click here for rollup link. These methods can be used if responses have been saved but not yet rolled up (Figure 5-13: Rollup Saved Metrics).

- Step 1: Navigate to the appropriate assessment. For more information on selecting an assessment, see the <u>Selecting and Viewing Assessments</u> section.
- Step 2: Click the **Submit for Rollup** link from the Navigation menu or click the **Click here to rollup** link in the alert message above the assessment title.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)	Bedford City Ch	ristina Thomas [Ir	nherited Adm
Y2010 NIMS Implementation	I Metrics			
Navigation Select an Assessment	[Current Account] » USA » Region 3 » Virginia » Bedford City NIMS Compliance Assistance Support Tool		2Questions/C	Comments
Submit for Rollup				
Reports Review Rollups Review Rollup CAPs	Your completed responses have changed since the FY2010 NIMS Implementation Objectives and M		e to rollup Last Update Da	ate: 2011-03-
Manage Guidance Manage My CAPs	Governments Printable version (pdf)		Last Rollup Da	29
Manage My Snapshots Manage Permissions	Sections	Complete	FY2010	FY2010+
Manage Sub-Accounts	■ NIMS Adoption Implementation Objectives	4 / 4 (100%)	4 / 4 (100%)	
Account Search		2 / 2 (100%)	2 / 2 (100%)	

Figure 5-13: Rollup Saved Metrics

- Step 3: On the **New Rollup** page, in the **Caveat** field, enter relevant information related to the rollup (optional) (Figure 5-14: Rollup Metrics Caveat).
- Step 4: Click the **Submit Rollup** button.

NIMS Compliance Assista	ice Support Tool (NIMSCAST)	Fire and Rescue Christina Thomas [Inherited	l Admin
FY2010 NIMS Implementation	Aetrics		
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Fire and	d Rescue Questions/Comme	ents
Select an Assessment	New Rollup		
Submit for Rollup	Assessments(s): FY2010 NIMS Implementation Objectives a	and Metrics for Local Governments	
Reports Review Rollups Review Rollup CAPs	Caveat:		
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	2	Submit Rollup	

#### Figure 5-14: Rollup Metrics Caveat

## C. MANAGING CORRECTIVE ACTION PLANS

## 1. ENTERING CORRECTIVE ACTION PLANS

Users must enter a Corrective Action Plan after recording a negative response to a metric in order for the metrics response to be marked complete (for additional information see the <u>Completing NIMS</u> <u>Implementation Metrics</u> section). Active CAPs from a previous year's assessments roll over into the current fiscal year to track continuous progress on CAPs.

To enter and roll over a CAP:

- Step 1: Open the appropriate implementation metric (see <u>Completing NIMS Implementation Metrics</u>).
- Step 2: Click the radio button to select the appropriate response (Figure 5-15: Completing Assessment Metrics).
- Step 3: Click the **Save & Continue**>> button.

## A CAP must be documented when a metric has not been met; all CAP fields must be completed before submission of the assessment.

Outstanding CAPs from the previous assessment year will roll over to the current assessment.

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Emergency Medical Responde	rs Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation M	etrics		
Navigation           NIMS Adoption           1. Adoption           3. Point of Co.	[Current Account] » USA » Region 3 » Responders NIMS Adoption Implement	Virginia » Loudoun » Emergency Medical	Questions/Comments
4. Implementat	4. Implementation Strategy		
5. Ensure Fede + Preparedness: + Preparedness:		e that Federal Preparedness Awards [to include, but ea Security Initiative Funds] to local governments, su	
Preparedness:     Communications     Resource Manag     Command and Ma  Select an Assessment		ensure that Federal Preparedness Awards [inclu curity Initiative (UASI) Funds] support NIMS com	
Submit for Rollup Reports Review Rollups Review Rollup CAPs	Notes:		< x
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions	Save &	Continue >>	Skip-Ahead >> Cancel

Figure 5-15: Completing Assessment Metrics

Step 4: The Corrective Action Plan section will appear at top of page (Figure 5-16: Completing a CAP).

**Note:** NIMSCAST highlights the responses in the metric that are non-compliant. If you would prefer to complete the CAP information later, click the **Skip Ahead>>** or **<<Skip Backward** buttons to complete other metrics in the assessment. Respondents must complete a CAP for each non-compliant response in order to successfully submit the assessment for rollup.

- Step 5: In the **Reason for Non-Implementation** field, enter an explanation of why the objective has not been met.
- Step 6: In the **Corrective Action** field, enter a description of the steps planned to meet the objective.
- Step 7: In the **Expected Date of Implementation** field, enter the expected date of CAP implementation or achievement.

**Note:** Click on the calendar icon is to select the date from a calendar view.

- Step 8: In the **Point of Contact** field, enter the name of the individual, department/agency, or jurisdiction responsible for executing the corrective action.
- Step 9: Click the **Save & Continue**>> button to save the entered CAP information.

NIMS Compliance Assistance	Support Tool (NIMSCAST) Emergency Medical Responders Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation M	etrics
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun » Emergency Medical Responders
NIMS Adoption	Your response has not affirmed this critical metric, please provide a corrective action plan below.
1. Adoption       3. Point of Co	NIMS Adoption Implementation Objectives
4. Implementat	4. Implementation Strategy
5. Ensure Fede Preparedness: Preparedness:	Implementation Objective 4: Ensure that Federal Preparedness Awards [to include, but not limited to. DHS Homeland Security Grant Program and Urban Area Security Initiative Funds] to local governments, support all required NIMS compliance requirements.
Preparedness:     Communications     Resource Manag     Command and Ma	Corrective Action Plan: Reason for Non-Implementation:
Select an Assessment	
Submit for Rollup	
Reports Review Rollups Review Rollup CAPs	Corrective Action:
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Check Spelling Expected Date of Implementation: [mm/dd/yyyy] Point of Contact:
Account Search User Activity Log Search User Search	Check this box if Corrective Action has been completed.  Save & Continue >> < < Skip-Backward Skip-Ahead >> Cancel
Email Users Edit This Account Edit My User Profile Submit Feedback	4.1 Does the local government ensure that Federal Preparedness Awards [including DHS Homeland Security Grant Program and Urban Area Security Initiative (UASI) Funds] support NIMS compliance? O Yes No

Figure 5-16: Completing a CAP

## 2. MAINTAINING CORRECTIVE ACTION PLANS

Once a respondent has achieved an implementation objective for which a CAP was generated within NIMSCAST, the users must update the existing CAP.

To update a CAP:

Step 1:	Open the appropriate implementation metric (see <u>Completing NIMS Implementation</u> <u>Metrics</u> ) (Figure 5-17: Marking a CAP Complete).
Step 2:	Click the checkbox to select the <b>Check this box if Corrective Action has been completed</b> option.
Step 3:	Click the radio button to indicate a positive response for the implementation metric and complete any relevant information.
Step 4:	Click the <b>Save &amp; Continue</b> >> button to save changes to the objective metric.

NIMS Compliance Assistance	e Support Tool (NIMSCAST)		Emergency Medical Respond	ers Christina Thomas [Inherited Admin]	
FY2010 NIMS Implementation Me	trics				
Navigation	[Current Account] » USA » Region 3 » V NIMS Adoption Implementat		dical Responders	(2) Questions/Comments	
3. Point of Co	4. Implementation Strategy				
4. Implementat 🔺 5. Ensure Fede 🔺	and Urban Area Security Initiative Funds] to local governments, support all required NIMS compliance requirements.				
Preparedness:     Preparedness:     Preparedness:     Preparedness:     Communications     Resource Manaq	Corrective Action Plan: Reason for Non-Implementation:				
Command and	New initiative begun 12/20	10		2	
Select an Assessment	Corrective Action:				
Submit for Rollup	Continue efforts through 3	/2011		2	
Reports Review Rollups Review Rollup CAPs Manage Guidance Manage My Snapshots Manage My Snapshots Manage Sub-Accounts Account Search User Activity Log Search User Search Email Users Edit This Account Edit My User Profile Submit Feedback	Check Spelling Expected Date of Implementation: Check this box if Corrective A Check this box if Corrective A 4.1 Does the local government e and Urban Area Security Initiative (I Yes No NA To affirm this metric, "No" must	ction has been completed. Save & Continue >> Insure that Federal Preparednes JASI) Funds] support NIMS comp		Sue Medic Skip-Ahead >> Cancel omeland Security Grant Program	
Change My Password Log Out Resources About NIMSCAST User's Guide [pdf] Acronyms Glossary	Notes:	Save & Continue >>	<< Skip-Backward	Skip-Ahead >> Cancel	

Figure 5-17: Marking a CAP Complete

Step 5: A **Rollup Responses** prompt will appear for users with rollup permission. Select the radio button next to the appropriate response (Figure 5-18: Rollup Responses).

Note:

- Rolled up responses make the metrics available to the account above the current account in the hierarchy for reporting.
- Rolling up responses allows changes to be tracked in the rollup change history.
- If you would prefer not to be reminded to rollup responses, select the checkbox next to **Do NOT ask me again**.

Step 6: Click the **Save and Continue** >> button.

Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Responses successfully saved. << Go Back	
Submit for Rollup Reports Review Rollups Review Rollup CAPs	Rollup Responses         Do you want to roll up your responses to your parent account?	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Do NOT ask me again. (NOTE: this can be changed in your User Info	

Figure 5-18: Rollup Responses

## **D. MANAGING CUSTOM METRICS GUIDANCE**

NIMSCAST administrative users can provide additional guidance to their sub-accounts. This guidance is provided by Implementation Objective.

## 1. CREATING OR EDITING CUSTOM GUIDANCE

Custom guidance for the designated accounts is visible under the NIMS Implementation Objective information. The text includes the full account string of the administrative user providing the guidance.

To create or edit custom guidance:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-19: Manage Guidance). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

Administrative users can add custom guidance to NIMS Implementation Objectives.

- Step 2: Click the Manage Guidance link in the Navigation menu.
- Step 3: On the Mange Guidance page, click the **edit guidance** link.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]		
FY2010 NIMS Implementation	on Metrics			
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments		
Select an Assessment	Manage Guidance			
Submit for Rollup	You can provide guidance to assist other users in responding to the metrics. This guidance will be visible to accounts that are at this level and below in the account hierarchy.			
Reports Review Rollups Review Rollup CAPs	To begin, choose the Assessment whose Guidance yo	ou would like to modify.		
Manage Guidance	NIMSCAST NIMS Compliance Assistance Support To	pol edit guidance		

Figure 5-19: Manage Guidance

- Step 4: Scroll to the Implementation Objective to which you want to add guidance (Figure 5-20: Create and Edit Custom Guidance).
- Step 5: To add guidance, click the **create** link to create guidance; to edit guidance, click the **edit** link.

#### Notes:

- Administrative users can target the Federal, State, tribe and local levels.
- Click the **enable** link to re-enable existing disabled guidance (also see <u>Disabling</u> or Deleting Custom Guidance).

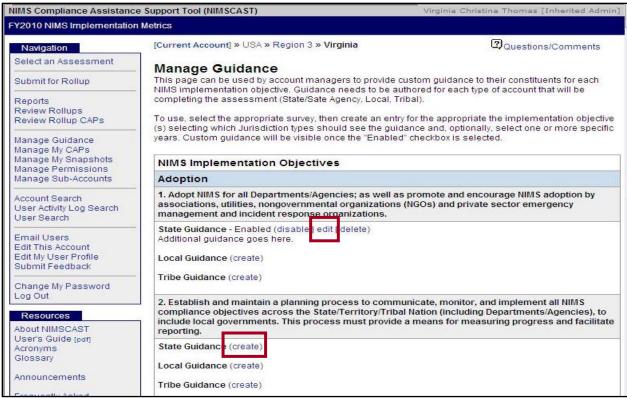


Figure 5-20: Create and Edit Custom Guidance

Step 6: Select the **Enable** checkbox to control whether or not the guidance is displayed to constituents (Figure 5-21: Create Guidance).

**Notes**: Deselecting the **Enable** checkbox disables the guidance, removing it from assessment information.

Step 7: Click the **Save** button to save the guidance and make it available to the designated users.

IIMS Compliance Assistanc		Virginia Christina Thomas [Inherited Admir
Y2010 NIMS Implementation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Create State Cuidanas	
Submit for Rollup	Create State Guidance	
Reports Review Rollups Review Rollup CAPs	Guidance is displayed under a section's compl Click SAVE to save the guidance. Click CANCEL to return to the guidance list.	liance objectives during assessment.
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Implementation implement all NIMS compli- Activity Nation (including Departme	a planning process to communicate, monitor, and ance objectives across the State/Territory/Tribal ents/Agencies), to include local governments. This cans for measuring progress and facilitate reporting.
Account Search User Activity Log Search User Search	Guidance	
Email Users Edit This Account Edit My User Profile Submit Feedback	Enable Enabled	[Save] Cancel
Change My Password		

#### Figure 5-21: Create Guidance

Step 8: Upon saving, the custom guidance is added to the Implementation Objective following the full path of the account providing the guidance (Figure 5-22: Viewing Custom Guidance).

NIMS Compliance Assistance	e Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]		
FY2010 NIMS Implementation	Metrics			
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments		
NIMS Adoption	NIMS Adoption Implementation Objectives			
1. Adoption				
2. Communicate 🥥	2. Communicate, Monitor and Implement all NIMS requireme	ints across the State/Territory		
3. Point of Co	implementation objective z. Establish and maintain a planning process to communicate, monitor and implement and			
4. Implementat	provide a means for measuring progress and facilitate reporting.	encies), including local governments. This process must		
5. Ensure Fede	provide a means for measuring progress and lacintate reporting.			
6. Assist Trib 🥥	Guidance:			
Preparedness:	Salaanoor			
Preparedness:     Preparedness:	USA >> Region 3 >> Virginia: Customized guidance goes here.			

#### Figure 5-22: Viewing Custom Guidance

## 2. DISABLING OR DELETING CUSTOM GUIDANCE

NIMSCAST administrative users can also disable or delete custom guidance. Disabling custom guidance removes it from view but retains the guidance information for later use. Deleting custom guidance removes it completely from the assessment record.

To disable or delete custom guidance:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of

Disabling custom guidance retains it for future use.

Deleting custom guidance removes it from NIMSCAST completely. the page (Figure 5-23: Manage Guidance). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

- Step 2: Click the **Manage Guidance** link in the Navigation menu.
- Step 3: On the Mange Guidance page, click the **edit guidance** link.

NIMS Compliance Assistant	ce Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]		
FY2010 NIMS Implementation	n Metrics			
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments		
Select an Assessment	Manage Guidance			
Submit for Rollup	You can provide guidance to assist other users in responding to the metrics. This guidance will be visible to accounts that are at this level and below in the account hierarchy.			
Reports Review Rollups Review Rollup CAPs	To begin, choose the Assessment whose Guidance y	ou would like to modify.		
Manage Guidance Manage My CAPs	NIMSCAST NIMS Compliance Assistance Support T	ool edit guidance		

#### Figure 5-23: Manage Guidance

Step 4: To disable guidance, click the **disable** link (Figure 5-24: Disable or Delete Guidance).

**Note:** Once disabled, the guidance will not be visible to other users but the information will be retained for future use.

Step 5: To delete guidance, click the **delete** link.

**Note:** Deleting guidance removes it from the assessment making it no longer available for use.

Manage My CAPs Manage My Snapshots Manage Permissions	NIMS Implementation Objectives
Manage Sub-Accounts	Adoption
Account Search User Activity Log Search User Search	1. Adopt NIMS for all Departments/Agencies; as well as promote and encourage NIMS adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations.
Email Users	State Guidance - Enabled disable edit delete) Additional guidance goes here.

#### Figure 5-24: Disable or Delete Guidance

Step 6: In the Message from webpage window, click the **OK** button to confirm guidance deletion (Figure 5-25: Confirm Guidance Deletion).

Message	from webpage		
?	Are you sure you want to delete State guidance for 1. Adopt NIMS for a utilities, nongovernmental organizations (NGOs) and private sector emer		
3	Ск	Cancel	2
	Eigure 5-25: Confi	rm Guidance Del	etion

Figure 5-25: Confirm Guidance Deletion

## E. CONTROLLING ACTIVE ASSESSMENT COLLECTIONS BY YEAR

Administrative users at the State and tribal nation level have the ability to control the fiscal year collections that are available for their sub-accounts to complete. This feature allows NIMS Coordinators to limit the number of collections that are designated "active" to those requiring further action and provides the flexibility to extend collections to meet State or tribal nation needs. Assessments that are "inactive" are available to view in read-only versions from the assessment dashboard (also see <u>Selecting and Viewing Assessments</u>).

State and tribal nation NIMS Coordinators can control which active assessment are available for completion by their subaccounts.

To control available assessment collections:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-26: Edit Account Details). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

#### Step 2: Click on the **Edit This Account** link in the Navigation menu.

	e Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Adr		
Y2010 NIMS Implementation	1 Metrics			
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments		
Select an Assessment	Edit Account Details			
Submit for Rollup	Use this form to edit account information or merge a pu Provide the following information for the account:	blic account with another account in the official account hierarchy.		
Reports Review Rollups Review Rollup CAPs	<ul> <li>Account Name - A concise name for the account</li> <li>Description - A longer optional description of the</li> <li>Jurisdiction Type - A selection of available jurisd</li> </ul>	account.		
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	<ul> <li>Sufficiently be a Selection of available junisdiction types, will control what version of the metrics is available.</li> <li>Discipline - Select as many disciplines as apply to the population represented by this new account.</li> <li>State - Verify the correct state is selected, will be readonly if state is already designated by location in account hierarchy.</li> <li>County - For local jurisdiction types only, select the county that best describes the jurisdictions</li> </ul>			
Account Search Jser Activity Log Search Jser Search	location. • Tribe - For tribal jurisdiction types only, select the • Participation Type - A choice describing how me • The following selections may not be available if I	e tribe that best describes the jurisdictions. trics will be collected for this account. restrictions have been placed on this account.		
Edit This Account	These can only be edited if user has administrat c Collect Assessment - Check this box to a			
Submit Feedback	Note: Switching your Jurisdiction Type may cause you	to lose access to your previously entered metrics data.		
Change My Password Log Out	Edit Account			
Resources	Account Name*: Virginia			
About NIMSCAST				

#### Figure 5-26: Edit Account Details

- Step 3: Scroll to the **Select Available Assessments** section (Figure 5-27: Available Assessments).
- Step 4: Click the **checkbox** to deselect the appropriate assessment year(s).

**Note:** Deselecting an assessment year will make that year's metrics inactive and only available for review (no updates). Reselect the checkbox to reactivate an assessment year.

Step 5: Click the **Save Changes** button.

process. If managed,	s one, may manage the creation of accounts submitted through the Public registration the new account requests will be queued for review by designated managers selected from istrators of this account.
There are no direct a	dministrators of this account.
State and National acc	counts may also manage which assessments are available under their hierarchy.
Select Available	Assessments:
Assessment Years:	<ul> <li>2007</li> <li>✓ 2008</li> <li>✓ 2009</li> <li>✓ 2010</li> </ul>
	Save Changes Cancel

Figure 5-27: Available Assessments

## F. REVIEWING CORRECTIVE ACTION PLANS

NIMSCAST administrative users have the option of reviewing and approving CAPs submitted by subaccount respondents. The review activity does not affect rollup status and is meant as a tool for administrative users to better monitor sub-accounts. Review history is captured on the assessment and can be viewed by the sub-account administrative user.

CAPs rollup reviews have one of three statuses:

- **Incomplete:** The CAPs rollup review has not been done.
- **Approved:** The CAPs rollup review has been completed and is approved.
- **Disapproved:** The CAPS rollup review has been completed and is disapproved.

To review and approve rollup CAPs:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-28: Review Rollup CAPs). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Review Rollup CAPs** link on the Navigation menu.
- Step 3: Click the radio button to select the appropriate Account Type.

**Note:** Available account types vary based on your administrative user permission and location in the account hierarchy.

Step 4: In the **Assessment** field, select the appropriate assessment from the drop-down list menu.

Note: The Assessment field appears after the Account Type has been selected.

Step 5: Click the **Next** button.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	n Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Review Rollup Corrective Action Plans	
Submit for Rollup	Click Apply Filter to filter the list below.	
Reports Review Rollups	Review Options	
Review Rollup CAPs	Account Type: C State and State Agency	
Manage Guidance	C State Agency Only C Local	
Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Assessment: FY2010 NIMS Implementation Metrics	
Account Search	-	Next

Figure 5-28: Review Rollup CAPs

- Step 6: Available Rollup CAPs for the selected account type display on the page (Figure 5-29: Filter Rollup CAPs).
- Step 7: To filter the returned results, select the appropriate filter criteria in the **Filter** section.
- Step 8: Click the **Apply Filter** button.
- Step 9: Click the **Review** button to select the appropriate rollup CAP.

NIMS Compliance Assistance	e Support Tool (NIMSCA	ST)			Virginia	Christina Thor	nas [Inherited Admin]
FY2010 NIMS Implementation	Metrics						
Navigation Select an Assessment Submit for Rollup Reports		SA » Region 3 » Virgin orrective Action filter the list below.				Ques	tions/Comments
Review Rollups Review Rollup CAPs Manage Guidance Manage My CAPs Manage Permissions Manage Permissions Manage Sub-Accounts Account Search User Activity Log Search User Search	Account Type: Assessment: Sub-Accounts: Show Only Review Statuses:	Local FY2010 NIMS Implementation Metrics All v level(s) I incomplete Approved V joisapproved	Section: Show Only CAP Statuses: Expected Date of Implementation:	All Sections	<b>T</b>	(mr	▼ n/dd/yyyy]
Email Users Edit This Account Edit My User Profile Submit Feedback System Administration Change My Password Log Out Resources About NIMSCAST	Accoun	t Region 3 » Virginia » A	e action plan(s) per the filte ccomack » Eastern Shore	Last Rollup Date	Review Status 1 Disapproved	Last Review Date 12/17/2010	Apply Filter
User's Guide [pdf] Acronyms	Review USA » F	District Region 3 » Virginia » Aj	ppomattox	2010-09-29	1 Incomplete	n/a	Test User

Figure 5-29: Filter Rollup CAPs

Step 10: For each CAP rolled up by section, review the submitted information (Figure 5-30: Approve Rollup CAPs).

Note:

- The information submitted by the sub-account is read-only.
- If the CAP rollup has been reviewed previously, reviewers can click on the **Show** review history for this section link to view previous reviewer comments.
- Step 11: Scroll to the yellow box at the bottom of each section. In the **Approve?** field, select the appropriate response from the drop-down list menu.

**Note**: Approval status does not affect the CAPS rollup status.

Step 12: In the **Comments** field, enter relevant comments.

**Note:** Comments must be entered when a CAP is not approved. Comments are optional for approved CAPs.

Step 13: Click the **Save Review** button to complete the review process.

Note:

- If multiple CAPs are available for review, reviewers can save each CAP rollup review independently without completing the review for the remaining CAPs.
- Upon saving a rollup CAP reviews, emails are sent to the sub-account administrative users informing them of the change in the CAPS rollup review status.

NIMS Compliance Assistance FY2010 NIMS Implementation M			Virginia Christina Thomas [Inherited Adv
12010 NilwiS implementation M			8
Navigation	[Current Account] » USA » Region 3 » Vir	rginia	Questions/Comments
Select an Assessment	USA » Region 3 » Virginia » Appomat	tau	Last Rollup Date: 2011-03-29
Submit for Rollup	USA » Region 5 » Virginia » Apponiat	IOX .	Last Rollup By: Christina Thon
Reports Review Rollups	Administrator	Email	PHONE
Review Rollup CAPs	2 Joe Responder	joeresponder@appx.nul	55-555-5555
Manage Guidance	32 Ober Kesponder	Joereshonder@appx.nor	
Manage My CAPs Manage My Snapshots	Deserved a sec. Testate a levelor	mentation Objectives	
Manage Permissions	Preparedness: Training Impler		
Manage Sub-Accounts	19. ICS-400 Advanced ICS training		
Account Search User Activity Log Search	Implementation Objective 19: Implement the Five-Year NIMS Training Plan, Februar		ent to include appropriate personnel (as identified in
User Search		emented a training program to ensure the ary 2008, receive ICS-400 training? (FY2010	at the appropriate personnel, as identified in the
Email Users	The real time training that, testa	aj 2000, recerte res tos dannig.	
Edit This Account Edit My User Profile	⊖Yes ⊙No		
Submit Feedback System Administration	UNO		
	Number of appropriate personnel v	who are required to complete ICS-400: (F	Y2010)
Change My Password Log Out	12		
	12		
Resources	Number of appropriate personnel v	who have completed ICS-400: (FY2010)	
About NIMSCAST User's Guide [pdf]	10		
Acronyms Glossary	2500 2512		
	The number of appropriate person	nel who have completed ICS-400 for the f	
Announcements			Number of Personnel 0
Frequently Asked Questions	Emergency Management and resp	onse personnel in middle management	
Implementation Guidance	Emergency Management and resp	onse personnel in command and general	staff <sup>10</sup>
NIMS NIMS FAQ Five-Year NIMS Training Plan NIMS Document [car]	How many people are trained as tr 0 19.2 Does the local government do	rainers for ICS-400: (FY2010) cument ICS-400 training status of personn	el from: (FY2010)
		Yes No N/A	
NATIONAL INCIDENT MANAGEMENT SYSTEM	Local Governments	• C	
	Tribal Nations	000	
S hereine	Other emergency response organi	zations 💿 🔘 🔘	
Search			
Search FEMA Go » Advanced Search	Reason for Non-Compliance: Classes Corrective Action: As soon as a class I Expected Date of Compliance: 07/01/2 Status: In Progress	s held within reasonable distance, individuals	will be scheduled ontact: Joe Responder
		Show review history for this sect	tion
	Approve?: I		
	Comments:		
	0		*
	Last Review Date: n/a		Last Reviewed By: n/a
			Save Review Canc



## **G. REVIEWING ROLLUPS**

NIMSCAST allows administrative users to monitor sub-account rollups (including CAPs) and to communicate approval or disapproval of metric responses. The review rollup process, similar to the review rollup CAPs process, is optional and can be completed at the discretion of the primary account administrative user. Approval or disapproval of the rollup has no impact on the status of the rollup itself. Administrative users have the option of reviewing and approving individual rollups or approving all rollups without review.

Rollup reviews have three statuses:

- **Review Required:** The rollup review has not been done.
- **Approved:** The rollup review has been completed and is approved.
- **Disapproved:** The rollup review has been completed and is disapproved.

## 1. REVIEWING AND APPROVING INDIVIDUAL ROLLUPS

To review and approve individual rollups:

Step 1:	Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-31: Review Rollups). To switch accounts, click the <b>Current Account</b> link or click on the link of one of the accounts in the account string to select the appropriate account.	Administrative users can provide feedback on metrics responses submitted by sub-accounts when performing an
Step 2:	Click on the <b>Review Rollups</b> link in the Navigation menu.	individual rollup review.
Step 3:	Click the radio button to select the appropriate Accourt	ıt Type.
	<b>Note:</b> Available account types vary based on your adm location in the account hierarchy.	inistrative user permission and
Step 4:	In the Assessment field, select the appropriate assessment	ent from the drop-down list box.
	Note: The Assessment field appears after the Account	<b>Type</b> has been selected.
Step 5:	Click the <b>Next</b> button.	

The Review Rollup process is optional for administrative users.

All metrics default to approved.

NIMS Compliance Assistance	ce Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Review Rollups	
Submit for Rollup	Click Apply Filter to filter the list below.	
Reports	Review Options	
Review Rollups Review Rollup CAPs	Account Type: C State and State Agency	
Manage Guidance	C State Agency Only	
Manage My CAPs Manage My Snapshots	Local	
Manage Permissions Manage Sub-Accounts	Assessment: FY2010 NIMS Implementation Metrics	
Account Search User Activity Log Search	<u>Ne</u>	ext

Figure 5-31: Review Rollups

- Step 6: Available rollups for the selected account type display on the page (Figure 5-32: Review Rollups Filter).
- Step 7: To filter the returned results, select the appropriate filter criteria in the **Filter** section.
- Step 8: Click the **Apply Filter** button.

Step 9: Click the **Review** button to select the appropriate rollup.

**Note:** If the rollup was previously reviewed but resubmitted for rollup by the subaccount, a date appears in the **Last Review Date** column.

Navigation	[Current Account] » USA	» Region 3 » <b>Virginia</b>			Questi	ons/Comments
Select an Assessment	Review Rollups	No 11-4 la - 1				
Submit for Rollup	Click Apply Filter to filter t	the list below.				
Reports	Filter					
Review Rollups Review Rollup CAPs	Account Type: Assessment:	Local FY2010 NIMS Impleme	entation			
Manage Guidance Manage My CAPs	Sub-Accounts:	Metrics All 🔽 level(s)				
Manage My Snapshots Manage Permissions Manage Sub-Accounts	Show Only Review Statuses:	Review Required Approved				
Account Search User Activity Log Search User Search		☑ Disapproved Ap	ply Filter			
Email Users Edit This Account Edit My User Profile	2 jurisdiction(s) match th	e filter specified.				Approve All
Submit Feedback System Administration	Account		Last Rollup Date	Review Status	Last Review Date	Last Reviewed By
Change My Password Log Out	Review USA » Re	gion 3 » Virginia » Fairfax	2011-03-29	Approved	05/04/2011	NIMSCAST Admin
Resources	Review USA » Rev	gion 3 » Virginia » Loudon	2011-05-05	Review Required	05/04/2011	NIMSCAST Admin

Figure 5-32: Review Rollups Filter

Step 14: Each Implementation Objective is displayed by section. Review the submitted response information (Figure 5-33: Approve Rollups).

#### Note:

- The rollup information submitted by the sub-account is read-only.
- If the rollup has been reviewed previously, the assessment metrics that have not changed appear with the sections collapsed. To open each Implementation Objective, click the **Show Responses** link to open the metric. Reviewers can click on the **Show review history for this section** link to view previous reviewer comments.
- Step 15: Scroll to the yellow box at the bottom of each section, in the **Approve?** field select the appropriate response from the drop-down list menu.

Note:

- The approval status defaults to **Yes**.
- Select **No** to disapprove of the metric response.
- Approval status does not affect the rollup status.
- Step 16: In the **Comments** field, enter relevant comments.

Note:

- Comments must be entered when a response is not approved.
- Comments are optional for approved responses.
- Step 17: Click the **Submit** button to complete the review process.

**Note:** Upon saving a rollup review, an email is sent to the sub-account administrative user if any metrics have not been approved or if approval status has changed.

32.1 During an incident/planned event can the Public Information system: (FY2010)         Yes         Gather information         O         Verify information         O         Disseminate information         O         Disseminate information         O         Verify information         O         Disseminate information         Verify information         O         Disseminate information         Verify information	information during an incident/p	: Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminat anned event.
Gather information       Image: Constraint of the second sec	32.1 During an incident/p	anned event can the Public Information system: (FY2010)
Verify information		Yes No
Coordinate information O Disseminate information O Approve? Yes Comments:	Gather information	⊙ ○
Disseminate information  O  Approve? Yes  Comments:	Verify information	$\odot$ $\bigcirc$
Approve? Yes	Coordinate information	$\odot$ $\bigcirc$
Approve? Yes	Disseminate information	
Last Review Date: n/a	Approve ?	
Last Review Date: n/a	- Proventing	
East Noview Duce, ind	- Proventing	× ×

Figure 5-33: Approve Rollups

## 2. APPROVING ALL ROLLUPS WITHOUT REVIEW

In addition to the ability to review and approve individual rollups, administrative users have the option to approve all rolled up assessments within their hierarchy without further review.

To approve all rollups without review:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 5-34: Review Rollups). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Review Rollups** link in the Navigation menu.
- Step 3: Click the radio button to select the appropriate Account Type.

**Note:** Available account types vary based on your administrative user permission and location in the account hierarchy.

Step 4: In the Assessment field, select the appropriate assessment from the drop-down list box.

Note: The Assessment field appears after the Account Type has been selected.

Step 5: Click the **Next** button.

NIMS Compliance Assistance	ce Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admir
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] >> USA >> Region 3 >> Virginia	Questions/Comments
Select an Assessment	- Review Rollups Click Apply Filter to filter the list below.	
Review Rollups Review Rollups	Account Type: C State and State Agency	
Manage Guidance Manage My CAPs Manage My Snapshots	C State Agency Only © Local	
Manage Permissions Manage Sub-Accounts	Assessment: FY2010 NIMS Implementation Metrics	Next
User Activity Log Search		

Figure 5-34: Review Rollups

- Step 6: Available rollups for the selected account type display on the page (Figure 5-35: Approve All Rollups).
- Step 7: To filter the returned results, select the appropriate filter criteria in the **Filter** section.
- Step 8: Click the **Apply Filter** button.
- Step 9: Click the **Approve All** button to approve all the displayed rollups.

**Note:** Upon approval, a notice appears indicating that multiple accounts have been approved.

Navigation	[Current Account] » USA	» Region 3 » Virginia			2 Questi	ons/Comments
Select an Assessment	Review Rollups					
Submit for Rollup	Click Apply Filter to filter t	the list below.				
Reports Review Rollups	Filter Account Type:	Local				
Review Rollup CAPs	Assessment:	FY2010 NIMS Impleme	entation			
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Sub-Accounts: Show Only Review Statuses:	Metrics All vel(s) Review Required Approved				
Account Search User Activity Log Search User Search		☑ Disapproved	ply Filter	9		
Email Users Edit This Account Edit My User Profile	2 jurisdiction(s) match th	e filter specified.			[	Approve All
Submit Feedback System Administration	Account		Last Rollup Date	Review Status	Last Review Date	Last Reviewed By
Change My Password Log Out	Review USA » Reg	gion 3 » Virginia » Fairfax	2011-03-29	Approved	05/04/2011	NIMSCAST Admin
Resources	Review USA » Reg	gion 3 » Virginia » Loudon	2011-05-05	Review Required	05/04/2011	NIMSCAST Admin

Figure 5-35: Approve All Rollups

## **CHAPTER TOPICS:**

- Creating New Snapshots
- Viewing and Deleting Snapshots
- <u>Restoring Snapshots</u>

## A. CREATING NEW SNAPSHOTS

NIMSCAST provides users with administrative and standard with rollup permissions the ability to save multiple versions an assessment, including a baseline version for each. These versions are saved as "snapshots." Once an assessment has been completed and submitted for rollup, a snapshot of the data can be created to archive in NIMSCAST. Subsequent snapshots can be created to capture data progression history.

To create a snapshot:

Step 1:	Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 6-1: Managing Snapshots). To switch accounts, click the <b>Current Account</b> link or click on the link of one of the accounts in the account string to select the appropriate account.	Create snapshots to archive assessment data progression.
Step 2:	Click on the Manage My Snapshots link in the Naviga	ation menu.
Step 3:	In the <b>Select Assessment</b> field, select the appropriate a menu.	ssessment from the drop-down list
Store 1.	Click the Create New Grandhat link	

Step 4: Click the **Create New Snapshot** link.

NIMS Compliance Assistar	nce Support Tool (NIMSCAST)			Loudoun Ch	iristina Thomas	[Inherited Ad	min]
FY2010 NIMS Implementation M	Netrics						
Navigation	[Current Account] » USA » Region 3 :	» Virginia » Loudoun			2 Quest	ions/Comments	12
Select an Assessment	Manage Snapshots						
Submit for Rollup	The table below inventories the differ unique name assigned by the user an						
Reports Review Rollups Review Rollup CAPs	NEW SNAPSHOT to save your update jurisdiction's data in the text box provi and save it to the inventory.	ed data as a new snapshot. Enter a na	ame for the new snapsh	not of your			
Manage Guidance Manage My CAPe	Create New Snapshot		Select Assessment: F	Y2010 NIMS In	nplementation	Metrics	~
Manage My Snapshots	Title	Caveat	Fiscal Year	Date	Restore	Delete	
Manage Sub-Accounts	Pre-restore Backup	Data may not be complete	2010	2011-02-07	2	×	

#### Figure 6-1: Managing Snapshots

- Step 5: On the Create a New Snapshot page, in the **Title** field, enter an appropriate title for this version of the assessment snapshot (Figure 6-2: Creating Snapshots).
- Step 6: In the **Caveat** field, enter additional relevant information about this snapshot.
- Step 7: Click the **Create Snapshot** button.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)		Loudoun Christina Thomas [Inherited Admir
FY2010 NIMS Implementation N	etrics		
Navigation	[Current Account] » USA » Region 3	» Virginia » Loudoun	Questions/Comments
Select an Assessment	Create a New Snapshot		
Submit for Rollup	Saving different snapshots of your ju	urisdiction's data allows you to gauge your p asing compliance with the NIMS Standard.	program's progress over time in improving
Reports Review Rollups Review Rollup CAPs		of the data set in the text box below. Then cl	click CREATE SNAPSHOT to take a
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Create Snapshot Title: Caveat:		
Account Search User Activity Log Search User Search		Create Snapshot	Cancel

#### Figure 6-2: Creating Snapshots

## **B. VIEWING AND DELETING SNAPSHOTS**

Users with administrative and standard with rollup permissions can view snapshots created for their accounts and sub-accounts. In addition, NIMSCAST data snapshots that are no longer need and be deleted.

To view available or delete snapshots:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 6-3: Viewing Snapshots). To switch accounts, click the **Current Account** link or The Current Assessment Data Set and the Rollup Submittal snapshots are generated by NIMSCAST. click on the link of one of the accounts in the account string to select the appropriate account.

- Step 2: Click on the Manage My Snapshots link in the Navigation menu.
- Step 3: In the **Select Assessment** field, select the appropriate assessment from the drop-down list menu.
- Step 4: Review the available snapshot version of the selected assessment.

Notes:

- An assessment must be completed and rolled up before a snapshot can be created.
- Users can create a baseline rollup snapshot immediately after the initial assessment rollup completion.

Assessments responses must be rolled up in order to create a snapshot.

- The **Rollup Submittal** snapshot reflects the most recent rollup version of the assessment and is automatically updated by NIMSCAST upon rollup. The Rollup Submittal snapshot is date stamped with the date of the last rollup.
- The **Current Assessment Data Set** reflects the current responses in the active version of the assessment regardless of rollup. It shows the current date.

Step 5: To delete the snapshot, click the delete icon  $\times$  on the appropriate line.

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)			Loudoun Ch	ristina Thomas	[Inherited Admi
FY2010 NIMS Implementation M	letrics					
Navigation	[Current Account] » USA » Region 3	» Virginia » Loudoun			Questi	ons/Comments
Select an Assessment	Manage Snapshots					
Submit for Rollup	The table below inventories the diffe	rent snapshots of data sets that you have				
Reports Review Rollups Review Rollup CAPs	NEW SNAPSHOT to save your update	nd the date of the last update. If available led data as a new snapshot. Enter a name rided. Then click CREATE SNAPSHOT to t	e for the new snapsh	ot of your		
Manage Guidance	Create New Snapshot	Sel	lect Assessment: F)	/2010 NIMS Im	plementation	Metrics
Manage My Snapshots	Title	Caveat	Fiscal Year	Date	Restore	Delete
Manage Sub-Accounts	Pre-restore Backup	Data may not be complete	2010	2011-02-07	6	×
Account Search	Rollup Submittal		2010	2011-02-07	da 🖌	
User Activity Log Search User Search	Baseline snapshot	This is the baseline snapshot.	2010	2011-02-07	Ø	×
Email Users	(Current Assessment Data Se	t)		2011-02-08		

Figure 6-3: Viewing Snapshots

Step 6: In the **Message from webpage** dialog box, click the **OK** button to confirm deletion; click the **Cancel** button to cancel the request (Figure 6-4: Confirm Deletion).

	ce Support Tool (NIMSCAST)		34 35	Loudoun Ch	ristina Thomas	[Inherited Adm
FY2010 NIMS Implementation N	[Current Account] » USA » Region	3 » Virginia » Loudoun			Questi	ons/Comments
Select an Assessment	Snap	shot "Baseline snapshot" was :	successfully restored to	your current o		
Submit for Rollup	Manage Snapshots					
Reports Review Rollups Review Rollup CAPs	The table below inventories the diff unique name assigned by the user NEW SNAPSHOT to save your upd	erent snapshots of data sets that yo and the date of the last update. If av ated data as a new snapshot. Enter wided. Then click CREATE SNAPSH	ailable for the selected asse a name for the new snapsh	ssment, click CF ot of your	REATE	
Manage Guidance Manage My CAPs	and save it to the inventory.					
Manage My Snapshots Manage Permissions	Create New Snapshot		Select Assessment: FY	2010 NIMS Im	plementation	Metrics
Manage Sub-Accounts	Title	Caveat	Fiscal Year	Date	Restore	Delete
Account Search	Pre-restore Backup	Message from webpage		2011-02-07	Ø	×
User Activity Log Search User Search	Rollup Submittal	Are you sure you wa		2011-02-07	6	43
Email Users	Baseline snapshot	Are you sure you wa	int to delete this snapshot?	2011-02-07	A	×
idit This Account dit My User Profile Submit Feedback	(Current Assessment Data S	ет) ОК	Cancel	2011-02-07		

**Figure 6-4: Confirm Deletion** 

## **C. RESTORING SNAPSHOTS**

Once a snapshot is created in NIMSCAST, users with administrative or standard with rollup permissions can revert to an earlier assessment version by restoring previously saved snapshot.

To restore snapshot data:

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 6-5: Managing Snapshots). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.

# Restoring snapshot data overwrites current data.

- Step 2: Click on the Manage My Snapshots link in the Navigation menu.
- Step 3: In the **Select Assessment** field, select the appropriate assessment from the drop-down list menu.
- Step 4: Click the restore icon  $\mathbf{a}$ .

And the second sec	ce Support Tool (NIMSCAST)			Loudoun Ch	ristina Thomas	[Inherited Admi	
Y2010 NIMS Implementation N	letrics						
Navigation	[Current Account] » USA » Region 3	» Virginia » Loudoun			Questi	ons/Comments	
Select an Assessment	Manage Snapshots						
Submit for Rollup	The table below inventories the diffe	rent snapshots of data sets that you have s					
Reports Review Rollups Review Rollup CAPs	NEW SNAPSHOT to save your upda	unique name assigned by the user and the date of the last update. If available for the selected assessment, click CRE NEW SNAPSHOT to save your updated data as a new snapshot. Enter a name for the new snapshot of your jurisdiction's data in the text box provided. Then click CREATE SNAPSHOT to take a snapshot of the current database and save it to the inventory.					
Manage Guidance	Create New Snapshot	Selec	t Assessment: F	Y2010 NIMS Im	nplementation	Metrics	
Manage My Snapshots	Title	Caveat	Fiscal Year	Date	Restore	Delete	
manage rennissions			2010	2011-02-07	1		
Manage Sub-Accounts	Pre-restore Backup	Data may not be complete	2010			×	
Manage Sub-Accounts Account Search	- Rollup Submittal	Data may not be complete	2010	2011-02-07	6	×	
	-	Data may not be complete This is the baseline snapshot.	17.7793 17.6793	2011-02-07 2011-02-07	12000	×	

Figure 6-5: Managing Snapshots

Step 5: In the **Message from webpage** dialog box, click the **OK** button to confirm; click the **Cancel** button to cancel the request (Figure 6-6: Confirm Snapshot Restore).

NIMS Compliance Assistan	ce Support Tool (NIMSCAST)			Loudoun Ch	ristina Thomas	[Inherited Admi
FY2010 NIMS Implementation N	letrics					
Navigation	[Current Account] » USA » Reg		Questions/Comments			
Select an Assessment	Manage Snapshots					
Submit for Rollup	The table below inventories the	different snapshots of data sets tha				
Reports Review Rollups Review Rollup CAPs	NEW SNAPSHOT to save your	iser and the date of the last update. If updated data as a new snapshot. En x provided. Then click CREATE SNAP	ter a name for the new snaps!	not of your		
Manage Guidance Manage My CAPs	Create New Snapshot		Select Assessment: F	Y2010 NIMS Im	plementation	Metrics
Manage My Snapshots	Title	Caveat	Fiscal Year	Date	Restore	Delete
Manage Permissions Manage Sub-Accounts	Pre-restore Backup	Message from webpage		-02-07	1	×
Account Search	Rollup Submittal	Are you sure you want to	o restore data from this snapsho	-02-07	<b>A</b>	
User Activity Log Search User Search	Baseline snapshot		to restore data monituris snap:	-02-07	69	×
Email Users Edit This Account	(Current Assessment Da	ОК	Cancel	-02-08		

Figure 6-6: Confirm Snapshot Restore

- Step 6: On the **Restore a Snapshot** page, click on the radio button to select the backup option for the current data (Figure 6-7: Restore a Snapshot).
  - **Backup the current data before restoring this snapshot** (recommended): If this option is selected, a pre-restore backup snapshot is created and available for use in the snapshot options.
  - **Restore this snapshot without backing up the current data**: If this option is selected, no backup will be created and the snapshot will replace current data.

Step 7: Click the **Submit** button to restore the snapshot data.

NIMS Compliance Assistan	ce Support Tool (NIM	ISCAST)			Loudoun Christi	na Thomas [Inherited Admin]
FY2010 NIMS Implementation N	letrics					
Navigation	[Current Account] » USA » Region 3 » Virginia » Loudoun				Questions/Comments	
Select an Assessment	Restore a Si	napshot				
Submit for Rollup	By submitting the	Reserved and a state of a strategy of the twenty of the strategy of the st			from the below snapshot. If you'd lik to select the Backup option.	e
Reports Review Rollups Review Rollup CAPs	You have request	ed to restore the data from the folio	wing snapsh	ot:		
Manage Guidance	Title	Caveat	Fiscal Year	Date		
Manage My CAPs Manage My Snapshots	Baseline snaps	shot This is the baseline snapshot.	2010	2011-02-07		
Manage Permissions Manage Sub-Accounts		current data before restoring this sr snapshot without backing up the ci	alle manuelle			
Account Search User Activity Log Search User Search		ncel		-		

Figure 6-7: Restore a Snapshot

## **CHAPTER VII: RUNNING REPORTS**

## **CHAPTER TOPICS:**

- <u>Using NIMSCAST Reports</u>
- <u>Generating Account/User Reports</u>
- Generating Single Account Assessment Reports
  - o Single Account Assessment Reports for Fiscal Year 2007 and Later
  - o Single Account Assessment Reports for Fiscal Years 2005-2006
- Generating Rollup Assessment Reports by Fiscal Year
  - Rollup Assessment Reports for Fiscal Year 2007 and Later
  - o Rollup Assessment Reports for Fiscal Year 2006

## A. USING NIMSCAST REPORTS

The reports feature allows users to run and view various pre-designed reports. NIMSCAST provides three different types of reports to aid users in understanding their NIMSCAST assessments:

- Account/User reports: NIMSCAST provides several report options that allows users to view account and sub-account user information and statistics and rollup statuses by accounts.
- **Single account reports:** NIMSCAST provides several report options that provide a detailed look at assessment information related to a single account.
- Rollup reports: Rollup reports provide aggregated assessment information for all sub-accounts.

Appendices C through E are step-by-step instructions for the <u>Account Statistics Report</u>, <u>Rollup</u> <u>Aggregated Responses Report</u>, and <u>NIMS Training Report</u>.

To access NIMSCAST reports:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 7-1: Running Reports). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click the **Reports** link in the Navigation menu.
- Step 3: Select the appropriate report type and criteria for reports described in sections B through D.

## HAPTER VII: RUNNING REPORTS

	[Current Account] » USA » Region	3 » Virginia		Questions/Comments
Navigation Select an Assessment	Select the link below for the report that you would I		0.010	- Questions/Comments
Submit for Rollup				
Reports	Account/User Report		ription	
Review Rollups	Accounts & Users		rts a hierarchy of accounts and user contact information	
leview Rollup CAPs	Accounts Needing to Roll Up		ays a list of all accounts directly under and including the	
Aanage Guidance	Account Statistics		of this account and all sub-accounts below it.	e current account that need to foil up
Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts		- Her	o the account and an au-accounts of our it.	
Account Search	FY2010 NIMS Implementation	Metrics R	eports	
Jser Activity Log Search Jser Search	Report	Description		
Email Users	Summary of Assessment		he score totals for each section and displays the compl the account's data set.	letion and compliance statuses for ea
Edit This Account Edit My User Profile	Comprehensive Report	Displays the r	netrics assessment with the responses to each questio	n.
Submit Feedback	Comprehensive Report by Section	Assessment i	responses by a selected section.	
System Administration	Compare Snapshots	Displays the o	lifferences between two assessment snapshots.	
hange My Password og Out	Compare Snapshots by Section	Displays the o	lifferences between two assessment snapshots by sect	ion.
log out	Corrective Action Plans	Displays the o	corrective action plans in an account's data set, and the	account's administrator POCs.
About NIMSCAST Jser's Guide [par] Acronyms Slossary	FY2007+ Rollup Rep	orts		
		Description		
Announcements	Report	Description		
Announcements Frequently Asked Questions mplementation Guidance	Report Rollup Aggregated Responses	Displays via HTML	or CSV the totals assigned to each statement for the set y matched by selected disciplines).	lected subaccount's most recent rollu
requently Asked Questions mplementation Guidance		Displays via HTML o submittals (optional Displays via HTML o		lected subaccount's most recent roll
requently Asked Questions mplementation Guidance IIMS FAQ Five-Year NIMS Training Pan	Rollup Aggregated Responses Multiple Rollup Aggregated	Displays via HTML o submittals (optional Displays via HTML o submittals (optional	ly matched by selected disciplines). or CSV the totals assigned to each statement for the sel ly matched by selected disciplines), grouped by a level li ive action plans for the selected subaccount's most rec	lected subaccount's most recent rolli below this account.
Frequently Asked Questions	Rollup Aggregated Responses Multiple Rollup Aggregated Responses	Displays via HTML of submittals (optional Displays via HTML of submittals (optional Displays the correct matched by selecte Displays via HTML of	ly matched by selected disciplines). or CSV the totals assigned to each statement for the sel ly matched by selected disciplines), grouped by a level li ive action plans for the selected subaccount's most rec	lected subaccount's most recent rollo below this account. ent rollup submittals (optionally
requently Asked Questions mplementation Guidance IIMS IIMS FAQ ive-Year NIMS Training Plan IIMS Document (ser)	Rollup Aggregated Responses Multiple Rollup Aggregated Responses Rollup Corrective Action Plans Rollup Implementation Status	Displays via HTML of submittals (optional Displays via HTML submittals (optional Displays the correct matched by selecte Displays via HTML of submittals (optional	ly matched by selected disciplines). or CSV the totals assigned to each statement for the sel ly matched by selected disciplines), grouped by a level live action plans for the selected subaccount's most reco d disciplines). or CSV the implementation objectives for the selected su	lected subaccount's most recent roll below this account. ent rollup submittals (optionally ubaccount's most recent rollup
requently Asked Questions mplementation Guidance IIMS IIMS FAQ IIMS FAQ IIMS Par NIINS Training Jan IIMS Document (ser)	Rollup Aggregated Responses Multiple Rollup Aggregated Responses Rollup Corrective Action Plans Rollup Implementation Status By Objective NIMS Implementation Status by	Displays via HTML of submittals (optional Displays via HTML submittals (optional Displays the correct matched by selecte Displays via HTML of submittals (optional Displays via HTML,	ly matched by selected disciplines). or CSV the totals assigned to each statement for the sel y matched by selected disciplines), grouped by a level I ive action plans for the selected subaccount's most rec d disciplines). or CSV the implementation objectives for the selected so y matched by selected disciplines). CSV, or PDF of the status of implementation objectives or CSV the POCs for the selected subaccount's most re	lected subaccount's most recent rolli below this account. ent rollup submittals (optionally ubaccount's most recent rollup grouped by Jurisdiction Type.
requently Asked Questions nplementation Guidance IIMS IIMS FAQ ive-Year NIMS Training IIMS Document (sef)	Rollup Aggregated Responses Multiple Rollup Aggregated Responses Rollup Corrective Action Plans Rollup Implementation Status By Objective NIMS Implementation Status by Jurisdiction Type	Displays via HTML of submittals (optional Displays via HTML of submittals (optional Displays the correct matched by selecte Displays via HTML of Displays via HTML, Displays via HTML, Displays via HTML of matched by selecte Displays via HTML of	ly matched by selected disciplines). or CSV the totals assigned to each statement for the sel y matched by selected disciplines), grouped by a level I ive action plans for the selected subaccount's most rec d disciplines). or CSV the implementation objectives for the selected so y matched by selected disciplines). CSV, or PDF of the status of implementation objectives or CSV the POCs for the selected subaccount's most re	lected subaccount's most recent roll below this account. ent rollup submittals (optionally ubaccount's most recent rollup grouped by Jurisdiction Type. cent rollup submittals (optionally

## Figure 7-1: Running Reports

## **B. GENERATING ACCOUNT/USER REPORTS**

NIMSCAST allows users to view three reports to show user and account information (see Chart 7-1: Account/User Reports). All Account/User Reports can be exported in CSV format which is suitable for opening in a spreadsheet application such as Excel. See <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report.

Chart 7-1: Account/User Reports				
Report Name	Description			
Accounts & Users	Displays a hierarchy of accounts and user contact information. Once the report is generated, the data from the report can be exported to CSV format.			
Accounts Needing to Roll Up	Displays a list of sub-accounts in the current account's hierarchy that either have completed the assessment and have not rolled up or updated an already rolled up assessment and need to roll up again.			
Account Statistics	<ul> <li>Displays a list of statistical information for a primary account and the sub-accounts below it in the hierarchy.</li> <li>The results include: <ul> <li>Account Name</li> <li>Account Type</li> <li>Number of Sub-Accounts</li> <li>Number of Users on the Account</li> <li>Assessment Year(s)</li> <li>Percent Complete (Percentage of questions that have been answered)</li> <li>Number of Objectives Met (Score if account is rolled up)</li> <li>Total Number of Objectives</li> <li>Last Rollup Date</li> <li>Last Rollup Caveat.</li> </ul> </li> </ul>			

## C. GENERATING SINGLE ACCOUNT ASSESSMENT REPORTS

Users can run reports for assessments from a specific account. Single account exports are available based on assessment year. See <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report.

# 1. SINGLE ACCOUNT ASSESSMENT REPORTS FOR FISCAL YEAR 2007 AND LATER

Chart 7-2: Single Account Assessment Reports for 2007 and Later shows the single account assessment reports available for FY 2007 and later (see <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report).

Chart 7-2: Single Account Assessment Reports for 2007 and Later				
Report Name	Description			
Summary of Assessment	Displays a summary of the score totals for each assessment section and a detail of the response statuses for each Implementation Objective.			
Comprehensive Report	Displays the assessment metrics with the responses to each Implementation Objective. Users can select to view notes, rollup change history, and guidance on this report.			
Comprehensive Report by Section	Displays the assessment metrics with the responses to a specified Implementation Objective. Users can select to view notes, rollup change history, and guidance on this report.			
Compare Snapshots	Displays the differences between two different data snapshots. The report only displays metric responses where differences occur. The report highlights differences for easy identification.			
Compare Snapshots by Section	Displays the differences between two different data snapshots for a specific section. The report only displays metric responses where differences occur. The report highlights differences for easy identification.			
Corrective Action Plans	Displays the CAPs within an account's data set, and the account's administrator contact information (email and phone). Displays available Terms of Reference (TOR) as endnotes on the PDF version of the report.			
NIMS Implementation Objective Progress Report	Displays a comparison of implementation activities between two module years.			

## 2. SINGLE ACCOUNT ASSESSMENT REPORTS FOR FISCAL YEARS 2005-2006

Chart 7-3: Single Account Assessment Reports for FY 2005-2006 shows the single account assessment reports available for FY 2005-2006 as a result of the National Incident Management Collection Assistance Support Tool (NIMCAST).

Chart 7-3: Single Account Assessment Reports for FY 2005-2006				
Report Name	Description			
Summary of Assessment Scores	Displays summary of score totals for each section and subsection in the account's assessment data set.			
Comprehensive Scores	Displays the responses for each metric and the last date saved. The report can be generated to display the notes written by the responder.			
Comprehensive Scores by Section	Displays the responses for the selected metric section and the last date saved. The report can be generated to display the notes written by the responder.			

Chart 7-3: Single Account Assessment Reports for FY 2005-2006					
Report Name Description					
	Provides a listing of the primary and all sub-accounts below it. The report columns show:				
	Account name				
	Number of sub-accounts				
Account Statistics	• Number of users				
	Ratio of "yes" responses				
	Last rollup date				
	Last rollup caveats				
Overall Score Chart (Stacked Bar)	Displays all scores across the five sections in a stacked bar chart.				
Section Summary Charts (Pie)	Creates four pie charts that show the YES, NO, in progress, and unrated scores by section.				
Overall Score Chart (Pie)	Displays a pie chart that shows proportion of responses (YES, NO, in progress, and unrated scores) for all sections.				
Section Score Chart (Pie)	Displays a pie chart that shows the proportion of responses (YES, NO, in progress, and unrated) for the selected section.				
Percent Increase in Implementation	Compares two snapshots of data and indicates the percent increase in implementation from one data set to another.				
Track Changes	Compares two snapshot data sets and shows the responses, notes and dates saved.				

# D. GENERATING ROLLUP ASSESSMENT REPORTS BY FISCAL YEAR

Rollup reports allow administrative users to view one or multiple sub-account reports as a comprehensive report. The following chart describes the rollup reports that are available to administrative users of accounts that have a single or multiple levels of sub-accounts. See <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report.

# 1. ROLLUP ASSESSMENT REPORTS FOR FISCAL YEAR 2007 AND LATER

Chart 7-4: Rollup Assessment Reports for FY 2007 and Later shows the available for rollup reports FY 2007 and later (see <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report).

Chart 7-4: Rollup Assessme	Chart 7-4: Rollup Assessment Reports for FY 2007 and Later			
Report	Description			
Rollup Aggregated Responses	Displays the totals assigned to each Implementation Objective for the selected sub-accounts' most recent rollup submittal (optionally matched by selected disciplines). The report can be run for a specific Implementation Objective. See <u>Appendix D: Rollup Aggregated Responses Report</u> for step-by-step instructions.			
Multiple Rollup Aggregated Responses	Displays the aggregated Implementation Objective responses for each of the selected sub-account's most recent rollup submittals (optionally matched by selected disciplines). The results are aggregated by first level sub-accounts and their subsequent accounts (up to two levels of sub-accounts).			
Rollup Corrective Action Plans	Displays the CAPs for the selected sub-account's most recent rollup submittals (optionally matched by selected disciplines).			
Rollup Implementation Status by Objective	Displays an aggregated summary of the Implementation Objectives for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines).			
NIMS Implementation Status by Jurisdiction Type	Displays the status of Implementation Objectives grouped by Jurisdiction Type.			
Point of Contact (POC) Report	Displays the POCs for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines). Fields included the POC's name, title, email, phone, address, city, State, zip code and appointment date.			
NIMS Training Report	Displays the NIMS training metrics for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines). See <u>Appendix E: NIMS Training Report</u> for step-by-step instructions.			
NIMS Implementation Map Report	Displays via an interactive map NIMS Implementation metrics for State or local accounts by year and section. The map shows color- coded county-level completion statuses. Summary information for each county displays when the mouse hovers over the county.			

# 2. ROLLUP ASSESSMENT REPORTS FOR FISCAL YEAR 2006

Chart 7-5: Rollup Assessment Reports for FY 2006 shows the rollup reports that support the baseline assessment in NIMCAST for FY 2006 (see <u>Appendix B: NIMSCAST Reports</u> for detailed information on each report).

Chart 7-5: Rollup Assessment Reports for FY 2006			
Report	Description		
Rollup Summary of Scores	Displays a summary of the aggregated score totals for assessment sections and subsections for the most recent rollup submittals of the selected sub-accounts.		
Rollup Comprehensive Scores	Displays the aggregated score totals for each Implementation Objective for most recent rollup submittals of the selected sub-accounts. The full Implementation Objective text is displayed on the report. The report can be run for a specific section.		
Rollup Summary by Accounts	Displays the compliance percentage for each chapter for each selected sub-account in alphabetical order.		
Rollup Trending by Fiscal Year	Displays the compliance percentage for each chapter grouped by the available fiscal years for the selected sub-accounts.		
Rollup Overall Score Chart (Stacked Bar)	Displays the aggregated number of responses across the five assessment sections in a stacked bar chart.		
Rollup Overall Score Chart (Pie)	Displays a pie chart showing aggregated responses (Yes, No, In progress, or Unrated) of the selected sub-accounts for the selected section.		
Rollup Trending by Fiscal Year (Bar)	Displays aggregated compliance trend information across fiscal years for the selected sub-accounts in a bar chart.		

### HAPTER VII: RUNNING REPORTS

Appendices included in this document include:

- <u>Appendix A: NIMSCAST System Updates</u>
- Appendix B: NIMSCAST Reports
- Appendix C: Account Statistics Report
- Appendix D: Rollup Aggregated Responses Report
- Appendix E: NIMS Training Report

# APPENDIX A: NIMSCAST SYSTEM UPDATES

Change	Users	Description	Date
		2011	
Approve All Rollups	Administrative	Administrative users have the option to use the <u>Approve All</u> feature to approve all submitted rollups in their hierarchy without review.	07/7/2011
Corrective Action Plan roll over	All	Active CAPs will roll over automatically to the new assessment year and display as the pre-loaded response (see <u>Entering Corrective Action Plans</u> ).	07/7/2011
Failed login attempt lockout	All	Users will be locked out after three failed login attempts. User passwords will be reset after a 20 minute waiting period (see <u>Logging into</u> <u>NIMSCAST</u> ).	07/7/2011
Rollup change history available	All	Users are able to view the rollup change history on the bottom of each assessment section by selecting a response rollup date and clicking the View button. See the <u>Viewing Rollup Change History</u> section for more information.	04/21/2011
Reports enhancement	All	<ul> <li>Report updates for 4.00.12 include:</li> <li>Users can view rollup change history on the Comprehensive and Comprehensive by Section reports. Users can view rollup change history from both the hypertext markup language (HTML) and PDF version of the report.</li> <li>TORs will display as endnotes on the PDF version of the Corrective Action Plan report. (See <u>Viewing Rollup Change History</u>.)</li> </ul>	04/21/2011
CAP rollover	All	CAPs from a previous assessment year will roll over to the current assessment year upon confirmation that the metric response is still negative. In addition, users will no longer receive an Overdue CAP reminder for a CAP from the previous year if the CAP was extended into the current year or if the objective was met in the current year. (See <u>Entering Corrective Action</u> Plans.)	04/21/2011

NIMSCAST System Updates			
Change	Users	Description	Date
New Review Rollups feature	Administrative	A new assessment rollup review feature allows users with administrative or inherited administrative permissions to review and approve submitted sub- account assessments. To access the feature, users click on the Review Rollups link in the Navigation menu. Account administrative users can then approve or disapprove each response. (See <u>Reviewing Rollups</u> .)	04/21/2011
User Activity Log Search result limit	Administrative	NIMSCAST now limits search results to 500 returned items on the User Activity Log Search. If the search identifies more than 500 results, users will see an alert message that search results exceeded 500 records. (See <u>Searching User</u> <u>Activity</u> .)	04/21/2011
Email address protocol strengthened	All	To minimize user data entry errors, NIMSCAST has strengthened the protocol for entering email addresses.	
Correct printing format	All	NIMSCAST pages now print in the correct format from the user selected internet browser.04/21/20	
		2009	
Validation of certain training metrics	All	To assist users with providing accurate responses to metrics that contain numbers, the FY2009 collection will include validation methods to ensure that related fields are consistent. For example, in the NIMS training metrics, the system will verify that the total number of personnel reported as being trained equals the sum of the numbers of trained personnel in each sub-category.	2009

Change	Laona	Decorintion	Data
Change	Users	Description	Date
Guidance mprovements All		<ul> <li>Several changes to the capability for administrative users to provide guidance to sub-accounts are included.</li> <li>Guidance is now stored at the objective level, as opposed to being specific for particular fiscal years or types of jurisdictions. Administrative users can decide which jurisdiction types (State agency, local, or tribal nations) will see the guidance when completing the metrics.</li> <li>Guidance can be provided by any account. The guidance will be seen by accounts at or below the level providing the guidance. If multiple accounts provide guidance, the account will see each guidance statement labeled with the account name that is providing the guidance. With this capability, State account managers can provide state-wide guidance and State regional accounts can add additional clarifying information.</li> </ul>	2009
Immediate acknowledgeme nt of "Rollup"	All	Users will immediately be sent a notification of the receipt of the rolled up metrics.	2009
One-click printing of metrics	All	Users have the ability to quickly print out a copy of their metrics responses by clicking the print icon next to the assessment they wish to print. This shortcut runs the most commonly used reporting function to generate a PDF report of the current accounts metrics responses.	
Elimination of public account registration	All	Registration of public accounts has been disabled. New users will need to be invited into the system by an administrator that has access to the system. Accounts that have been previously registered will be relocated in the system. Unused accounts will be deleted.	
Simplified log in page	All	A log in box has been added to the main landing page for NIMSCAST to assist users in logging into the system without having to access an additional page.	2009
New reports	All	Several new reports have been added to assist jurisdictions in understanding their NIMS implementation status. These include: • Compliance Scores by Jurisdiction • NIMS POC Report • NIMS Training Report • NIMS Implementation Map reports.	2009

Change	Users	Description	Date
User account details	All	Users are now presented with a summary of the user account information which includes the set of accounts that the user has permission on. If you are a superior user (having admin permission above all the assigned permissions of the user), you will be able to edit the users information.	2009
		2008	
Disabling of FY 2007 metrics collection	State Administrative	With the release of the FY 2008 NIMS implementation metrics, the FY 2007 metrics assessment within NIMSCAST has been disabled for input. Data entered into the FY 2007 NIMSCAST is preserved and available for viewing and reporting. States have the option to extend the period that FY 2007 metrics can be collected if desired. Details on how to re-open the FY 2007 collection follow.	2008
Control open collections by year	State Administrative	State administrative users have the ability to control what year collections are available for revision. This added control limits the number of collections that are available to users. State administrative users can limit the assessment to only those assessments required. For instance, if a State desires to have its users finish FY 2007 metrics assessment; it can deactivate FY 2008 until it deems it is appropriate for all users to begin to complete the FY 2008 assessment.	2008
Ability to add custom guidance to State and local metrics	State Administrative	Administrative users of State accounts can provide specific guidance to their NIMSCAST users at the State government and local levels. This guidance is provided on a per Implementation Objective (2008) and per account type basis. Guidance will be viewable to all applicable accounts and will be visible under the IMSID Implementation Objectives. The text will be pre-pended with "State Guidance:"	2008
Assist sub- account users with email address and passwords	Administrative	Administrative users can assist users with changing a user's profile information (i.e. email address or resetting a user's passwords) if that user's permissions are fully within the scope of the administrator attempting to assist. In other words, if a user who has permission on a single county account in the State of Oregon, the administrator of the Oregon account will be able to assist the user with updating their user profile information, including their password.	2008

NIMSCAST Sy	NIMSCAST System Updates			
Change	Users	Description	Date	
Management of public registration process	State Administrative	Administrative users of State accounts can use new system tools to help them manage new public account registration requests. As a default, new registrations will be subject to an approval or disapproval by an authorized State Administrator. The State administrator can decide: 1) To integrate the account registration into their existing, official account hierarchy; 2) To keep the account registration outside the official account structure; or, 3) To decline access into NIMSCAST all together.	2008	
New reports – Accounts and Users	All	Users can get a listing of the users assigned to accounts within the account hierarchy. The columns that are returned can be selected by the user to make the report the most valuable. As with all reports, the user can specify the depth of the account hierarchy (starting with the current account) that will be reported on. Report can also be exported to a CSV report which can be viewed using spreadsheet style tools (i.e. MS Excel).	2008	
New reports – New Output Type for Comprehensive Reports	All	When running comprehensive reports, the user can select the report output type from three options, which include: HTML (on screen), PDF (Adobe Portable Document Format) or CSV (suitable for spreadsheet applications).	2008	
New reports – NIMS Compliance Objective Progress Report	All	A new report is available that tracks each accounts reported responses to the NIMS Implementation Objectives. NIMS Compliance Objective Progress Report shows implementation progress from previous years.	2008	
New permission type – "Standard with Rollup" has been created	Standard with Rollup	A new permission type similar to the "Standard" permission type has been created. "Standard with Rollup" allows standard users to submit their account's assessment for rollup. Users of this account will be able to edit the assessment and perform a rollup, but will not be able to manage user permissions on the account or create sub- accounts.	2008	
Read-Only users can view metrics forms	Read-Only or Read-Only with Inheritance	Users with "Read-only" or "Read-only with Inheritance" permission can view the assessment responses of accounts using the assessment response forms (they used to only be able to view reports). They will not be able to save any changes made to the assessment.	2008	

Change	Users	Description	Date
Compare Snapshot All Report		Jurisdictions using NIMSCAST's ability to save multiple snapshots (or versions) of their metrics can now use the Compare Snapshots report to identify and understand the distinctions and gaps between snapshots. Once the snapshots are selected, the system will show the "before and after" for the metrics with all changed values appearing in highlight format.	2008
Rollup submission notification	Administrative and Standard with Rollup	to the assessment or CAP, a notification is sent to	
Review rollup Corrective Action Plans	Administrative	<ul> <li>When a NIMSCAST user submits one or more Corrective Action CAPs, they are made available to the primary account for review. When primary account users click on Review Rollup CAPs, they are provided the opportunity to review individual account CAPS, and furthermore approve or disapprove CAPs.</li> <li>A filter had been provided that will allow the primary account to: <ul> <li>Select the entire assessment or one section;</li> <li>Show CAPs that are In Progress or Overdue;</li> <li>Choose the Sub-account level;</li> <li>Choose the Review status "Incomplete, Approved, Disapproved"; and</li> <li>Apply date parameters.</li> </ul> </li> <li>Once the filter options are selected, the primary account user is taken to the CAP, where they approve or disapproves a CAP, the sub-account user is notified via email of the outcome and any comments regarding the CAP. This new feature also provides a listing of all the sub-accounts with CAPs submitted with their rollup.</li> </ul>	2008

NIMSCAST Sys	NIMSCAST System Updates					
Change	Users	Description	Date			
	2007					
Corrective Action Plans Updates	All	07/19/2007				
Enhanced Email Capabilities	All	User now have the ability to attach documents to intra-NIMSCAST emails; the ability to target emails to subsets of the user hierarchy based on accounts that have not rolled up and/or have CAPs; and NIMSCAST will generate a reminder email signifying that a CAP's deadline date has passed. The email will contain the CAP as well as the necessary instructions on how to update it.	07/19/2007			
Summary Assessment Report	All	The Summary Assessment Report summarizes an account's implementation metrics assessment; this report can be used as a State or Territory's submission for the State Preparedness Report.	07/19/2007			
Depth control of aggregate reports	All	Users have the ability to control the depth level of aggregate (roll-up) reports.	07/19/2007			
Restore snapshot data	All	NIMSCAST has the capability for users to restore assessment values from a previously-saved snapshot of the data, including a pre-migration snapshot. NIMSCAST will automatically generate a snapshot before a migration is performed, allowing the account to be restored in the event that a migration is performed in error.	07/19/2007			
No longer displays metrics that are not applicable	All	When using "Save and Continue" and "Skip" features on the metrics question input form, NIMSCAST will no longer show metrics that do not apply to the account type (to the primary benefit of State Agency and Federal accounts).	07/19/2007			
Improved Tier 1 response handling	All	Improved handling of update to Tier 1 responses.	07/19/2007			

NIMSCAST System Updates				
Change	Users	Description	Date	
Corrective Action Plan form loads on first view for metrics not completed	All	<ul> <li>NIMSCAST will load the CAP form on first view for metrics not completed and marked non-compliant. Previously, seemingly-complete (but non-compliant) responses needed to be saved before NIMSCAST would display the CAP form, allowing metrics to be deemed fully complete.</li> <li>If a non-compliant response is edited to become a compliant response, the system will automatically mark the CAP as complete and notify the user of the action completed. Users retains the ability to mark the CAP as complete or incomplete based on their discretion</li> </ul>	07/19/2007	
Return to previous metric	All	Ability for users to "return" to the previous metric after saving it.	07/19/2007	
NIMSCAST Release	All	NIMSCAST original release.04		

# **APPENDIX B: NIMSCAST REPORTS**

NIMSCAST Repo	orts					
			Format			
Report	Leport Description		CSV	HTML	PDF	Recommended Criteria
Account/User Repo	rts					
Accounts & Users	Displays a hierarchy of accounts and user contact information. Report results display: • Account • User Permission • State Type • County • Organization • Users • Email • Phone	All	•	•		<ul> <li>Narrow search criteria by selecting the appropriate Sub-Account levels from the drop-down list menu.</li> <li>Select the appropriate Permission Types.</li> <li>Customize the report by selecting the appropriate Report Columns.</li> <li>Once generated, the report can be exported to a spreadsheet by clicking the Export to CSV link.</li> </ul>
Accounts Needing to Roll Up	<ul> <li>Displays a list of sub-accounts in the current account's hierarchy that have:</li> <li>Completed the assessment and have not rolled up; or,</li> <li>Updated an already rolled up assessment and need to roll up again.</li> </ul>	2006+	•	<b>~</b>	~	• Select the appropriate <b>Jurisdiction Category</b> and <b>Module</b> <b>Year</b> to review.

NIMSCAST Repo	orts					
			F	orm	at	
Report	Report     Description     Years	Years	CSV	HTML	PDF	Recommended Criteria
Account Statistics	<ul> <li>Displays a list of statistical information for a primary account and the sub- accounts below it in the hierarchy. The results include:</li> <li>Account Name</li> <li>Account Type</li> <li>Number of Sub-Accounts</li> <li>Number of Users on the Account</li> <li>Assessment Year(s)</li> <li>Percent Complete (Percentage of questions that have been answered)</li> <li>Number of Objectives Met (Score if account is rolled up)</li> <li>Total Number of Objectives</li> <li>Last Rollup Date</li> <li>Last Rollup Caveat. See <u>Appendix C: Account Statistics</u> <u>Report</u> for a sample report.</li> </ul>	2007+				<ul> <li>Select the appropriate Sub-Account levels from the drop- down list menu.</li> <li>Narrow search criteria by selecting the appropriate Assessment Year(s).</li> <li>Select the appropriate Report Format prior to generating the report; users cannot export the report to other formats once generated.</li> </ul>
Single Account Ass	-	1		T. C. C.		
Summary of Assessment	Displays a summary of the score totals for each assessment section and a detail of the response statuses for each Implementation Objective.	2007+	~		~	• Select the appropriate <b>Data Snapshot</b> to view the summary.

			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Comprehensive Report	Displays the assessment metrics with the responses to each Implementation Objective. Users can select to view notes, rollup change history, and guidance on this report.	2007+	~		~	<ul> <li>Select the appropriate Data Snapshot to view the summary.</li> <li>Select Show Notes to view the entered notes associated with each response.</li> <li>Select Show Rollup Change History to view rollup changes. This option is not available in the CSV format. The option is selected, the rollup change history automatically displays on the PDF version of the report. The HTML version: <ul> <li>Click the Show/Hide all rollup change histories lim to view all available change history link for this metric to view the change history for the response.</li> <li>Click the Hide rollup change history link to hide the change history for the response.</li> <li>Click the Hide rollup change history link to hide the change history for the response.</li> </ul> </li> <li>Select Show Only [FY] to show only responses from the specified fiscal year.</li> <li>Select the appropriate Report Version to view: <ul> <li>Short – Responses Only</li> <li>Long – All Questions (including unanswered).</li> </ul> </li> </ul>

			Format			
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Comprehensive Report by Section	Displays the assessment metrics with the responses to a specified Implementation Objective. Users can select to view notes, rollup change history, and guidance on this report.	2007+				<ul> <li>Select the appropriate Data Snapshot to view the summary.</li> <li>Select the appropriate Section from the drop-down list menu.</li> <li>Select Show Notes to view the entered notes associated with each question.</li> <li>Select Show Rollup Change History to view rollup changes. This option is not available in the CSV format. If the option is selected, the rollup change history automatically displays on the PDF version of the report. In the HTML version: <ul> <li>Click the Show/Hide all rollup change histories link to view all available change history for this question link to view the change history for the question.</li> <li>Click the Hide rollup change history link to hide the change history for the question.</li> <li>Select Show Guidance to view available guidance for each metric question.</li> </ul> </li> <li>Select Show Only [FY] to show only responses from the specified fiscal year.</li> <li>Select the appropriate Report Version to view: <ul> <li>Short – Responses Only</li> <li>Long –All Questions (including unanswered).</li> </ul> </li> </ul>

			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Compare Snapshots	Displays the differences between two different data snapshots. The report only displays metric responses where differences occur. The report highlights differences for easy identification.	2007+		~		<ul> <li>Select the primary Snapshot from the drop-down list menu.</li> <li>Select the appropriate snapshot from the Compare To Snapshot drop-down list menu.</li> </ul>
Compare Snapshots by Section	Displays the differences between two different data snapshots for a specific section. The report only displays metric responses where differences occur. The report highlights differences for easy identification.	2007+		•		<ul> <li>Select the primary Snapshot from the drop-down list menu.</li> <li>Select the appropriate snapshot from the Compare To Snapshot drop-down list menu.</li> <li>Select the appropriate Section from the drop-down list menu.</li> </ul>
Corrective Action Plans	Displays the CAPs within an account's data set, and the account's administrator contact information (email and phone). Displays available Terms of Reference as endnotes on the PDF version of the report.	2007+		•	•	<ul> <li>Select the appropriate Data Snapshot from the drop-down list menu.</li> <li>Select the appropriate statuses in the Show Only Statuses section. If no statuses are selected, CAPS for all statuses will be returned.</li> <li>Select the appropriate tier level in the Show Only Tiers section.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
NIMS Implementation Objective Progress Report	Displays a comparison of implementation activities between two module years.	2008+		~	~	<ul> <li>In the Compare Snapshot field, select the appropriate snapshot version for the selected fiscal year.</li> <li>In the To Snapshot field, select the appropriate snapshot version for the previous fiscal year.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Summary of Assessment Scores	Displays summary of score totals for each section and subsection in the account's assessment data set.	2005- 2006		<b>√</b>	✓	<ul> <li>In the Snapshot field, select the appropriate data snapshot.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

	Description		F	orm	at _	
Report		Years	CSV	HTML	PDF	Recommended Criteria
Comprehensive Scores	Displays the responses for each metric and the last date saved. The report can be generated to display the notes written by the responder.	2005- 2006		~	~	<ul> <li>In the Snapshot field, select the appropriate version of the assessment snapshot.</li> <li>Select the Show Notes checkbox to view notes entered by the respondent.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Comprehensive Scores by Section	Displays the responses for the selected metric section and the last date saved. The report can be generated to display the notes written by the responder.	2005- 2006		~	~	<ul> <li>In the Snapshot field, select the appropriate version of the assessment snapshot.</li> <li>In the Section field, select the appropriate assessment section.</li> <li>Select the Show Notes checkbox to view notes entered by the respondent.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Account Statistics	<ul> <li>Provides a listing of the primary and all sub-accounts below it. The report columns show:</li> <li>Account name</li> <li>Number of sub-accounts</li> <li>Number of users</li> <li>Ratio of "yes" responses</li> <li>Last rollup date</li> <li>Last rollup caveats.</li> </ul>	2005- 2006	~	~	~	<ul> <li>Selecting the Account Statistics link will automatically generate the report.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Overall Score Chart (Stacked Bar)	Displays all scores across the five sections in a stacked bar chart.	2005- 2006		~	•	<ul> <li>In the Snapshot field, select the appropriate snapshot version from the drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

			F	'orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Section Summary Charts (Pie)	Creates four pie charts that show the YES, NO, in progress, and unrated scores by section.	2005- 2006		•	~	<ul> <li>In the Snapshot field, select the appropriate snapshot version from the drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Overall Score Chart (Pie)	Displays a pie chart that shows proportion of responses (YES, NO, in progress, and unrated scores) for all sections.	2005- 2006		•	•	<ul> <li>In the Snapshot field, select the appropriate snapshot version from the drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Section Score Chart (Pie)	Displays a pie chart that shows the proportion of responses (YES, NO, in progress, and unrated) for the selected section.	2005- 2006		~	~	<ul> <li>In the Snapshot field, select the appropriate snapshot version from the drop-down list menu.</li> <li>In the Section field, select the appropriate section from the drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Percent Increase in Implementation	Compares two snapshots of data and indicates the percent increase in implementation from one data set to another.	2005- 2006		•	•	<ul> <li>Select the primary Snapshot from the drop-down list menu</li> <li>Select the appropriate snapshot from the Compare To Snapshot drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Track Changes	Compares two snapshot data sets and shows the responses, notes and dates saved.	2005- 2006		~	•	<ul> <li>Select the primary Snapshot from the drop-down list menu.</li> <li>Select the appropriate snapshot from the Compare To Snapshot drop-down list menu.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

			F	orma	at	
Report	Description	Years	CSV	HTMIL	PDF	Recommended Criteria
	Ro	ollup Ass	essm		epoi	rts
Rollup Aggregated Responses	Displays the totals assigned to each Implementation Objective for the selected sub-accounts' most recent rollup submittal (optionally matched by selected disciplines). The report can be run for a specific Implementation Objective. See <u>Appendix D: Rollup Aggregated</u> <u>Responses Report</u> for step-by-step instructions.	2007+				<ul> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>In the Assessment field, select the appropriate assessment from the drop-down list menu.</li> <li>Click the Show Disciplines Filter link to open the disciplines list and select the appropriate values (optional).</li> <li>In the Current Account field, select the checkbox to include current account. This function is useful if the current account is the same jurisdiction type as the other sub- accounts (i.e. State/State or local/local).</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand to display available sub-accounts. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub-accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>In the Section field, select the specific section from the drop-down list menu to search for response section (optional).</li> <li>It is recommended to leave the Select responses containing: field blank. However, users can enter a specific word to return only responses with the word in a response text field on the assessment.</li> <li>In the Details field, select the Show All Responses checkbox to see all response detail after the report is generated in HTML, click on the response details link within the report section.</li> </ul>

			F	orm	at _	
Report Description	Description	Years	CSV	HTML	PDF	Recommended Criteria
Multiple Rollup Aggregated Responses	<ul> <li>Displays the aggregated Implementation Objective responses for each of the selected sub-account's most recent rollup submittals (optionally matched by selected disciplines). The results are aggregated by first level sub-accounts and their subsequent accounts (up to two levels of sub-accounts).</li> <li>For example: When generated at the State level, a user can search local accounts to view responses from a county and its local jurisdictions that have submitted rollup responses.</li> </ul>	2007+	~			<ul> <li>It is recommended to search five or fewer sub-accounts at a time to limit the report length.</li> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>In the Assessment field, select the appropriate assessment from the drop-down list menu.</li> <li>Optionally, users can search for accounts with specific disciplines. Click the Show Disciplines Filter link to open the disciplines list and select the appropriate values.</li> <li>In the Multiple Reports section, select the appropriate number of level(s) down from the drop-down list menu.</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand on the next page to display available sub-accounts. It is recommended tha five or fewer accounts be selected at a time. Select multiple of accounts by holding down the Ctrl key and selecting specific sub-accounts; clicking the Select All link; or, clicking the Deselect All link.</li> <li>In the Section field, select the appropriate section from the drop-down list menu to search for a specific response section (optional).</li> </ul>

			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Rollup Corrective Action Plans	Displays the CAPs for the selected sub- account's most recent rollup submittals (optionally matched by selected disciplines).	2007+			✓	<ul> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>In the Assessment field, select the appropriate assessment from the drop-down list menu.</li> <li>Optionally, users can search for accounts with specific disciplines. Click the Show Disciplines Filter link to oper the disciplines list and select the appropriate values.</li> <li>In the Current Account field, select the checkbox to include current account. This function is useful if the current account is the same jurisdiction type as the other sub-accounts (i.e., State/State or local/local).</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand on the next page to display available sub-accounts. Select multiple of accounts by holding down the Ctrl key and selecting specific sub-accounts; clicking the Select All link; or, clicking the Deselect All link.</li> <li>In the Show Only Tiers section, select the checkbox next to the appropriate tier level. If no tier is selected, all tiers will be included in the returned results.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

NIMSCAST Repo	orts					
			ŀ	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Rollup Implementation Status by Objective	Displays an aggregated summary of the Implementation Objectives for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines).	2007+				<ul> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>In the Assessment field, select the appropriate assessment from the drop-down list menu.</li> <li>Optionally, users can search for accounts with specific disciplines. Click the Show Disciplines Filter link to open the disciplines list and select the appropriate values.</li> <li>In the Current Account field, select the checkbox to include current account. This function is useful if the current account is the same jurisdiction type as the other sub-accounts (i.e., State/State or local/local).</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand on the next page to display available sub-accounts. Select multiple of accounts by holding down the Ctrl key and selecting specific sub-accounts; clicking the Select All link; or, clicking the Deselect All link.</li> <li>In the Section field, select the appropriate section from the drop-down list menu to search for a specific response section (optional).</li> </ul>
NIMS Implementation Status by Jurisdiction Type	Displays the status of Implementation Objectives grouped by Jurisdiction Type.	2007+	•	~	<b>√</b>	<ul> <li>In the Year field, select the appropriate assessment year.</li> <li>The Module Category field defaults to NIMSCAST-NIMS Compliance Assistance Support Tool.</li> </ul>

NIMSCAST Rep	orts					
			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Point of Contact (POC) Report	Displays the POCs for the selected sub- accounts' most recent rollup submittals (optionally matched by selected disciplines). Fields included the POC's name, title, email, phone, address, city, State, zip code and appointment date.	2007+	~	~		<ul> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>Optionally, users can search for accounts with specific disciplines. Click the Show Disciplines Filter link to open the disciplines list and select the appropriate values.</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand on the next page to display available sub-accounts. Select multiple of accounts by holding down the Ctrl key and selecting specific sub-accounts; clicking the Select All link; or, clicking the Deselect All link.</li> </ul>

NIMSCAST Reports						
			Format			
Report     Description     Ye	Years	CSV	HTML	PDF	Recommended Criteria	
NIMS Training Report	Displays the NIMS training metrics for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines). See <u>Appendix E: NIMS Training Report</u> for step-by-step instructions.	2007+	~			<ul> <li>In the Account Type field, select the appropriate jurisdiction type.</li> <li>In the Assessment field, select the appropriate assessment from the drop-down list menu.</li> <li>Optionally, users can search for accounts with specific disciplines. Click the Show Disciplines Filter link to oper the disciplines list and select the appropriate values.</li> <li>In the Current Account field, select the checkbox to include current account. This function is useful if the current account is the same jurisdiction type as the other sub-accounts (i.e. State/State or local/local).</li> <li>In the Sub-Accounts field, select the appropriate level to include.</li> <li>If sub-accounts are included in the search criteria, the Sub-Accounts field will expand to display available sub-accounts. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub-accounts, clicking the Select All link or clicking the Deselect All link.</li> </ul>
NIMS Implementation Map Report	Displays via an interactive map NIMS implementation metrics for State or local accounts by year and section. The map shows color-coded county-level completion statuses. Summary information for each county displays	2007+		~		<ul> <li>In the Module Year field, select the appropriate year from the drop-down list menu.</li> <li>In the Section field, select the appropriate section from the drop-down list menu.</li> <li>Hover over the local jurisdiction to view a summary of local implementation status information.</li> </ul>

NIMSCAST Repo			F	orm	at _	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Rollup Summary of Scores	Displays a summary of the aggregated score totals for assessment sections and subsections for the most recent rollup submittals of the selected sub-accounts.	2006		~	~	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Rollup Comprehensive Scores	Displays the aggregated score totals for each Implementation Objective for most recent rollup submittals of the selected sub-accounts. The full Implementation Objective text is displayed on the report. The report can be run for a specific section.	2006		~	~	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub-accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>In the Section field, select the appropriate assessment.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Rollup Summary by Accounts	Displays the compliance percentage for each chapter for each selected sub- account in alphabetical order.	2006		✓	•	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Rollup Trending by Fiscal Year	Displays the compliance percentage for each chapter grouped by the available fiscal years for the selected sub- accounts.	2006		~	~	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Rollup Overall Score Chart (Stacked Bar)	Displays the aggregated number of responses across the five assessment sections in a stacked bar chart.	2006		~	✓	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>
Rollup Overall Score Chart (Pie)	Displays a pie chart showing aggregated responses (Yes, No, In progress, or Unrated) of the selected sub-accounts for the selected section.	2006		~	•	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>In the Section field, select the appropriate assessment.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

NIMSCAST Repo	orts					
			F	orm	at	
Report	Description	Years	CSV	HTML	PDF	Recommended Criteria
Rollup Trending by Fiscal Year (Bar)	Displays aggregated compliance trend information across fiscal years for the selected sub-accounts in a bar chart.	2006		V	V	<ul> <li>In the Subaccounts field, enter select the appropriate sub- account. Users can select any number of accounts by holding down the Ctrl key and selecting multiple sub- accounts, clicking the Select All link or clicking the Deselect All link.</li> <li>If appropriate, select the checkbox to select the Include all levels of sub-accounts responses in this report option.</li> <li>Once generated, the report can be exported to a PDF version by clicking the Printable version (pdf) link.</li> </ul>

# **APPENDIX C: ACCOUNT STATISTICS REPORT**

The Account Statistics report displays a list of statistical information for a primary account and the subaccounts below it in the hierarchy.

To run the Account Statistics report:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure C-1: Account/User Report). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Reports** link in the Navigation menu.
- Step 3: Select the Accounts Statistics report link.

NIMS Compliance Assistance	Support Tool (NIMSCAST)		Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation Me	etrics		
Navigation	[Current Account] » USA » Region 3	» Virginia	Questions/Comments
Select an Assessment	Select the link below for the report the	at you would li	ke to run.
Submit for Rollup	Account/User Reports		
Reports Review Rollups	Report		Description
Review Rollup CAPs	Accounts & Users		Reports a hierarchy of accounts and user contact information.
Manage Guidance Manage My CAPs	Accounts Needing to Roll Up		Displays a list of all accounts directly under and including the current account that need to roll up.
Manage My Snapshots	Account Statistics		A list of this account and all sub-accounts below it.
Manage Permissions Manage Sub-Accounts			
Account Search User Activity Log Search	FY2010 NIMS Implementation M	etrics 💌	Reports
User Search	Report	Description	
Email Users Edit This Account Edit My User Profile	Summary of Assessment		the score totals for each section and displays the completion and compliance each subsection in the account's data set.
Submit Feedback	Comprehensive Report	Displays the	metrics assessment with the responses to each question.
System Administration	Comprehensive Report by Section	Assessment	responses by a selected section.
Change My Password	Compare Snapshots	Displays the	differences between two assessment snapshots.
Log Out	Compare Snapshots by Section	Displays the	differences between two assessment snapshots by section.

Figure C-1: Account/User Report

- Step 4: On the Accounts Statistics page, in the **Sub-Accounts** field, select the appropriate level(s) of sub-accounts to be included (see C-2: Accounts Statistics Report).
- Step 5: In the **Assessment Years** section, select the checkbox next to the appropriate fiscal year(s).
- Step 6: In the **Report Format** field, select the appropriate report format (HTML, CSV or PDF).

**Note:** Users must select the report format in this view; there is no option to export the report to another format once it is generated.

Step 7: Click the **Generate Report** button.

#### GLOSSARY

IMS Compliance Assistanc	e Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Ad
Y2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region 3 » Virginia	Questions/Comments
Select an Assessment	Account Statistics	
Submit for Rollup	Displays the the account hierarchy starting at the current account. Displayed values	s include
Reports Review Rollups Review Rollup CAPs	Account Name     Account Type     Number of Sub-Accounts	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	<ul> <li>Number of Users with a Direct Permission on the account</li> <li>Year of Assessment</li> <li>Percent Complete (Percentage of questions that have been answered)</li> <li>Number of Objectives Met</li> <li>Total Number of Applicable Objectives</li> <li>Date of last Rollup</li> <li>Caveat included with Rollup</li> </ul>	
Account Search User Activity Log Search User Search	Click VIEW REPORT after specifying the depth of the hierarchy (starting at the curr display the report.	
Email Users	Report Options	4
Edit This Account Edit My User Profile Submit Feedback System Administration	Sub-Accounts: All Verel(s)	
Change My Password Log Out	- Assessment Years: ☞ 2010 ☞ 2009 ☞ 2008	
Resources About NIMSCAST User's Guide [pdf] Acronyms Glossary	Report Format: HTML  Generate Report	
Announcements		

# Figure C-2: Account Statistics Report

Step 8: Review the report results (see Figure C-3: Account Statistics Report).

Y2010 NIMS Implementation I	Metrics									
Navigation	[Current Account] »	JSA » R	egion 3 » Vi	rginia					Questions	s/Comments
Select an Assessment	P.	u-son	Sub-	xo- 1 #		PERCENT			LAST ROLLUP	LAST ROLLUF
Submit for Rollup	ACCOUNT	TYPE	ACCOUNTS	USERS	YEAR	COMPLETED	OBJECTIVES MET	TOTAL OBJECTIVES	DATE	CAVEAT
Reports Review Rollups Review Rollup CAPs	- USA » Region 3 » Virginia	State	<mark>145</mark>	0	2010 2009 2008 2007	100% 100% 100% 100%	28 27 27 25	28 28 27 25	2011-03-28 2011-03-15 2010-10-31 2009-05-11	
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions	USA » Region 3 » Virginia » Accomack	Local	1	0	2010 2009 2008 2007	100% 0% 100% 0%	26 20	26 25	2010-09-28 n/a 2010-09-28 n/a	
Manage Fernissions Manage Sub-Accounts Account Search User Activity Log Search User Search	USA » Region 3 » Virginia » Accomack » Eastern Shore Health District	Local	0	1	2010 2009 2008 2007	100% 100% 0% 0%	25 24	26 26	2011-03-29 2009-05-28 n/a n/a	
Email Users Edit This Account Edit My User Profile Submit Feedback	USA » Region 3 » Virginia » Albemarle	Local	3	0	2010 2009 2008 2007	93% 100% 100% 98%	26 25	26 25	n/a 2010-07-01 2010-07-01 n/a	
Supmit Feedback System Administration Change My Password Log Out	USA » Region 3 » Virginia » Albemarle » Charlottesville	Local	0	0	2010 2009 2008 2007	87% 100% 73% 0%	26	26	n/a 2010-07-01 n/a n/a	

**Note:** In the HTML version, users can click on account link to go directly to the account.

Figure C-3: Account Statistics Report

# **APPENDIX D: ROLLUP AGGREGATED RESPONSES REPORT**

The Rollup Aggregated Responses report displays the totals assigned to each Implementation Objective for the selected sub-accounts' most recent rollup submittal. The report can be matched by selected disciplines or run for a specific Implementation Objective. The Rollup Aggregated Responses Report is only available for the FY 2007 Assessments or later.

To run the Rollup Aggregated Responses report:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure D-1: Rollup Reports). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Reports** link in the Navigation menu.
- Step 3: Select the **FY2007**+ from the **Rollup Reports** drop-down list menu.
- Step 4: Select the **Rollup Aggregated Responses** report link.

NIMS Compliance Assistance	Support Tool (NIMSCAST)	Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics	
Navigation	[Current Account] » USA » Region	3 » Virginia Questions/Comments
Select an Assessment	Select the link below for the report	that you would like to run.
Submit for Rollup	Account/User Report	s
Reports	Report	Description
Review Rollup CAPs	Accounts & Users	Reports a hierarchy of accounts and user contact information.
Manage Guidance	Accounts Needing to Roll Up	Displays a list of all accounts directly under and including the current account that need to roll up.
Manage My CAPs	Account Statistics	A list of this account and all sub-accounts below it.
Manage My Snapshots Manage Permissions Manage Sub-Accounts		
Account Search	FY2010 NIMS Implementation	Metrics Reports
User Activity Log Search User Search	Report	Description
Email Users	Summary of Assessment	Summarizes the score totals for each section and displays the completion and compliance statuses for each subsection in the account's data set.
Edit This Account Edit My User Profile	Comprehensive Report	Displays the metrics assessment with the responses to each question.
Submit Feedback	Comprehensive Report by Section	n Assessment responses by a selected section.
System Administration	Compare Snapshots	Displays the differences between two assessment snapshots.
Change My Password Log Out	Compare Snapshots by Section	Displays the differences between two assessment snapshots by section.
	Corrective Action Plans	Displays the corrective action plans in an account's data set, and the account's administrator POCs.
Resources About NIMSCAST User's Guide [pdf] Acronyms Glossary	NIMS Implementation Objective Progress Report	Compares NIMS implementation status on objectives across years.
Announcements	FY2007+ Rollup Rep	
Frequently Asked Questions	Report	Description
Implementation Guidance	Rollup Aggregated Responses	Displays via HTML or CSV the totals assigned to each statement for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).
NIMS NIMS FAQ	Multiple Rollup Aggregated Responses	Displays via HTML or CSV the totals assigned to each statement for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines), grouped by a level below this account.
Five-Year NIMS Training Plan NIMS Document (pdf)	Rollup Corrective Action Plans	Displays the corrective action plans for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).

Figure D-1: Rollup Reports

#### GLOSSARY

- Step 5: In the Account Type section select radio button for the appropriate jurisdiction type to include in the report (Figure D-2: Rollup Aggregated Responses Report).
  Step 6: In the Assessment field, select the appropriate assessment. Note: The Assessment field displays after the Account Type has been selected.
  Step 7: To specify disciplines, click on the Show Disciplines Filter link and select the checkbox next to the appropriate discipline(s).
  Step 8: If the current account should be included in the report, select the checkbox to Include current account.
- Step 9: In the **Sub-Accounts** filed, select the appropriate sub-account level(s) to include.
- Step 10: Click the **Next** button.

NIMS Compliance Assistance	e Support Tool (NIMSCAST	Γ)	Virginia Christina Thomas [Inherited Admin]
FY2010 NIMS Implementation I	Metrics		
Navigation	[Current Account] » USA	» Region 3 » Virginia	Questions/Comments
Select an Assessment	Rollup Aggregate	ad Responses	
Submit for Rollup		ent types to include in the report, the	n indicate whether to include all sub-sub-accounts
Reports Review Rollups Review Rollup CAPs	Click NEXT to continue		
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Account Type:	<ul> <li>State and State Agency</li> <li>State Only</li> <li>State Agency Only</li> </ul>	
User Activity Log Search User Search	Assessment:	C Local FY2010 NIMS Implementatio	n Metrics
Email Users Edit This Account	Show Disciplines Filt	er	
Edit My User Profile Submit Feedback System Administration	Current Account:	Include current account.	
Change My Password Log Out	Sub-Accounts:	All 💌 level(s)	Next

#### Figure D-2: Rollup Aggregated Responses Report

Step 11: In the **Sub-Accounts** field, select the sub-accounts to include in the report (Figure D-3: Rollup Aggregated Responses Report).

Notes:

- Users can select any number of accounts by holding down the Ctrl key and selecting multiple accounts.
- Click the **Select All** link to select all sub-accounts.

- Click the **Deselect All** link to deselect all sub-accounts.
- Step 12: In the **Section** field, select the appropriate section from the drop-down list menu.
- Step 13: In the **Select responses containing:** field, enter a keyword to search the assessment text fields.

Note: It is recommended to leave this field empty.

Step 14: In the **Details** field, select the checkbox to **Show all responses** to view all response information.

**Note:** Users can also view the response detail after the report is generated in HTML by clicking on the **response details** link.

- Step 15: In the **Report Format** field, select the appropriate report format (HTML or CSV) from the drop-down list menu.
- Step 16: Click the **Generate Report** button.

NIMS Compliance Assistance S	Support Tool (NIMSCAST)		Virginia Cl	hristina Thomas [Inherited Admin]
FY2010 NIMS Implementation Met	trics			
Navigation	[Current Account] » USA » Regio	n 3 » Virginia		Questions/Comments
Select an Assessment	Pollup Aggregated Pag	200000		
Submit for Rollup	Rollup Aggregated Res Select subaccounts and, if require	ed, a section to include in the report.		
Reports	Click VIEW REPORT to see the	report.		
Review Rollups Review Rollup CAPs	Rollup Report Option	5		-
Manage Guidance Manage My CAPs	Account Type:	Local		
Manage My Snapshots Manage Permissions	Assessment:	FY2010 NIMS Implementation Metrics		
Manage Sub-Accounts	Account Discipline:	All		
Account Search	Current Account:	Not Included		
User Activity Log Search User Search	Sub-Accounts:	Accomack		
Email Users Edit This Account Edit My User Profile Submit Feedback System Administration	Select All Deselect All	Amelia Appomattox Arlington Augusta Hold Ctrl to select multiple entries.		
Change My Password Log Out	Section:	(Only subaccounts with rollup data submitted are shown here.) All Sections	•	
Resources About NIMSCAST	Select responses containing: (leave blank to show all)			
User's Guide [pdf] Acronyms	Details:	Show all responses		
Glossary	Report Format:	HTML		
Announcements		Generate Rep	oort	
Frequently Asked Questions				

Figure D-3: Rollup Aggregated Responses Report

Step 17: Review the Rollup Aggregated Responses report (Figure D-4: Rollup Aggregated Responses Report).

**Note:** Users can view the response detail after the report is generated in HTML by clicking on the **response details** link.

	Support Tool (NIMS	CAST)	Virginia Christina Thomas	[Inherited Adm
2010 NIMS Implementation M	etrics			
Navigation	[Current Account] »	USA » Region 3 » Virginia	Questions	/Comments
elect an Assessment	Pollup Comp	rehensive Scores		
Submit for Rollup	Konup Comp	Tellensive Scores		
lanada	Account:	Virginia (Not included in report)		
Reports Review Rollups Review Rollup CAPs		Accomack, Alexandria City, Amelia, Appomattox, Arlington, Augusta, Be Brunswick, Buchanan, Buckingham, Campbell, Caroline, Carroll, Charle Chesterfield, City of Salem, Colonial Heights City, Culpeper, Cumberlan	es City, Charlotte, Chesapeake d, Danville City, Dinwiddie, En	e City, nporia City,
lanage Guidance lanage My CAPs lanage My Snapshots lanage Permissions lanage Sub-Accounts	Sub-Account(s):	Fairfax, Fairfax City, Falls Church City, Fauquier, Frederick, Fredericks Grayson, Greensville, Halifax County Emergency Services, Harrisonburg Wight, King George, Lee, Lexington City, Loudoun, Lynchburg City, Man Mecklenburg, Nelson, Norton City, Nottoway, Orange, Page County, Pet Portsmouth City, Powhatan, Prince Edward, Prince George, Prince Will Rappahannock, Richmond, Richmond City, Roanoke, Roanoke City, Ro	g City, Henrico, Henry, Hopew assas City, Manassas Park C ersburg City, Pittsylvania, Poo iam, Pulaski County, Radford ockbridge, Rockingham, Russ	ell City, Isle of ity, µoson City, City, ell, Scott,
ccount Search Iser Activity Log Search Iser Search	Sub-Sub-Account	Shenandoah, Smyth, Southampton, Spotsylvania, Stafford, Suffolk City, Virginia Beach City, Washington, Waynesboro City, Westmoreland, Will Wythe, York (93 rollups) s. All Included (4 rollups)		
mail Users dit This Account dit My User Profile ubmit Feedback	Total Rollups: Assessment: Section: User:	97 FY2010 NIMS Implementation Metrics FY2010 NIMS Implementation Objectives and Metrics for Local Governm	nents	
System Administration Change My Password	Date	Christina Thomas (Thomas_Christina@bah.com) Fri Apr 01 16:40:11 EDT 2011		
og Out	Print View			
Resources	QUESTION		DATA	
About NIMSCAST Jser's Guide [pdf]	NIMS Adopt	ion Implementation Objectives		
Acronyms	The second second second second			
	1. Adoption (	response	details )	
Blossary	The second second second second	government formally adopted, for Fiscal Year (FY) 2010, the	details ) Yes	95 (98%
nnouncements	1.1 Has the local	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select)		95 (98% 2 (2%)
nnouncements requently Asked Questions	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) s question.	Yes	77859.358
nnouncements requently Asked Questions nplementation Guidance	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select)	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Mutti-	Yes	2 (2%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ	1.1 Has the local National Inciden system? (Single: 97/97 were asked thi What legal author	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Mutti-	Yes No Executive Order	2 (2%) 9 (9%) 8 (8%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ve-Year NIMS Training Plan	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select)	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Mutti-	Yes No Executive Order Proclamation	2 (2%) 9 (9%) 8 (8%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ve-Year NIMS Training Plan	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select)	government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Mutti-	Yes No Executive Order Proclamation Resolution	2 (2%) 9 (9%) 8 (8%) 87 (92%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ve-Year NIMS Training Plan	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Mutti- is question. formally adopted? (Date)	Yes No Executive Order Proclamation Resolution Legislation	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ve-Year NIMS Training Plan IMS Document (pd)	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi When was NIMS 95/97 were asked thi 1.2 Does the for	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select)	Yes No Executive Order Proclamation Resolution Legislation Other legal authority	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ve-Year NIMS Training Plan IMS Document (pd)	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi When was NIMS 95/97 were asked thi	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management select) is question. brity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select)	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%) 95 (100 6 (6%)
nnouncements requently Asked Questions nplementation Guidance IMS MS FAQ ve-Year NIMS Training Plan MS Document (pd)	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi When was NIMS 95/97 were asked thi 1.2 Does the for	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. prity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select) is question.	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered Yes	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%) 95 (100) 6 (6%) 91 (94%)
nnouncements requently Asked Questions nplementation Guidance IMS IMS FAQ ive-Year NIMS Training Plan IMS Document (part IMS Document (part)	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi 1.2 Does the for 97/97 were asked thi When? (Date) 6/97 were asked this	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management Select) is question. prity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select) is question.	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered Yes No	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%) 95 (100%) 6 (6%) 91 (94%) 6 (100%)
Innouncements requently Asked Questions Inplementation Guidance IMS IMS FAQ ive-Year NIMS Training Plan IMS Document (pat) IMS Document (pat) IMS Construction IMS INTOVAL INCIDENT Search Search FEMA	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi 1.2 Does the for 97/97 were asked thi When? (Date) 6/97 were asked this	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management select) is question. prity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select) is question. equestion. equestion.	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered Yes No Number Answered	2 (2%) 9 (9%) 8 (8%) 87 (92%) 4 (4%) 5 (5%) 95 (100%) 6 (6%) 91 (94%) 6 (100%)
Announcements requently Asked Questions mplementation Guidance IMS IMS FAQ ive-Year NIMS Training Plan IMS Document (par IMS Document (par	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi 1.2 Does the for 97/97 were asked this When? (Date) 6/97 were asked this Is there is a proc Select) 6/97 were asked this If yes, how? (Te)	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management select) is question. Trity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select) is question. equestion. to question. to question.	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered Yes No Number Answered Yes	2 (2%) 9 (9%) 8 (8%) 87 (92% 4 (4%) 5 (5%) 95 (100% 6 (6%) 91 (94% 6 (100% 6 (100% 0 (0%)
Announcements requently Asked Questions mplementation Guidance IMS IMS FAQ ive-Year NIMS Training Plan IMS Document (par) IMS Document (par) IMS Cocument (par) Search Search FEMA Go	1.1 Has the local National Inciden system? (Single- 97/97 were asked thi What legal author Select) 95/97 were asked thi 1.2 Does the for 97/97 were asked this 1.2 Does the for 97/97 were asked this Is there is a proof Select) 6/97 were asked this If yes, how? (Ter 6/97 were asked this	I government formally adopted, for Fiscal Year (FY) 2010, the t Management System as its all-hazards incident management select) is question. Trity was used to formally adopt NIMS: [Check all that apply.] (Multi- is question. formally adopted? (Date) is question. mal adoption of NIMS expire? (Single-Select) is question. equestion. to question. to question.	Yes No Executive Order Proclamation Resolution Legislation Other legal authority Number Answered Yes No Number Answered Yes No	9 (9%) 8 (8%) 87 (92% 4 (4%) 5 (5%) 95 (100% 6 (6%) 91 (94% 6 (100%

Figure D-4: Rollup Aggregated Responses Report

## **APPENDIX E: NIMS TRAINING REPORT**

The NIMS Training Report displays the NIMS training metrics for the selected sub-accounts' most recent rollup submittals. The report can be filtered by disciplines. The NIMS Training Report is only available for the FY 2007 assessments or later.

To run the NIMS Training report:

- Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure E-1: Rollup Reports). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account string to select the appropriate account.
- Step 2: Click on the **Reports** link in the Navigation menu.
- Step 3: Select **FY2007**+ from the **Rollup Reports** drop-down list menu.
- Step 4: Select the **NIMS Training Report** link.

IMS Compliance Assistance Y2010 NIMS Implementation N		Virginia Christina Thomas [Inherited Adi
Navigation	[Current Account] » USA » Regior	3 » Virginia Questions/Comments
Select an Assessment	Select the link below for the report	
	Select the link below for the report	
Submit for Rollup	Account/User Report	S
Reports	Report	Description
Review Rollups Review Rollup CAPs	Accounts & Users	Reports a hierarchy of accounts and user contact information.
fanage Guidance	Accounts Needing to Roll Up	Displays a list of all accounts directly under and including the current account that need to roll up.
Aanage My CAPs Aanage My Snapshots Aanage Permissions Aanage Sub-Accounts	Account Statistics	A list of this account and all sub-accounts below it.
Account Search	FY2010 NIMS Implementation	Metrics Reports
Jser Activity Log Search	Report	Description
Jser Search	Summary of Assessment	Summarizes the score totals for each section and displays the completion and compliance statuses for ea subsection in the account's data set.
Edit This Account Edit My User Profile	Comprehensive Report	Displays the metrics assessment with the responses to each question.
Submit Feedback	Comprehensive Report by Sectio	n Assessment responses by a selected section.
System Administration	Compare Snapshots	Displays the differences between two assessment snapshots.
hange My Password	Compare Snapshots by Section	Displays the differences between two assessment snapshots by section.
.og Out	Corrective Action Plans	Displays the corrective action plans in an account's data set, and the account's administrator POCs.
About NIMSCAST Jser's Guide [pdr] Acronyms Slossary Announcements	FY2007+ Rollup Rep	orts
Frequently Asked Questions	Report	Description
mplementation Guidance	Rollup Aggregated Responses	Displays via HTML or CSV the totals assigned to each statement for the selected subaccount's most recent rollu submittals (optionally matched by selected disciplines).
IIMS IIMS FAQ	Multiple Rollup Aggregated Responses	Displays via HTML or CSV the totals assigned to each statement for the selected subaccount's most recent rollu submittals (optionally matched by selected disciplines), grouped by a level below this account.
ive-Year NIMS Training Plan IIMS Document (pdr)	Rollup Corrective Action Plans	Displays the corrective action plans for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).
	Rollup Implementation Status By Objective	Displays via HTML or CSV the implementation objectives for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).
NATIONAL INCIDENT	NIMS Implementation Status by Jurisdiction Type	Displays via HTML, CSV, or PDF of the status of implementation objectives grouped by Jurisdiction Type.
MANNAGEMENT SYSTEM	Point of Contact (POC) Report	Displays via HTML or CSV the POCs for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).
S Reaction	NIMS Training Report	Displays via HTML or CSV the NIMS training metrics for the selected subaccount's most recent rollup submittals (optionally matched by selected disciplines).
Search FEMA Go Advanced Search	NIMS Implementation Map Report	Displays via an interactive map NIMS Implementation metrics for state or local accounts by year and section.

#### Figure E-1: Rollup Reports

- Step 5: In the **Account Type** section select radio button for the appropriate jurisdiction type to include in the report (Figure E-2: NIMS Training Report).
- Step 6: In the **Assessment** field, select the appropriate assessment from the drop-down list menu.

Note: The Assessment field displays after the Account Type has been selected.

Step 7: To specify disciplines, click on the **Show Disciplines Filter** link and select the checkbox next to the appropriate discipline(s).

- Step 8: If the current account should be included in the report, select the checkbox to **Include current account**.
- Step 9: In the **Sub-Accounts** filed, select the appropriate sub-account level(s) to include from the drop-down list menu.
- Step 10: Click the **Next** button.

NIMS Compliance Assistance	e Support Tool (NIMSCAST)		Virginia Chris	stina Thomas [Inherited Admin]
FY2010 NIMS Implementation	Metrics			
Navigation	[Current Account] » USA »	Region 3 » Virginia		Questions/Comments
Select an Assessment	NIMS Training Rep	port		
Submit for Rollup		types to include in the report, then indicate whether	to include all sub-sub-account	s or only the current account.
Reports	Click NEXT to continue sp	ecifying options.		
Review Rollups Review Rollup CAPs	NIMS Training R	eport Options		
Manage Guidance Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	Account Type:	C State and State Agency C State Only C State Agency Only		
Account Search User Activity Log Search User Search	Assessment:	Local     FY2010 NIMS Implementation Metrics	•	
Email Users Edit This Account Edit My User Profile Submit Feedback System Administration	<ul> <li>Show Disciplines Filter</li> <li>Current Account:</li> <li>Sub-Accounts:</li> </ul>	Include current account.		
Change My Password Log Out			Next	

Figure E-2: NIMS Training Report

Step 11: In the **Sub-Accounts** field, select the sub-accounts to include in the report (Figure E-3: NIMS Training Report).

Notes:

- Users can select any number of accounts by holding down the Ctrl key and selecting multiple accounts.
- Click the **Select All** link to select all sub-accounts.
- Click the **Deselect All** link to deselect all sub-accounts.
- Step 12: In the **Report Format** field, select the appropriate report format (HTML or CSV).
- Step 13: Click the **Generate Report** button.

NIMS Compliance Assistance Support Tool (NIMSCAST)			Virginia Cl	hristina Thomas [Inherited Admin]
FY2010 NIMS Implementation Met	trics			
Navigation	[Current Account] » US/	A » Region 3 » Virginia		Questions/Comments
Select an Assessment	NIMS Training R	Report		
Submit for Rollup		d, if required, a section to include in the report.		
Reports Resident Balluna	Click VIEW REPORT t	o see the report.		
Review Rollups Review Rollup CAPs	NIMS Training	Report Options		_
Manage Guidance Manage My CAPs Manage My Snapshots	Account Type: Assessment	Local FY2010 NIMS Implementation Metrics		
Manage Permissions Manage Sub-Accounts	Account Discipline:			
Account Search User Activity Log Search User Search	Current Account: Sub-Accounts:	Not Included		
Email Users Edit This Account Edit My User Profile Submit Feedback System Administration	Select All Deselect All	Williamsburg City Winchester City Wise Wythe York Hold Cirl to select multiple entries. (Only subaccounts with rollup data submitted are shown here.)		
Change My Password Log Out	Report Format:	HTML		
Resources About NIMSCAST		Generate Report		

#### Figure E-3: NIMS Training Report

Step 14: Review the NIMS Training Report (Figure E-4: NIMS Training Report).

NIMS Compliance Assistance	e Support Tool (I	NIMSCAST)					Virginia Ch	ristina Thomas [II	nherited Admin]
FY2010 NIMS Implementation I	Metrics								
Navigation	[Current Acco	unt] » USA » Re	gion 3 » Virgin	ia					
Select an Assessment	NIMS Tra	ining Repor	+						
Submit for Rollup		ining Repor							
Reports	ACCOUNT	IS 700 TRAINED	IS 700 TOTAL	IS 701 TRAINED	IS 701 TOTAL	IS 702 TRAINED	IS 702 TOTAL	IS 703 TRAINED	IS 703 TOTAL
Review Rollups Review Rollup CAPs	USA » Region 3 » Virginia »	200	200	2	2	2	2	2	2
Manage Guidance	Amelia								
Manage My CAPs Manage My Snapshots Manage Permissions Manage Sub-Accounts	USA » Region 3 » Virginia » Appomattox	28	28	4	6	0	1	0	4
Account Search User Activity Log Search User Search	USA » Region 3 » Virginia » Arlington	915	915	3	30	0	14	4	30
Email Users Edit This Account Edit My User Profile Submit Feedback System Administration Change My Password Log Out	USA » Region 3 » Virginia » Arlington » Public Health	137	185	0	0	0	0	0	0

Figure E-4: NIMS Training Report

Account Hierarchy	The <u>NIMSCAST hierarchy structure</u> is determined by the NIMS Coordinator or designee.
Actual Event	A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.
After Action Reports (AAR)	The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.
Agency	A division of government with a specific function offering a particular kind of assistance. In Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
Agency Representative	A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
All Hazards	Any incident caused by terrorism, natural disasters, or any chemical, biological, radiological, nuclear, or explosive (CBRNE) accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.
Area Command (Unified Area Command (UAC)	An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.
Assessment	The evaluation and interpretation of measurements and other information to provide a basis for decision-making.
Assignments	Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (IAP).

Assistant	Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.
Available Training Facilities	Available facilities refer to locations that are readily and immediately available to be utilized for NIMS training.
Audit	A formal examination of an organization's or individual's accounts; a methodical examination and review.
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
Branch	The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
Chain of Command	A series of command, control, executive, or management positions in hierarchical order of authority.
Check-In	The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.
Chief	The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff	In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Committed Activities	Actions that an individual or an agency/department have agreed to see through until completion.
Common Communications Plan (CCP)	An interoperable communications plan designed to be utilized for multi- agency and multi-jurisdictional incident management operations. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.
Common Operating Picture (COP)	A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. (Department of Homeland Security, National Incident Management System (March 2004), 128; Department of Homeland Security, National Response Plan (December 2004), 64.)

Communications Unit	An organizational unit in the Logistics Section responsible for providing communication services at an incident or an Emergency Operations Center (EOC). A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.
Constraints/ Impediments	Limitations or restrictions in conducting NIMS activities. The following list defines the constraints/impediments ( <u>http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc</u> ):
	• Education: The knowledge or skill obtained or developed by a learning process.
	• Equipment: Instrumentality needed for an undertaking or to perform a service including its associated supplies. Equipment can range from small personal items such as search and rescue gear (flashlights, dusk masks, etc.) to large-scale multi-jurisdictional systems (radio repeater systems, computer networks, etc.).
	• <b>Exercise:</b> Opportunity provided to demonstrate, evaluate, and improve the combined capability and interoperability of elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes.
	• Federal Standards: Common rules, conditions, guidelines or characteristics, established by the Federal Government.
	• <b>Funding:</b> Sources of revenue that are allocated or can be allocated (pre- designated emergency funds) to support preparedness initiatives. Organization: Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.
	• <b>Personnel:</b> Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks.
	• <b>Plans:</b> Documents such as procedures, mutual aid agreements, strategies, and other publications that may describe some of the following: governance, management, standard operating procedures, technology, and activities in support of defined missions and tasks.
	• <b>Policy:</b> A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.
	• <b>Training:</b> Specialized instruction and practice to improve performance and lead to task proficiency.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions	Improved procedures that are based on lessons learned from actual incidents or from training and exercises.
Corrective Action Plan (CAP)	A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered. (For more information see <u>Managing Corrective Action Plans</u> ).
Criminal Justice Population	The criminal justice population includes incarcerated persons, persons under criminal justice supervision, and tactically arrested individuals.
Critical Infrastructure	Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Disciplines	A group of personnel with similar job roles and responsibilities. [E.g. law enforcement, firefighting, Hazardous Materials (HazMat), Emergency Medical Services (EMS)].
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Division	The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.
Emergency	Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
Emergency Incident	An urgent need for assistance or relief as a result of an action that will likely lead to grave consequences.
Emergency Management Assistance Compact (EMAC)	The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association (NEMA).

Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.
Emergency Operations Plan (EOP)	An ongoing plan for responding to a wide variety of potential hazards.
Emergency Public Information (EPI)	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Emergency Response Provider	Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.
Entry-level First Responder	Entry-level first responders are defined as any responders who are not a supervisor or manager.
Equipment	The set of articles or physical resources necessary to perform or complete a task.
	Instrumentality needed for an undertaking or to perform a service including its associated supplies. Equipment can range from small personal items such as search and rescue gear (flashlights, dusk masks, etc.) to large-scale multi- jurisdictional systems (radio repeater systems, computer networks, etc.).
Equipment Acquisition	The process of obtaining resources to support operational needs.
Evacuation	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Evaluation	The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.
Event	A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
Exercise	Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel, from first responders to senior officials, to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

Exercise Types	As defined by HSEEP, there are seven types of exercises; seminar, workshop, tabletop, game, drill, functional, and full scale. For additional information, please refer to Volume I of HSEEP at https://hseep.dhs.gov.
Federal	Of or pertaining to the Federal Government of the United States of America.
Federal Preparedness Funding	Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.
Flexibility	A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. (Department of Homeland Security, National Incident Management System (March 2004), 2.)
Framework	A conceptual structure that supports or contains set of systems and/or practices.
Function	Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
Funding	Financial resources available to assist in achievement of tasks associated with NIMS implementation.
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
Grantee	A person/group that has had monies formally bestowed or transferred.
Group	Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Homeland Security Exercise and Evaluation Program (HSEEP)	A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. HSEEP also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the HSEEP toolkit at http://www.hseep.dhs.gov.

Improvement Plan	The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. For additional information, please see the NIMS document, page 96.
Incident Command Post (ICP)	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
Incident Command System (ICS)	A standardized on-scene emergency management system which provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. For additional information refer to the NIMS document at <u>http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf</u> .
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team (IMT)	The IC and appropriate Command and General Staff personnel assigned to an incident.
Incident Objectives	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Incident-Specific Hazards	Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.
Initial Action	The actions taken by those responders first to arrive at an incident site.
Initial Response	Resources initially committed to an incident.

Interagency	An organization or committee comprised of multiple agencies.
Interoperability & Compatibility	A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)
Interstate	A region comprised of multiple states.
Intrastate	A region within a single state.
Inventory	An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.
Joint Information Center (JIC)	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. For additional information please refer to the NIMS document, page 14 or the NRP page 68.
Joint Information System (JIS)	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. For additional information, please refer to the NIMS document, page 14.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
Lessons Learned	Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit <u>https://www.llis.dhs.gov/</u> .
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Local Jurisdictions	Local jurisdictions are defined as local units of government at either the municipal or county level.

Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Logistics	Providing resources and other services to support incident management.
Logistics Section	The section responsible for providing facilities, services, and material support for the incident.
Major Disaster	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
Management by Objective	A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
Measure	A determination of a jurisdiction's specific level of NIMS compliance, evaluated according to that jurisdiction's responses to the NIMS metrics that have been established by the National Integration Center.
Metric	Metrics are measurements in the form of questions that were derived from NIMS implementations activities. These metrics were separated into two categories; tier 1 and tier 2.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization	The process and procedures used by all organizations-state, local, and tribal- for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multiagency Coordination System (MACS)	A Multi-Agency Coordination System is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities (NIMS, 33).
Multijurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.
Mutual Aid Agreement or Assistance Agreement (MAA)	Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
National	Of a nationwide character, including the state, local, and tribal aspects of governance and policy.
National Disaster Medical System (NDMS)	A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.
NIMS Adoption	The establishment of a legal authority (e.g. executive order, proclamation, resolution, legislation, or other legal mandate) that requires all departments and agencies operating within the jurisdiction to use NIMS principles and methodologies in their all-hazards incident management system.
NIMS Baseline	An initial assessment of NIMS compliance conducted in 2005 and/or 2006 by participating jurisdictions at State, Territorial, local, and tribal levels.
NIMSCAST (National Incident Management System Compliance Assistance Support Tool)	A self assessment instrument for Federal, State, territorial, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities.
NIMS Implementation	All activities necessary for adopting and institutionalizing NIMS. Implementation includes the formal adoption of NIMS, the use of a NIMS- compliant approach to all incident management operations, etc.
NIMS Promotion and Encouragement	Activities such as meetings (e.g., conferences, working groups, etc.), mailings (e.g., newsletters, letters, etc.), email, or other established methods (e.g., broadcast media).
National Response Framework	A guide to how the Nation conducts all-hazards response.

National Response Plan Catastrophic Incident Annex (NRP-CIA)	Establishes the context and overarching strategy for implementing and coordinating an accelerated, proactive national response to a catastrophic incident.
National Response Plan Catastrophic Incident Supplement (NRP-CIS)	Provides a list of the specific actions that are initiated upon activation of the NRP-CIA.
Nongovernmental Organization (NGO)	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.
No-Notice Events	An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wild and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.).
<b>Operational Period</b>	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.
<b>Operations Section</b>	The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.
Plain Language	Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to www.fema.gov/pdf/emergency/nims/plain_lang.pdf.
Planning	A method to developing objectives to be accomplished and incorporated into an EOP.
Planning Meeting	A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
Preparedness Assistance Funding Streams	Funds made available by Federal Departments and agencies to support State, local, and tribal entities to prepare for, respond to, and manage the consequences of an all-hazards incident. Allocation of preparedness funding is stipulated in a grant or guidelines of a particular program. Monies can be used toward equipment acquisition, planning, operations, training, management and administration, exercises, and mitigation against all hazards.
Preparedness Organizations	The groups and fora that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.
Preplanned (Recurring/ Special) Event	Preplanned Event: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events etc. For additional information please refer to the NIMS document, page 129.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Principle Coordinator	Principle Coordinator for Statewide NIMS Implementation: The position designated by the State Administrative Agency (SAA) primarily responsible for coordination of all NIMS-related directives. This includes dissemination and collection of information and monitoring and reporting on implementation activities.
Private Sector	Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
Public Information	The term "public information" refers to any text, voice, video, or other information provided by an authorized official and includes both general information and crisis/emergency risk communications.
Public Information Officer (PIO)	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
Public Information System	The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. For additional information please refer to the NIMS document, page 35.
Publications Management	The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.
Qualification and Certification	This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.
Reception Area	This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.
Recovery	The development, coordination, and execution of service- and site- restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recovery Plan	A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.
Resource Typing	Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit <u>http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item4</u> .
Resources Unit	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. For additional information refer to the NIMS document at <a href="http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf">http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf</a> .
Response Asset Inventory	An inventory of the jurisdiction's resources that have been identified and typed according to NIMS Resource Typing Standards. Development of a Response Asset Inventory requires resource typing of equipment, personnel, and supplies identified in the inventories of State resources.
Response Assets	Resources that include equipment, personnel and supplies that are used in activities that address the effect of an incident.
Rollup	Once an account's assessment is submitted, the responses become available for reporting to accounts above it in the hierarchy. This process is known as " <u>rollup</u> ."
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Scalability	The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.
Section	The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Snapshot	A <u>snapshot</u> data entered into NIMSCAST can be taken once the selected assessment has been rolled up. Snapshots include historic data as entered at the time of data backup.
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)
Staging Area	Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.
Standard Equipment List (SEL)	A list issued annually to promote interoperability and standardization across the response community at the local, state, and federal levels by offering a standard reference and a common set of terminology. It is provided to the responder community by the InterAgency Board for Equipment Standardization and Interoperability (IAB). The SEL contains a list of generic equipment recommended by the IAB to organizations in preparing for and responding to all-hazards.
Standard Operating Procedures (SOPs)	A complete reference document that details the procedures for performing a single function or a number of independent functions. (Department of Homeland Security, National Incident Management System (March 2004), 36.)
Standardization	A principle of the NIMS that provides a set of standardized organizational structures—such as the ICS, multi-agency coordination systems, and public information systems—as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)
Standardized Terminology	Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRP to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.
State	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Strategic	Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Strategy	Plans, policies, procedures for how the State or Territory will achieve NIMS implementation.

Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel.
Sub-Account	Within the NIMSCAST hierarchy, <u>sub-accounts</u> , also known "child" accounts, are those accounts that fall under a higher ranking account or "primary" account. Sub-account information flows upward to the primary account. In addition, depending on the account location, an account may be both a primary and a sub-account. Also see <i>Account Hierarchy</i> and <i>Primary Account</i> .
Supporting Technologies	Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.
Systems	The principles, system components, and procedures needed to present consistent and accurate information during an incident.
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Technical Assistance (TA)	Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).
Territory	A geographical area belonging to or under the jurisdiction of a governmental authority; a part of the United States (U.S.) not included within any State but organized with a separate legislature.
Terrorism	Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Threat	An indication of possible violence, harm, or danger.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Training	Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.
Training Curriculum	A course or set of courses designed to teach personnel specific processes, concepts, or task-oriented skills.

Tribal	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Туре	A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.
Unified Area Command	A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)
Unified Command (UC)	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.
Unit	The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

## ACRONYMS

AAR	After Action Report
BCC	Blind Carbon Copy
CAP	Corrective Action Plan
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CC	Carbon Copy
ССР	Common Communication Plan
CNC	Component NIMS Coordinator
СОР	Common Operating Picture
CSV	Comma Separated Value (spreadsheet format)
DHS	Department of Homeland Security
EADIS	Enterprise Applications, Development, Integration, and Sustainment
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FE	Functional Exercises
FEMA	Federal Emergency Management System
FSE	Full-Scale Exercises
FY	Fiscal Year
HAZMAT	Hazardous Material
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Presidential Directive – 5, "Management of Domestic Incidents"
HTML	Hypertext Markup Language (web-enabled format)
IAB	InterAgency Board for Equipment Standardization and Interoperability
IAP	Incident Action Plan
IC	Incident Commander or Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center

## ACRONYMS

JIS	Joint Information System
LNO	Liaison Officer
MAA	Mutual Aid Agreement
MACS	Multiagency Coordination Systems
NDMS	National Disaster Medical System
NEMA	National Emergency Management Association
NGO	Nongovernmental Organization
NIC	National Integration Center
NIMCAST	National Incident Management Compliance Assistance Support Tool (2005-2006)
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assistance Support Tool
NRF	National Response Framework
PDF	Portable Document Format
PIO	Public Information Officer
PIS	Public Information Systems
PNC	Principle NIMS Coordinator
POC	Point of Contact
PVO	Private Voluntary Organization
SAA	State Administrative Agency
SEL	Standard Equipment List
SO	Safety Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
ТА	Technical Assistance
TOR	Terms of Reference
TTX	Tabletop Exercises
UAC	Unified Area Command
UASI	Urban Area Security Initiative
UC	Unified Command