NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMSCAST Users Guide

Version 5.1

July 2011

FEMA

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.

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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 www.fema.gov/nims.

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

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).

Figure O-1: Questions/Comments

CHAPTER I: GETTING STARTED

CHAPTER TOPICS:

A. GETTING ACCESS TO NIMSCAST

NIMSCAST is a web-based application and can be located at www.fema.gov/nimscast. 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 (www.fema.gov/nimscast), enter the email address and password used to establish the NIMSCAST account, followed by your password.

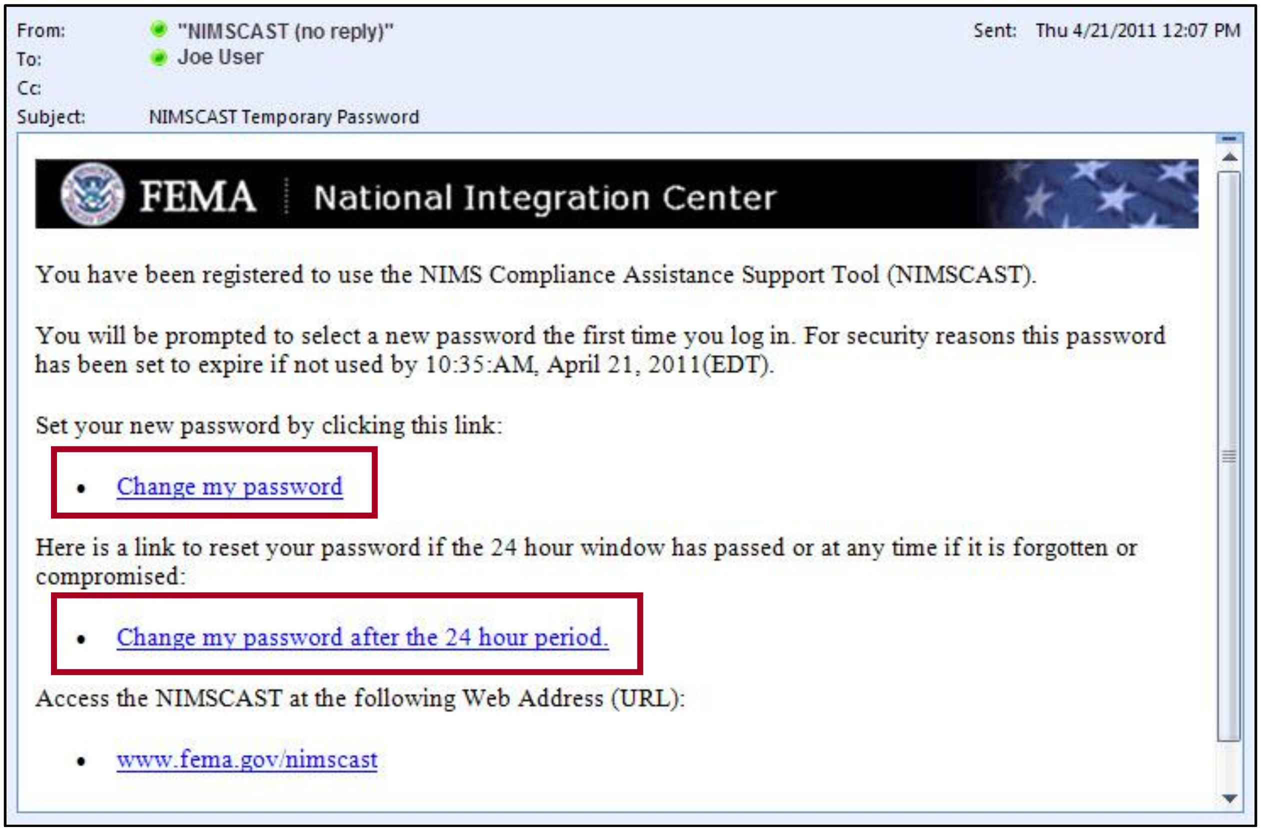
1. NEW USER LOG IN

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: "NIMSCAST (no reply)" Sent: Thu 4/21/2011 12:07 PM
To: Joe User
Cc:
Subject: NIMSCAST Temporary Password

FEMA | National Integration Center

You have been registered to use the NIMS Compliance Assistance Support Tool (NIMSCAST).

You will be prompted to select a new password the first time you log in. For security reasons this password has been set to expire if not used by 10:35:AM, April 21, 2011(EDT).

Set your new password by clicking this link:

- Change my password

Here is a link to reset your password if the 24 hour window has passed or at any time if it is forgotten or compromised:

- 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 (www.fema.gov/nimscast) (Figure 1-2: Existing User Log In)

Note: Users can navigate to the Log In page by clicking the **Log In** link on the Navigation menu.

Step 2: In the **Email** field, enter the email address used as your username.

Step 3: In the **Password** 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 Resetting a Password).

To immediately reset your password, click the *Reset My Password* 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 Resetting a Password).

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

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)

Examples of a strong password:

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

2. RESETTING A PASSWORD

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.

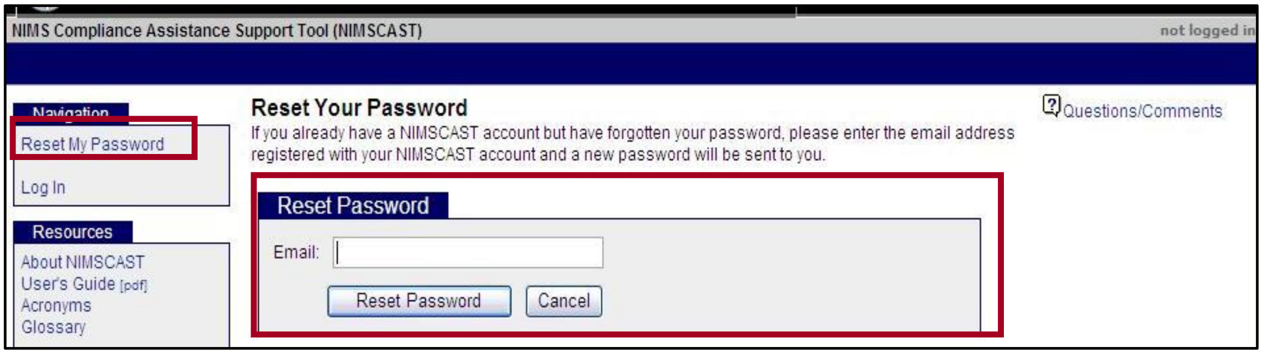


Figure 1-3: Resetting a Password

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 *Change my password after the 24 hour period* 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.

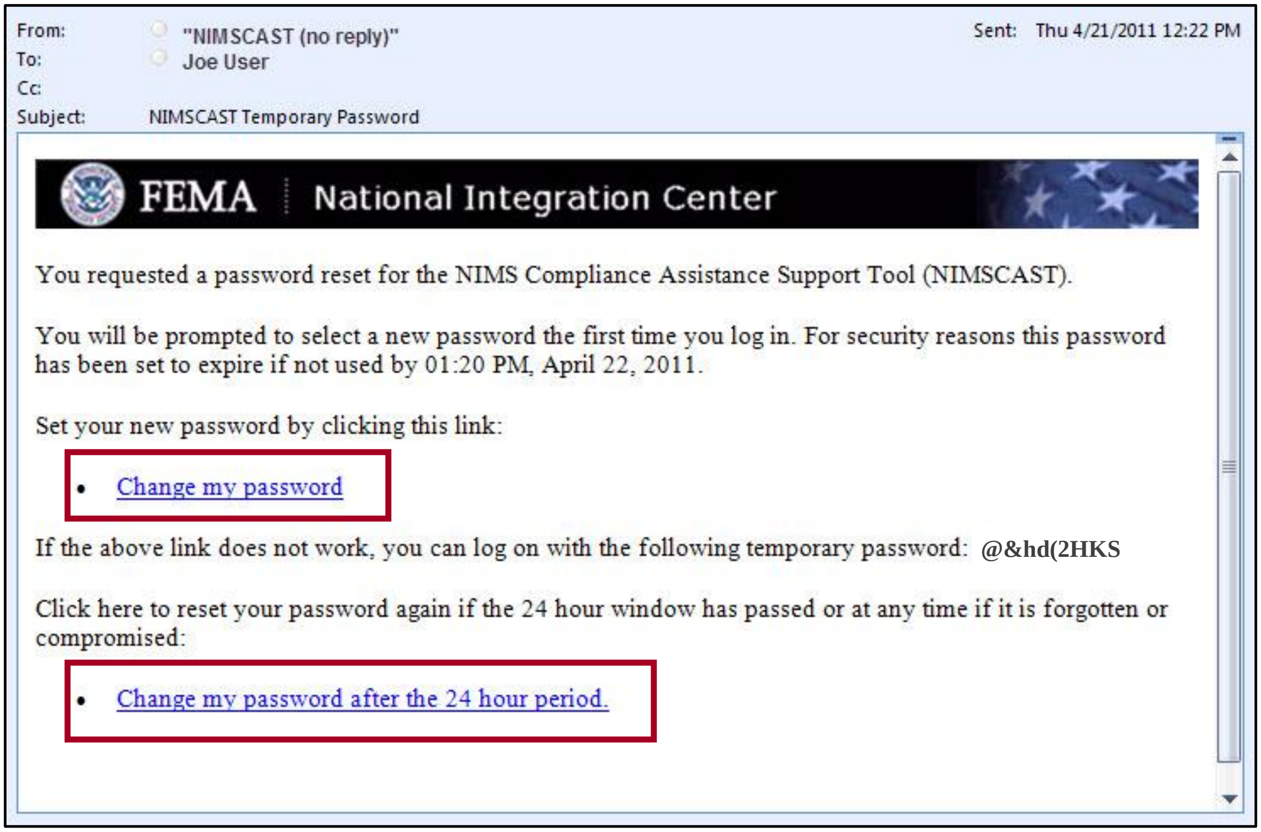


Figure 1-4: Password Reset Email

3. CHANGING A PASSWORD

NIMSCAST users can change their passwords two ways:

1. Generating a new temporary password (see Resetting a Password); 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.

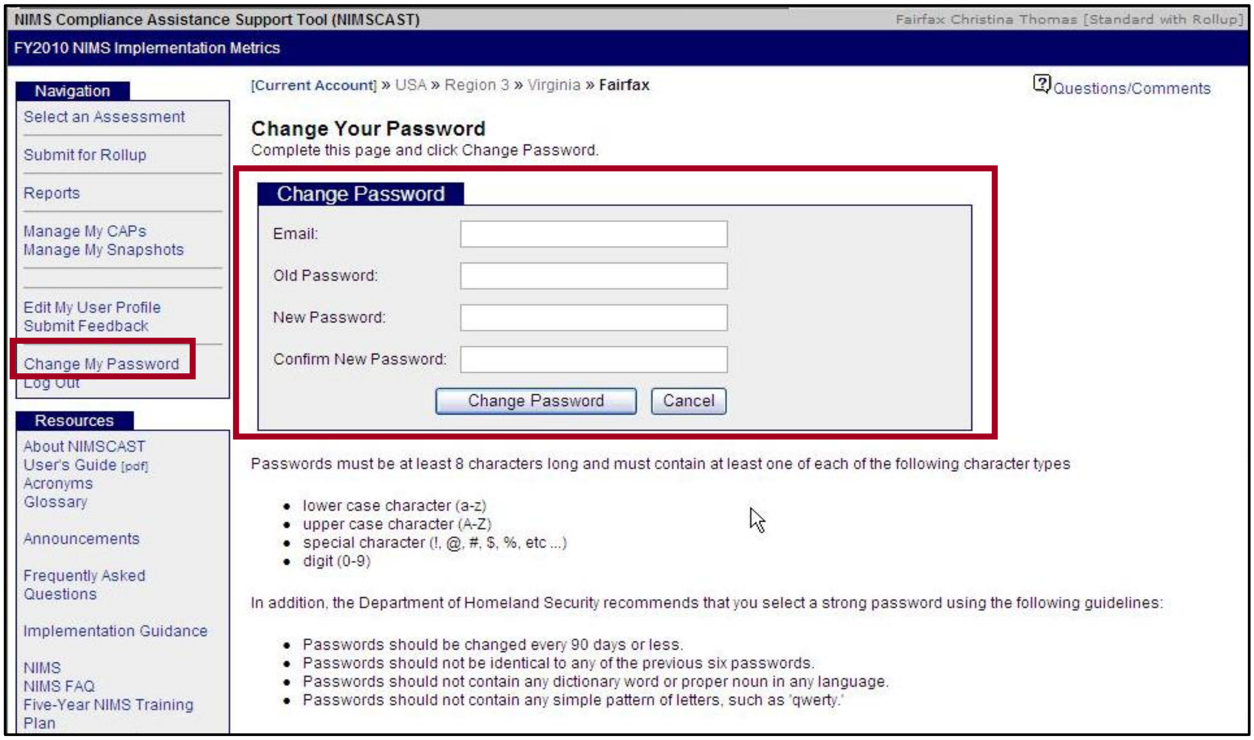


Figure 1-5: Changing a Password

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 Managing a Current Account.

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.

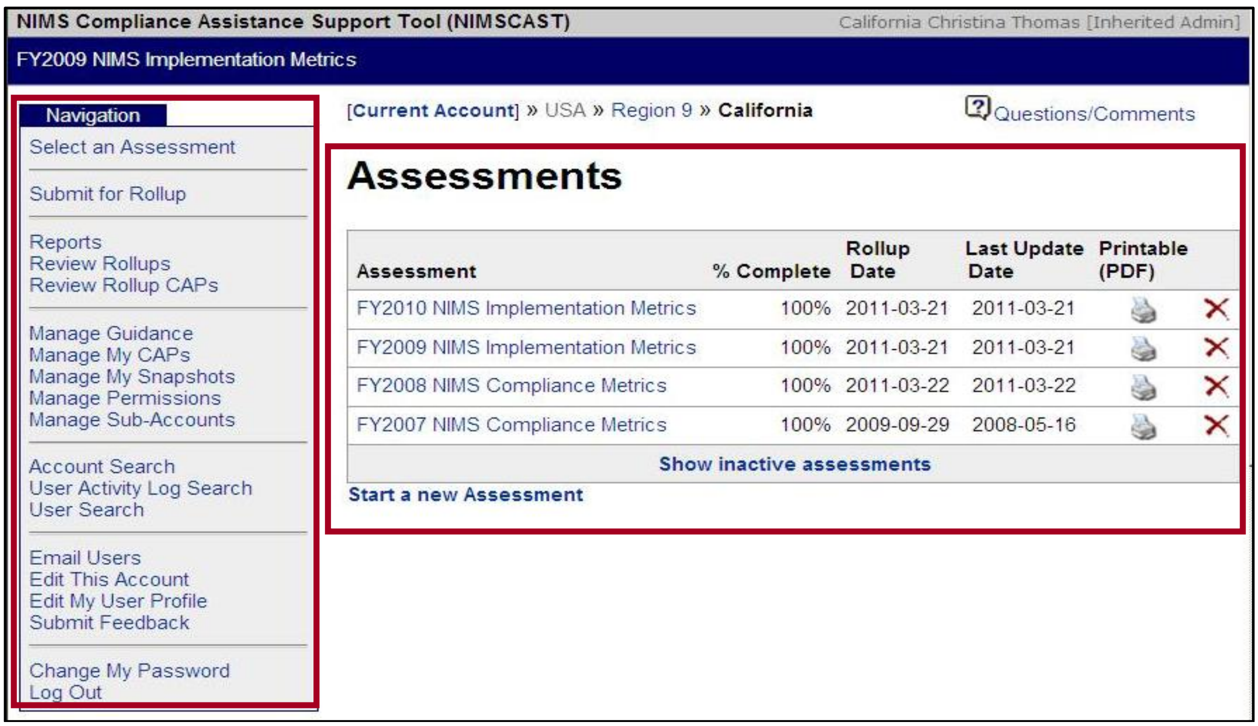


Figure 1-7: Navigating NIMSCAST

- 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
    - Acronyms
    - Glossary
    - Announcements
    - NIMSCAST Frequently Asked Questions
    - Implementation Guidance
    - NIMS (Resource Center)
    - NIMS FAQ
    - 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:

If an email address is modified, it will become the user's new NIMSCAST Log In email address.

To complete the email change, users must click on the link in the confirmation email.

Step 1: Click the **Edit My User Profile** link on the Navigation menu (Figure 1-9: Edit User Profile).

Step 2: In the **Name** field, enter or verify your name.

Step 3: In the **Organization** field, enter or verify your organization.

Step 4: In the **Email** and **Confirm Email** fields, verify that the correct email has been entered.

Note: If an email address is modified, it will become the user's new log in ID (the password will not change). Once the new email address is saved in NIMSCAST, an email confirmation message will be sent to the new email address. To complete the email address change, you must acknowledge this message by clicking on the link contained in the email message.

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

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.

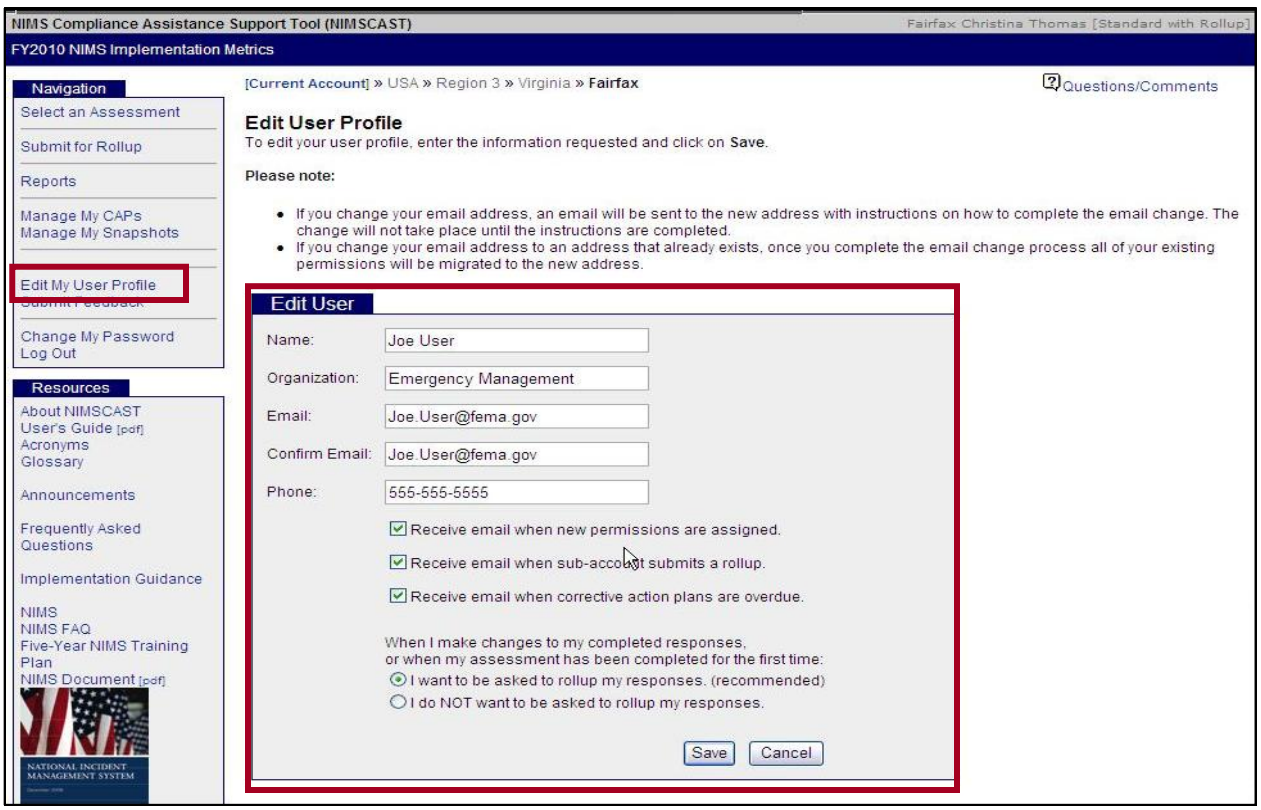


Figure 1-9: Edit User Profile

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.

Figure 1-10: Log Out

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.

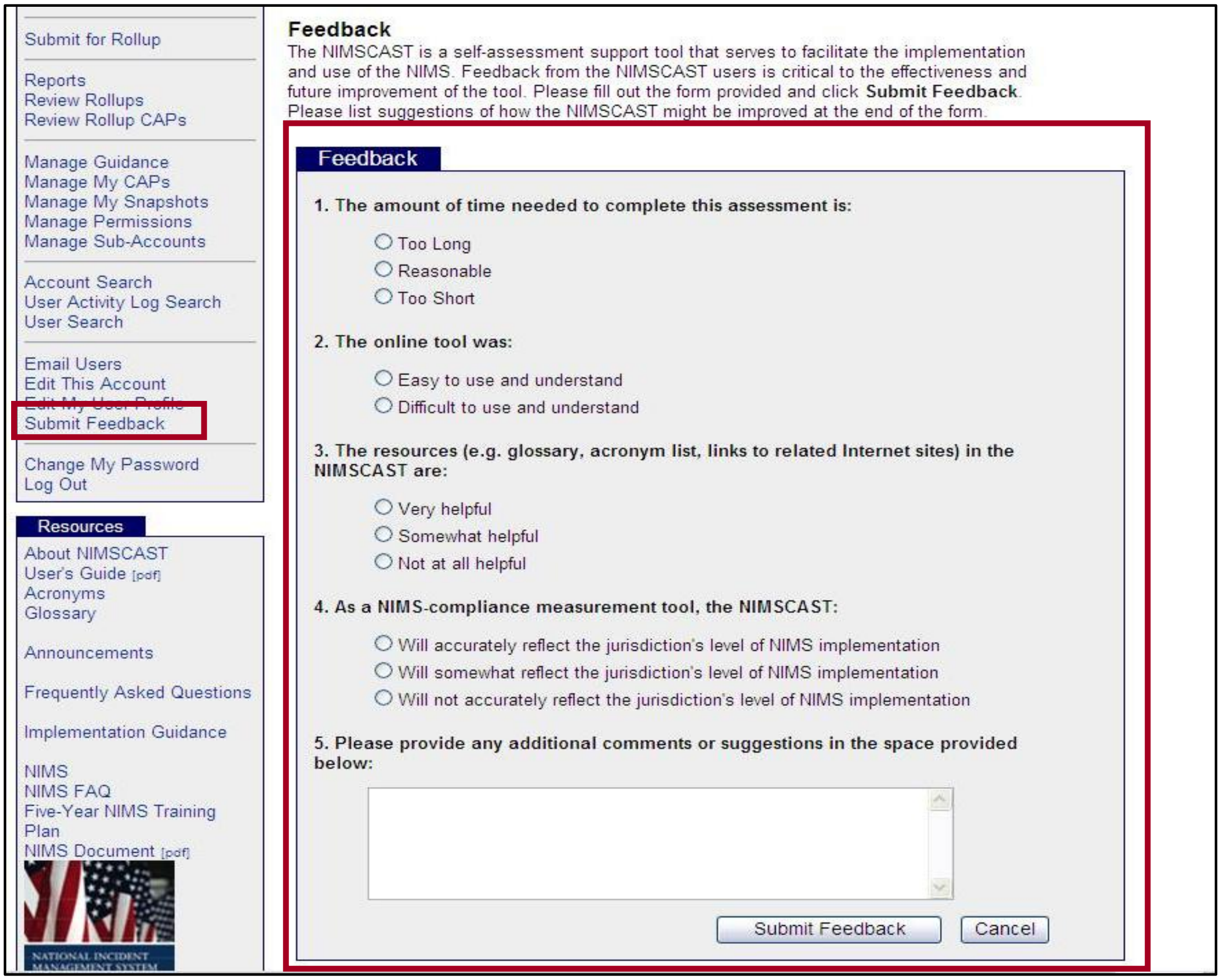


Figure 1-11: Submit Feedback

CHAPTER II: MANAGING NIMSCAST ACCOUNTS

CHAPTER TOPICS:

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 Creating an Account Hierarchy.

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, Tribal, and Local Jurisdiction Types	
Jurisdiction Type	**Description**
National (USA)	This jurisdiction type represents NIMS implementation at the national level. **FEMA Regions I-X:** 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: • **NIMS Coordinator:** 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	Within a tribal nation's jurisdiction there are two primary types of accounts: • **NIMS Coordinator:** Monitors NIMS implementation by the tribal nation 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. • **Tribal nation departments and agencies:** Implement NIMS within their respective departments and agencies within the tribal nation. **Note:** 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

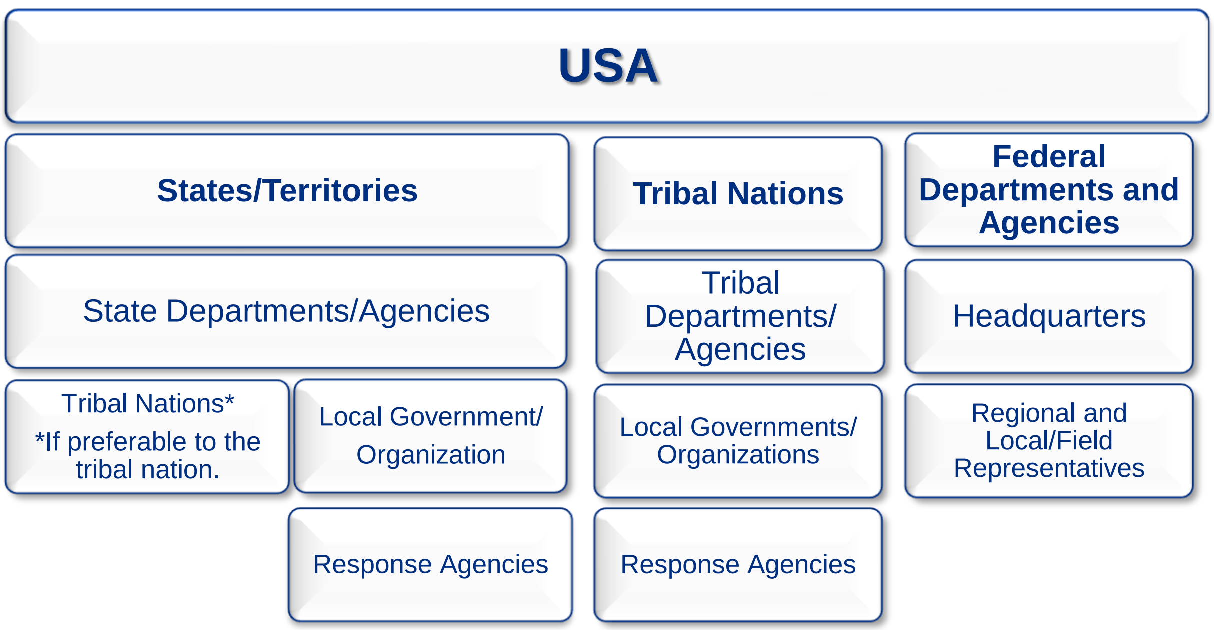
NIMSCAST provides for three jurisdiction types within the Federal Department and agency hierarchy (see Chart 2-2: Federal Jurisdiction Types).

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.

Chart 2-3: NIMSCAST Jurisdiction Structure



2. CREATING AN ACCOUNT HIERARCHY

NIMSCAST maintains accounts in the form of primary and sub-accounts that reflect a hierarchical organization by FEMA region, State, territory, tribal, and local jurisdictions and their supporting organizations. Users with administrative privileges can create sub-accounts thus establishing a primary/sub-account relationship. Primary account users typically have inherited user permissions allowing them access to sub-account information. Meanwhile, sub-account 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 Managing NIMSCAST Jurisdiction Types and Managing User Permissions). Figure 2-1: Sample Account Hierarchy shows a recommended account hierarchy.

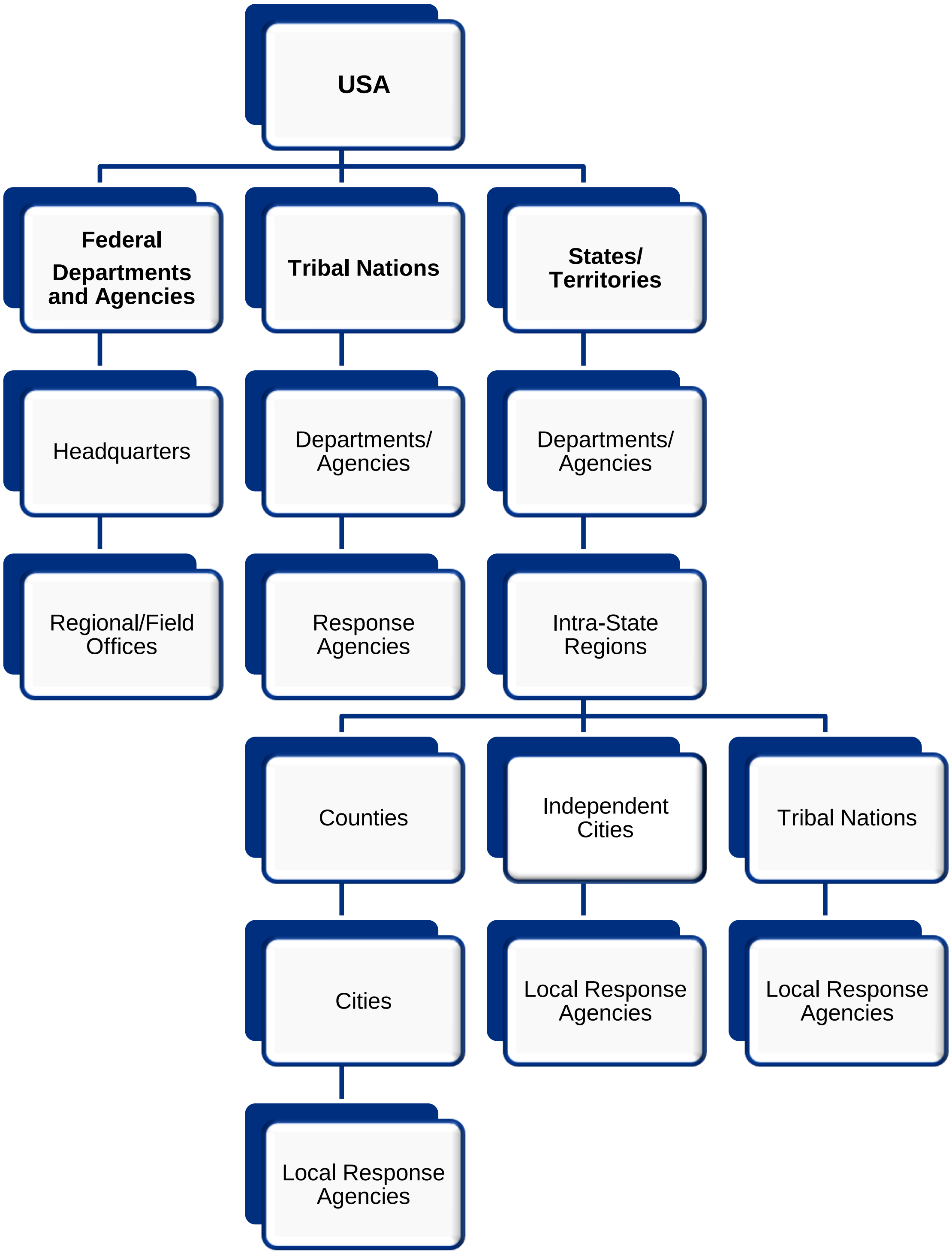


Figure 2-1: Sample Account Heirarchy

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.

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

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.

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

B. MANAGING A CURRENT ACCOUNT

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.

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.

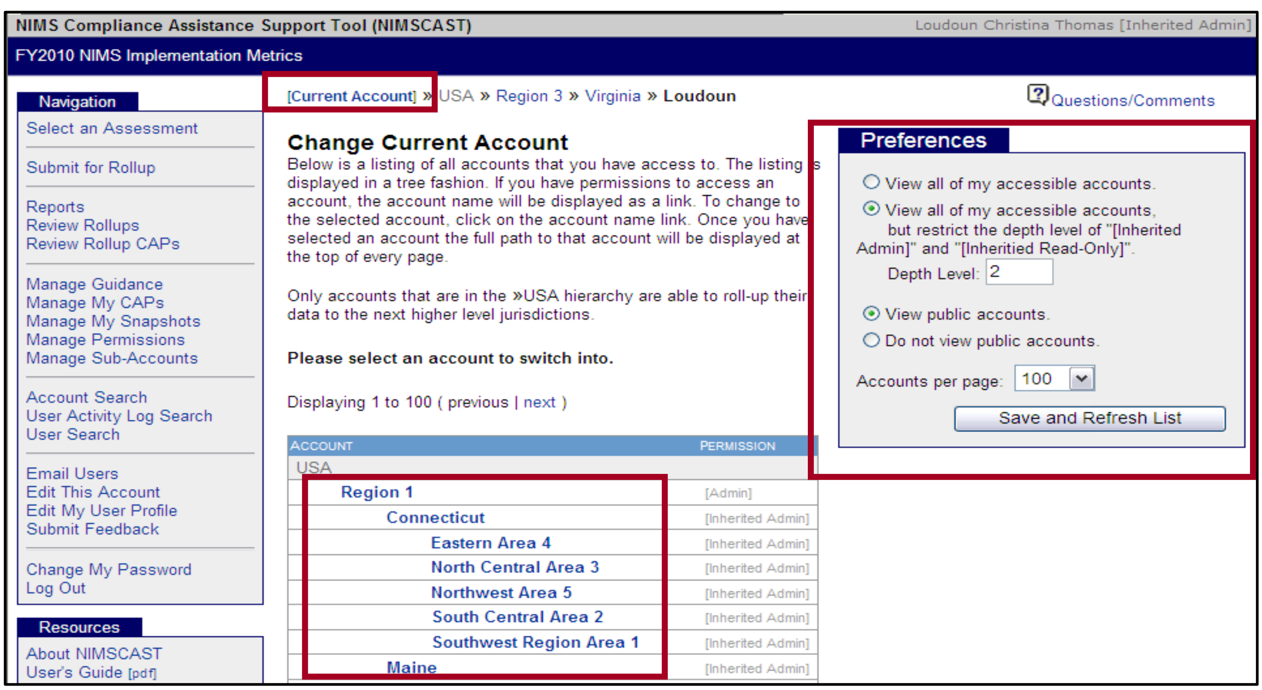


Figure 2-3: Changing Your Current Account

C. CREATING SUB-ACCOUNTS

Within NIMSCAST, an account can be a primary account, sub-account 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 Establishing an Account Hierarchy, Moving Accounts, or Clearing or Deleting Accounts).

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

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.

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

Step 2: On the Navigation menu, click the **Manage Sub-Accounts** link.

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.

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.

Chart 2-4: Create Account Field Descriptions

Field Name	Description	Example(s)
Account Name*	Captures a short text description of the jurisdiction.	***Butte***
Description	Provides space for an additional description of the account.	***Butte County***
Jurisdiction Type*	Captures the jurisdiction type that determines the version of the metrics survey to be used. For additional information on jurisdiction types see Managing NIMSCAST Jurisdiction Types.	
	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 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.	• ***Agriculture/Natural Resources*** • ***Animal Control & Care*** • ***Coroner/Medical Examiner*** • ***Emergency Management*** • ***Educational Institution*** • ***Hospital*** • ***HazMat*** • ***Law Enforcement*** • ***Public Works/Utilities*** • ***Search and Rescue***
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.	✓
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).

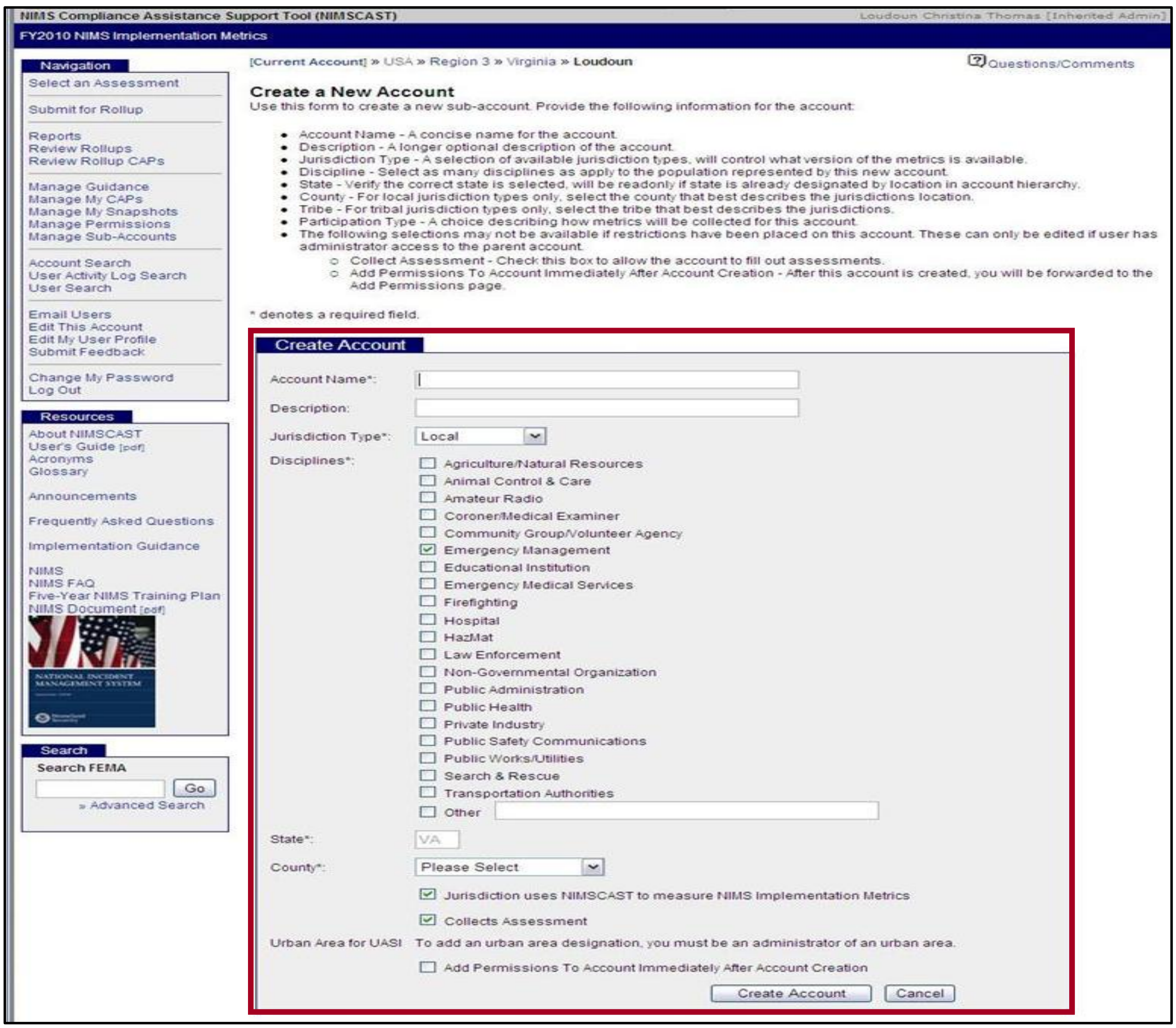


Figure 2-4: Create a New Account

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 Creating Sub-Accounts section.

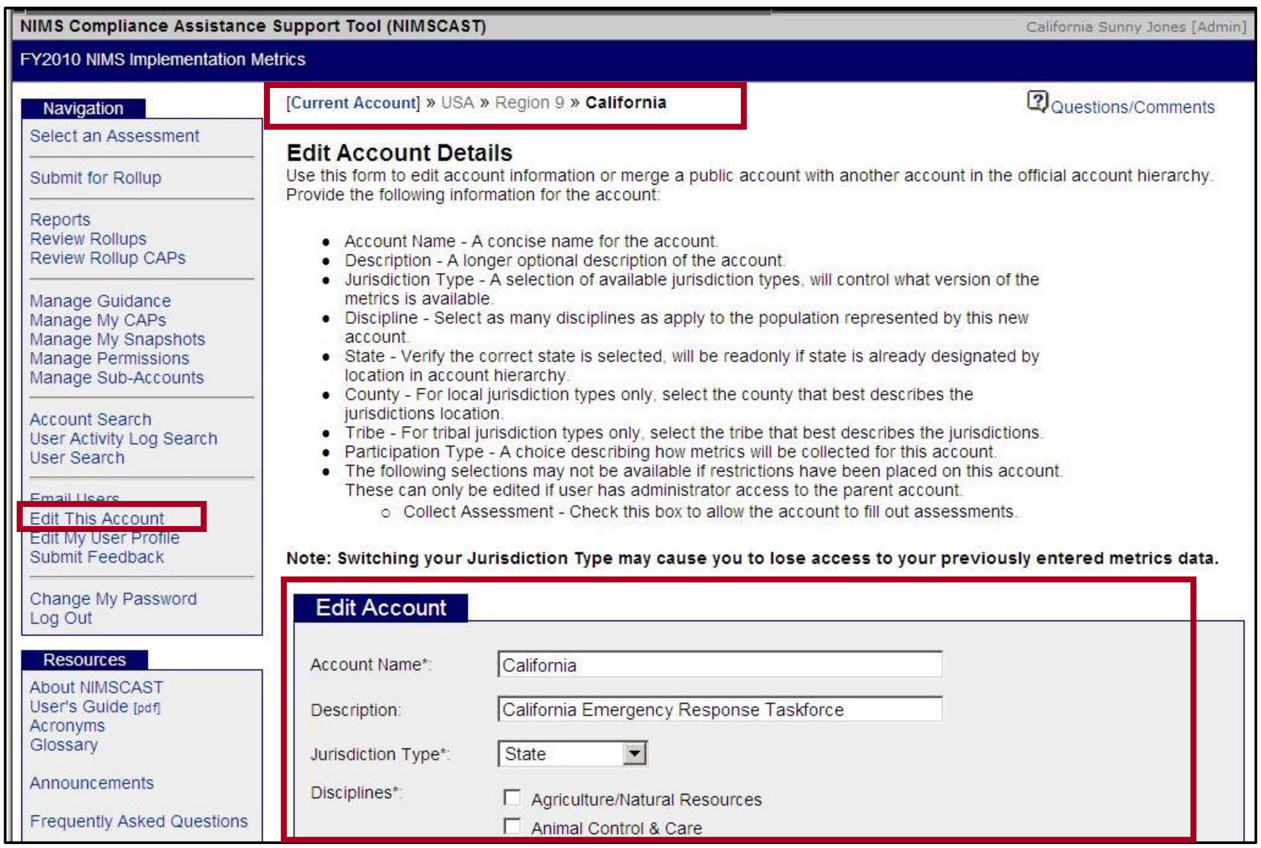


Figure 2-5: Edit a Primary Account

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 Controlling Open Assessment Collections by Year.
- 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 Moving Accounts step 6.

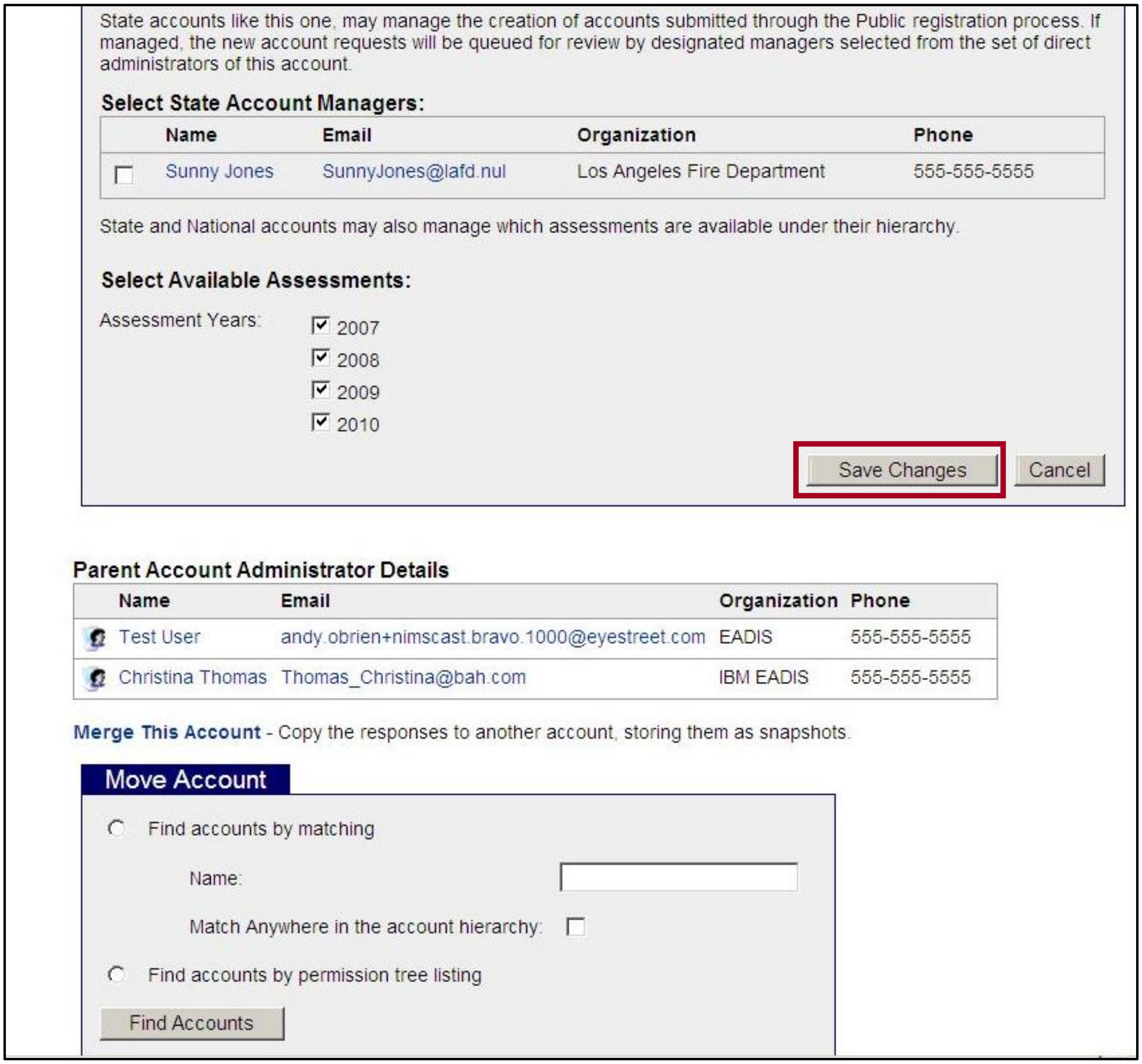


Figure 2-6: Edit a Primary Account

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.

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

Step 2: On the Navigation menu, click the **Manage Sub-Accounts** link. This view provides a list of all sub-accounts 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.

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 next to the appropriate account.

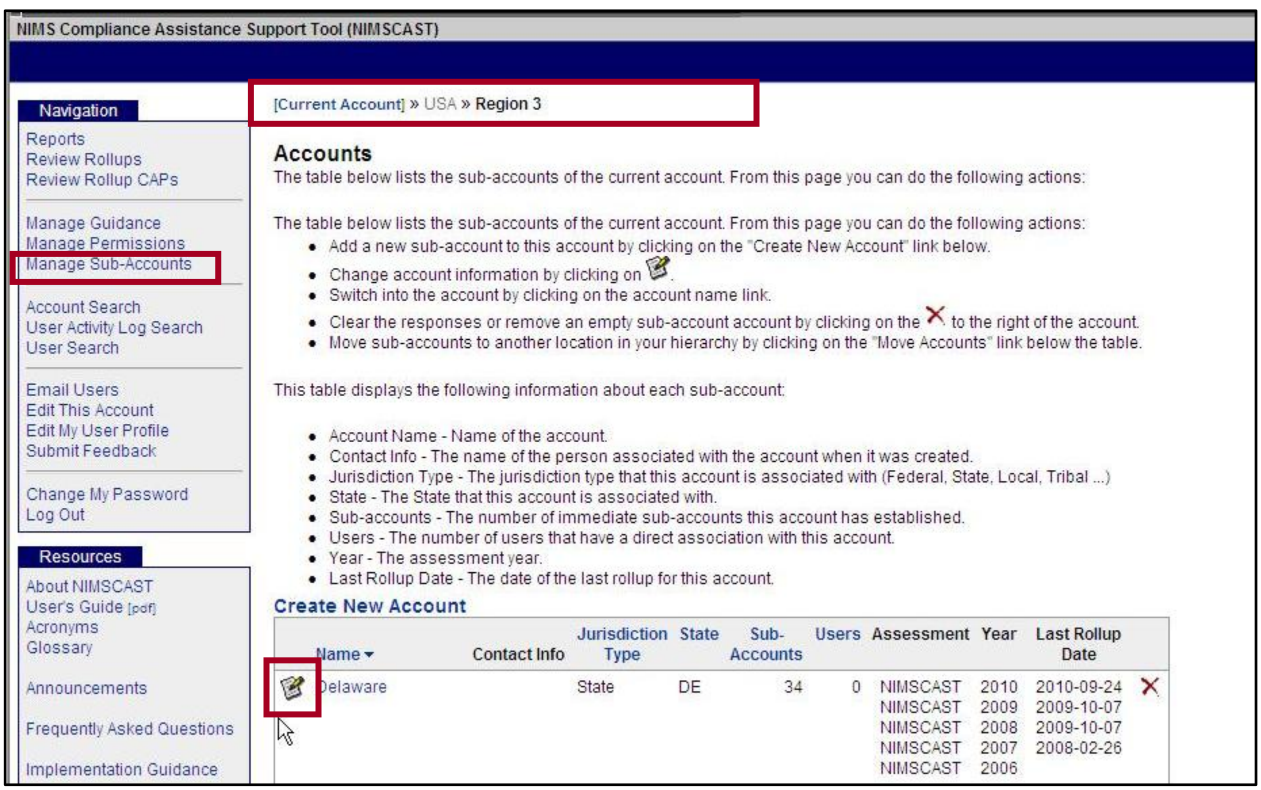


Figure 2-7: Edit a Sub-Account

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

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

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

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

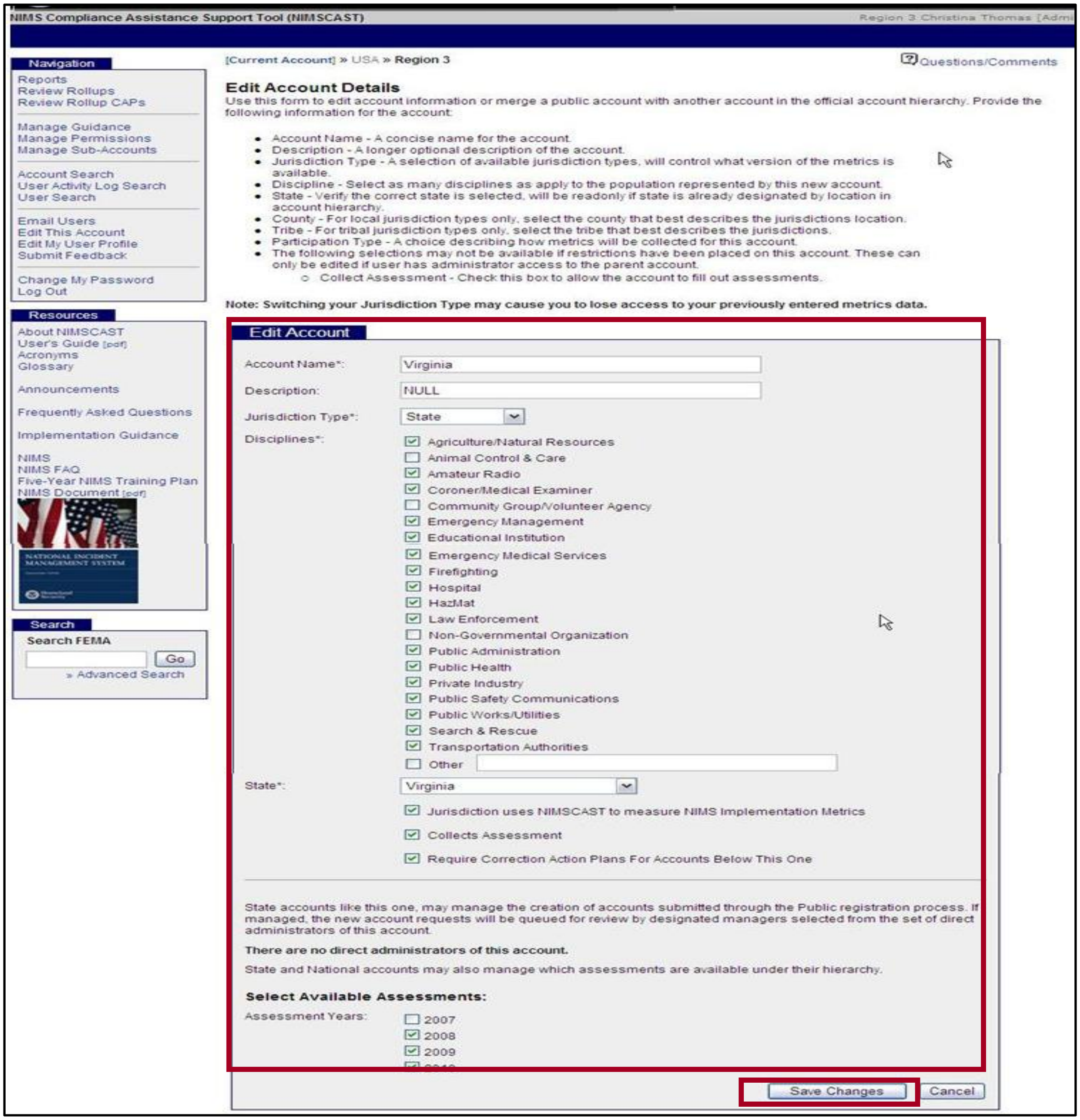


Figure 2-8: Edit a Sub-Account

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:

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

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

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 ✕ next to the account that you want to clear or delete information.

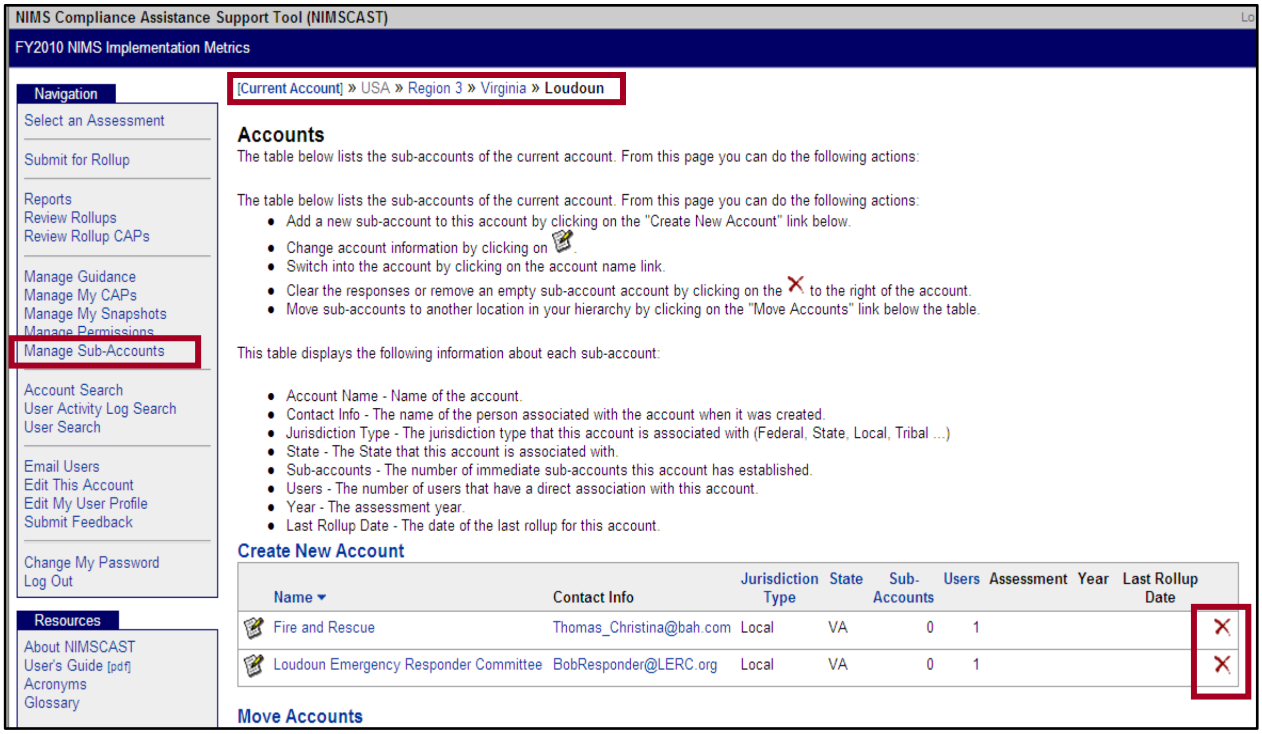


Figure 2-9: Clearing or Deleting Sub-Accounts

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.

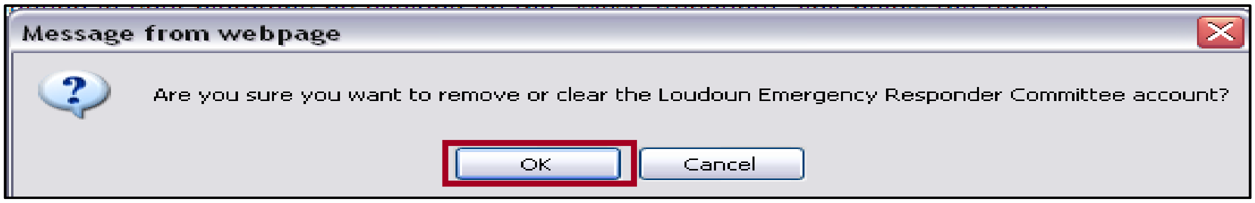


Figure 2-10: Confirmation of Delete or Clear

Step 5: In the Clear/Delete Account Options box, accounts with metric information or sub-accounts 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.
Clear All Responses and Delete Account	Select this option to remove all responses and all account information. **Note:** 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 Moving Accounts section.

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

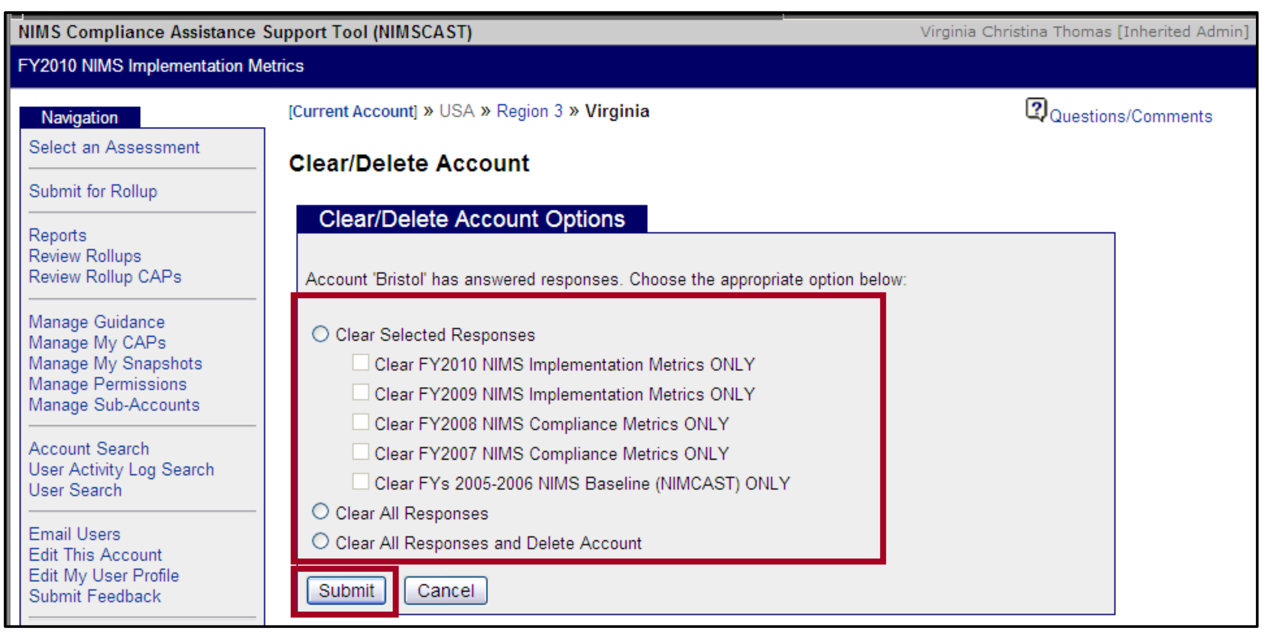


Figure 2-11: Clear/Delete Options

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.

Account information, assessment responses, and user permissions remain intact when an account is moved.

Users accessing the move account feature from the Edit Account Details page should begin at **Step 6** (for more information see Editing Primary Accounts or Editing Sub-Accounts).

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 sub-accounts 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.

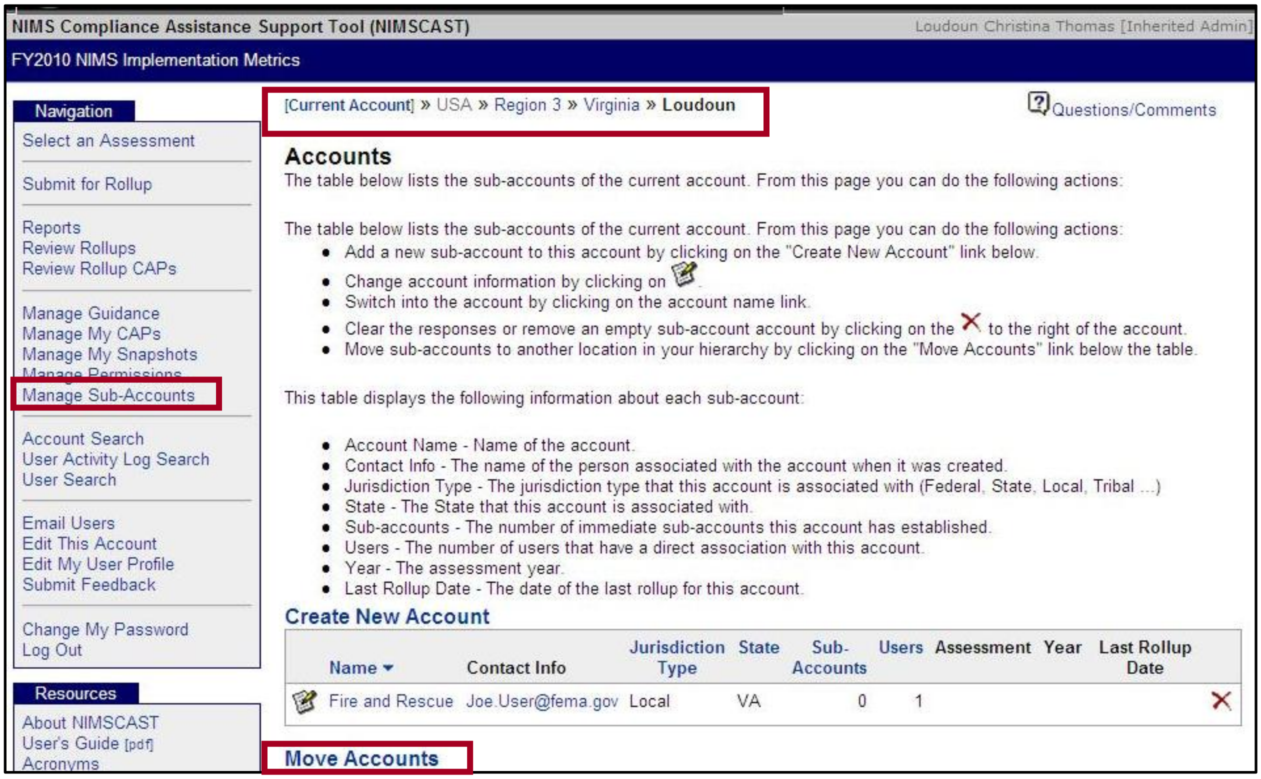


Figure 2-12: Move Accounts

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).

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

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

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.

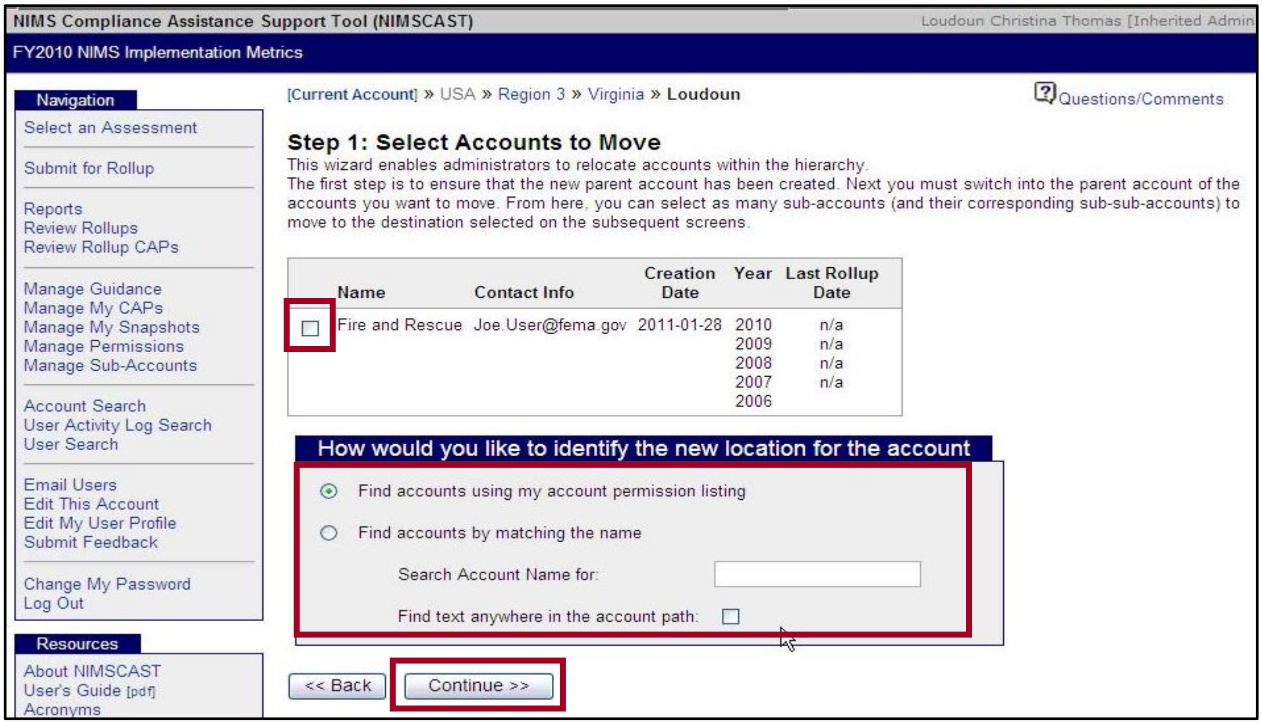


Figure 2-13: Select Accounts to Move

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).

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 sub-accounts to only one primary account at a time.

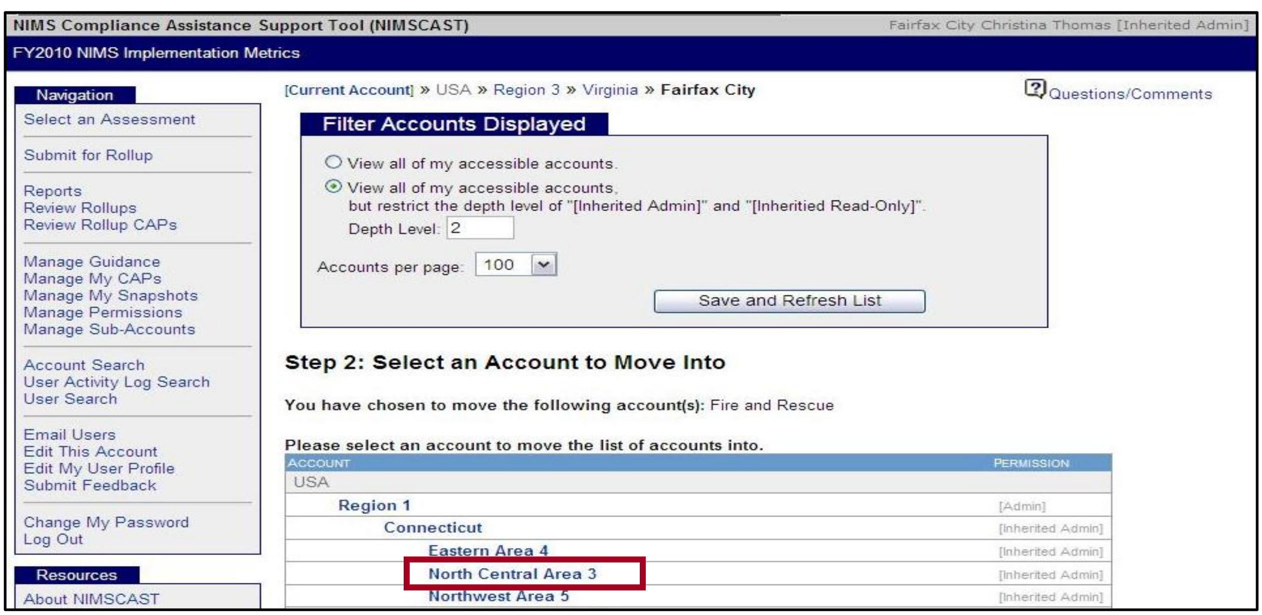


Figure 2-14: Select an Account to Move Into

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.

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.**

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.

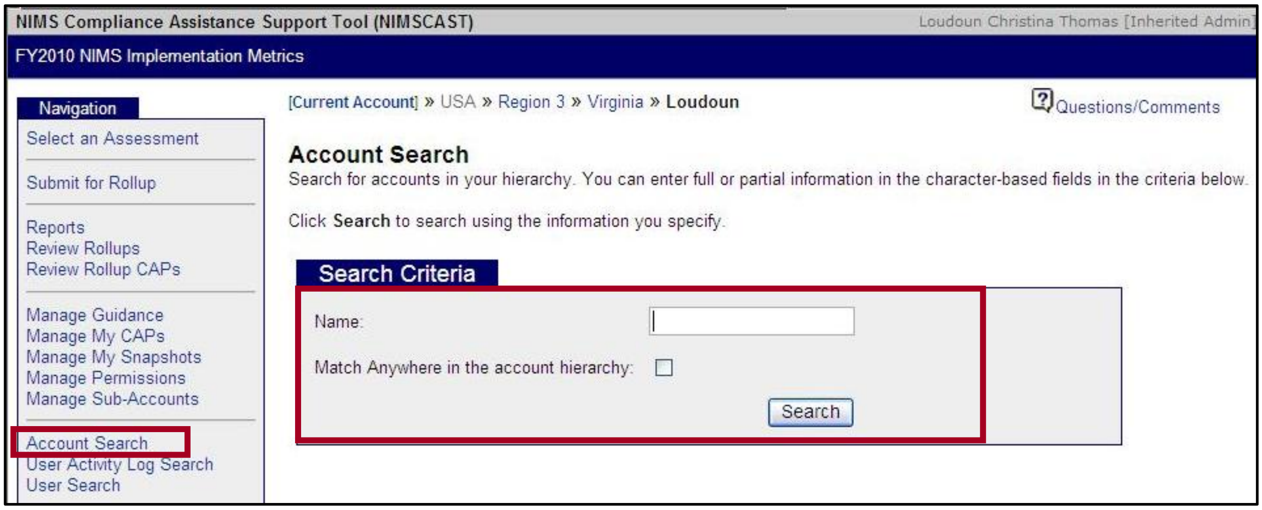


Figure 2-16: Account Search

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).

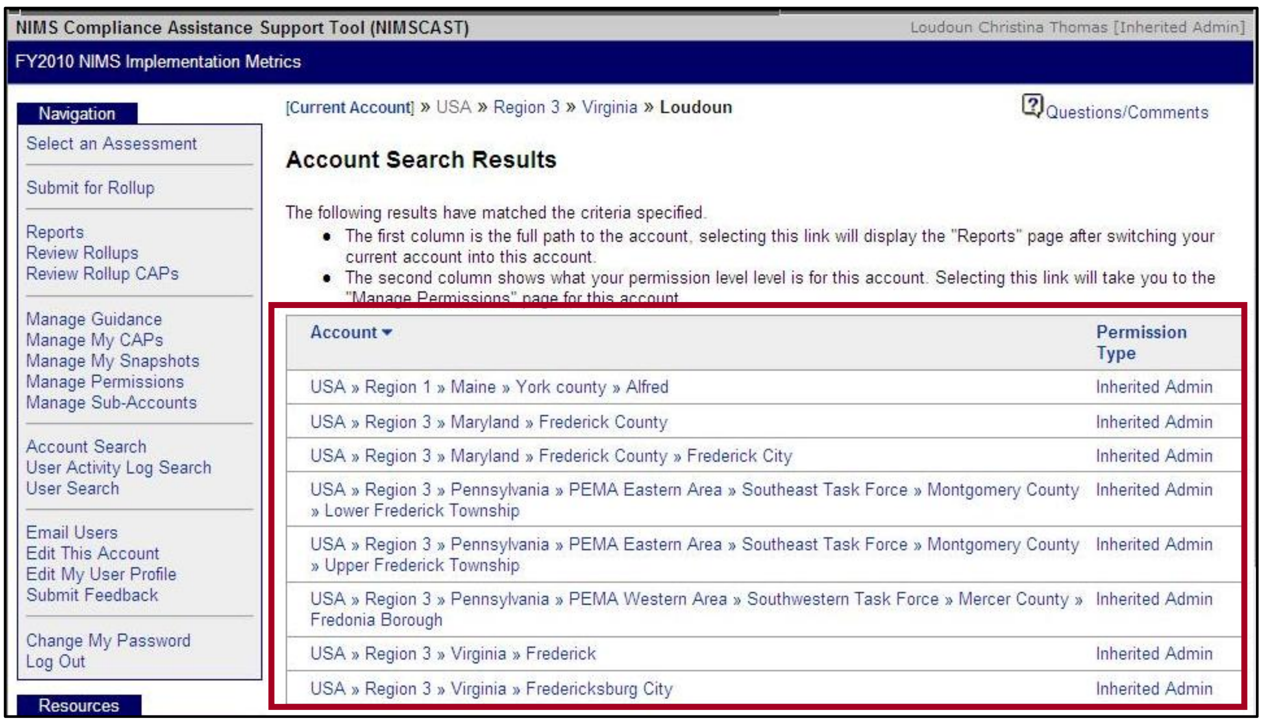


Figure 2-17: Account Search Results

CHAPTER III: MANAGING USER PERMISSIONS

CHAPTER TOPICS:

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.

Chart 3-1: NIMSCAST User Permissions

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

*Users are only able to view at or below their account hierarchy level.

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.

You must have administrative permissions to create a user.

Users log in to their NIMSCAST accounts using their email address and a password. For more information on accessing and logging into NIMSCAST, see Getting Started.

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.

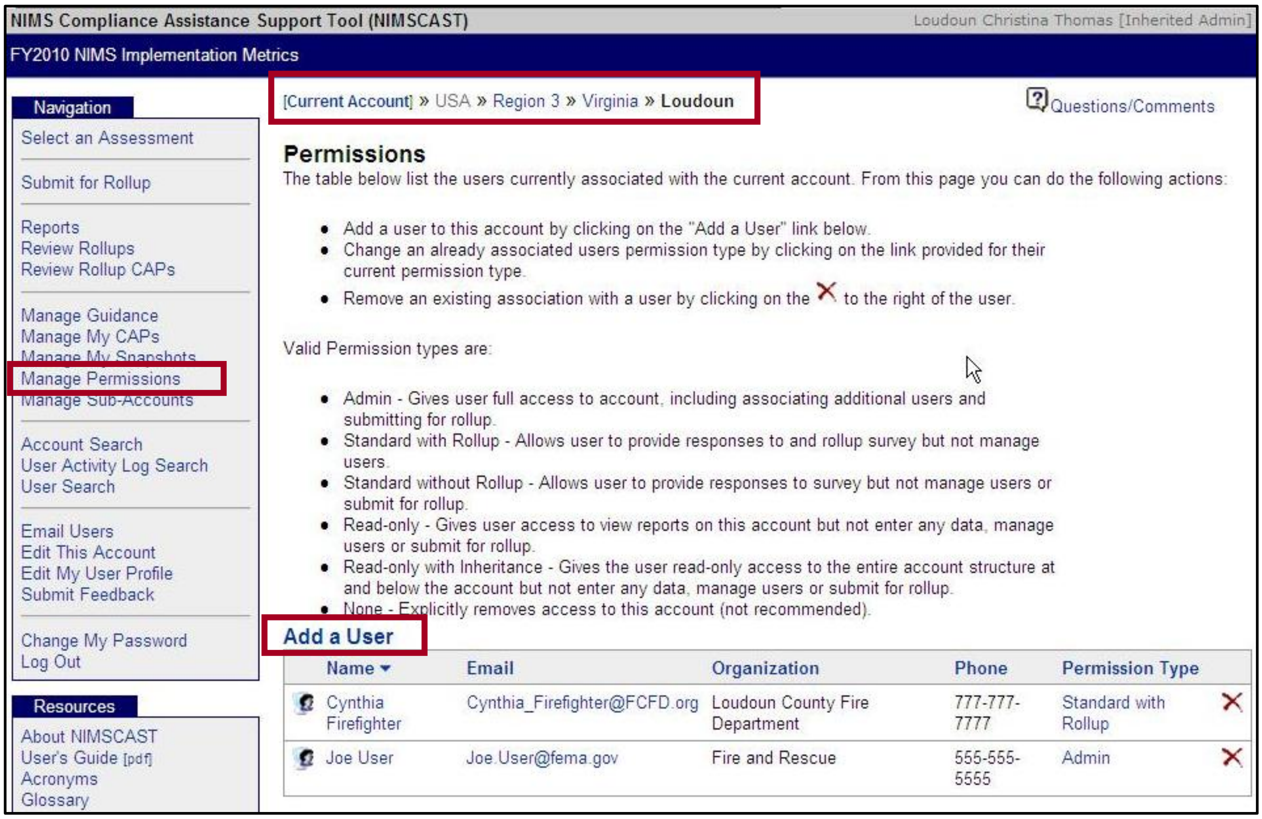


Figure 3-1: Adding a User

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).

Figure 3-2: Confirmation Window

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 *Next>* button.

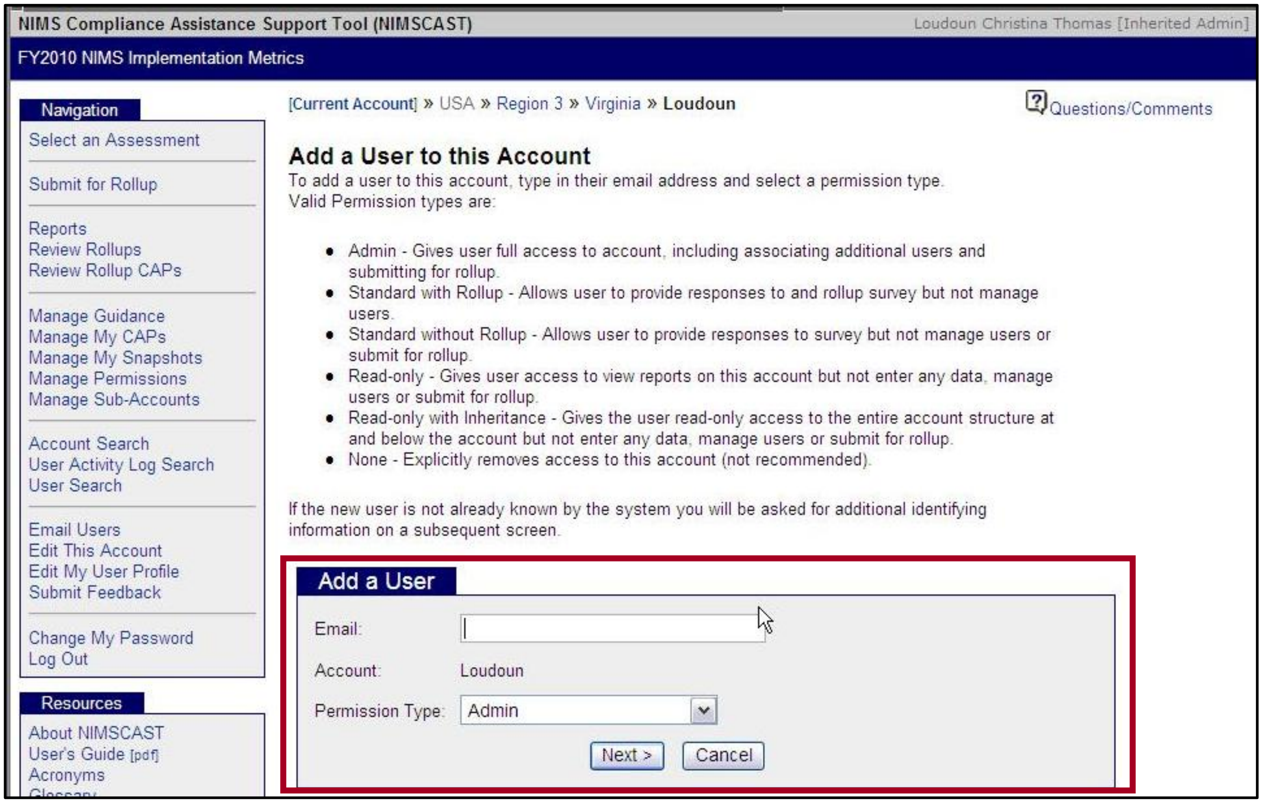


Figure 3-3: Add User

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.

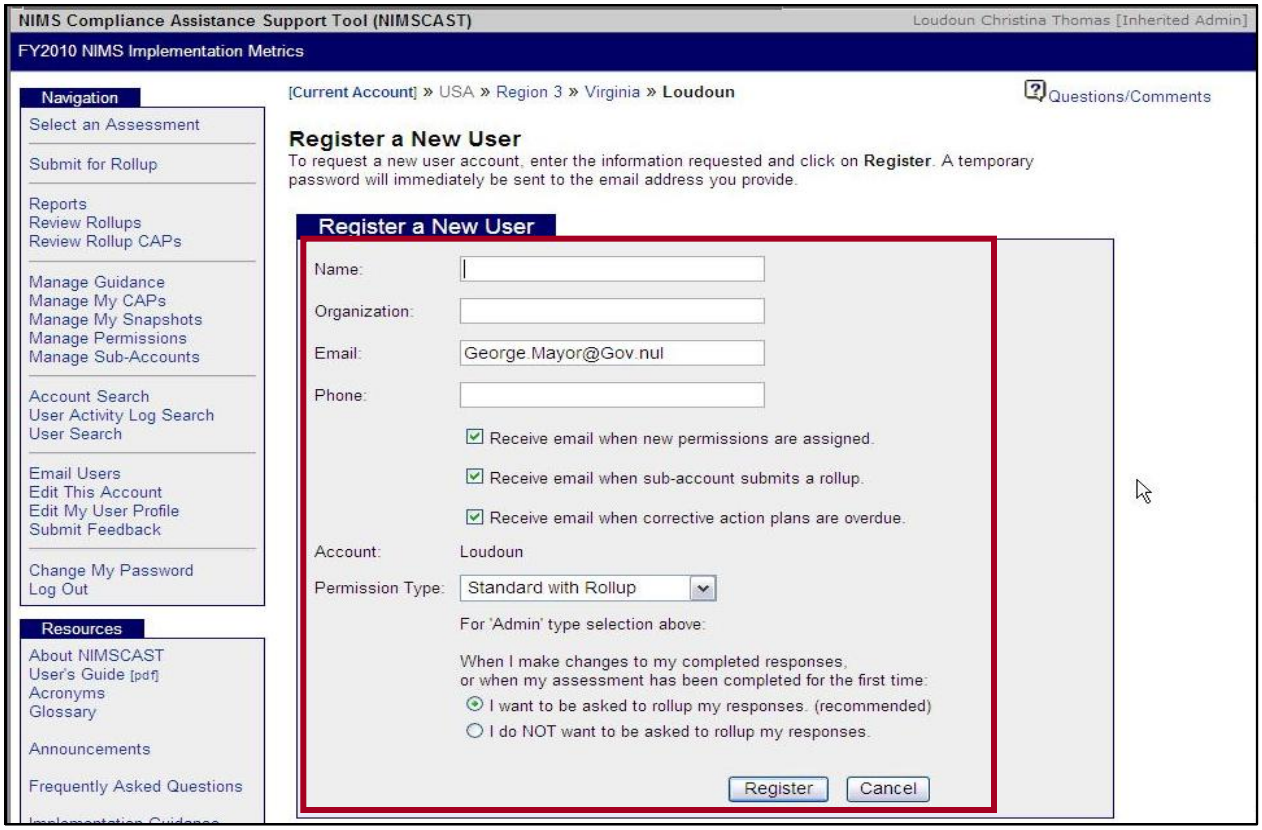


Figure 3-4: Register a New User

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:

Only an account's administrative users can assign or change permission for other users.

Step 1: Verify that you are in the correct account by reviewing the account string located near the top of the page (Figure 3-5: Edit User Permissions). To switch accounts, click the **Current Account** link or click on the link of one of the accounts in the account 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.

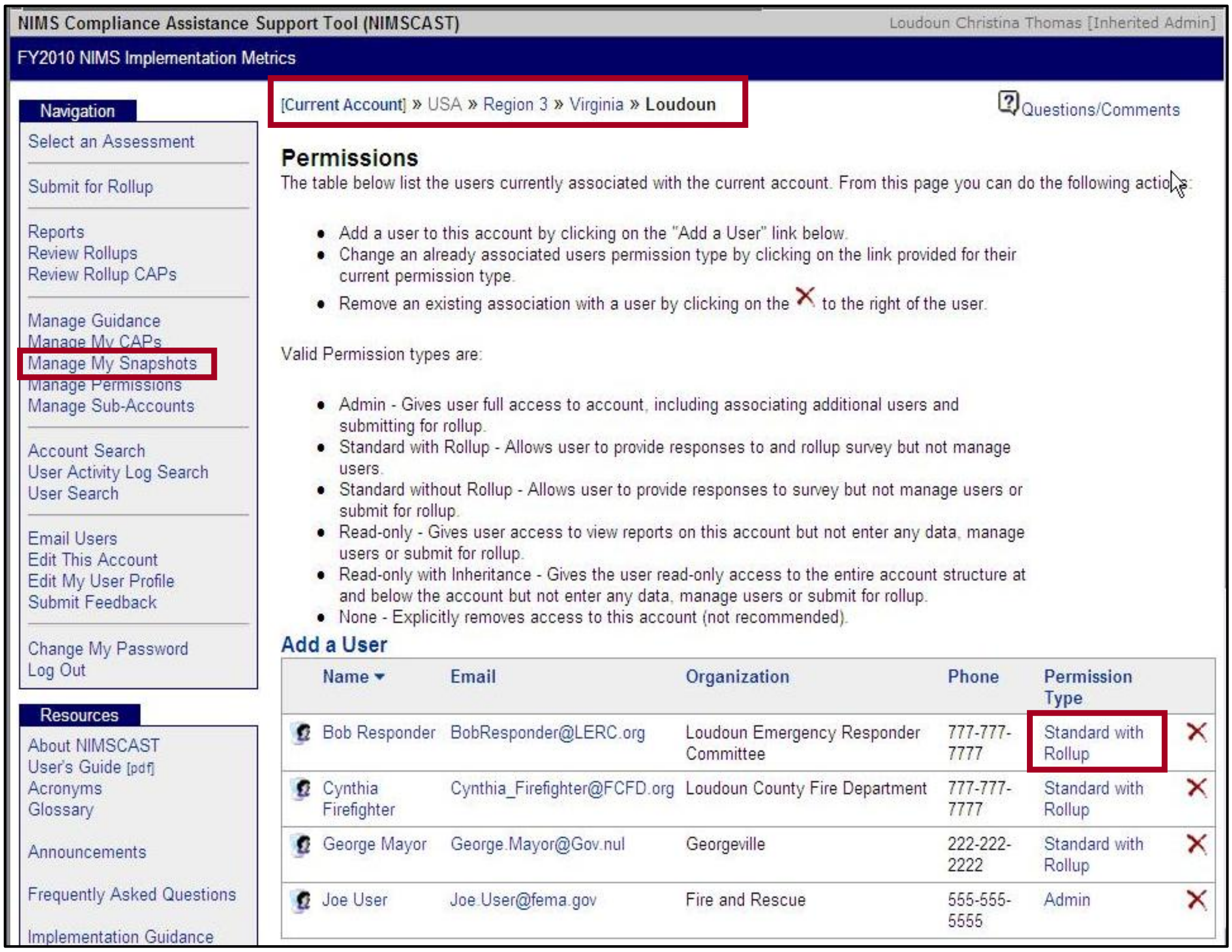


Figure 3-5: Edit User Permissions

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.

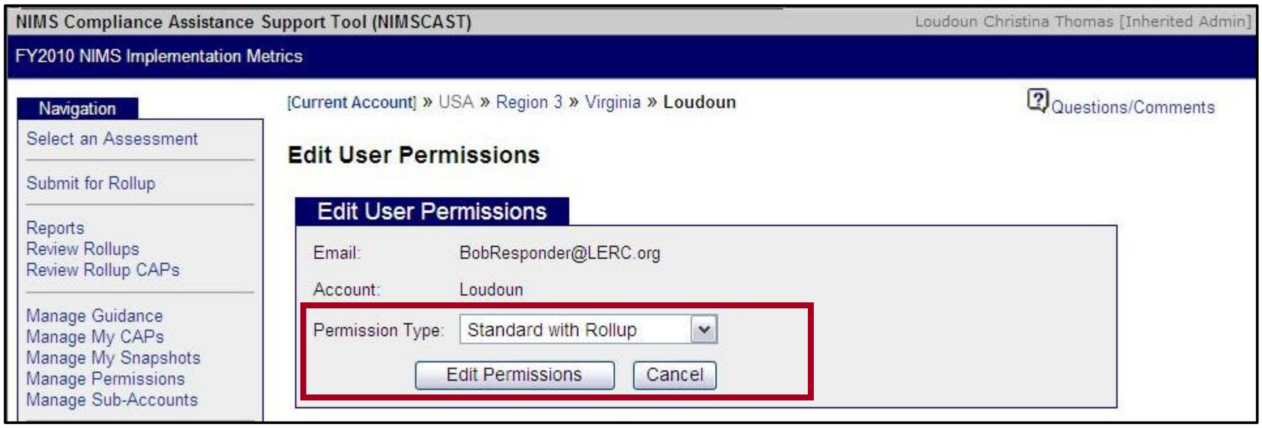


Figure 3-6: Edit User Permissions

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 ✕ on the far right of the appropriate user record.

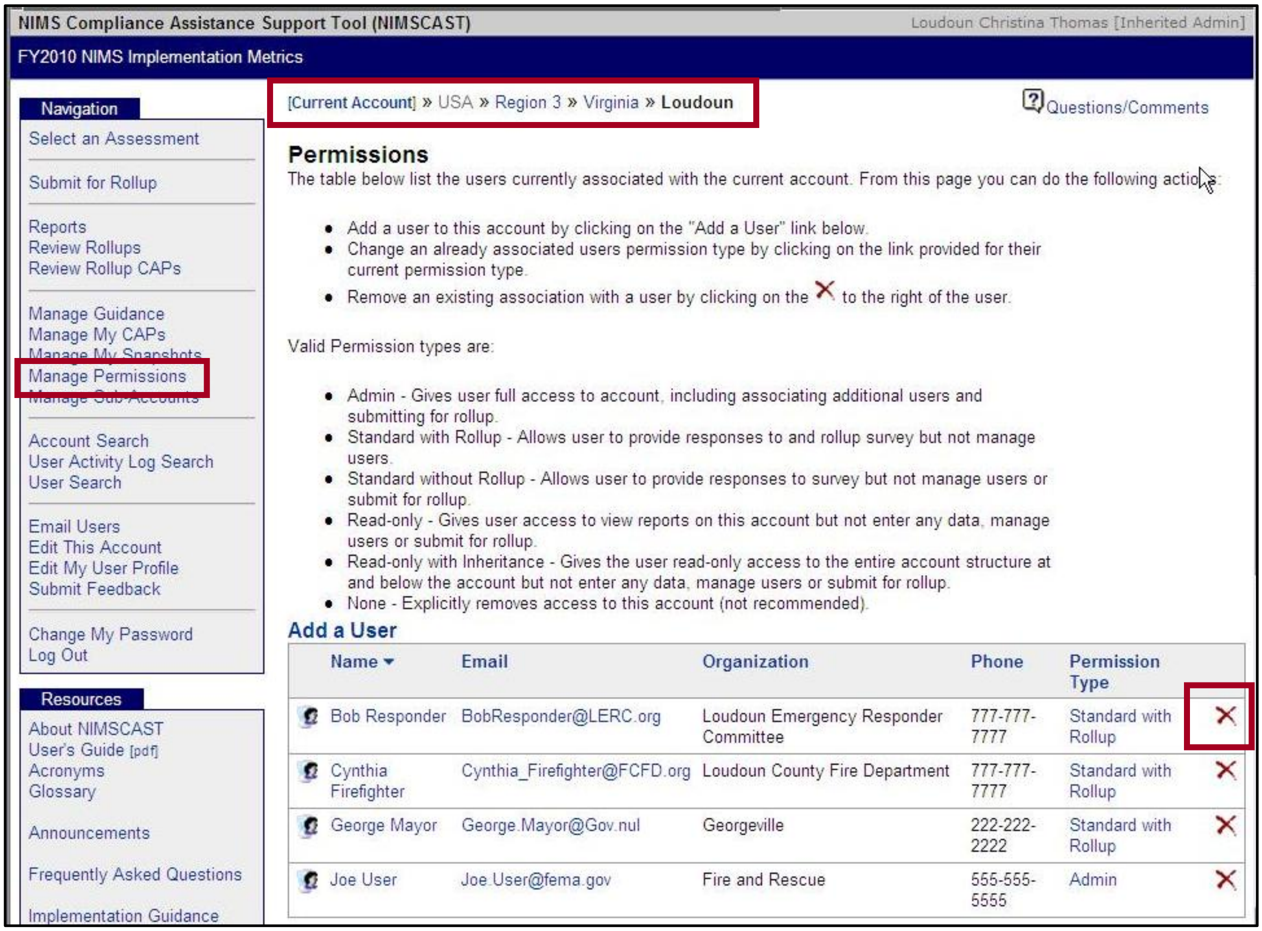


Figure 3-7: Removing User Permissions

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).

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 Completing and Editing a User Profile for more information).

To update a user profile from the Permissions page:

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

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.

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

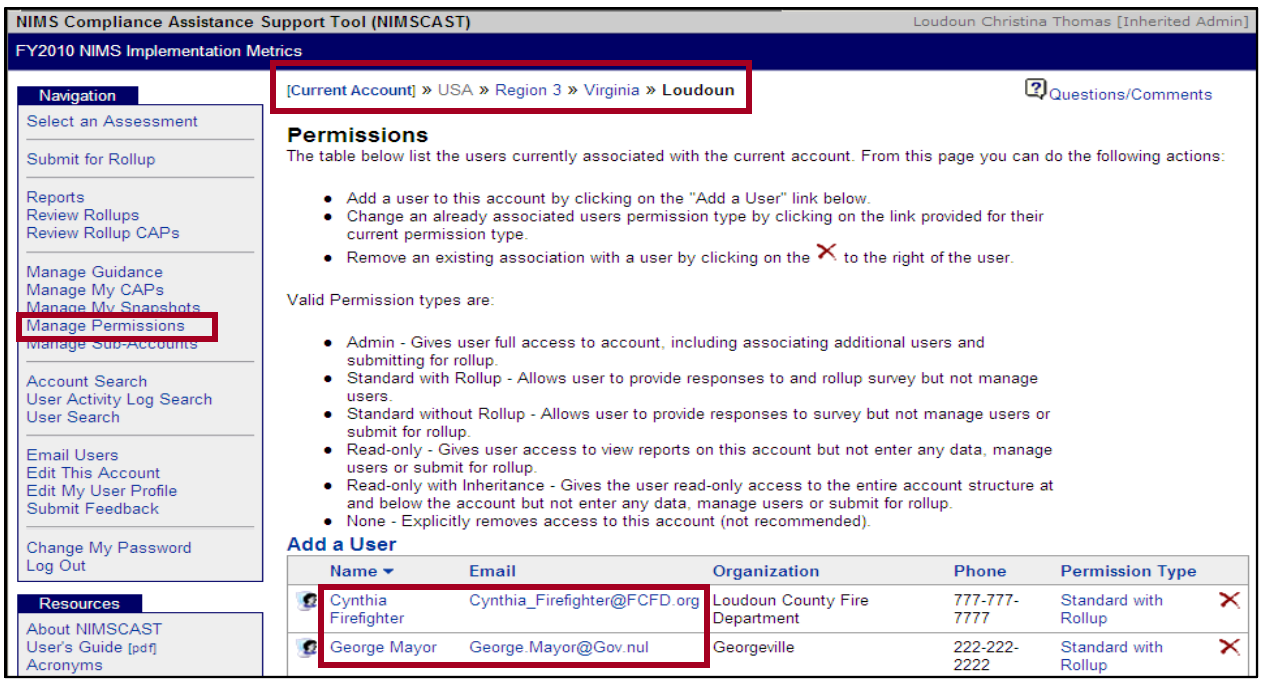


Figure 3-9: Updating a User Profile

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

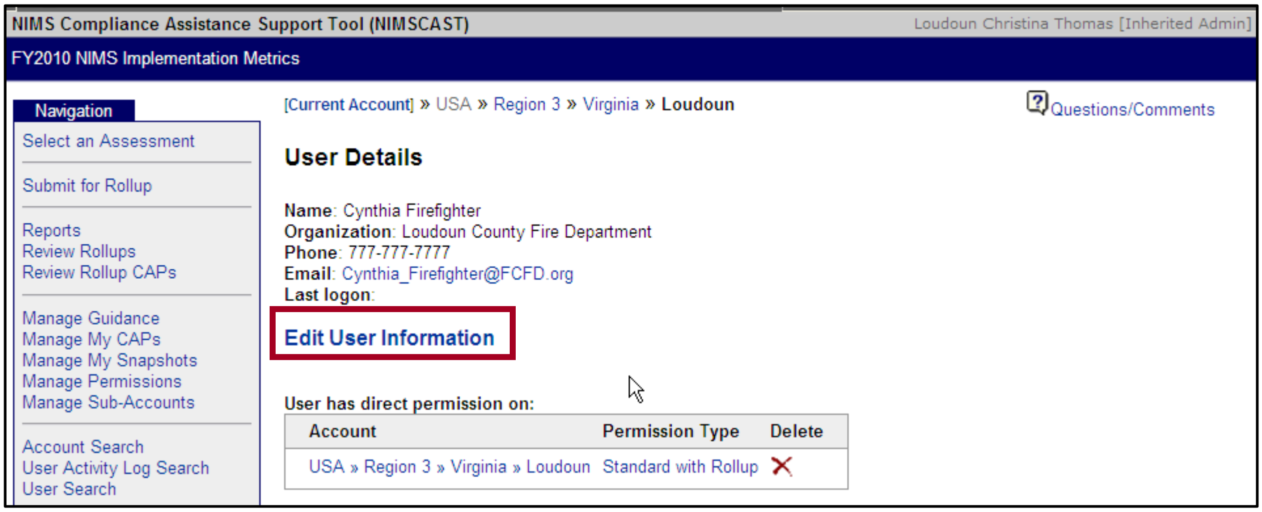


Figure 3-10: User Details

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.

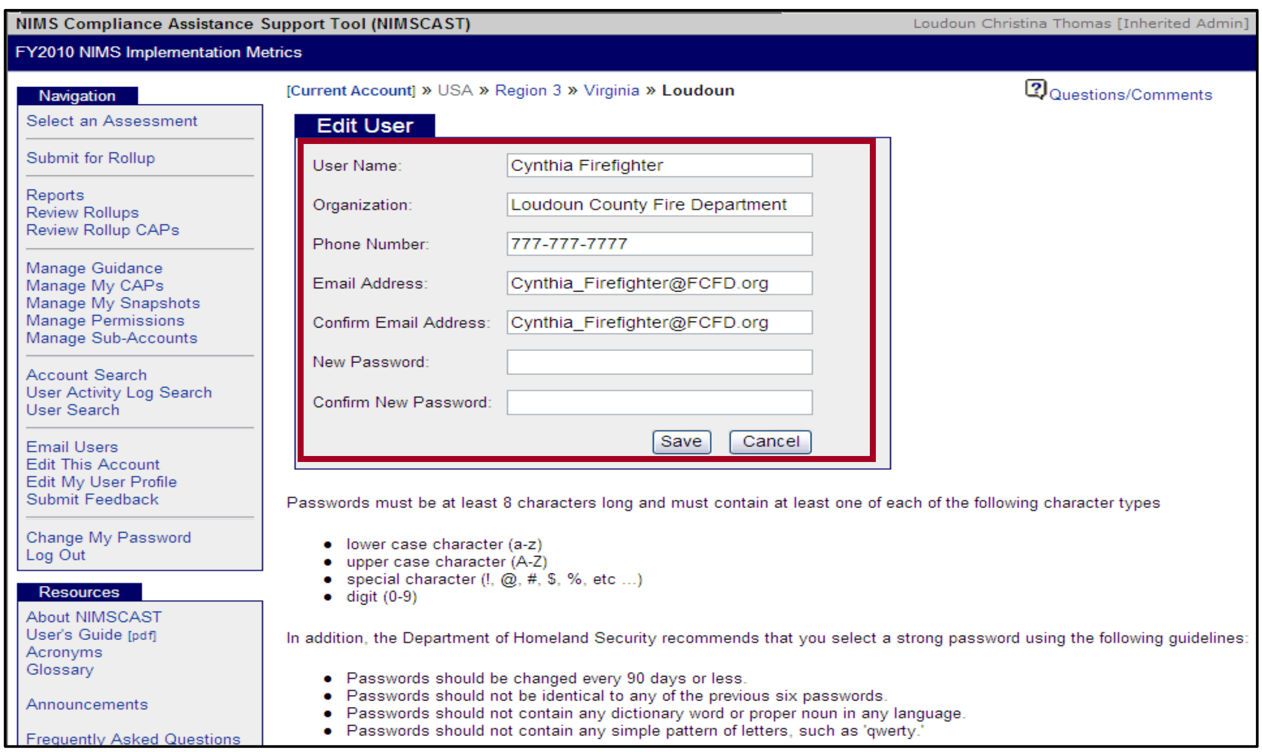


Figure 3-11: Edit User

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 Searching Accounts 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.

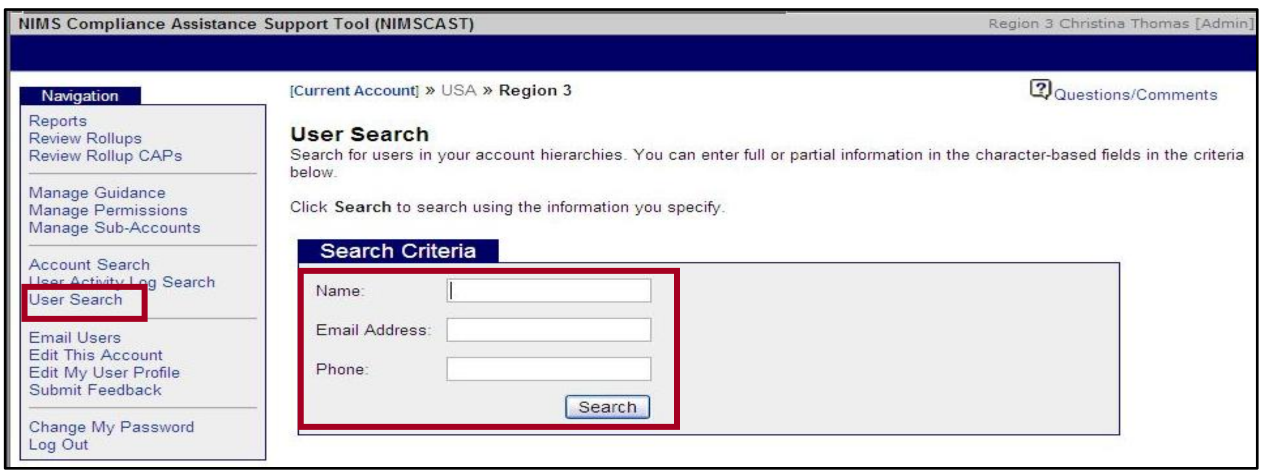


Figure 3-12: User Search

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

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 **user name** link.	The User Detail page opens for the selected user record.
Click on **email address** link.	The User Detail page opens for the selected user record.
Click on the **account string** link.	Current assessment (main page) for the selected account opens.
Click the **permission type** 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.	A confirmation delete prompt appear: • Click the **OK** button to delete the user record. • Click the **Cancel** button to return to the search results.

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 Searching Users 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.

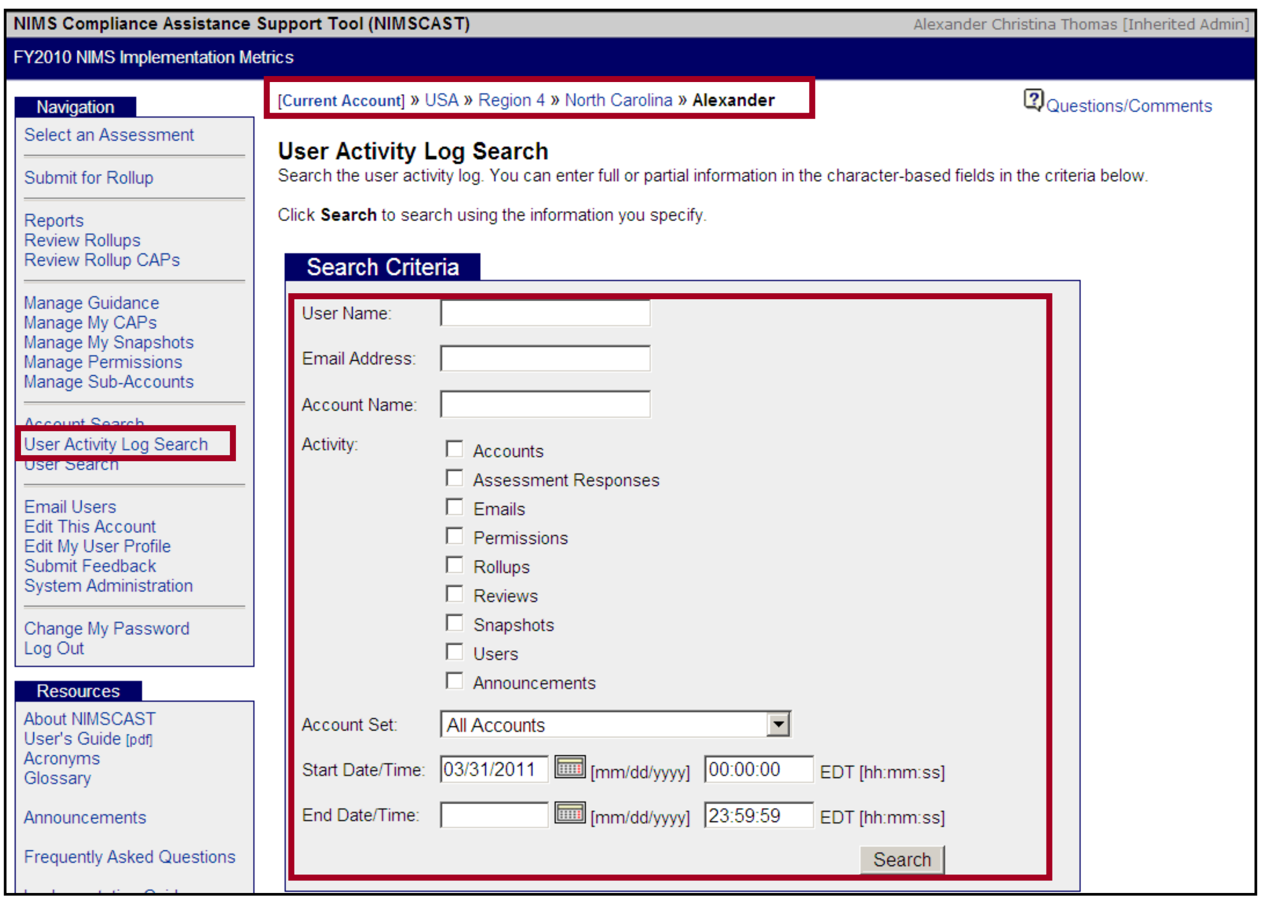


Figure 3-14: User Activity Log Search

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.

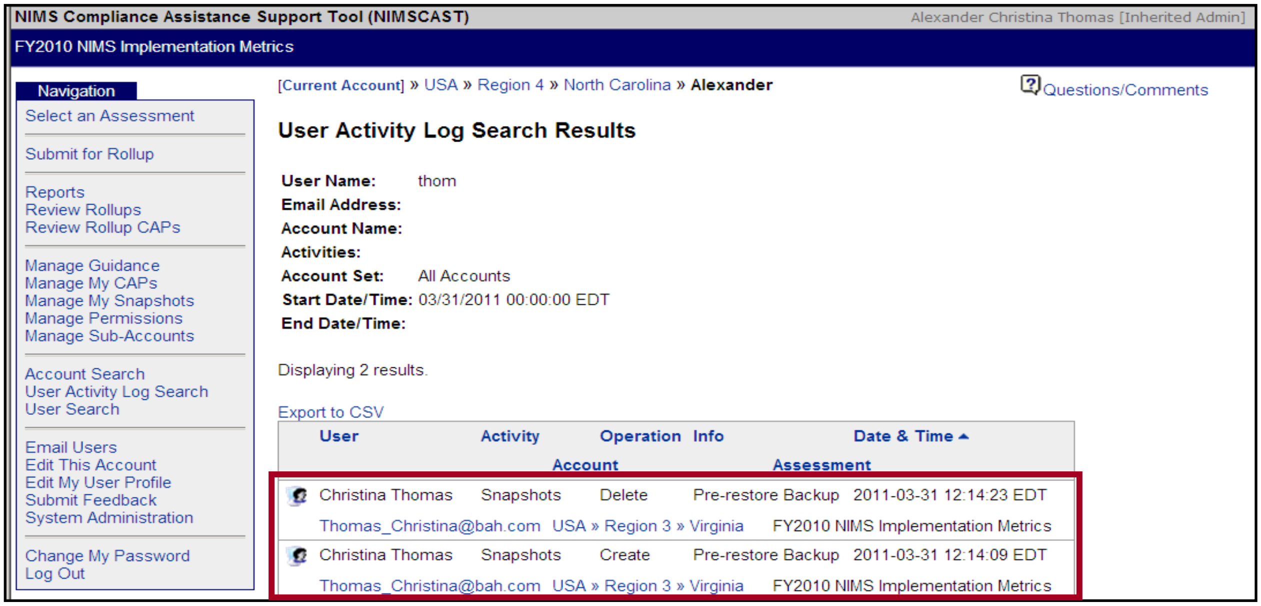


Figure 3-15: User Activity Log Search Results

CHAPTER IV: EMAILING NIMSCAST USERS

CHAPTER TOPICS:

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**

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.

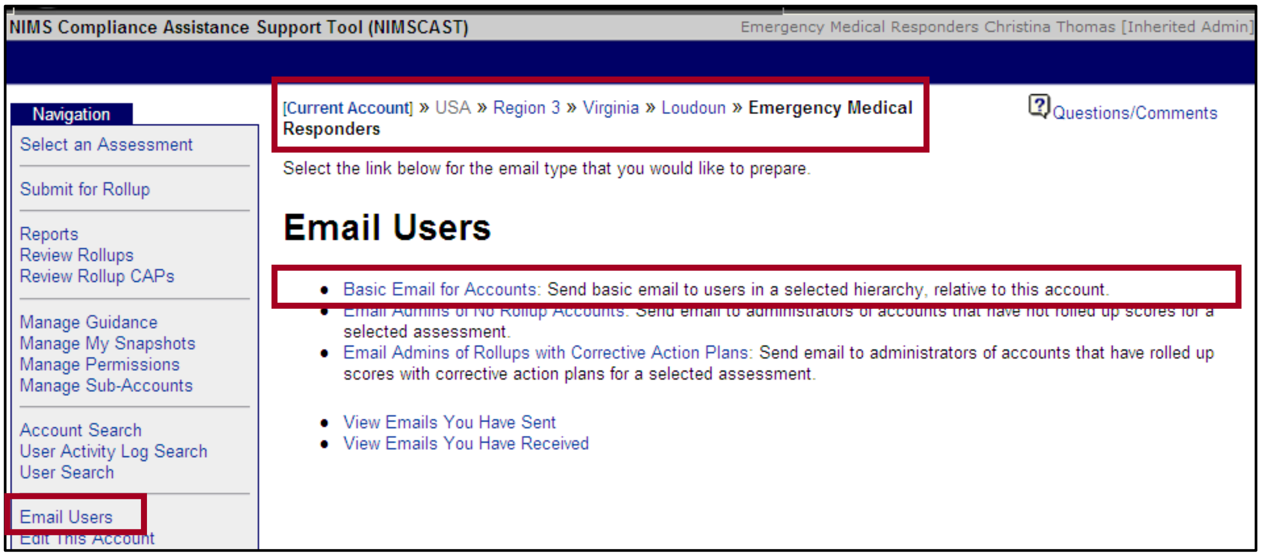


Figure 4-1: Email Users

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.

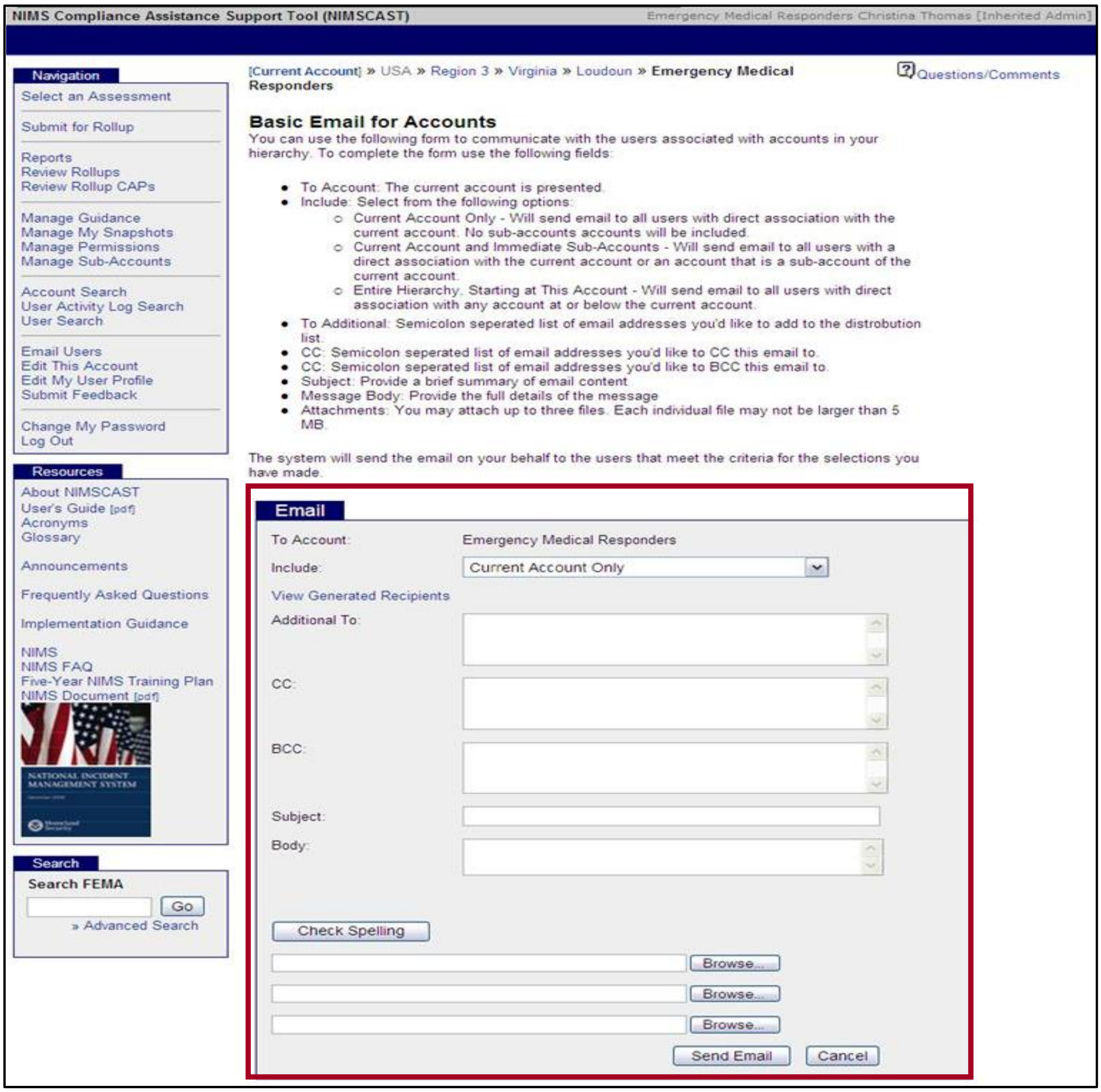


Figure 4-2: Basic Email

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:

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

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.

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

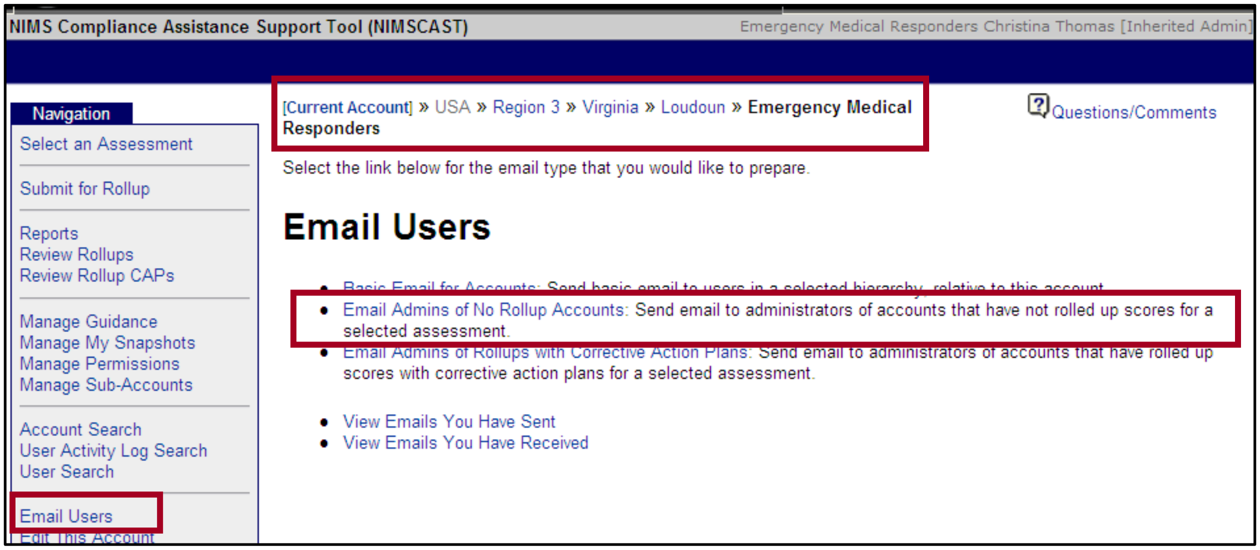


Figure 4-3: Email Users

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.

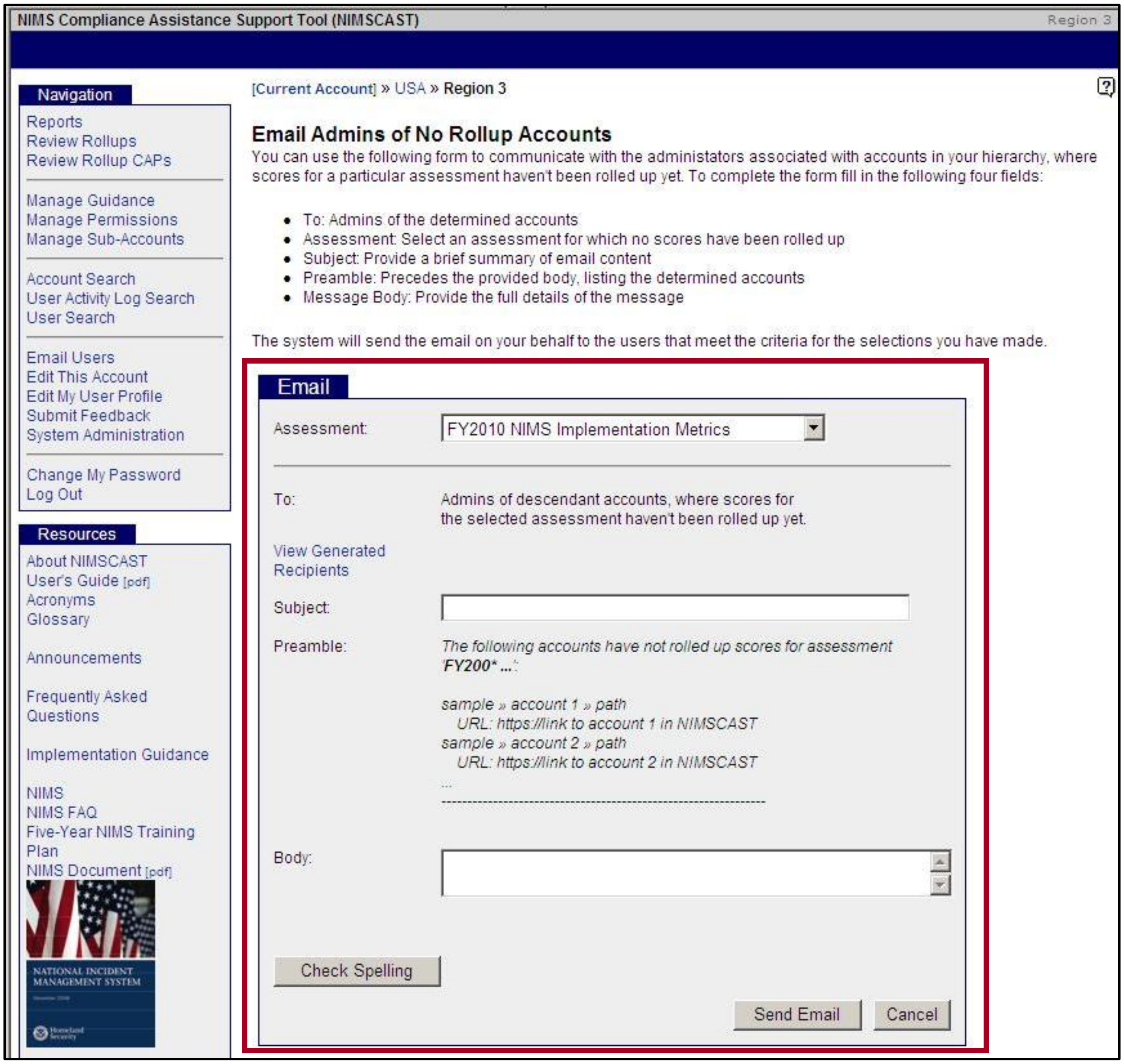


Figure 4-4: Email Admins of No Rollup Accounts

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

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.

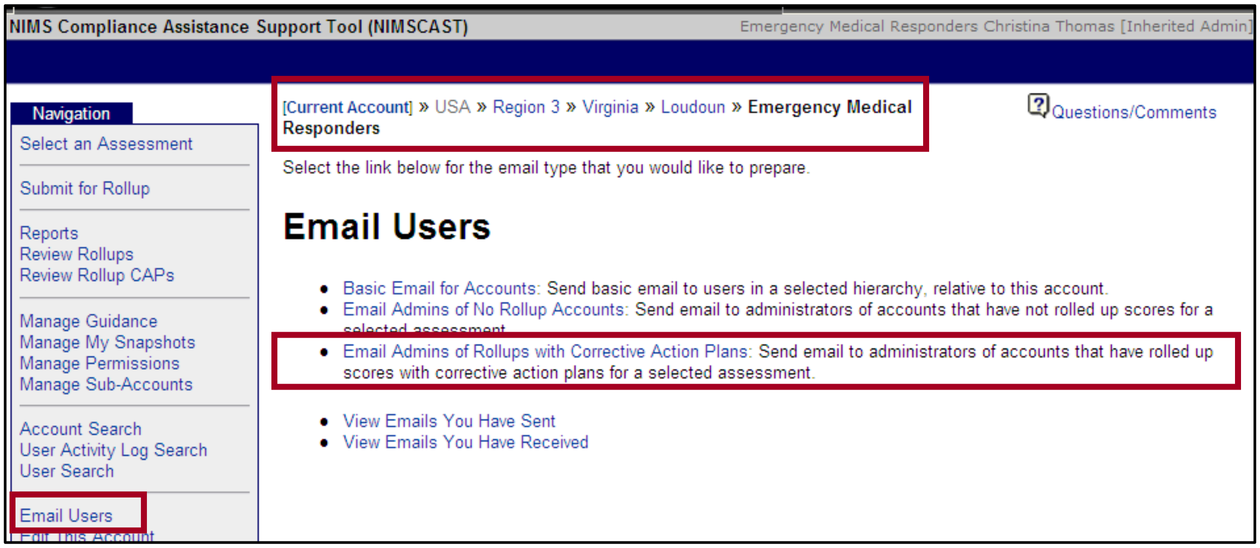


Figure 4-5: Email Users

Step 4: Click the **View Generated Recipients** link to review the recipient list (Figure 4-6: Email Admins of Rollups with Corrective Action Plans).

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

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.

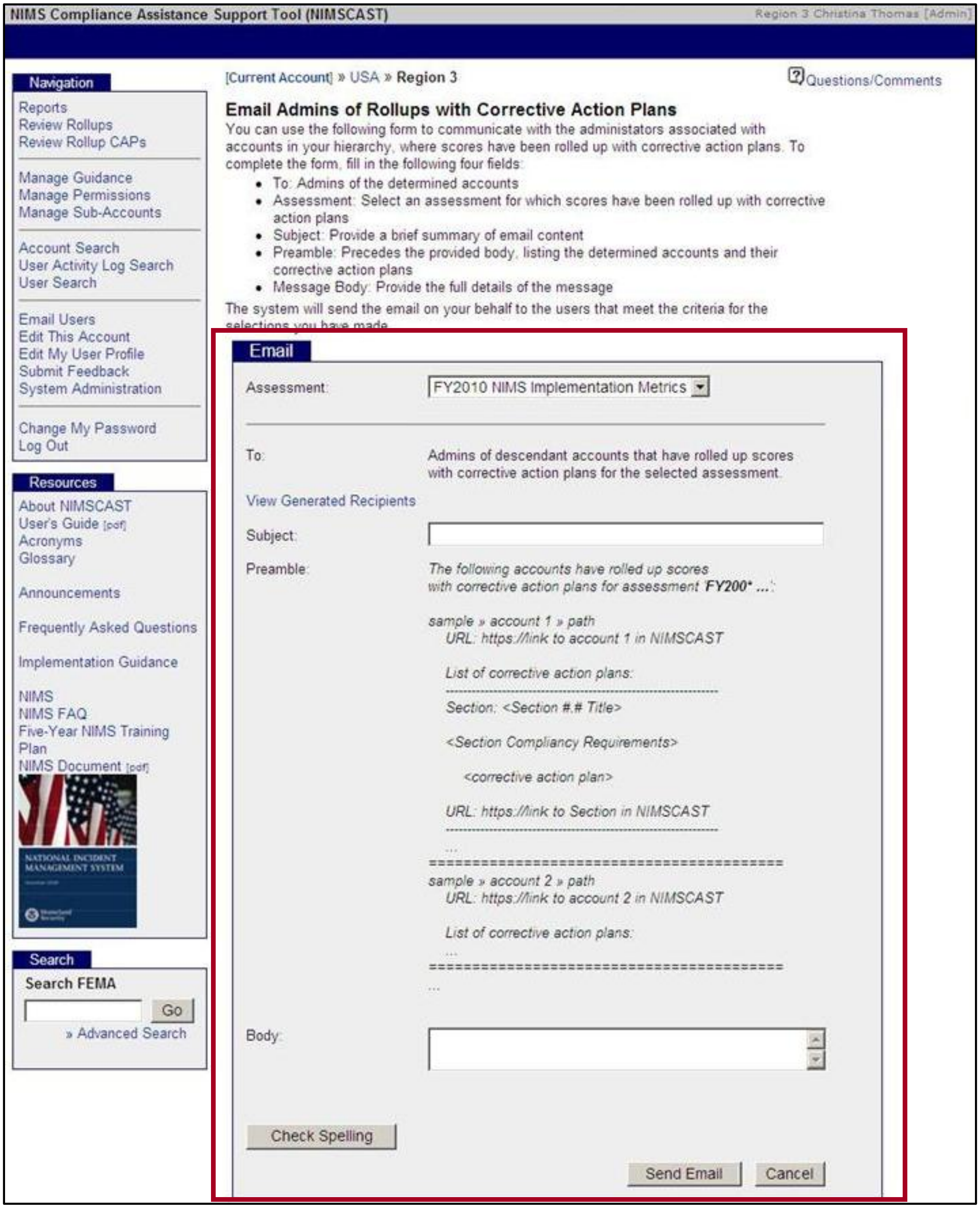


Figure 4-6: Email Admins of Rollups with Corrective Action Plans

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.

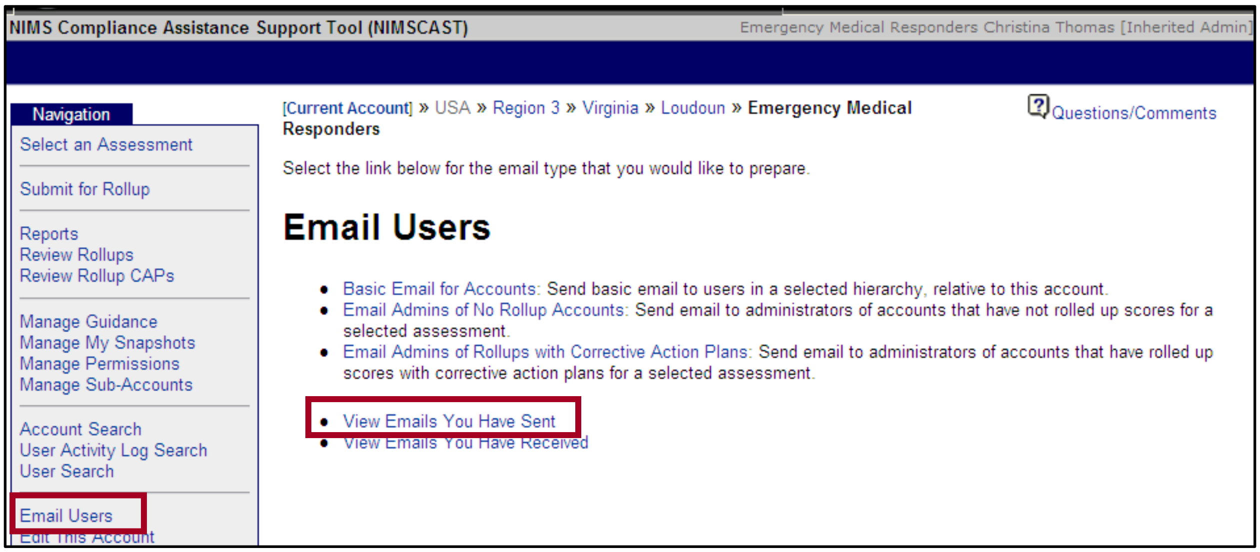


Figure 4-7: Email Users

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.

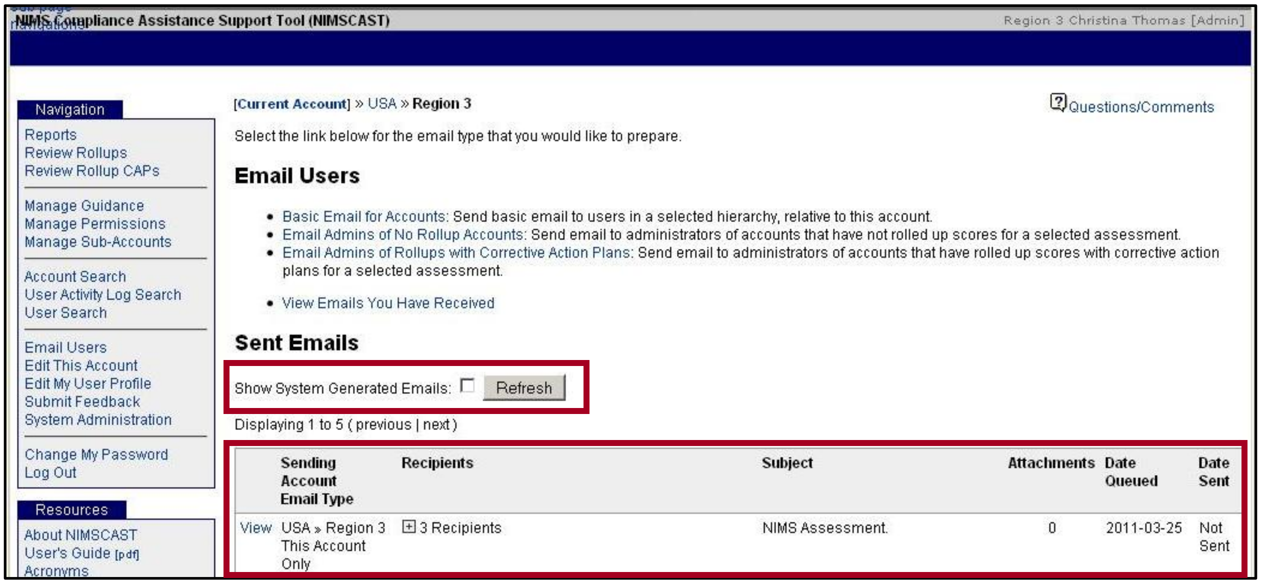


Figure 4-8: View Sent Emails

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).

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

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.

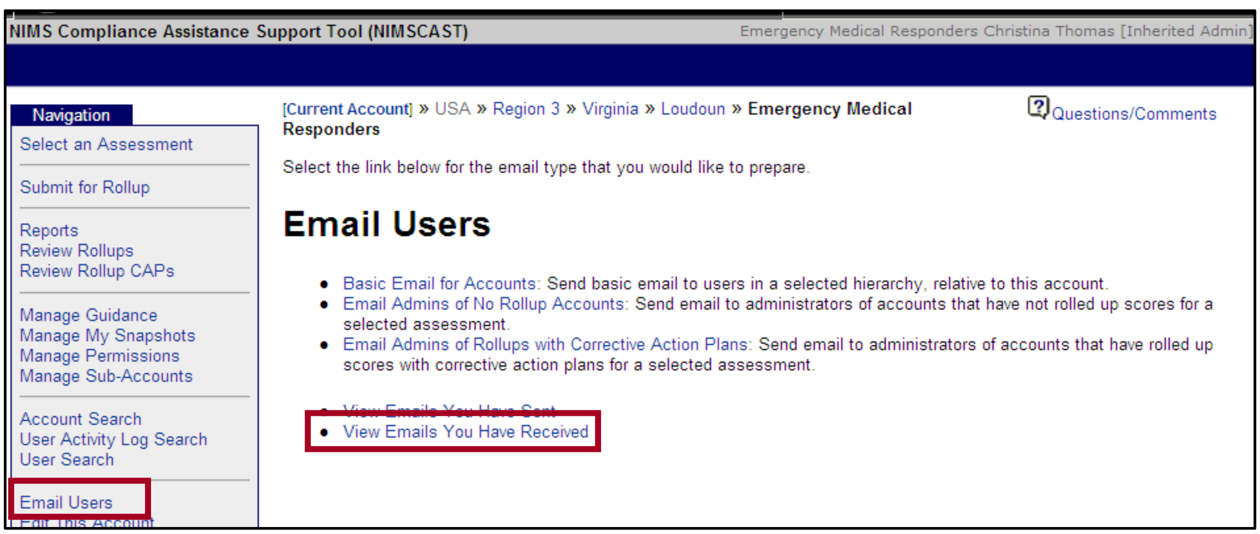


Figure 4-9: Email Users

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.

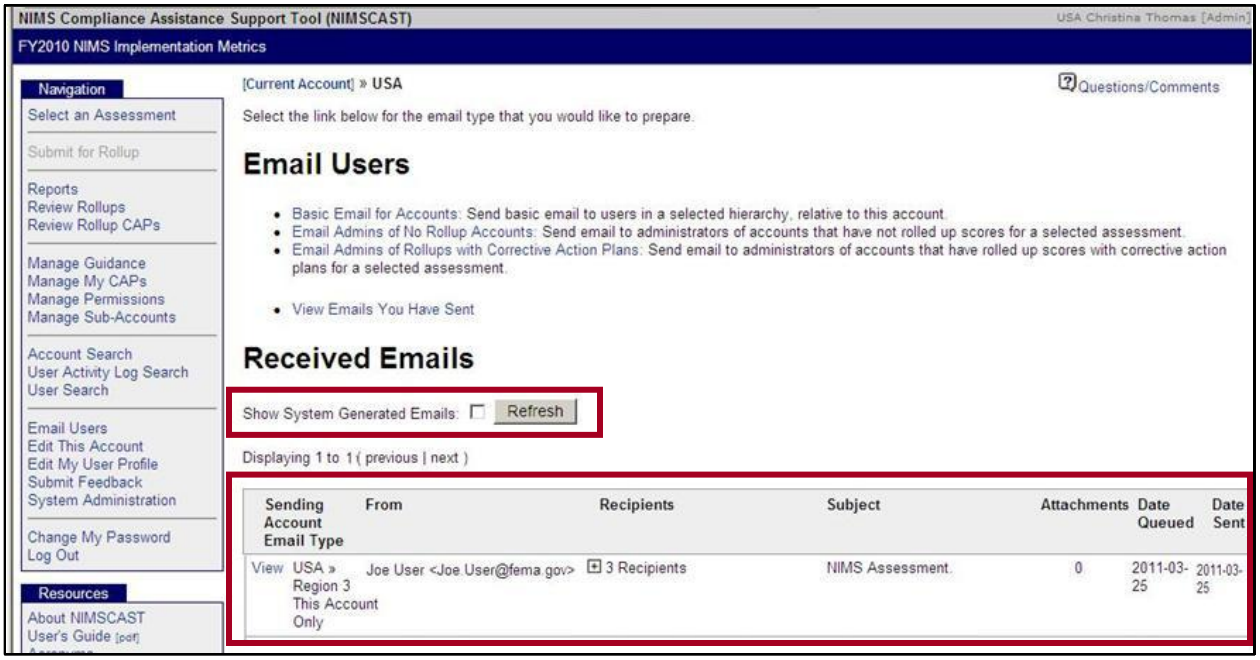


Figure 4-10: Received Emails

CHAPTER V: MANAGING ASSESSMENTS

CHAPTER TOPICS:

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 Controlling Open Assessment by Collection Year). 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:

NIMS Coordinators can control access to particular assessments.

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.

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

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 Viewing Inactive Assessments.

Step 4: Click on the appropriate assessment link to open the assessment dashboard.

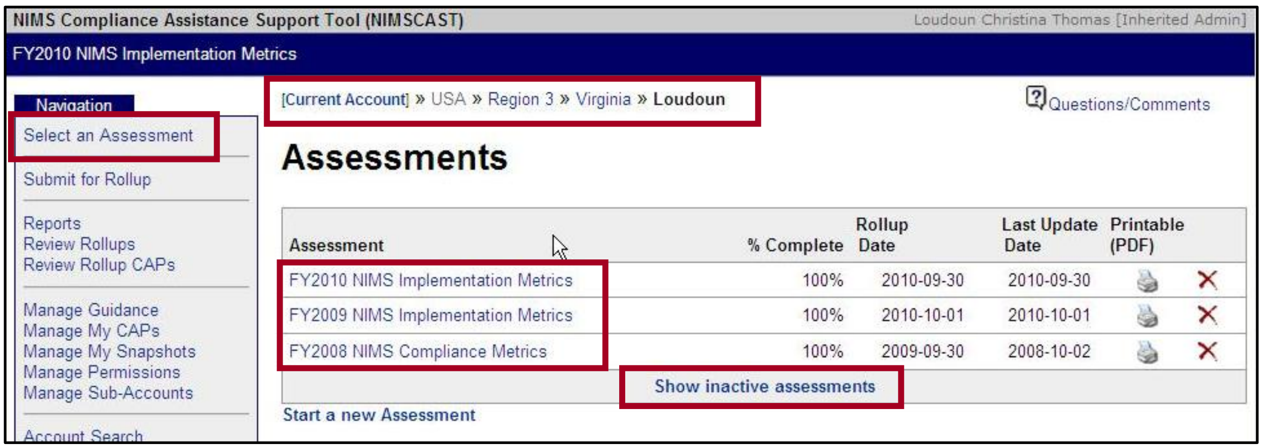


Figure 5-1: Selecting an Active Assessment

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.

Step 6: To open a section overview, click the plus icon ⊞ next to the appropriate section of objectives (Figure 5-2: Assessment Dashboard). The section overview displays metrics status as described on Chart 5-2: Assessment Column Symbols.

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 read-only PDF version of the assessment opens.

Chart 5-2: Assessment Column Symbols

Column Heading	Symbol	Description
Complete	✓	Complete – metrics relating to the corresponding NIMS Implementation Objectives have been entered.
	✗	Incomplete – metrics relating to the corresponding NIMS Implementation Objectives have not been entered.
FYXXXX or FYXXXX+	✓	All metrics responses were "Yes."
	!	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 Completing NIMS Implementation Metrics section.

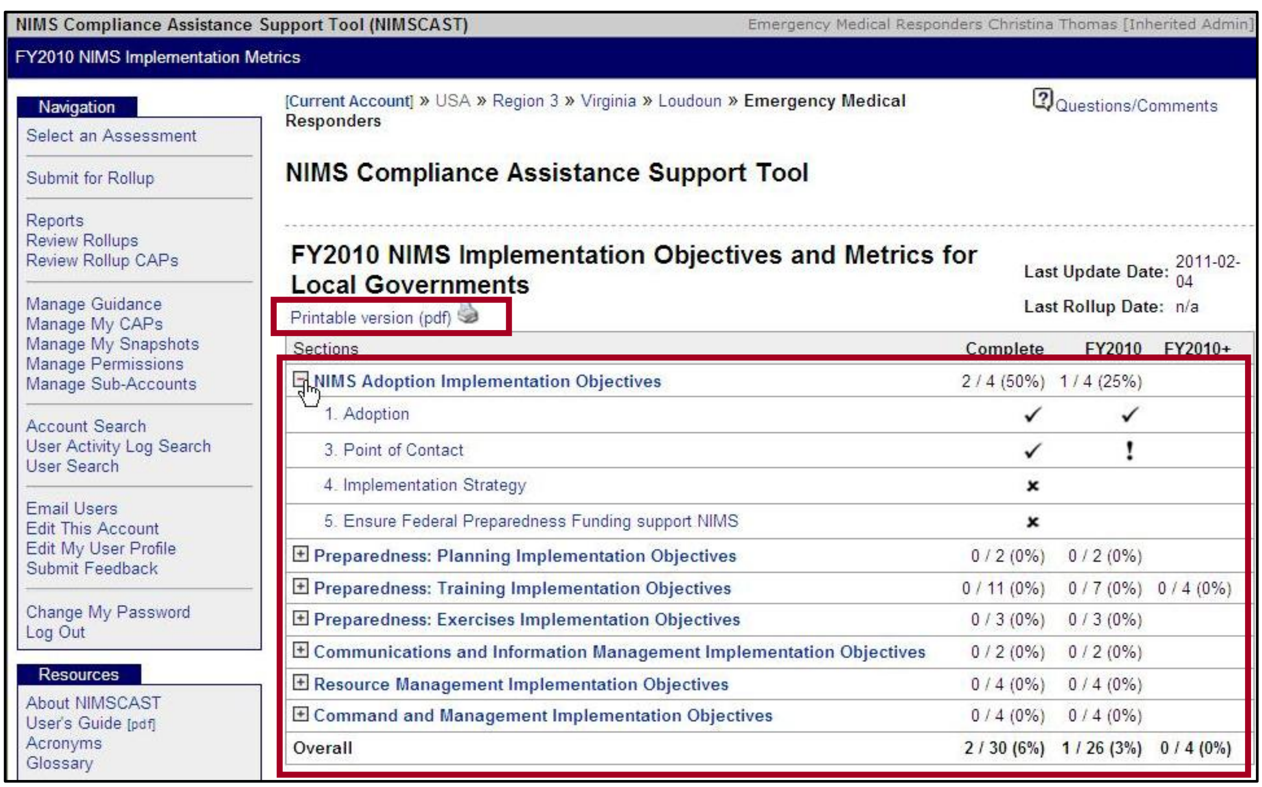


Figure 5-2: Assessment Dashboard

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

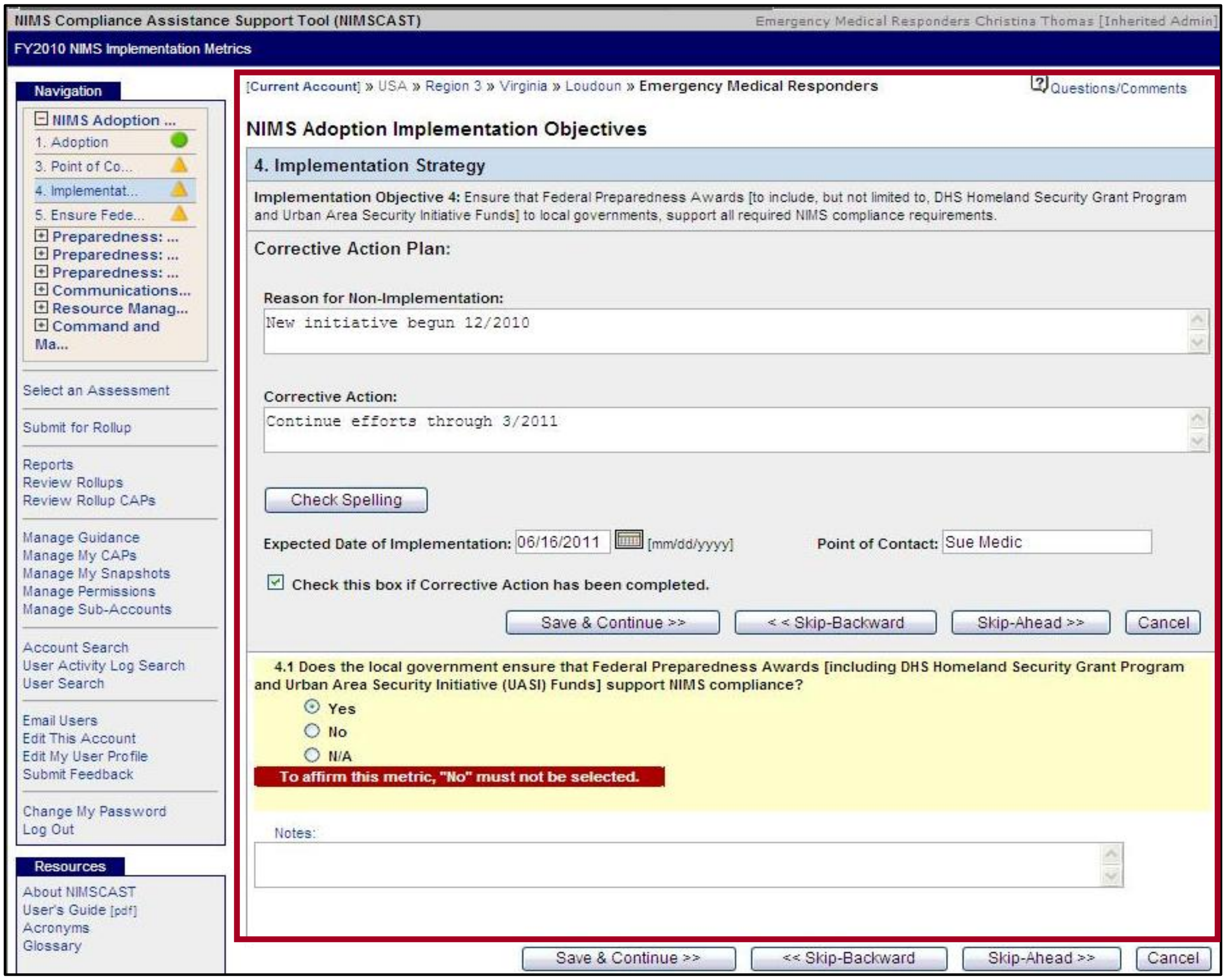


Figure 5-3: Assessment Metric Detail

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.

Inactive assessments are available in a read-only display.

To view inactive NIMS implementation metrics:

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.

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.

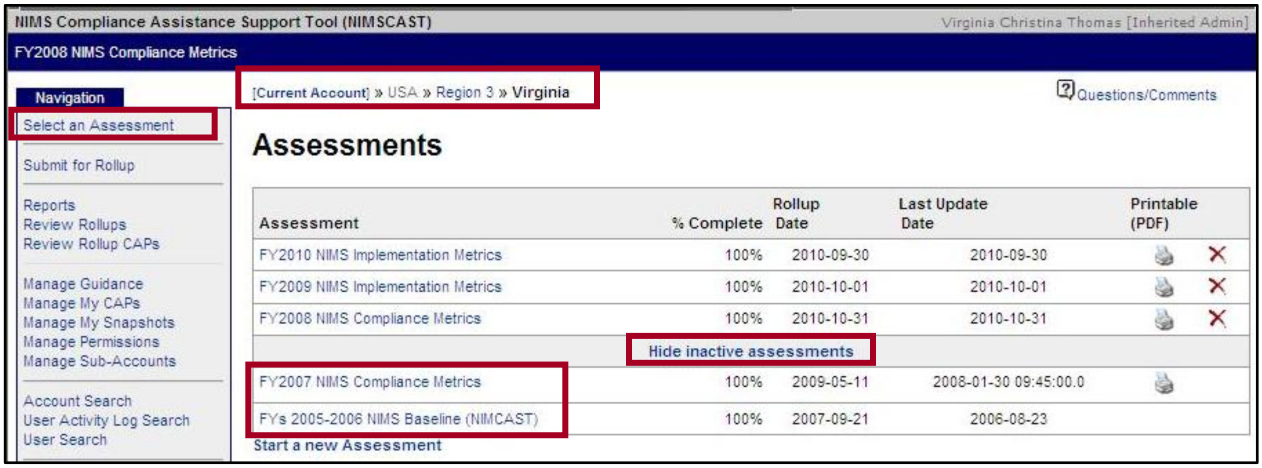


Figure 5-4: Assessment Dashboard

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.

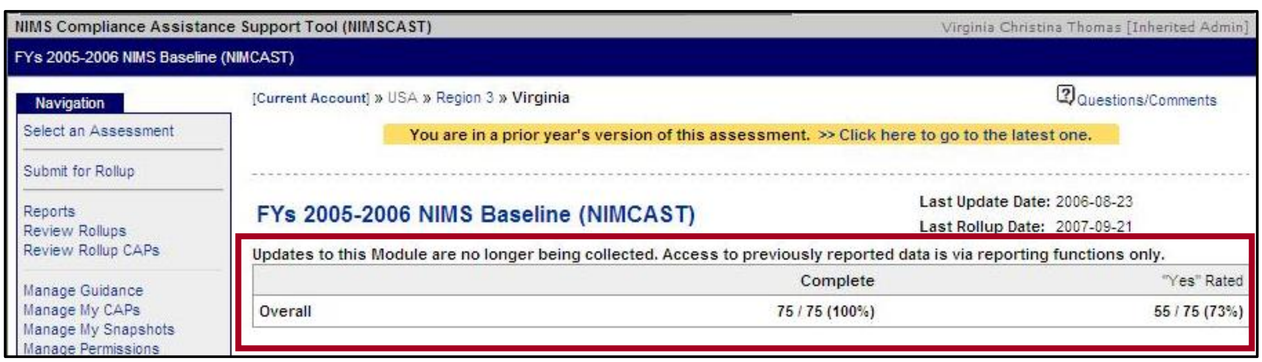


Figure 5-5: Viewing Inactive Assessments

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 Rolling Up Assessments and Running Reports for more information).

To view the rollup change history in NIMSCAST:

Step 1: Verify that you are working with the appropriate assessment (Figure 5-6: Assessment Dashboard). See the Selecting and Viewing Assessments 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.

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.

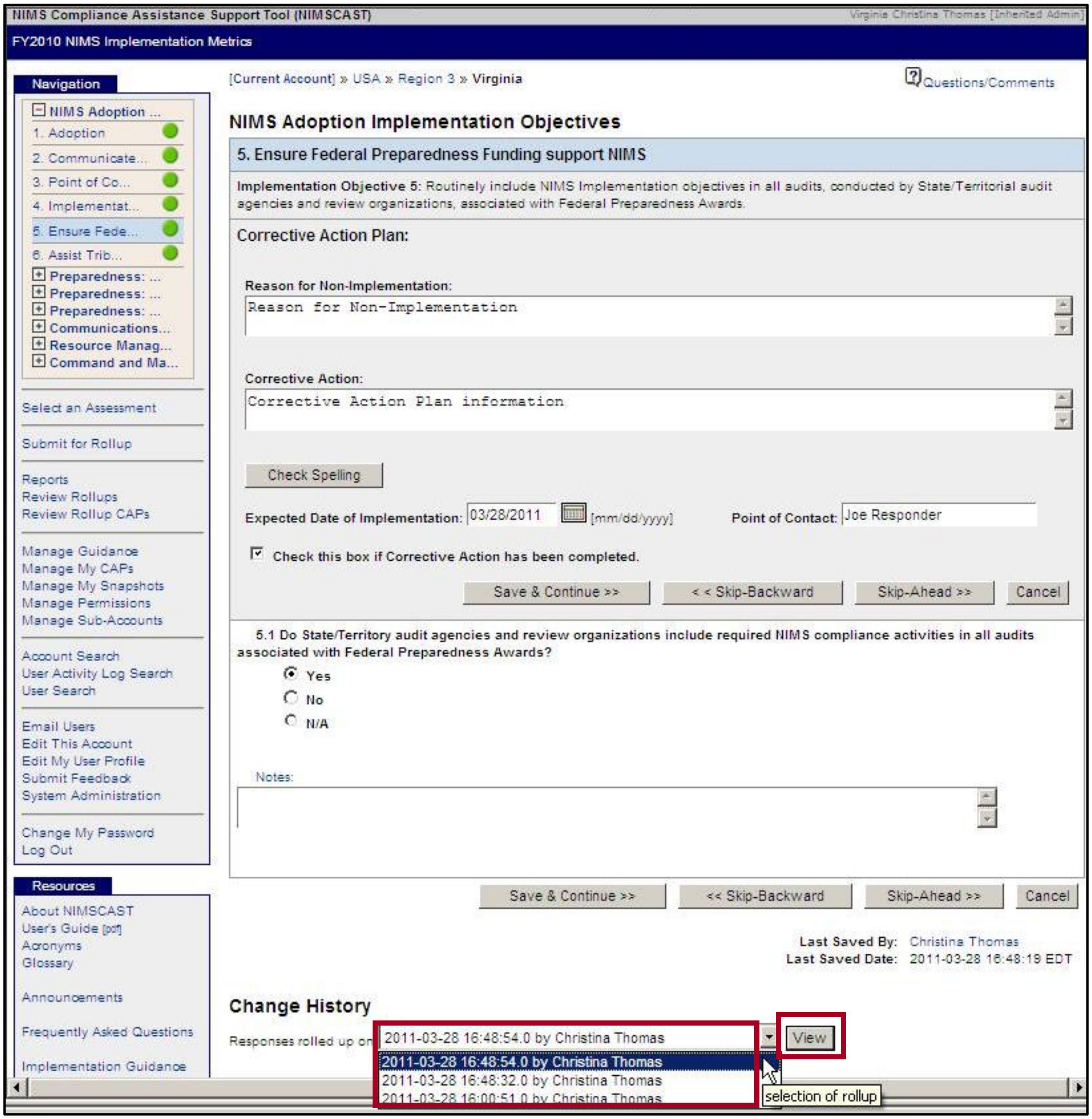


Figure 5-7: Rollup Change History

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 Selecting and Viewing Assessments 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.

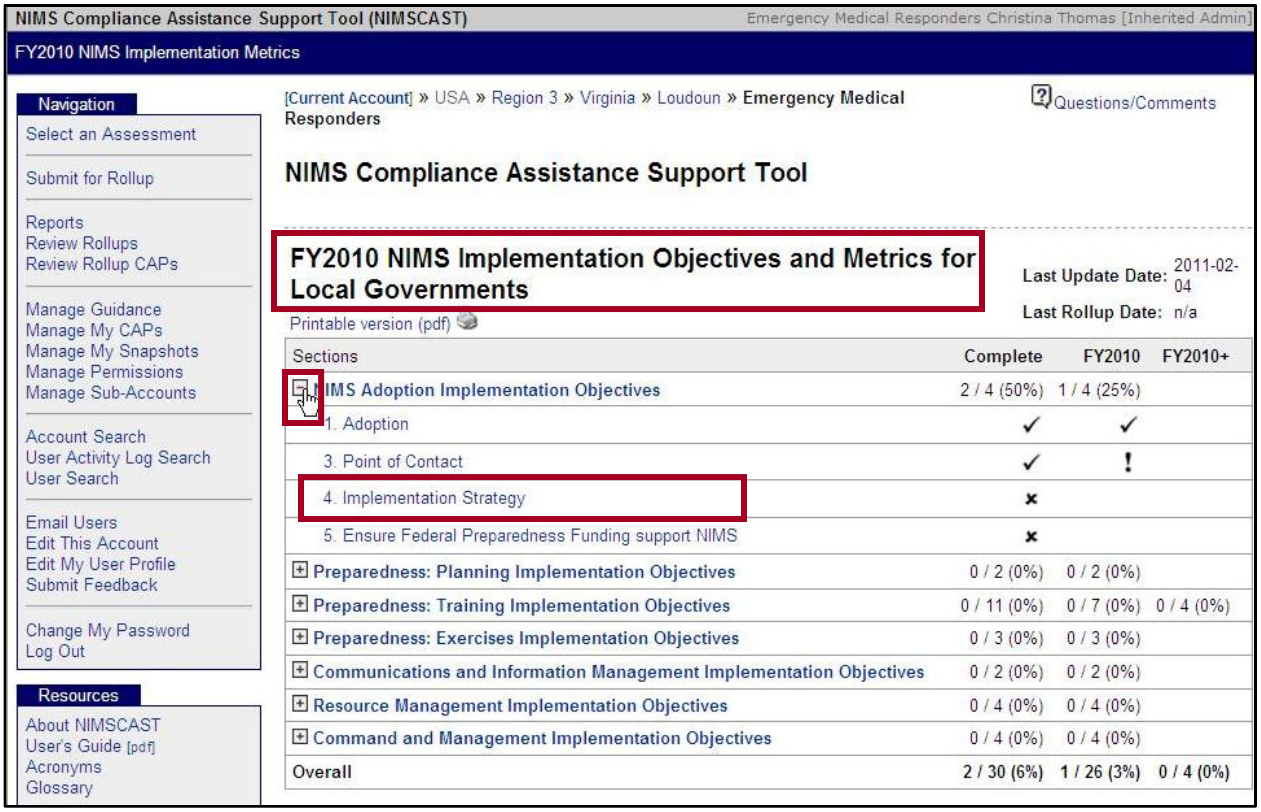


Figure 5-9: Assessment Dashboard

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 Entering Over Corrective Action Plans 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).

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 **Save & Continue**>> button and not all of the metrics on the page are completed. Click the **Save Incomplete & Continue**>> 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.

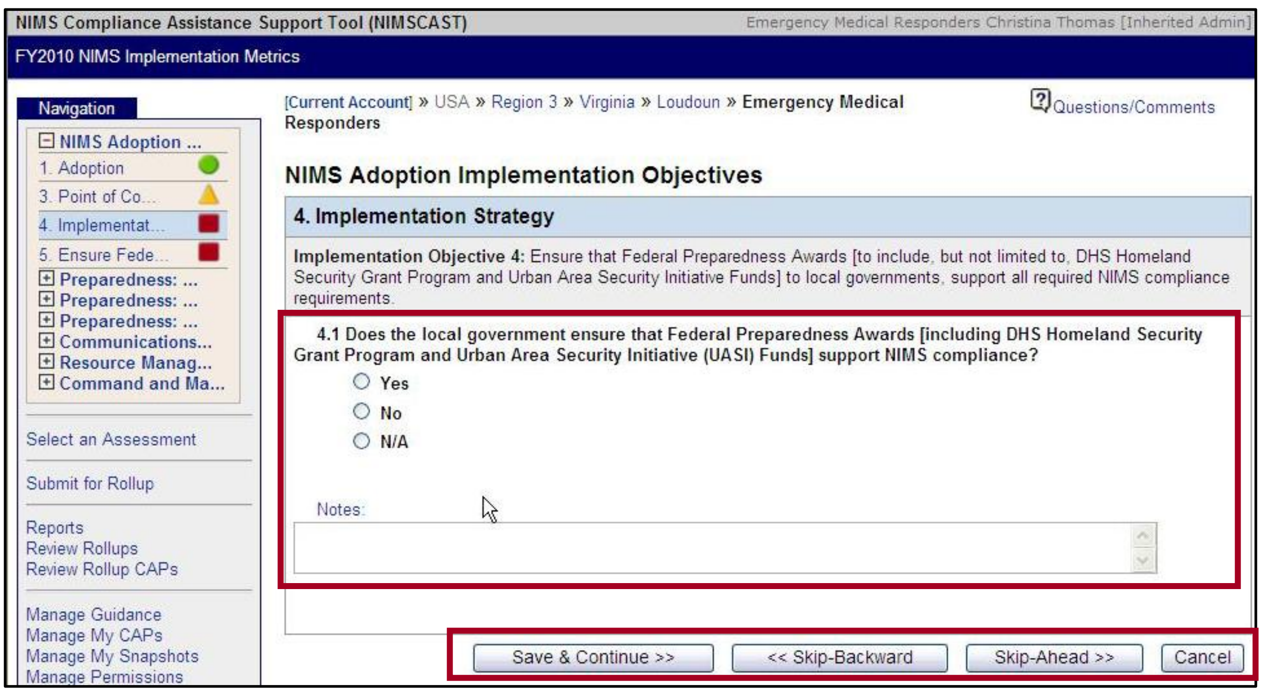


Figure 5-10: Completing Assessment Metrics

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.

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

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 Managing Assessment Versions 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 Viewing Rollup Change History).

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

Updated active assessments can be resubmitted for rollup.

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.

Figure 5-11: Metrics Rollup

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 Selecting and Viewing Assessments 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.

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.

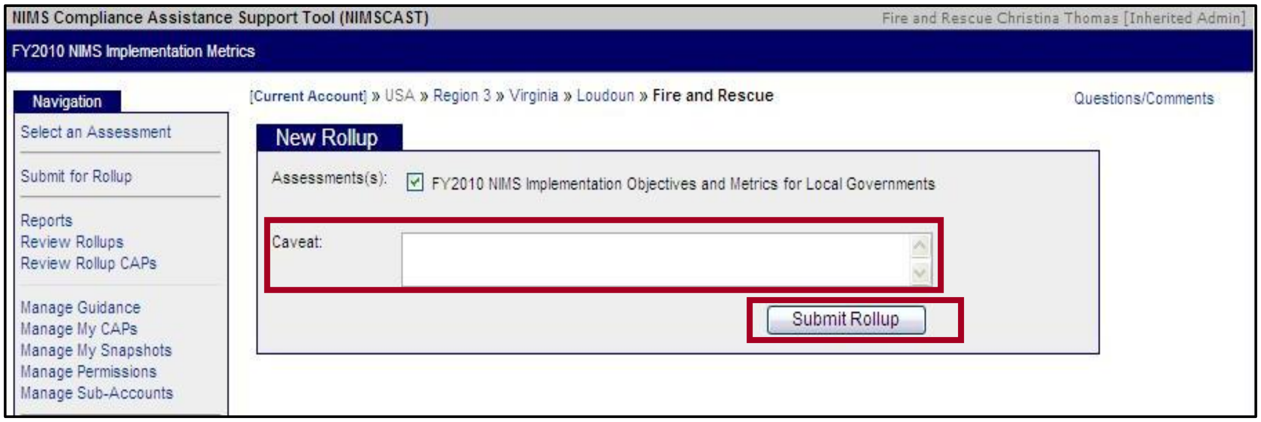


Figure 5-14: Rollup Metrics Caveat

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 Completing NIMS Implementation Metrics section). Active CAPs from a previous year's assessments roll over into the current fiscal year to track continuous progress on CAPs.

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.

To enter and roll over a CAP:

Step 1: Open the appropriate implementation metric (see Completing NIMS Implementation Metrics).

Step 2: Click the radio button to select the appropriate response (Figure 5-15: Completing Assessment Metrics).

Step 3: Click the **Save & Continue**>> button.

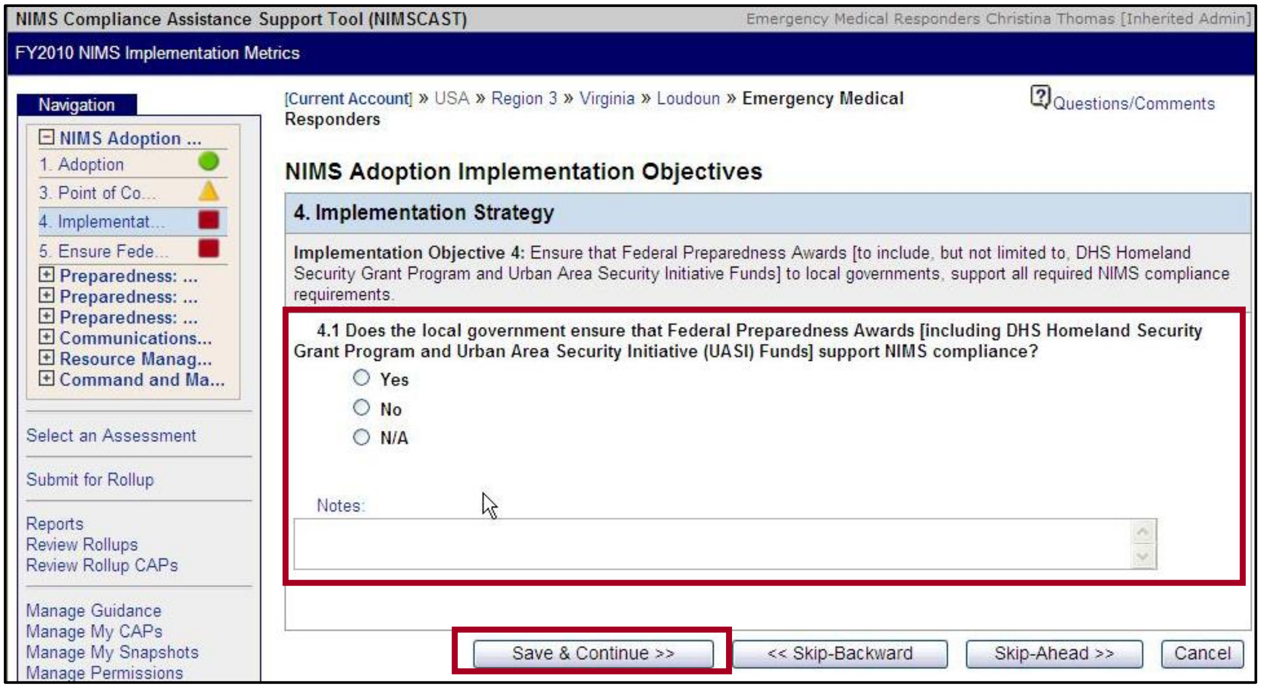


Figure 5-15: Completing Assessment Metrics

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 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.

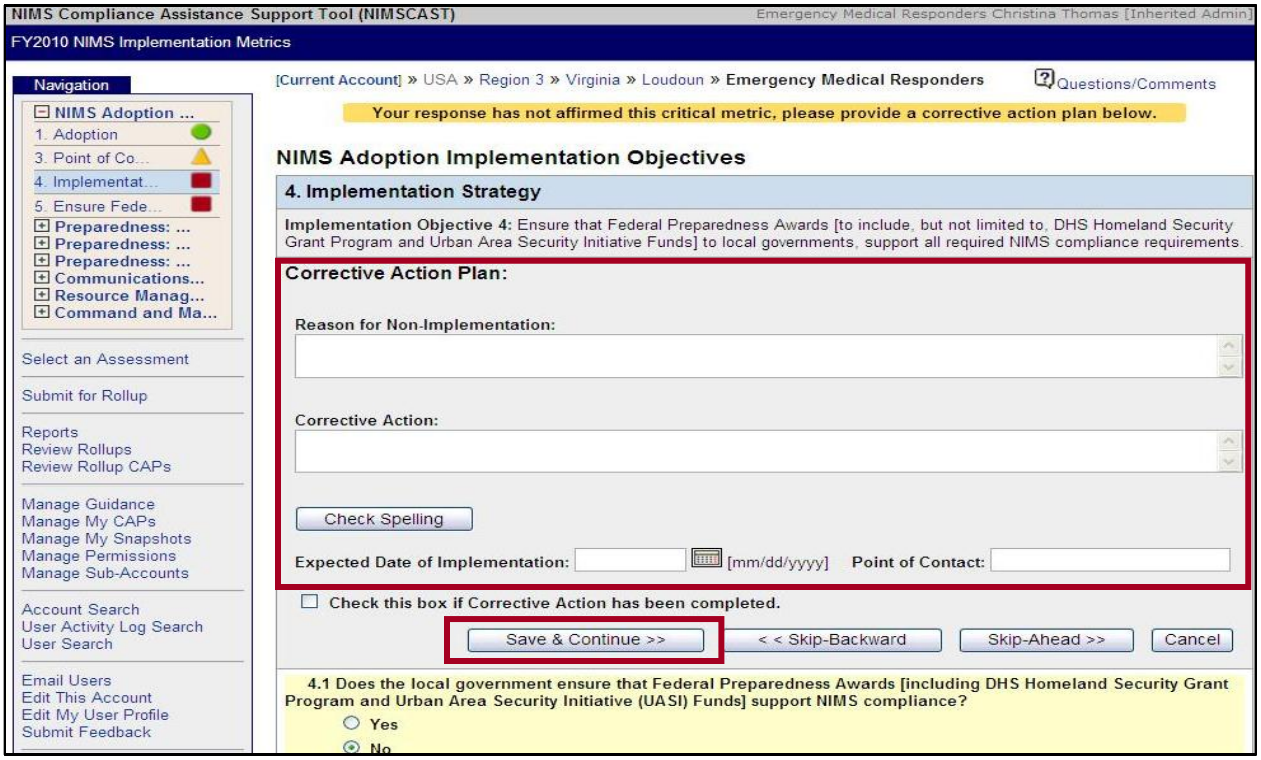


Figure 5-16: Completing a CAP

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 Completing NIMS Implementation Metrics) (Figure 5-17: Marking a CAP Complete).

Step 2: Click the checkbox to select the **Check this box if Corrective Action has been completed** 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 **Save & Continue**>> button to save changes to the objective metric.

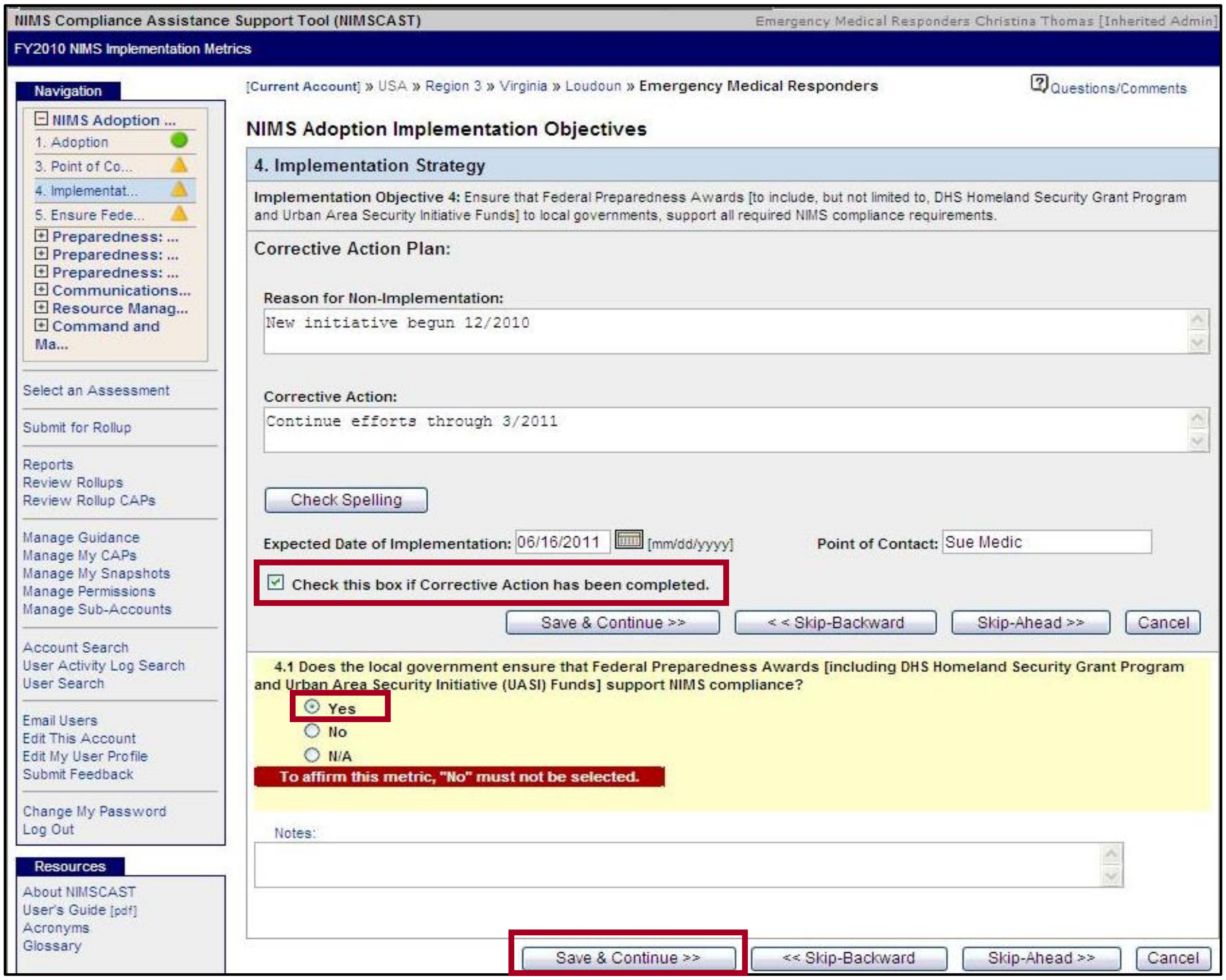


Figure 5-17: Marking a CAP Complete

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.

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.

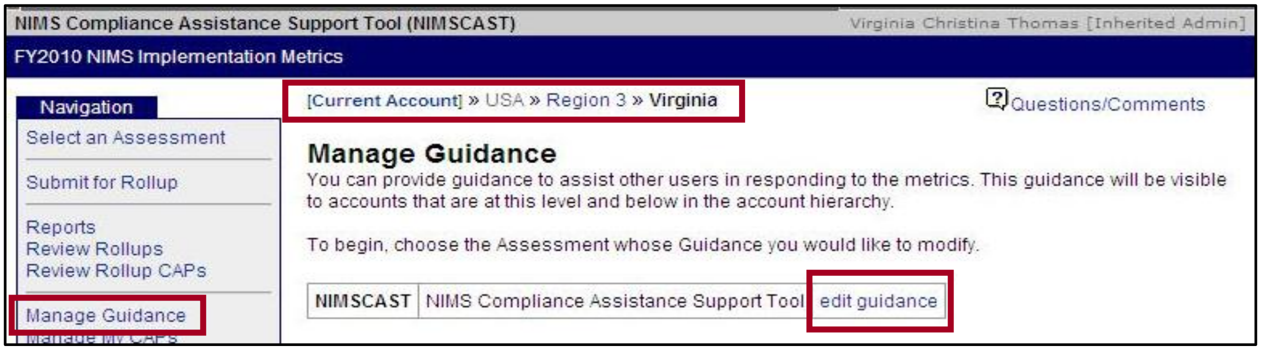


Figure 5-19: Manage Guidance

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 [Disabling or Deleting Custom Guidance]()).

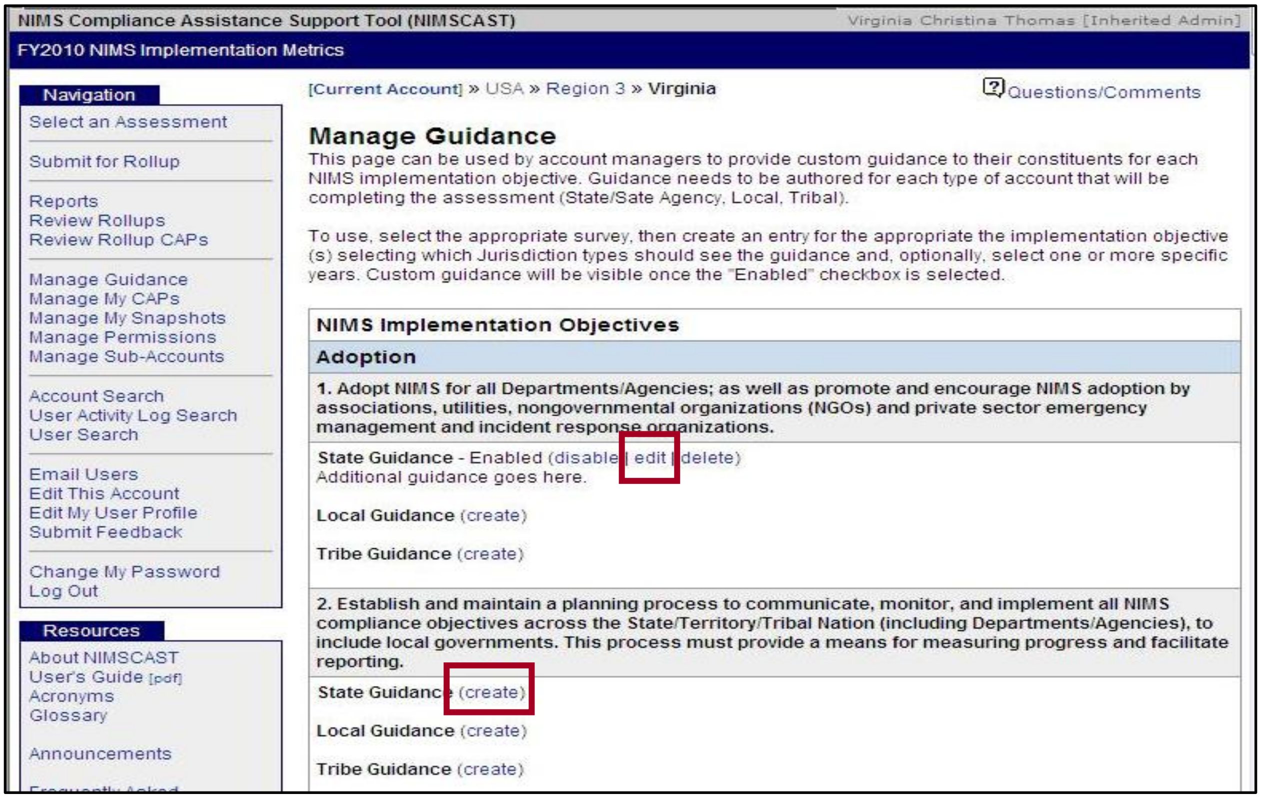


Figure 5-20: Create and Edit Custom Guidance

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.

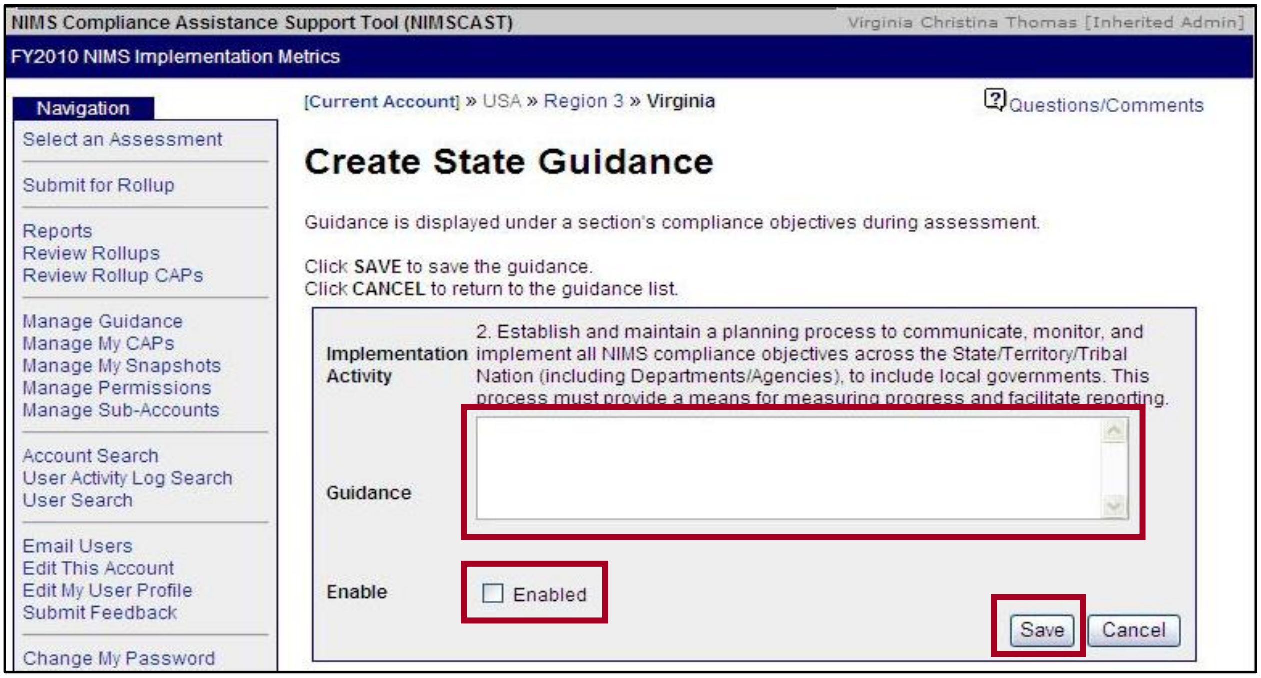


Figure 5-21: Create Guidance

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).

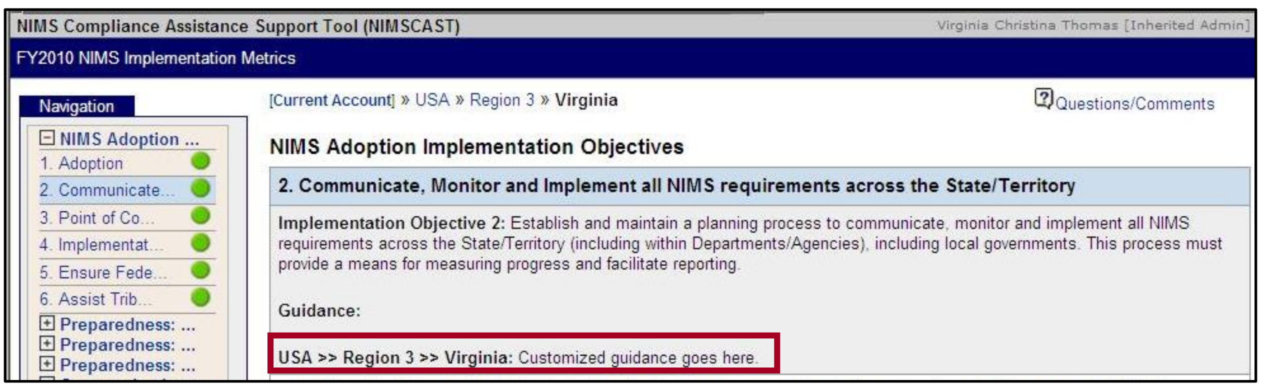


Figure 5-22: Viewing Custom Guidance

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.

Disabling custom guidance retains it for future use.

Deleting custom guidance removes it from NIMSCAST completely.

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 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.

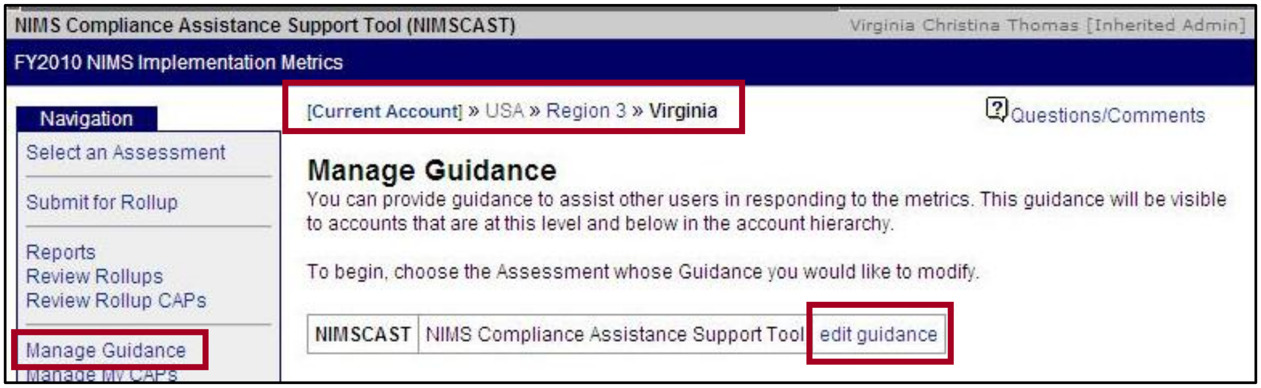


Figure 5-23: Manage Guidance

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.

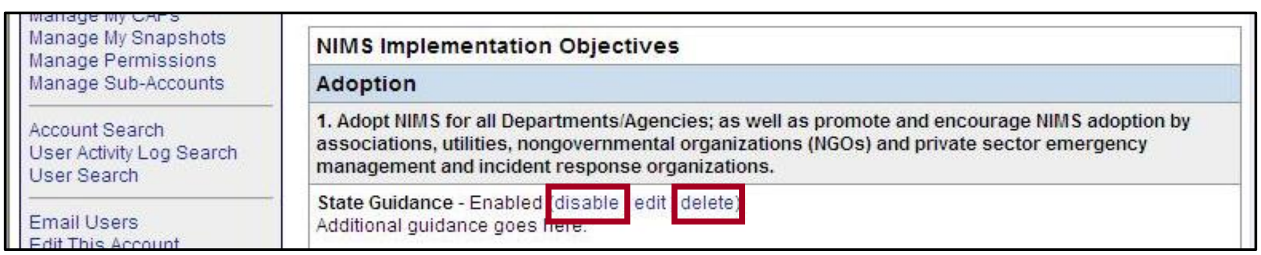


Figure 5-24: Disable or Delete Guidance

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

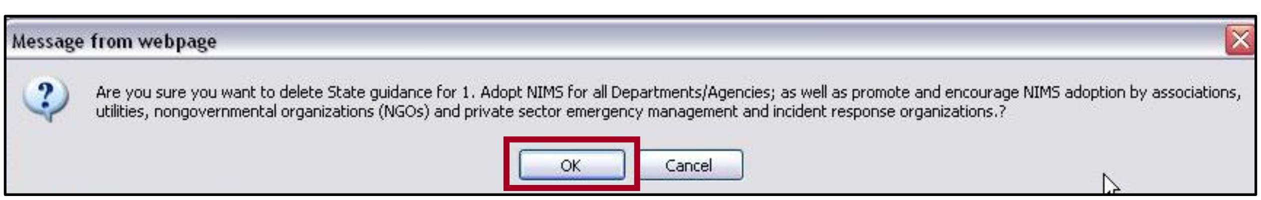


Figure 5-25: Confirm Guidance Deletion

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 Selecting and Viewing Assessments).

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

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.

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.

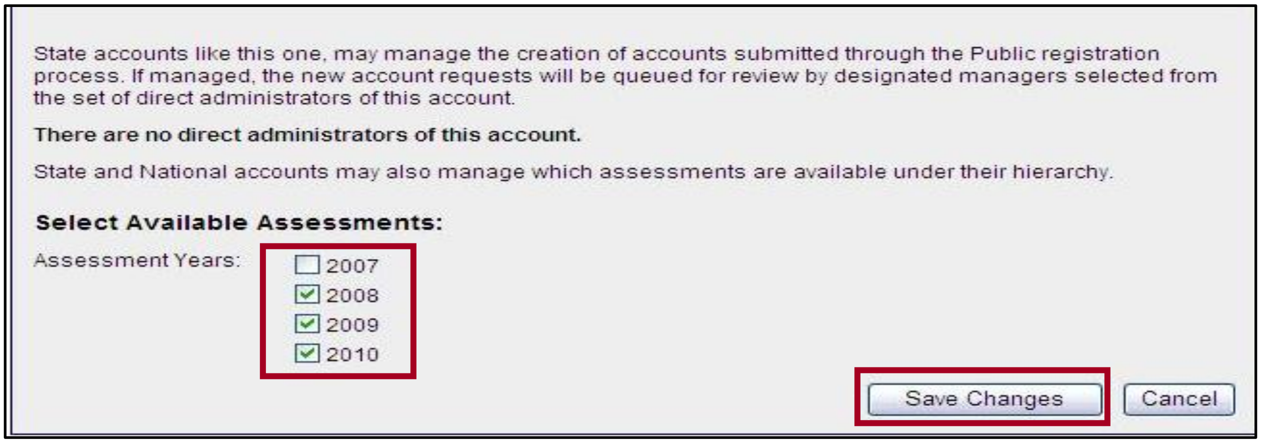


Figure 5-27: Available Assessments

F. REVIEWING CORRECTIVE ACTION PLANS

NIMSCAST administrative users have the option of reviewing and approving CAPs submitted by sub-account 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.

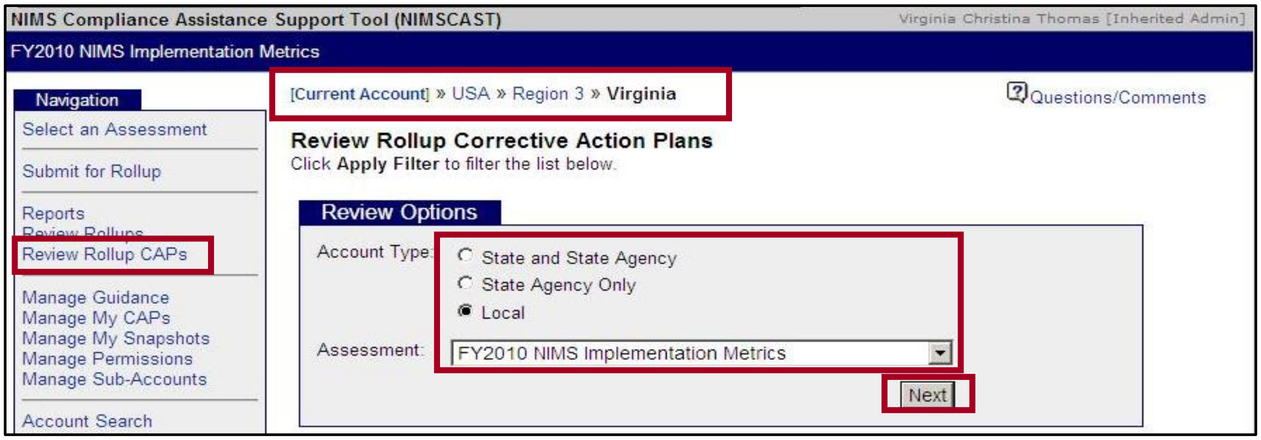


Figure 5-28: Review Rollup CAPs

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.

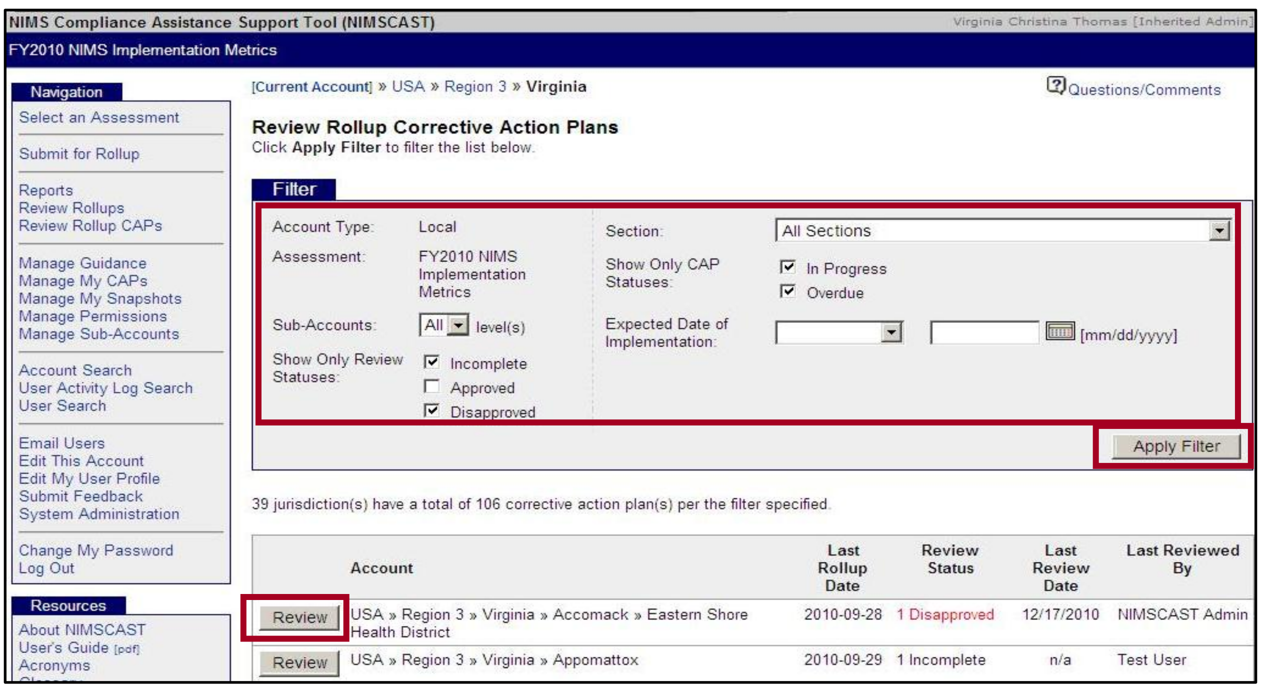


Figure 5-29: Filter Rollup CAPs

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.

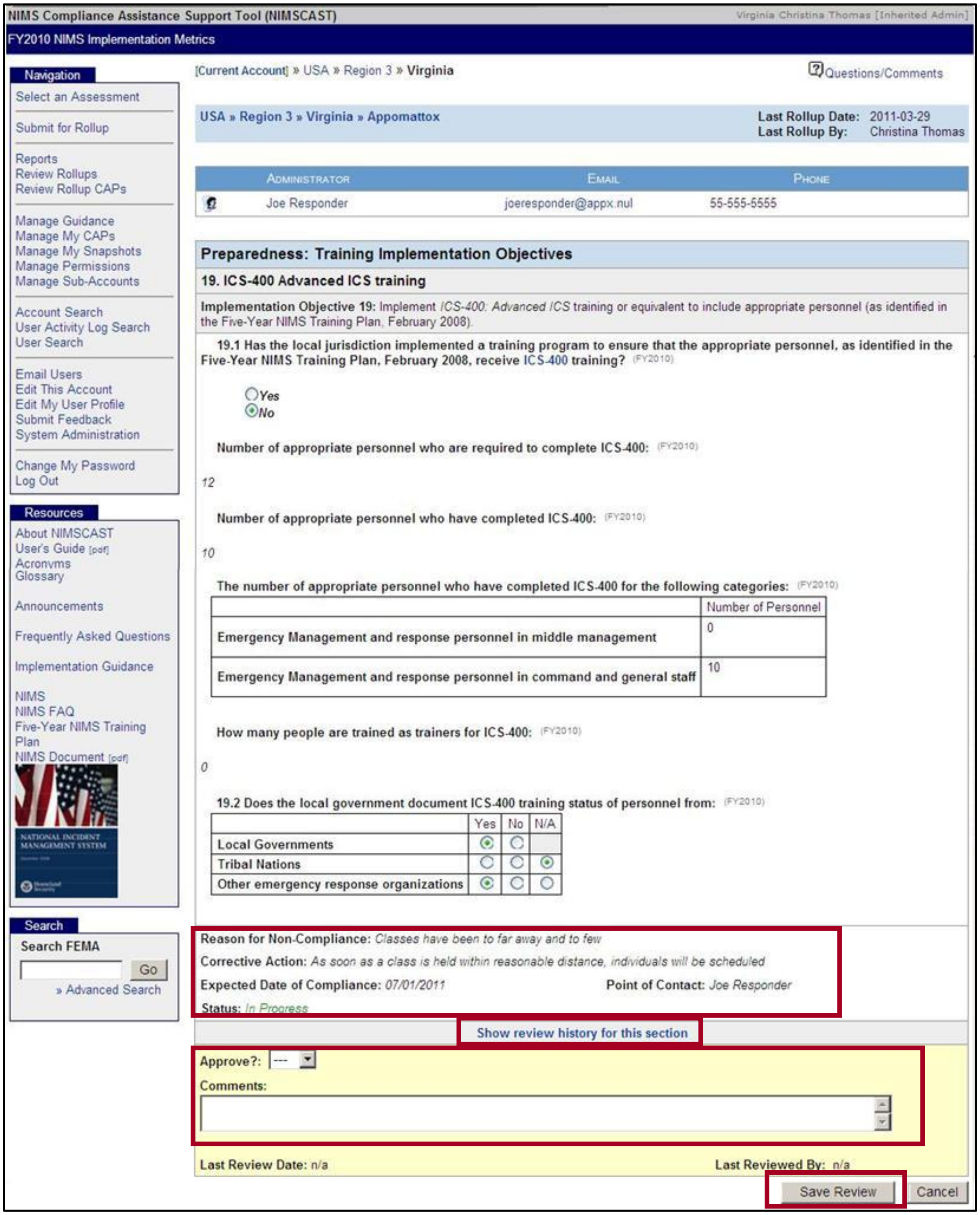


Figure 5-30: Approve Rollup CAPs

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.

The Review Rollup process is optional for administrative users.

All metrics default to approved.

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 **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.

Administrative users can provide feedback on metrics responses submitted by sub-accounts when performing an individual rollup review.

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.

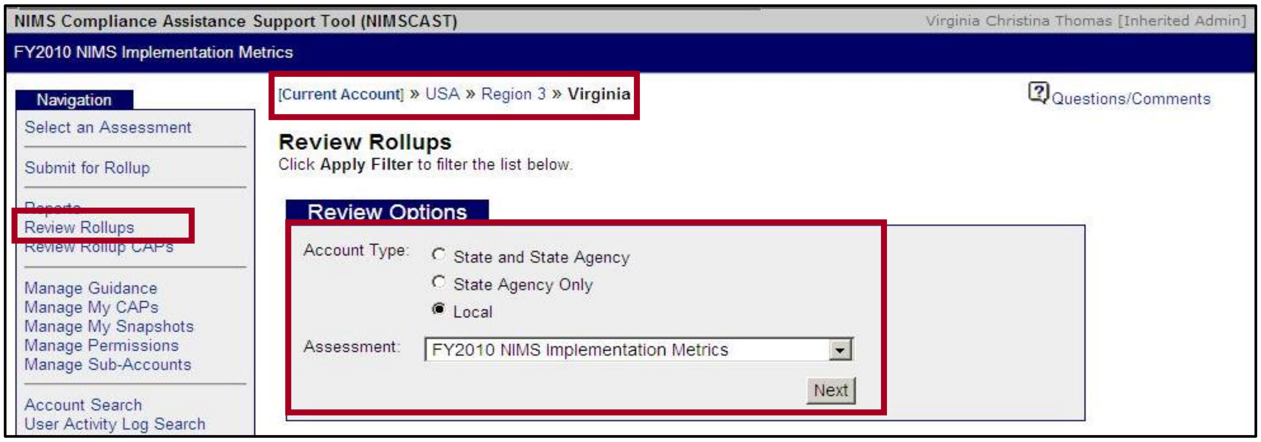


Figure 5-31: Review Rollups

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 sub-account, a date appears in the **Last Review Date** column.

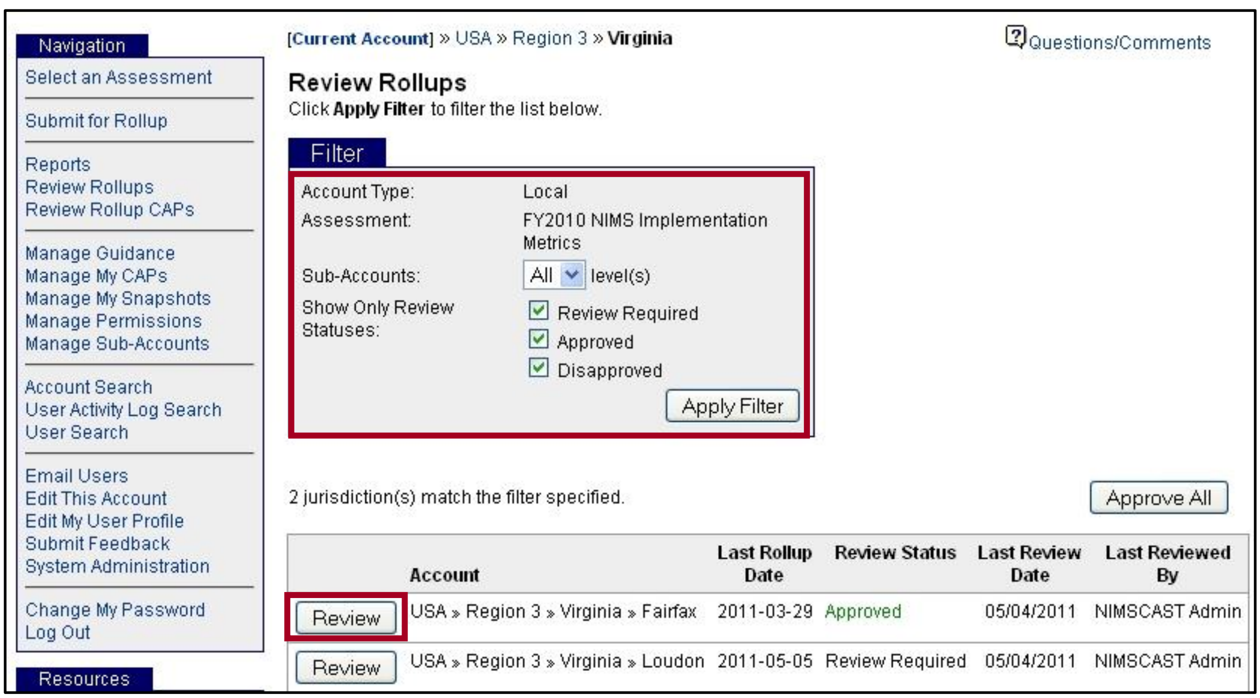


Figure 5-32: Review Rollups Filter

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.

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.

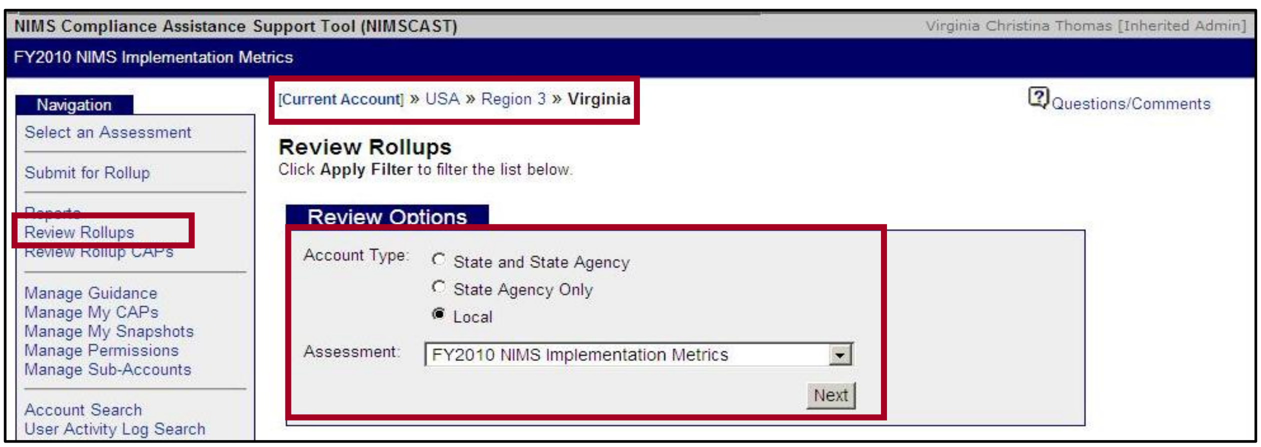


Figure 5-34: Review Rollups

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.

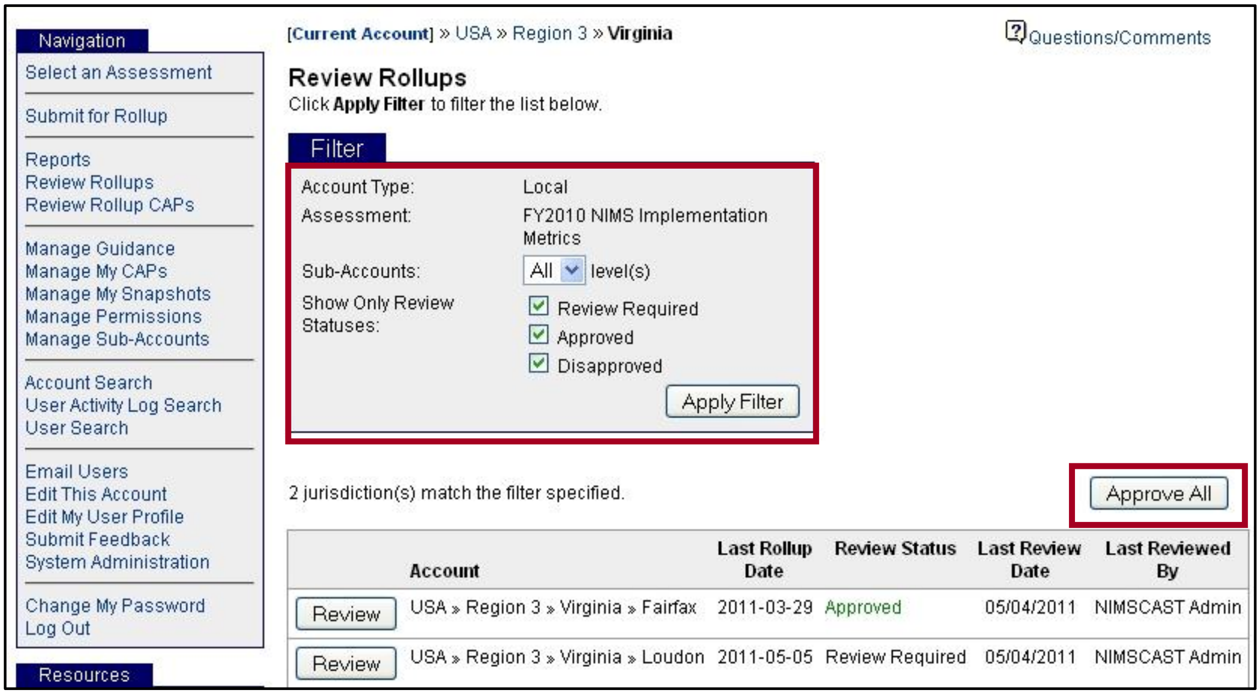


Figure 5-35: Approve All Rollups

CHAPTER VI: MANAGING ASSESSMENT VERSIONS

CHAPTER TOPICS:

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:

Create snapshots to archive assessment data progression.

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 **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 **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 **Create New Snapshot** link.

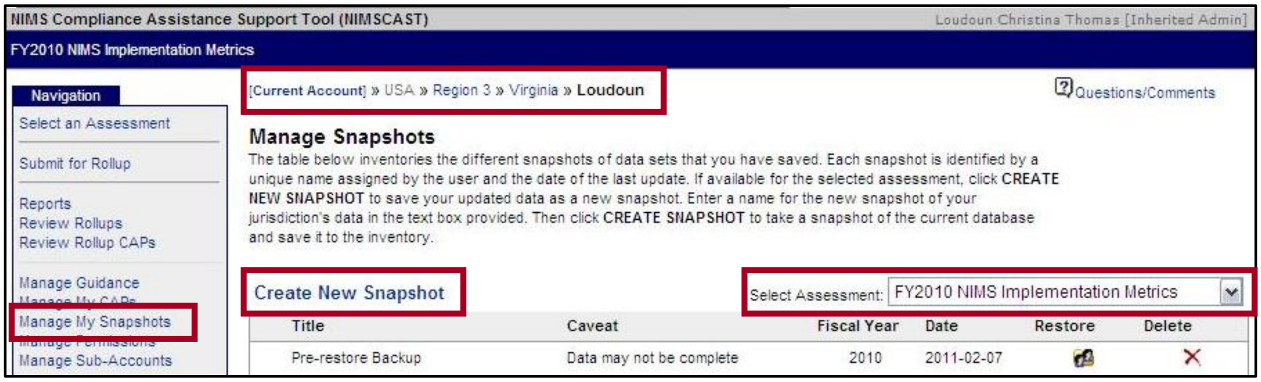


Figure 6-1: Managing Snapshots

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.

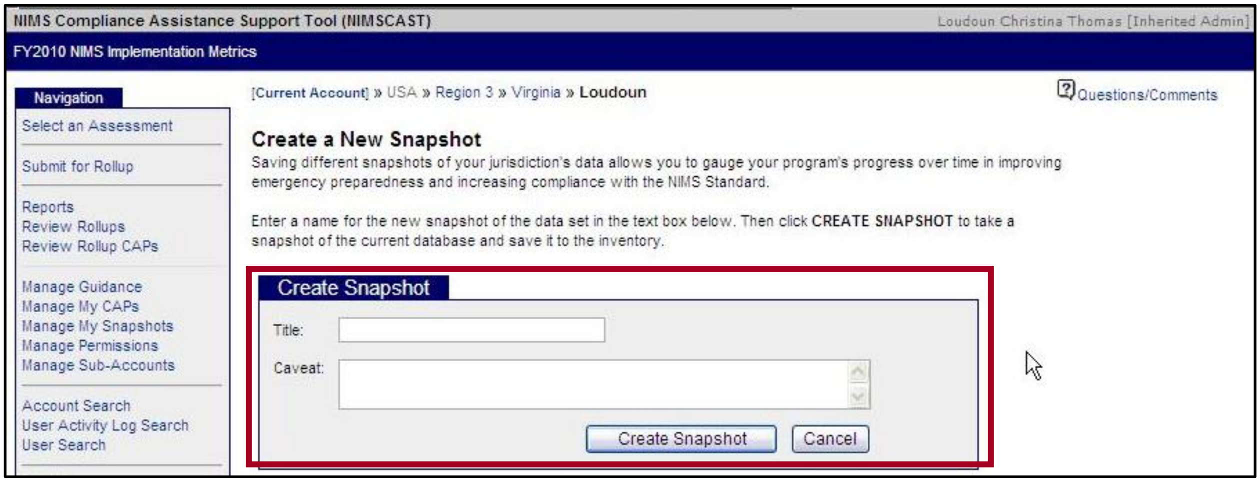


Figure 6-2: Creating Snapshots

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.

The *Current Assessment Data Set* and the *Rollup Submittal* snapshots are generated by NIMSCAST.

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 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 on the appropriate line.

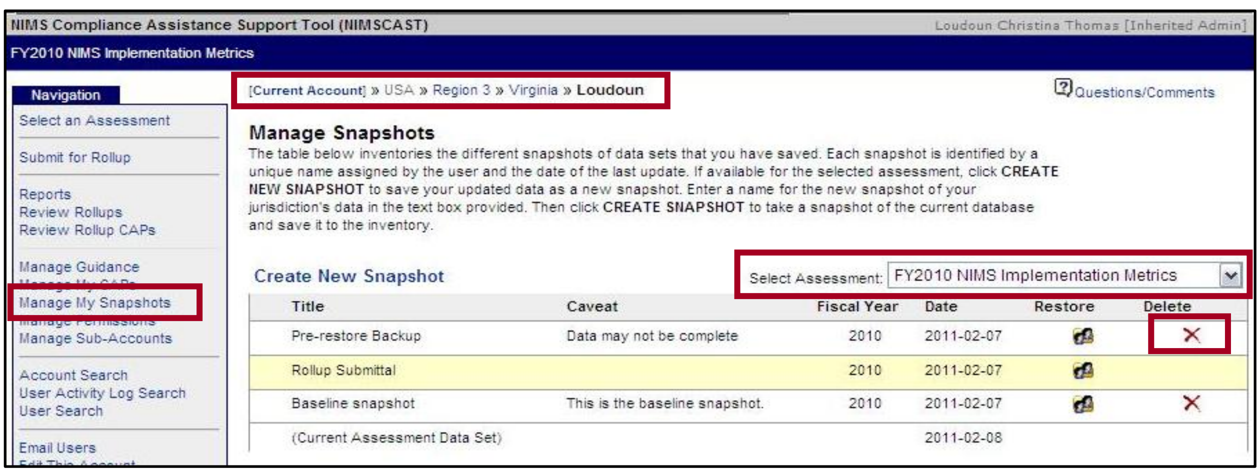


Figure 6-3: Viewing Snapshots

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).

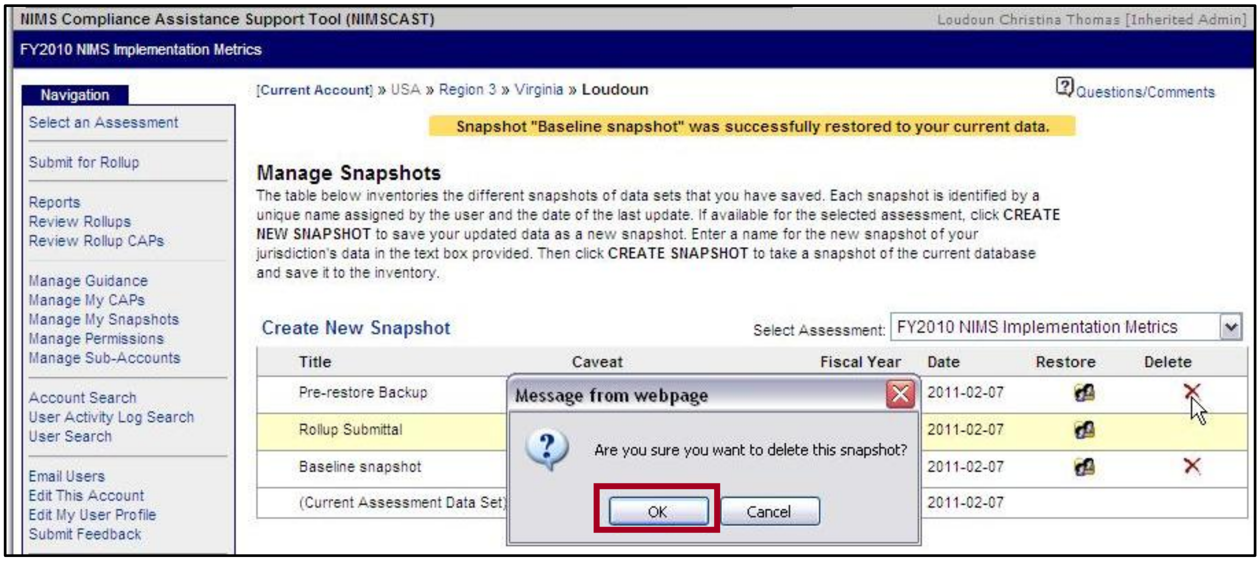


Figure 6-4: Confirm Deletion

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:

Restoring snapshot data overwrites current 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.

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 .

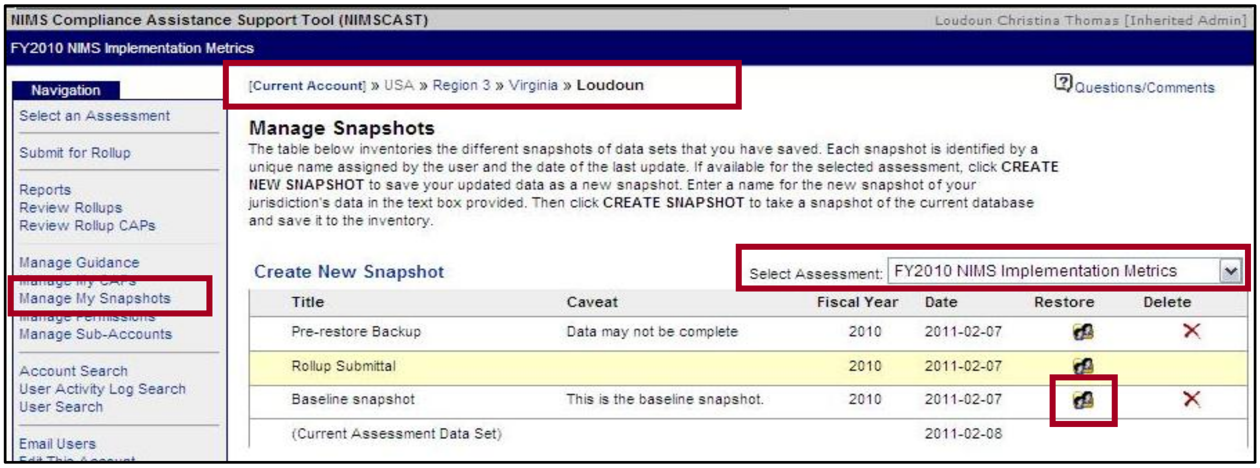


Figure 6-5: Managing Snapshots

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).

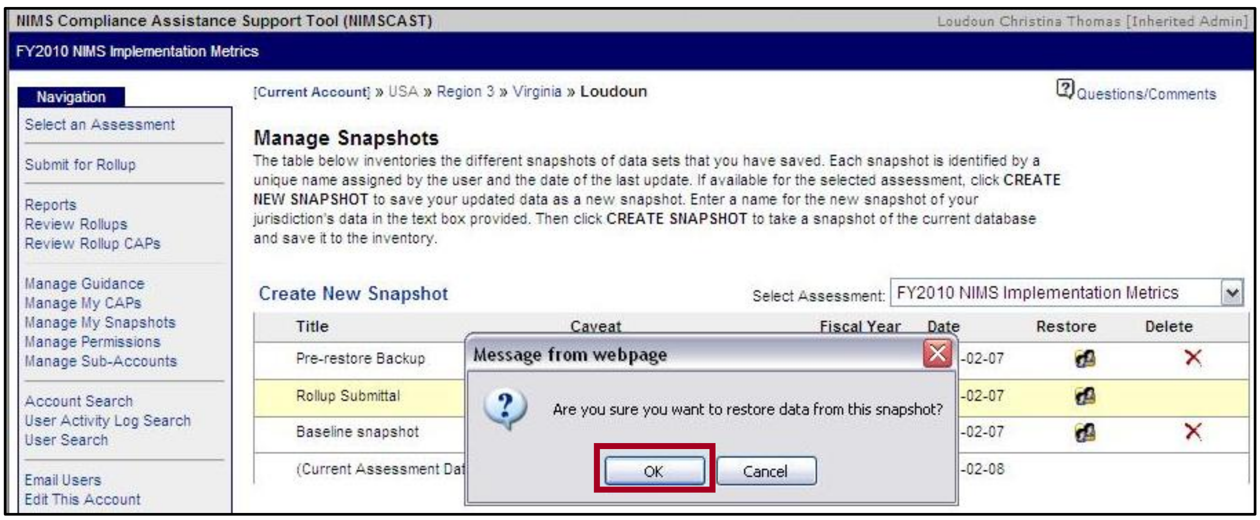


Figure 6-6: Confirm Snapshot Restore

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.

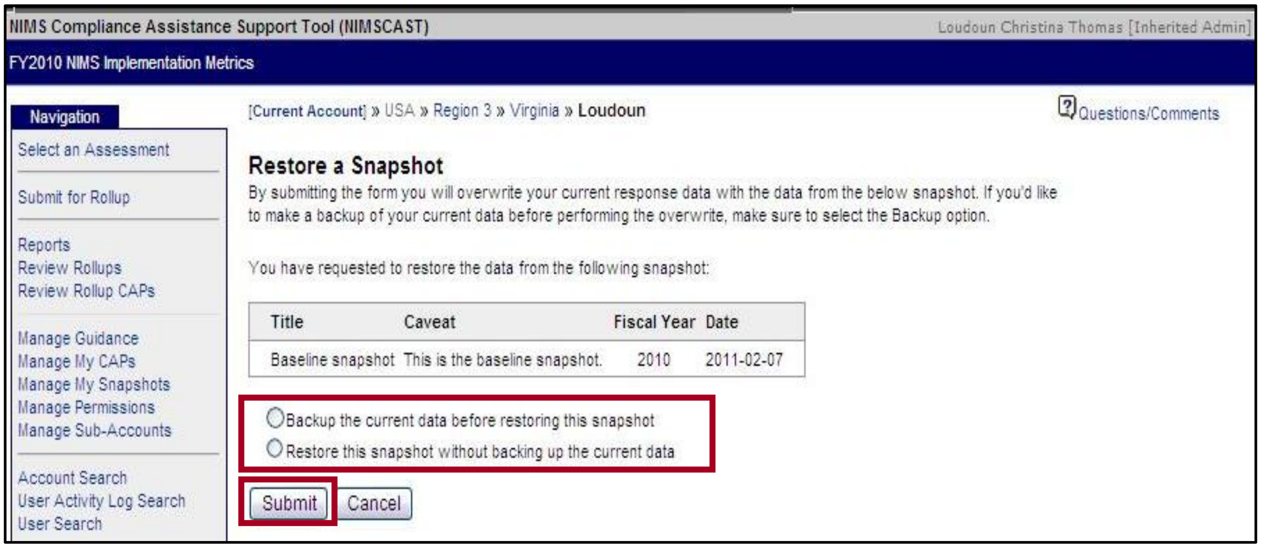


Figure 6-7: Restore a Snapshot

CHAPTER VII: RUNNING REPORTS

CHAPTER TOPICS:

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 Account Statistics Report, Rollup Aggregated Responses Report, and NIMS Training Report.

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.

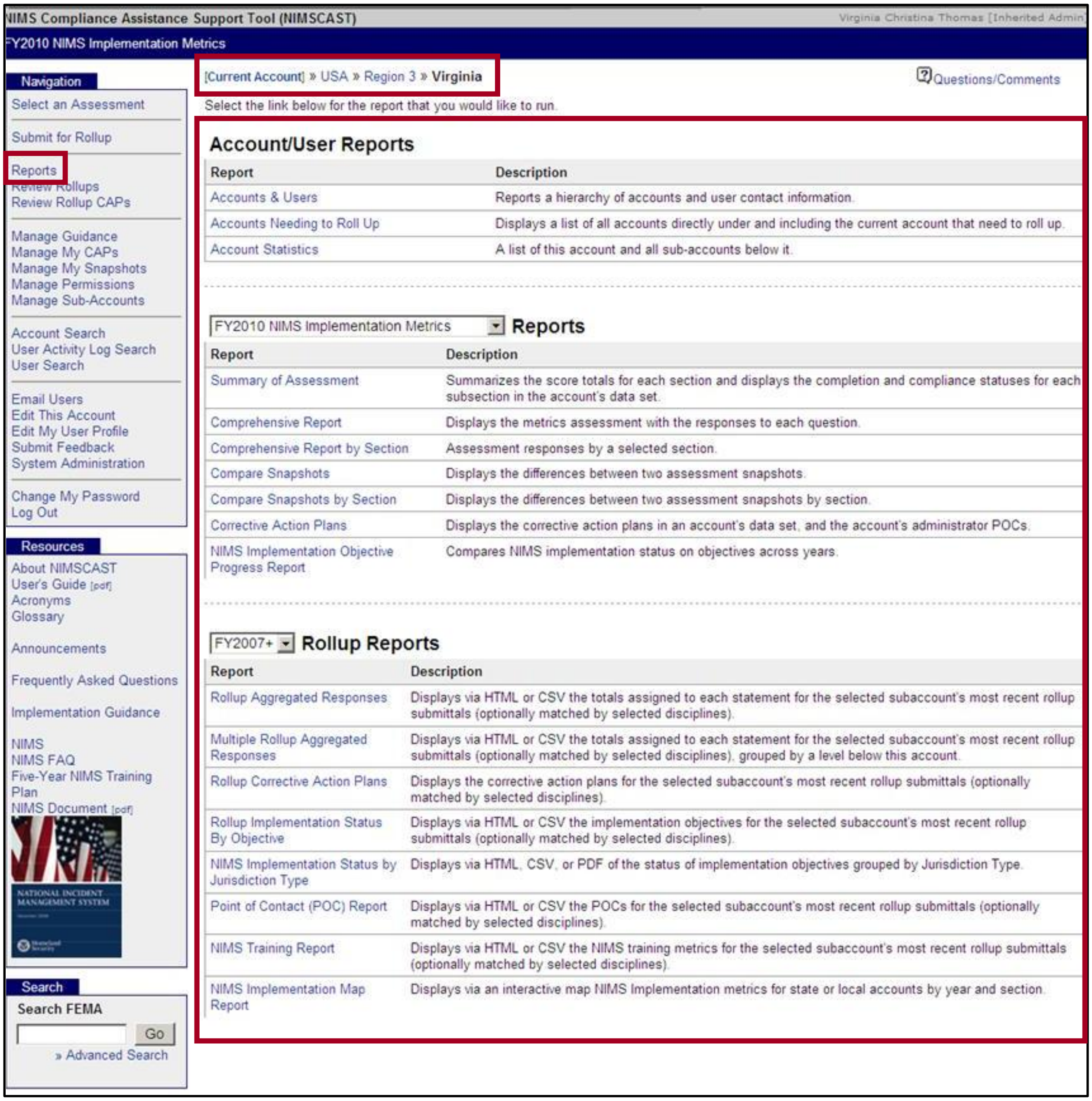


Figure 7-1: Running Reports

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 Appendix B: NIMSCAST Reports 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	Displays a list of statistical information for a primary account and the sub-accounts below it in the hierarchy. The results include: • Account Name • Account Type • Number of Sub-Accounts • Number of Users on the Account • Assessment Year(s) • Percent Complete (Percentage of questions that have been answered) • Number of Objectives Met (Score if account is rolled up) • Total Number of Objectives • Last Rollup Date • Last Rollup Caveat. See Appendix C: Account Statistics Report for a sample report.

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 Appendix B: NIMSCAST Reports 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 Appendix B: NIMSCAST Reports 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
Account Statistics	Provides a listing of the primary and all sub-accounts below it. The report columns show: • Account name • Number of sub-accounts • 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 Appendix B: NIMSCAST Reports 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 Appendix B: NIMSCAST Reports for detailed information on each report).

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 Appendix D: Rollup Aggregated Responses Report 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 Appendix E: NIMS Training Report 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 Appendix B: NIMSCAST Reports 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.

APPENDICES

Appendices included in this document include:

- Appendix A: NIMSCAST System Updates
- 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

NIMSCAST System Updates

Change	Users	Description	Date
2011			
Approve All Rollups	Administrative	Administrative users have the option to use the Approve All 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 Entering Corrective Action Plans) .	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 Logging into NIMSCAST).	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 Viewing Rollup Change History section for more information.	04/21/2011
Reports enhancement	All	Report updates for 4.00.12 include: • 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. • TORs will display as endnotes on the PDF version of the Corrective Action Plan report. (See Viewing Rollup Change History.)	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 Entering Corrective Action 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 Reviewing Rollups.)	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 Searching User Activity.)	04/21/2011
Email address protocol strengthened	All	To minimize user data entry errors, NIMSCAST has strengthened the protocol for entering email addresses.	04/21/2011
Correct printing format	All	NIMSCAST pages now print in the correct format from the user selected internet browser.	04/21/2011
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

NIMSCAST System Updates			
Change	**Users**	**Description**	**Date**
Guidance improvements	All	Several changes to the capability for administrative users to provide guidance to sub-accounts are included. • 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. • 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.	2009
Immediate acknowledgement 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.	2009
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.	2009
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

NIMSCAST System Updates			
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 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

NIMSCAST System Updates			
Change	**Users**	**Description**	**Date**
Compare Snapshot Report	All	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	When NIMSCAST users complete their assessments and/or CAPs, they will receive a notification that they need to click Submit for Rollup. If a user has already submitted an assessment for rollup, but has made further changes to the assessment or CAP, a notification is sent to the user. By clicking on Submit for Rollup when information has been updated the primary account rollup report will be updated with the new information.	2008
Review rollup Corrective Action Plans	Administrative	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. A filter had been provided that will allow the primary account to: • Select the entire assessment or one section; • Show CAPs that are In Progress or Overdue; • Choose the Sub-account level; • Choose the Review status "Incomplete, Approved, Disapproved"; and • Apply date parameters. Once the filter options are selected, the primary account user is taken to the CAP, where they approve or disapprove and can provide comments regarding the CAP. Once the primary account user approves 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.	2008

NIMSCAST System Updates			
Change	**Users**	**Description**	**Date**
2007			
Corrective Action Plans Updates	All	Users now have the capability to view the CAPs form while completing metrics in a non-affirmative manner. Users have the capability to collect CAPS for Tier 2 metrics (the CAP is still not required to complete an assessment, however).	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	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. 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	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.	04/09/2007

APPENDIX B: NIMSCAST REPORTS

NIMSCAST Reports

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

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
Account Statistics	Displays a list of statistical information for a primary account and the sub-accounts below it in the hierarchy. The results include: • Account Name • Account Type • Number of Sub-Accounts • Number of Users on the Account • Assessment Year(s) • Percent Complete (Percentage of questions that have been answered) • Number of Objectives Met (Score if account is rolled up) • Total Number of Objectives • Last Rollup Date • Last Rollup Caveat. See Appendix C: Account Statistics Report for a sample report.	2007+	✓	✓	✓	• Select the appropriate **Sub-Account** levels from the drop-down list menu. • Narrow search criteria by selecting the appropriate **Assessment Year(s)**. • Select the appropriate **Report Format** prior to generating the report; users cannot export the report to other formats once generated.
Single Account Assessment Reports						
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 **Data Snapshot** to view the summary.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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+	✓	✓	✓	• Select the appropriate **Data Snapshot** to view the summary. • Select **Show Notes** to view the entered notes associated with each response. • 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: ○ Click the **Show/Hide all rollup change histories** link to view all available change histories. ○ Click the **Show rollup change history** link for this metric to view the change history for the response. ○ Click the **Hide rollup change history** link to hide the change history for the response. • Select **Show Guidance** to view available guidance for each metric question. • Select **Show Only [FY]** to show only responses from the specified fiscal year. • Select **Show Only Weaknesses** to view only the extended information for metrics with a “no” response. • Select the appropriate **Report Version** to view: ○ Short – Responses Only ○ Long – All Questions (including unanswered).

NIMSCAST Reports

Report	Description	Years	Format: CSV	Format: HTML	Format: 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+	✓	✓	✓	• Select the appropriate **Data Snapshot** to view the summary.
						• Select the appropriate **Section** from the drop-down list menu.
						• Select **Show Notes** to view the entered notes associated with each question.
						• 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:
						  ○ Click the **Show/Hide all rollup change histories** link to view all available change histories.
						  ○ Click the **Show rollup change history** for this question link to view the change history for the question.
						  ○ Click the **Hide rollup change history** link to hide the change history for the question.
						• Select **Show Guidance** to view available guidance for each metric question.
						• Select **Show Only [FY]** to show only responses from the specified fiscal year.
						• Select **Show Only Weakness** to view only the extended information for metrics that are not compliant.
						• Select the appropriate **Report Version** to view:
						  ○ Short – Responses Only
						  ○ Long –All Questions (including unanswered).

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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+		✓		• Select the primary **Snapshot** from the drop-down list menu. • Select the appropriate snapshot from the **Compare To Snapshot** drop-down list menu.
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+		✓		• Select the primary **Snapshot** from the drop-down list menu. • Select the appropriate snapshot from the **Compare To Snapshot** drop-down list menu. • Select the appropriate **Section** from the drop-down list menu.
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+		✓	✓	• Select the appropriate **Data Snapshot** from the drop-down list menu. • Select the appropriate statuses in the **Show Only Statuses** section. If no statuses are selected, CAPS for all statuses will be returned. • Select the appropriate tier level in the **Show Only Tiers** section. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
NIMS Implementation Objective Progress Report	Displays a comparison of implementation activities between two module years.	2008+		✓	✓	• In the **Compare Snapshot** field, select the appropriate snapshot version for the selected fiscal year. • In the **To Snapshot** field, select the appropriate snapshot version for the previous fiscal year. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Summary of Assessment Scores	Displays summary of score totals for each section and subsection in the account's assessment data set.	2005-2006		✓	✓	• In the **Snapshot** field, select the appropriate data snapshot. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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		✓	✓	• In the **Snapshot** field, select the appropriate version of the assessment snapshot. • Select the **Show Notes** checkbox to view notes entered by the respondent. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
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		✓	✓	• In the **Snapshot** field, select the appropriate version of the assessment snapshot. • In the **Section** field, select the appropriate assessment section. • Select the **Show Notes** checkbox to view notes entered by the respondent. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Account Statistics	Provides a listing of the primary and all sub-accounts below it. The report columns show: • Account name • Number of sub-accounts • Number of users • Ratio of "yes" responses • Last rollup date • Last rollup caveats.	2005-2006	✓	✓	✓	• Selecting the **Account Statistics** link will automatically generate the report. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Overall Score Chart (Stacked Bar)	Displays all scores across the five sections in a stacked bar chart.	2005-2006		✓	✓	• In the **Snapshot** field, select the appropriate snapshot version from the drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
Section Summary Charts (Pie)	Creates four pie charts that show the YES, NO, in progress, and unrated scores by section.	2005-2006		✓	✓	• In the **Snapshot** field, select the appropriate snapshot version from the drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
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		✓	✓	• In the **Snapshot** field, select the appropriate snapshot version from the drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
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		✓	✓	• In the **Snapshot** field, select the appropriate snapshot version from the drop-down list menu. • In the **Section** field, select the appropriate section from the drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Percent Increase in Implementation	Compares two snapshots of data and indicates the percent increase in implementation from one data set to another.	2005-2006		✓	✓	• Select the primary **Snapshot** from the drop-down list menu. • Select the appropriate snapshot from the **Compare To Snapshot** drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Track Changes	Compares two snapshot data sets and shows the responses, notes and dates saved.	2005-2006		✓	✓	• Select the primary **Snapshot** from the drop-down list menu. • Select the appropriate snapshot from the **Compare To Snapshot** drop-down list menu. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
Rollup Assessment Reports						
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 Appendix D: Rollup Aggregated Responses Report for step-by-step instructions.	2007+	✓	✓		• In the **Account Type** field, select the appropriate jurisdiction type. • In the **Assessment** field, select the appropriate assessment from the drop-down list menu. • Click the **Show Disciplines Filter** link to open the disciplines list and select the appropriate values (optional). • 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). • In the **Sub-Accounts** field, select the appropriate level to include. ○ 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. • In the **Section** field, select the specific section from the drop-down list menu to search for response section (optional). • 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. • In the **Details** field, select the **Show All Responses** checkbox to see all responses with account information (optional). To view the response detail after the report is generated in HTML, click on the **response details** link within the report section.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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). **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.	2007+	✓	✓		It is recommended to search five or fewer sub-accounts at a time to limit the report length. • In the **Account Type** field, select the appropriate jurisdiction type. • In the **Assessment** field, select the appropriate assessment from the drop-down list menu. • 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. • In the **Multiple Reports** section, select the appropriate number of level(s) down from the drop-down list menu. • In the **Sub-Accounts** field, select the appropriate level to include. ○ 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 that 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. • In the **Section** field, select the appropriate section from the drop-down list menu to search for a specific response section (optional).

NIMSCAST Reports

Report	Description	Years	Format: CSV	Format: HTML	Format: 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+		✓	✓	• In the **Account Type** field, select the appropriate jurisdiction type. • In the **Assessment** field, select the appropriate assessment from the drop-down list menu. • 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. • 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). • In the **Sub-Accounts** field, select the appropriate level to include. ○ 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. • In the **Section** field, select the appropriate section from the drop-down list menu to search for a specific response section (optional). • 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. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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+	✓	✓		• In the **Account Type** field, select the appropriate jurisdiction type. • In the **Assessment** field, select the appropriate assessment from the drop-down list menu. • 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. • 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). • In the **Sub-Accounts** field, select the appropriate level to include. ○ 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. • In the **Section** field, select the appropriate section from the drop-down list menu to search for a specific response section (optional).
NIMS Implementation Status by Jurisdiction Type	Displays the status of Implementation Objectives grouped by Jurisdiction Type.	2007+	✓	✓	✓	• In the **Year** field, select the appropriate assessment year. • The **Module Category** field defaults to NIMSCAST-NIMS Compliance Assistance Support Tool.

NIMSCAST Reports

Report	Description	Years	Format: CSV	Format: HTML	Format: 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+	✓	✓		• In the **Account Type** field, select the appropriate jurisdiction type. • 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. • In the **Sub-Accounts** field, select the appropriate level to include. ○ 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.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
NIMS Training Report	Displays the NIMS training metrics for the selected sub-accounts' most recent rollup submittals (optionally matched by selected disciplines). See Appendix E: NIMS Training Report for step-by-step instructions.	2007+	✓	✓		• In the **Account Type** field, select the appropriate jurisdiction type. • In the **Assessment** field, select the appropriate assessment from the drop-down list menu. • 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. • 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). • In the **Sub-Accounts** field, select the appropriate level to include. • 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.
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.	2007+		✓		• In the **Module Year** field, select the appropriate year from the drop-down list menu. • In the **Section** field, select the appropriate section from the drop-down list menu. • Hover over the local jurisdiction to view a summary of local implementation status information.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
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		✓	✓	• 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. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
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		✓	✓	• 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. • In the **Section** field, select the appropriate assessment. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Rollup Summary by Accounts	Displays the compliance percentage for each chapter for each selected sub-account in alphabetical order.	2006		✓	✓	• 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. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
Rollup Trending by Fiscal Year	Displays the compliance percentage for each chapter grouped by the available fiscal years for the selected sub-accounts.	2006		✓	✓	• 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. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
Rollup Overall Score Chart (Stacked Bar)	Displays the aggregated number of responses across the five assessment sections in a stacked bar chart.	2006		✓	✓	• 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. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.
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		✓	✓	• 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. • In the **Section** field, select the appropriate assessment. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

NIMSCAST Reports						
Report	**Description**	**Years**	**Format**			**Recommended Criteria**
			CSV	**HTML**	**PDF**	
Rollup Trending by Fiscal Year (Bar)	Displays aggregated compliance trend information across fiscal years for the selected sub-accounts in a bar chart.	2006		✓	✓	• 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. • If appropriate, select the checkbox to select the **Include all levels of sub-accounts responses in this report** option. • Once generated, the report can be exported to a PDF version by clicking the **Printable version (pdf)** link.

APPENDIX C: ACCOUNT STATISTICS REPORT

The Account Statistics report displays a list of statistical information for a primary account and the sub-accounts 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.

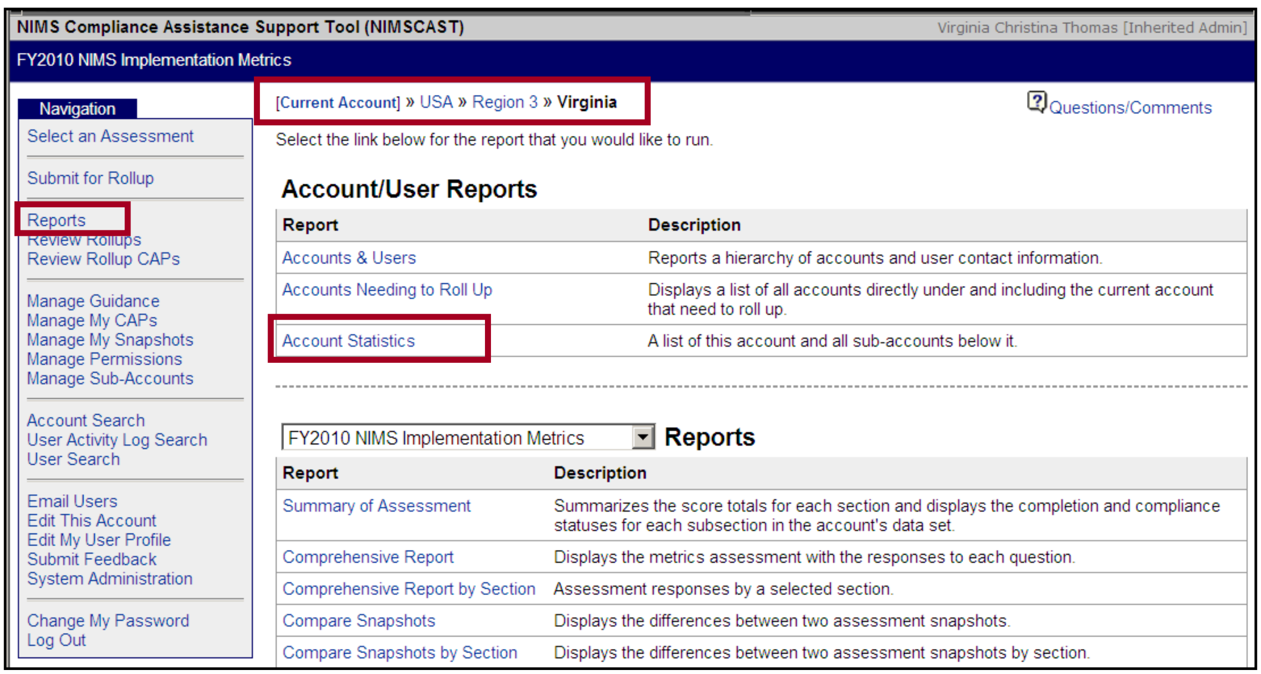


Figure C-1: Account/User Report

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.

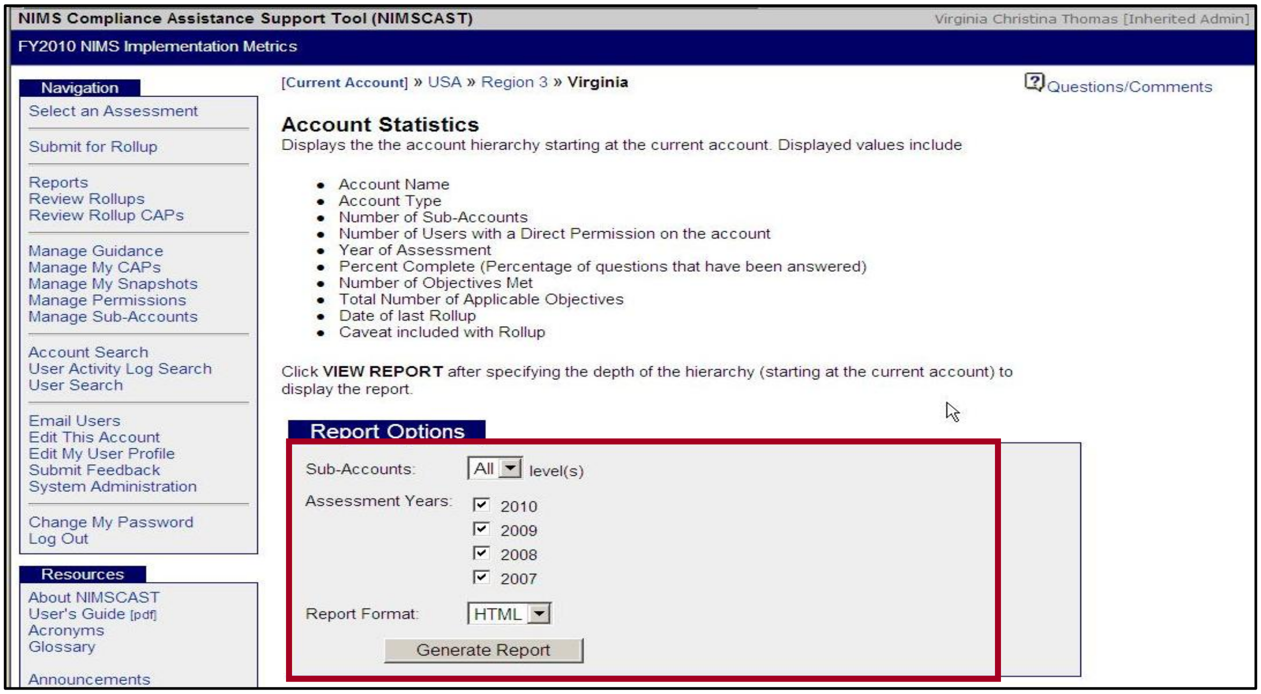


Figure C-2: Account Statistics Report

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

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

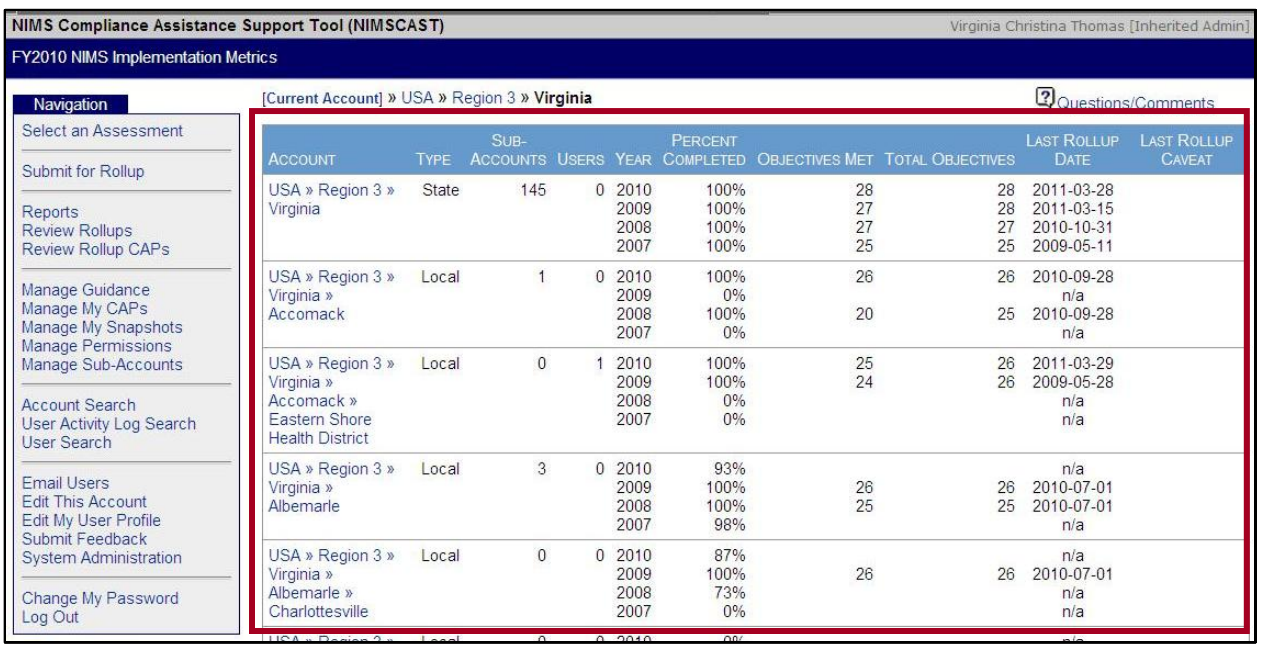


Figure C-3: Account Statistics Report

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.

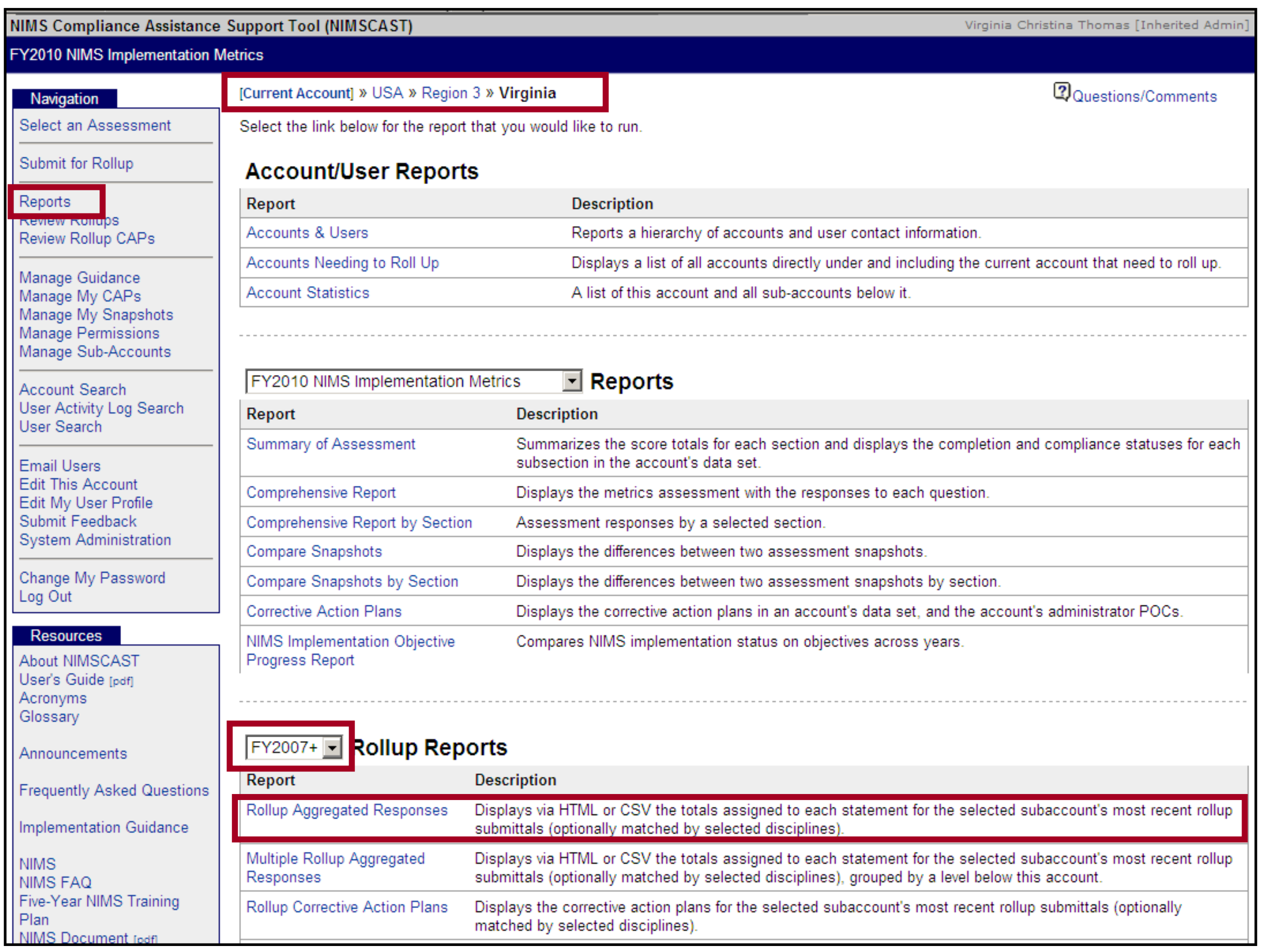


Figure D-1: Rollup Reports

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.

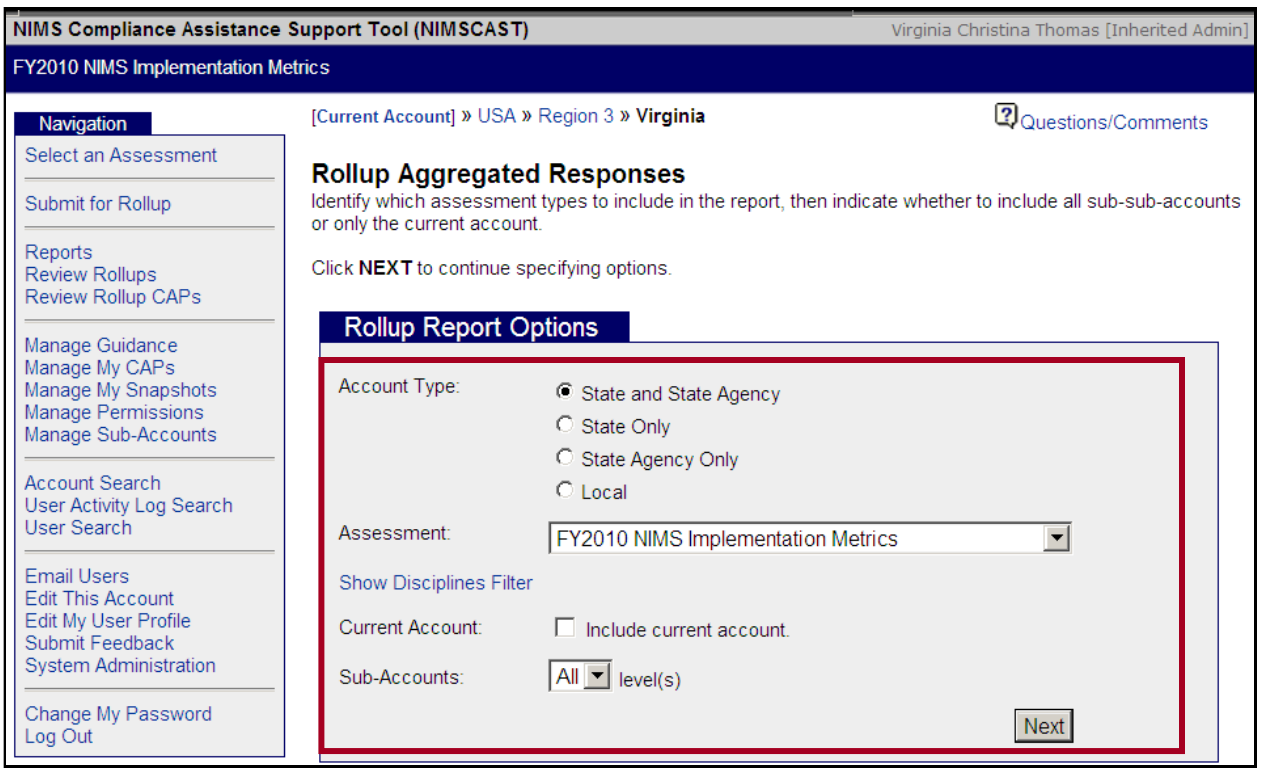


Figure D-2: Rollup Aggregated Responses Report

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.

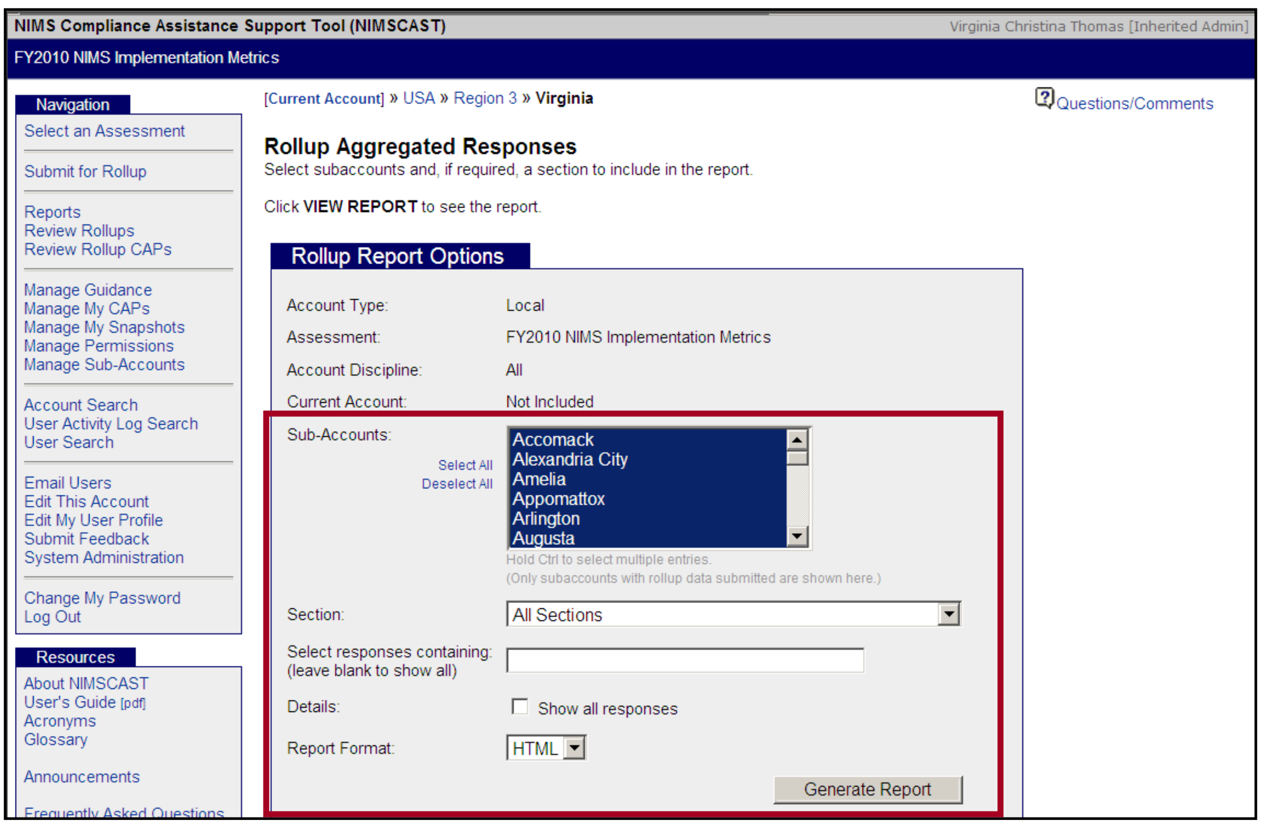


Figure D-3: Rollup Aggregated Responses Report

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.

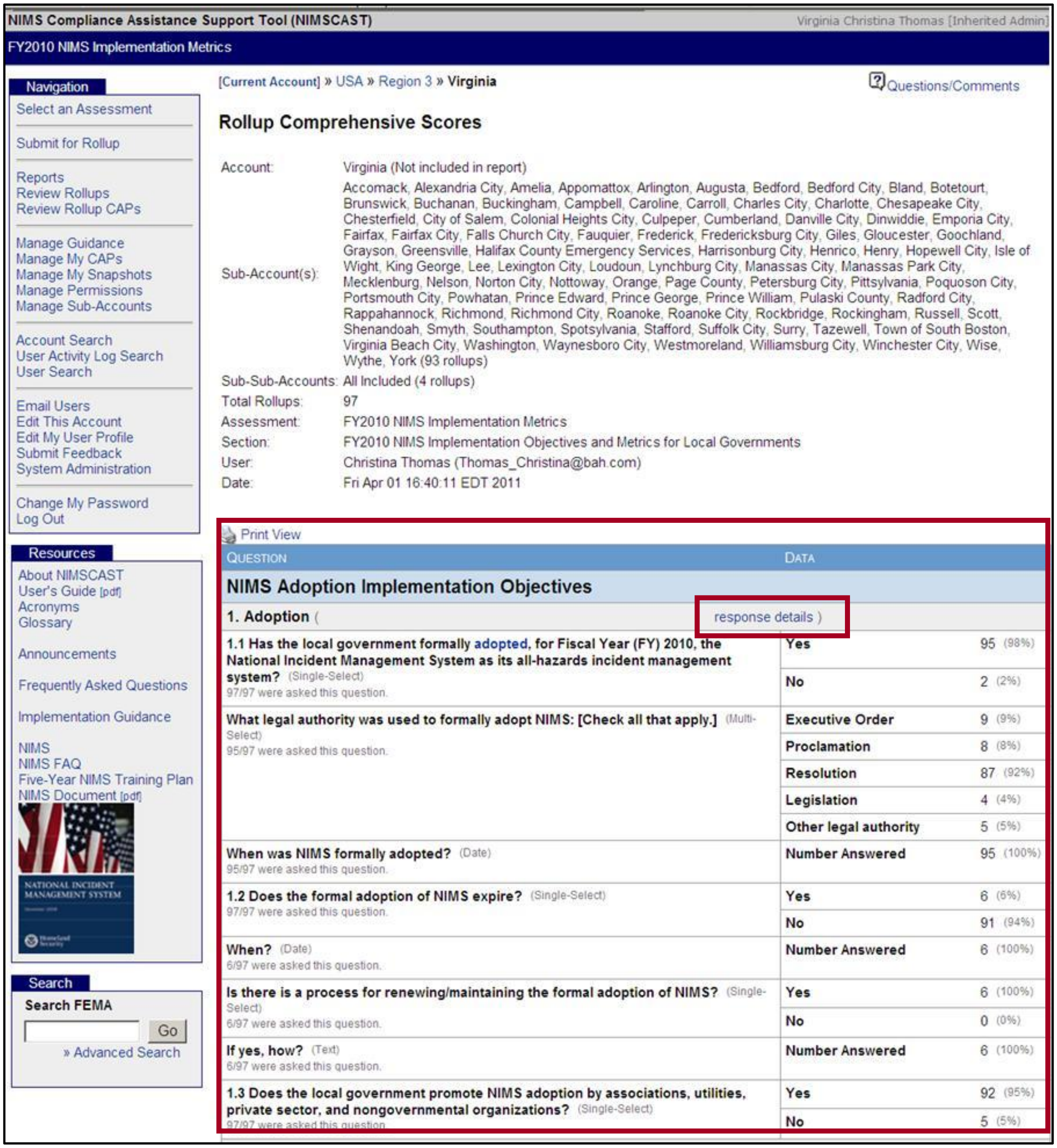


Figure D-4: Rollup Aggregated Responses Report

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.

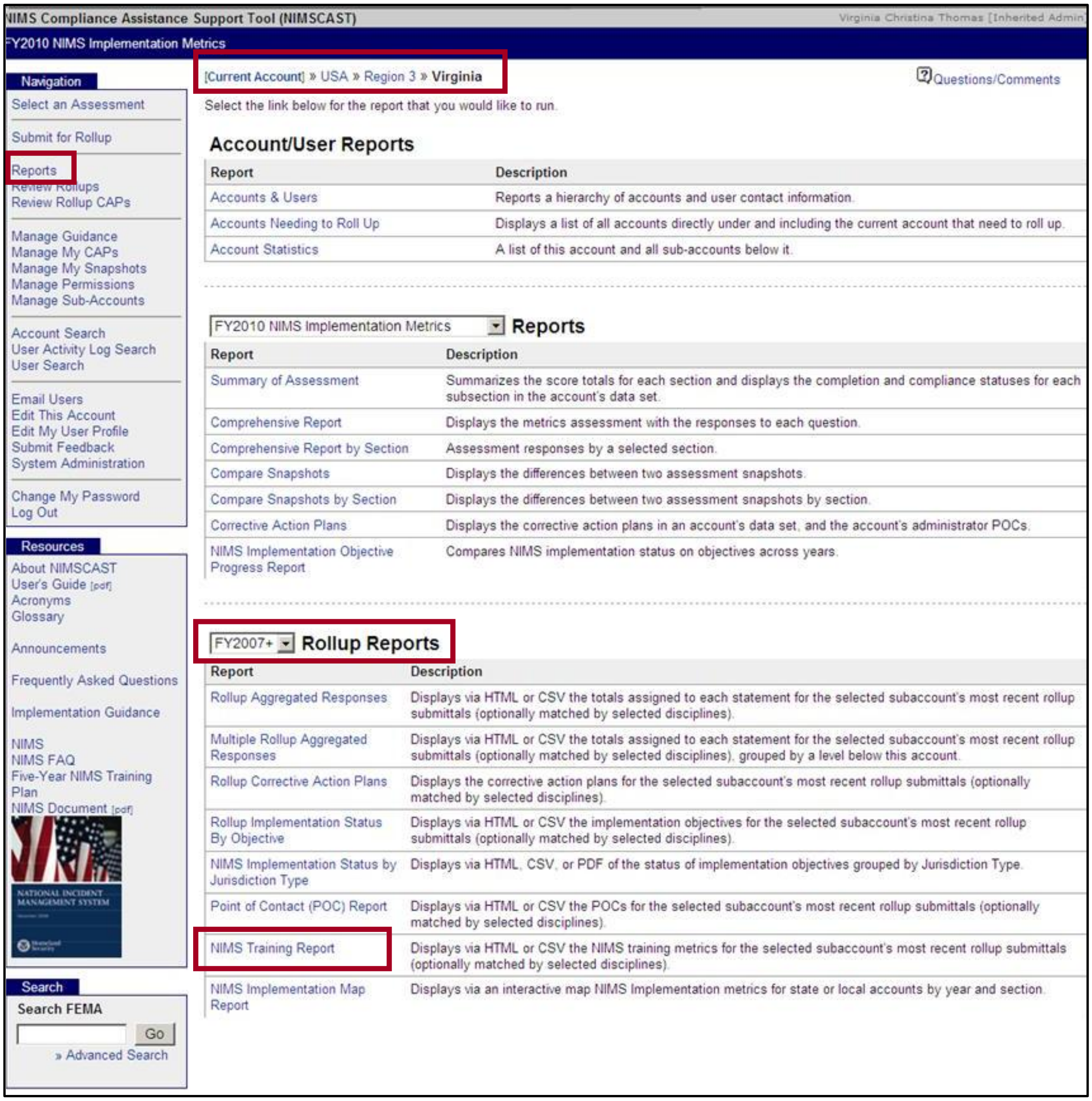


Figure E-1: Rollup Reports

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.

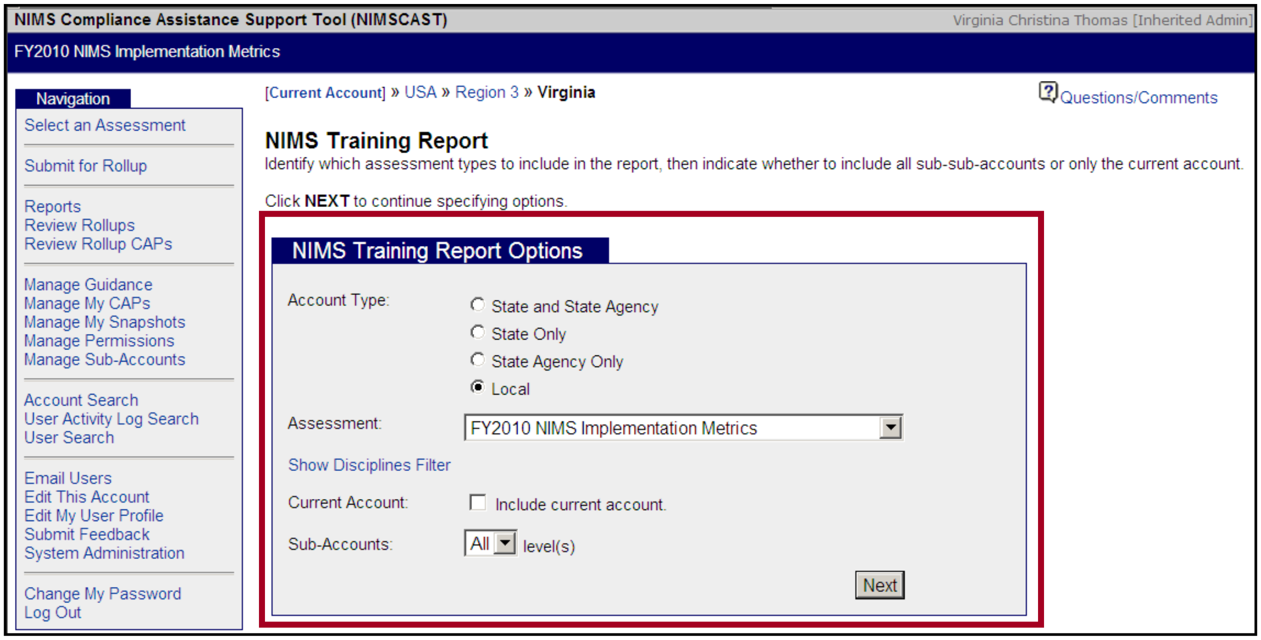


Figure E-2: NIMS Training Report

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.

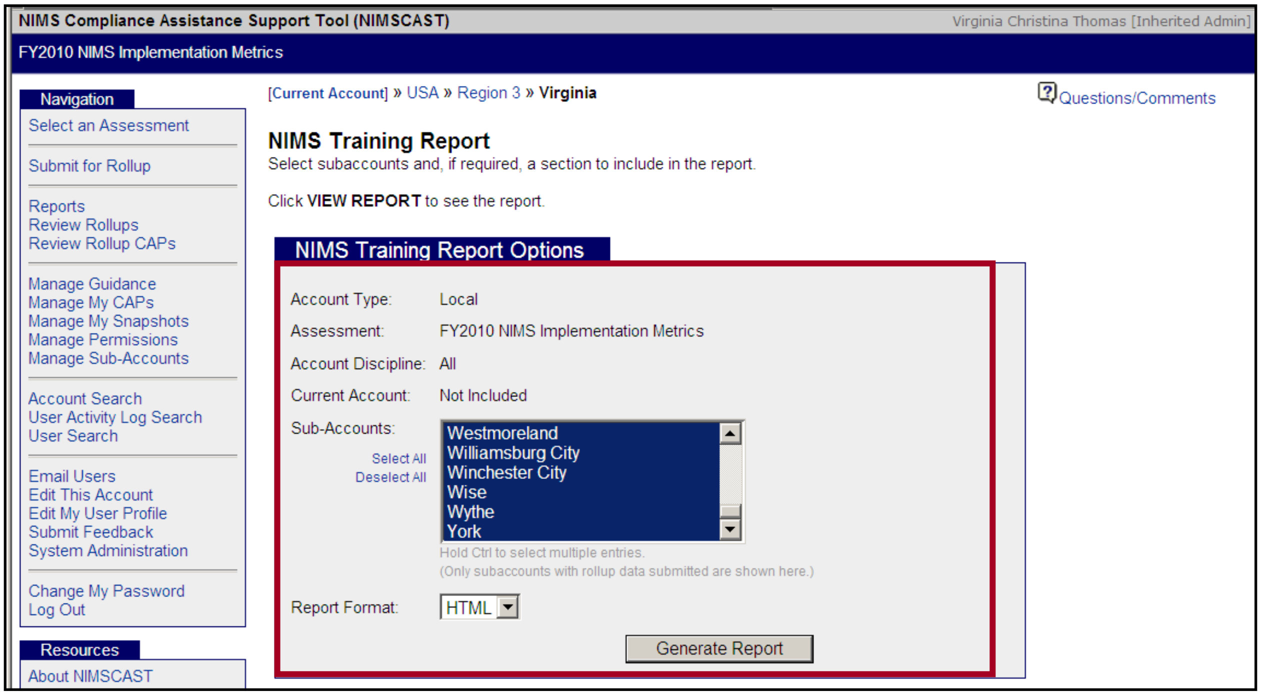
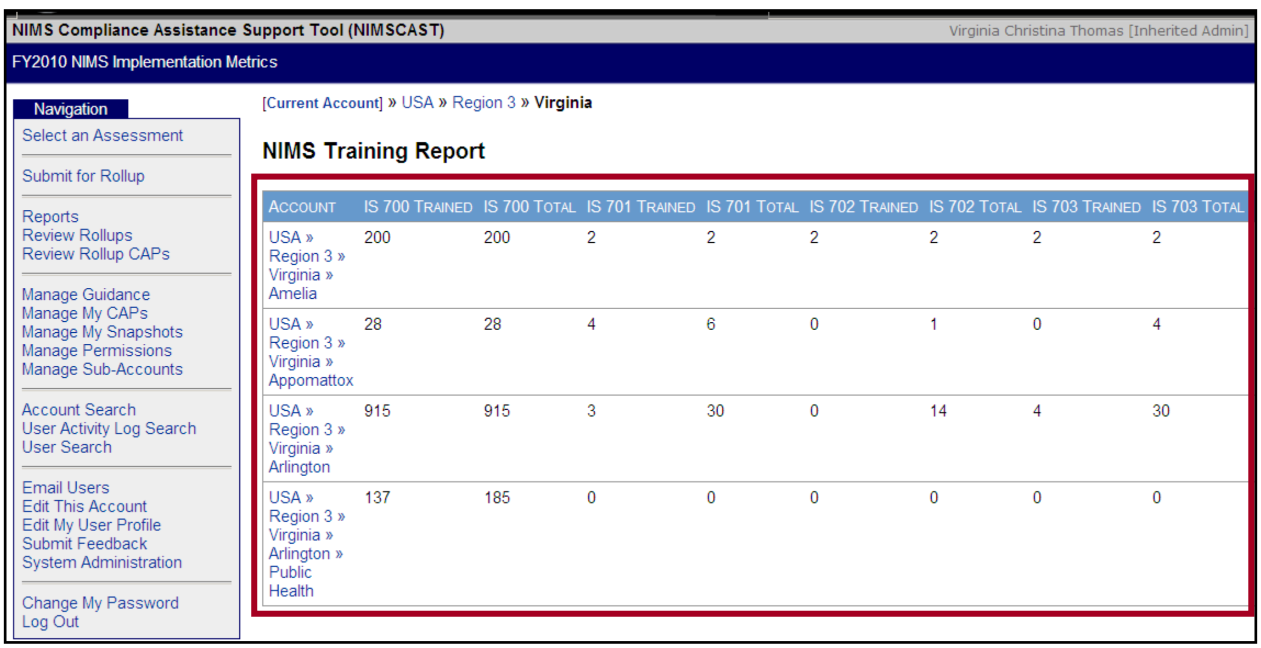


Figure E-3: NIMS Training Report

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



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
USA » Region 3 » Virginia » Amelia	200	200	2	2	2	2	2	2
USA » Region 3 » Virginia » Appomattox	28	28	4	6	0	1	0	4
USA » Region 3 » Virginia » Arlington	915	915	3	30	0	14	4	30
USA » Region 3 » Virginia » Arlington » Public Health	137	185	0	0	0	0	0	0

Figure E-4: NIMS Training Report

GLOSSARY

Account Hierarchy	The NIMSCAST hierarchy structure 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 (http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc):

- **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.).
- **Exercise:** 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.
- **Funding:** 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.
- **Personnel:** Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks.
- **Plans:** 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.
- **Policy:** A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.
- **Training:** 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 Managing Corrective Action Plans).
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 http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf.
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 https://www.llis.dhs.gov/.
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.).
Operational Period	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.
Operations Section	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 http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item4.
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 http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf.
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 "rollup."
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 snapshot 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, sub-accounts, 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 *Account Hierarchy* and *Primary Account*.
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.
Type	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
CCP	Common Communication Plan
CNC	Component NIMS Coordinator
COP	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

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
TA	Technical Assistance
TOR	Terms of Reference
TTX	Tabletop Exercises
UAC	Unified Area Command
UASI	Urban Area Security Initiative
UC	Unified Command