Note: Please review the following Draft Information Sheet regarding the Homeland Security Data Review Project and provide your feedback and comments to Kate Henderson, Information Management Branch Chief, at 202-514-7888 or Kathryn.Henderson@dhs.gov no later than March 31, 2004.

ODP Homeland Security Data Review Project
Information Sheet

Background

Time constraints of the State Homeland Security Assessment and Strategy (SHSAS) Program, as well as performance issues related to the Data Collection Tool (DCT) impacted the ability of states to verify assessment data prior to submission to ODP. Preliminary federal data analysis discovered potentially erroneous jurisdictional assessment data, particularly related to the equipment and training assessment sections. ODP was anticipating receipt of a national baseline of first responder needs and capabilities resulting from the assessment process, but instead was provided assessment data that was not measured against the focuses of regionalization, mutual aid, and other response operation concepts. The apparent lack of appropriate data verification at the state level prompted ODP to evaluate the necessity of implementing an extended data review period. To gain a better understanding of data analysis needs at the state level, ODP hosted a Data Review Stakeholders Conference in March 2004 (invitees included each SAA, or one designated representative per state). Conference participants included representatives from Arizona, Arkansas, California, Florida, Georgia, Iowa, Massachusetts, Missouri, New York, Pennsylvania, South Carolina, Tennessee, Washington, and the National Emergency Management Agency.

During the conference, ODP personnel reviewed national data findings and identified areas that indicate that jurisdictional needs and requirements may not have been reviewed in terms of regionalization, mutual aid, state and federal assets, and jurisdiction-specific planning factors (based on existing threats and vulnerabilities). Key findings from the Data Review Stakeholders Conference included the need for ODP to:

- Provide specific guidance on federal expectations for assessment data
- Focus only on specific areas for data review (i.e., equipment, training, etc.)
- Define reasonable timelines for data review at the state level
- Specify areas of concern with assessment data for each state and urban area.

Stakeholders concurred with ODP that a data review period would be necessary and indicated that they would work closely with local and state officials during the process. ODP and state stakeholders also indicated that a six month timeframe may be appropriate to achieve the objectives of the data review process.

Purpose

The Homeland Security Data Review Project will encourage every state to successfully submit accurate homeland security assessment data in conjunction with the SHSAS Program. All submitted assessment data should correspond with ODP SHSAS guidance, state instruction/guidance and jurisdiction-specific planning factors. The Homeland Security Data Review Project will allow states the time to analyze jurisdictional assessment data by emphasizing regionalization, mutual aid, state assets, federal assets, and by accounting for the way that each state conducts operations during a WMD event. As states are the strategic planners for homeland security, ODP anticipates that state officials will recognize the importance of verifying the accuracy of the assessment data submitted to ODP and DHS.

Timeframe

States will be provided with a six month window to complete the Homeland Security Data Review Project. The projected timeframe is April 2004 through September 2004.

Data Focus

The ODP assessment process was designed to facilitate resource distribution priorities for states, as well as to provide ODP with a bottom-up approach of collecting jurisdictional assessment data that would provide a national baseline of domestic preparedness capabilities and needs. As states were under extreme pressure of tight timelines, assessment data may have been submitted prior to state-level data analysis. The Homeland Security Data Review Project will allow states the time to analyze jurisdictional assessment data by emphasizing regionalization, mutual aid, state assets, federal assets, and by accounting for the way that each state conducts operations during a WMD event.

ODP is encouraging states to focus on eight particular areas of the assessment process:

- Potential Threat Elements
- Threat Incidents
- CBRNE Sites
- Potential Targets
- Desired Response Capabilities
- Emergency Response Teams/Organization
- Equipment
- Training

As states are the strategic planners for homeland security, ODP anticipates that state officials will recognize the importance of verifying the accuracy of all assessment data submitted to ODP and DHS. States are asked to review all state-level data and jurisdiction-level data, including urban area jurisdictional data.

Process

Following a preliminary federal data analysis period, ODP will provide each state with the opportunity to review homeland security assessment data previously provided to ODP through the SHSAS Program. ODP will provide each state with the following resources:

- State-Specific Quality Assurance Report
- Electronic copies of Data Analysis Tool reports
- SHSAS Supplement (an addendum providing additional guidance)
- Jurisdiction Assessment Reports
- Technical Assistance

A customized Quality Assurance Report will be provided to each state that will identify specific jurisdictional and state-level assessment data that may need to undergo further review. Technical assistance is available for the utilization of Quality Assurance Reports.

Each state will be provided with electronic copies of all state, detail-view Data Analysis Tool reports. These reports are being provided to ease the burden of data analysis on state officials. Technical assistance is also available for the data analysis portion of the data review project.
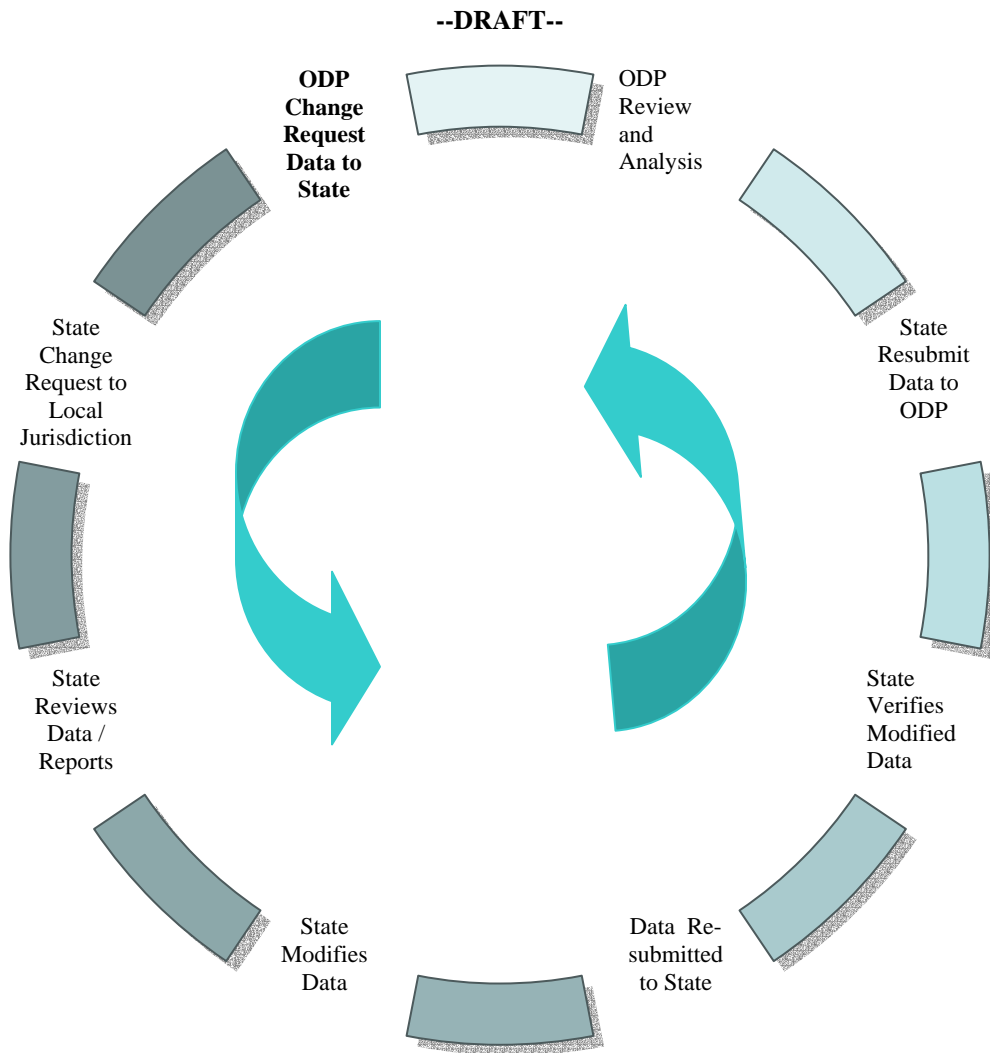
With each Quality Assurance Report, states will receive a SHSAS Supplement that will offer clarifications of definitions and concepts first introduced in the SHSAS Jurisdiction, State, and Reference Handbooks.

After receiving the initial package containing the Quality Assurance Report, Data Analysis Tool reports and the SHSAS Supplement, states are encouraged to contact their ODP Preparedness Officer to schedule technical assistance for the data review project. During the first TA visit, the technical assistance providers will provide Jurisdiction Assessment Reports to state officials for each jurisdiction within the state. State officials may wish to provide these jurisdiction assessments to their Jurisdiction Administrators to facilitate data modification, as necessary.

The responsibility of data review rests with state officials, as opposed to local jurisdiction personnel. However, states are encouraged to collaborate with local jurisdiction personnel to derive accurate data and information. Entry of modified jurisdictional assessment data into the DCT should be completed by state personnel or data entry technical assistance providers; local jurisdiction users will not be provided access to the DCT during this process.

Logistics

1. States are encouraged to ensure the timely submission of all strategies through the online Data Collection Tool (DCT) so that data analysis can benefit from the online tools available.
2. ODP will open the assessment data for each state by Change Requesting each state strategy. The Change Request will not negate a prior approval of a strategy; the release of ODP grant funding will not be affected by the Data Review Project.
3. State officials will be required to administratively Change Request local jurisdiction data within the DCT, an action that will "unlock" jurisdictional assessment data and allow modifications to be made.
4. ODP requests that state officials make any necessary modifications to local jurisdictional data to ensure consistency and oversight, as well as to reduce the potential load on the online system.
5. Following data modifications, state officials should resubmit local jurisdiction assessments and review the results for accuracy. State officials can utilize the Data Analysis Tool (DAT) (following a 24 hour refresh cycle) and/or technical assistance to ensure appropriate review.
6. If additional modifications are required, state officials should repeat the jurisdiction change request and resubmission process. If no additional modifications are required, state officials should submit the final, verified assessment data to ODP.

ODP Change Request Data to State

ODP Review and Analysis

State Change Request to Local Jurisdiction

State Resubmit Data to ODP

State Reviews Data / Reports

State Verifies Modified Data

State Modifies Data

Data Re-submitted to State

State Responsibilities

- State officials are responsible for the submission of all assessment data and strategy information through the online Data Collection Tool prior to beginning the Data Review Project.
- State officials are responsible for the submission of accurate state and jurisdiction assessment data to ODP, by ensuring that assessment data takes the concepts of regionalization, mutual aid, state and federal assets, state-specific instructions/definitions, and jurisdiction-specific planning factors into account.
- State officials are responsible for ensuring that assessment data is "reasonable" (i.e., nine different disciplines in one jurisdiction should not each request ten Public Notification Systems / Reverse 911 Systems).
- State officials are responsible for modifying assessment data within the DCT.
- State officials are responsible for the submission of modified assessment data to ODP by the deadline (TBD).
- States should utilize ODP planning funds if additional contractor assistance is required beyond the technical assistance that ODP offers.

ODP Responsibilities

- ODP is responsible for providing clear, concise and timely guidance to state officials on the expectations for the Data Review Project.
- ODP is responsible for guiding states to review certain sections of the assessment based on preliminary data analysis at the federal level.
- ODP is responsible for ensuring that each state can receive at least one technical assistance session that is tailored to specific state data analysis needs.

Technical Assistance

To facilitate the data review process, ODP will be offering tailored technical assistance for data analysis, data entry and other specific assistance as required. SAAs should contact their ODP Preparedness Officer to schedule technical assistance related to the Homeland Security Data Review Project. Initial technical assistance sessions will focus on an explanation of the business rules and data identified in the customized Quality Assurance Report, how to read and interpret Data Analysis Tool reports, and further instruction on the SHSAS Supplement and completing the data review process. Jurisdiction Assessment Reports will be provided to state officials during the first technical assistance visit. Secondary technical assistance visits may be necessary for expanded data analysis (including the proper use of the DAT) and for data entry of modified assessment data into the DCT. States will be able to utilize ODP grant funding should they require additional contractor assistance for the data review process.