



U.S. Department of Homeland Security/Office for Domestic Preparedness Scheduling, Training and Exercise Secure Portal Program Information

Secure Portal – Background

In early 2002, the U.S. Department of Homeland Security/Office for Domestic Preparedness (USDHS/ODP) recognized the need to coordinate the scheduling of training and exercises, collect evaluation data with its training partners, and share exercise information and materials with states and local jurisdictions. The USDHS/ODP Secure Portal was developed to meet these needs.

USDHS/ODP and its customers will benefit from this solution by having real-time updates to training and exercise activities, training course evaluations, and a resource library of sample exercise materials and information.

Implemented over the Internet, no client software is required by users other than a modern web browser (i.e., Netscape or Internet Explorer) supporting SSL and 128-bit encryption. The portal's web address is: <https://odp.esportals.com/>

Training Overview

The Secure Portal provides USDHS/ODP with a real-time overview of preparedness training activities. It begins with USDHS/ODP developing a training allocation plan. This plan is entered into the portal and used to track the progress toward meeting that plan.

The Training Partners and Consortium members then offer classes by scheduling dates via the portal. The portal identifies the number of expected deliveries of each class and displays the number of deliveries that have been requested by participants.

The states can then request class dates to fill their allocations for each course. States may request alternates for each desired date, and USDHS/ODP will resolve conflicts as they arise. Student registration information can be entered at this time. The portal will check class capacity and send notifications if the class appears to be underutilized.

After class delivery, student evaluations are entered into the portal. This evaluation information is then available and reported back to USDHS/ODP and

the Training Partners/Consortium Members.

Finally, after a predetermined period of time, the portal sends out follow-up evaluations to a random subset of students that submitted evaluations. This information is again collected and reported back to ODP and the Training Partners/Consortium members and provides USDHS/ODP with a quality control mechanism to foster the continuous improvement of its programs.

Training Partner / Consortium Members

The Secure Portal provides training partners and consortium members with direct, real-time access to the scheduling data. Through the portal, you can:

- Offer classes
- Update class status, dates, and times
- Cancel a class
- Enroll students
- Run attendance/capacity reports
- Run course wide evaluation summaries
- Receive follow-up summary reports

The system will notify the appropriate individuals of updates made via the portal. Automatic reports will be generated to identify changes to the class schedule.

The portal also supports real-time attendance information, as well as class POC information. The portal automatically stores the total amount of allocated deliveries, along with a real time control panel that displays the number of deliveries remaining and the status of all existing scheduled deliveries.

In addition, the portal allows you to enter the results of the standard USDHS/ODP evaluations after the class has been completed. Once the data has been entered, you are sent (via the portal) a report summarizing the results of the evaluation.

After a designated period of time, the portal automatically sends out follow-up surveys, which are automatically collected and processed.

Training Requests

State Administrative Agencies or their designated training Point of Contact (POC) can use the Secure Portal to request classes based on available training allocations in keeping with their strategy and State Assistance Plans. The portal will allow you to:

- View real time class offerings
- Request deliveries
- Register students to deliveries
- View/Edit POC information
- Run attendance/capacity reports

The portal tracks class deliveries in real time, from the creation of the delivery, to delivery request, through class delivery and completion. For each class delivery, the portal stores POC information, student registration, and class capacity information.

Exercise Overview

The exercise portion of USDHS/ODP's secure portal includes the following materials, tools and capabilities:

- Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I-IV
- Library of sample exercise materials and resources
- Exercise scheduling system
- Interim exercise reporting process
- Community forum to share ideas
- Link to lessons learned/best practices database

HSEEP Library

HSEEP is a threat and performance-based exercise program that provides doctrine and policy for planning, conducting, and evaluating exercises. It is delivered to state and local exercise planners via a series of manuals:

- *HSEEP Volume I: Overview and Doctrine (Revision 2)* provides requirements and guidance for the establishment and maintenance of a homeland security exercise program.
- *HSEEP Volume II: Exercise Evaluation and Improvement* provides proven methodology for conducting evaluations of homeland security exercises and implementing an improvement program.

- *HSEEP Volume III: Exercise Program Management and Exercise Design and Development* assists planners in establishing an exercise program and outlines a standardized planning process adaptable to any type of exercise.
- *HSEEP Volume IV: Sample Exercise Documents and Formats* provide samples and formats of exercise documents referenced in the HSEEP manuals. The organization of Volume IV is consistent with the outline and explanations contained in Volume III.

An electronic version of each HSEEP manual and all Volume IV materials are located in the portal's library.

Exercise Scheduler

The Secure Portal will contain an Exercise Scheduler to facilitate coordination between Federal, state, and local jurisdictions. This tool will also minimize the personnel hours required to schedule and report an exercise.

States and their respective local jurisdictions will be able to schedule exercise planning conferences and exercise conduct dates through the portal's Exercise Scheduler. A calendar will be created for each state, based on exercise data (i.e., dates, times, type of exercise, etc.) entered by participating agencies and jurisdictions. This will allow states to track and coordinate all exercise activities occurring throughout their jurisdictions and share schedules with USDHS/ODP.

Interim Exercise Reporting Process

USDHS/ODP is currently working with other Federal and state partners to develop a formal, collaborative web-based reporting system. Documentation that will be submitted to USDHS/ODP includes:

- After-Action Reports (AARs)
- Improvement Plans (IPs)
- Multi-year Exercise Plans

In the interim of this reporting system, the Secure Portal will allow states to submit this required documentation to USDHS/ODP. Final AARs and Multi-year Exercise Plans that were developed through ODP direct support exercises have been posted to the portal's library under each state's respective folder.

HSEEP Forum

USDHS/ODP's Exercise Division welcomes suggestions, ideas and comments on all HSEEP volumes and materials. The secure portal offers a collaborative environment in which documents can be enhanced and updated based on new ideas or changing conditions. A link to USDHS/ODP's lessons learned/best practices database has also been placed on the portal.

Additional exercise tools will be posted, and existing materials will be updated regularly, so users should monitor the site for enhancements to the portal.

Access/Security

SAAAs and their designated training and exercise points of contact will receive invitations to the portal via email. Once registered, the state will be granted administrative rights (one to three representatives only) to invite agency and jurisdiction training and exercise coordinators.

Only USDHS/ODP managers and the respective state/jurisdiction representatives will have access to specific state materials and information (i.e., schedules, training evaluations, etc.).

System Requirements

Users must provide their own access to the Internet. The system does not rely heavily on graphics, so a dial-up connection should provide adequate performance, however a higher-speed connection is recommended for users who need to download larger files (e.g., sample exercise documents or presentations).

Most firewalls do not interfere with access to the portal applications. If you have problems accessing the site, the help desk is available at (804) 744-8800 or via email at helpdesk@espgroup.net.

For More Information

For additional information, please contact the CSID Help Line at 1-800-368-6498.