NIMSCAST Users Guide
Version 2.1

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NIMSCAST Users Guide Version 2.1

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I: NIMSCAST OVERVIEW

What is the NIMSCAST?

The NIMS Compliance Assistance Support Tool (NIMSCAST) is designed as a free, web-based self-assessment tool for State, territorial, tribal, and local governments to evaluate and report their jurisdiction's achievement of all NIMS Compliance Objectives (Implementation Activities) released since fiscal year (FY) 2005 by National Preparedness Directorate's Incident Management Systems Integration Division (IMSI).

The NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on the latest NIMS Compliance Objectives and Metrics. Through use of NIMSCAST, jurisdictions will be able to assess their compliance and implementation with NIMS requirements and identify successes and shortfalls. At the end of each fiscal year, IMSI will have the ability to assess NIMS implementation at the National, FEMA region, State, territory, tribal, and local jurisdictions. This information will allow the National Integration Center to provide information to Congress, identify best practices, and shortfalls so that appropriate technical assistance can be provided.

Additionally, Homeland Security Presidential Directive (HSPD)-5 requires Federal Departments and agencies to make adoption of the NIMS by State and local organizations a condition for Federal preparedness assistance. The NIMSCAST facilitates the adoption of the NIMS by State, territory, tribal, and local governments in order to meet the requirement established in HSPD-5. Completed assessments will allow Federal Departments and agencies to review awardees reports prior to monitoring for assistance programs and target best practices and short falls for future award years.

The NIMSCAST Technical Users Guide will articulate enhancements to the NIMSCAST in FYs 2007-2008 and provide specific steps in how to best use the system. The table of contents is linked to major and sub-parts of various features in the NIMSCAST. When viewing this document on your computer, place your mouse cursor over an item in the table of contents and left click your mouse. This will allow you to jump to a specific topic area.

Please send any comments regarding this document or the NIMSCAST tool to *FEMA-NIMS@dhs.gov* . E-mails may also be sent, by clicking on "**Questions/Comments"** located on the upper, right side of the screen within the NIMSCAST.

II: ACCESSING NIMSCAST

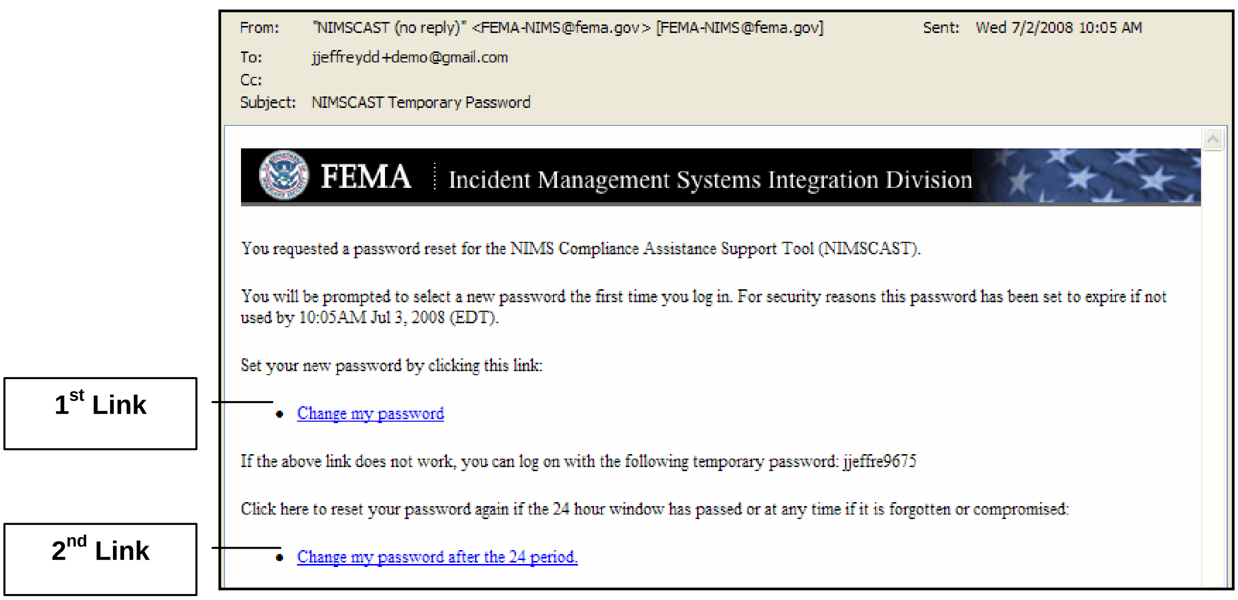
In this section you will learn how to:

- Log into the NIMSCAST
- Choose a Strong Password
- Obtain a Lost/Forgotten Password
- Change a Password

The NIMSCAST is a web-based application and can be located at ***www.fema.gov/nimscast***. A user can access the NIMSCAST by one of two ways—official invite or self-registration. If you are invited to the site, then another user has registered your information within the NIMSCAST and given you access to a particular account that is located with in an account hierarchy. If you self-register, then a user can create an account that will not be located within an account hierarchy, but still allow for an account to be created. The types of account access are referred to as State/Territory Authorized Account Access and Public Account Access. Please see the NIMSCAST Accounts section on page 10 for further information.

Logging into the NIMSCAST

Once you have been registered or self-registered as a first-time NIMSCAST user an e-mail will be sent that contains a temporary password link to the e-mail address that was used in the New User registration, see sample e-mail below:



From: "NIMSCAST (no reply)" <FEMA-NIMS@fema.gov> [FEMA-NIMS@fema.gov]   Sent: Wed 7/2/2008 10:05 AM
To: jjeffreydd+demo@gmail.com
Cc:
Subject: NIMSCAST Temporary Password

FEMA | Incident Management Systems Integration Division

You requested a password reset for 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 10:05AM Jul 3, 2008 (EDT).

Set your new password by clicking this link:

- Change my password

If the above link does not work, you can log on with the following temporary password: jjeffre9675

Click here to reset your password again if the 24 hour window has passed or at any time if it is forgotten or compromised:

- Change my password after the 24 period.

Figure 1: NIMSCAST Temporary Password

< 24 Hours
If it is **less then 24 hours** from the time that the e-mail was sent, the user can click on the first link (see Figure 1) provided to access the tool and establish a permanent password. The link will take a user into their account where they will create a strong password and enter it twice.

> 24 Hours
If it has **been more then 24 hours** since the e-mail was sent, the temporary password has expired. If your temporary password has expired, click on the second link (see Figure 1) in the e-mail to reset or renew your temporary password. Another e-mail will be sent to the user with a password link.

Choosing a Strong Password

Once a user clicks on the first link in the password e-mail, they will be taken into their account to create a new password. When choosing a password, create a password that contains a minimum of eight (8) characters to include each one of the following:

- 1 Lower case character (a-z)
- 1 Upper case character (A-Z)
- 1 Special character (!@#$%^,etc...)
- 1 digit (0-9)

Example: “Football#66” or “terUim%11” etc…

Select the “Change Password” button to accept the new password.

Forgotten/Lost Password

If you have forgotten or lost your current password, you can select the Reset Password link located on the login screen, as displayed in **Figure 2** below.

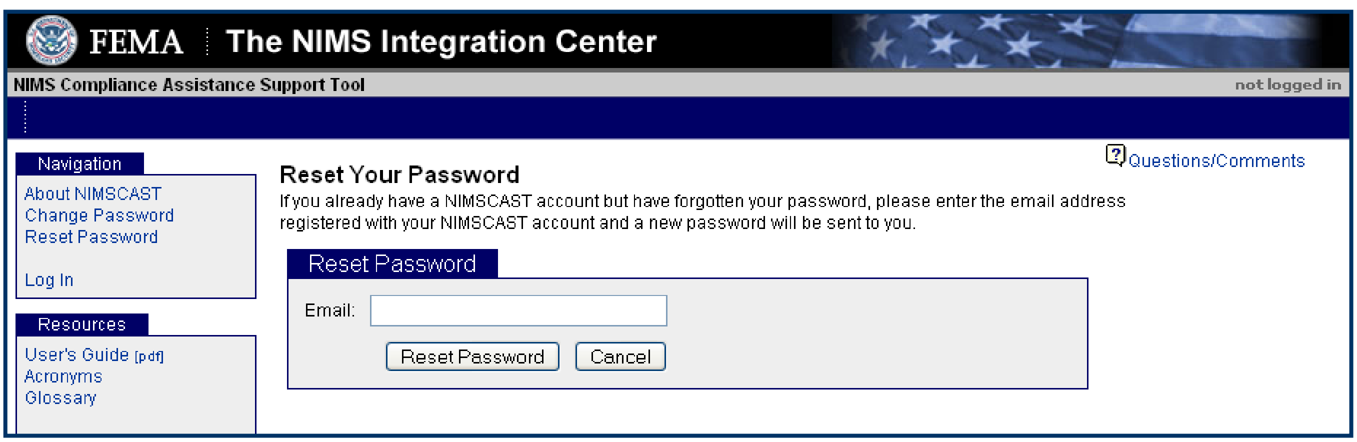


Figure 2: Password Reset Screen

After you enter your e-mail address, a new temporary password will be e-mailed to you. Your current password will no longer be valid.

If it is **less then 24 hours** from the time that the e-mail was sent, you can use the first link (see Figure 1) provided to access the tool and reset your password. The link will take a user into their account where they will create a strong password and enter it twice.

If it has been more then 24 hours since the e-mail was sent, your temporary password has expired. Click on the second link (see Figure 1) in the e-mail to reset or renew your temporary password.

Changing Your Password

If you need to change your password you can either generate a new temporary password as described previously or you can use the “Change Password” screen to enter a new password. You will need to provide both your old password as well as your new password to complete the change. Strong password requirements are enforced for the new password you select.

Instructions to Change a Password

1. From the Log In Screen click on “Change Password”
2. Enter e-mail address
3. Enter current password
4. Enter new password twice
5. Click “Change Password”

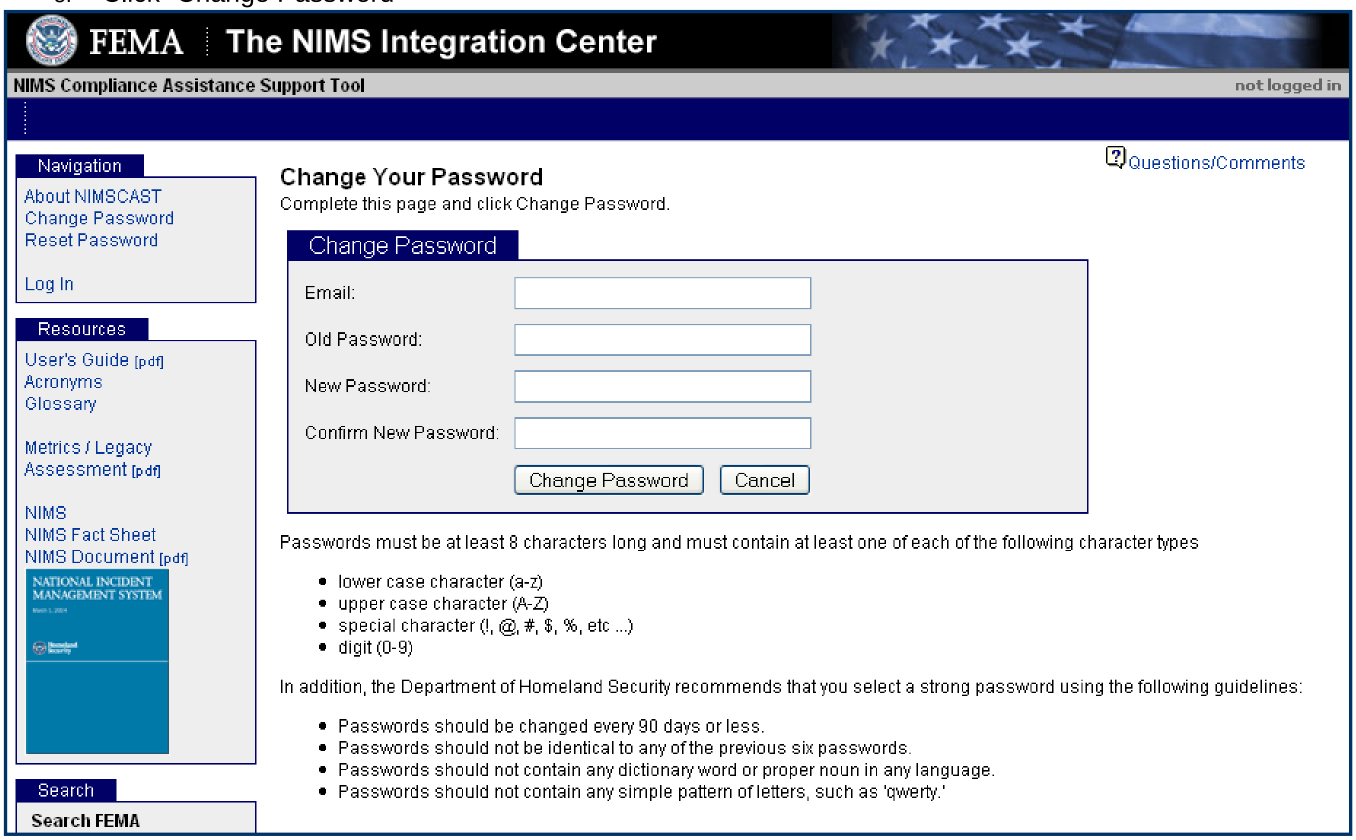


Figure 3: Password Change

Key Points to Remember

- ⇨ The e-mailed link for resetting a password is only good for 24 hours.
- ⇨ If it has been more then 24 hours since requesting a password, you must reset your password again.

Updating User Profile

The NIMSCAST stores basic contact information that was provided during the registration process or supplied by an administrator who invited you to access the NIMSCAST. You can update this information through the “Edit User Profile” link on the left navigation menu, pictured in **Figure 4** below:

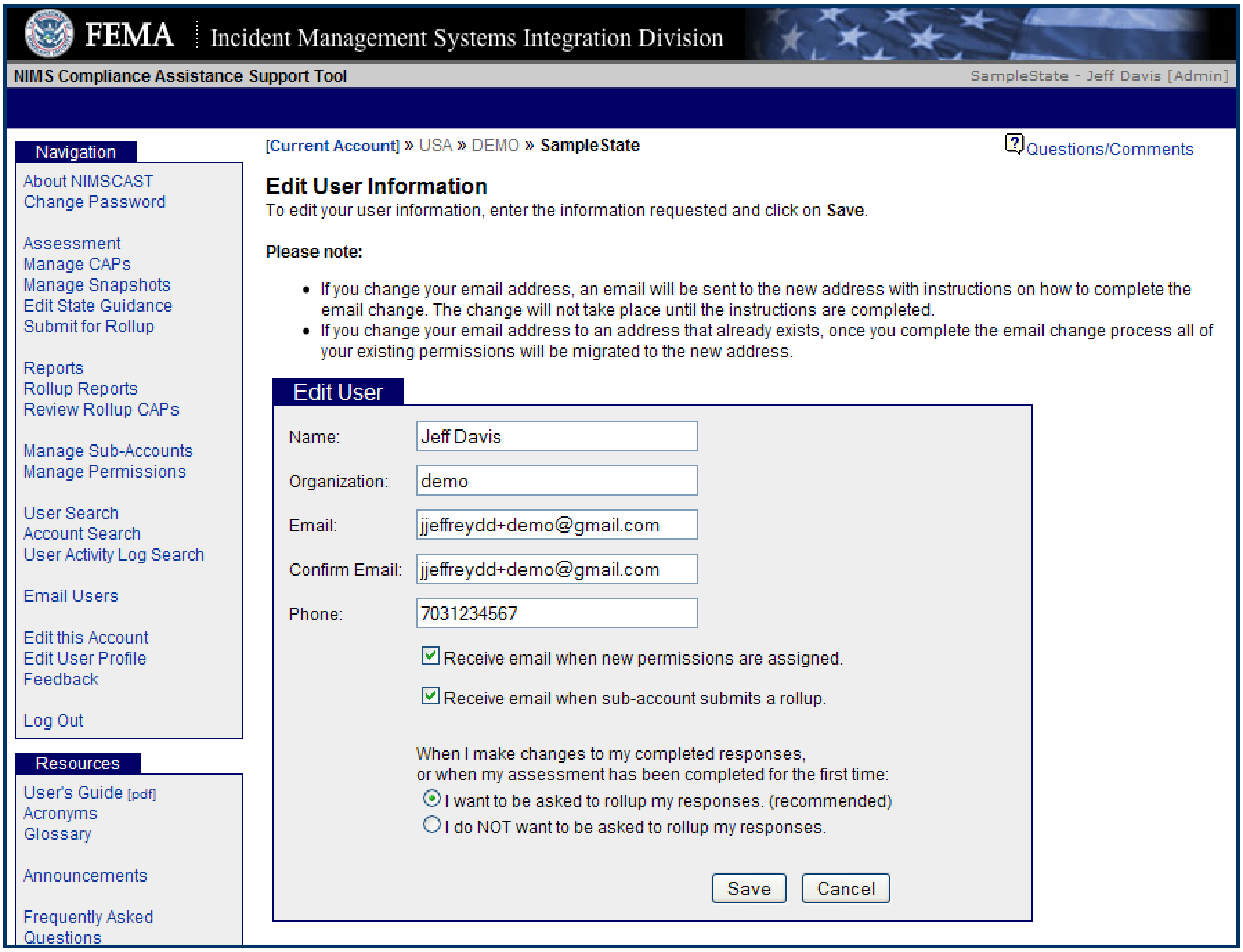


Figure 4: Editing User Profile

This screen (Figure 4) provides with the user with the ability to modify the information about their user account.

The e-mail address that you use to login with can be changed in the e-mail section of the “Edit User Profile” link located in the Navigation menu. Once the new e-mail address is saved, an e-mail confirmation message will be sent to the new e-mail address. To complete the e-mail address change, the user must acknowledge this message by clicking on the link contained in the e-mail message. Once an e-mail address is modified, it will become the user’s new login (password will not change).

The user has the ability to tailor which system generated e-mail messages you wish to receive. To opt-out of a particular message, uncheck the box next to the description of the e-mail message. As additional system messages are added to the system, the messages available to opt-out of will be updated.

The final section deals with the behavior of the system while you are completing the metrics. By default the system will remind you (on-screen) to perform a rollup after changes to your metrics have been saved. Users can turn this behavior off to receive no on screen reminders.

Instructions to Updating User Information:

1. Click on “Edit User Profile” located in the Navigation menu
2. Chose the field(s) to be edited
3. Enter correct information
4. Click the box to the left as to whether or not you would like to receive the supported notifications.
5. Click “Save” to keep changes

III: NIMSCAST ACCOUNTS

In this section you will learn how to:

- Distinguish between Account Types
- Create an account
- Move an Account
- Remove Data from an Account
- Edit an Account
- Deleting/Clearing a Sub-Account
- Switching between Accounts

Accounts

The NIMSCAST has two locations that accounts can reside in, State/Territory Authorized Accounts (Official) or Public Accounts. In the Official account structure, accounts hold assessment information for individual States, tribes, local jurisdictions and/or organizations. An account can represent an assessment by one or multiple jurisdictions and/or agencies that create a method to report on NIMS compliance for a particular year and report (rollup) that information up to a main account. For an Official account, it is organized into a hierarchy structure as part of a State or territory. The hierarchy structure is to be determined by the State/territory NIMS Coordinator or designee. For guidance on account hierarchy structure setup, please refer to Appendix A.

A Public Account is an account created outside the official account structure. Although the user can create an account to answer assessment questions, this account it not directly linked to the official State hierarchy. The assessment information can not be submitted for Rollup either unless it is migrated to the Official side. For further information on Rollup please see page 40. For further information on Migration please refer to page 44

State/Territory Authorized Account Access (Official)

The preferred method to gain access to the NIMSCAST tool is to be nominated by another user of the NIMSCAST. The NIMSCAST maintains an account hierarchy that reflects the hierarchical organization by FEMA region, State, territory, tribal, and local jurisdictions and their supporting organizations. Official account access is located within the FEMA region hierarchy and completed assessment information is linked to accounts above and below it. For example, an account for Loudoun County Fire and Rescue in Virginia would look like:

"USA > Region 3 > Virginia > Loudoun County > Fire and Rescue"

indicating it is directly linked to Loudoun County in the state of Virginia, located in FEMA Region 3. To determine if your account is located in the State/territory Authorized Account Access, look to the upper, right of the Navigation menu, where the user will see "Current Account" with "USA" and the account string to follow, indicating the account location. The account name in bold at the end of the string is the account that the user is currently in.

The majority of Tribal accounts have been created under the appropriate FEMA region and are not linked to a State. If a tribe would like to be moved under a State account hierarchy, please notify your FEMA Region NIMS Coordinator. Their contact information can be found at:
http://www.fema.gov/pdf/emergency/nims/regional_nims_coor_roster.pdf .

Public Account Access

If access to the State/territory official account hierarchy is not available, a user has the ability to create their own account outside the official account hierarchy. These accounts **cannot** directly participate in submitting their response to the State/territory. Instead a user can use the tool to self-assess their NIMS compliance and implementation progress. If the same user is later granted access to an account inside the state hierarchy, the user will have the ability to initiate a migrate action to transfer the responses into the state hierarchy of accounts. If your current account is on the Public side, you will see an account path, located to the upper, right of the Navigation menu, that looks similar to this:

[Current Account] Public > Virginia > Loudoun

If you are a local jurisdiction and would like to use the NIMSCAST to complete an assessment, it is recommended that you contact your State/territory NIMS coordinator to obtain access to an official account.

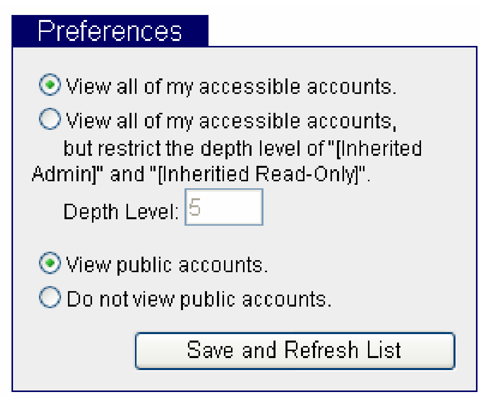
All State/territory NIMS Coordinators or designee have been granted permission to view Public accounts for their State/territory. All State/Territory NIMS coordinators have the ability to restrict further Public accounts to be created. Please see section XII. Special State Administrator Functions for further information.

Account Hierarchy

In the NIMSCAST, an account represents a States, tribes, local jurisdictions or organizations assessment. Accounts on the Official side are set-up in an organized hierarchy created by each State or territory. At the National level within the NIMSCAST, every State and territory is organized under their respective FEMA region. It is the responsibility of the State or territory to establish an account hierarchy that best supports their reporting needs.

Users with access to multiple accounts can control the amount of visible accounts by clicking on “Preferences” located to the right side of the “Current Account” screen.

View all of My Accessible Accounts – show all official accounts that the user has assigned access to.
View all of the accessible accounts, but restrict the depth level – the user can expand or collapse the number of account levels. The user needs to choose the depth level as to the visable expanded or collapsed accounts.
View Public Accounts – the “Current Account” list will include Public accounts the user has access to.
Do not View Public Accounts – will not include Public accounts that the user has access to on the “Current Account” screen.



Account Types

Within the State/territory authorized account access, the FY2008 metrics are represented by three different types of accounts: State/territory NIMS Coordinator, State/territory agencies and departments, and tribal/local/other jurisdictions. The State/territory NIMS Coordinator account represents how NIMS is implemented from the State/territory NIMS coordinator or coordinating agency through the state/territory as a whole. The State/territory agencies and departments account represents those agencies and departments that do not have the responsibility to implement NIMS throughout the States/territory, but implement NIMS within their own agency/department. The tribal, local, or other account represents intrastate regions, tribal entities, county, parish, municipality, independent city, fire district, town, township, city, unincorporated town or village, local public authority, school district, response agency, non-governmental agency, and private sector, which implements the NIMS.

Key Points to Remember:

Account Types include:

- ⇨ State/Territory NIMS Coordinators
- ⇨ State/Territory Departments and Agencies
- ⇨ Tribal/Local Jurisdictions/other

Creating Sub-Accounts

When the NIMSCAST was released in January 2005, States and territories accounts were pre-populated with tribal, county and independent city accounts. Since that time, States and territories have made requests to re-structure their account hierarchy. Please refer to "Moving Accounts" or "Deleting Accounts" for details on how to restructure your current account hierarchy. Please refer to Appendix A for account structure recommendations.

Within the NIMSCAST, accounts can be referred to as a Main or Sub-account. Users with Administrative permissions determine if sub-accounts will have the ability to create their own sub-accounts. Sub-accounts allow an Admin user to structure their account structure and allow jurisdictions and/or agency complete their own assessment.

Instructions to Create a Sub-Account:

1. Verify that you are in the correct parent account by looking to the upper, right of the Navigation menu at "Current Account". The active account is in bold at the end of the account string.
2. Click on "Manage Sub-Accounts"
3. Click on "Create New Account", located above the list of account names.
4. Fill in the required information. Name is always the name of the account (location, discipline, etc.)
5. Click "Create Account" when account information is entered.

Also within Manage Sub-Accounts, an administrator can review or make changes to existing information. The following sub-account information is displayed:

Key Point to Remember:

- ⇨ You must have administrative permission to create an account

Create New Account

Name	Contact Info	Jurisdiction Type	State	Sub-Accounts	Users	Year	Last Rollup Date
Region 1		State Agency	AL	10	0	2008 2007 2006	n/a n/a
Region 2		State	AL	1	0	2008 2007 2006	
Region 3		Local	AL	1	0	2008 2007 2006	 n/a
Region 4		Local	AL	2	0	2008 2007 2006	n/a n/a
Region 5		Local	AL	1	0	2008	

Figure 5: Creating a Sub-Account

- **Name** – Name of the account.
- **Contact Info** – E-mail addresses for Administrative users of the particular account.
- **Jurisdiction Type** - The jurisdiction type that this account is associated with (Federal, State, State Agency, Local, Tribal)
- **State** – The State that this account is associated with.
- **Sub-Accounts** – The number of immediate sub-accounts this account has established.
- **Users** – The number of users that have a direct association with this account.
- **Year** – The fiscal year of the metrics collected
- **Last Rollup Date** – The date of the last rollup for this account.

Selecting any of the column headers will sort the listing based on the select column's values. Selecting the header a second time will reverse the sort order.

Key Point to Remember

⇨ Always verify that you are in the correct account before adding sub-accounts by reviewing the "Current Account" string to the upper, right of the Navigation menu.
⇨ The account name in bold is the active account.

Account Information

Accounts also store specific information about the account. The additional data fields that are collected are:

- **Account Name** - A required field capturing a short text description of the jurisdiction.
- **Description** - An optional field to provide additional description of the account.
- **Jurisdiction Type** - A selection of available jurisdiction types, such as State/territory, State/territory department or agency, local, or tribal, which will determine which version of the metrics survey will be used.
  - **State** – For the State/territory NIMS coordinator or coordinating agency. This account will reflect how NISM is being implemented at the State/territory level.
  - **State Agency** – For the State/territory agency that is not responsible for State/territory wide NIMS compliance and implementation.
  - **Tribe** - For tribal jurisdiction types only, select the tribe that best describes the jurisdictions.
  - **Local** - For local jurisdiction types only, select the county that best describes the jurisdictions location.
  - **Other** - For agencies or departments that are not part of State, territory, tribal or local government.
- **Disciplines** - A required categorization of the response disciplines that are represented in the account when completing the assessment.
- **County** – a required field as to the county the account represents. If the account is state agency, tribal, or other they can chose **Does Not Apply** in the drop down menu.

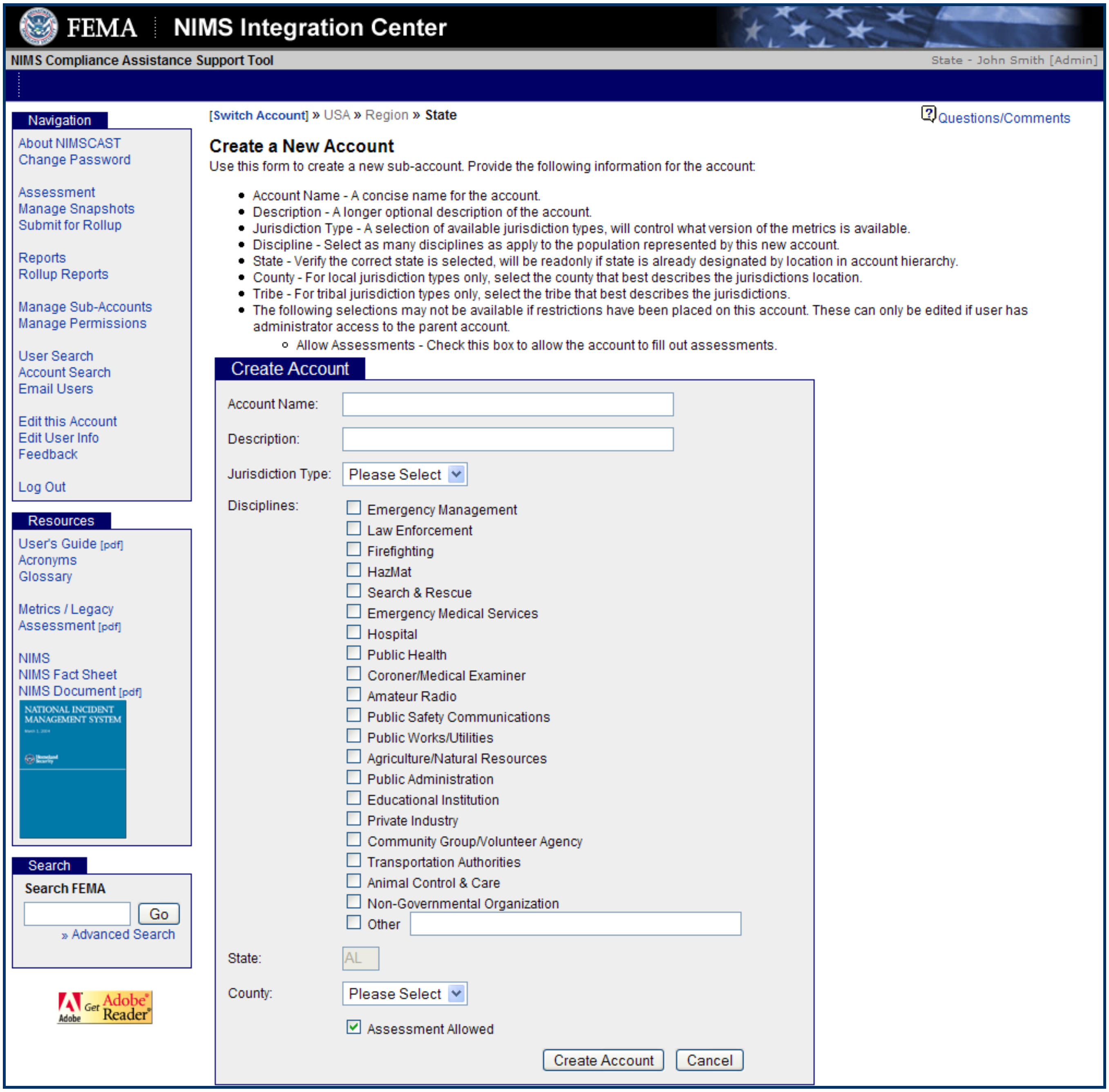


Figure 6: Creating an Account

The account structure can accommodate two types of accounts that will not record their responses in the NIMSCAST.

- 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 “Assessment Allowed” option. This will create an account in the hierarchy that can be the parent of other accounts but will not have the ability to record metric responses.
- Jurisdictions that are collecting metric responses outside of the NIMSCAST system can designate this status by selecting the appropriate response. Metrics collected outside of NIMSCAST will not be included in the rollup reporting.

Key Point to Remember:

⇨ You must be an administrative user to create sub-accounts.

Deleting and/or Clearing Sub-Accounts

Users with administrator permission have the ability to delete empty sub-accounts, clear responses or delete the entire sub-account with responses entered. Great care should be taken as once account has been cleared or deleted, the data cannot be recovered and will need to be re-entered into the system.

Deleting or Clearing Account Instructions

1. Click on “Manage Sub-Accounts” in the Navigation menu
2. Select the “X” next to the account that you want to take action on.
3. If the account has no metric responses recorded, the account will be immediately deleted.
4. Depending on the response status in the account, you will be presented with two options to clear the responses.
   - Clear Responses Only
   - Clear Responses and Delete Account
   - If an account has its own sub-account, you will not be able to delete until the sub-accounts are moved to another under another main account or have been deleted.
5. Confirm deletion by clicking on the submit button.

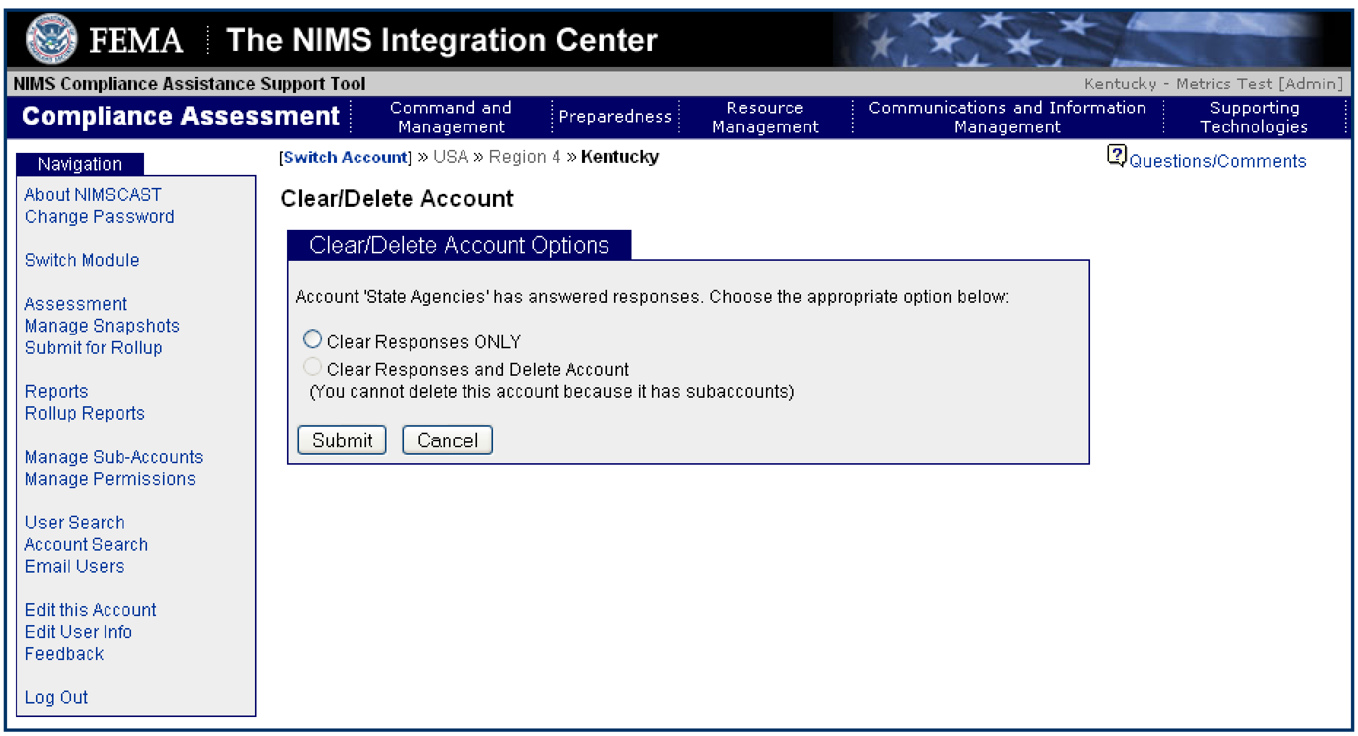


Figure 7: Deleting an Account

Key Point to Remember:

⇨ Once you clear or delete an account, it can not be undone.

Relocating Accounts in your Hierarchy

Administrators have the ability to move accounts within their hierarchy without losing assessment information or user permissions.

Relocating Account Instructions

1. If the current accounts are being moved to accounts that have not been created yet, the administrator must create the new accounts first. For example, if a State will be structured by intrastate regions instead of by counties the intrastate regions must be created, then the counties can be moved under the appropriate intrastate region.

2. Switch to the parent of the account(s) that is/are to be moved.

3. Select the “Manage Sub-Accounts” link in the Navigation menu to get a listing of all the sub-accounts of the current account. Below the listing is a link that gives administrators access to the Account Movement capability. Selecting this link will provide the following screen from which the user should select the account(s) they want to move.

4. Select each of the accounts to be moved by clicking in the box to the left of the account name, select the continue button.

5. Select the location that the accounts are to be re-located to. Use the Preferences to adjust the scope of the accounts that are displayed, controlling the level of inheritance that is returned. Complete this step by selecting the account that should be the new parent of the accounts selected in Step 3.

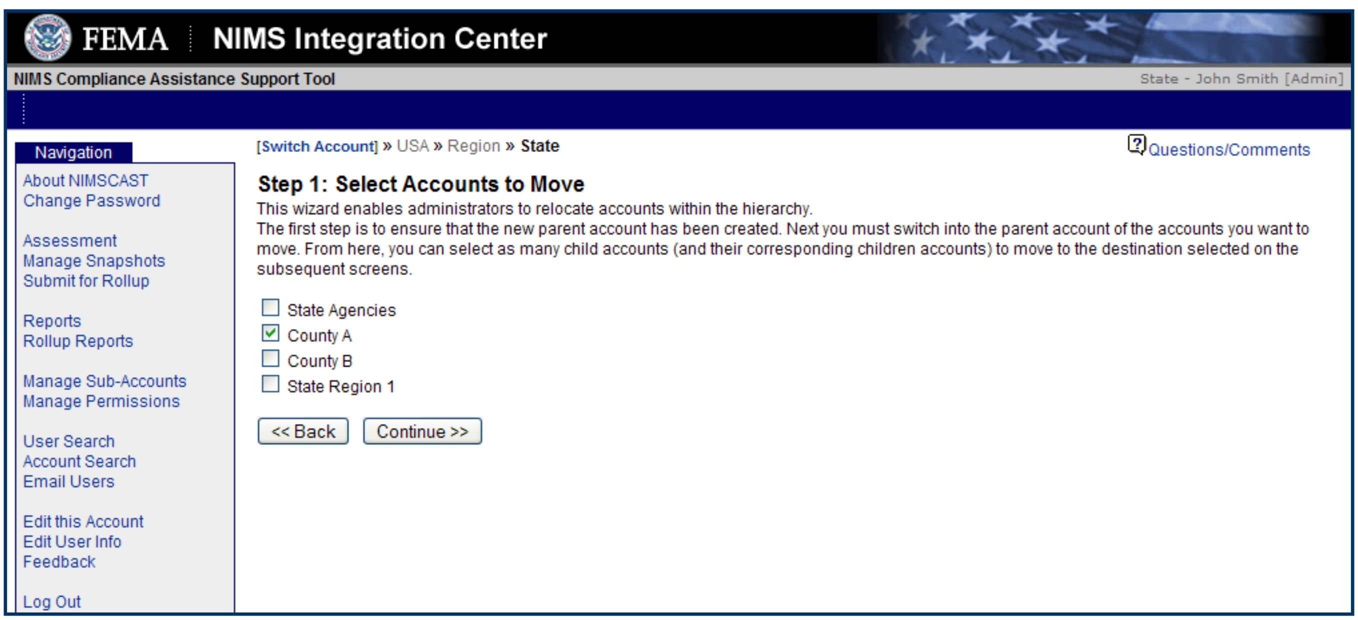


Figure 8: Moving an Account

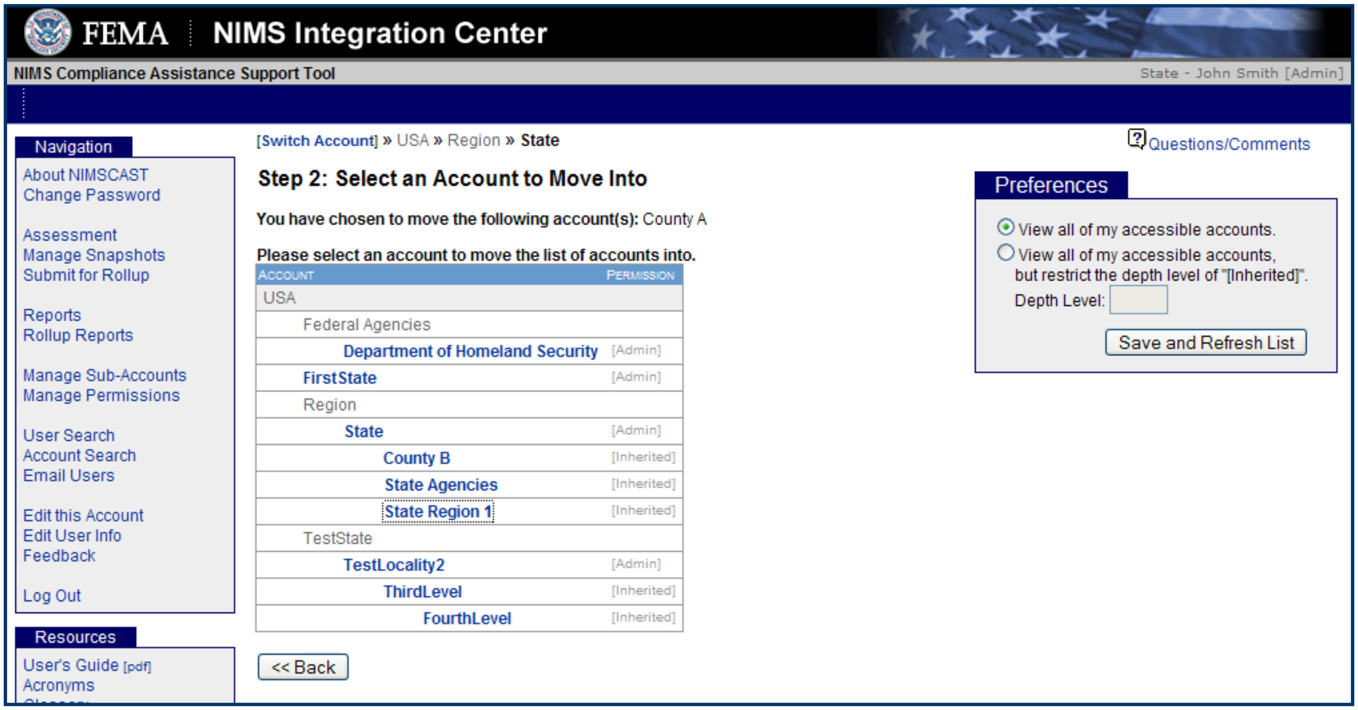


Figure 9: Selecting and Moving an Account

6. Confirm that the accounts are correct and select the “Move Accounts” button. The system will then relocate the selected accounts.

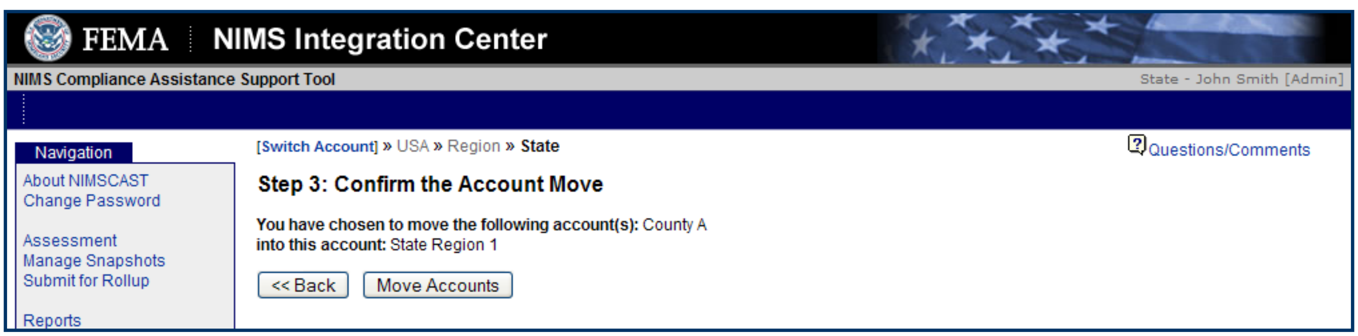


Figure 10: Confirming an Account Move

Key Points to Remember

- ⇨ Account information, assessment answers, and user permissions will remain intact when moving accounts.
- ⇨ Refer to Appendix B for examples of account structures.

Selecting an Account

For users with access to more than one NIMSCAST account it is important to ensure that you are operating in the correct account. The current account is displayed to the upper right of the Navigation menu, following the words “Current Account”. This option is only visible to users with permission to more then one account whether on the Official or Public side. To change accounts select the “Current Account” link. Once selected, a page is displayed that can display all of the accounts that you have access to. Accounts for which you have direct permissions assigned are always displayed on this page.

Figure 11: Changing the Current Account

Additionally you have access to all accounts below an account that you have “Administrator” permission to. This type of permission is called “Inherited Admin”. To control the length of the list that is returned, users can use the control box on the right. The control lets you specify the number of levels of inheritance that you would like to display. Specifying “0” will display only accounts that you have direct permission. The control also allows you to control whether or not Public Accounts are displayed.

IV. USER PERMISSIONS

In this section you will learn how to:

- Create User Permissions
- Edit User Profile
- Remove User Permissions

What is a NIMSCAST User?

Users are the personnel entrusted to manage their jurisdictions NIMSCAST account and to complete the assessment. There can be one or many users with different permission types for one account. User accounts are used to logon to the NIMSCAST system using a password. All users are assigned to a particular account and are assigned a permission type. Personal information associated with a user is captured to facilitate communication amongst NIMSCAST users. The following data fields that are collected for each user:

- Name - the name of the user.
- Organization - the organization that the user belongs to.
- E-mail – The e-mail address of the user, used with a password to logon and for system generated e-mails alerting user to system events.
- Phone- Phone number for the user
- E-mail receipt preference- Can be used to tailor whether the user receives system notifications on the occurrence of the specified event.

User Permissions

Permissions capture the relationship between users and accounts. Every user is assigned to a particular account and depending on the permission type can view accounts below them which they would have inherited rights to. The following are the types of direct permissions that a user can be assigned to the current account.

- Administrative (Admin) - Gives user full access to an account, including adding additional users to an account, adding child and grandchild accounts, and submitting for rollup.
- Standard with Rollup - Allows user to provide responses to and rollup survey but not manage users.
- Standard without Rollup - Allows user to provide responses to survey but not manage users or submit for rollup. (Pre-2008 this permission level was called “Standard”)
- Read-only - Gives user access to view reports on an account but not enter any data, manage users, create new accounts, or submit for rollup.
- Read-only with Inheritance – Gives the user read-only access to the entire account structure at and below the account.
- None - Explicitly removes access to this account (not recommended).

Key Point to Remember:

A user is the person or people that manage the account information, assessment, and reports.

Creating User Permissions

Instructions to Add a User to an Account (Figure 12):

1. Select the “Manage Permissions” link in the Navigation menu.
2. Select the “Add User” from the Manage Permissions page.
3. Enter the new user’s e-mail address and the desired permissions, the system will determine if this user already is known to the system.

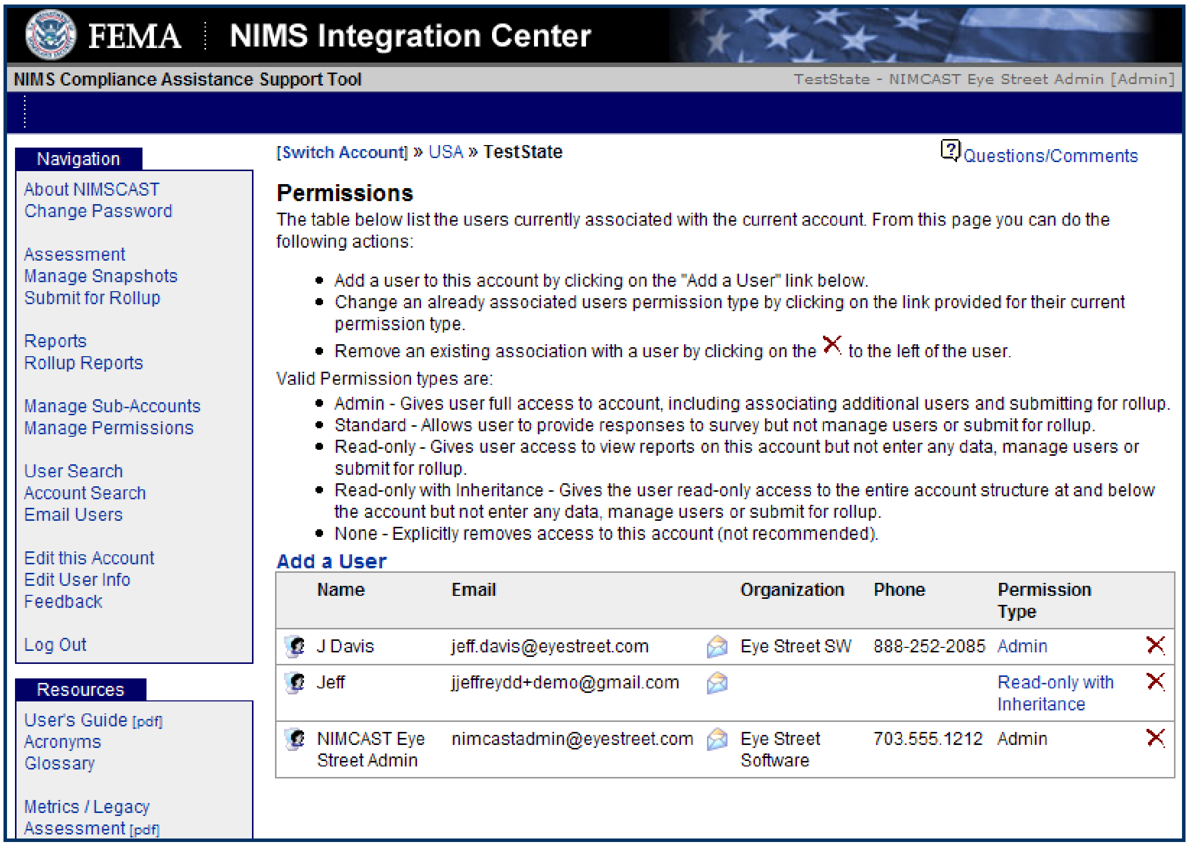


Figure 12: User Permissions

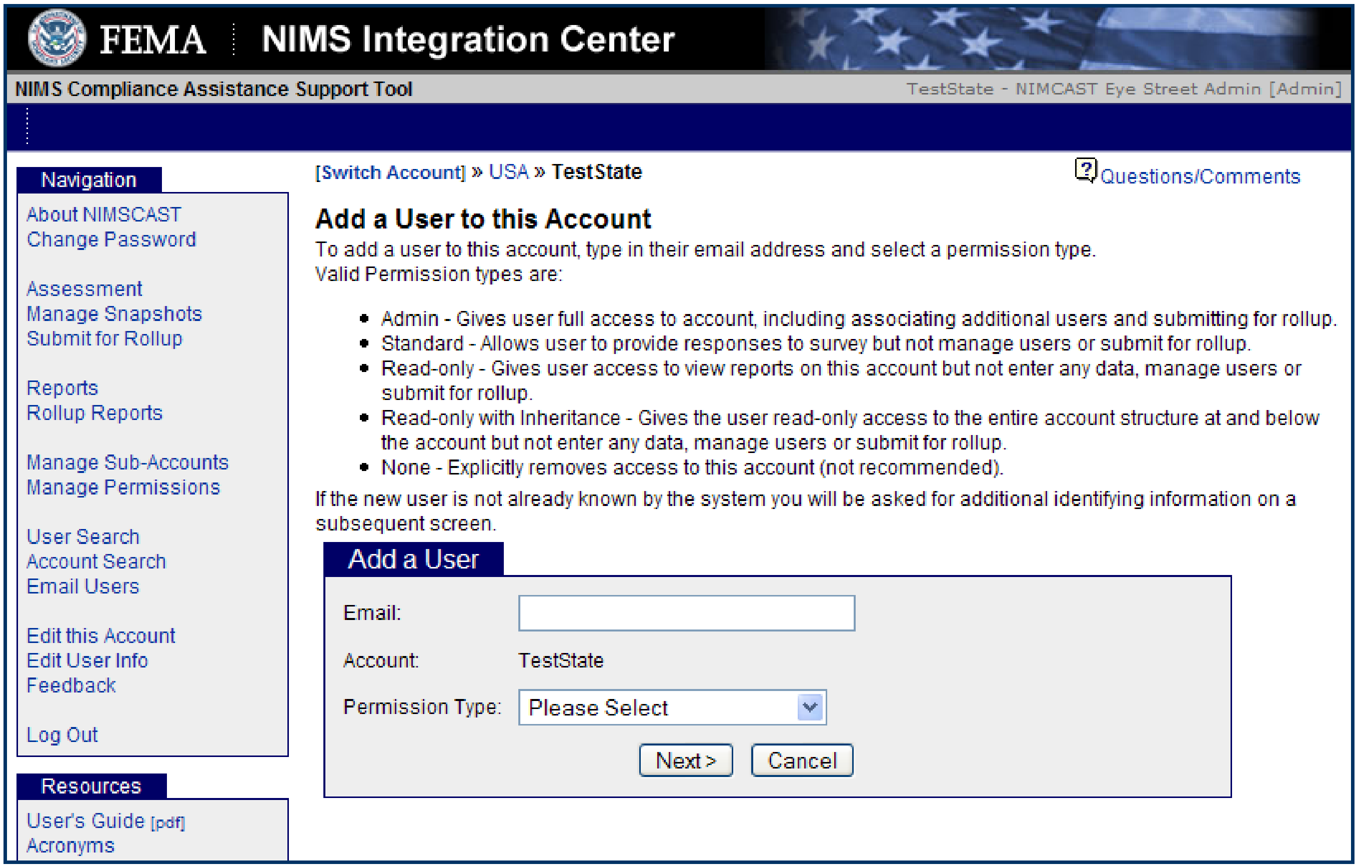


Figure 13: Adding Users

4. If this user is not known, a subsequent page will appear to collect additional contact information on the user.

5. Following the registration, the user is sent an e-mail inviting them to joining the system with a temporary password or providing notification that they have access to a particular account.

Edit User Permissions

At times user permissions need to be modified from one permission type to another. The ability to change a permission type is only available if you have administrator (or inherited administrator) permission on the current account.

Instructions to Edit User Permissions (Figure 14):

1. Verify current account.
2. Select the “Manage Permissions” link in the Navigation menu.
3. Select the current permission listed in blue for the user that needs to be modified.
4. Select the appropriate permission type
5. Click “Edit Permission”.

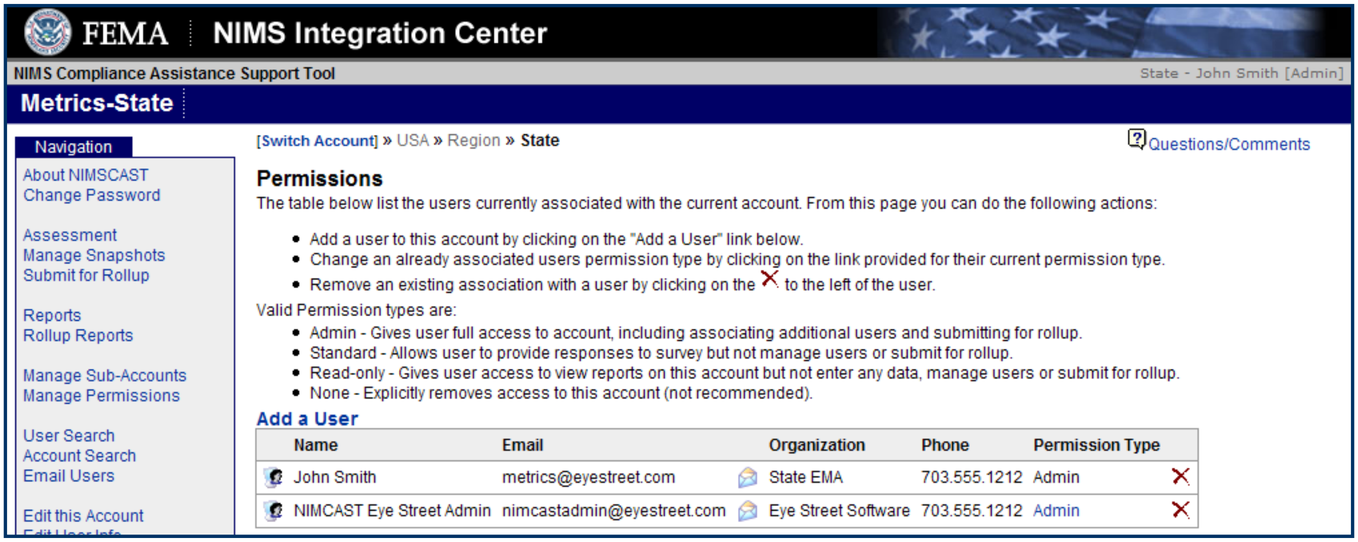


Figure 14: Editing User Permissions

Remove User Permissions

You can also quickly remove a user's permission to a selected account from the "Manage Permissions link".

Instructions to Remove User Permissions from Account:

1. Select the "Manage Permissions" link in the Navigation menu.
2. Select the "X" to the far right of the user that you wish to remove.
3. You will see the final confirmation box, which you should read carefully to ensure the correct permission is being removed.

Figure 15: User Permission Removal

V: SEARCH FOR ACCOUNTS AND USERS

In this section you will learn to:

- Search for Accounts
- Search for Users

Searching for Accounts

Administrators with access to a large account hierarchy can use this feature to quickly search the hierarchy for accounts meeting the specified criteria. The account name search feature will accommodate partial or full account name searches and is not case sensitive. The system will return all account names associated with the search located within the user's inherited account structure. For example, if you search for Kentucky, any account names with the name containing the string "Kentucky" will be returned in the results. If the user selects the "Match anywhere in the account hierarchy" checkbox, the search string will search the full account path, not just the account name. In the previous example, providing "Kentucky" and checking the box will show all accounts with in the user's hierarchy that have Kentucky anywhere in the path, so USA>>Region 4>>Kentucky>>county will be returned (as well as all other Kentucky accounts) since the search string will match the path to the "county" account in the Kentucky hierarchy.

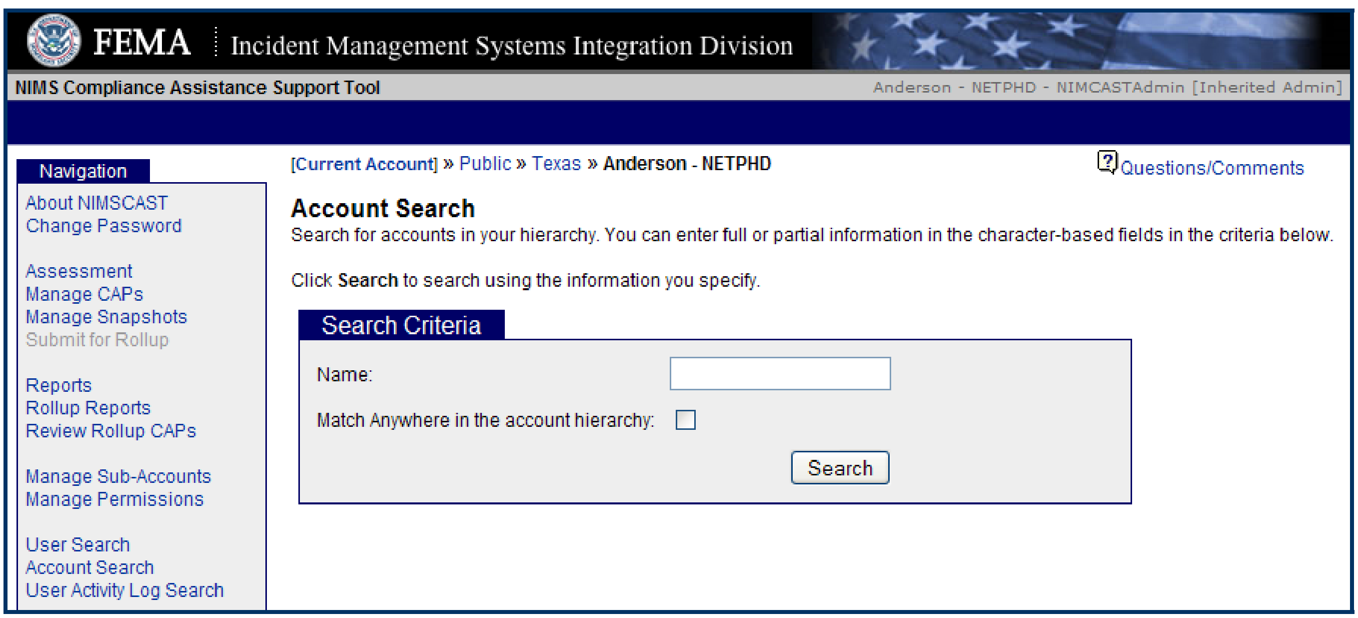


Figure 16: Account Search

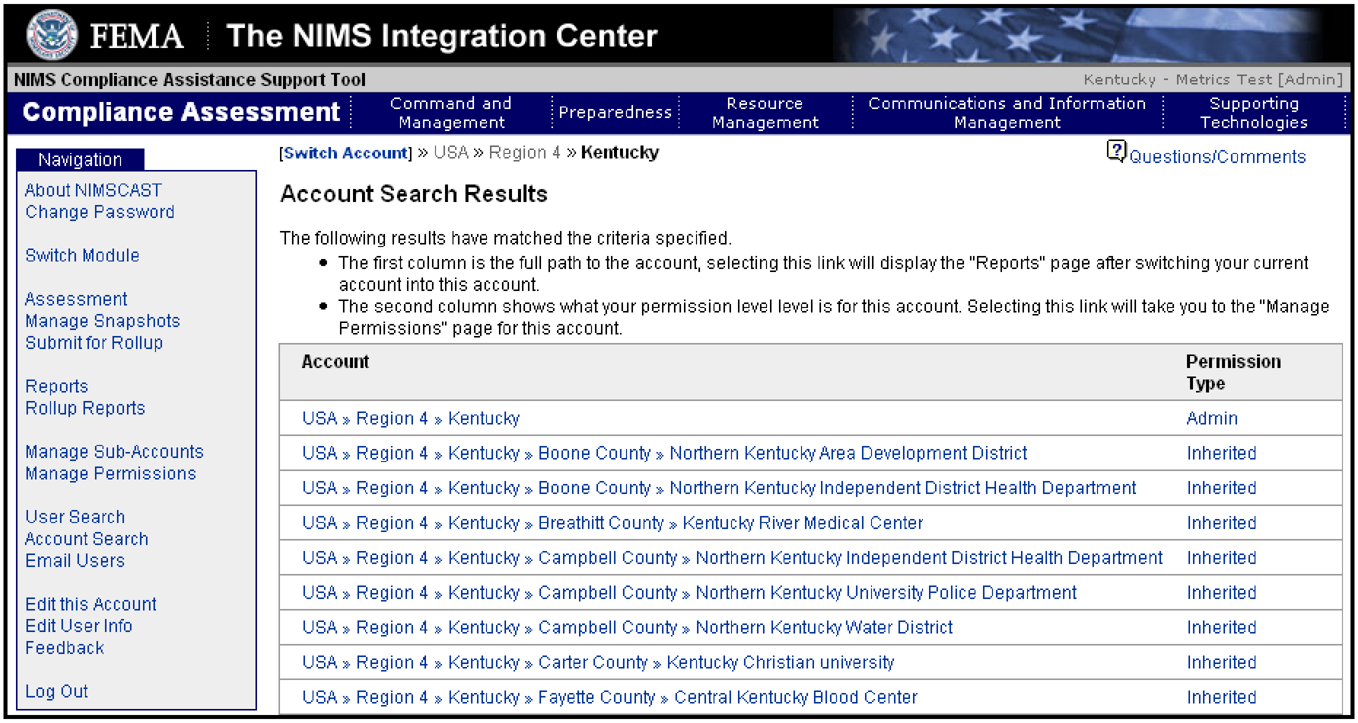


Figure 17: Sample of Account Search Results

Instructions to Search for Accounts:

1. Select the "Account Search" link on the Navigation menu.
2. Enter partial or full account name information.
3. After search results have been returned, click on the appropriate account string to be taken to the account.

Key Points to Remember:

- ⇨ A user can enter a partial or full account name to search for.
- ⇨ Search results can only search in accounts that you have direct or inherited permission on.
- ⇨ Text matching only applies to the account name, not the full path of the account unless the checkbox is checked.

Searching for Users

Administrators with access to a large hierarchy of accounts can use this feature to quickly search for users within their sub- accounts meeting the criteria specified. As with the Account Search feature, partial or full information can be entered. The search is not case sensitive and will return any user whose name or e-mail contains the search criteria.

Figure 18: User Search

Instructions to Search for Users (Figure 18/19):

1. Click on "User Search" in the Navigation menu.
2. Enter partial or full user name or e-mail address information.
3. Click "Search"
4. Click on one of following options:
   - E-mail address – sends the e-mail address to you local e-mail client, opening a compose window.
   - Account string – changes the current account of the user to this account.
   - Permission type – changes the current account of the user to this account and takes the user into "Manage Permissions", so that permission privileges can be modified.

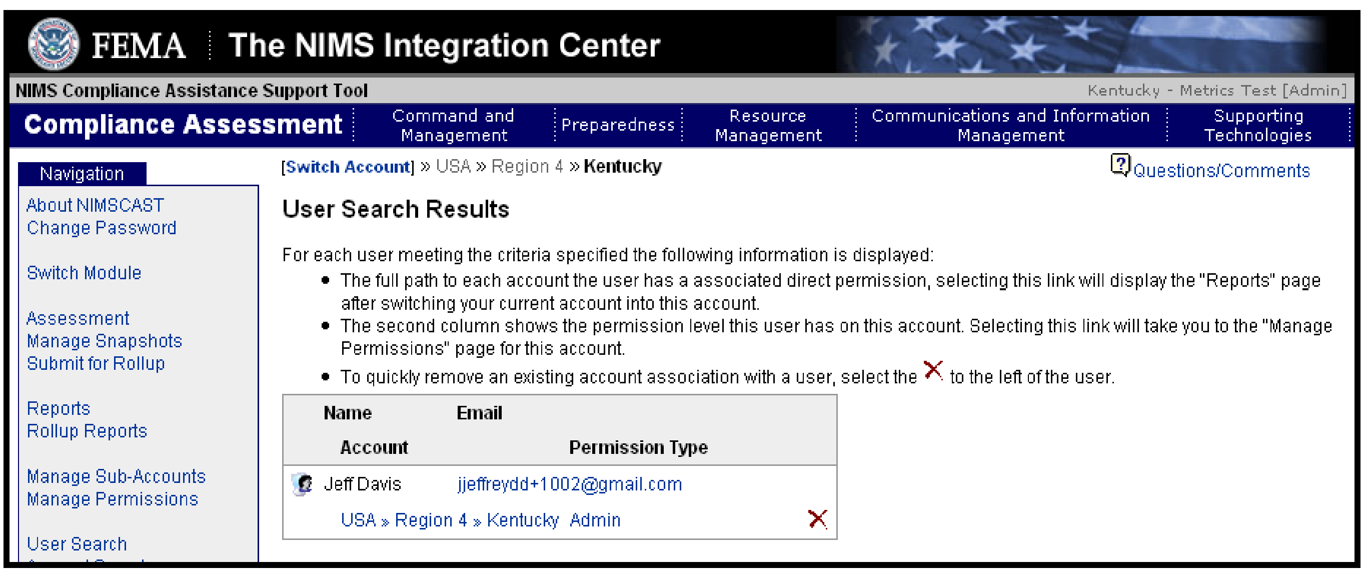


Figure 19: User Search Results

VI: E-MAIL USERS WITHIN NIMSCAST

In this section you will learn how to e-mail users from within NIMSCAST

E-mailing Users within NIMSCAST

Administrative users may use the NIMSCAST e-mail features to facilitate communication to other users within the NIMSCAST account structure. E-mails can be targeted to specific account and/or sub-accounts within the account hierarchy. The NIMSCAST e-mail service does not store e-mails sent or received for users. When an e-mail is sent, it is sent on behalf of the user originating the message, who will also receive a copy of the e-mail to their e-mail address in the system.

Instructions to E-mail User(s):

1. Ensure that the current account is the account from which you want to base the e-mail communication on. Use either the “Change Account” link or “Account Search” to update your current account.
2. Select the “E-mail Users” link located in the Navigation menu to access the e-mail sending functions.
3. Select the appropriate type of message that want to send.
   - **Basic E-mail –** Send to all administrators based selected options
   - **E-mail Administrators of No Rollup Accounts—**Send e-mail to administrators of accounts that have not rolled up scores for a selected assessment.
   - **E-mail Administrators of Rollups with Corrective Action Plans—**Send e-mail to administrators of accounts that have rolled up scores with corrective action plans for a selected assessment.
4. Select the appropriate group of users to include in your e-mail from the following list of options:
   - **Current Account Only -** Will send e-mail to all users with direct association with the current account. No child accounts will be included.
   - **Current Account and Child Accounts -** Will send e-mail to all users with a direct association with the current account or an account that is a child of the current account.
   - **Current Account, Child Accounts, and All Grandchild Accounts -** Will send e-mail to all users with direct association with any account at or below the current account.
5. Provide the subject and e-mail text to be sent to all the users meeting the above criteria.
6. If desired, add up to three attachments to the message.
7. When complete and ready to send the e-mail, select the “Send E-mail” button on the bottom of the form.

The system 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.

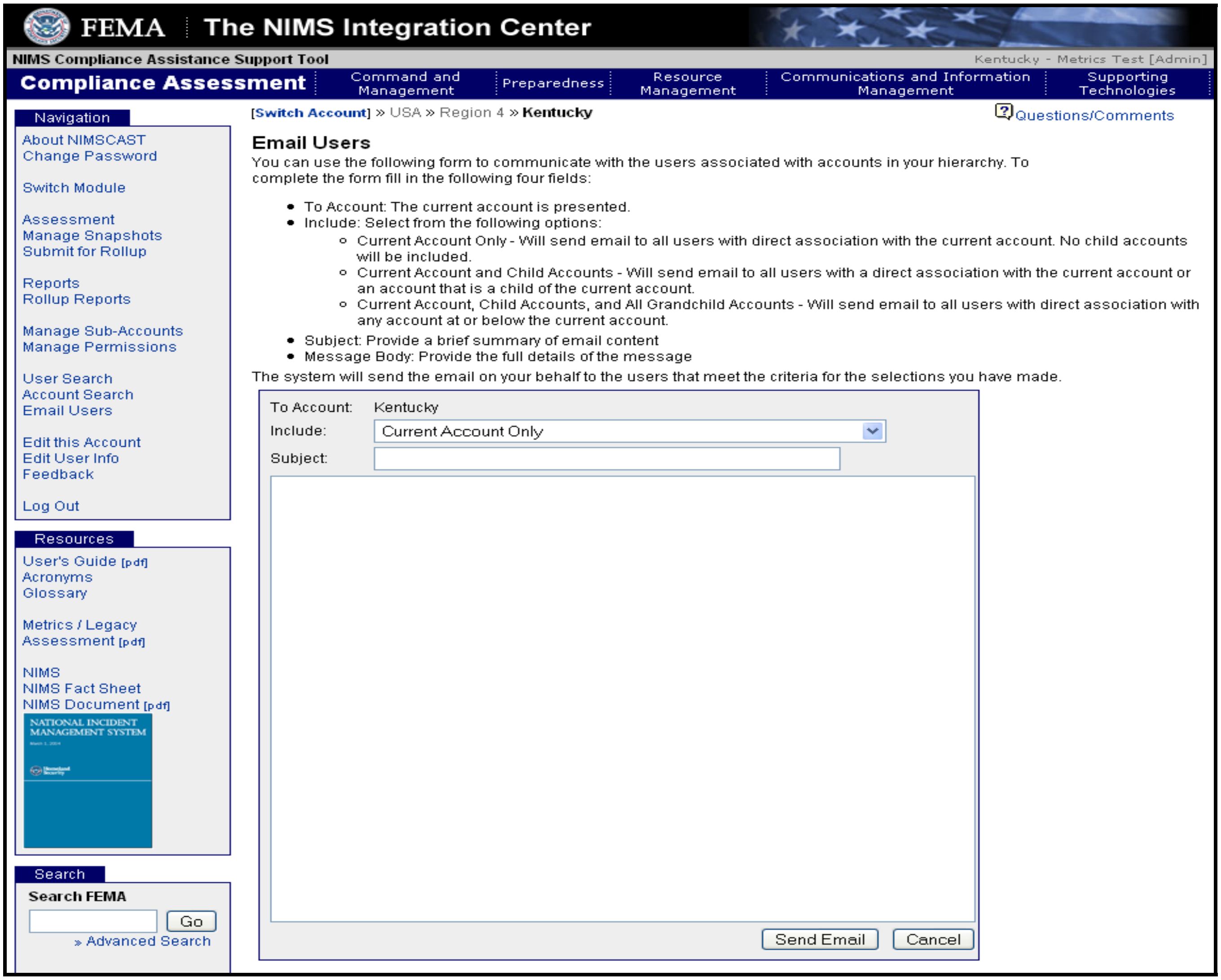


Figure 20: E-mailing Other NIMSCAST Users

VII: ASSESSMENT MODULES

In this section you will learn to:

- Select an Assessment Module
- Begin Entering Data into the Assessment Module
- Enter Corrective Action Plan Information

Selecting an Assessment Module

The "Assessment" link, located in the Navigation menu, is used to select the NIMSCAST module for which the assessment will be completed.

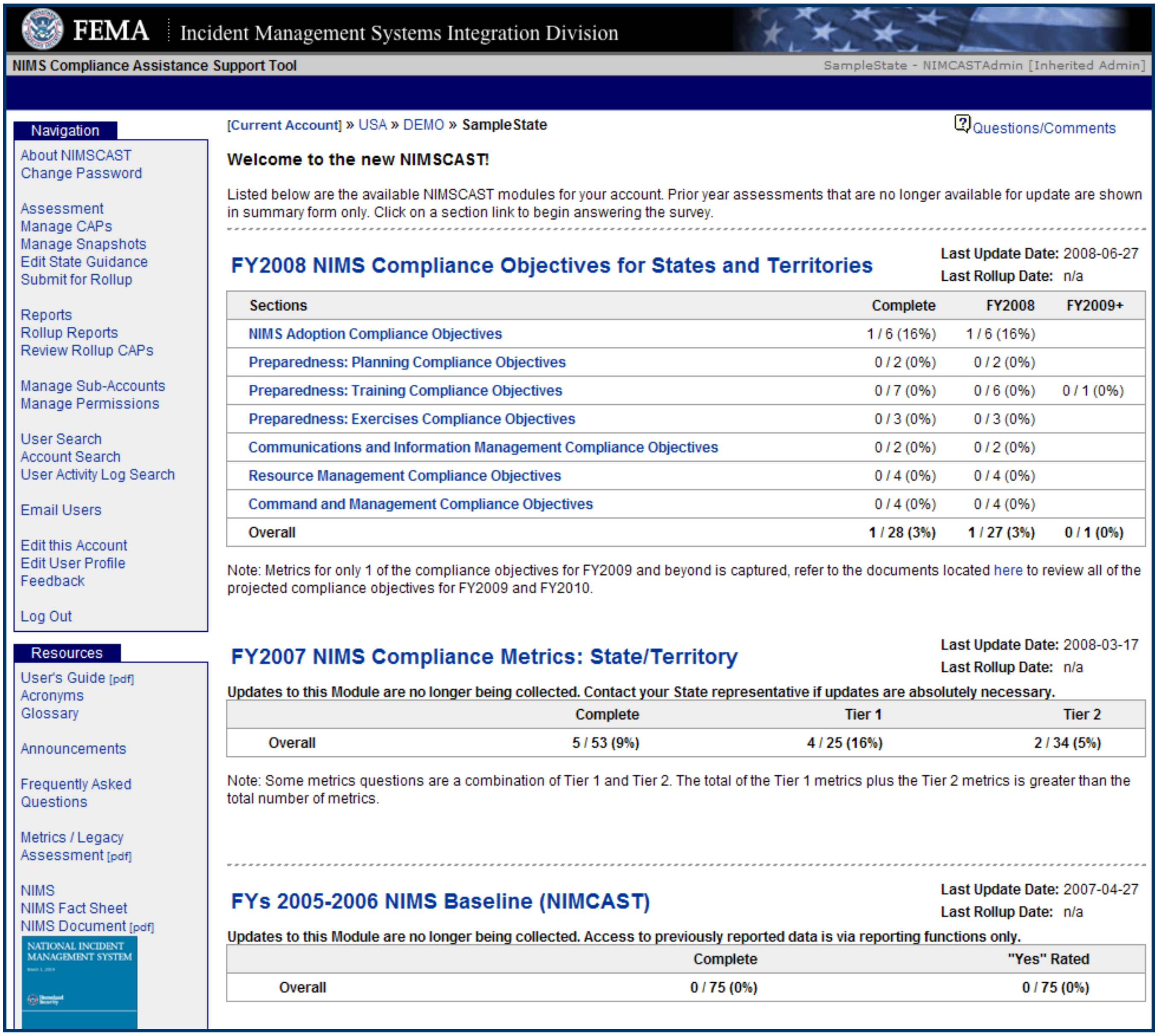


Figure 21: NIMSCAST Module Selection

FYs 2005-2006 NIMS Baseline Assessment

With the release of the FY 2008 NIMSCAST, responses to the 2005-2006 assessment are no longer being collected. However, existing assessments are still maintained in the system but are only available for reporting.

FY 2007 NIMS Compliance Metrics

With the release of the FY 2008 NIMSCAST, the FY 2007 NIMS Compliance Metrics Assessment is deactivated as a default. However, existing FY 2007 metrics data is maintained in the system as this information remains available for reporting. All State/Territory NIMS Coordinators may re-activate FY 2007 if he/she wants the State/territory to continue to revise and or update FY2007 Compliance Metrics. If the FY 2007 Metrics are active, the assessment page will show both the 2008 and 2007 metrics. Users can select the appropriate metrics to update. Please see "Control open collections by year" on page 49 for further instructions.

The FY 2007 NIMS Compliance Metrics are organized into seven sections which reflect the order that the metrics were released on October 24, 2006. When the parent Administrator created a particular sub-account, the account type was marked as State/Territory, State Agency, tribal, local, or other. When the account type was established the appropriate metrics were automatically assigned. The following account types have been assigned the following metrics:

- State – FY07 NIMS Compliance Metrics: State/Territory
- State Agency – FY07 NIMS Compliance Metrics: State/Territory, with N/A options
- Local – FY07 NIMS Compliance Metrics: Tribal/Local
- Tribal – FY07 NIMS Compliance Metrics: Tribal/Local
- Other – FY07 NIMS Compliance Metrics: Tribal/Local

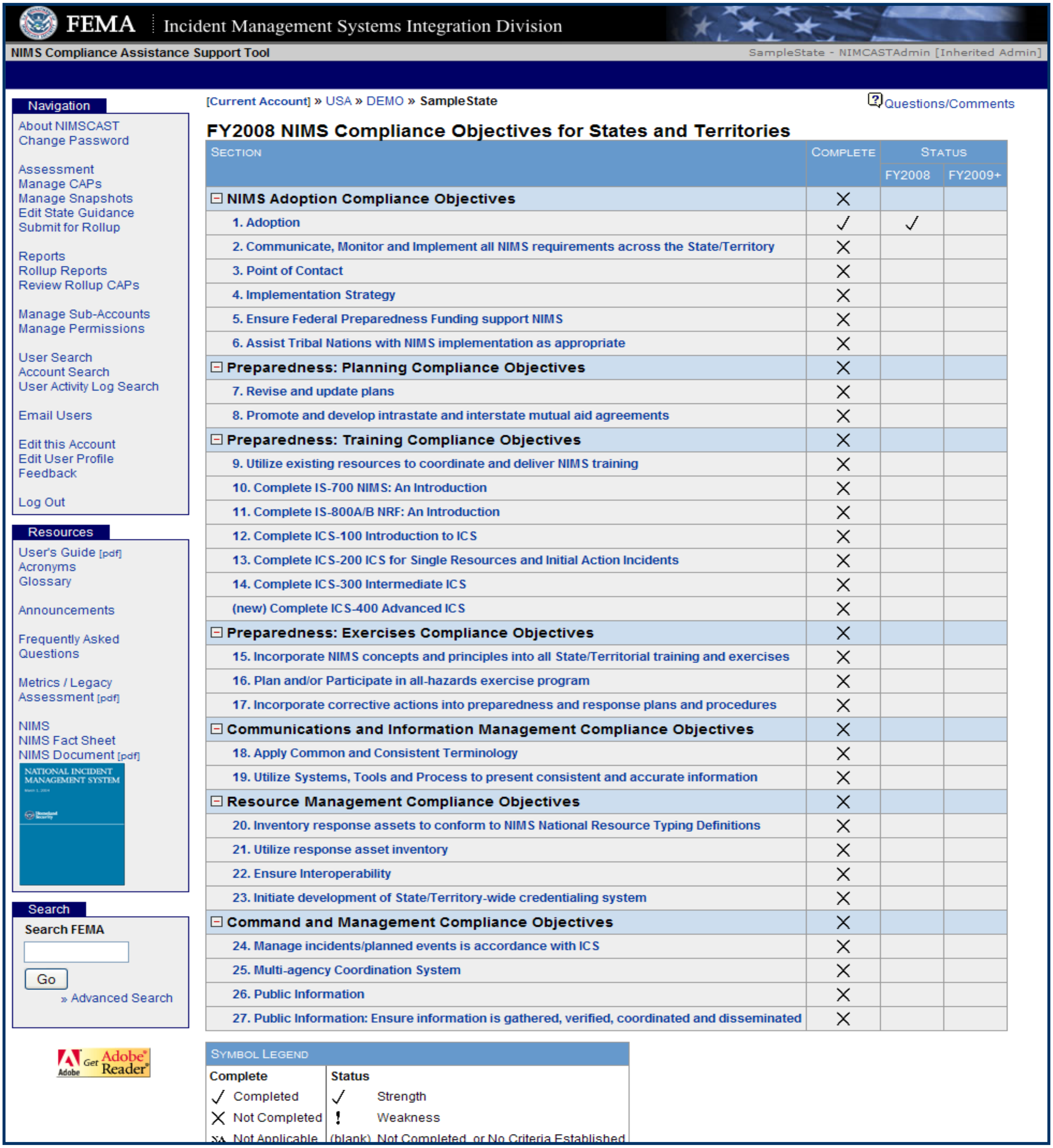
Please refer to account types for specific descriptions on page 11.

Accessing NIMS Compliance Metrics

The assessment overview page, shown below, displays each section containing a series of metric questions related to the particular section. In addition, the user can track completion progress of the account which is displayed in the three columns to the right. As the user answers each question the columns will auto fill with the appropriate symbol.

To access an assessment,

1. Verify the "Current Account"
2. Click "Assessment"
3. Click on the assessment to be completed
4. Follow directions on page 32 to access the assessment questions



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NIMS Compliance Assistance Support Tool — SampleState - NIMCASTAdmin [Inherited Admin]

Navigation

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Manage Snapshots
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NIMS Fact Sheet
NIMS Document [pdf]

Search

Search FEMA

Go

» Advanced Search

[Current Account] » USA » DEMO » SampleState — Questions/Comments

FY2008 NIMS Compliance Objectives for States and Territories

Section	Complete	Status FY2008	Status FY2009+
NIMS Adoption Compliance Objectives	✗		
1. Adoption	✓	✓	
2. Communicate, Monitor and Implement all NIMS requirements across the State/Territory	✗		
3. Point of Contact	✗		
4. Implementation Strategy	✗		
5. Ensure Federal Preparedness Funding support NIMS	✗		
6. Assist Tribal Nations with NIMS implementation as appropriate	✗		
Preparedness: Planning Compliance Objectives	✗		
7. Revise and update plans	✗		
8. Promote and develop intrastate and interstate mutual aid agreements	✗		
Preparedness: Training Compliance Objectives	✗		
9. Utilize existing resources to coordinate and deliver NIMS training	✗		
10. Complete IS-700 NIMS: An Introduction	✗		
11. Complete IS-800A/B NRF: An Introduction	✗		
12. Complete ICS-100 Introduction to ICS	✗		
13. Complete ICS-200 ICS for Single Resources and Initial Action Incidents	✗		
14. Complete ICS-300 Intermediate ICS	✗		
(new) Complete ICS-400 Advanced ICS	✗		
Preparedness: Exercises Compliance Objectives	✗		
15. Incorporate NIMS concepts and principles into all State/Territorial training and exercises	✗		
16. Plan and/or Participate in all-hazards exercise program	✗		
17. Incorporate corrective actions into preparedness and response plans and procedures	✗		
Communications and Information Management Compliance Objectives	✗		
18. Apply Common and Consistent Terminology	✗		
19. Utilize Systems, Tools and Process to present consistent and accurate information	✗		
Resource Management Compliance Objectives	✗		
20. Inventory response assets to conform to NIMS National Resource Typing Definitions	✗		
21. Utilize response asset inventory	✗		
22. Ensure Interoperability	✗		
23. Initiate development of State/Territory-wide credentialing system	✗		
Command and Management Compliance Objectives	✗		
24. Manage incidents/planned events is accordance with ICS	✗		
25. Multi-agency Coordination System	✗		
26. Public Information	✗		
27. Public Information: Ensure information is gathered, verified, coordinated and disseminated	✗		

Symbol Legend

Complete		Status	
✓	Completed	✓	Strength
✗	Not Completed	!	Weakness
NA	Not Applicable	(blank)	Not Completed, or No Criteria Established

Figure 25: Accessing NIMS Compliance Metrics

To answer each metrics question, begin from the metrics overview summary and select the desired question. A question can be selected by:

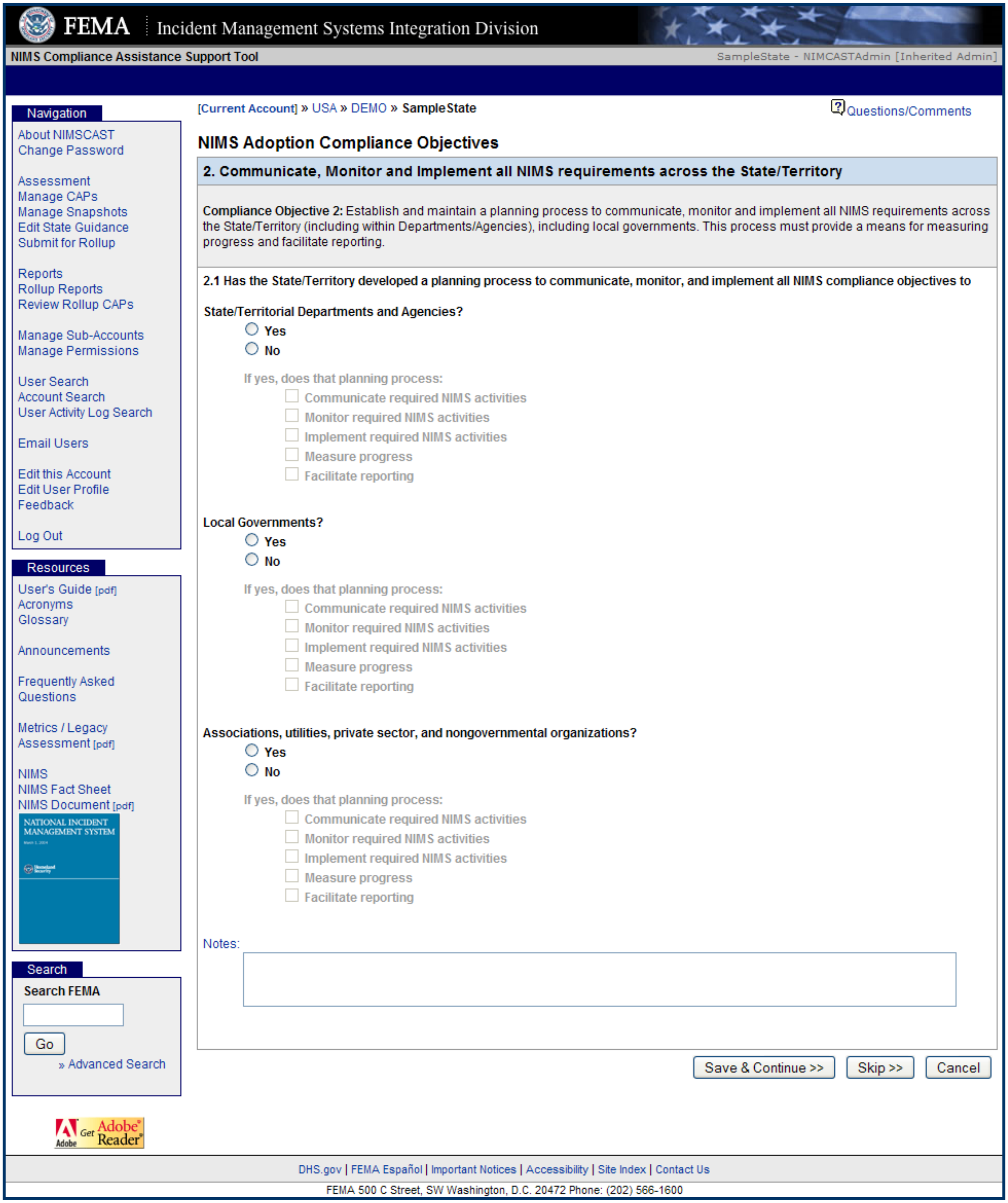
1. Click on the "+" next to the section title to open the list of questions.
2. Click on the question statement in blue, to open up a question.

At the top of each question, the Compliance Objective is displayed

At the end of each metrics question a "Notes" box to enter additional information is provided. The user can determine what additional information can be entered. Once the user is finished filling out the metric question(s) on the page there are four (4) options at the bottom of the page:

- **Save & Continue** – saves all information that was entered for the metrics question and takes the user to the next question.
- **Save Incomplete and Continue** – the user will see this option if "Save & Continue" is clicked and not all of the questions have been answered. The user will be able to save any answers entered and return to complete at a later time.
- **Skip** – allows the user to skip to the next question. This option will not save any entered answers.
- **Cancel -** returns the user back to the list of assessment questions.

Once the question(s) has been answered, responses are saved to the database by selecting the "Save & Continue". If only partial responses are present the system will highlight those areas which still require responses. If the responses are incomplete, an additional option to "Save as Incomplete" is provided to allow the user to continue with the survey and return to the partially completed question at a later time.



FEMA Incident Management Systems Integration Division

NIMS Compliance Assistance Support Tool

SampleState - NIMCASTAdmin [Inherited Admin]

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NATIONAL INCIDENT MANAGEMENT SYSTEM

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[Current Account] » USA » DEMO » SampleState

Questions/Comments

NIMS Adoption Compliance Objectives

2. Communicate, Monitor and Implement all NIMS requirements across the State/Territory

Compliance Objective 2: Establish and maintain a planning process to communicate, monitor and implement all NIMS requirements across the State/Territory (including within Departments/Agencies), including local governments. This process must provide a means for measuring progress and facilitate reporting.

2.1 Has the State/Territory developed a planning process to communicate, monitor, and implement all NIMS compliance objectives to

State/Territorial Departments and Agencies?

- Yes
- No

If yes, does that planning process:

- Communicate required NIMS activities
- Monitor required NIMS activities
- Implement required NIMS activities
- Measure progress
- Facilitate reporting

Local Governments?

- Yes
- No

If yes, does that planning process:

- Communicate required NIMS activities
- Monitor required NIMS activities
- Implement required NIMS activities
- Measure progress
- Facilitate reporting

Associations, utilities, private sector, and nongovernmental organizations?

- Yes
- No

If yes, does that planning process:

- Communicate required NIMS activities
- Monitor required NIMS activities
- Implement required NIMS activities
- Measure progress
- Facilitate reporting

Notes:

Save & Continue >> | Skip >> | Cancel

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Figure 26: NIMS Compliance Metric

Corrective Action Planning

When a non-compliant response to a metric question has been recorded, a corrective action plan must be developed and recorded in order for the metrics response to be complete. When a user marks a metric that indicates it is non-complaint and then clicks save and continue the corrective action plan (as section below) will appear at the top of the metric. The system will also highlight the responses in the metric that were evaluated as non-compliant. A user can save a non-compliant response as incomplete and return to it later. A user can not submit for rollup until all fields of the corrective action(s) are filled in. A corrective action plan captures the following information:

- **Reason for Non-Compliance:** identify the reason(s) why the particular activity and/or metric can not be met.
- **Corrective Action:** identify the actions or steps to be taken correct the reason for non-compliance.
- **Expected Date of Compliance:** identify the date that corrective action should be implemented or achieved.
- **Point of Contact:** identify the individual, department/agency, or jurisdiction responsible for executing the corrective action.

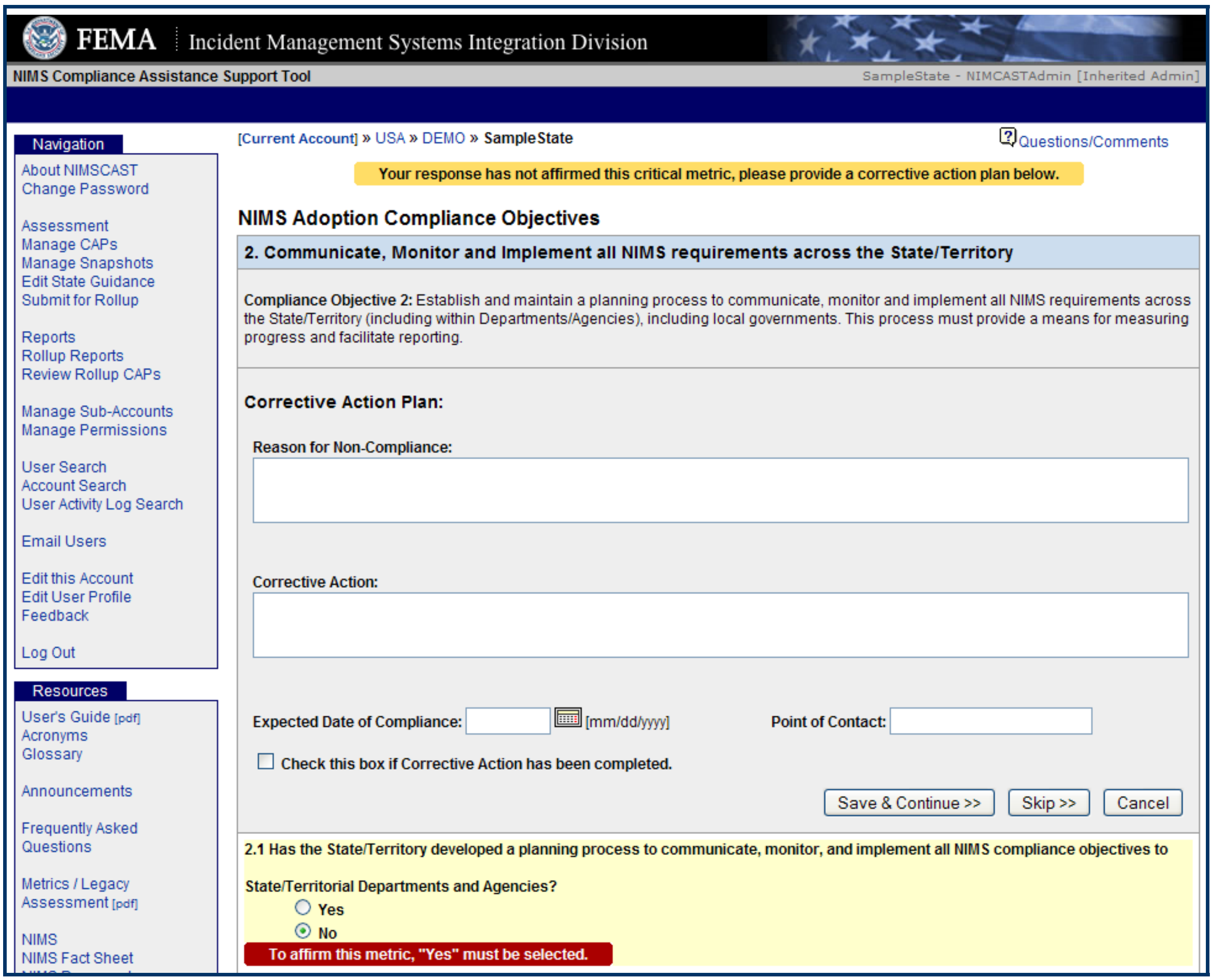


Figure 27: Providing a Corrective Action Plan

Instructions to submit a Corrective Action Plan:

1. Answer the metric question(s) on the screen.
2. Click “Save & Continue”. Corrective Action Plan will appear at bottom of page.
3. Fill in all Corrective Action Plan fields. Click “Save & Continue”.
4. If a user would like to fill out the Corrective Action Plan later, click “Save Incomplete & Continue”.

Key Points to Remember:

- ⇨ A corrective action plan must be documented for a non-compliant answer.
- ⇨ All corrective action plan fields must be filled in before submitting the assessment.

Completing a Corrective Action Plan

Once a Corrective Action Plan is completed by a jurisdiction, it needs to be updated in the NIMSCAST as complete. The user must place a checkmark in the “Check this box if Corrective Action”has been completed box. The user must then click “Submit for Rollup”, to update the assessment answers.

VIII. NIMSCAST REPORTS AND ROLLUP

In this section you will learn to:

- Manage Report Versions
- Viewing Account Reports
- Submitting for Roll Up
- Viewing Roll Up Reports
- Manage Corrective Action Plan Reports

Reporting and Rollup

The NIMSCAST provides two different types of reports to aid users in understanding their NIMSCAST assessments. The "Reports" link provides a detailed look at the assessments for a single account. The "Rollup Reports' link provides the user the ability to view reports based on aggregating multiple accounts that will be represented by sub- accounts.

Managing Assessment Versions

Managing versions allows the user to save up to six versions each of the FYs 2005-2006, FY 2007, and FY 2008 assessments, including a baseline version for each. The versions list for each module will be listed independently of each other. When you first complete the entire assessment, you will be prompted to name the version. You can replace old versions with new ones and delete existing versions. However, this initial baseline and rollup versions cannot be deleted.

Once you select Manage Versions from the Navigation menu, the screen will display all versions of the assessment in your account as illustrated in **Figure 28** on the next page:

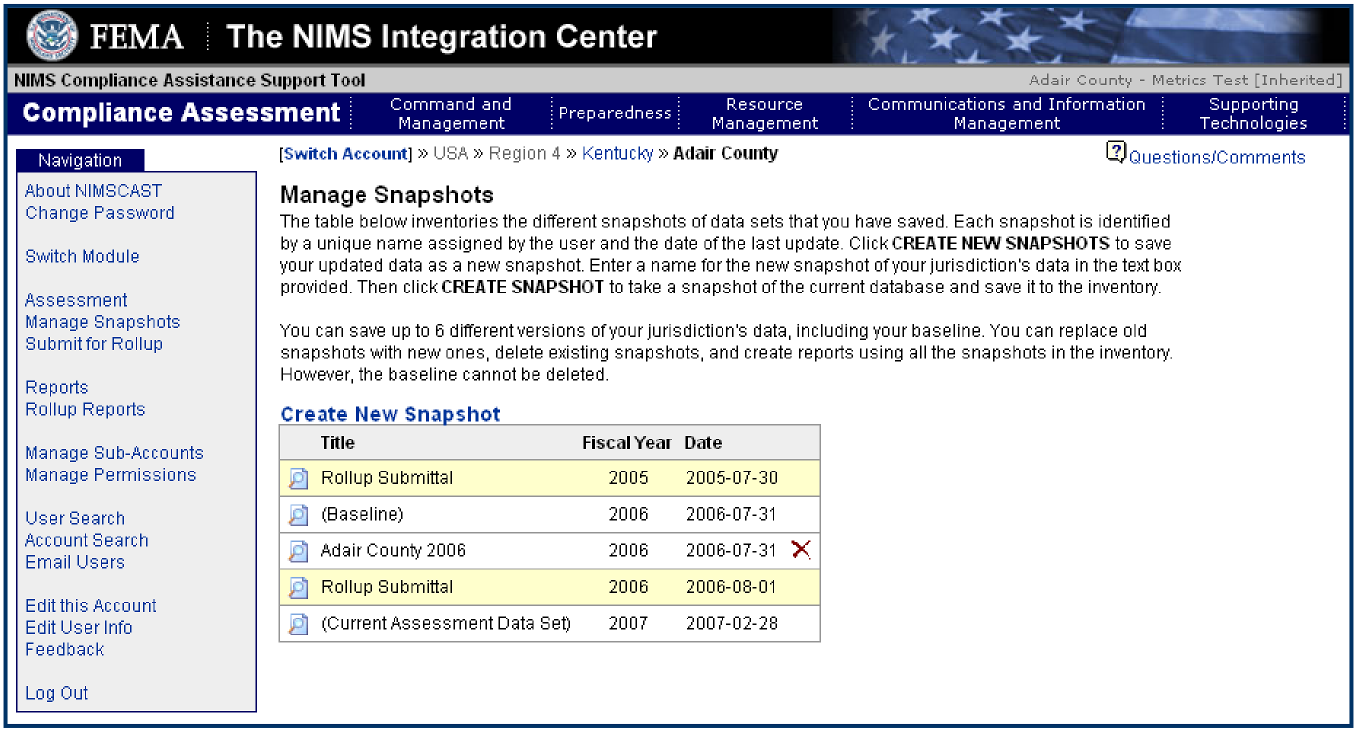


Figure 28: Creating New Snapshots

In order to create a baseline version, all questions must be answered for the appropriate assessment to create a new version, a baseline (initial) assessment must be completed. After completing a baseline version, you may wish to create a new version. You may do so by selecting Create New Version, located above the titles of any current versions. Please note that in order to submit an assessment for rollup, it must be completed in its entirety. The Current Assessment Data Set will maintain any changes made since the last version saved and will always list the current date.

Reports

The reports feature allows a user to manage and view various reports for FY2005/ 2006 and FY 2007. The following page lists the reports that are available based on the data captured by the current account.

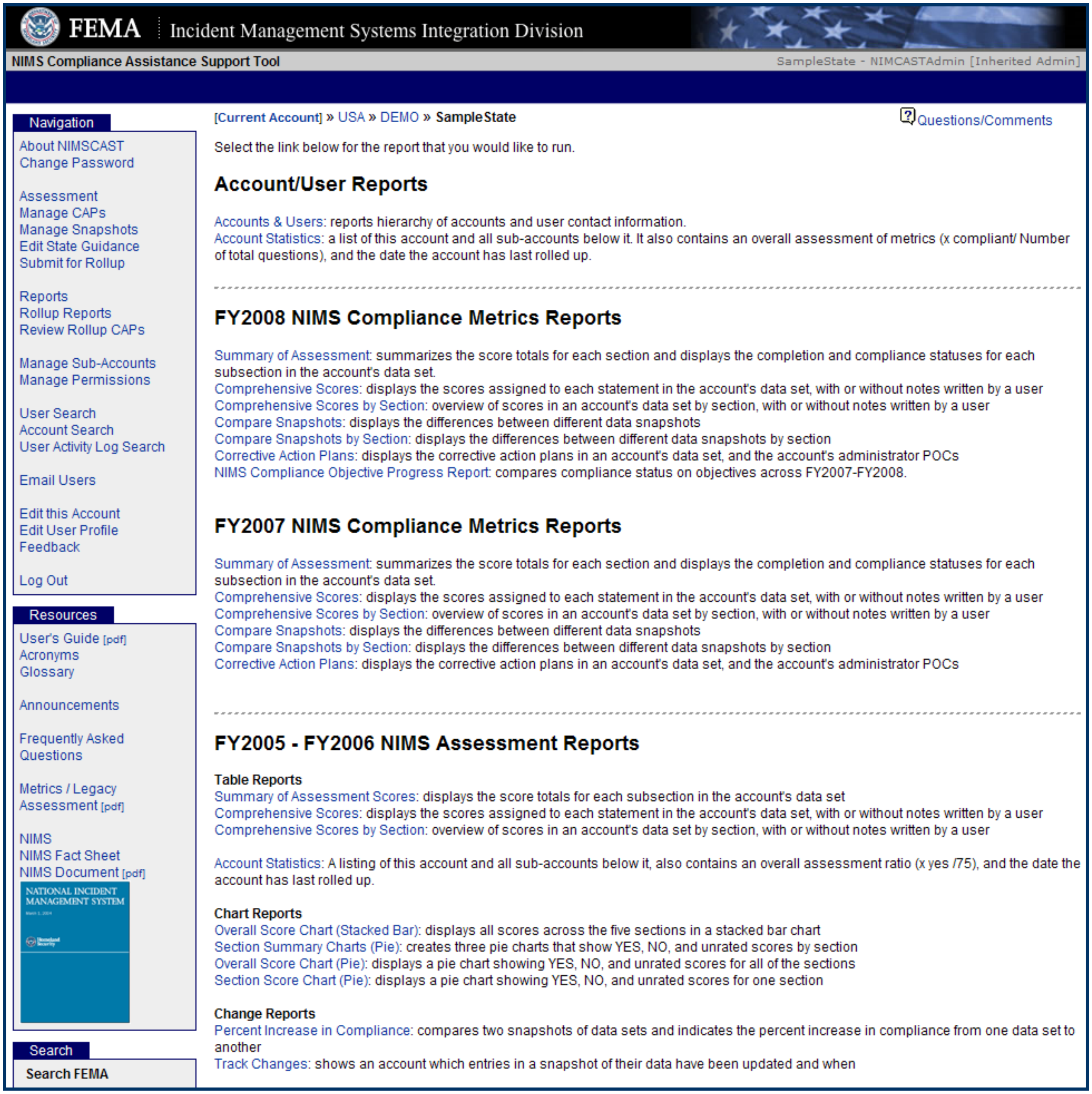


Figure 29: Account Specific Reports

Account/User Reports

Two reports are available to assist with understanding an account hierarchy that you may be responsible for. The first is the Accounts and Users Report. This report is based on the current account and be customized by the user to show the desired depth level to include in the results. Once the report is generated, the data from the report can exported to a Comma Separated Values (CSV) format which is suitable for opening in a spreadsheet application such as Excel.

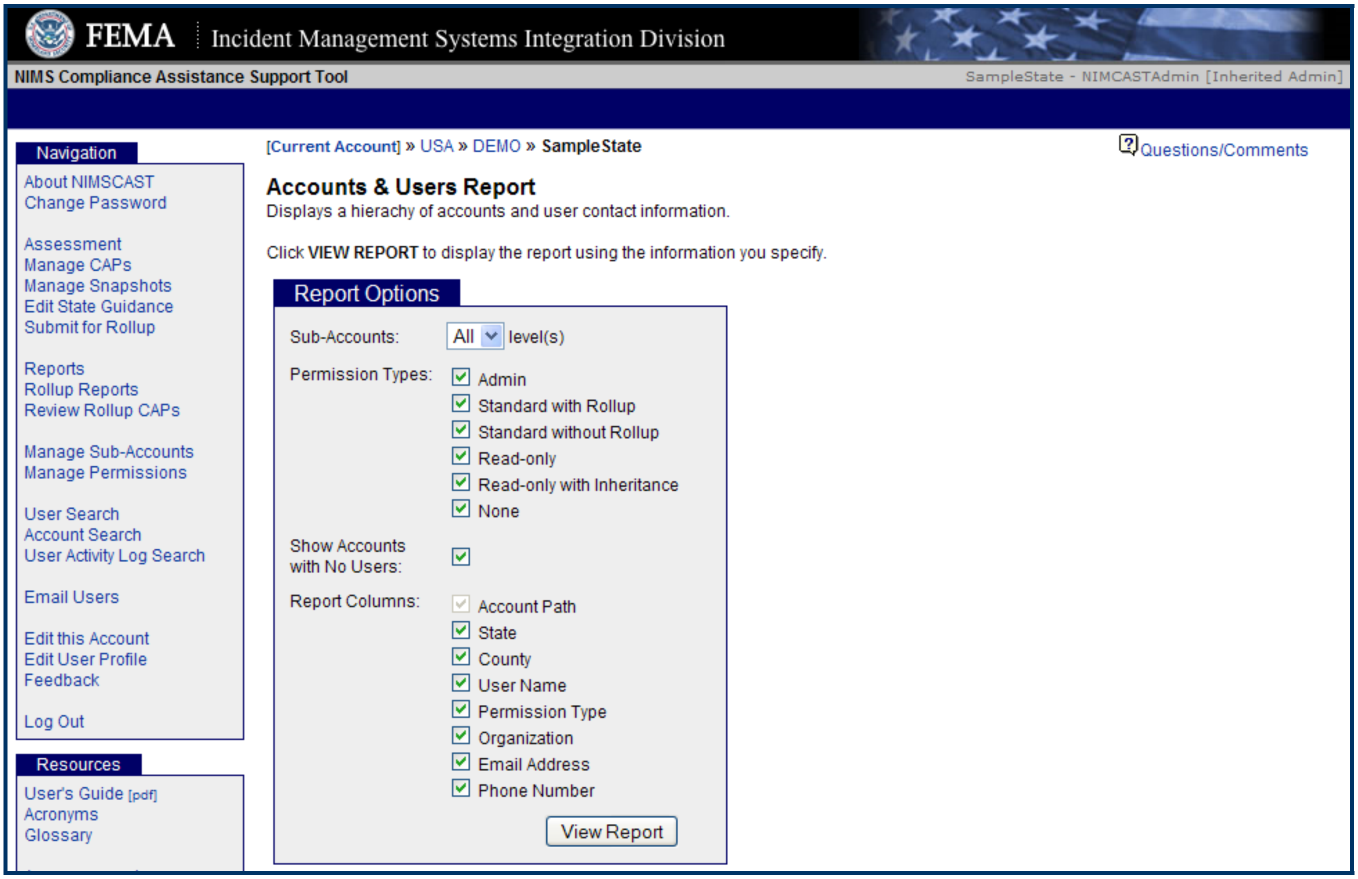


Figure 30: Account & Users Report

The second report available in this category is the Account Statistics Report. This report displays summary information for the account hierarchy starting at the current account. The results displayed include:

- Account Name
- Number of Sub-Accounts
- Number of Users with a Direct Permission on the account
- Year of Assessment
- Percent Complete (Percentage of questions that have been answered)
- Score (if account is rolled up)
- Date of last Rollup
- Caveat included with Rollup

FYs 2007 and 2008 NIMS Compliance Metrics Reports

- **Summary of Assessment**: summarizes the score totals for each section and displays the completion and compliance statuses for each subsection in the account's data set.
- **Comprehensive Scores**: displays the scores assigned to each statement in the account's data set, with or without notes written by a user
- **Comprehensive Scores by Section**: overview of scores in an account's data set by section, with or without notes written by a user
- **Compare Snapshots**: displays the differences between different data snapshots
- **Compare Snapshots by Section**: displays the differences between different data snapshots by section
- **Corrective Action Plans**: displays the corrective action plans within an account's data set, and the account's administrator POCs

- **NIMS Compliance Objective Progress Report**: compares compliance status on objectives across FYs 2007-2008.

FYs 2005 - 2006 NIMS Assessment Reports

- **Table Reports**
  - **Summary of Assessment Scores**: displays the score totals for each subsection in the account's data set.
  - **Comprehensive Scores**: displays the scores assigned to each statement in the account's data set, with or without notes written by a user.
  - **Comprehensive Scores by Section**: overview of scores in a account's data set by section, with or without notes written by a user.
  - **Account Statistics**: A listing of this account and all sub-accounts below it, also contains an overall assessment ratio (x yes /75), and the date the account has last rolled up.
- **Chart Reports**
  - **Overall Score Chart (Stacked Bar)**: displays all scores across the five sections in a stacked bar chart.
  - **Section Summary Charts (Pie)**: creates three pie charts that show YES, NO, and unrated scores by section.
  - **Overall Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for all of the sections.
  - **Section Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for one section.
- **Change Reports**
  - **Percent Increase in Compliance**: compares two versions of data sets and indicates the percent increase in compliance from one data set to another.
  - **Track Changes**: shows within an account which entries in a versions of their data have been updated and when.

Submitting Account Responses to Parent Account

A user with Admin, Inherited Admin or Standard with Rollup permission can submit a completed version of the NIMSCAST by using the "Submit for Rollup" link located in the Navigation menu. When submitting for rollup, a user is submitting their assessment to the next highest account level indicating that their assessment is complete. For instance, counties and independent cities roll up to States or intrastate region and States then roll up to the FEMA region. Submitted versions can be overwritten by performing another "Submit for Rollup".

After selecting "Submit for Rollup" from the Navigation menu, a status screen detailing the items that need to be completed in order to complete the rollup process. Before an account can be completed, the following conditions are required to be met:

- The user must have a permission level that supports performing a rollup;
- The Account must have completed the assessment; and
- The represented disciplines must be marked.

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

Since the NIMSCAST can track multiple assessments, any active assessment can be submitted for rollup. If a local jurisdiction represents many agencies, towns, disciplines, etc., there may be parties refusing to participate in NIMS implementation. These parties can be documented on the rollup report by in the "Caveat" text area. The caveat text area is seen when a user clicks on "Submit for Rollup" and has met the three requirements listed above.

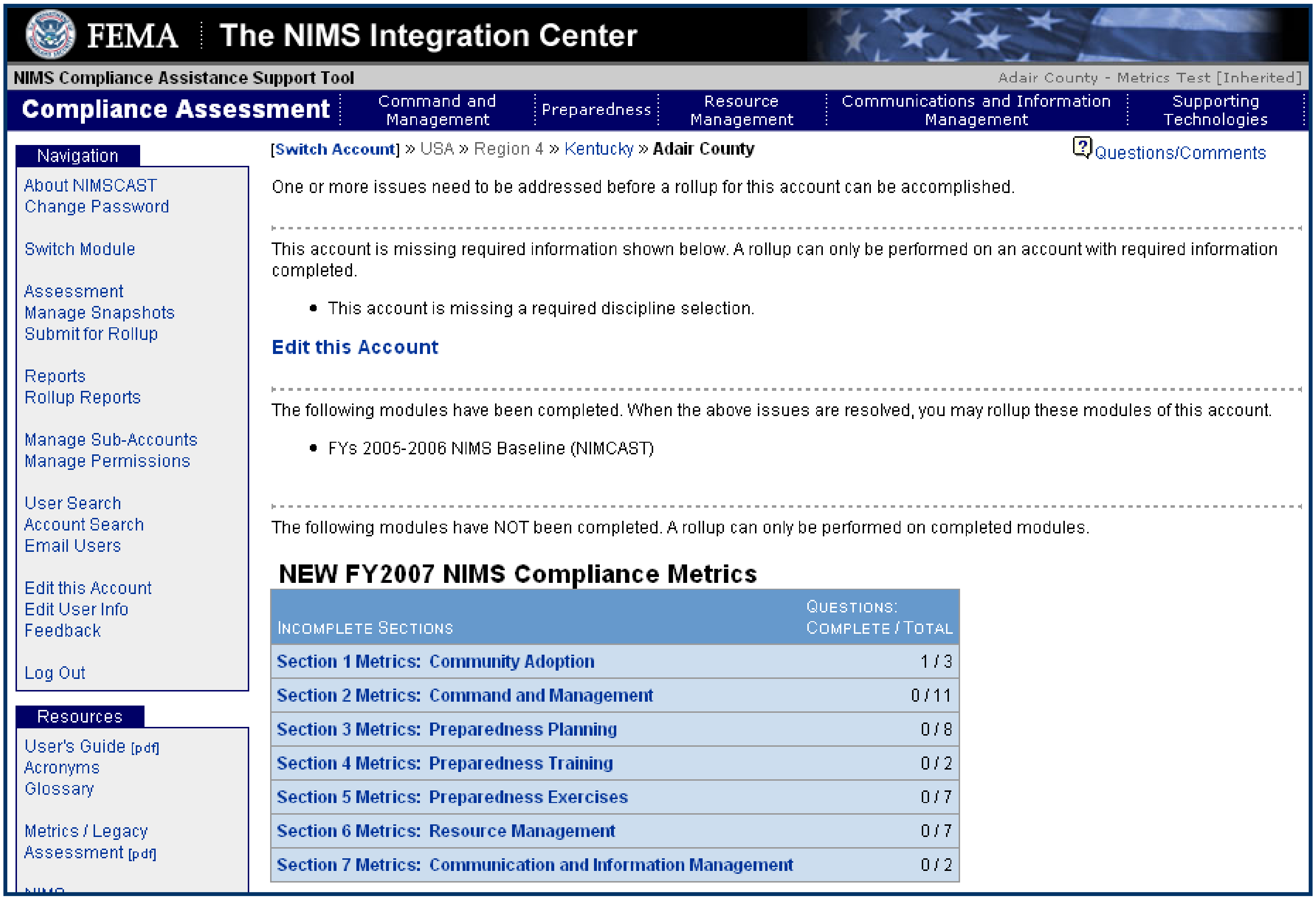


Figure 31: Submitting an Assessment for Rollup

Rollup Reports

Rollup reports allow administrators to view one or multiple sub-account reports as one comprehensive report. The following screen describes the rollup reports that are available to administrators of accounts that have a single or multiple levels of sub-accounts.

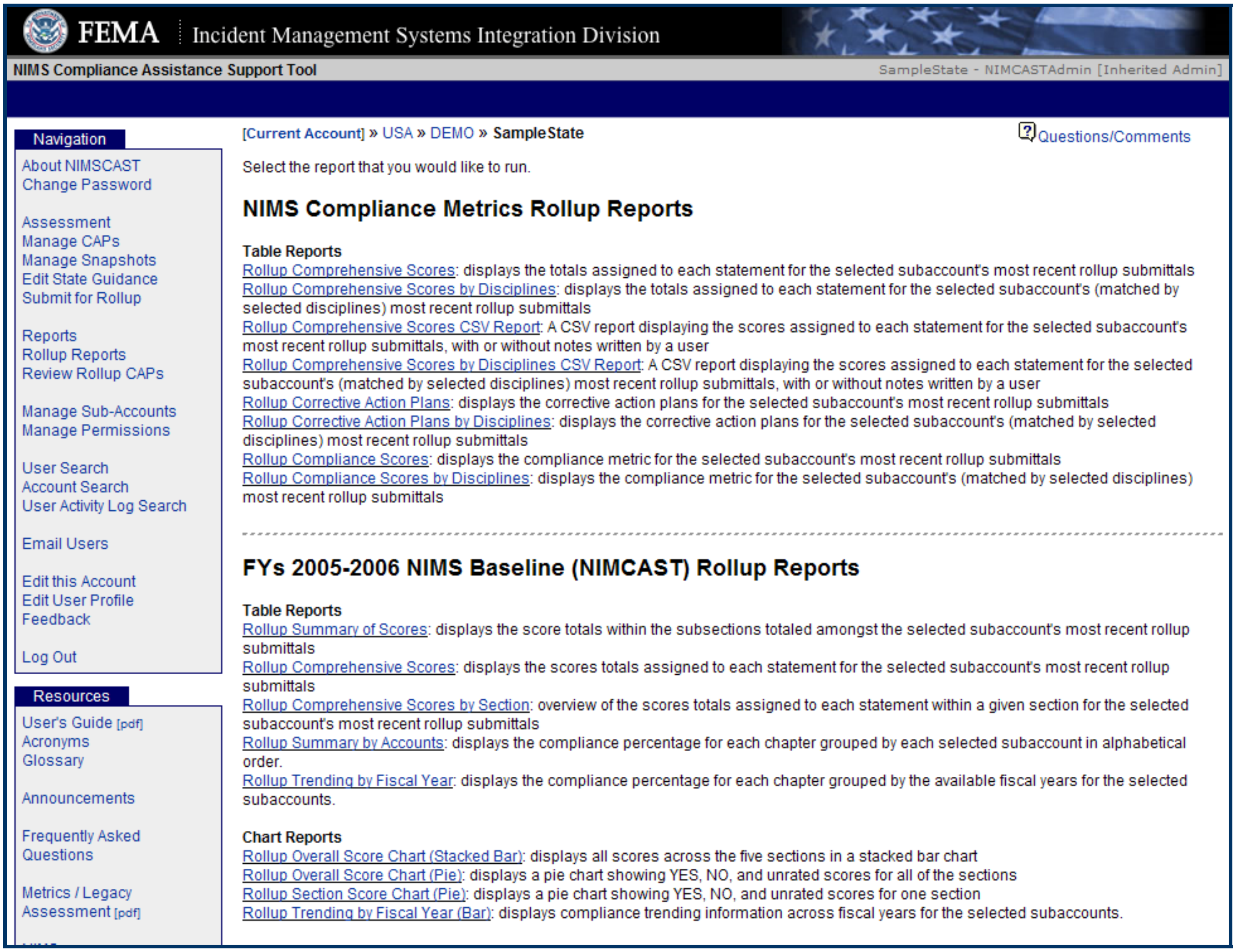


Figure 32: Rollup Reports

The following FY 2007/2008 NIMS Compliance Metrics Rollup Reports are available:

- **Table Reports**
  - **Rollup Comprehensive Scores**: displays the totals assigned to each statement for the selected sub-accounts most recent rollup submittals
  - **Rollup Comprehensive Scores by Disciplines**: displays the totals assigned to each statement for the selected sub-accounts (matched by selected disciplines) most recent rollup submittals
  - **Rollup Comprehensive Scores CSV Report**: A CSV report displaying the scores assigned to each statement for the selected sub-accounts most recent rollup submittals, with or without notes written by a user

- **Rollup Comprehensive Scores by Disciplines CSV Report**: A CSV report displaying the scores assigned to each statement for the selected sub-accounts (matched by selected disciplines) most recent rollup submittals, with or without notes written by a user
- **Rollup Corrective Action Plans**: displays the corrective action plans for the selected sub-accounts most recent rollup submittals
- **Rollup Corrective Action Plans by Disciplines**: displays the corrective action plans for the selected sub-accounts (matched by selected disciplines) most recent rollup submittals
- **Rollup Compliance Scores**: displays the compliance metric for the selected sub-accounts most recent rollup submittals
- **Rollup Compliance Scores by Disciplines**: displays the compliance metric for the selected sub-accounts (matched by selected disciplines) most recent rollup submittals

The following FYs 2005-2006 NIMS Baseline (NIMCAST) Rollup Reports are available:

- **Table Reports**
  - **Rollup Summary of Scores**: displays the score totals within the subsections totaled amongst the selected sub-account's most recent rollup submittals
  - **Rollup Comprehensive Scores**: displays the scores totals assigned to each statement for the selected sub-account's most recent rollup submittals
  - **Rollup Comprehensive Scores by Section**: overview of the scores totals assigned to each statement within a given section for the selected sub-account's most recent rollup submittals
  - **Rollup Summary by Accounts**: displays the compliance percentage for each chapter grouped by 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.
- **Chart Reports**
  - **Rollup Overall Score Chart (Stacked Bar)**: displays all scores across the five sections in a stacked bar chart
  - **Rollup Overall Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for all of the sections
  - **Rollup Section Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for one section
  - **Rollup Trending by Fiscal Year (Bar)**: displays compliance trending information across fiscal years for the selected sub-accounts.

IX. ACCOUNT MIGRATION

In this section you will learn to migrate an account

What is Account Migration?

Once a user has been granted access into the Official system, they will have two active NIMCAST accounts, one Public and one Official. Data from Public access accounts can be migrated into the Official, permission-based accounts for users who meet the following criteria:

- Invited to use the Official system as an Administrative user,
- Public account already created, and
- Public account assessment questions answered. Not all questions must be answered.

Instructions to Migrate a Public Account to an Official Account:

1. Verify the "Current Account". The Admin user must be in the Public account to be migrated.
2. Click on "Migrate My Account" located in the Navigation menu.
3. Click on the Official account where assessment information will be moved to. This feature is only available to users who meet the above criteria.
4. Once users select their target account for data migration, a pop-up box will appear to verify the action. Clicking "OK" will migrate data into the selected target account.

X. SUBMITTING FEEDBACK

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

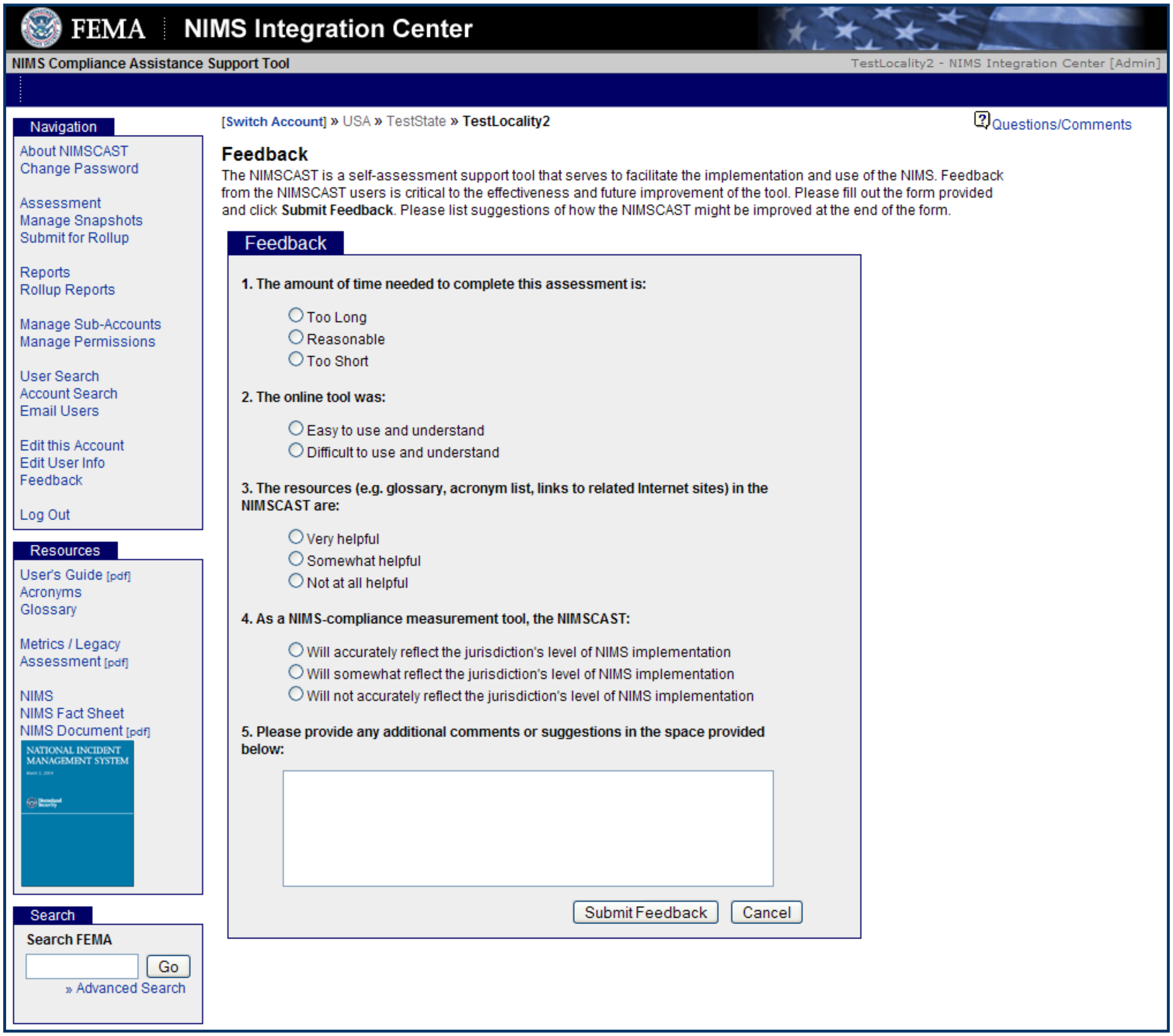


Figure 33: Submitting Feedback

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

XI. LOGGING OUT

It is important to log out after each session to ensure the security of your account. To log out, click the Log Out button in the Navigation menu. You will be automatically transferred to the NIMSCAST introduction screen. A yellow box at the top of the page will indicate that your log out was successful.

XII. SPECIAL STATE ADMINISTRATOR FUNCTIONS

The deployment of the FY2008 NIMSCAST includes several new functions that are available to State Administrators.

In this section you will learn to:

- Assist Sub-Account Users with e-mail address and passwords issues
- Management of Public Registration Process
- Ability to add custom guidance to State and Local Metrics
- Control open collections by year

Assist Sub-Account Users with e-mail address and passwords

Administrators can assist users with tasks such as changing their e-mail address or resetting their passwords if the user's (to be updated) NIMSCAST 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.

Instructions to Update a User Profile for a User:

1. Use the User Search Function to locate the User record in the system.
2. Select the notepad icon to the right of the correct user to open the User Profile for editing.
3. Update the User information as appropriate.

Management of Public Registration Process

Administrators of state accounts can use the system tools to help them manage new public registration requests. Using this function, registrations will be pending until reviewed by an authorized state administrator. The state administrator can decide if the proposed user registration should be included in their existing account hierarchy, belong outside the official account structure, or do not warrant access to NIMSCAST.

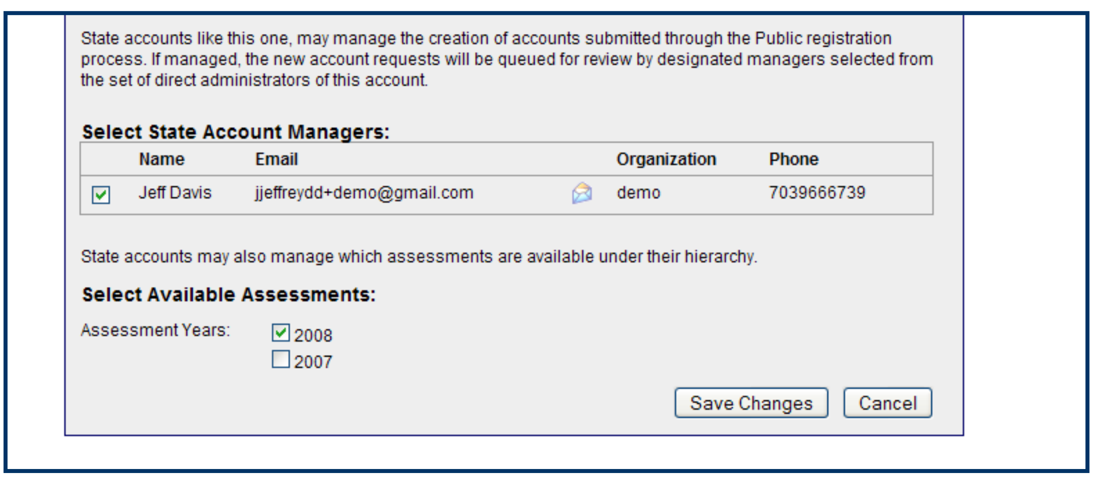


Figure 34: State Administrators Only Account Edit Functions

Instructions to Manage Public Registration:

1. Ensure that the users that are going to manage the new registrations have Admin permission on both the State accounts (/USA/Region/State and /Public/State).
2. Switch to the Official State Account (/USA/Region/State).
3. Edit the Account Details
4. Select the administrators that are going to manage the Public registrations.
5. Save the Account Details.

New public registrations that are identified as belonging to your state will now be collected and held in a pending status until acted on by a state account manager.

6. Account managers designated in step 4 will receive e-mail notification of new pending registrations.
7. Select the Manage Pending Accounts link on the navigation.
8. From the list of Pending requests, select the one that you want to review.
9. Considering the registration information and the NIMSCAST systems suggested accounts, determine what the appropriate action is for the account from the following choices:
    a. I want to assign the user to an existing account listed below
    b. I want to assign the user to a new account under one listed below
    c. I want to assign the user to an existing account NOT listed below
    d. I want to assign the user to a new account under one NOT listed below
    e. I want to decline this pending account
10. Select the Account to complete the Registration process
11. The new user will receive an e-mail with their temporary password.

Ability to add custom guidance to State and Local Metrics

Administrators of State accounts can provide additional guidance to their constituents. This guidance is provided on per Compliance Objective (2008) and per account type basis. Guidance will be viewable to all applicable accounts and will be visible under the IMSID Compliance Objectives. The text will be pre-pended with “State Guidance:”

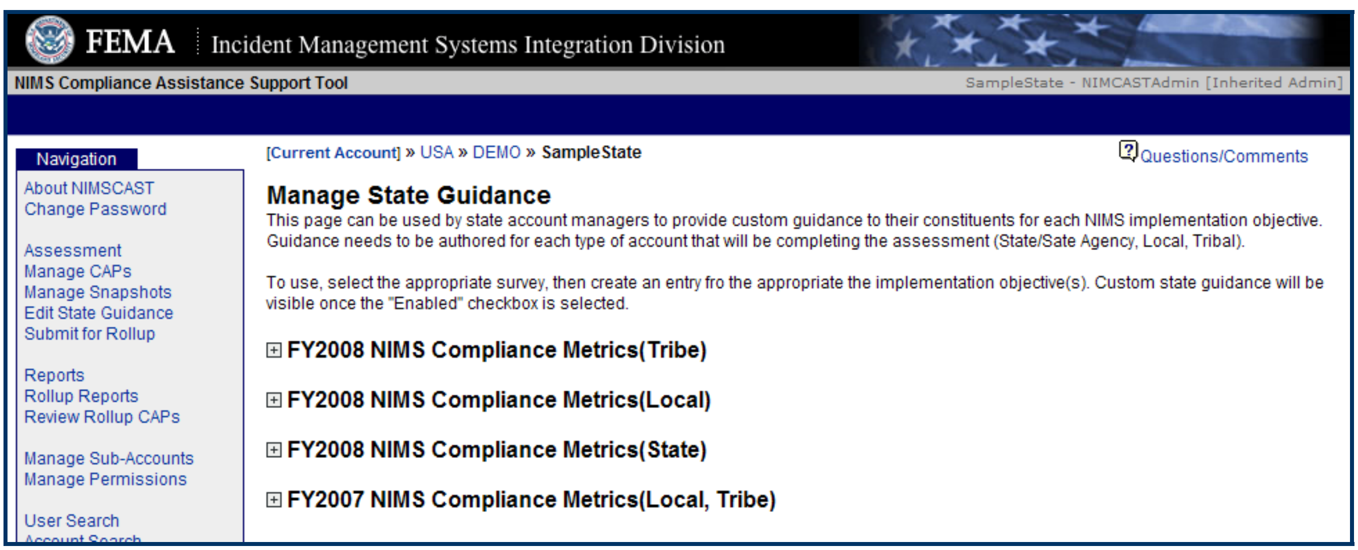


Figure 35: Editing State Guidance

Instructions to Add or Edit State Guidance:

1. Switch into the State account (/USA/Region/State).
2. Select the “Edit State Guidance” link int eh Navigation menu.
3. Select the appropriate version of the metrics to add the guidance to, being careful to select the appropriate year as well as account type.
4. Select each Objective that you want to add State Guidance to.

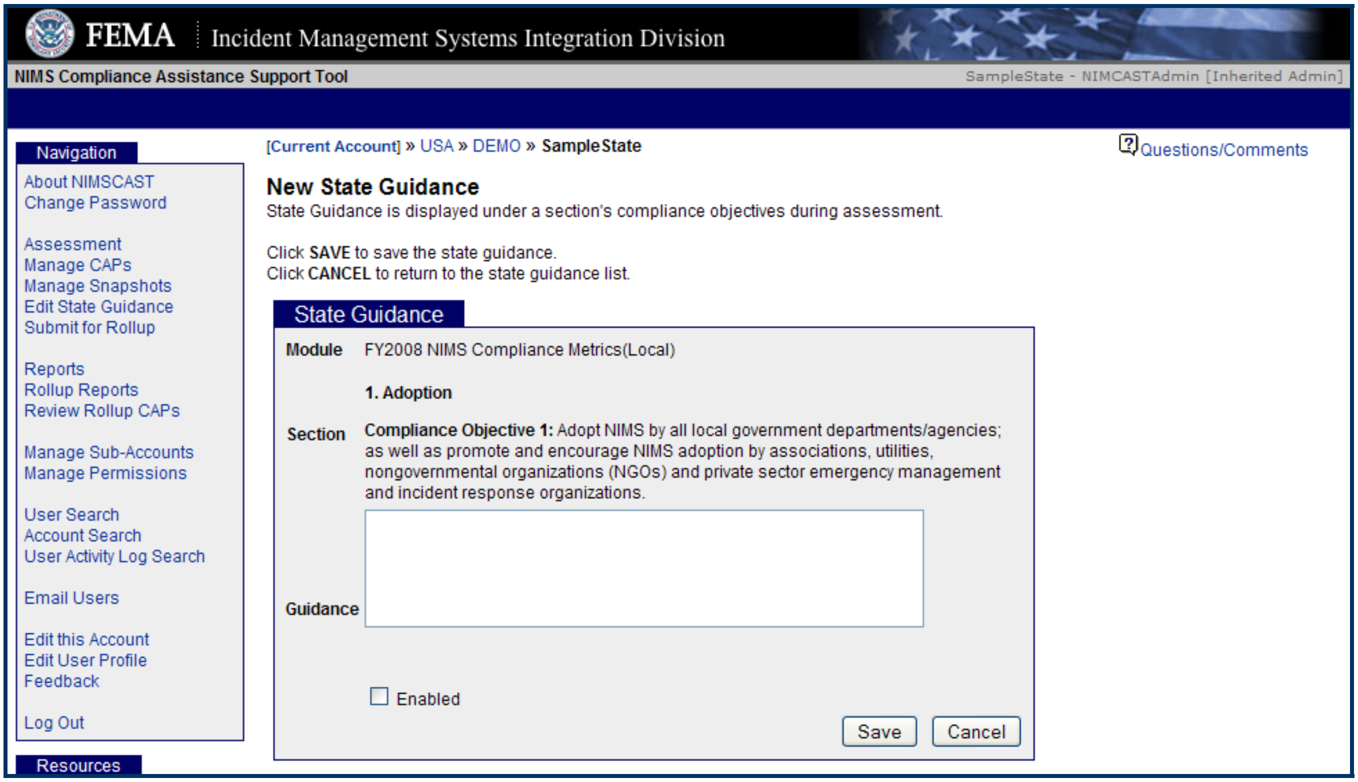


Figure 36: Providing State Guidance

5. Use the Enable/Disable checkbox to control whether or not the guidance is displayed to constituents.

Control open collections by year

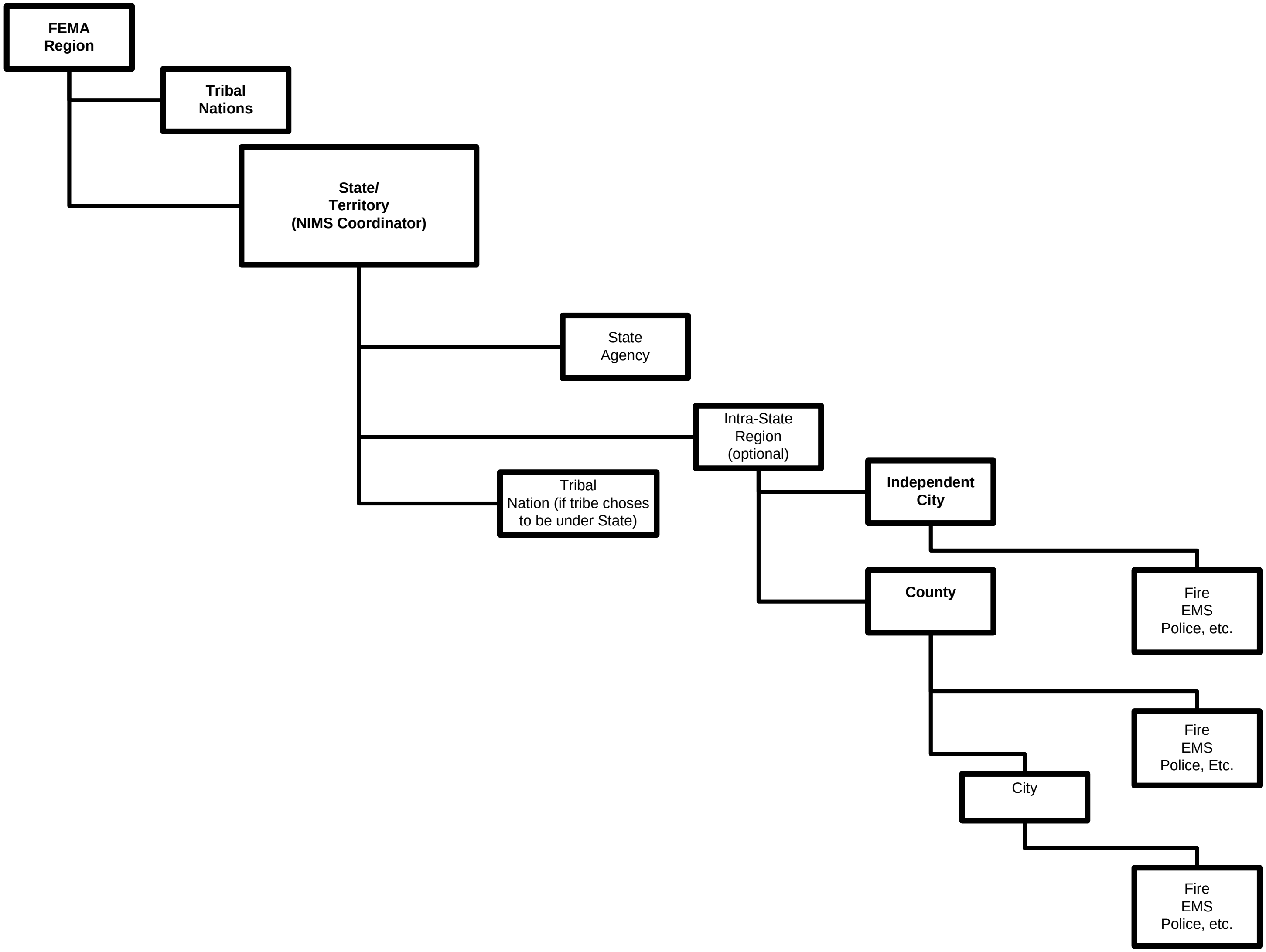
States have the ability to control what year collections are open for their constituents to fill in. This can be useful to limit the number of collections that are available to users to only those required, while allowing for the extension of collections to meet State needs.

Instructions to control open collections:

1. Switch into the State account (/USA/Region/State).
2. Click “Edit this Account”
3. Ensure that the appropriate years are selected

Unselected Years will result in the metrics for that year only being available for review (no updates) via the reporting functions.

APPENDIX A: SAMPLE ACCOUNT STRUCTURES



APPENDIX B: USER PERMISSION PRIVILEGES

	Establish Sub-Accounts	Create/ Change User Permissions	Search for Accounts or Users	E-mail Users	Answer Assessment Questions	View Account Report	Submit for Roll-Up	View Roll-up Reports	Migrate Accounts
Administrative	X	X	X	X	X	X	X	X	X
Standard without Rollup					X	X		X	
Standard with Rollup					X	X	X	X	
Read-Only with Inheritance						X		X	
Read-Only						X		X	
None									

APPENDIX C: NEW FY 2008 NIMSCAST UPDATES

The deployment of the FY 2008 NIMSCAST includes the following new updates that are available to State Administrators as well as general NIMSCAST Users:

New functions for State Administrators include:

1. Disabling of FY2007 Metrics Collection
2. Control open collections by year
3. Ability to add custom guidance to State and Local Metrics
4. Assist Sub-Account Users with email address and passwords issues
5. Management of Public Registration Process

New functions for all NIMSCAST users include:

1. New Reports
   - Accounts & Users
   - Spreadsheet style comprehensive report
   - NIMS Compliance Objective Progress Report
2. New “Standard with Rollup” Permission Type
3. Read-Only Users can view Metrics forms

New functions for State Administrators

1. **Disabling of FY 2007 Metrics Collection**
   With the release of the FY 2008 NIMS compliance 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.

2. **Control open collections by year**
   State administrators 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 administrators 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 answer the FY 2008 assessment.

3. **Ability to add custom guidance to State and Local Metrics**
   Administrators 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 Compliance Objective (2008) and per account type basis. Guidance will be viewable to all applicable accounts and will be visible under the IMSID Compliance Objectives. The text will be pre-pended with “State Guidance:”

4. **Assist Sub-Account Users with email address and passwords**
   Administrators can assist users with changing a user’s profile information (i.e. e-mail 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.

5. **Management of Public Registration Process**
   Administrators 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 3) to decline access into the NIMSCAST all together.

New functions for all NIMSCAST users

1. **New Reports – Accounts and Users**
   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 Comma Separated Values report which can be viewed using spreadsheet style tools (i.e. MS Excel).

   - **New Reports – New Output Type for Comprehensive Reports**
     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 (Comma Separated Values, suitable for spreadsheet applications).

   - **New Reports – NIMS Compliance Objective Progress Report**
     A new report is available that tracks each accounts reported compliance with the NIMS Compliance Objectives. NIMS Compliance Objective Progress Report shows implementation progress from previous years.

2. **New Permission Type – "Standard with Rollup" has been created**
   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.

3. **Read-Only Users can view Metrics forms**
   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.

4. **Compare Snapshot Report**
   Jurisdictions using NIMSCAST's ability to save multiple snapshots (or versions) of their metrics can now use the Compare Snapshots report to identify and understand the distinctions and gaps between snapshots. Once the snapshots are selected, the system will show the "before and after" for the metrics with all changed values appearing in highlight format.