# NIMS Implementation *Tips of the Week*

## "Rolling Up" Metrics in NIMSCAST

Upon completion of an NIMSCAST assessment, a user "rolls up" their information by selecting "Submit for Rollup" on the Navigation menu to the left.  A user must meet the following criteria to submit a rollup:

1. User must be identified as an Admin User; a permission established by the parent account;
2. Entire Assessment and all Corrective Action Plans (CAP), where necessary, must be completed prior to roll up;
3. The assessment must be part of an account on the official side. Public assessments cannot be rolled up;
4. Appropriate disciplines, as reflected in the assessment, need to be identified under "Account Info".

## How to Submit a Roll Up in NIMSCAST

An administrative user 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 simply, changing the answers.

After selecting "Submit for Rollup" from the Navigation menu, a status screen detailing the conditional items that need to be completed may appear.  These conditions must be met in order to complete the rollup process.  Once all of the conditions have been met, a confirmation box of the rollup submission will appear.  The following conditions are required:

- The user must have Administrator access to the current account;
- The Account must have completed the assessment; and
- The represented disciplines must be marked.

# NIMSCAST 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 and FY 2007 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.



# NEW NIMSCAST Features

The following features were added to the NIMSCAST to assist NIMS stakeholders with their FY 2007 NIMS implementation assessment:

- Frequently Asked Questions (FAQs) – Answers to commonly asked questions are now available on NIMSCAST.  Users can find information on how to log into the system, how to receive a temporary password, and how to establish and reset passwords. Additional FAQs will be added in the future. A link to FAQs is located in the Resources menu on the lower, left side of the screen.

- Announcements – Announcements can now be posted on the NIMSCAST. Administrators can create new announcements to be viewed by users with permissions at or below the parent account. To access this feature, click on

Announcements in the Resources menu on the lower, left side of the screen. Announcements can be created by Admin users only.

- **Identification of non-reporting jurisdictions/agencies/departments** – Admin users can now identify sub-accounts that remain in the account hierarchy but will not be reporting compliance through the NIMSCAST. This feature allows you to quickly identify in the Account Statistics report any accounts that will not be completing FY 2007 assessment information. The feature is located in the edit account page, by un-checking the "Jurisdiction Uses NIMSCAST to Measure NIMS Implementation Metrics" option.

- **Update to the User Activity Log Search** – The start date for a search now defaults to the current date. The date can be changed to search further back in the account log.

- **Account Statistics report enhancement** – A FY 2007 account "Percentage Completed" column has been added to the account statistics report. This new feature allows users to view all of the sub-accounts and to determine if any assessment data was entered and to identify the percentage of progress made in the assessment.

- **Change of Email Address Confirmation** – The NIMSCAST now requires a confirmation to correct email addresses. When an existing email address is changed, the NIMSCAST will send an email to new/updated email address. The user will need to click on a web link in the email to indicate that the email address is valid. Once the confirmation email is received in the system the user will be able to log in with the new/updated email address.

## Previous *Tips of the Week* include:

**August 1**
- Hospital Compliance Activities
- New NIMSCAST Features

**July 11/18**
- FY 2007 Resource Typing Activity and Metrics
- NIMSCAST Account Progression

**July 4**
- NIMSCAST Account Migration

**June 20**
- NIMS IRIS
- NIMS Revision Affect on ICS-700