ODP Information Bulletin
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TO: All State Administrative Agency Heads
                All State Administrative Agency Points of Contact

FROM: C. Suzanne Mencer
                Director

SUBJECT: Data Review Project Additional Support

ODP launched its Homeland Security Data Review Project on April 15, 2004 to provide states an opportunity to analyze jurisdictional and state assessment data submitted as part of the FY 2003 State Homeland Security Assessment and Strategy (SHSAS) Program. ODP provided each state with a customized, state-specific Quality Assurance Report that highlights areas of concern found in our analysis. Along with the Quality Assurance Report, ODP will be providing each state electronic copies of their SHSAS reports to assist with the review and analysis of assessment data. The final, verified assessment data should be submitted to ODP by October 15, 2004.

States are encouraged to contact their ODP Preparedness Officer to schedule technical assistance (TA) for the Data Review Project. The TA being offered by ODP includes:

- **Data Review Technical Assistance Workshop** (one session per state)
  This workshop focuses on explaining the data identified in the customized Quality Assurance Report, interpreting electronic copies of state SHSAS reports, and providing further instruction on completing the Data Review Project. Jurisdiction Assessment Reports (which are complete copies of each jurisdiction's assessment) will be provided to state personnel during this visit. The expected outcome of this workshop will be an understanding of the Quality Assurance Report and understanding of the Data Review Project process.

  Duration
  One day, with a pre-workshop meeting prior to the delivery of the workshop. Two weeks lead time is needed to produce the jurisdiction assessment.

- **Data Analysis Technical Assistance Workshop** (one session per state)
  This workshop is provided to assist state jurisdictions with viewing and analyzing reports available through the Data Analysis Tool (DAT) for their assessment data. The workshop will include facilitators demonstrating the data analysis tool. The expected outcome of this workshop is that participants can employ the DAT to analyze their assessment data as part of the Data Review Project process.

  Duration
  Four to six hours

- **Data Entry** (one session per state)
  This workshop follows the SHSAS Data Review TA and completion of the state's review of the SHSAS data for all jurisdictions. This workshop focuses on inputting the corrected data into the secure, online Data Collection Tool (DCT). The expected outcome of this TA will be completion of the data entry for the SHSAS Data Review Project.

  Duration
  The length of this workshop is dependant on the number of jurisdictions and the amount of data to be updated, ranging from one to four days.

Technical assistance available from ODP is provided without charge to a requesting state. All requests for technical assistance should be submitted to the ODP Preparedness Officer for your state.

In addition, please contact your ODP Preparedness Officer when you are ready for the data review change request in the online Data Collection Tool (DCT). This process will allow the state administrator the ability to edit and resubmit corrected jurisdiction data within your state.

Thank you for your participation in this important process. If you have any questions regarding the Data Review Project, please call your ODP Preparedness Officer or the Centralized Scheduling and Information Desk at (800) 368-6498.