Jurisdiction Prioritization Tool Jurisdiction Prioritization Matrix (JPT-1)

Description

Welcome to the Jurisdiction Prioritization Tool. This job aid will walk you through the process of using the new capability to prioritize jurisdictions.

Pictured to the right is a screen shot from Section 5.0 of the State Domestic Preparedness Equipment Program On-Line Data Collection Tool.

- 1) Click either of these links to access the Jurisdiction Prioritization Tool (JPT).
- 2) Click this link to access the page depicted to the right.
- 3) Click this link to access the Statewide Domestic Preparedness Strategy Section. There will also be a link on this page for the JPT.
- 4) This table represents the current Jurisdiction Prioritization Matrix. The work you do with the JPT will impact this table to reflect your assessment of your State or Territory's needs. The first column lists the names of the Jurisdictions in your State or Territory.
- 5) The second column lists the population of those jurisdictions.
- 6) The third column lists the current rank, based on your assessment, of the jurisdictions. The rank should be 1 for the greatest need, 2 for the second greatest need, etc., for the lowest based on the data reported and your evaluation of the data.

Screen



State Domestic Preparedness Equipment Program



Needs Assessment and Strategy Development

SAA Handbook

Approve Registrations Jurisdiction Prioritization Tool Data Analysis Tool

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5.0 Jurisdictional Prioritization Matrix

The Jurisdiction Prioritization Matrix is a form for priority ranking of each of the state' identified jurisdictions based on Risk Assessment Process and Capabilities and Needs Assessments. One matrix for each state is to be completed by the SAA. The prioritization should be reflected in tasks related to completion of your Statewide Domestic Preparedness Strategy. All the jurisdictions defined by the SAA are listed below. Please Rank the jurisdictions based on the reports available in the Risk Assessment and Capabilities and Needs section. You can also use the Jurisdiction Prioritization Tool (JPT) to assist you with the ranking process.

Showing results 1-12 from a total of 12.

4	5	6
Jurisdiction Name	Population	Rank
Smithville	93000	1
Blueville	64000	2
Redville	43000	3
Greenville	200000	4
Yellowville	53000	5
Brownville	65464	6
Grayville	20655	7
Orangeville	22000	8
Pinkville	25400	9
Protoville	63000	10
Coneyville	51461	11
Lavenderville	11000	12

Showingresults 1-12 from a total of 12.

Save and Continue

Jurisdiction Prioritization Tool Jurisdiction Prioritization Tool Home (JPT-2)

Description

- 1) This link will take you to the screen you see displayed to the right. The menu bar consisting of items JPT Home, User Fields, Jurisdiction Data, Scenarios, Help will appear at the top of each screen when working in the JPT
- 2) Click this link to go to the "User Fields" section where you can create additional data groups. These groups can be populated in the "Jurisdiction Data" section and factored in to the Scenario Reports.
- 3) Click this link to go to the "Jurisdiction Data" section where you can view preparedness data submitted by individual jurisdictions. You will also be able to edit information from "User Fields" that have been created.
- 4) Click this link to go to the "Scenarios" section where you can create and run preparedness reports.
- 5) Click this link to go to the "Help" section where you can find information on the use of the JPT.
- 6) Click this link to go "Back" to the previous screen viewed within each section. This function will return you as far as the section's original screen, but not out of the section itself.
- 7) Click this link to "Exit" from the JPT and return to the On-Line Data Collection Tool.

Screen

Jurisdiction Prioritization Tool

1 JPT Home User Fields Jurisdiction Data

4 Scenarios 5 Help

Welcome to Jurisdiction Prioritization Tool (JPT). This is an analytical tool which allows the State Administrative Agency (SAA) to develop a method for prioritizing participating jurisdictions in the state assessment process. The prioritization method selected during this process will be unique to the state. Evaluation factors and weighing applied to the jurisdiction assessment submissions will determine the ranking each jurisdiction receives.

The application consists of the following modules. Select one of them to begin using the tool.

- 2 User Fields allows you to add up to five user defined fields to be used as factors in the prioritization process, and/or view/(de-)select/edit existing user defined fields under your state.
- 3 Jurisdiction Data allows you to select and/or edit all, none or some of the available user defined factors and pre-selected factors to be applied to a specific jurisdiction.
- 4 Scenarios allows you to select weighting factors and apply those weighted factors to all jurisdictions to derive a prioritized result. It also allows you to name, save and select different scenarios to perform 'what-if' drills.
- 4 Report allows you to view/print the results of the active scenario.

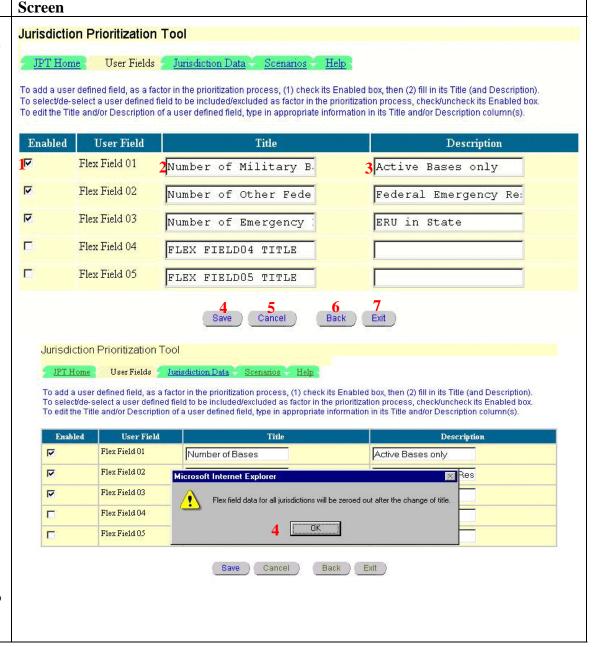
6 Back



User Fields (JPT-3)

Description

- 1) Check the boxes underneath the "Enabled" column to activate your user defined or custom factors. This will include these custom factors when you run the scenario for your State or Territory.
- 2) Type in the title you want to use for your custom factor. In this example, we decided that if a jurisdiction had a military base (or bases) located within its boundaries, that the military base would be a factor in determining how much need the jurisdiction had for additional equipment, training or exercises. The title must be no longer than 25 characters, including spaces.
- 3) Type in a description of the custom factor you are enabling. The description must be no longer than 25 characters, including spaces.
- 4) Click the "Save" button after you have finished adding your custom factors to update your list of factors for consideration in jurisdiction prioritization. If you have changed the title of your factor, the system will notify you that making this change will reset all jurisdiction values for this factor to zero.
- 5) Click the "Cancel" button to abort any changes you have made.
- 6) Click the **"Back"** button to return to the JPT home page.
- 7) Click the **"Exit"** button to leave the JPT and return to the On-Line Data Collection Tool.

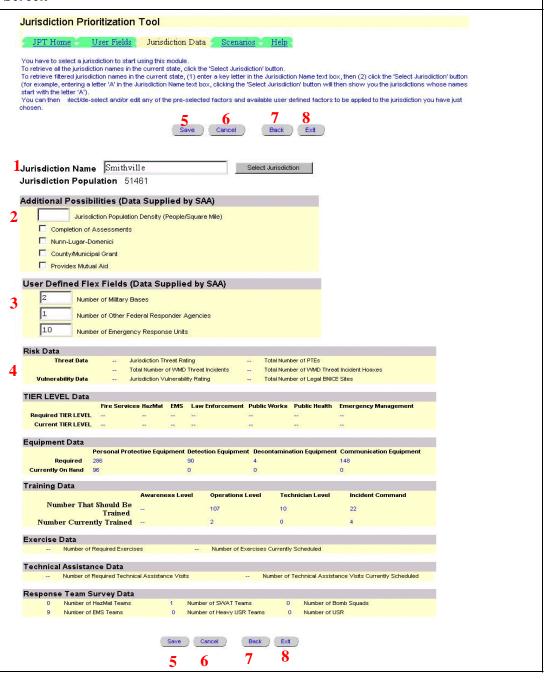


Jurisdiction Data (JPT-4) Description Screen 1) Click the "Select Jurisdiction" button to view the Jurisdiction Prioritization Tool particular information reported by an individual jurisdiction. JPT Home User Fields Jurisdiction Data 2) A new window will pop up listing all of the Jurisdictions You have to select a jurisdiction to start using this module To retrieve all the jurisdiction names in the current state, click the 'Select Jurisdiction' button. To retrieve filtered jurisdiction names in the current state, (1) enter a key letter in the Jurisdiction Name text box, then (2) click the 'Select Jurisdiction' button in your State or Territory. (for example, entering a letter 'A' in the Jurisdiction Name text box, clicking the 'Select Jurisdiction' button will then show you the jurisdictions whose names You can then select/de-select and/or edit any of the pre-selected factors and available user defined factors to be applied to the jurisdiction you have just chosen. 3) Click the **name of the jurisdiction** whose data you wish to view. Jurisdiction Name 4) Click "Cancel" from this window if you do not wish to view jurisdiction data at this time. Additional Possibilities (Data Supplied by SAA) Arrisdiction Population Density (People/Square Mile) Completion of Assessments Num-Lugar-Domenici County/Municipal Grant Provides Mutual Aid User Defined Flex Fields (Data Supplied by SAA) FLEX FIELD01 ₩ Jurisdication Data - Netscape File Edit View Go Communicator Help Click to Select a Jurisdiction Name from the List below: 3 Blueville Brownville Coneyville Grayville Greenville Lavenderville Orangeville Pinkville Protoville Redville Smithville Yellowville

Description

- 1) Jurisdiction Name displays the name of the jurisdiction whose data you are currently reviewing.
- 2) Additional Possibilities are predefined factors that you may wish to include when evaluating the needs of the jurisdictions in your State or Territory. If you wish to consider population density when prioritizing your jurisdictions, enter the population density in the space provided. Check off whether each of the other criteria that apply to this jurisdiction by asking: Has the jurisdiction completed its OSLDPS risk and needs assessments? Has the jurisdiction received funding under the Nunn-Lugar-Domenici Program? Has the jurisdiction received funding under the OSLDPS FY99 County and Municipal Program? Does the jurisdiction have mutual aid agreements with other jurisdictions?
- 3) User Defined Flex Fields are the custom factors that you created to use in evaluating individual jurisdictions. See job aid JPT-3 for information on how to add, edit or delete these factors. The information you input for these factors will depend on what the factor is. In this example, we have assumed this jurisdiction has 2 Military Bases, 1 Federal Responder Agency and 10 Emergency Response Units.
- 4) The remainder of the data displayed is pulled from the information provided by the local jurisdictions. You may review this data, but not edit it.
- 5) Click the "Save" button when you have completed your review and data entry for this particular jurisdiction to save any changes you have made.
- 6) Click the "Cancel" button to abort your changes.
- 7) Click "Back" to return to the Jurisdiction Data main page.
- 8) Click "Exit" to return to the On-Line Data Collection Tool

Screen



Scenarios (JPT-5A)

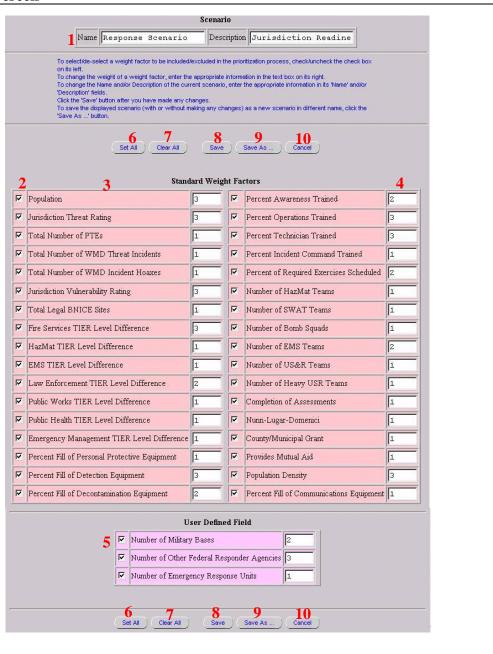
Description

Pictured to the right is the scenario edit screen. This screen will allow you to set or modify the priority you wish to give different factors when assessing the needs of individual jurisdictions.

- 1) Displayed in these two boxes are the name and description you gave your scenario when you first created it. You may change the name or description of this scenario by editing these fields. You will be limited to 20 characters, including spaces, for each field.
- 2) Select the Standard Weight Factors you wish to be considered by clicking in the check box next to each factor you wish to include. To include all predefined factors, click on "Set All". (Also see step 6)
- 3) This column displays the title of the factor you may wish to include in your analysis.
- 4) Enter your weighting factor here. Weighting factors are used to give the same or differing levels of importance to each criterion. You will probably want to limit your weighting to the numbers 1-5, with 1 being the lowest level of importance and 5 being the highest level of importance.

There are 34 system defined factors you may wish to use when prioritizing your jurisdictions. Once you have selected which factors you wish to use, you may then establish a weighting factor for each individual criteria. This weighting factor will allow you to count the criteria that are more important to your state or territories needs more heavily when computing the final priority. For example, let's say you have decided that all of the system defined factors should be used in computing the prioritization for your jurisdictions. However, you want to focus resources at ensuring that personnel are trained in your local jurisdictions more heavily. You would select all of the

Screen



Screen

Description

factors by clicking the select all button and then assign the value of 1 to all of the factors. You could then increase the weighting factor(s) dealing with training to 2 to have them count twice as much as the other factors in the list.

You should also account for the fact that the system will default to increasing the overall score for jurisdictions with more resources already present. The following factors serve to increase the overall score of a jurisdiction: Number of HazMat Teams, Number of SWAT Teams, Number of EMS Teams, Number of US&R Teams, Number of Heavy US&R Teams. This means that, all other things being equal, the jurisdiction with the most teams in place will appear to be the one with the greatest need. If you would like the opposite result, give these factors a negative value (e.g., by typing in -1) for the weighting factor.

- 5) Select any User Defined Factors (custom factors) you also wish to include in your analysis by clicking on the box next to that factor, note: Clicking the "Set All" and "Clear All" buttons (steps 6 and 7) will not impact whether the User Defined Factors are selected or cleared. These must be turned on or off manually.
- 6) Click the "**Set All**" button to select all of the Standard Weight Factors.
- 7) Click the "Clear All" button to remove all Standard Weight Factors from your scenario. You may then click on just the factors you wish to consider.
- 8) Press **"Save"** to save your personalized edits for the scenario you have created.
- 9) Press "Save As" to designate the file name of your particular scenario when you save.
- 10) Press "Cancel" to cancel the edits you have made to the scenario. No changes will be saved.

1 Name Response Scenario Description Jurisdiction Readine To change the Name and/or Description of the current scenario, enter the appropriate information in its Click the 'Save' button after you have made any changes Clear All Population Percent Awareness Trained ✓ Jurisdiction Threat Rating Percent Operations Trained Percent Technician Trained Total Number of PTEs ▼ Total Number of WMD Threat Incidents Percent Incident Command Trained Total Number of WMD Incident Hoaxes Percent of Required Exercises Scheduled Jurisdiction Vulnerability Rating Number of HazMat Teams ▼ Total Legal BNICE Sites Number of SWAT Teams Fire Services TIER Level Difference Number of Bomb Squads HazMat TIER Level Difference Number of EMS Teams EMS TIER Level Difference ▼ Number of US&R Teams Law Enforcement TIER Level Difference ▼ Number of Heavy USR Teams Public Works TIER Level Difference Completion of Assessments ▼ Nunn-Lugar-Domenici Public Health TIER Level Difference Emergency Management TIER Level Difference 1 County/Municipal Grant Percent Fill of Personal Protective Equipment Provides Mutual Aid Population Density Percent Fill of Detection Equipment Percent Fill of Decontamination Equipment Percent Fill of Communications Equipment 1 User Defined Field Number of Military Bases Number of Other Federal Responder Agencies 3 Number of Emergency Response Units Cancel 10

Scenarios (JPT-5A) continued

Description 1) Click the "Run Report of Active Scenario" button to generate a prioritization report based on the criterion established.

- 2) A status screen will be displayed while the report is being generated, then the Jurisdiction Score Report will be displayed. Each jurisdiction in your State or Territory will be displayed with a score and a rank. The jurisdiction with the highest score will be the one that the system has determined is in the greatest need of assistance, based on the criterion selected for evaluation, and assigned the rank of 1. The second highest score will receive the rank of 2, and so on.
- 3) Click "**Print**" to print a hard copy of this report for your records.
- 4) Click "Save" to use this report as your prioritization matrix in section 5.0 of the Online Data Collection Tool.
- 5) Click "Cancel" to cancel the report and return to the Scenarios main screen.
- 6) Click "Back" to return to the Scenarios main screen.
- 7) Click **"Exit"** to return to the On-Line Data Collection Tool.



Scenarios (JPT-5)

Description Screen 1) The Scenarios column displays the name of each scenario that you have created. You may create as many Jurisdiction Prioritization Tool scenarios as you wish to aid you in establishing your User Fields Jurisdiction Data Scenarios JPT Home final jurisdiction prioritization list. To edit a scenario, click its 'Edit' icon. To delete a scenario, click its 'Delete' icon. 2) The Description column displays the description of To add a new scenario, click the 'Add Scenario' button. To exclusively activate a scenario, click its 'Activate' radio button. each scenario that your have created. To run a report of the active scenario, click the 'Run Report of Active Scenario' button Scenarios Description Activate 3) Click the **circle** in the Activate column for the 30 Response Scenario Jurisdiction Readiness 58 scenario you wish to use. You will need to do this prior to running the report for this scenario. (See step 7) Run Report of Active Scenario 4) Click the **pencil icon** in the Edit column to modify the criterion you are using to establish your jurisdiction prioritization list. (See JPT-5A for more information) 5) Click the **trash can icon** in the Delete column to delete the scenario from your list. 6) Click the "Add Scenario" button to create a new scenario. (See JPT-5A for more information) 7) Click the "Run Report of Active Scenario" button to generate a report based on the criterion you established in the report you have selected as the active scenario. Select a scenario as active by clicking the circle in the column marked Active. (See JPT-5B for more information) 8) Click "Back" to return to the JPT Home page. 9) Click "Exit" to leave the JPT and return to the On-

Line Data Collection Tool.