ODP On-Line Data Collection Tool
Data Release Process

1. States may now request that ODP release their needs assessment and state strategy submission data for interim updates. Interim updates are not required by ODP, and this capability is being provided only to assist states with their planning requirements.

2. To request that needs assessment and state strategy submission data be released, the state administrative agency (SAA) must log on and go into the SAA handbook. Once in the SAA handbook, the SAA will need to click on the "Request to Reopen" link in the Introduction section. This will send an email message to ODP with a request to release the submission back to the state. (Note: The "Request to Reopen" link will not be visible if the submission is already released for edits.)

3. The system will send an email message to the SAA when ODP releases the submission back to the state. (Note: When the data is released, a copy of the original submission is made so that any revisions to the data do not overwrite the original approved data.)

4. Once the data is released, the SAA has the ability to reopen the submission for each of the jurisdictions, add new jurisdictions or delete any existing jurisdictions. Additionally, the SAA may update any data that has been submitted, add new data or delete data.

5. Once all the changes have been made, the SAA should "resubmit" the data to ODP. (Note: ODP will not formally review or approve the new submission.) Additionally:

- Before a state can resubmit, the usual completeness checks will apply, including the requirement that all defined jurisdictions should have submitted their data to the state.

- States have the option of submitting a revised domestic preparedness strategy document or re-attaching the older document with the new submission. A document **MUST** be attached for the submission to be made successfully.

6. A state can request that ODP release their data multiple times.

7. State and local first responder jurisdictions may also view previously submitted data sets. To view previously submitted data, the user will need to click on the "Data History" link in the Introduction section. This will open a pop-up window with links to previously submitted data sets. This historical data is available in view only mode.

8. The capability to run queries on each data set using the Data Analysis Tool is currently being developed. This additional capability will be available by mid-August.