# NIMSCAST Technical Users Guide
# Version 1.1

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FEMA

Questions, comments and suggested improvements related to this document are encouraged.

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# NIMSCAST TECHNICAL USERS GUIDE (version 1.1)

## TABLE OF CONTENTS


**I: NIMSCAST OVERVIEW ..... 3**

What is the NIMSCAST? ..... 3

**II: ACCESSING THE NIMSCAST TOOL ..... 4**

Logging In for First Time ..... 4

Choosing a Strong Password ..... 5

Forgotten/Lost Password ..... 5

Updating User Information ..... 7

**III: NIMSCAST ACCOUNTS ..... 8**

Accounts ..... 8

State/Territory Authorized Account Access (Official) ..... 8

Public Account Access ..... 8

Account Hierarchy ..... 9

Account Types ..... 9

Account Information ..... 10

Creating Sub-Accounts ..... 10

Relocating Accounts in your Hierarchy ..... 13

Selecting an Account ..... 16

User Permissions ..... 17

What is a NIMSCAST User? ..... 17

**IV. USER PERMISSIONS ..... 17**

Creating User Permissions ..... 17

Edit User Permissions ..... 19

Remove User Permissions ..... 20

**V: SEARCH FOR ACCOUNTS AND USERS ..... 21**

Searching for Accounts ..... 21

Searching for Users ..... 22

**VI: E-MAIL USERS ..... 24**

Communicating with Users ..... 24

**VII: ASSESSMENT MODULES ..... 26**

Selecting an Assessment Module ..... 26

FYs 2005-2006 NIMS Baseline Assessment ..... 27

FY 2007 NIMS Compliance Metrics ..... 31

Corrective Action Plans ..... 34

**VIII. NIMSCAST REPORTS AND ROLLUP ..... 35**

Reporting and Rollup ..... 35
Managing Assessment Versions ..... 35
Reports ..... 37
FY 2007 NIMS Compliance Metrics Reports ..... 37
FYs 2005 - 2006 NIMS Assessment Reports ..... 37
Submitting Account Responses to Parent Account ..... 38
Rollup Reports ..... 40
**IX. ACCOUNT MIGRATION ..... 42**
What is Account Migration? ..... 42
**X. SUBMITTING FEEDBACK ..... 43**
**XI. LOGGING OUT ..... 44**
**APPENDIX A: SAMPLE ACCOUNT STRUCTURES ..... 45**
**APPENDIX B: USER PERMISSION PRIVILEGES ..... 46**

# 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 implementation activities released since fiscal year (FY) 2005 by the National Integration Center. In addition, the NIMSCAST will provide a method for States, territories, tribal, and local jurisdictions to document their Corrective Action Plans for Tier 1 metrics which a jurisdiction is not compliant. The NIMS Capability Assessment Support Tool (NIMCAST) was released in January 2005. With the release of FY2007 NIMS Implementation Activities and Compliance Metrics, the NIMCAST name has been modified to better reflect the overall use of the tool.

The NIMSCAST is designed for jurisdictions to complete a comprehensive self-assessment based on FY2007 Compliance Metrics. By using the NIMSCAST, jurisdictions will be able to assess their compliance and implementation with NIMS requirements and identify successes and shortfalls. At the end of FY2007, the Incident Management Systems Division of the National Integration Center 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 not only identify enhancements to the NIMCAST but 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 *NIMS-Integration-Center@dhs.gov* . Emails may also be sent, by clicking on "**Questions/Comments"** located on the upper, right side of the screen within the NIMSCAST.

# II: ACCESSING THE NIMSCAST TOOL

**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 8 for further information.

## Logging In for First Time

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

1st Link →

2nd Link →

NIMSCAST Temporary Password Inbox NIMSCAST

"NIMSCAST (no reply)" show details 6:38 pm (1 minute ago) Reply

You have been registered to use 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 6:38PM Mar 5, 2007 (EST).

Set your new password by clicking this link:

http://www.fema.gov/nimscast/LogonSubmit.do?email=jjeffreydd%2Bnew%40gmail.com&password=jjeffrey3476

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

http://www.fema.gov/nimscast/ResetPassword.do?email=jjeffreydd%2Bnew%40gmail.com

Access the NIMSCAST at the following Web Address (URL):

http://www.fema.gov/nimscast/

**Figure 1: NIMSCAST Temporary Password**

### < 24 Hours

If it is **less then 24 hours** from the time that the email 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 email was sent, the temporary password has expired. If your temporary password has expired, click on the second link (see Figure 1) in the email to reset or renew your temporary password. Another email 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 email, 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.

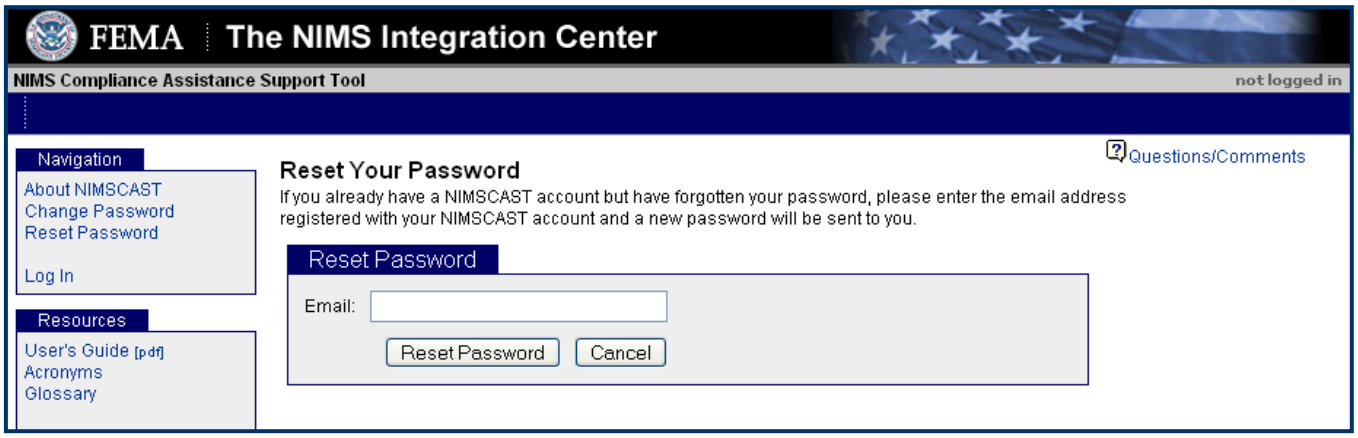



**Figure 2: Password Reset Screen**

After you enter your email address, a new temporary password will be emailed to you. Your current password will no longer be valid.

If it is **less then 24 hours** from the time that the email 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 email was sent, your temporary password has expired. Click on the second link (see Figure 1) in the email 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 email address
3. Enter current password
4. Enter new password twice
5. Click "Change Password"

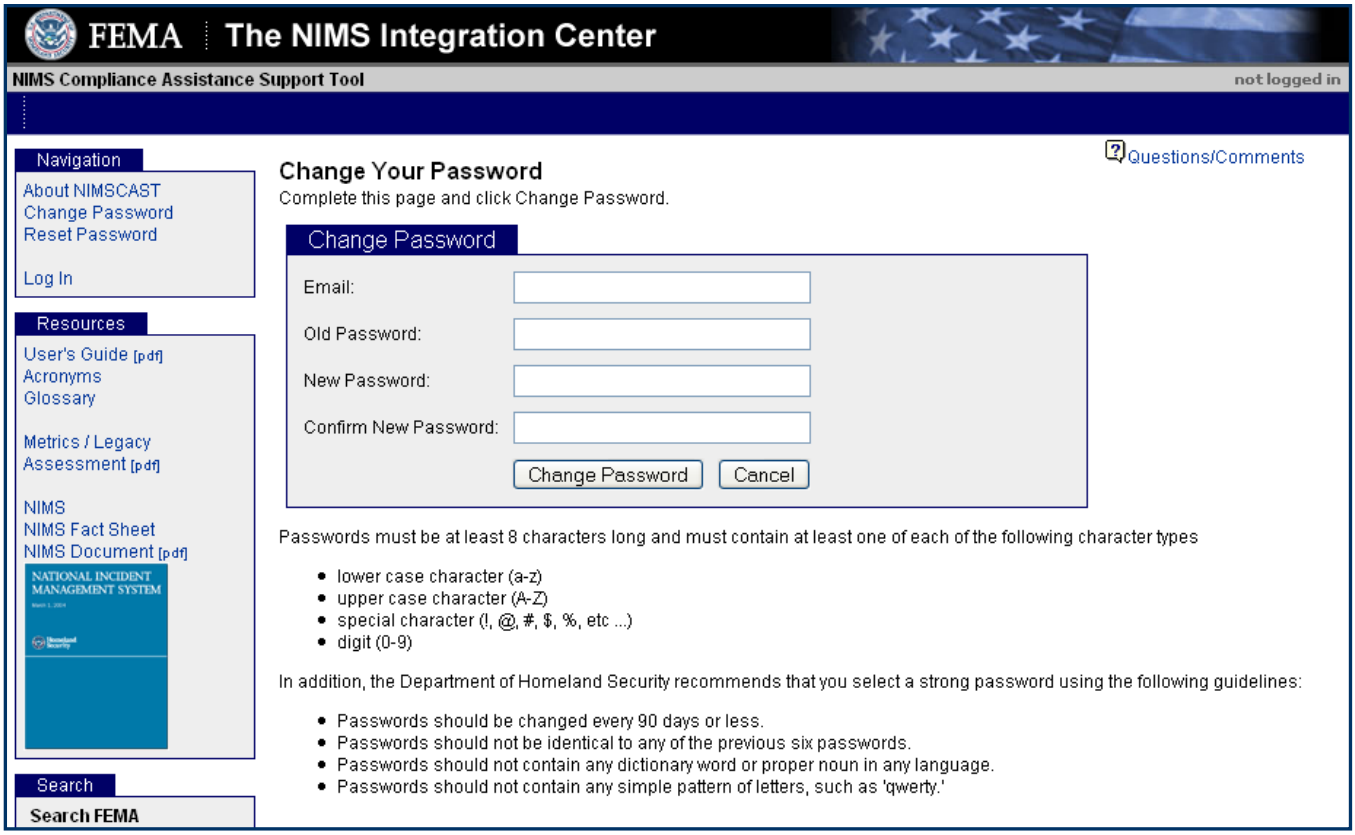



**Figure 3: Password Change**

### Key Points to Remember

- ⇨ The emailed 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 Information

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 Info" link on the left navigation menu, pictured in **Figure 4** below:

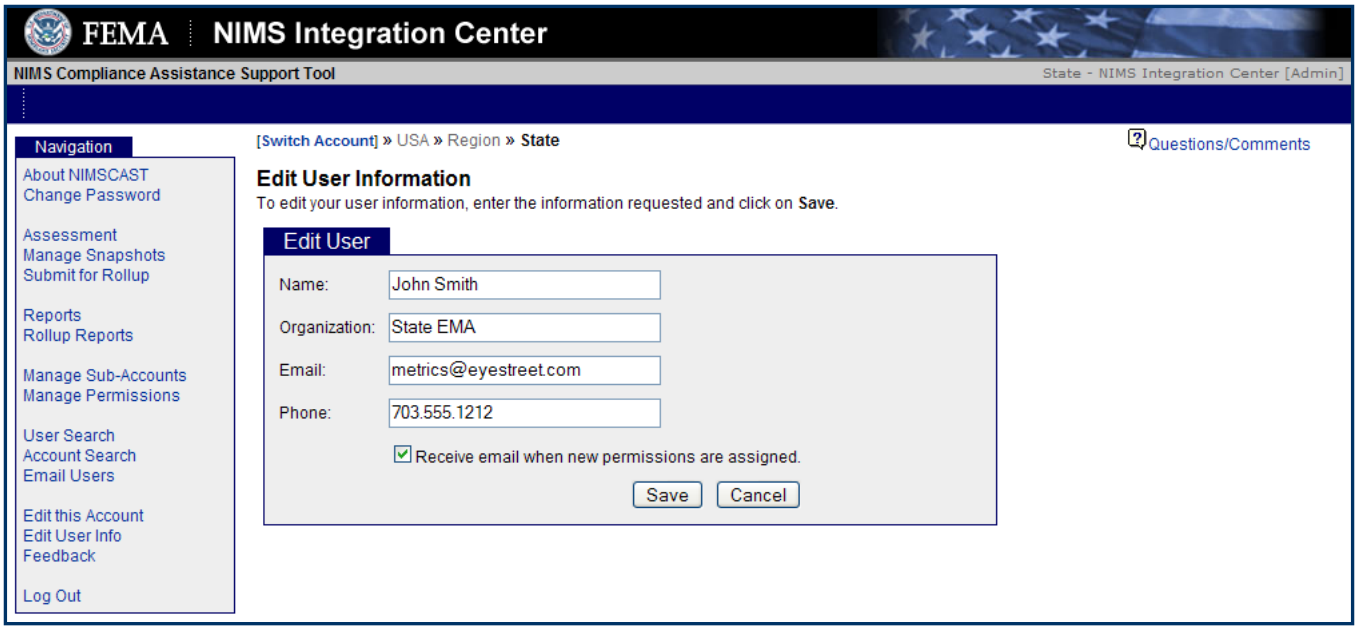



**Figure 4: Editing User Information**

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

The email address that you use to login with can be changed in the email section of the "Edit User Info" link located in the Navigation menu. Once an email 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 email messages you wish to receive. To opt-out of a particular message, uncheck the box next to the description of the email message. As additional system messages are added to the system, the messages available to opt-out of will be updated.

### Instructions to Updating User Information:

1. Click on "Edit User Info" 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 be notified when there is a change to your permission privileges.
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
- Delete an 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, the account it not directly linked in an account 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 38. For further information on Migration please refer to page 42

## 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 "Switch 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.

All tribal accounts have been moved directly 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 .*

All local accounts with State/territory access, will be submitting their final assessment within their State or territory account hierarchy.

## 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:

[Switch 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 are granted permission to view Public accounts for their State/territory.

### 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 demonstrates their reporting needs.

In the original NIMCAST, accounts were referred to as child or grandchild. This reference changed depending on where in the hierarchy an account was located. A local account could be referred to as a parent, child, or grandchild depending on the account that is being referenced. With the release of the NIMSCAST, the reference to parent, child, and grandchild is being removed with the new references to be the Main Account and Sub-Accounts. When referring to a sub-account, the term “levels” should be used.

### Account Types

Within the State/territory authorized account access, the FY2007 metrics are represented by three different types of accounts: State/territory NIMS Coordinator, State/territory agencies and departments, and tribal/local 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**

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

### 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

### 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" if you have no additional accounts to add. Please refer to Appendix A for account structure recommendations.

> Key Point to Remember:
>
> You must have administrative permission to create an account

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.

### Instructions to Create a New Account:

1. Verify that you are in the correct parent account by looking to the upper, right of the Navigation menu at "Switch 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.

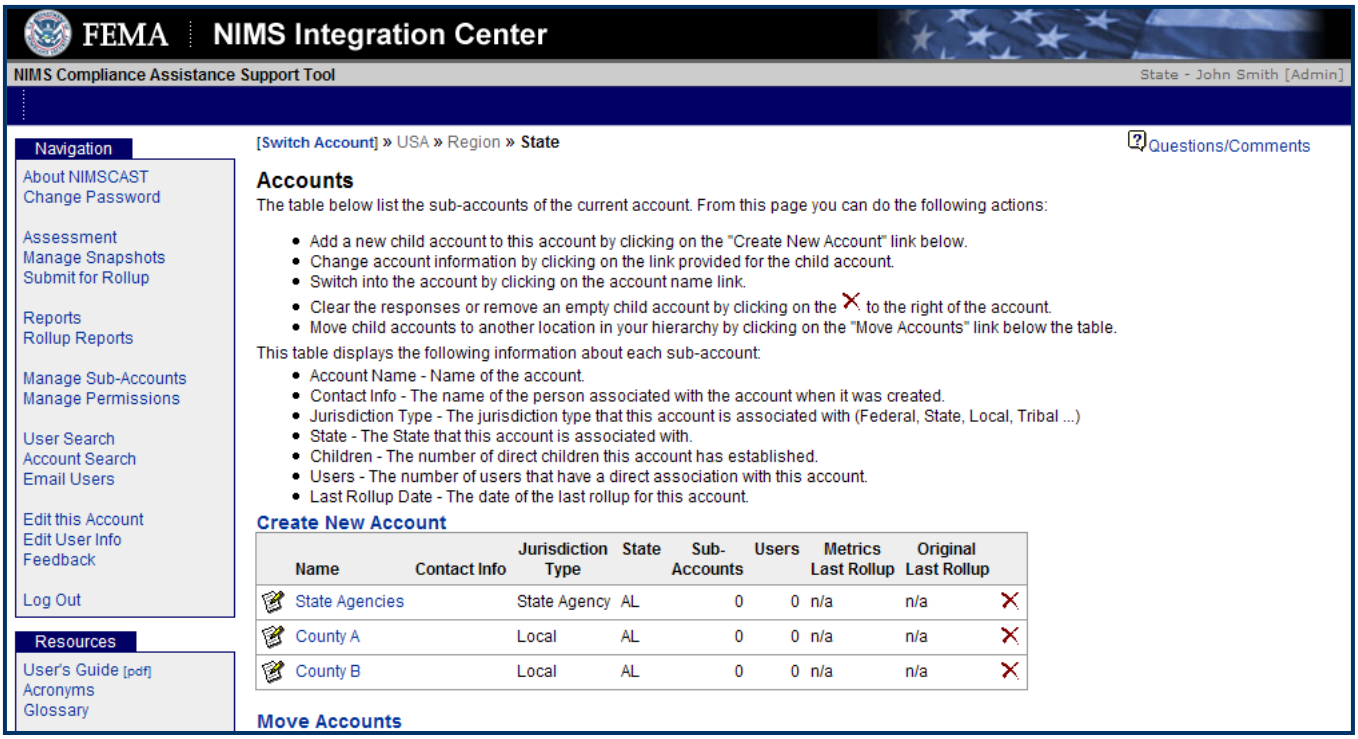



**Figure 5: Creating an Account (continued in Figure 6)**

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

- **Account Name** – Name of the account.
- **Contact Info** – Email 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.
- **Last Rollup Date** – The date of the last rollup for this account.

### Key Point to Remember

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

⇨ The account name in bold is the active account.

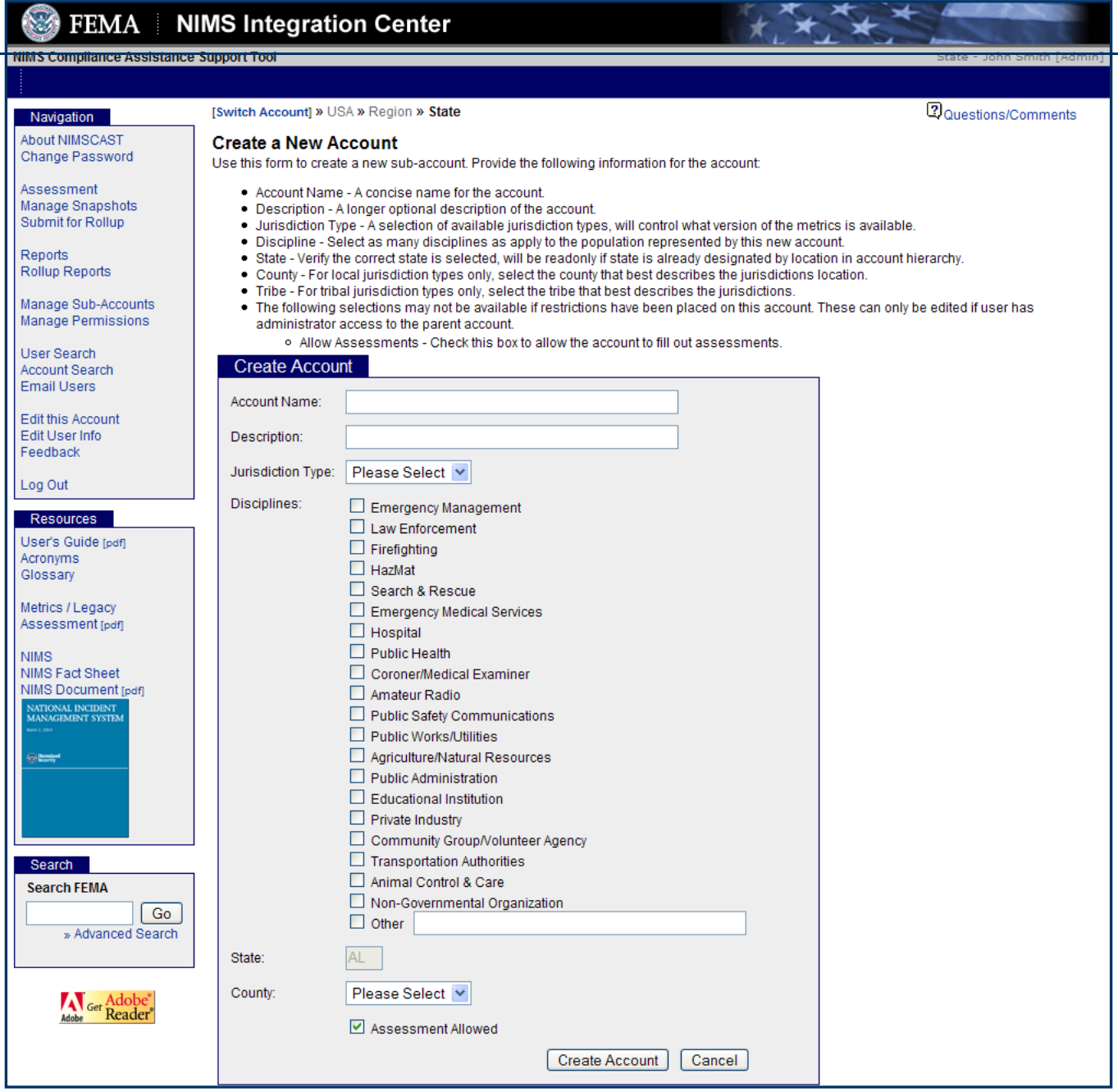



**Figure 6: Creating an Account (continued)**

> **Key Point to Remember:**
>
> You must be an administrative user to establish sub-accounts.

### Deleting and/or Clearing Accounts

Users with administrator permission have the ability to delete empty 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.

> **Key Point to Remember:**
>
> Once you clear or delete an account, it can not be undone.

### 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. 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.
4. Confirm deletion by clicking on the submit button.

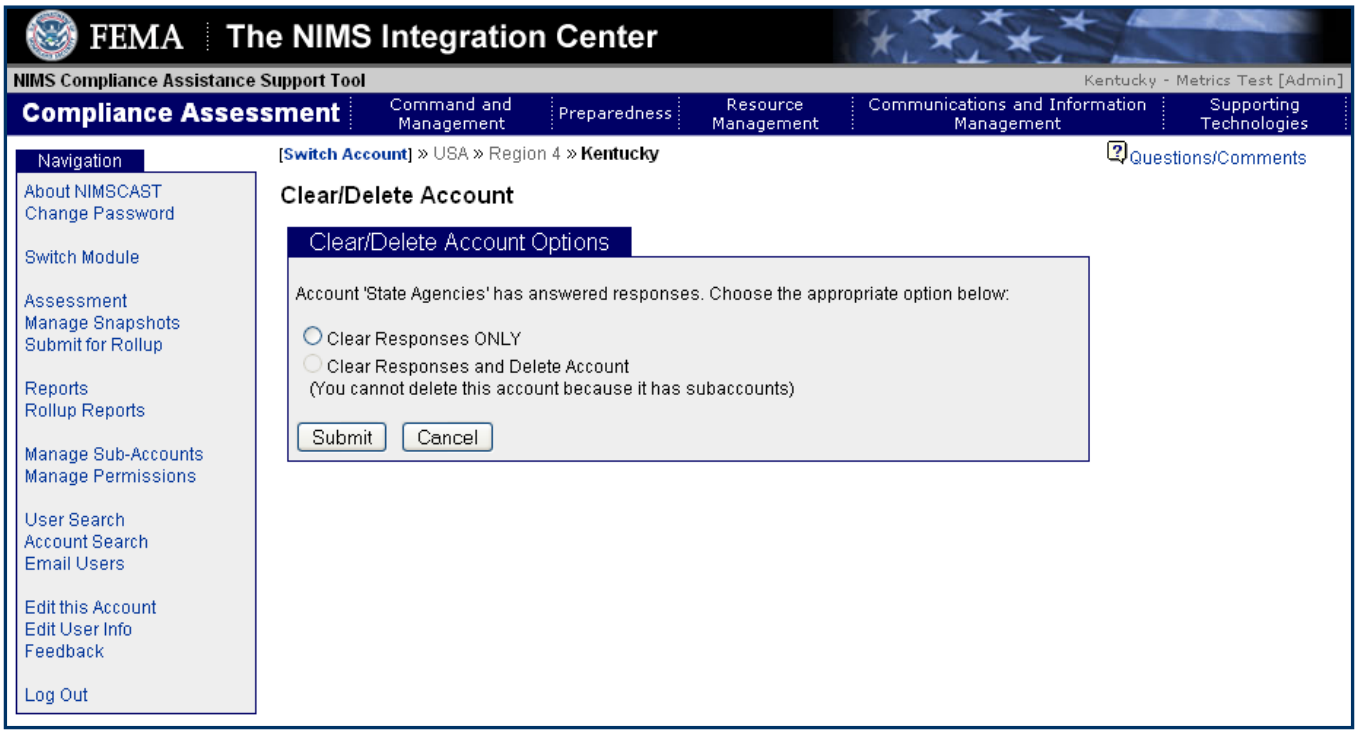



**Figure 7: Deleting an Account**

### Relocating Accounts in your Hierarchy

Many States and territories created sub-accounts during FY2005 and 2006. Once an assessment question was answered, an account could not be deleted or re-located, instead a new account had to be created entirely. A feature has been added to allow Administrators the ability to move accounts within their hierarchy without losing assessment information or user permissions.

## Relocating Account Instructions

1. Switch to the main account that is to be moved.

2. 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. 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.

3. Select the accounts that should be moved by clicking in the box to the left of the account name, select the continue button.

4. 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 1.

**Figure 8: Moving an Account**

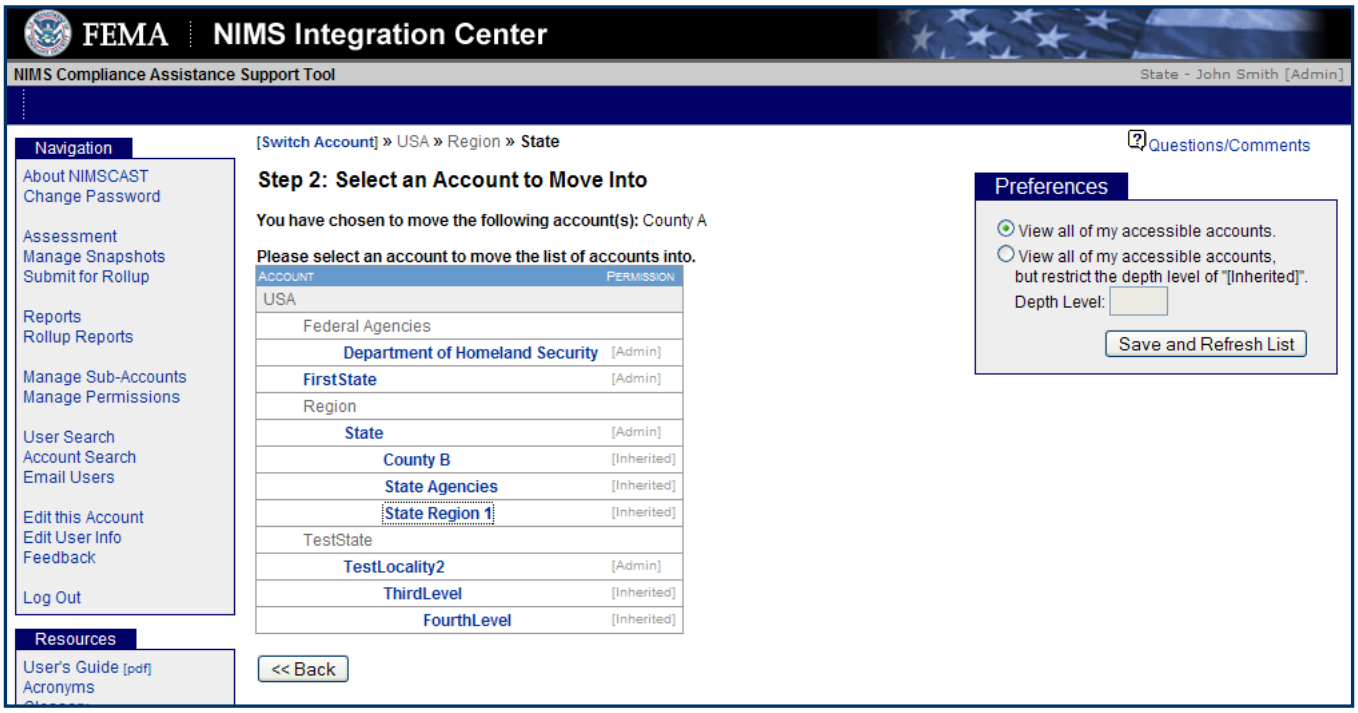



**Figure 9: Selecting and Moving an Account**

5. Confirm that the accounts are correct and select the "Move Accounts" button. The system will then relocate the selected accounts.

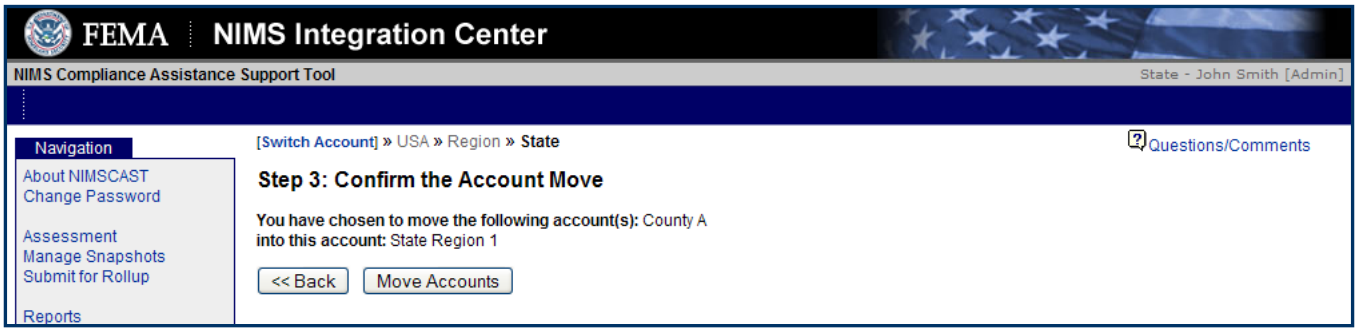



**Figure 10: Confirming an Account Move**

## 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 "Switch 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 "Switch 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: Switching an Account**

Additionally you have access to all accounts below an account that you have "Administrator" permission to. This type of permission is called "Inherited Permissions". 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 result in only accounts that you have direct permission will be displayed. 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 Information
- Remove User Permissions

> **Key Point to Remember:**
>
> A user is the person or people that manage the account information, assessment, and reports.

### 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.
- Email – The email address of the user, used with a password to logon and for system generated emails alerting user to system events.
- Phone- Phone number for the user
- Email 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 - Allows a user to provide responses to survey but not add additional users or accounts, submit for rollup.
- 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).

### 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 email address and the desired permissions, the system will determine if this user already is known to the system.

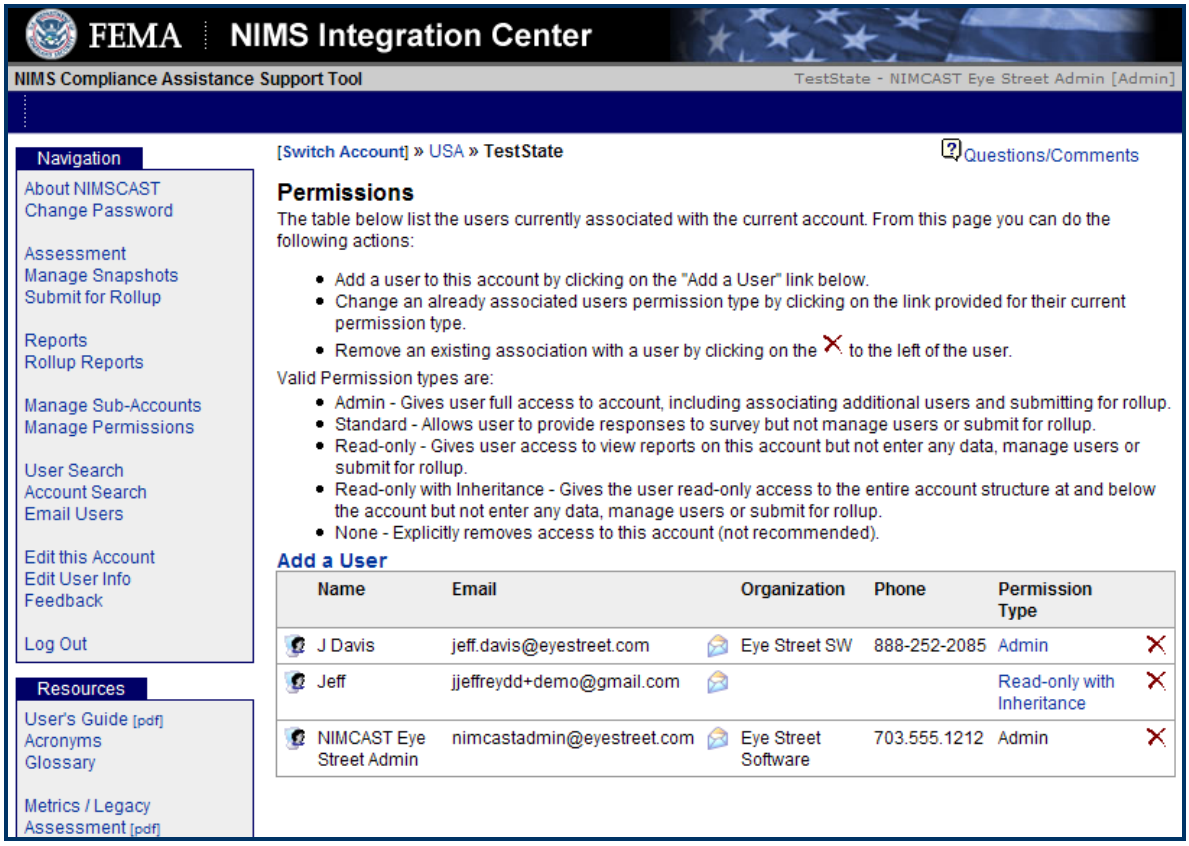



**Figure 12: User Permissions**

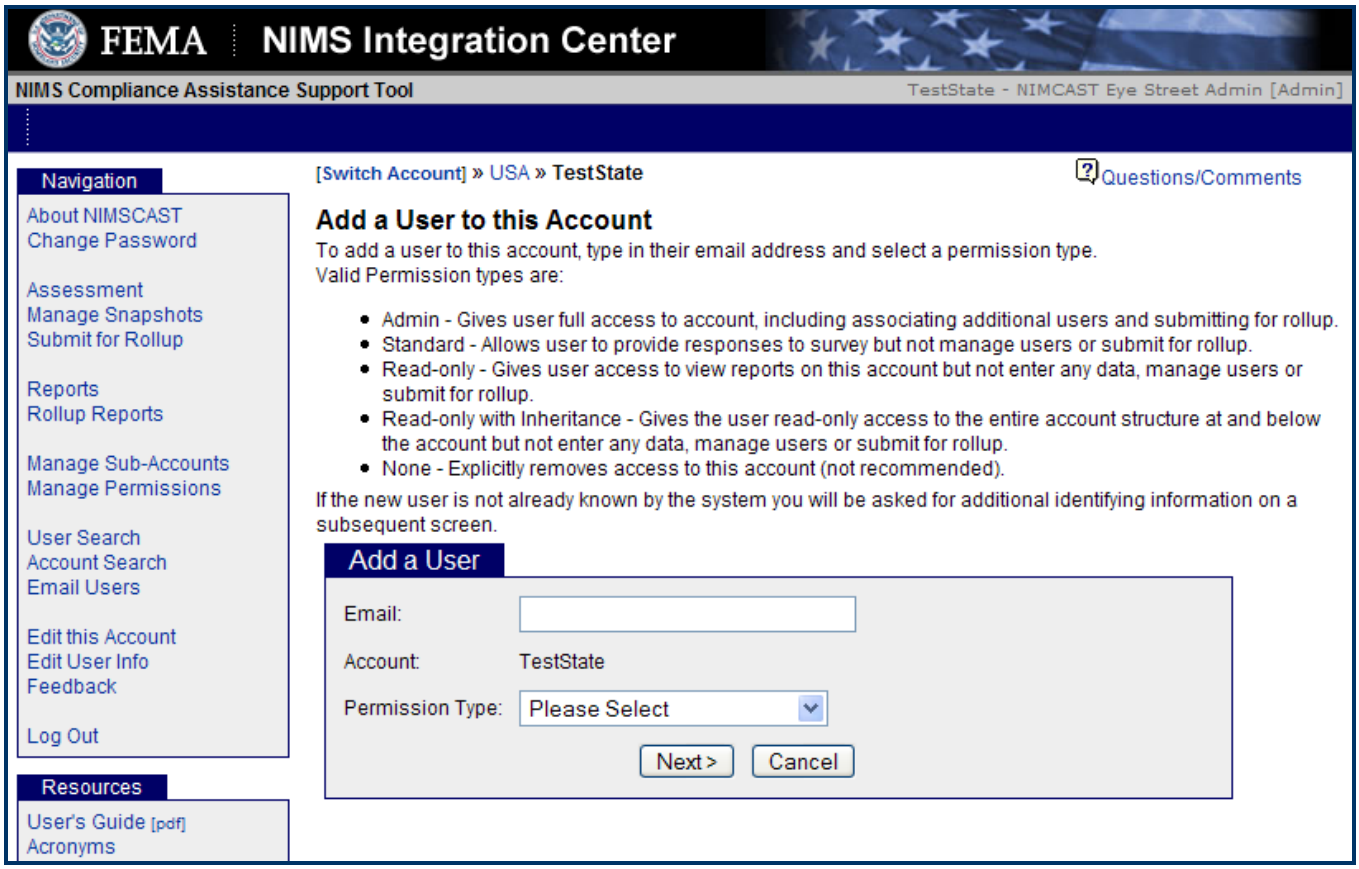



**Figure 13: Adding Users**

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

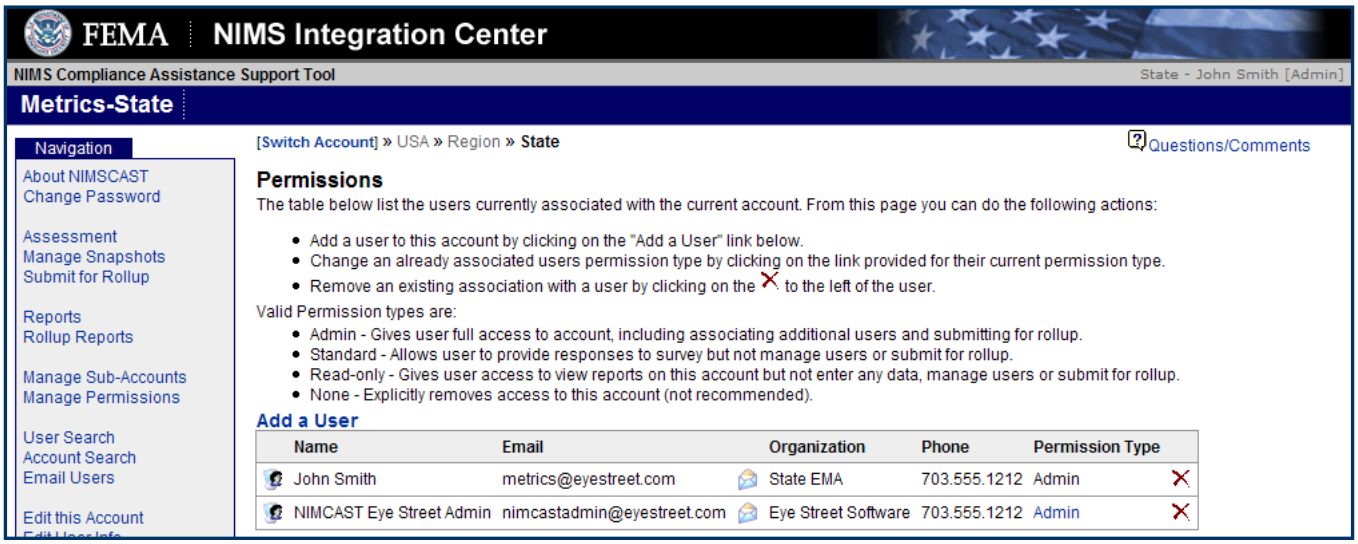



**Figure 14: Editing User Permissions**

### 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.

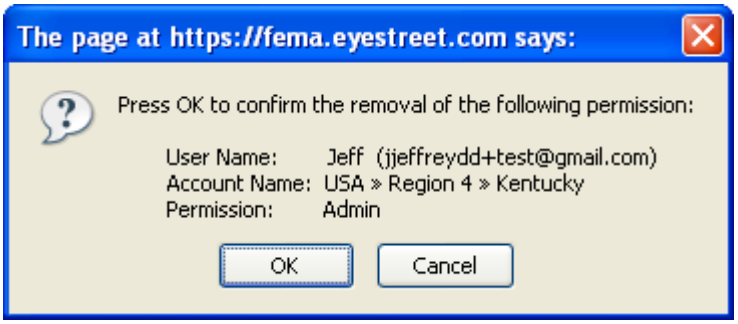



**Figure 15: User Permission Removal**

# 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 Loudoun, any account names with the name Loudoun will be returned in the results.

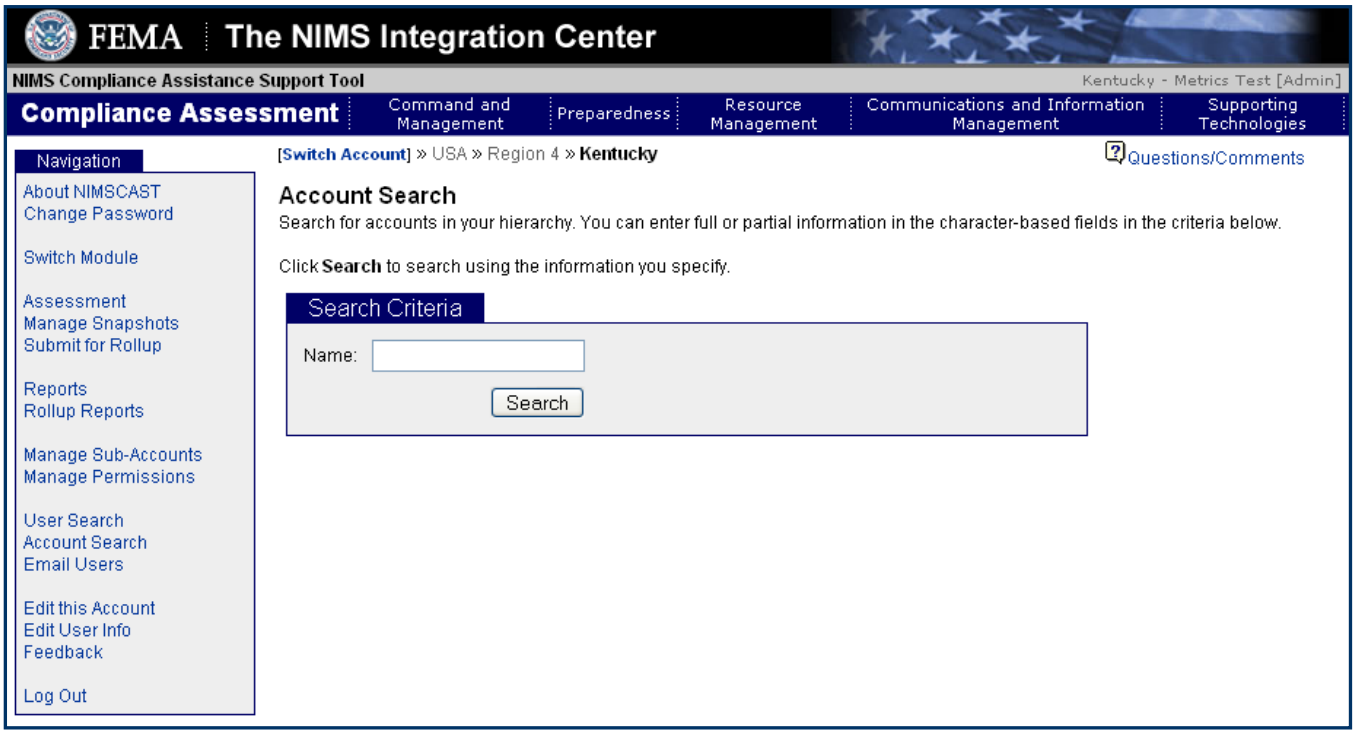



**Figure 16: Account Search**

**Figure 17** displays an example of Account Search Results:

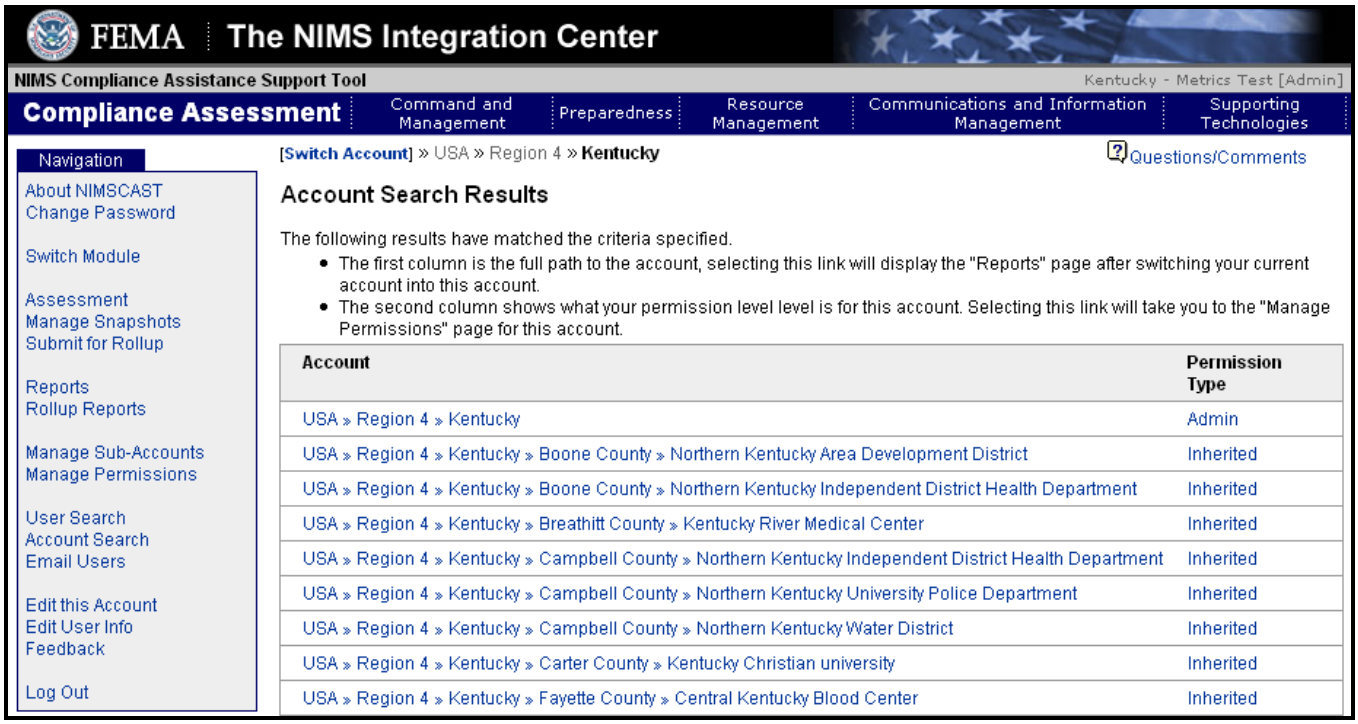



**Figure 18: Sample of Account Search Results**

**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.

***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 email contains the search criteria.

**Figure 19: User Search**

**Instructions to Search for Users (Figure 20)**:

1. Click on "User Search" in the Navigation menu.
2. Enter partial or full user name or email address information.
3. Click "Search"
4. Click on one of following options:
   - Email address – take the searcher to 'Email Users" so that an email can be sent.
   - Account string – will take the searcher to "Reports" so that account reports can be viewed.
   - Permission type – will take a user into "Manage Permissions", so that permission privileges can be modified.

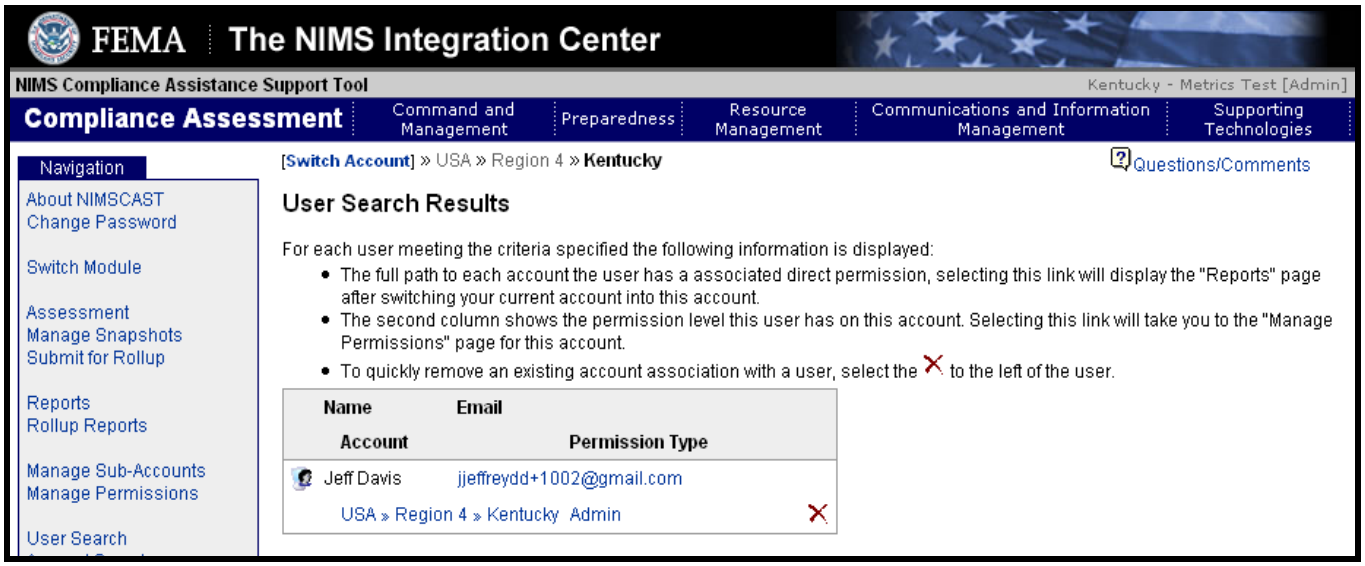



**Figure 20: User Search Results**

# VI: E-MAIL USERS

**In this section you will learn to:**

- E-mail Users

***Communicating with Users***

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 cannot store e-mails sent or received for users. When an e-mail is sent, it is sent on behalf of the user, who will also receive a copy of the e-mail to their e-mail address in the system. To use the features, users must follow a simple five step procedure.

**Instructions to Email User(s):**

1. Switch to the appropriate account to use as the basis for the email message.
2. Select the "E-mail Users" link located in the Navigation menu to access the e-mail sending functions. The following screen will be displayed:
3. Select the appropriate group of users to include in your e-mail from the following list of options:
   - Current Account Only - Will send email 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 email to all users with direct association with any account at or below the current account.
4. Provide the subject and email text to be sent to all the users meeting the above criteria.
5. When complete and ready to send the email, select the "Send Email" 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.

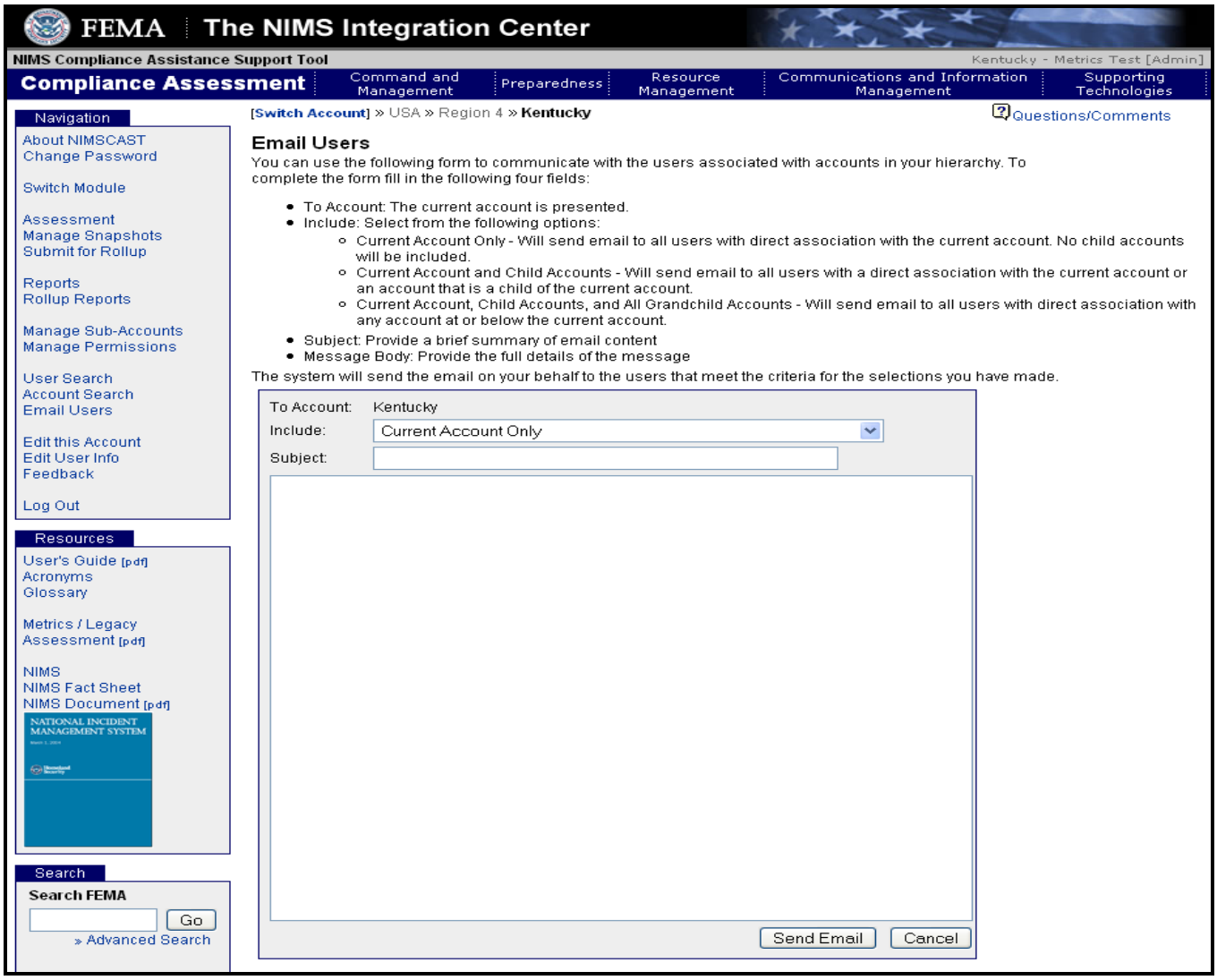



**Figure 21: E-mailing Other NIMSCAST Users**

# 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. Currently there are two choices of modules, as evident in **Figure 22** below—the original FYs 2005-2006 NIMS Baseline (NIMCAST) module, and the recently released FY2007 NIMS Compliance Metrics module.

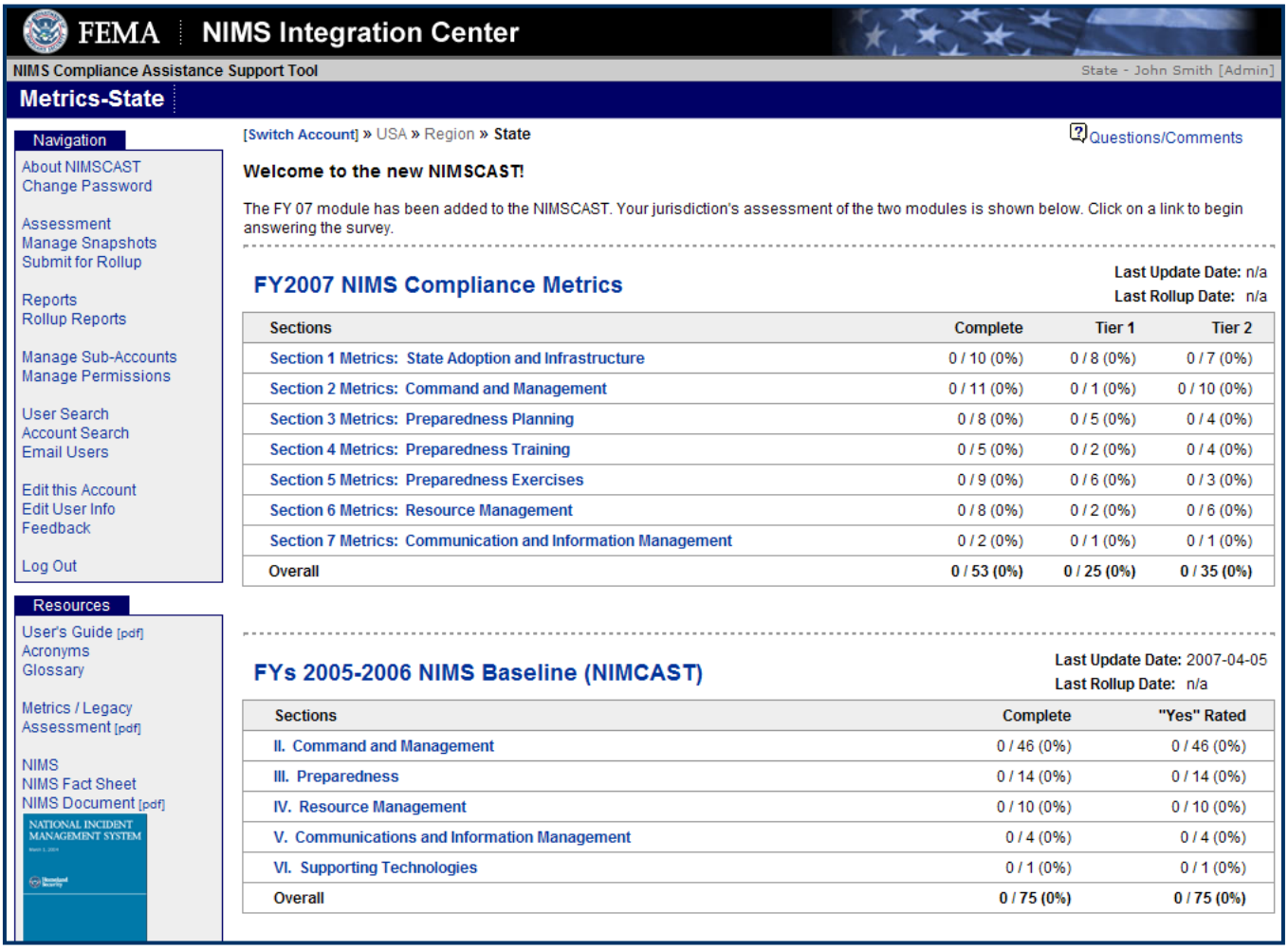



**Figure 22: NIMSCAST Module Selection**

## FYs 2005-2006 NIMS Baseline Assessment

The FY2005 and 2006 baseline assessment was launched in January 2005. The assessment module was created to provide a baseline and/or updated report on NIMS Compliance. The assessment was deconstruction from the NIMS document. During FY2005 and 2006 many States and territories used this module to establish a NIMS compliance baseline. If a tribal or local jurisdiction has not completed this assessment please contact your FEMA region, State or territory NIMS coordinator for guidance.

The account user(s) are responsible for collecting all feedback from those personnel tasked to provide input on the jurisdiction's NIMS assessment. Once all necessary information is gathered, the account user must complete the online tool and submit the assessment for rollup to the main account.

A box at the top of each section contains a specific NIMS reference. Each reference is taken verbatim from the NIMS document and its section and page number in the NIMS is listed.
Below the reference area, there are capability assessment statements adopted directly from the NIMS reference. Note that some NIMS-derived compliance statements are broken down into several bulleted statements. Additionally, if a NIMS reference has multiple unique parts, each part may be addressed individually in separate statements; however, there is only one "YES/NO" question for each NIMS reference section.

The assessment overview page displays each section containing a series of questions related to the particular section. In addition, the user can track completion progress of the account which is displayed to the right of each assessment statement. An checkmark indicates that the response has been recorded and a warning triangle indicates that an answer is still required.

**Instructions to Accessing the FYs 2005–2006 Assessment:**

1. Click on "Assessment" from the Navigation menu.
2. Click on a chapter in blue. If this is the first time answering questions answering questions for this assessment module, click on "II. Command and Management".
3. Click on a statement in blue. This will take the user into the question.
4. As a user answers questions for this assessment, they will see a green checkmark appear in the right column of the screen. Any questions that have not been completed will have a yellow triangle with an exclamation point in the right column.

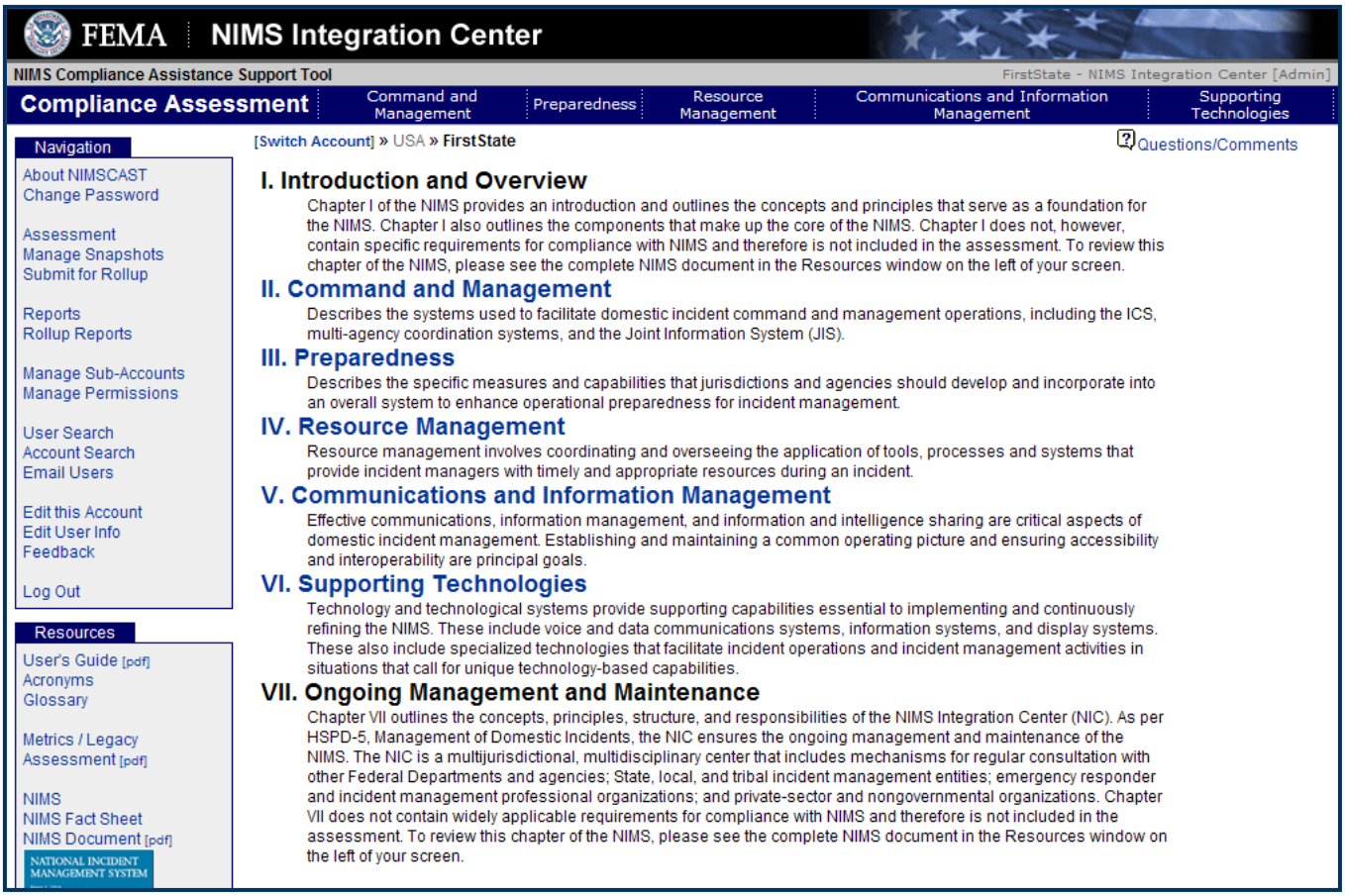



**Figure 23: FY 2005-2006 NIMS Compliance Assessment**

**Figures 24/25: Completing the FYs 2005-2006 Baseline Assessment**

Users may voluntarily provide proof of compliance or a compliance strategy in the boxes at the bottom of the screen.

A boxed question mark: indicates a link to a related online resource. Highlighted text provides a link to the NIMCAST list of acronyms or the NIMCAST glossary:

Both the acronym list and the glossary can also be accessed through the links in the resources menu that appears on every page of the site.

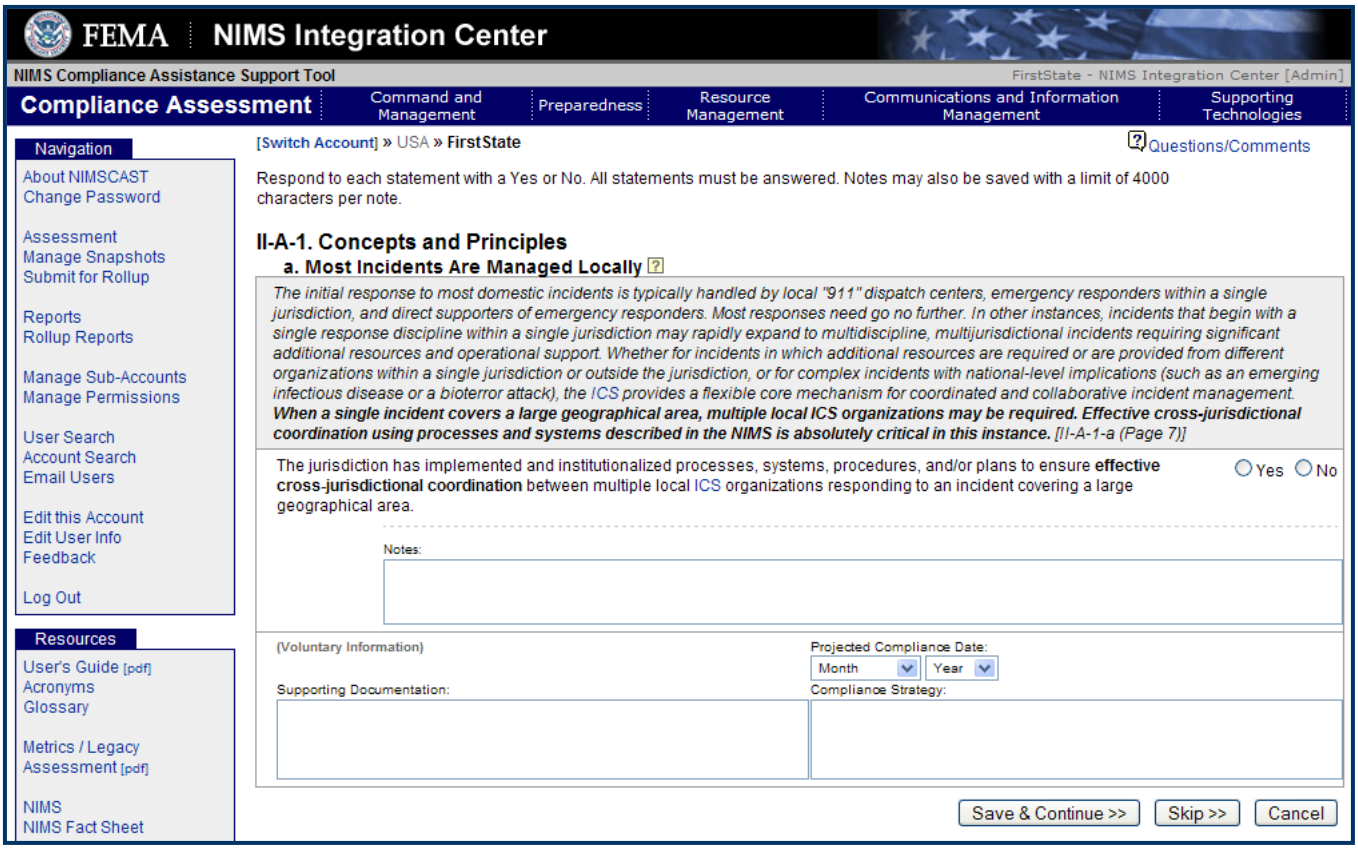

FEMA
NIMS Integration Center
NIMS Compliance Assistance Support Tool
FirstState - NIMS Integration Center [Admin]
Compliance Assessment
Command and Management
Preparedness
Resource Management
Communications and Information Management
Supporting Technologies
Navigation
About NIMSCAST
Change Password
Assessment
Manage Snapshots
Submit for Rollup
Reports
Rollup Reports
Manage Sub-Accounts
Manage Permissions
User Search
Account Search
Email Users
Edit this Account
Edit User Info
Feedback
Log Out
Resources
User's Guide [pdf]
Acronyms
Glossary
Metrics / Legacy Assessment [pdf]
NIMS
NIMS Fact Sheet
[Switch Account] » USA » FirstState
Questions/Comments
Respond to each statement with a Yes or No. All statements must be answered. Notes may also be saved with a limit of 4000 characters per note.
II-A-1. Concepts and Principles
a. Most Incidents Are Managed Locally
The initial response to most domestic incidents is typically handled by local "911" dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multijurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterror attack), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in this instance. [II-A-1-a (Page 7)]
The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area.
Yes
No
Notes:
(Voluntary Information)
Projected Compliance Date:
Month
Year
Supporting Documentation:
Compliance Strategy:
Save & Continue >>
Skip >>
Cancel

Figure 25

## FY 2007 NIMS Compliance Metrics

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 9.

## Accessing FY 2007 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 as illustrated in **Figure 27**.

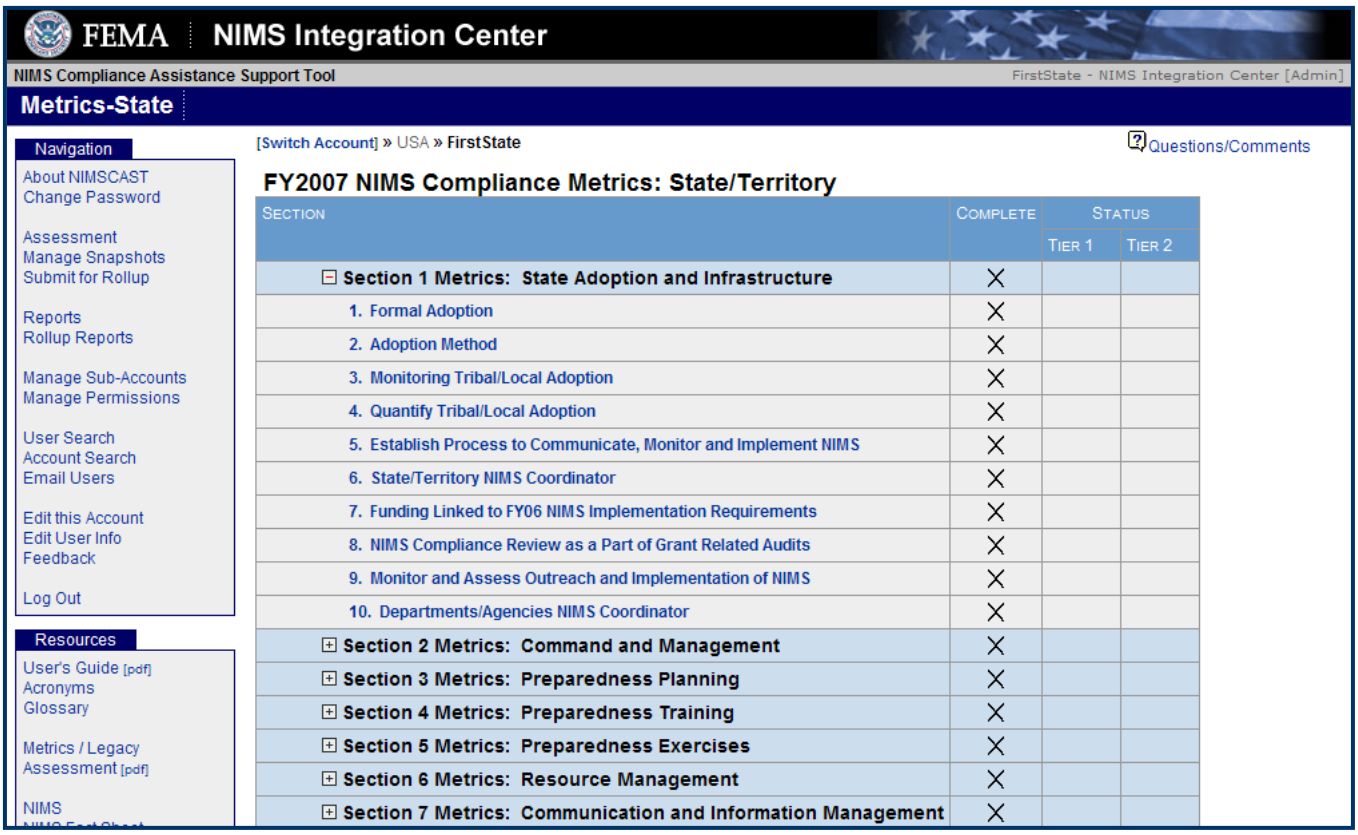



**Figure 26: Accessing FY 2007 NIMS Compliance Metrics**

The final two columns indicate how the response complies with the metric response. Tier 1 metrics are those that have been determined to be required to be affirmatively answered in order to be considered compliant with NIMS. The other column shows the accounts responses against the metrics that have not been identified as Tier 1.

| Symbol Legend | | | |
|---|---|---|---|
| **Complete** | | **Status** | |
| ✓ | Completed | ✓ | Strength |
| ✗ | Not Completed | ! | Weakness |
| NA | Not Applicable | (blank) | Not Completed, or No Criteria Established |

**Figure 27: Metrics completion and Status**

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 Requirement is displayed. A link is provided to obtain additional guidance for responding to the metrics question. If the metrics question has been determined to be a Tier 1 question, a yellow box containing what a Tier 1 metric question represents. If a metrics question has been determined to be a Tier 2 question, a yellow box containing what a Tier 2 metric question represents.

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 three (3) 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.

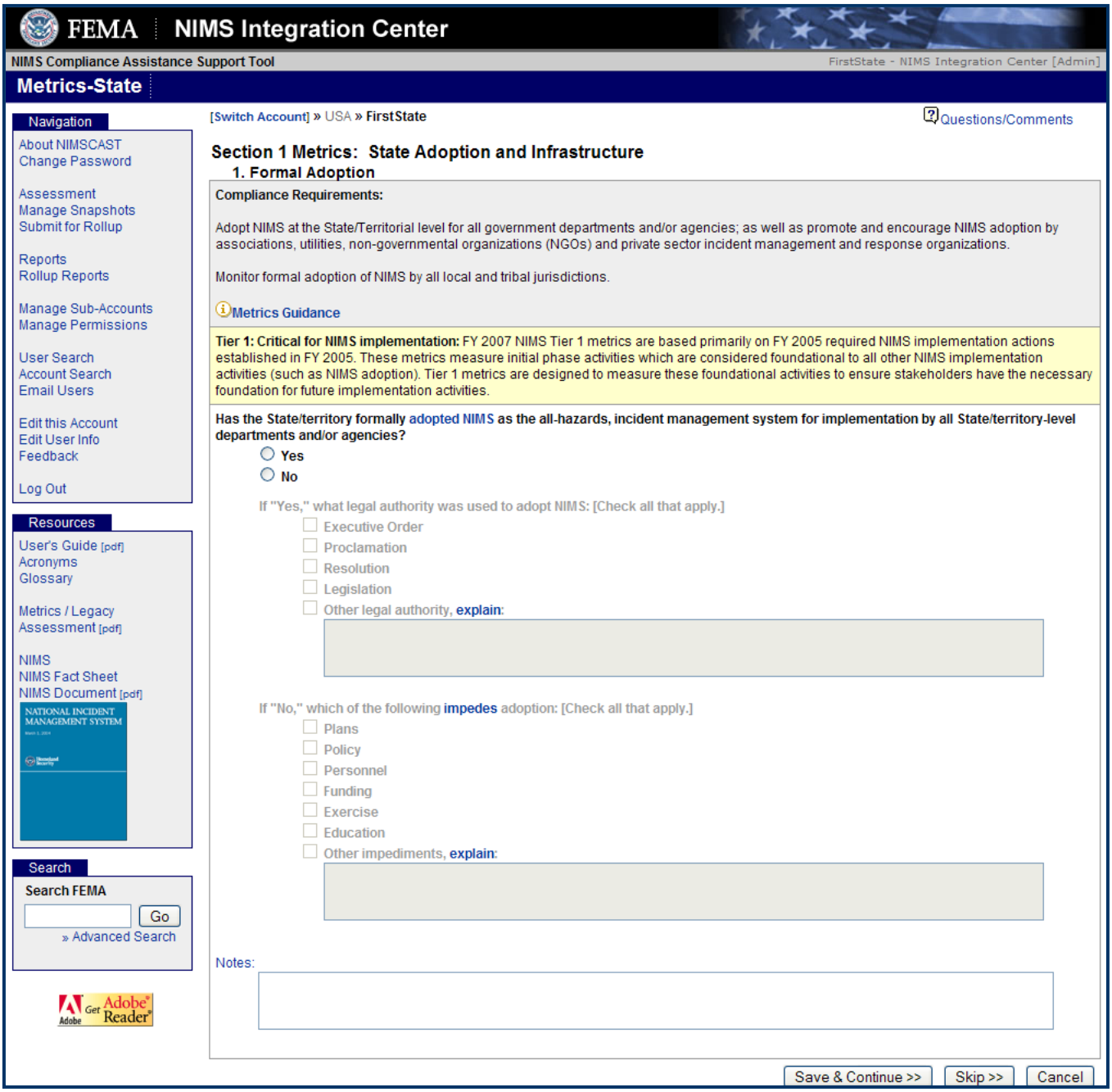



**Figure 28: FY 2007 Compliance Metric**

## Corrective Action Plans

When a non-compliant response to a Tier 1 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 end of the metric. 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 by September 30, 2007.
- 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.

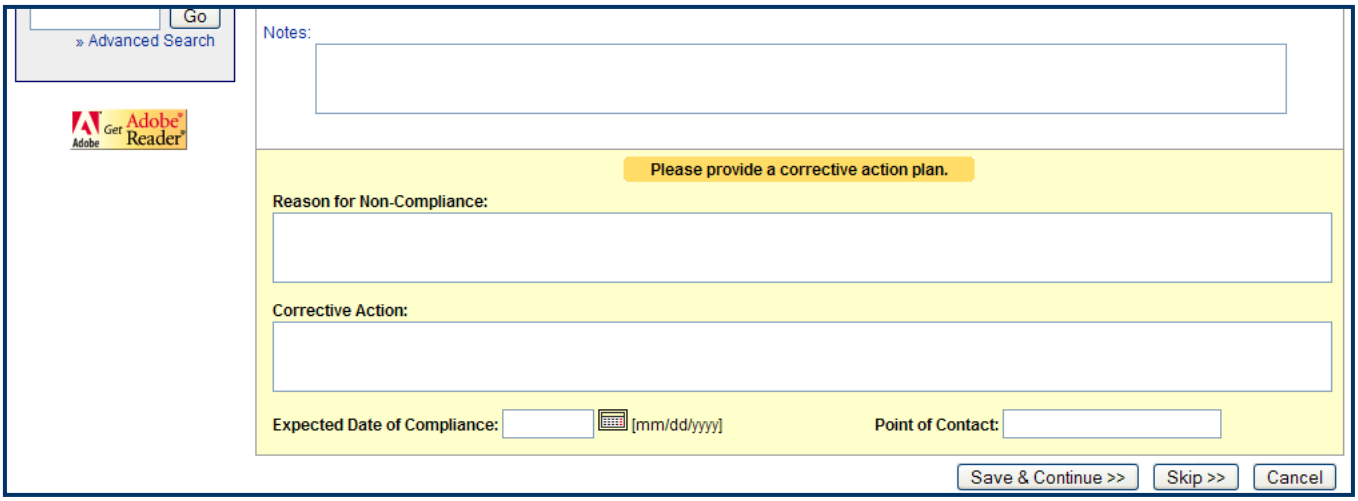



**Figure 29: Providing a Corrective Action Plan**

**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”.

# VIII. NIMSCAST REPORTS AND ROLLUP

**Key Points to Remember:**

- ⇨ A corrective action plan must be documented for a Tier 1, non-compliant answer.
- ⇨ All corrective action plan fields must be filled in before submitting the assessment.

**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 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.

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 30** on the next page:

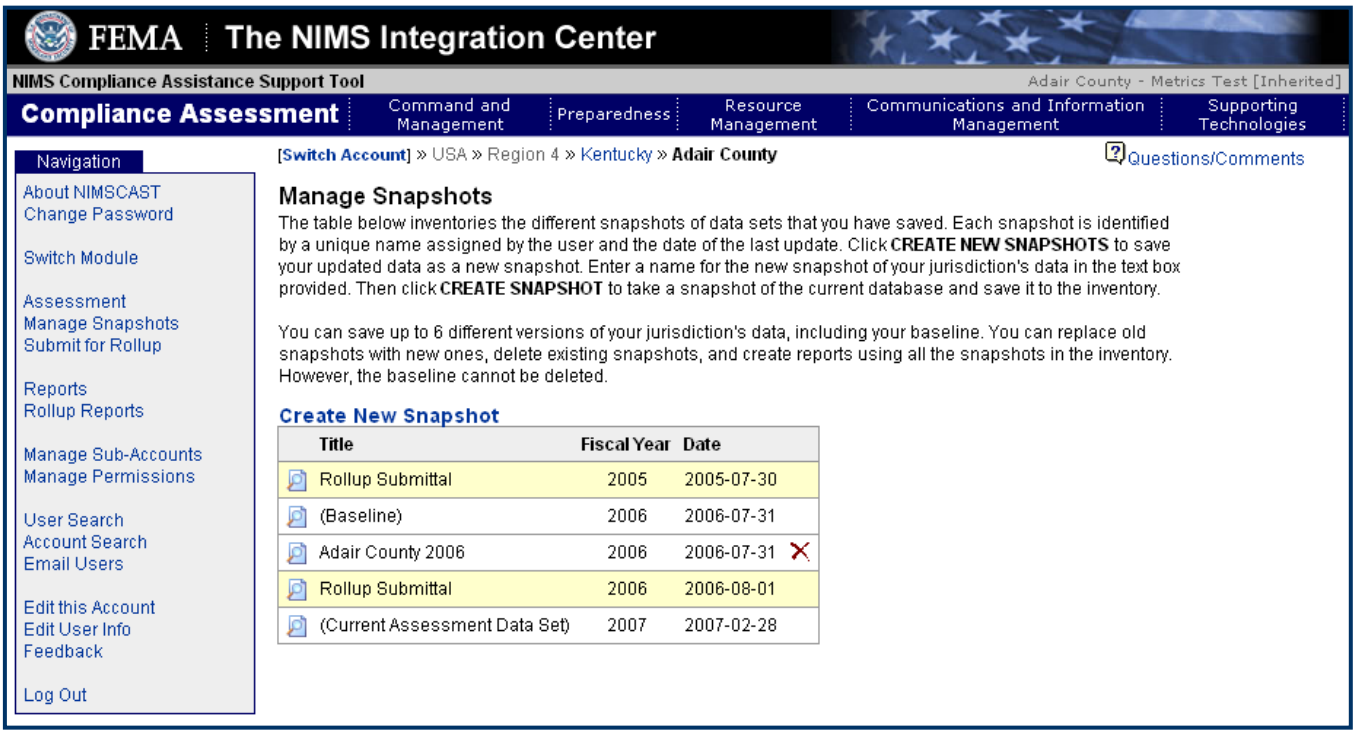



**Figure 30: Creating New Snapshots**

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.

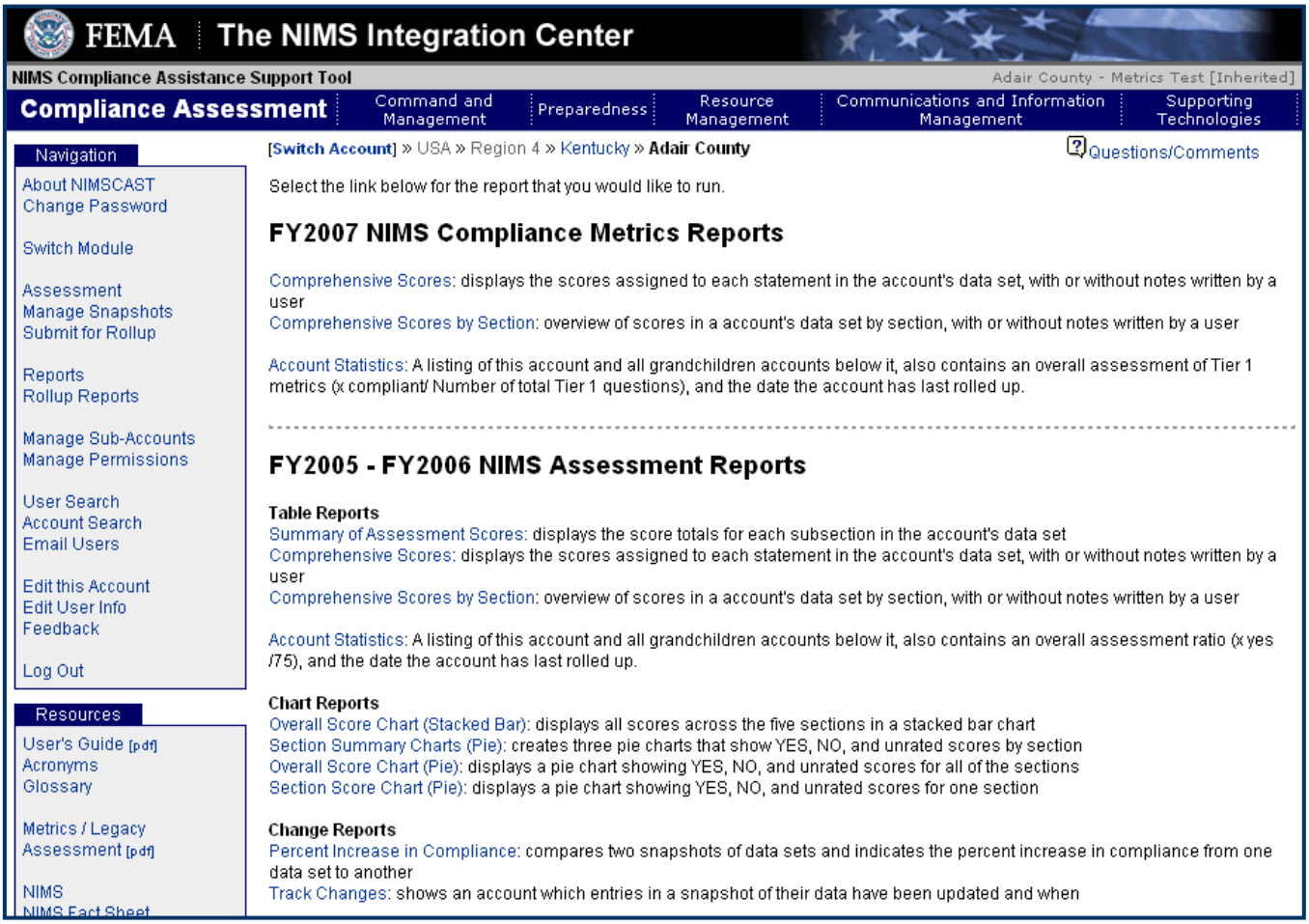



**Figure 31: FY 2007 Compliance Assessments**

### FY 2007 NIMS Compliance Metrics Reports

- **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.
- **Account Statistics**: A listing of this account and all sub-accounts below it, also contains an overall assessment of Tier 1 metrics (x compliant/ Number of total Tier 1 questions), and the date the account has last rolled up.

### FYs 2005 - 2006 NIMS Assessment Reports

- **Table Reports**

1. **Summary of Assessment Scores**: displays the score totals for each subsection in the account's data set.
2. **Comprehensive Scores**: displays the scores assigned to each statement in the account's data set, with or without notes written by a user.
3. **Comprehensive Scores by Section**: overview of scores in a account's data set by section, with or without notes written by a user.
4. **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**

1. **Overall Score Chart (Stacked Bar)**: displays all scores across the five sections in a stacked bar chart.
2. **Section Summary Charts (Pie)**: creates three pie charts that show YES, NO, and unrated scores by section.
3. **Overall Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for all of the sections.
4. **Section Score Chart (Pie)**: displays a pie chart showing YES, NO, and unrated scores for one section.

- **Change Reports**

1. **Percent Increase in Compliance**: compares two versions of data sets and indicates the percent increase in compliance from one data set to another
2. **Track Changes**: shows an account which entries in a versions of their data have been updated and when

### Submitting Account Responses to Parent Account

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 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 Administrator access to the current account;
- 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 tracks multiple assessments, either or both the FY2005-2006 and/or the FY2007 metrics 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.

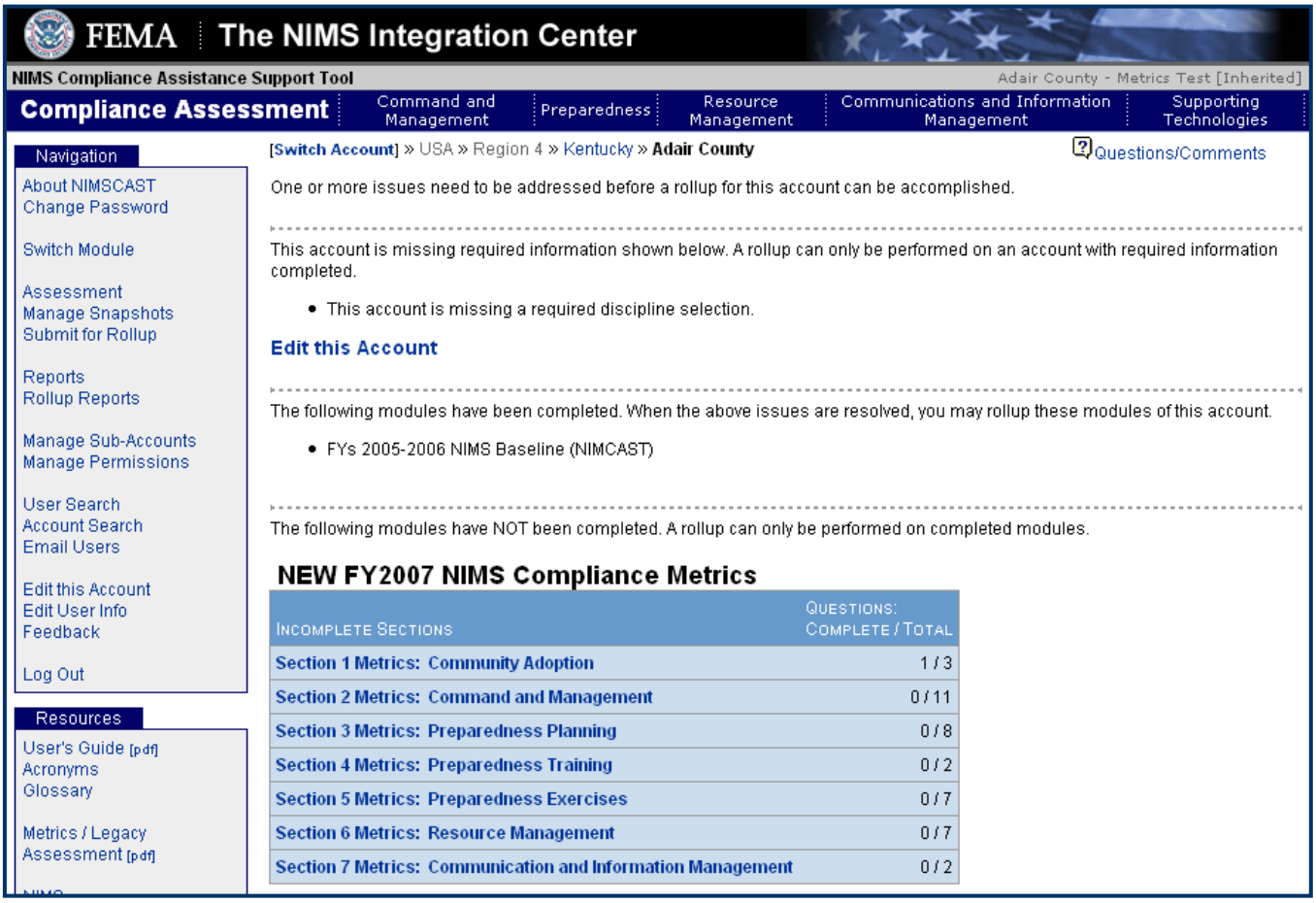



**Figure 32: Submitting an Assessment for Rollup**

## 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.

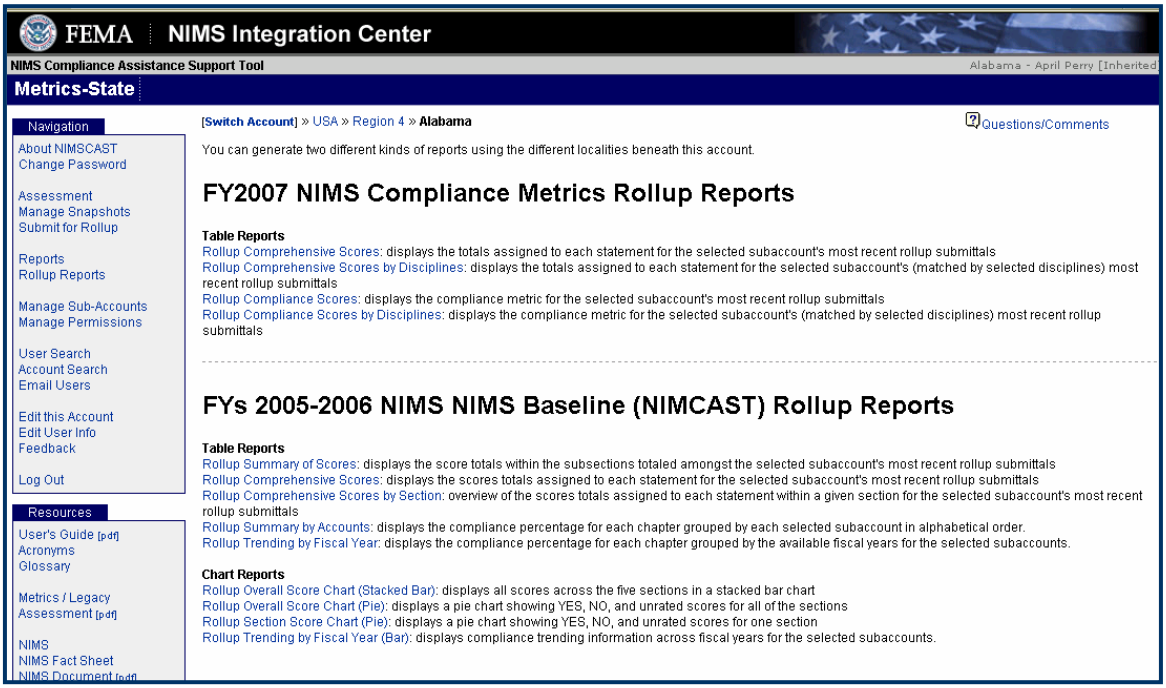



**Figure 33: Rollup Reports**

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

### Table Reports

- **Rollup Comprehensive Scores**: displays the totals assigned to each statement for the selected sub-account's most recent rollup submittals**.**
- **Rollup Comprehensive Scores by Disciplines**: displays the totals assigned to each statement for the selected sub-account's (matched by selected disciplines) most recent rollup submittals**.**
- **Rollup Compliance Scores**: displays the compliance metric for the selected sub-account's most recent rollup submittals**.**
- **Rollup Compliance Scores by Disciplines**: displays the compliance metric for the selected sub-account's (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. Click on the account to be moved under Public.
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.

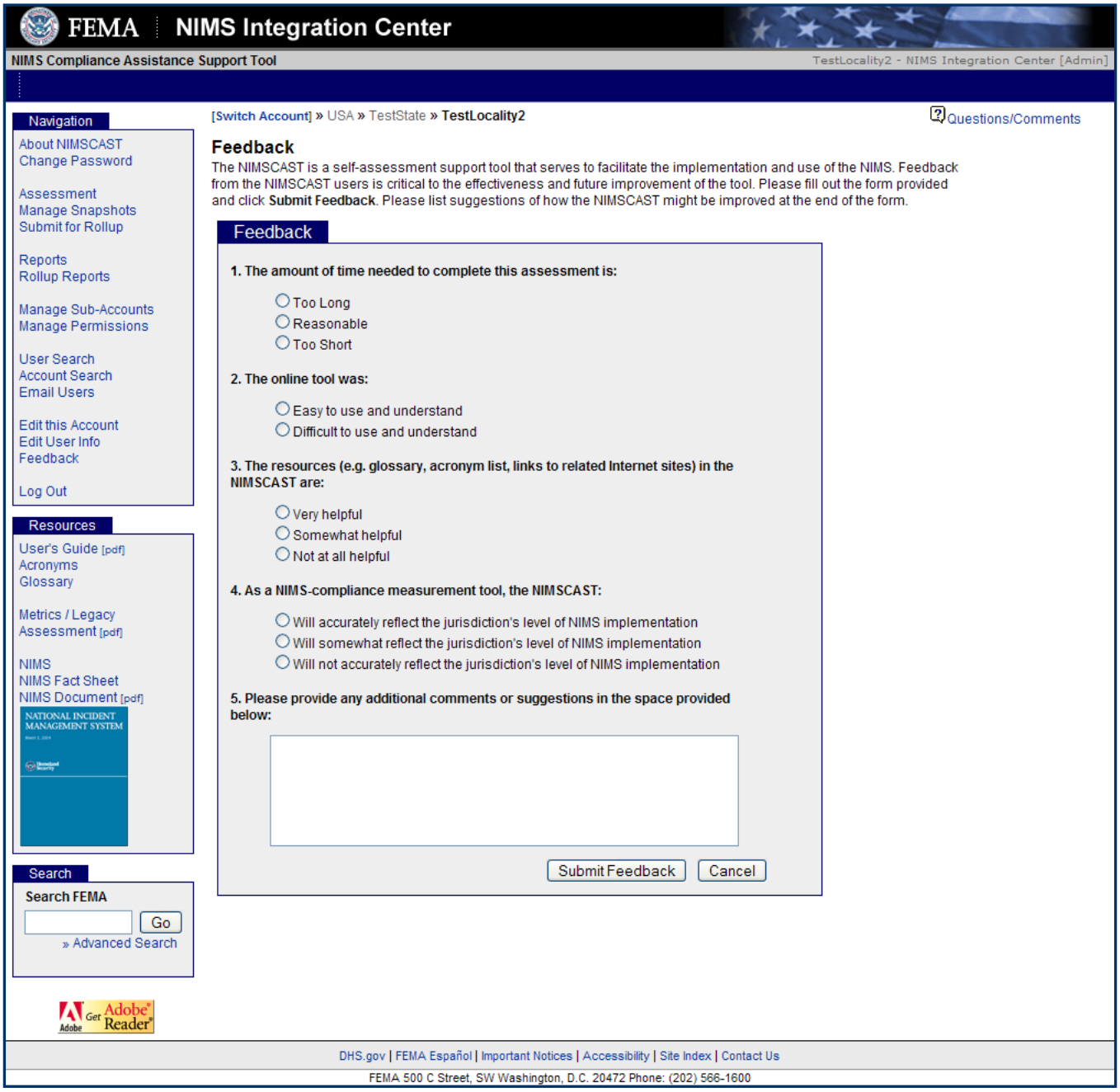


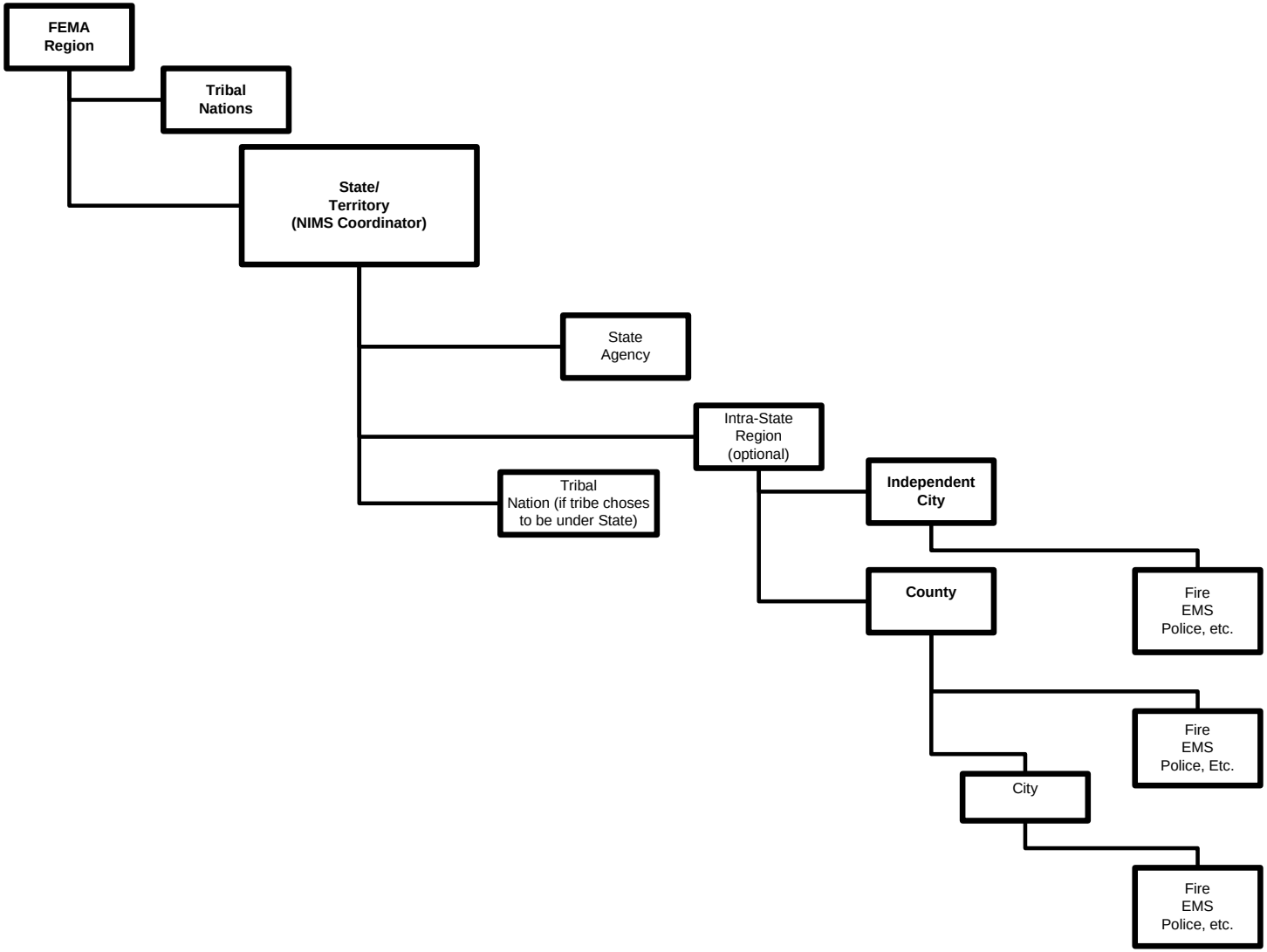

**Figure 34: Submitting Feedback**

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.

# APPENDIX A: SAMPLE ACCOUNT STRUCTURES



# APPENDIX B: USER PERMISSION PRIVILEGES

| | Establish Sub-Accounts | Create/ Change User Permissions | Search for Accounts or Users | Email 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 | | | | | X | X | | X | |
| Read-Only | | | | | | X | | X | |
| None | | | | | | | | | |