Online URT User Guide

Getting Started

FEMA provides the Unified Reporting Tool (URT) to support states, territories, tribes, and urban areas completing the Threat and Hazard Identification and Risk Assessment (THIRA), the State Preparedness Report (SPR), and other reporting requirements. The THIRA is a risk-assessment process that helps communities develop capability targets and identify resource requirements to address anticipated and unanticipated risks. The SPR is a capability assessment in which communities evaluate their abilities to achieve their THIRA targets.

FEMA is hosting the 2016 URT on MAX.gov, an online platform managed by the Office of Management and Budget to help government agencies collaborate and collect information.

Note: The online URT is compatible with all major Internet browsers, including Internet Explorer, Chrome, Firefox, and Safari. However, the URT may not work on some older versions of browsers that are no longer supported by their developers, such as Internet Explorer, version 8. Please disable pop-up blockers on MAX.gov for the online URT to function properly. Also, for optimal performance, please do not use a mobile device.

To Begin

When accessing the online URT for the very first time, log in to MAX.gov and proceed to the **Online URT Test Page**. FEMA will send a link to the test page to users.

On this page, you will find information about your browser compatibility, URT access, and your jurisdiction permissions for the URT. If you do not see the correct jurisdiction listed in the jurisdiction permissions list, please close your browser immediately and email the THIRA and SPR helpdesk at FEMA-SPR@fema.dhs.gov to let FEMA know. If the jurisdiction list is correct, click the blue **Open Online URT** button at the bottom of the page to proceed to the URT's **home page**.

The **home page** will be your main point of entry for the online URT. You can access it through the following link:

https://community.max.gov/x/24EYNw

Bookmark this page, and/or add this webpage to your favorites for easy future access.

Home Page and Menu Bar

The link above will take you to the URT **home page**. Read through the sections on this page and take note of the URT reporting requirements for your jurisdiction. Just above the 'Welcome' section is the navy blue **menu bar**, which will help you to access the different assessments, and their support pages, within the URT.

THIRA/SPR

Hovering over the **THIRA/SPR** button on the menu bar will reveal links to the **instructions**, the **navigation report** for the THIRA and SPR assessment, the THIRA and SPR **help page**, and the **workshop resources** page.

1. Click on the **Instructions** link and read through the instructions for the THIRA and SPR.
    - On this page, you will find an overview of the THIRA and SPR assessment process and the paperwork burden disclosure notice.
2. Click on the **Navigation** link and read through the instructions at the top of the page.
    - This link brings you to the **navigation report**, which will be your main point of access to the THIRA and SPR assessments.
3. Click on the **Help** link.
    - On this page, you will find the user guide, instructional videos, and user support information.
4. Click on the **Workshop Resources** link.
    - The workshop resources page will include presentations and tools from the 2016 National Preparedness Workshops (THIRA and SPR technical assistance).

Next Steps

Proceed to the **navigation report** to begin your THIRA and SPR assessments. Your jurisdiction's name should appear just above the **Step** column in the navigation report table. If you see any other jurisdiction's name, please close your browser immediately and email the THIRA and SPR helpdesk at FEMA-SPR@fema.dhs.gov to let FEMA know.

Comprehensive Preparedness Guide (CPG) 101

Clicking on the **CPG-101** button on the menu bar will bring you to the assessment page. On this page, you will find an overview of the assessment process, instructions, and the form through which you will complete and submit your CPG-101 assessment.

National Incident Management System (NIMS)

Clicking on the **NIMS** button on the menu bar will bring you to the assessment page. On this page, you will find an overview of the assessment process, instructions, and the form through which you will complete and submit your NIMS assessment.

Urban Area Working Group (UAWG)

Clicking on the **UAWG** button on the menu bar will bring you to the assessment page. On this page, you will find an overview of the assessment process, instructions, and the form through which you will complete and submit your UAWG assessment.

Navigation

The **navigation report** will be your compass to move through the THIRA and SPR assessments. You can access the navigation report by clicking the **Navigation** link under **THIRA/SPR** in the menu bar.

Navigation Report Overview

The **navigation report** will be your guide to the THIRA and SPR assessments. You will use the report to access the forms for each step of the assessment. The report is presented as a table with the following information:

1. The **Step** column lists the steps of the THIRA and SPR assessments.
2. The **Status** column tracks your progress as you complete each step.
   - A red status indicator in this column means that a step is not complete. A green icon status indicator means that a step is complete.
3. The **Required** column specifies which forms your jurisdiction must complete.
   - Cells in this column will either state 'Yes' or 'No' to indicate whether a step is required.
4. The **Edit** column contains the edit buttons to access the forms for each THIRA/SPR step.

Note: The report tracks your progress at the step level (e.g., *THIRA Step 1*). For several steps, however, the report tracks progress at the threat/hazard or core capability level. By default, these rows (and **Edit** buttons) are hidden. To expand these rows, click on the **downward arrows** to the right of the step names in the **Step** column. To hide these rows, click on the **upward arrows** to the right of the step names.

Above the navigation report, you will find progress bars that will track how much progress you have made in completing the requirements of the THIRA and SPR assessments.

Two-Tab Method

When you load the navigation report, you will notice two tabs sitting above the navigation report table. The first tab, labeled "Navigation Report," will allow you to access the navigation report, which will serve as your guide in completing the online URT. The second tab, labeled "Assessment," will serve as your assessment tab, which will display the forms for each step of the THIRA and SPR process. You will click back-and-forth between these tabs to complete the THIRA and SPR. Click between these two tabs manually rather than using the "back" button on your browser for the tool to work most efficiently.

Using your navigation tab, you may now create a threat/hazard for THIRA Step 1 or click any of the edit buttons in the navigation report. Clicking those buttons will automatically switch you to the assessment tab where you will see the form you want to edit. If the form does not load perfectly the first time you click the edit button, please manually return to the "navigation" tab and click the edit button again. See the next section for further instructions on creating threats and hazards and accessing the forms for each step of the THIRA/SPR process.

Beginning Your THIRA and SPR and Using the Navigation Report

You will begin the THIRA and SPR process through the navigation report. Using the **Edit** buttons in the far right column, you can navigate directly to each of the THIRA and SPR forms.

THIRA Steps 1 and 2: Identify Threats and Hazards and Provide Context

You will begin your THIRA by entering the name of a threat or hazard for THIRA step 1. To complete this step, find *THIRA Step 1* in the navigation report and enter the name of your first threat or hazard in the text box in the **Edit** column. FEMA recommends including the incident type as well as some additional identifying information, such as "Earthquake – San Andreas Fault" rather than just "Earthquake."

After entering the name, click the **Create Threat** button. This will generate a form in which you must fill out additional information about that threat or hazard. Repeat this process for all threats and hazards that you have identified for your jurisdiction.

To access the form for a threat or hazard, click the **downward arrows** to the right of *THIRA Step 2* in the **Step** column of the navigation report. Doing so will reveal a list of all the threats and hazards that you have created. Clicking the **Edit** button associated with a threat or hazard will take you to the THIRA Steps 1 and 2 form in which you can further identify and provide context for that threat or hazard.

When creating a threat or hazard, be sure to enter the threat or hazard name that you plan to submit to FEMA. Once you create a threat or hazard, you cannot edit that threat or hazard's name. The only way to edit a threat or hazard's name is by deleting it. To delete a threat or hazard and its associated form, click on the '**Delete Threat**' link next to the threat name. **Note**: deleting a threat will permanently delete all of the information you have entered regarding that threat in *THIRA Steps 1 and 2* and all impact and outcome statements for that threat in *THIRA Step 3: Impacts & Desired Outcomes*. This information cannot be recovered.

THIRA Step 3: Impacts & Desired Outcomes

To enter your impact and outcome statements, click on the **downward arrows** to the right of *THIRA Step 3: Impacts & Desired Outcomes* in the **Step** column to reveal a list of the core capabilities. For any core capability, select a threat/hazard from the **drop-down** menu, and then click the associated **Edit** button. This will load the form in which you can enter impact and outcome statements for each core capability for that specific threat/hazard.

THIRA Step 3: Capability Targets

To enter your capability targets, click on the **downward arrows** to the right of *THIRA Step 3: Capability Targets* in the **Step** column to reveal a list of the core capabilities. Select the core capability for which you want to enter a target, and click the associated **Edit** button to load the form in which you can enter your target.

THIRA Step 4: Apply the Results

To enter the resources you need to achieve your capability targets, click on the **downward arrows** to the right of *THIRA Step 4* in the **Step** column to reveal a list of the core capabilities. Select the core capability for which you want to enter resource requirements, and click the associated **Edit** button to load the form in which you can enter resources.

THIRA Post-Assessment

To complete the THIRA post-assessment, find *THIRA Post-Assessment* in the **Step** column and click the associated **Edit** button to load the form for the post-assessment.

SPR Capability Assessment

To begin your SPR, click on the **downward arrows** to the right of *SPR Capability Assessment* in the **Step** column to reveal a list of the core capabilities. Select a core capability to assess, and click the associated **Edit** button to load the form in which you can complete the assessment.

SPR Post-Assessment

To complete the SPR post-assessment, find *SPR Post-Assessment* in the **Step** column, and click the associated **Edit** button to load the form for the post-assessment.

Reviewing Your THIRA and SPR Submissions

Before submitting your THIRA and/or SPR, you may review your assessment answers by clicking on the **Review THIRA Submission** and **Review SPR Submission** links below the navigation report. These links allow you to download a copy of your responses into a single document, such as a Word document, that you can email around for leadership approval. (This is similar to the "Print to Word" feature from the Excel URT). This report may also be useful for sub-jurisdictional data collection purposes.

Submitting Your THIRA and SPR to FEMA

When you have completed each of the THIRA and SPR steps, use the **Submit THIRA to FEMA** and **Submit SPR to FEMA** buttons below the **navigation report** to submit your assessments to FEMA. You will only be able to submit after you complete all required steps (i.e., the step-level status indicators in the navigation report are green for all THIRA and/or SPR steps). Until that point, the submit buttons will remain gray. Once you complete all of the required steps for either the THIRA or SPR, that assessment's submit button will turn blue, allowing you to submit that assessment to FEMA.

THIRA Steps 1 and 2: Enter Threats/Hazards and Add Context

In *THIRA Step 1: Enter Threats/Hazards,* enter information about the threats and hazards that are a concern to your community. In *THIRA Step 2: Add Context*, provide context descriptions for each threat or hazard you have created. You can access these steps through the **navigation report**.

Threats and Hazards

To enter information about a threat or hazard, take the following steps:

1. Select a threat or hazard category from the **Category** drop-down menu.
    a. If you select a human-caused threat category/type, and the threat is terrorism-related, use the **Terrorism** drop-down menu to select 'Yes' or 'No.'
2. Select the threat or hazard type from the corresponding **Type** drop-down menu. This list will change depending on the hazard category you choose.
    a. If the threat or hazard type you want is not present in the drop-down menu, select "Other" and enter the threat or hazard type name in the **Other** text field that will appear below the drop-down menu.
3. Click on the **Save** button near the top of the form to save your progress.

Context Descriptions

To enter your context descriptions, take the following steps:

1. Find the **Context Description** text box and enter a brief context description that explains the conditions (e.g., time of year, time of day, environmental conditions, etc.) under which the threat or hazard might occur.
2. Click on the **Save** button near the top of the form to save your progress.

Return to the navigation tab and use the **navigation report** to enter information about and provide context for each threat and hazard you have created.

Prior Year Data

To access your prior year data for *THIRA Steps 1 and 2*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year THIRA data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your THIRA. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal THIRA submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the **Context Description** text box. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

Completeness Tips

Completeness tips detail the actions that you must complete in order to meet the response requirements for a form, turning the form's status indicator on the **navigation report** from red to green. Completeness tips will display at the bottom of the form in the **Items to Complete** section. They will display upon saving the form.

THIRA Step 3: Impacts & Desired Outcomes

In *THIRA Step 3: Impacts & Desired Outcomes*, begin developing your capability targets by determining the impacts and outcomes of your threats and hazards. The impact statements should describe how each threat and hazard will affect the community. The desired outcome statements should describe the timeframe or level of effort needed to successfully deliver the core capability. You can access this step through the **navigation report**.

Impacts and Outcomes

To enter your impact and outcome statements, take the following steps:

1. At the top of the form, review the threat/hazard information you previously entered in *THIRA Steps 1 and 2* and choose the core capabilities for which you would like to develop impact and outcome statements for this threat/hazard.
2. Scroll down through the list of core capabilities, and click the checkboxes to the left of the core capabilities you selected. For each core capability you select, this will reveal two text boxes for entering your impact and outcome statements.
   a. In the left text box, enter an **impact** that describes how that threat/hazard will affect the community.
   b. In the right text box, enter a **desired outcome** that describes the timeframe or level of effort needed to successfully deliver the core capability.
3. Click either the **Save** button near the top of the form or one of the buttons below the impact and outcome text boxes to save your progress.
4. Once you have entered the impact and outcome statements for your selected core capabilities, return to the navigation tab and use the **navigation report** to repeat this process for each threat/hazard until you have completed at least one impact statement and one outcome statement per core capability.

Use the **Expand All** button to reveal the impact and outcome text boxes for all the core capabilities. Click the **Collapse All** button to hide any revealed impact and outcome text boxes. To reveal a single core capability's impact and outcome text boxes, click the downward arrows at the right end of the blue bar featuring that core capability's name.

Note: FEMA requires that you complete at least one impact statement and one outcome statement per core capability.

Prior Year Data

To access your prior year data for *THIRA Step 3: Impacts & Desired Outcomes*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year THIRA data. Once you select your jurisdiction and the core capability you want view from the drop-down menus, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your THIRA. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal THIRA submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

Each core capability in the *THIRA Step 3: Impacts & Desired Outcomes* form has its own **Comments** text box where you can enter any journal notes or comments you want to record. Click the **Save** button to save your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

THIRA Step 3: Capability Targets

In *THIRA Step 3: Capability Targets*, you will establish capability targets for each core capability. These targets should provide specific, measurable definitions of success for each core capability given the threats and hazards that the community faces, based on desired outcomes and impacts. You can access this step through the **navigation report**.

Capability Targets

To enter your capability targets, take the following steps:

1. Review the **impact and outcome statements** you have previously entered for that core capability. You can find these statements below the **Capability Target** text box.
    - If you have not already entered impact and outcome statements, return to the **navigation report** and go to the *THIRA Step 3: Impacts & Desired Outcomes* form.
2. Enter your **capability target** in the text box.
    - The target should be a specific, measurable definition of success for that core capability.
3. Click the **Save** button near the top of the form to save your progress.
4. Repeat steps 1-3 for each core capability. Access the forms for these capabilities by returning to your navigation tab and using the **navigation report**.

Prior Year Data

To access your prior year data for *THIRA Step 3: Capability Targets*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year THIRA data. Once you select your jurisdiction and the core capability you want view from the drop-down menus, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your THIRA. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal THIRA submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the **impacts and outcomes** review section. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

Completeness Tips

Completeness tips detail the actions that you must complete in order to meet the response requirements for a form, turning the form's status indicator on the **navigation report** from red to green. Completeness tips will display at the bottom of the form in the **Items to Complete** section. They will display upon saving the form.

THIRA Step 4: Apply the Results

In *THIRA Step 4: Apply the Results*, apply the results of your THIRA by estimating the key resources required to meet your capability targets. In the two tables provided, list all of the resources (NIMS-typed or other) required for your community to achieve the capability target. You can access this step through the **navigation report**.

Resource Requirements

Before entering your resource requirements, review the **capability target** you previously entered for that core capability. You can find your target below the **Save** button near the top of the form. If you have not already entered a target for that core capability, return to the **navigation report** and go to the *THIRA Step 3: Capability Targets* form.

NIMS-typed Resources

To add/remove a resource in the **NIMS-typed Resources** table, take the following steps:

1. The table automatically provides a row for you to enter the first resource. Follow these steps to enter the necessary information about your first resource:
    a. Click the cell in the **Category** column of the first row to reveal a drop-down menu. Select a resource category from this menu.
    b. Click the cell in the **Resource** column of the first row to reveal a drop-down menu. Select a NIMS-typed resource from this menu.
        - The resource menu will only display those resources associated with the category selected.
    c. Click the cell in the **Type** column of the first row to reveal a drop-down menu. Select a type from this menu.
        - The type menu will only display those types associated with the resource selected.
    d. Click the cell in the **Number Required** column of the first row to enter the number of resources needed to achieve the capability target.
2. To add a resource, click the **Add** button to generate a new row within the table. Refer back to Step 1 for instructions on how to enter the necessary information about your resource.
3. To delete a resource, click on the row number of the resource you want to delete and then click the **Remove** button. Note: you cannot undo this option.
4. Repeat steps 1-3 to enter all the resources.
5. Click the **Save** button at the top or bottom of the form to save your progress.

Other Resources

To add/remove a resource in the **Other Resources** table, take the following steps:

1. The table automatically provides a row for you to enter the first resource. Follow these steps to enter the necessary information about your first resource:
    a. Click the cell in the **Resource** column of the first row to enter the resource name.
    b. Click the cell in the **Category** column of the first row to reveal a drop-down menu. Select a resource category from this menu.
        - The drop-down menu for this column is the same as found in the NIMS-typed Resources table's Category column with the addition of the 'Other'

option. Select 'Other' if your community's resource does not fit into one of the categories.

c. Click the cell in the **Number Required** column of the first row to enter the number of resources needed to achieve the capability target.

2. To add a resource, click the **Add** button to generate a new row within the table. Refer back to Step 1 for instructions on how to enter the necessary information about your resource.
3. To delete a resource, click on the row number of the resource you want to delete and then click the **Remove** button. Note: you cannot undo this option.
4. Repeat steps 1-3 to enter all the resources.
5. Click the **Save** button at the top or bottom of the form to save your progress.

Enter resources for all required core capabilities by returning to your navigation tab and using the **navigation report**.

Prior Year Data

To access your prior year data for *THIRA Step 4: Apply the Results*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year THIRA data. Once you select your jurisdiction and the core capability you want view from the drop-down menus, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your THIRA. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal THIRA submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the **Other Resources** table. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

Completeness Tips

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THIRA Post-Assessment

After completing the four steps of your THIRA, you must complete the *THIRA Post-Assessment*. The post-assessment asks for information about the departments, agencies, and organizations that participated in your THIRA as well as the data sources and tools used in the assessment. You must answer all questions not listed as optional to complete this section. You can access the post-assessment through the **navigation report**.

Completing the Post-Assessment

Read the following sections for instructions on how to answer each question in the post-assessment. Click the **Save** button near the top of the form to save your progress as you answer the questions.

Question 1

Use the **Government THIRA Process Participants** table to enter data on the number of government departments/agencies/offices that participated in the THIRA process. In this table, the rows provide different departments and agencies (e.g., emergency management/homeland security) and the columns provide levels of government (e.g., Federal, state, territory, etc.). Click on the cell in the row of the agency and column of the relevant level of government, and enter the number of participants. If the relevant level of government is not present, enter the number in the **Other** column. Use the scroll bar on the right side of the table to view all listed departments/agencies.

If a department or agency is not listed, use one of the **Other** rows, listed at the bottom of the assessment, to enter the information. Click the cell for **Other** in the **Department/Agency** column, and enter the agency name in that cell. In the same row, click the cell in the relevant level of government column to enter the number.

Use the **Add** and **Remove** buttons to add and remove rows in the table. Note: removing a row cannot be undone.

Question 2

Use the **Non Government THIRA Participants** table to enter your data on the number of non-governmental stakeholders that participated in the THIRA process. In this table, the rows provide different non-governmental organizations (e.g., the American Red Cross). Click on the relevant cells in the **Number participating** column, and enter the number of each type of organization that participated. Use the scroll bar on the right side of the table to view all listed non-governmental organizations.

If an organization is not listed, use one of the **Other** rows to enter the information. Click the cell for **Other** in the **Non-governmental organization** column, and enter the stakeholder name in that cell. In the same row, click the cell in the **Number participating** column to enter the number.

Use the **Add** and **Remove** buttons to add and remove rows in the table. Note: removing a row cannot be undone.

Questions 3-5

Enter your answers to these questions in the text boxes provided below each question.

Note: Question 3 is optional.

Question 6

Click on the checkboxes next to those visualization tools that you used to inform your THIRA. You must specify the tool(s) that you used to complete your THIRA. If you did not use any modeling or visualization tools, select "None."

If you used a modeling or visualization tool not listed, click the **Other** checkbox and enter the name of the tool in the text box to the right.

Question 7

Select either the **Yes** or **No** radio button to answer the question. Selecting **Yes** will reveal additional questions that you can answer using the provided checkboxes and text box.

Question 8

Enter the number of hours in the text field to the right of the question.

Prior Year Data

To access your prior year data for the *THIRA Post-Assessment*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year THIRA data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your THIRA. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal THIRA submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the final question. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

Completeness Tips

Completeness tips detail the actions that you must complete in order to meet the response requirements for a form, turning the form's status indicator on the **navigation report** from red to green. Completeness tips will display at the bottom of the form in the **Items to Complete** section. They will display upon saving the form.

Entry Errors

When you enter an unallowable type of data as a response to a question and press the save button, you will receive a pop-up entry error message. The message will describe why the data you entered is unallowable and will provide instructions on how to correct your response and re-save the form. For example, you will receive an entry error if you enter text in an answer field that only allows numeric entries.

SPR Capability Assessment

For the *SPR Capability Assessment*, you will rate your jurisdiction's current capability levels relative to the targets you established in *THIRA Step 3: Capability Targets*. You will also provide context for these ratings. This process will help to identify capability gaps that your jurisdiction might have. You can access this assessment through the **navigation report**.

Rate Current Capabilities

Jurisdictions rate their community's capability levels in each of the 32 core capabilities by providing ratings, on a 1-to-5 scale, in each of the five different areas: planning, organization, equipment, training, and exercises (POETE).

To enter your capability ratings, take the following steps:

1. At the top of the form, review the **capability target** that you entered for that capability in *THIRA Step 3*.
    - If your capability target is blank, return to the navigation report and the *THIRA Step 3: Capability Targets* form.
2. Below your target, review the **capability rating table** for the meaning of the 1-to-5 rating scale for each of the five areas.
3. Below the table, use the drop-down menus under each of the five areas to select a capability rating for each respective element.
    - If an area is not relevant for a core capability, select "N/A."
4. Click the **Save** button near the top of the form to save your progress.

Provide Context for Ratings

Next, provide context for your capability ratings by completing the following sections of the assessment form:

Capability Gaps

For any area in which you rate yourself less than a five, you must select a capability gap to indicate what additional capability your jurisdiction needs to reach that target. You can select a capability gap by:

1. Using the **functional area gap checkboxes** to specify the functional areas where the community's primary capability gaps fall for each of the five areas.
    - These checkboxes are required for any area for which the rating is less than 5. The checkboxes are not required when you select "N/A" for your rating.
2. **Optional**: Using the **gap description text boxes** to enter a narrative description of what it would take to reach the THIRA target.

Recent Advances

Optional: Use the **Recent Advances** text boxes to enter success stories or ongoing initiatives that indicate progress in your jurisdiction's preparedness activities for each of the five areas.

Responsibility for Filling Gaps

Use the drop-down menu to indicate your jurisdiction's perception of who is responsible for filling the capability gap. You should base your jurisdiction's selection on how you see the capability maturing in the near future. Note that your jurisdiction's entry does NOT indicate that the Federal Government accepts these assignations.

Priority

Use the drop-down menu to select the priority level that best describes your community's capability priority. The SPR's priority ratings indicate the relative importance of each core capability to a community. Rate each core capability as high, medium, or low priority, depending on the frequency with which your community uses it and the impact it has on your community's success.

Assessment Corroboration

Use the checkboxes provided to identify whether an exercise or a real-world event informed your assessment. If you select one or both of the exercise and real-world incident checkboxes, enter the name of the exercise and/or event in the text box that appears to the right. Assessments informed by these observations help validate self-assessed capability ratings.

Click the **Save** button near the top of the form to save your progress in completing these sections. Repeat the rating and context process for each core capability by returning to your navigation tab and using the **navigation report**.

Prior Year Data

To access your prior year data for the *SPR Capability Assessment*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year SPR data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning that part of your SPR. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete each part of the assessment. This is not part of your formal SPR submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** section of the SPR Capability Assessment is located at the bottom of the form. Enter your comments into the text box and click the **Save** button to save your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

Completeness Tips

Completeness tips detail the actions that you must complete in order to meet the response requirements for a form, turning the form's status indicator on the **navigation report** from red to green. Completeness tips will display at the bottom of the form in the **Items to Complete** section. They will display upon saving the form.

Entry Errors

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SPR Post-Assessment

After completing the SPR, you must complete the *SPR Post-Assessment*. The post-assessment asks for information about your jurisdiction's assessment process and preparedness trends. You must answer all questions not listed as optional to complete this section. You can access the post-assessment through the **navigation report**.

Completing the Post-Assessment

Read the following sections for instructions on how to answer each question in the post-assessment. Click the **Save** button at the top or bottom of the form to save your progress as you answer the questions.

Question 1

Use the **Government SPR Participants** table to enter data on the number of government departments/agencies/offices that participated in the SPR process. In this table, the rows provide different departments and agencies (e.g., emergency management/homeland security) and the columns provide levels of government (e.g., Federal, state, territory, etc.). Click on the cell in the row of the agency and column of the relevant level of government, and enter the number of participants. If the relevant level of government is not present, enter the number in the **Other** column. Use the scroll bar on the right side of the table to view all listed departments/agencies.

If a department or agency is not listed, use one of the **Other** rows, listed at the bottom of the assessment, to enter the information. Click the cell for **Other** in the **Department/Agency** column, and enter the agency name in that cell. In the same row, click the cell in the relevant level of government column to enter the number.

Use the **Add** and **Remove** buttons to add and remove rows in the table. Note: removing a row cannot be undone.

Question 2

Use the **Non Government SPR Participants** table to enter your data on the number of non-governmental stakeholders that participated in the SPR process. In this table, the rows provide different non-governmental organizations (e.g., the American Red Cross). Click on the relevant cells in the **Number participating** column, and enter the number of each type organization that participated. Use the scroll bar on the right side of the table to view all listed non-governmental organizations.

If an organization is not listed, use one of the **Other** rows to enter the information. Click the cell for **Other** in the **Non-governmental organization** column, and enter the stakeholder name in that cell. In the same row, click the cell in the **Number participating** column to enter the number.

Use the **Add** and **Remove** buttons to add and remove rows in the table. Note: removing a row cannot be undone.

Questions 3

Optional: Enter your answer to this question using the text box provided below the question.

Questions 4

Use the checkboxes to select three of the 32 core capabilities in which your community has made the most progress this year.

Question 5

Use the checkboxes to select three of the 32 core capabilities that are in the greatest danger of decreasing for your community in the next year.

Question 6

Enter your answers to parts A through C of this question using the text boxes provided below each part.

Question 7

Enter your answer to this question using the text box provided below the question.

Senior Advisory Committee (SAC) Questions

Use the drop-down menus and checkboxes to answer the SAC questions. After completing the questions, enter in your SAC's Point of Contact information in the text fields provided.

Question 8

Enter the number of hours in the text field to the right of the question.

Prior Year Data

To access your prior year data for the *SPR Post-Assessment*, click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year SPR data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

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The **Journal Notes/Comments** text box is located below the final question. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

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Comprehensive Preparedness Guide-101 Assessment

In the *Comprehensive Preparedness Guide-101 (CPG 101) Assessment,* enter information about your jurisdiction's Emergency Operations Plan (EOP). The questions in this assessment track development of your EOP and the degree to which your EOP addresses CPG-101 v2 criteria for effective and efficient plans. You can access this assessment through the **menu bar**.

EOP Name

Enter the name of your jurisdiction's EOP in the text box below **Emergency Operations Plan (EOP) Name.**

Development and Criteria Questions

The form for the *CPG-101 Assessment* is divided by column. In the **Category** column, you will find the category of each question. In the **Question** column, you will find the questions for each category. In the **Answer Options** column, you will find your options for answering the questions in each category.

- For the **Approval** question, select your answer from the drop-down menu and, if approved, enter the date in the **EOP Approval Date** text box in MM/DD/YYYY format (e.g., 04/25/2016).
- For the **Whole Community** question, select your answer from the drop-down menu.
- For the **Compliance Criteria** question, click the checkbox(es) that correspond to the criteria addressed in your EOP base plan.
- For the **EOP Training** question, select your answer from the drop-down menu.
- For the **EOP Evaluation** question, click the checkbox(es) that best represent the evaluation of your EOP effectiveness. You may select both the exercise and real-world event checkboxes.
- For the **EOP Revision** question, select your answer from the drop-down menu.

Click the **Save** button at the top or bottom of the form to save your progress in completing the *CPG-101 Assessment*.

Prior Year Data

To access your prior year data for the *CPG-101 Assessment* click on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning your *CPG-101 Assessment*. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete this assessment. This is not part of your formal submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the final question. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box.

The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

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Submitting Your CPG-101 Assessment to FEMA

When you have completed the assessment, use the **Submit CPG 101 to FEMA** button at the bottom of the form to submit your assessment to FEMA. You will only be able to submit after you have completed all required steps.

NIMS Implementation Assessment

In the *National Incident Management System (NIMS) Implementation Assessment,* evaluate and report on your jurisdiction's implementation of NIMS. You can access this assessment through the **menu bar**.

Questions

The form for the *NIMS Implementation Assessment* is divided by column. In the **Category** column, you will find the category of each question. In the **Question** column, you will find the questions for each category. In the **Response** column, you will find your options for answering the questions in each category.

- For the **Jurisdiction Types** questions, enter your answers in the provided text fields. Type numbers in the fields for question 1a.
- For the **NIMS Adoption** question, select your answer from the drop-down menu.
- For the **Plans** question, select your answers from the drop-down menus.
- For the **Mutual Aid** question, select your answers from the drop-down menus.
- For the **NIMS Training** questions, select your answers using the drop-down menus and checkboxes. Use the text field to specify if selecting 'Other' for question 7.
- For the **Exercises** questions, select your answers using the drop-down menu and checkboxes. Use the text field to specify if selecting 'Other' for question 9.
- For the **Resource Inventory** questions, select your answers using the drop-down menus, text fields, and checkboxes. Type numbers in the fields for question 12. Use the text field to specify if selecting 'Other' for question 14.
- For the **Re-entry Plan** question, select your answer from the drop-down menu.
- For the **Additional Needs** question, enter your answer in the text field.
- For the **Jurisdiction Information** question, enter numbers in the text fields.

Click the **Save** button at the top or bottom of the form to save your progress in completing the *NIMS Implementation Assessment.*

Prior Year Data

To access your prior year data for the *NIMS Implementation Assessment* on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

You may find the prior year data form useful for sub-jurisdiction data collection. You can download the prior year data report into a Word document, delete your prior year responses, and then distribute the world document as a means of information collection.

Journal Notes

Within each form is a **Journal Notes/Comments** section to capture information that you wish to keep concerning your *NIMS Implementation Assessment*. For example, you may want to use the Journal Notes to help you keep track of the departments, agencies, or people who helped you complete this assessment. This is not part of your formal submission but can help you maintain a consistent approach from year to year and maintain a log of your efforts.

The **Journal Notes/Comments** text box is located below the final question. Enter your notes in the box and click the **Save** button to save both your comments and your progress in completing this form. When you save, your comment will appear as a **New Comment** below the text box. The next time you visit the form, your comment will appear in the **Comment Log** section below the text box along with the last two comments you saved. If you have entered more than three comments, you can load them by clicking the downward arrows at the right end of the blue **More Comments** bar.

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Submitting Your NIMS Assessment to FEMA

When you have completed the assessment, use the **Submit NIMS to FEMA** button at the bottom of the form to submit your assessment to FEMA. You will only be able to submit after you have completed all required steps.

Urban Area Working Group Assessment

In the *Urban Area Working Group (UAWG) Assessment,* report on required elements of a UAWG. You can access this assessment through the **menu bar**.

Questions

The form for the *UAWG Assessment* is divided by column. In the **Category** column, you will find the category of each question. In the **Question** column, you will find the questions for each category. In the **Response** column, you will find your options for answering the questions in each category.

- For the **Composition** questions, select your answers using the drop-down lists and checkboxes.
- For the **Charter** questions, select your answer using the drop-down lists and checkboxes.
- For the **UAWG Point of Contact** question, enter information in the provided text fields.

Click the **Save** button at the top or bottom of the form to save your progress in completing the *UAWG Assessment.*

Prior Year Data

To access your prior year data for the *UAWG Assessment* on the **See Prior Year's Data** button near the top of the form. This will open a new tab in your browser where you can access your prior year data. Once you select your jurisdiction from the drop-down menu, your data should automatically appear on the page. If not, click the **View Report** button to view your data.

Journal Notes

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Submitting Your UAWG Assessment to FEMA

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