

# NIMS Implementation

## Tips of the Week



### Minimum Hours for NIMS Classroom Training

FEMA's Incident Management Systems Division Training Branch provides the following guidelines for minimum classroom and online contact hours for all NIMS-required courses.

This guide will enable entities to determine which version of these courses they should use to train all applicable personnel and achieve NIMS compliance in regards to training.

COURSE TITLE	MINIMUM CLASSROOM CONTACT HOURS
ICS-100	6 Hours
ICS-200	6 Hours
ICS-300	18 Hours minimum; 24 Hours recommended
ICS-400	14 Hours minimum; 20 Hours recommended
IS-700	3 Hours
IS-800.A	3 Hours



### "Rolling Up" Metrics in NIMSCAST

Upon completion of an NIMSCAST assessment, a user "rolls up" their information by selecting "Submit for Rollup" on the Navigation menu to the left. A user must meet the following criteria to submit a rollup:

1. User must be identified as an Admin User; a permission established by the parent account;
2. Entire Assessment and all Corrective Action Plans (CAP), where necessary, must be completed prior to roll up;
3. The assessment must be part of an account on the official side. Public assessments cannot be rolled up;
4. Appropriate disciplines, as reflected in the assessment, need to be identified under "Account Info".



## How to Submit a Roll Up in NIMSCAST

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 simply changing the answers.

After selecting “Submit for Rollup” from the Navigation menu, a status screen detailing the conditional items that need to be completed may appear. These conditions must be met in order to complete the rollup process. Once all of the conditions have been met, a confirmation box of the rollup submission will appear. The following conditions are required:

- The user must have Administrator access to the current account;
- The Account must have completed the assessment; and
- The represented disciplines must be marked.



## NIMSCAST 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.


**FEMA The NIMS Integration Center**

NIMS Compliance Assistance Support Tool Adair County - Metrics

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**Manage Snapshots**

The table below inventories the different snapshots of data sets that you have saved. Each snapshot is identified by a unique name assigned by the user and the date of the last update. Click **CREATE NEW SNAPSHOTS** to save your updated data as a new snapshot. Enter a name for the new snapshot of your jurisdiction's data in the text box provided. Then click **CREATE SNAPSHOT** to take a snapshot of the current database and save it to the inventory.

You can save up to 6 different versions of your jurisdiction's data, including your baseline. You can replace old snapshots with new ones, delete existing snapshots, and create reports using all the snapshots in the inventory. However, the baseline cannot be deleted.

**Create New Snapshot**

Title	Fiscal Year	Date
Rollup Submittal	2005	2005-07-30
(Baseline)	2006	2006-07-31
Adair County 2006	2006	2006-07-31
Rollup Submittal	2006	2006-08-01
(Current Assessment Data Set)	2007	2007-02-28



## Previous *Tips of the Week* include:

### August 22

- "Rolling Up" Metrics in NIMSCAST
- How to submit a Rollup in NIMSCAST
- NIMSCAST Reporting and Rollup
- New NIMSCAST Features

### August 1

- Hospital Compliance Activities
- New NIMSCAST Features

### July 11/18

- FY 2007 Resource Typing Activity and Metrics
- NIMSCAST Account Progression

### July 4

- NIMSCAST Account Migration