

Troubleshooting Tips for EMIS/EMMIE

The EMIS Student Manual and User's Guide (currently under development) are the primary sources for instructions on how to appropriately document the EHP review of a project in EMIS. However, the following tips are not included in the Student Manual and EMIS users should be aware of them. If you discover additional tips for navigating through EMIS, troubleshooting, or improving the review process, please email them to FEMA-EHPSystem@dhs.gov.

If you receive an Internet Explorer error and are not able to view attachments in EMMIE or EMIS:

Open Internet Explorer

Click on TOOLS on the top menu

Click on INTERNET OPTIONS

Click on the ADVANCED tab

Scroll down to SECURITY

Make sure box next to "DO NOT SAVE ENCRYPTED PAGES TO DISK" is unchecked

Make sure boxes next to SSL 2.0 and SSL 3.0 are checked

Click Apply and click OK

EMIS automatically generates a Record of Environmental Consideration (REC) as a PDF document once the law and EO review screens have been completed. However, in order for the REC to be a stand-alone document, users may want to add the project description (SOW) to the REC. This can be done from the NEPA Determination screen as follows:

If the Project is a STATEX:

1. Go to "NEPA Determination" screen
2. Select the "CATEX" radio button (even if project is a STATEX)
3. Click on clipboard icon in the Review column
4. Scroll to bottom of "CATEX Categories" screen
5. Click on "Circumstances" button
6. Scroll to the bottom of the "Extraordinary Circumstances" screen
7. Type project description in the "Comments" field.
 - o Include: Applicant, Town, County, brief description, lat/long

- If it is a complicated project, write summary here and attach a complete description to the Environmental queue
 - Add a carriage return to separate this SOW from subsequent comments
 - Add NEPA Determination comment if necessary
8. Click the “Save” button
 9. Click the “Return” button
 - You will be taken back to the “NEPA Determination” screen.
 10. Select the “STATEX” radio button
 11. Click “Save”
 12. Navigate back to the Inbox and click on the REC icon  to view the REC; the SOW should appear at the top of the PDF document in the “NEPA Determination” section

If the Project is a CATEX:

Follow the steps above for STATEX projects, with the following exceptions:

1. On the “CATEX Categories” screen, select the appropriate CATEX category(ies)
2. Click the “Save” button and next click the “Circumstances” button
3. On the “Extraordinary Circumstances” screen, select Circumstances (if appropriate) and answer the question regarding whether or not an EA is required
4. Type project description in Comments field; add a carriage return to separate this description from subsequent comments
5. Add other comments if necessary
6. Set the Review Status to “Completed”
7. Click the “Save” button
8. Click the “Return” button to return to the “NEPA Determination” screen
9. Leave the level set to CATEX
10. Click the “Save” button

To determine which PWs have been queued to Mitigation for Review:

Log in to ISSACS Portal (<https://portal.fema.net/famsRuWeb/home>)

Click on “EMMIE Internal” link

Click on “Reports” tab on upper left hand bar

Select “View Projects Report”

Select “Eligibility Review In Progress” from “Status” drop-down menu

Select “Mitigation Review” from “Eligibility Review” drop-down menu

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Tasks', '> Reports', 'Administration', and 'Information'. A version string '[Version: 1.00.01 Server: MWE6UA10]' is visible in the top right. Below the navigation bar is a section titled 'View Projects'. A text prompt asks the user to enter search criteria and click 'Generate Report'. A note states that fields marked with an asterisk are required. The search form includes the following fields: '* Disaster Number:' with the value '1735'; 'Reference Number (Only the last 5 characters):' which is empty; '* Status:' with a dropdown menu set to 'Eligibility Review In Progress'; and 'Eligibility Review' with a dropdown menu set to 'Mitigation Review'. At the bottom of the form are two buttons: 'Go Back' and 'Generate Report'.

Click “Generate Report” button

- The resulting report will give you links to the projects that have been sent for Mitigation review.
- It does not tell you if the review is completed, but it is useful in seeing what was sent to Mitigation review.

To determine when Mitigation has completed their review (for Cat C-G projects):

Click on Project ID link in EMIS Inbox

Subgrant application from EMMIE opens in new window

Select “Workflow History” from drop-down menu in upper right hand corner

Click the “Go” button

View the workflow history to determine if the project was queued to Mitigation, and if Mitigation has completed their review

- The MT review should be completed prior to starting the EHP review

“All Reviews” Screen

Use the left-hand sidebar link to navigate from the Inbox to the All Reviews screen

mvRoles

- [Inbox](#)
- [All Reviews](#)
- [CheckIn Tool](#)
- [Workflow Diagram](#)

Inbox

The Inbox displays the EHP queues that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing.

DHS Component: [v] Program: PA Disaster Number: [v]
 Region: [v] State: [v] FY: [v]
 Checked Out By: [v]
 [Filter] [Hide Filters] [Reset]

Show 1 - 10 [v] Show All showing 1 - 10 of 763 [Next] [Last]

Select	Checked Out By	Program	Disaster #	FY	Project ID	Queue	Queue Status Date
<input type="checkbox"/>	Check Out	PA	1787	2008	PA-01-NH-1787-PW-00133	Floodplains Review	12/05/2008
<input type="checkbox"/>	Check Out	PA	1787	2008	PA-01-NH-1787-PW-00133	Environmental Review	12/05/2008
<input type="checkbox"/>	Check Out	PA	1787	2008	PA-01-NH-1787-PW-00133	Historic Review	12/05/2008
<input type="checkbox"/>	Check Out	PA	1787	2008	PA-01-NH-1787-PW-00135	Environmental Officer Review	11/20/2008

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All Reviews

The All Reviews page allows each user to view all projects available in the system to which that user has access.

DHS Component: [v] Program: PA Disaster Number: [v]
 Region: 1 State: [v] FY: [v]
 [Filter] [Hide Filters] [Reset]

Show 1 - 10 [v] Show All showing 1 - 10 of 778 [Next] [Last]

Program	Disaster #	FY	Project ID	Project Title	Environmental Review Started	Environmental Review Completed
PA	7163	2007	PA-01-CT-7163-PW-00026	Insurance/Mitigation Production Reviewers Test	11/16/2008	N/A
PA	7163	2007	PA-01-CT-7163-PW-00027	Test Close	12/03/2008	N/A
PA	7163	2007	PA-01-CTT0069-7163-PW-00009	Regression Testing Patch 3	06/27/2008	N/A
PA	1778	2008	PA-01-VT-1778-PW-00001	MONTO8C Vincents Bridge Road TH 41	08/08/2008	08/11/2008
PA	1778	2008	PA-01-VT-1778-PW-00002	Rich 01 McAllister Road, TH 21	08/11/2008	08/19/2008
PA	1778	2008	PA-01-VT-1778-PW-00003	MONTO1B Emergency Measures Townwide	08/13/2008	N/A
PA	1778	2008	PA-01-VT-1778-PW-00004	Mont07C Creager Road	08/12/2008	08/18/2008
PA	1778	2008	PA-01-VT-1778-PW-00005	1778	08/13/2008	08/13/2008
PA	1778	2008	PA-01-VT-1778-PW-00006	BIDDLE ROAD REPAIR, LINC01	08/11/2008	08/13/2008
PA	1778	2008	PA-01-VT-1778-PW-00007	1778	08/14/2008	08/18/2008

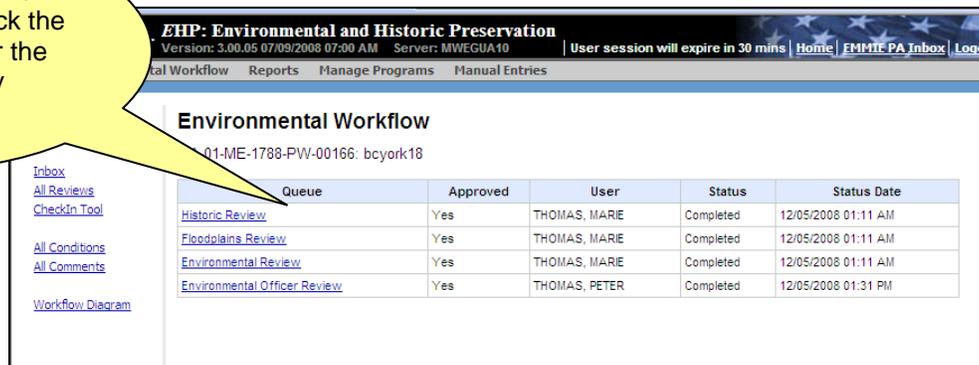
The All Reviews screen shows all PWs in a particular Region, State, Disaster, etc., including those PWs for which the EHP review is pending, completed, or those that were not queued to EMIS for review.

- If the column titled “Environmental Review Completed” reads “N/A” rather than a calendar date, this means that the PW was not queued to EMIS, because the Program determined that no EHP review was necessary.
 - EHP reviewers can still view the PW by clicking on the Project ID link and opening up the subgrant application in EMMIE, but it is not possible to conduct a review from the All Reviews screen.

Once a PW has been reviewed and forwarded out of the EMIS Inbox, information about the EHP review can be viewed from the All Reviews screen.

1. Click on the Environmental Workflow icon  next to the Project ID
2. Click on the link in the Queue column to enter the desired EHP technical review queue(s) and view comments, attachments, etc.
3. Access to the queues is Read-Only

From the Environmental Workflow screen, click the queue name to enter the queue with read-only access



EHP: Environmental and Historic Preservation
Version: 3.00.05 07/09/2008 07:00 AM Server: MWEGUA10 | User session will expire in 30 mins | Home | EMMIE PA Inbox | Logout

Environmental Workflow Reports Manage Programs Manual Entries

Environmental Workflow

01-ME-1788-PW-00166: bcyork18

Queue	Approved	User	Status	Status Date
Historic Review	Yes	THOMAS, MARIE	Completed	12/05/2008 01:11 AM
Floodplains Review	Yes	THOMAS, MARIE	Completed	12/05/2008 01:11 AM
Environmental Review	Yes	THOMAS, MARIE	Completed	12/05/2008 01:11 AM
Environmental Officer Review	Yes	THOMAS, PETER	Completed	12/05/2008 01:31 PM

Left sidebar links: [Inbox](#), [All Reviews](#), [CheckIn Tool](#), [All Conditions](#), [All Comments](#), [Workflow Diagram](#)

Managing workflow in EMIS using the EMMIE D-1 Report:

Log in to ISSACS Portal (<https://portal.fema.net/famsRuWeb/home>)

Click on “EMMIE Internal” link

Click on “Reports” tab on upper left hand bar

From the “Reports” screen, click on “D.1 - Project Worksheet Report”

Select “PA” from “Grant Program” drop-down menu

Enter Disaster Number

Select “Category” radio button

Click “Go” button

Select “All” from the “Select Category” menu

Click “Generate Report” button (Note: the page will appear to refresh, but the filter action did take place)

Scroll to the bottom of the screen

Click "Save at PW Level" button

"File Download" pop-up box appears

Click "Save"

Chose a location to save the new document

In the "File name" box, change the file extension from ".txt" to ".xls"

Click "Save"

Click "Open"

This will open up a new Excel spreadsheet, from which you can manipulate the columns as you wish

The following columns are the most useful to sort through:

Column A: "Reference_nr" = PW #

Column F: "crg_cd" = Category of work

Column H: Elg_amt = Eligible amount \$\$

Column I: Pct_complt = Percent Complete

Column K: "Intial_review" = self explanatory

Column L: "Final_review" = self explanatory

Column O: "proj_ttl" = Project Title

Column P: aplct_id = Applicant ID

Column Q: "cnty_nm" = County Name

Column R: aplct_nm = Applicant Name

Column W: pac = Public Assistance Officer