



FEMA

# NIMS *Guide*

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National Integration Center  
202-646-3850

The purpose of this *NIMS Guide* is to inform NIMSCAST users and stakeholders of updates made for this NIMSCAST 4.00.12 release.

## **A. RELEASE 4.00.12 ENHANCEMENTS**

Key enhancements in the NIMSCAST 4.00.12 fall under three main categories—1) assessments, 2) corrective action plans, and 3) reports. Specific enhancements include:

1. Display of assessment rollup history.
2. Assessment Rollup Review.
3. Update Corrective Action Plan (CAP) status information.
4. Display rollup change history on the Comprehensive Scores and Comprehensive Scores by Section reports.
5. Display "Terms of Reference" on CAP reports.
6. Limiting results returned for the User Activity Log Search.
7. Improved print function within NIMSCAST.
8. Strengthened e-mail address protocol.

## **B. ENHANCEMENTS WITH SCREENSHOTS AND INSTRUCTIONS**

### **ASSESSMENTS**

#### **1. Display Rollup History on Assessments**

As requested by users, NIMSCAST will display the rollup history for each assessment metric section. To view the rollup history, navigate to the appropriate assessment metric section. Then scroll to the bottom of the page. Select the appropriate date the responses were saved from the drop-down list menu and click the **View** button. NIMSCAST maintains all the values submitted for rollup and tracks

changes using a date stamp.

This screenshot shows a search interface for FEMA. At the top, there is a 'Search FEMA' box with a 'Go' button and an 'Advanced Search' link. Below this are navigation buttons: 'Save & Continue >>', '<< Skip-Backward', 'Skip-Ahead >>', and 'Cancel'. A 'View' button is highlighted with a red box and a callout that says '1. Select appropriate response date.' Below the 'View' button, there is a list of responses with dates and user names, such as '2010-09-30 11:03:45.0 by Test User' and '2011-02-09 13:40:25.0 by Christina T'. A callout box on the left says '2. Click the View button.' Another callout box below it says '3. Review rollup history.' At the bottom, there is a question: '1.1 Has the State/Territory hazards incident management system as its all-ent System as its all-' with radio buttons for 'Yes' and 'No'. Below that is a text field: 'What legal authority was used to formally adopt NIMS: [Check all that apply.] (FY2010)'. The user information at the top right is 'By: Christina Thomas' and 'Date: 2011-02-09 13:35:12 EDT'.

## 2. Review Rollups of Assessments

A new assessment rollup review feature allows users with administrative or inherited administrative permissions to view submitted sub-account assessments that require approval. To access this feature click **Review Rollups** on the Navigation menu. On the Review Rollups page, select the appropriate account type and assessment then click the **Next** button. Users can filter the returned results by modifying the sub-account level or the review status and clicking the **Apply Filter** button. Click the **Review** button to open the submitted assessment and review each metric response. Account administrators can then approve or disapprove each response.

This screenshot shows the 'Review Rollups' page in the NIMS system. The page title is 'Review Rollups' and it says 'Click Apply Filter to filter the list below.' There is a 'Filter' section with the following options: 'Account Type: Local', 'Assessment: FY2010 NIMS Implementation Metrics', 'Sub-Accounts: 1 level(s)', 'Show Only Review Statuses: [checked] Review Required, [unchecked] Approved, [unchecked] Disapproved'. An 'Apply Filter' button is at the bottom of the filter section. A callout box on the left says 'Select the Review Rollups link.' Another callout box on the right says 'Users can filter the returned results as appropriate.' Below the filter section, it says '90 jurisdiction(s) match the filter specified.' At the bottom, there is a table with columns: 'Account', 'Last Rollup Date', 'Review Status', 'Last Review Date', and 'Last Reviewed By'. The table has one row: 'Review' button, 'USA » Region 3 » Virginia » Alexandria City', '2010-09-20', 'Review Required', 'n/a', 'n/a'. A callout box on the left says 'Click the Review button to open the Assessment.'

## CORRECTIVE ACTION PLANS

### 3. Update CAP Status Information

Upon updating a CAP that was continued into the current assessment year from the previous year, the CAP from previous year automatically updates with the current year's status information. In addition, users will no longer receive an Overdue CAP reminder for a CAP from the previous year if the CAP was extended into the current year or if the objective was met in the current year.

## REPORTS

### 4. Display Rollup Change History on the Comprehensive and Comprehensive by Section Reports

Users can now select the **Show Rollup Change History** option as part of the report criteria. In the generated report, users have two options to view the rollup changes:

- a. Click on the **Show/Hide all rollup change histories** link to open all changes for the entire assessment;
- b. Click on the **Show rollup change history for this question** link to only open the change history for a specific question. Once the changes are open, the link changes to **Hide rollup change history for this question**.

If the Show Rollup Change History option is selected as part of the report criteria, then the PDF version of the report displays the rollup change history for all assessment questions.

[Current Account] » USA » Region 3 » Virginia Questions/Comments

### Comprehensive Scores

Snapshot: 2011-02-09 - (Current Assessment Data Set)  
 Show Notes: no  
 Show Rollup Change History: yes  
 Show Guidance: no  
 Show Only FY2010: no  
 Show Only Weaknesses: no  
 Report Version: short

Show/Hide all rollup change histories

Printable version (pdf)  
 Export to CSV

#### NIMS Adoption Implementation Objectives

1. Adoption Date Saved: 2011-02-09

Implementation Objective 1: Adopt NIMS by all State/Territorial Departments/Agencies; as well as promote and encourage NIMS adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations.

1.1 Has the State/Territory formally adopted, for Fiscal Year (FY) 2010, the National Incident Management System as its all-hazards incident management system? (FY2010)

Yes

What legal authority was used to formally adopt NIMS?

Executive Order  
 Resolution

[Hide rollup change history for this question]

Date & Time	User	Response	Previous Date & Time	Previous User	Previous Response
2011-02-09 13:40:25 EST	Christina Thomas	'Executive Order', 'Resolution'	2010-09-30 11:03:45 EDT	Test User	'Executive Order'

When was NIMS formally adopted? (FY2010)

Click this link to view rollup change histories for all responses.

Click this link to view or hide rollup change histories for a specific question.

The rollup change history is displayed here.

## 5. Display Terms of Reference on CAP reports

“Terms of Reference” will display as endnotes in the PDF version of the CAP reports.

## OTHER USABILITY UPDATED FEATURES

### 6. Limit the Number of Results Returned for the User Activity Log Search

NIMSCAST now limits search results to 500 returned items on the User Activity Log Search. If the search identifies more than 500 results, users will see an alert message that search results exceeded 500 records.

### 7. Print from NIMSCAST

NIMSCAST pages now print in the correct format from the user selected internet browser.

### 8. Strengthen E-mail Address Protocol

To minimize user data entry errors, NIMSCAST has strengthened the protocol for entering e-mail addresses.

## C. ADDITIONAL INFORMATION

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An updated NIMSCAST User Guide will be available on the NIMSCAST homepage ([www.fema.gov/nimscast](http://www.fema.gov/nimscast)) soon.

Additional information concerning NIMS, NIMS implementation, and NIMSCAST can be found on the NIMS Resource Center ([www.fema.gov/nims](http://www.fema.gov/nims)). All questions can be directed to the National Integration Center at 202-646-3850 or via e-mail: [FEMA-NIMS@dhs.gov](mailto:FEMA-NIMS@dhs.gov).

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