



NIMSCAST Technical Users Guide Version 1.0

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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 1.0)

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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 NIMS 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 NIMS 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 NIMS 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 within 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:

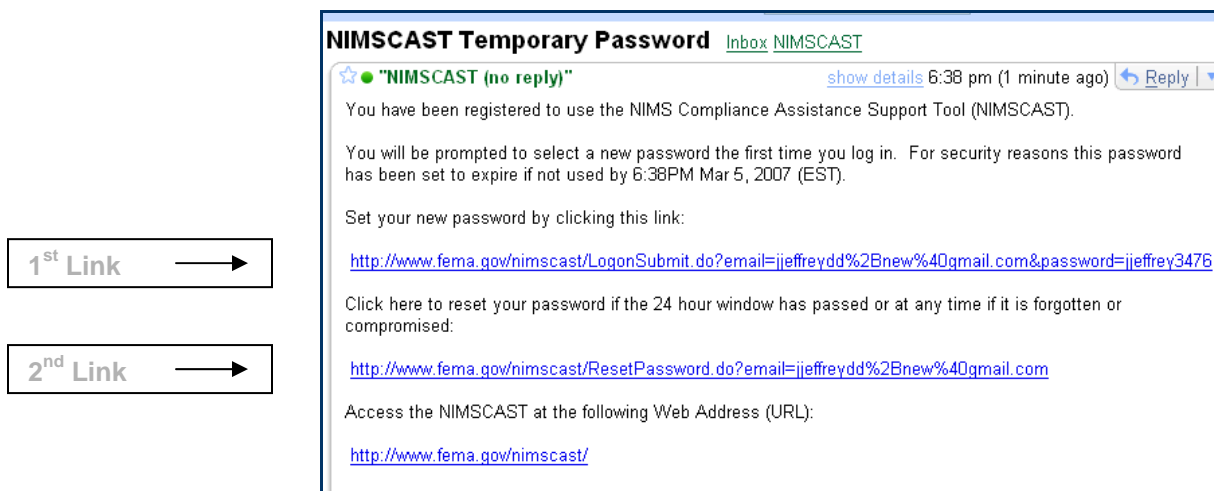


Figure 1: NIMSCAST Temporary Password

< 24 Hours

If it is **less than 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 than 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:

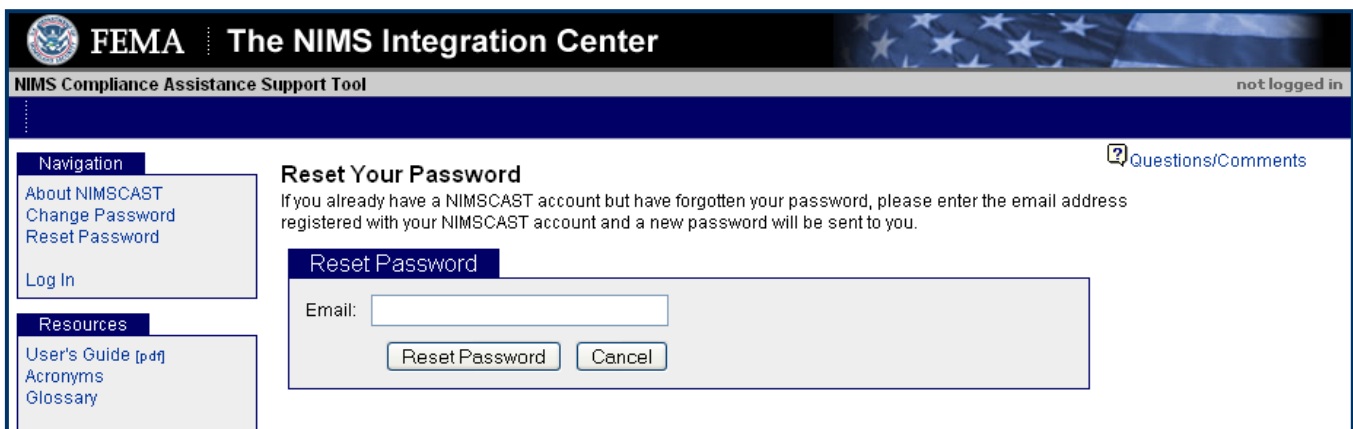
- 1 Lower case character (a-z)
- 1 Upper case character (A-Z)
- 1 Special character (!@#\$%^,etc...)
- 1 digit (0-9)

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.



The screenshot shows the FEMA The NIMS Integration Center website. The header includes the FEMA logo and the text "FEMA The NIMS Integration Center". Below the header is a navigation bar with "NIMS Compliance Assistance Support Tool" on the left and "not logged in" on the right. The main content area is titled "Reset Your Password" and includes a "Reset Password" form with an "Email:" label, a text input field, and "Reset Password" and "Cancel" buttons. A "Questions/Comments" link is also visible in the top right of the form area. On the left side, there is a "Navigation" menu with links for "About NIMSCAST", "Change Password", "Reset Password", and "Log In", and a "Resources" menu with links for "User's Guide [pdf]", "Acronyms", and "Glossary".

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 than 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 than 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”

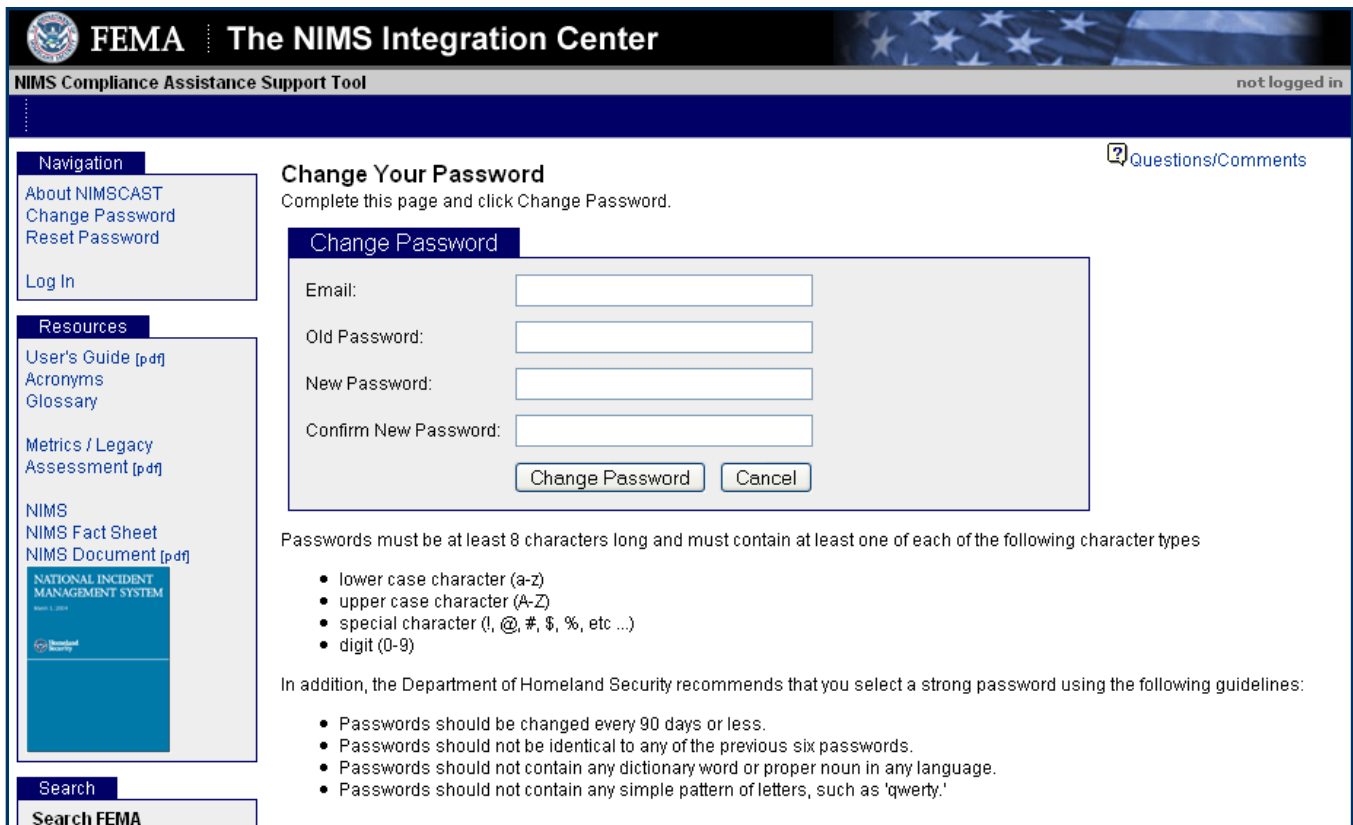


Figure 3: Password Change

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:

The screenshot displays the 'Edit User Information' interface within the NIMSCAST system. The page title is 'FEMA NIMS Integration Center' and the subtitle is 'NIMS Compliance Assistance Support Tool'. The user is logged in as 'State - NIMS Integration Center [Admin]'. The navigation menu on the left includes 'Edit User Info'. The main content area is titled 'Edit User Information' and contains a form with the following fields: Name (John Smith), Organization (State EMA), Email (metrics@eyestreet.com), and Phone (703.555.1212). There is a checkbox for 'Receive email when new permissions are assigned' which is checked. 'Save' and 'Cancel' buttons are at the bottom of the form.

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 is 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.

FEMA NIMS Integration Center

NIMS Compliance Assistance Support Tool State - John Smith [Admin]

[Switch Account] » USA » Region » State Questions/Comments

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

Accounts

The table below list the sub-accounts of the current account. From this page you can do the following actions:

- Add a new child account to this account by clicking on the "Create New Account" link below.
- Change account information by clicking on the link provided for the child account.
- Switch into the account by clicking on the account name link.
- Clear the responses or remove an empty child account by clicking on the **X** to the right of the account.
- Move child accounts to another location in your hierarchy by clicking on the "Move Accounts" link below the table.

This table displays the following information about each sub-account:

- Account Name - Name of the account.
- Contact Info - The name of the person associated with the account when it was created.
- Jurisdiction Type - The jurisdiction type that this account is associated with (Federal, State, Local, Tribal ...)
- State - The State that this account is associated with.
- Children - The number of direct children 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.

Create New Account

Name	Contact Info	Jurisdiction Type	State	Sub-Accounts	Users	Metrics Last Rollup	Original Last Rollup	
State Agencies		State Agency	AL	0	0	n/a	n/a	X
County A		Local	AL	0	0	n/a	n/a	X
County B		Local	AL	0	0	n/a	n/a	X

Move Accounts

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.

FEMA NIMS Integration Center
 NIMS Compliance Assistance Support Tool State - John Smith [Admin]

[Switch Account] » USA » Region » State [Questions/Comments](#)

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
- NIMS Document [pdf]

Search

Search FEMA [» Advanced Search](#)

Create a New Account

Use this form to create a new sub-account. Provide the following information for the account:

- Account Name - A concise name for the account.
- Description - A longer optional description of the account.
- Jurisdiction Type - A selection of available jurisdiction types, will control what version of the metrics is available.
- Discipline - Select as many disciplines as apply to the population represented by this new account.
- State - Verify the correct state is selected, will be readonly if state is already designated by location in account hierarchy.
- County - For local jurisdiction types only, select the county that best describes the jurisdictions location.
- Tribe - For tribal jurisdiction types only, select the tribe that best describes the jurisdictions.
- The following selections may not be available if restrictions have been placed on this account. These can only be edited if user has administrator access to the parent account.
 - Allow Assessments - Check this box to allow the account to fill out assessments.

Create Account

Account Name:

Description:

Jurisdiction Type:

Disciplines:


- Emergency Management
- Law Enforcement
- Firefighting
- HazMat
- Search & Rescue
- Emergency Medical Services
- Hospital
- Public Health
- Coroner/Medical Examiner
- Amateur Radio
- Public Safety Communications
- Public Works/Utilities
- Agriculture/Natural Resources
- Public Administration
- Educational Institution
- Private Industry
- Community Group/Volunteer Agency
- Transportation Authorities
- Animal Control & Care
- Non-Governmental Organization
- Other

State:

County:

Assessment Allowed

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

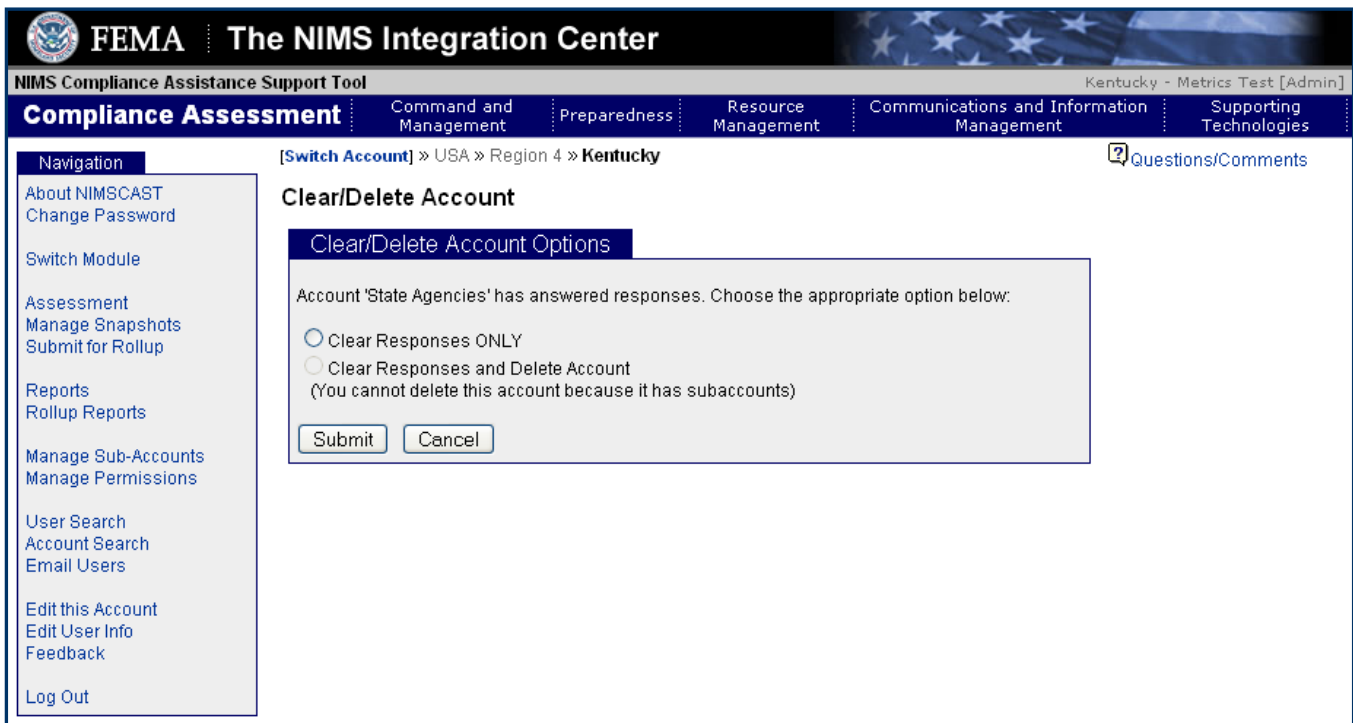
Users with administrator permission have the ability to delete empty accounts, clear responses or delete the entire sub-account with responses entered. Great care should be taken as once account has been cleared or deleted, the data cannot be recovered and will need to be re-entered into the system.

 **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.



The screenshot displays the NIMSCAST web application interface. At the top, the header includes the FEMA logo and the text 'The NIMS Integration Center'. Below this is a navigation bar with tabs for 'Compliance Assessment', 'Command and Management', 'Preparedness', 'Resource Management', 'Communications and Information Management', and 'Supporting Technologies'. The current page is 'Compliance Assessment', and the user is logged in as 'Kentucky - Metrics Test [Admin]'. The main content area shows a breadcrumb trail: '[Switch Account] > USA > Region 4 > Kentucky'. A 'Clear/Delete Account' dialog box is open, titled 'Clear/Delete Account Options'. It contains the text: 'Account 'State Agencies' has answered responses. Choose the appropriate option below:'. There are two radio button options: 'Clear Responses ONLY' and 'Clear Responses and Delete Account (You cannot delete this account because it has subaccounts)'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. A left-hand navigation menu is visible, listing various system functions like 'About NIMSCAST', 'Switch Module', 'Assessment', 'Reports', 'Manage Sub-Accounts', 'User Search', 'Edit this Account', and 'Log Out'.

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

5. Switch to the main account that is to be moved.
6. 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.
7. Select the accounts that should be moved by clicking in the box to the left of the account name, select the continue button.
8. 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.



The screenshot displays the NIMS Integration Center interface. At the top, the FEMA logo and 'NIMS Integration Center' are visible. Below this is the 'NIMS Compliance Assistance Support Tool' header with the user 'John Smith [Admin]'. The main content area is titled 'Step 1: Select Accounts to Move' and includes the following text: 'This wizard enables administrators to relocate accounts within the hierarchy. The first step is to ensure that the new parent account has been created. Next you must switch into the parent account of the accounts you want to move. From here, you can select as many child accounts (and their corresponding children accounts) to move to the destination selected on the subsequent screens.' Below the text is a list of accounts with checkboxes: 'State Agencies' (unchecked), 'County A' (checked), 'County B' (unchecked), and 'State Region 1' (unchecked). At the bottom of the list are '<< Back' and 'Continue >>' buttons. A navigation menu on the left contains links such as 'About NIMSCAST', 'Assessment', 'Reports', 'Manage Sub-Accounts', 'User Search', 'Edit this Account', and 'Log Out'. A breadcrumb trail at the top of the main content area reads '[Switch Account] » USA » Region » State'.

Figure 8: Moving an Account

FEMA NIMS Integration Center
NIMS Compliance Assistance Support Tool State - John Smith [Admin]

[Switch Account] » USA » Region » State Questions/Comments

Step 2: Select an Account to Move Into
You have chosen to move the following account(s): County A

Please select an account to move the list of accounts into.

ACCOUNT	PERMISSION
USA	
Federal Agencies	
Department of Homeland Security	[Admin]
FirstState	[Admin]
Region	
State	[Admin]
County B	[Inherited]
State Agencies	[Inherited]
State Region 1	[Inherited]
TestState	
TestLocality2	[Admin]
ThirdLevel	[Inherited]
FourthLevel	[Inherited]

<< Back

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

Preferences
 View all of my accessible accounts.
 View all of my accessible accounts, but restrict the depth level of "[Inherited]".
 Depth Level:
 Save and Refresh List

Figure 9: Selecting and Moving an Account

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

FEMA NIMS Integration Center
NIMS Compliance Assistance Support Tool State - John Smith [Admin]

[Switch Account] » USA » Region » State Questions/Comments

Step 3: Confirm the Account Move
You have chosen to move the following account(s): County A
into this account: State Region 1

<< Back Move Accounts

Navigation
About NIMSCAST
Change Password
Assessment
Manage Snapshots
Submit for Rollup
Reports

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 than 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.

The screenshot shows the NIMSCAST NIMS Integration Center interface. At the top, there is a header with the FEMA logo and the text "NIMS Integration Center". Below the header, there is a sub-header "NIMS Compliance Assistance Support Tool" and a user profile "State - John Smith [Admin]". The main content area is divided into three sections: "Navigation", "Switch Account", and "Preferences".

Navigation: A sidebar menu with links for "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", and "Log Out".

Switch Account: A section titled "[Switch Account] » USA » Region » State". It contains a "Switch Account" heading and a paragraph explaining that the listing is displayed in a tree fashion. Below this is a table titled "Please select an account to switch into." with columns "ACCOUNT" and "PERMISSION".

ACCOUNT	PERMISSION
USA	
Federal Agencies	
Department of Homeland Security	[Admin]
FirstState	[Admin]
Region	
State	[Admin]
County B	[Inherited]
State Agencies	[Inherited]
State Region 1	[Inherited]
County A	[Inherited]
TestState	
TestLocality2	[Admin]
ThirdLevel	[Inherited]
FourthLevel	[Inherited]

Preferences: A panel titled "Preferences" with three radio button options: "View all of my accessible accounts." (selected), "View all of my accessible accounts, but restrict the depth level of '[Inherited]'." (with a "Depth Level:" input field), and "View public accounts." (with a "Do not view public accounts." option). A "Save and Refresh List" button is at the bottom.

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.

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.

IV. 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.
- 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.

The screenshot shows the 'Metrics-State' page in the NIMS Integration Center. The navigation menu on the left includes 'Manage Permissions'. The main content area is titled 'Permissions' and contains the following text:

[Switch Account] » USA » Region » State

Permissions
The table below list the users currently associated with the current account. From this page you can do the following actions:

- Add a user to this account by clicking on the "Add a User" link below.
- Change an already associated users permission type by clicking on the link provided for their current permission type.
- Remove an existing association with a user by clicking on the to the left of the user.

Valid Permission types are:

- Admin - Gives user full access to account, including associating additional users and submitting for rollup.
- Standard - Allows user to provide responses to survey but not manage users or submit for rollup.
- Read-only - Gives user access to view reports on this account but not enter any data, manage users or submit for rollup.
- None - Explicitly removes access to this account (not recommended).

Add a User

Name	Email	Organization	Phone	Permission Type
John Smith	metrics@eyestreet.com	State EMA	703.555.1212	Admin

Figure 12: User Permissions

The screenshot shows the 'Add a User to this Account' interface. At the top, there's a header with the FEMA logo and 'NIMS Integration Center'. Below that, a navigation bar shows 'Metrics-State' and a user profile 'State - John Smith [Admin]'. A left sidebar contains a 'Navigation' menu with links like 'About NIMSCAST', 'Assessment', 'Reports', and 'Manage Sub-Accounts'. The main content area is titled 'Add a User to this Account' and includes instructions, a list of permission types (Admin, Standard, Read-only, None), and a form with fields for Email (newuser@domain.com), Account (State), and Permission Type (Admin). There are 'Next >' and 'Cancel' buttons at the bottom of the form.

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.
 - Select the appropriate permission type
 - Click "Edit Permission".

FEMA NIMS Integration Center
 NIMS Compliance Assistance Support Tool State - John Smith [Admin]

Metrics-State [Switch Account] » USA » Region » State Questions/Comments

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

Permissions
 The table below list the users currently associated with the current account. From this page you can do the following actions:

- Add a user to this account by clicking on the "Add a User" link below.
- Change an already associated users permission type by clicking on the link provided for their current permission type.
- Remove an existing association with a user by clicking on the **X** to the left of the user.

Valid Permission types are:

- Admin - Gives user full access to account, including associating additional users and submitting for rollup.
- Standard - Allows user to provide responses to survey but not manage users or submit for rollup.
- Read-only - Gives user access to view reports on this account but not enter any data, manage users or submit for rollup.
- None - Explicitly removes access to this account (not recommended).

Add a User

Name	Email	Organization	Phone	Permission Type	
John Smith	metrics@eyestreet.com	State EMA	703.555.1212	Admin	X
NIMCAST Eye Street Admin	nimcastadmin@eyestreet.com	Eye Street Software	703.555.1212	Admin	X

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, illustrated in Figure 15, which you should read carefully to ensure the appropriate permission is being removed.

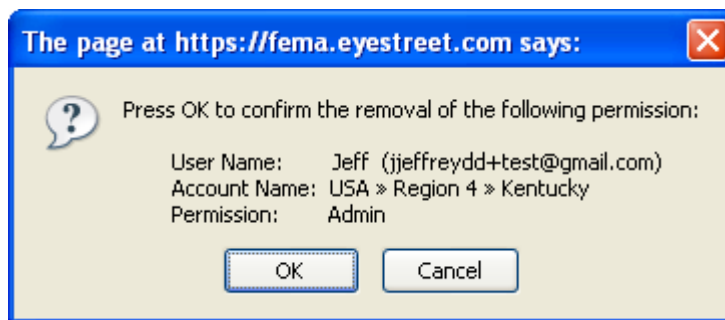


Figure 15: User Permission Removal

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.

The screenshot shows the NIMSCAST web application interface. At the top, there is a header with the FEMA logo and the text "FEMA The NIMS Integration Center". Below this is a navigation bar with tabs for "Compliance Assessment", "Command and Management", "Preparedness", "Resource Management", "Communications and Information Management", and "Supporting Technologies". The current user is identified as "Kentucky - Metrics Test [Admin]".

The main content area is titled "Account Search" and includes a breadcrumb trail: "[Switch Account] > USA > Region 4 > Kentucky". There is a "Questions/Comments" link with a question mark icon. The search instructions state: "Search for accounts in your hierarchy. You can enter full or partial information in the character-based fields in the criteria below. Click **Search** to search using the information you specify."

The "Search Criteria" section contains a form with a "Name:" label, a text input field, and a "Search" button.

A navigation sidebar on the left lists various options: "Navigation", "About NIMSCAST", "Change Password", "Switch Module", "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", and "Log Out".

Figure 16: Account Search

Figure 17 displays an example of Account Search Results:

FEMA The NIMS Integration Center

NIMSCAST Technical Users Guide Version 1.0

Kentucky - Metrics Test [Admin]

Compliance Assessment | Command and Management | Preparedness | Resource Management | Communications and Information Management | Supporting Technologies

[Switch Account] » USA » Region 4 » Kentucky ? Questions/Comments

Account Search Results

The following results have matched the criteria specified.

- The first column is the full path to the account, selecting this link will display the "Reports" page after switching your current account into this account.
- The second column shows what your permission level is for this account. Selecting this link will take you to the "Manage Permissions" page for this account.

Account	Permission Type
USA » Region 4 » Kentucky	Admin
USA » Region 4 » Kentucky » Boone County » Northern Kentucky Area Development District	Inherited
USA » Region 4 » Kentucky » Boone County » Northern Kentucky Independent District Health Department	Inherited
USA » Region 4 » Kentucky » Breathitt County » Kentucky River Medical Center	Inherited
USA » Region 4 » Kentucky » Campbell County » Northern Kentucky Independent District Health Department	Inherited
USA » Region 4 » Kentucky » Campbell County » Northern Kentucky University Police Department	Inherited
USA » Region 4 » Kentucky » Campbell County » Northern Kentucky Water District	Inherited
USA » Region 4 » Kentucky » Carter County » Kentucky Christian university	Inherited
USA » Region 4 » Kentucky » Fayette County » Central Kentucky Blood Center	Inherited

Figure 17: 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.

FEMA The NIMS Integration Center

NIMS Compliance Assistance Support Tool Kentucky - Metrics Test [Admin]

Compliance Assessment | Command and Management | Preparedness | Resource Management | Communications and Information Management | Supporting Technologies

[Switch Account] » USA » Region 4 » Kentucky ? Questions/Comments

User Search

Search for users in your account hierarchies. You can enter full or partial information in the character-based fields in the criteria below.

Click **Search** to search using the information you specify.

Search Criteria

Name:

Email Address:

Navigation

- About NIMSCAST
- Change Password
- Switch Module
- Assessment
 - Manage Snapshots
 - Submit for Rollup
- Reports
 - Rollup Reports
- Manage Sub-Accounts
- Manage Permissions

Figure 18: User Search

Instructions to Search for Users (Figure 19):

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.

FEMA The NIMS Integration Center

NIMS Compliance Assistance Support Tool Kentucky - Metrics Test [Admin]

Compliance Assessment | Command and Management | Preparedness | Resource Management | Communications and Information Management | Supporting Technologies

[Switch Account] » USA » Region 4 » Kentucky ? Questions/Comments

User Search Results

For each user meeting the criteria specified the following information is displayed:

- The full path to each account the user has a associated direct permission, selecting this link will display the "Reports" page after switching your current account into this account.
- The second column shows the permission level this user has on this account. Selecting this link will take you to the "Manage Permissions" page for this account.
- To quickly remove an existing account association with a user, select the **X** to the left of the user.

Name	Email	Permission Type
Jeff Davis	jjeffreydd+1002@gmail.com	USA » Region 4 » Kentucky Admin X

Navigation

- About NIMSCAST
- Change Password
- Switch Module
- Assessment
 - Manage Snapshots
 - Submit for Rollup
- Reports
 - Rollup Reports
- Manage Sub-Accounts
- Manage Permissions
- User Search

Figure 19: 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 E-mail User(s):

1. Switch to the appropriate account to use as the basis for the e-mail 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 e-mail 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 e-mail to all users with direct association with any account at or below the current account.
4. Provide the subject and e-mail text to be sent to all the users meeting the above criteria.
5. When complete and ready to send the e-mail, select the "Send E-mail" 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.


FEMA

The NIMS Integration Center

Kentucky - Metrics Test [Admin]

NIMS Compliance Assistance Support Tool
Command and Management
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Navigation

- About NIMSCAST
- Change Password
- Switch Module
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- 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
- NIMS Document [pdf]

Search

Search FEMA

» Advanced Search

[\[Switch Account\]](#) » USA » Region 4 » **Kentucky**
Questions/Comments

Email Users

You can use the following form to communicate with the users associated with accounts in your hierarchy. To complete the form fill in the following four fields:

- To Account: The current account is presented.
- Include: Select from the following 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 email 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.
- Subject: Provide a brief summary of email content
- Message Body: Provide the full details of the message

The system will send the email on your behalf to the users that meet the criteria for the selections you have made.

To Account:

Include: ▼

Subject:

Figure 20: E-mailing Other NIMSCAST Users

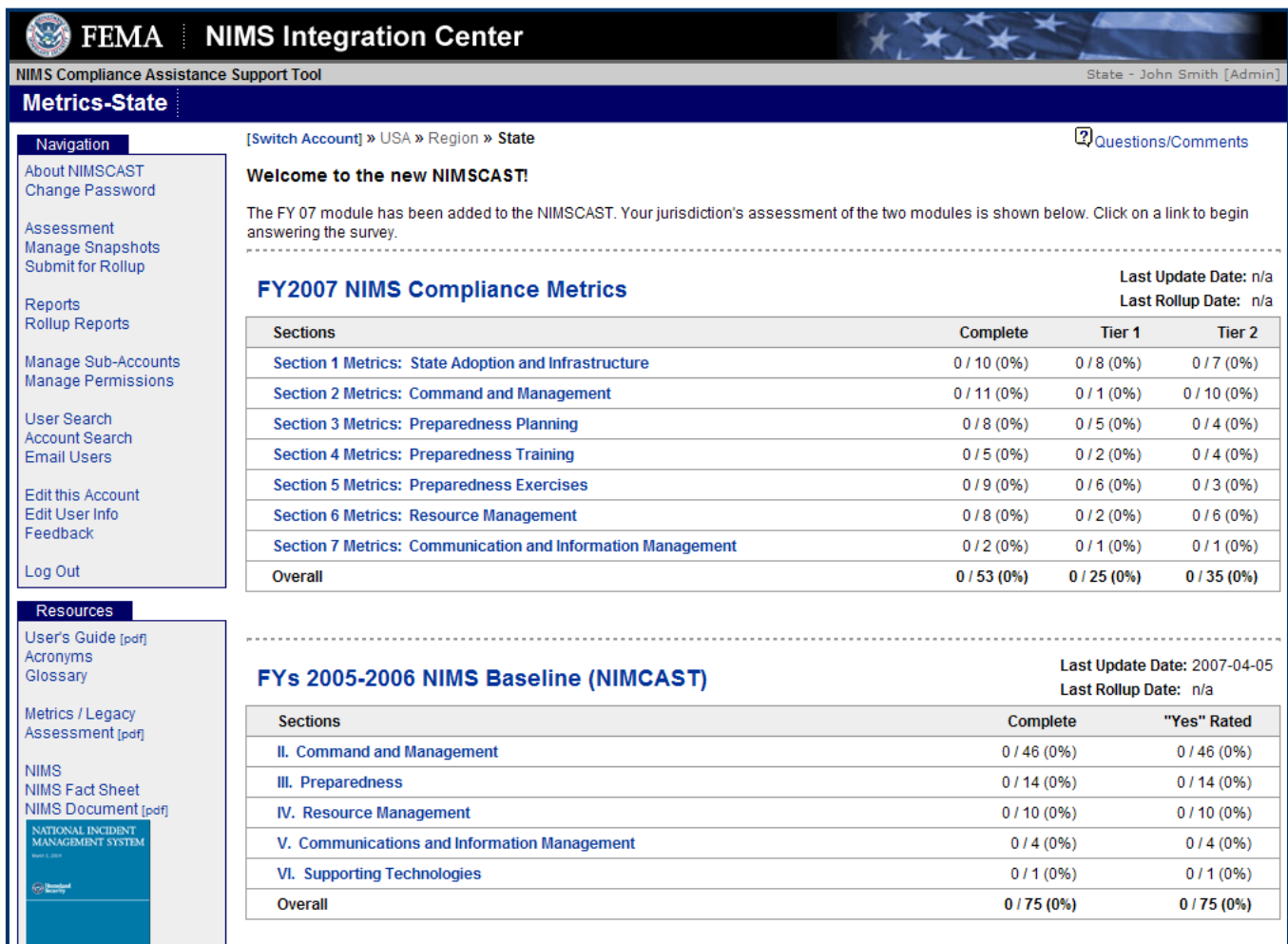
VII: ASSESSMENT MODULES

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 21** below—the original FYs 2005-2006 NIMS Baseline (NIMCAST) module, and the recently released FY2007 NIMS Compliance Metrics module.



The screenshot displays the FEMA NIMS Integration Center NIMSCAST interface. The header includes the FEMA logo and the text "NIMS Integration Center". Below the header, it says "NIMS Compliance Assistance Support Tool" and "State - John Smith [Admin]". The main content area is titled "Metrics-State" and includes a navigation menu on the left with options like "About NIMSCAST", "Assessment", "Reports", "Manage Sub-Accounts", "User Search", "Edit this Account", and "Log Out". The main content area shows a welcome message and two assessment modules with their respective performance metrics.

FY2007 NIMS Compliance Metrics

Sections	Complete	Tier 1	Tier 2
Section 1 Metrics: State Adoption and Infrastructure	0 / 10 (0%)	0 / 8 (0%)	0 / 7 (0%)
Section 2 Metrics: Command and Management	0 / 11 (0%)	0 / 1 (0%)	0 / 10 (0%)
Section 3 Metrics: Preparedness Planning	0 / 8 (0%)	0 / 5 (0%)	0 / 4 (0%)
Section 4 Metrics: Preparedness Training	0 / 5 (0%)	0 / 2 (0%)	0 / 4 (0%)
Section 5 Metrics: Preparedness Exercises	0 / 9 (0%)	0 / 6 (0%)	0 / 3 (0%)
Section 6 Metrics: Resource Management	0 / 8 (0%)	0 / 2 (0%)	0 / 6 (0%)
Section 7 Metrics: Communication and Information Management	0 / 2 (0%)	0 / 1 (0%)	0 / 1 (0%)
Overall	0 / 53 (0%)	0 / 25 (0%)	0 / 35 (0%)

FYs 2005-2006 NIMS Baseline (NIMCAST)

Sections	Complete	"Yes" Rated
II. Command and Management	0 / 46 (0%)	0 / 46 (0%)
III. Preparedness	0 / 14 (0%)	0 / 14 (0%)
IV. Resource Management	0 / 10 (0%)	0 / 10 (0%)
V. Communications and Information Management	0 / 4 (0%)	0 / 4 (0%)
VI. Supporting Technologies	0 / 1 (0%)	0 / 1 (0%)
Overall	0 / 75 (0%)	0 / 75 (0%)

Figure 21: 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.

The screenshot displays the FEMA NIMS Integration Center's Compliance Assessment tool. The interface includes a top navigation bar with tabs for 'Compliance Assessment', 'Command and Management', 'Preparedness', 'Resource Management', 'Communications and Information Management', and 'Supporting Technologies'. The user is logged in as 'FirstState'.

Navigation Menu:

- 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 Menu:

- User's Guide [pdf]
- Acronyms
- Glossary
- Metrics / Legacy Assessment [pdf]
- NIMS
 - NIMS Fact Sheet
 - NIMS Document [pdf]
- NATIONAL INCIDENT MANAGEMENT SYSTEM

Main Content Area:

[Switch Account] » USA » FirstState Questions/Comments

I. Introduction and Overview
Chapter I of the NIMS provides an introduction and outlines the concepts and principles that serve as a foundation for the NIMS. Chapter I also outlines the components that make up the core of the NIMS. Chapter I does not, however, contain specific requirements for compliance with NIMS and therefore is not included in the assessment. To review this chapter of the NIMS, please see the complete NIMS document in the Resources window on the left of your screen.

II. Command and Management
Describes the systems used to facilitate domestic incident command and management operations, including the ICS, multi-agency coordination systems, and the Joint Information System (JIS).

III. Preparedness
Describes the specific measures and capabilities that jurisdictions and agencies should develop and incorporate into an overall system to enhance operational preparedness for incident management.

IV. Resource Management
Resource management involves coordinating and overseeing the application of tools, processes and systems that provide incident managers with timely and appropriate resources during an incident.

V. Communications and Information Management
Effective communications, information management, and information and intelligence sharing are critical aspects of domestic incident management. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are principal goals.

VI. Supporting Technologies
Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information systems, and display systems. These also include specialized technologies that facilitate incident operations and incident management activities in situations that call for unique technology-based capabilities.

VII. Ongoing Management and Maintenance
Chapter VII outlines the concepts, principles, structure, and responsibilities of the NIMS Integration Center (NIC). As per HSPD-5, Management of Domestic Incidents, the NIC ensures the ongoing management and maintenance of the NIMS. The NIC is a multijurisdictional, multidisciplinary center that includes mechanisms for regular consultation with other Federal Departments and agencies; State, local, and tribal incident management entities; emergency responder and incident management professional organizations; and private-sector and nongovernmental organizations. Chapter VII does not contain widely applicable requirements for compliance with NIMS and therefore is not included in the assessment. To review this chapter of the NIMS, please see the complete NIMS document in the Resources window on the left of your screen.

Figure 22: FY 2005-2006 NIMS Compliance Assessment

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

[Switch Account] » USA » FirstState Questions/Comments

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

To complete the self-assessment, click on each of the sections and answer the corresponding questions. The assessment instrument is a compilation of statements based upon requirements derived from the NIMS. All questions are presented in "Yes/No" format. Each derived requirement is tied back to statements taken directly from the NIMS. NIMS statements are provided above each of its corresponding requirements. On-line help links and dynamic links to definitions, terms, and other useful reference information are enabled where possible. Users may click on **Reports** in the menu on the left of the screen to view their compliance and progress.

II. Command and Management


SECTION	COMPLETED
A. Incident Command System	
1. Concepts and Principles	
a. Most Incidents Are Managed Locally ?	✓
b. Field Command and Management Functions	⚠
c. ICS Is Modular and Scalable	⚠
d. ICS Has Interactive Management Components	⚠
f. ICS Incorporates Measurable Objectives	⚠
g. Minimal Disruption	⚠
h. Broad Applicability	⚠
2. Management Characteristics	
a. Common Terminology	⚠
b. Modular Organization	⚠
c. Management by Objectives	⚠
d. Reliance on an Incident Action Plan	⚠

Figures 23: 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.** [I-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)

Supporting Documentation:

Projected Compliance Date:

Month Year

Compliance Strategy:

Save & Continue >>
Skip >>
Cancel

Figure 24: Completing the FYs 2005-2006 Baseline Assessment (continued)

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**.

The screenshot shows the FEMA NIMS Integration Center interface. The main content area displays a table titled "FY2007 NIMS Compliance Metrics: State/Territory". The table has three main columns: "SECTION", "COMPLETE", and "STATUS". The "STATUS" column is further divided into "TIER 1" and "TIER 2". All sections listed in the table are marked as "COMPLETE" with an "X" in the "COMPLETE" column.

SECTION	COMPLETE	STATUS	
		TIER 1	TIER 2
<input type="checkbox"/> Section 1 Metrics: State Adoption and Infrastructure	X		
1. Formal Adoption	X		
2. Adoption Method	X		
3. Monitoring Tribal/Local Adoption	X		
4. Quantify Tribal/Local Adoption	X		
5. Establish Process to Communicate, Monitor and Implement NIMS	X		
6. State/Territory NIMS Coordinator	X		
7. Funding Linked to FY06 NIMS Implementation Requirements	X		
8. NIMS Compliance Review as a Part of Grant Related Audits	X		
9. Monitor and Assess Outreach and Implementation of NIMS	X		
10. Departments/Agencies NIMS Coordinator	X		
<input type="checkbox"/> Section 2 Metrics: Command and Management	X		
<input type="checkbox"/> Section 3 Metrics: Preparedness Planning	X		
<input type="checkbox"/> Section 4 Metrics: Preparedness Training	X		
<input type="checkbox"/> Section 5 Metrics: Preparedness Exercises	X		
<input type="checkbox"/> Section 6 Metrics: Resource Management	X		
<input type="checkbox"/> Section 7 Metrics: Communication and Information Management	X		

Figure 25: 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 26: 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.



Metrics-State

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

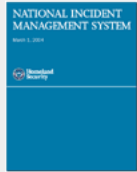
Log Out

Resources

User's Guide [pdf]
Acronyms
Glossary

Metrics / Legacy
Assessment [pdf]

NIMS
NIMS Fact Sheet
NIMS Document [pdf]



Search

Search FEMA

» Advanced Search



[Switch Account] » USA » FirstState

Questions/Comments

Section 1 Metrics: State Adoption and Infrastructure

1. Formal Adoption

Compliance Requirements:

Adopt NIMS at the State/Territorial level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.

Monitor formal adoption of NIMS by all local and tribal jurisdictions.

Metrics Guidance

Tier 1: Critical for NIMS implementation: FY 2007 NIMS Tier 1 metrics are based primarily on FY 2005 required NIMS implementation actions established in FY 2005. These metrics measure initial phase activities which are considered foundational to all other NIMS implementation activities (such as NIMS adoption). Tier 1 metrics are designed to measure these foundational activities to ensure stakeholders have the necessary foundation for future implementation activities.

Has the State/territory formally adopted NIMS as the all-hazards, incident management system for implementation by all State/territory-level departments and/or agencies?

- Yes
- No

If "Yes," what legal authority was used to adopt NIMS: [Check all that apply.]

- Executive Order
- Proclamation
- Resolution
- Legislation
- Other legal authority, explain:

If "No," which of the following impedes adoption: [Check all that apply.]

- Plans
- Policy
- Personnel
- Funding
- Exercise
- Education
- Other impediments, explain:

Notes:

Save & Continue >>

Skip >>

Cancel

Figure 27: 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.

The screenshot shows a web interface for entering a corrective action plan. At the top left, there is a search bar with a 'Go' button and a link to 'Advanced Search'. Below that is the Adobe Reader logo. The main form area has a 'Notes:' label followed by a large text input field. Below the notes field is a yellow banner with the text 'Please provide a corrective action plan.' Underneath the banner are three main sections: 'Reason for Non-Compliance:' with a text input field, 'Corrective Action:' with a text input field, and 'Expected Date of Compliance:' with a date picker icon and a text input field containing the format '[mm/dd/yyyy]'. To the right of the date field is the 'Point of Contact:' label with a text input field. At the bottom right of the form are three buttons: 'Save & Continue >>', 'Skip >>', and 'Cancel'.

Figure 28: Providing a Corrective Action Plan

Instructions to submit a Corrective Action Plan:

- ⇒ Answer the metric question(s) on the screen.
- ⇒ Click “Save & Continue”. Corrective Action Plan will appear at bottom of page.
- ⇒ Fill in all Corrective Action Plan fields. Click “Save & Continue”.
- ⇒ If a user would like to fill out the Corrective Action Plan later, click “Save Incomplete & Continue”.

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.

VIII. NIMSCAST REPORTS AND ROLLUP

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:

FEMA The NIMS Integration Center

NIMSCAST Compliance Assistance Support Tool Adair County - Metrics Test [Inherited]

Compliance Assessment | Command and Management | Preparedness | Resource Management | Communications and Information Management | Supporting Technologies

[Switch Account] » USA » Region 4 » Kentucky » **Adair County** Questions/Comments

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

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, and 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.

The screenshot displays the FEMA NIMS Integration Center's Compliance Assessment tool. The header includes the FEMA logo and the text 'The NIMS Integration Center'. Below the header, there are navigation tabs for 'Command and Management', 'Preparedness', 'Resource Management', 'Communications and Information Management', and 'Supporting Technologies'. The main content area is titled 'Compliance Assessment' and shows the user's location as 'Adair County - Metrics Test [Inherited]'. A navigation menu on the left lists various options such as 'About NIMSCAST', 'Switch Module', 'Assessment', 'Reports', and 'Log Out'. The main content area features a breadcrumb trail: '[Switch Account] > USA > Region 4 > Kentucky > Adair County'. Below this, there is a section for 'FY2007 NIMS Compliance Metrics Reports' with sub-sections for 'Comprehensive Scores', 'Comprehensive Scores by Section', and 'Account Statistics'. A second section, 'FY2005 - FY2006 NIMS Assessment Reports', includes sub-sections for 'Table Reports', 'Chart Reports', and 'Change Reports'. Each sub-section provides a brief description of the report's content.

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

- **Summary of Assessment Scores:** displays the score totals for each subsection in the account's data set.
- **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 a 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 ratio (x yes /75), and the date the account has last rolled up.

▪ Chart Reports

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

▪ Change Reports

- 👉 **Percent Increase in Compliance:** compares two versions of data sets and indicates the percent increase in compliance from one data set to another
- 👉 **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.

FEMA The NIMS Integration Center

NIMS Compliance Assistance Support Tool Adair County - Metrics Test [Inherited]

Compliance Assessment | Command and Management | Preparedness | Resource Management | Communications and Information Management | Supporting Technologies

[\[Switch Account\]](#) » USA » Region 4 » Kentucky » **Adair County** [Questions/Comments](#)

One or more issues need to be addressed before a rollup for this account can be accomplished.

This account is missing required information shown below. A rollup can only be performed on an account with required information completed.

- This account is missing a required discipline selection.

Edit this Account

The following modules have been completed. When the above issues are resolved, you may rollup these modules of this account.

- FYs 2005-2006 NIMS Baseline (NIMCAST)

The following modules have NOT been completed. A rollup can only be performed on completed modules.

NEW FY2007 NIMS Compliance Metrics

INCOMPLETE SECTIONS	QUESTIONS: COMPLETE / TOTAL
Section 1 Metrics: Community Adoption	1 / 3
Section 2 Metrics: Command and Management	0 / 11
Section 3 Metrics: Preparedness Planning	0 / 8
Section 4 Metrics: Preparedness Training	0 / 2
Section 5 Metrics: Preparedness Exercises	0 / 7
Section 6 Metrics: Resource Management	0 / 7
Section 7 Metrics: Communication and Information Management	0 / 2

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.

The screenshot shows the NIMS Integration Center interface. At the top, it says 'FEMA NIMS Integration Center' and 'NIMS Compliance Assistance Support Tool'. The user is logged in as 'Alabama - April Perry [Inherited]'. The page title is 'Metrics-State'. There is a navigation menu on the left with sections for 'Navigation' and 'Resources'. The main content area is titled 'FY2007 NIMS Compliance Metrics Rollup Reports' and 'FYs 2005-2006 NIMS Baseline (NIMCAST) Rollup Reports'. Under 'FY2007', there are 'Table Reports' and 'Chart Reports'. Under 'FYs 2005-2006', there are 'Table Reports' and 'Chart Reports'. A 'Questions/Comments' link is visible in the top right.

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.

The screenshot shows the NIMS Integration Center interface. At the top, there is a header with the FEMA logo and the text "FEMA NIMS Integration Center". Below the header, there is a navigation bar with "NIMS Compliance Assistance Support Tool" and "TestLocality2 - NIMS Integration Center [Admin]". The main content area is titled "Feedback" and contains the following text: "The NIMSCAST is a self-assessment support tool that serves to facilitate the implementation and use of the NIMS. Feedback from the NIMSCAST users is critical to the effectiveness and future improvement of the tool. Please fill out the form provided and click **Submit Feedback**. Please list suggestions of how the NIMSCAST might be improved at the end of the form."

The feedback form consists of five numbered questions:

- 1. The amount of time needed to complete this assessment is:**
 - Too Long
 - Reasonable
 - Too Short
- 2. The online tool was:**
 - Easy to use and understand
 - Difficult to use and understand
- 3. The resources (e.g. glossary, acronym list, links to related Internet sites) in the NIMSCAST are:**
 - Very helpful
 - Somewhat helpful
 - Not at all helpful
- 4. As a NIMS-compliance measurement tool, the NIMSCAST:**
 - Will accurately reflect the jurisdiction's level of NIMS implementation
 - Will somewhat reflect the jurisdiction's level of NIMS implementation
 - Will not accurately reflect the jurisdiction's level of NIMS implementation
- 5. Please provide any additional comments or suggestions in the space provided below:**

At the bottom of the form, there are two buttons: "Submit Feedback" and "Cancel".

The interface also includes a left-hand navigation menu with sections for "Navigation", "Resources", and "Search". The "Navigation" section includes links like "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", and "Log Out". The "Resources" section includes links for "User's Guide [pdf]", "Acronyms", "Glossary", "Metrics / Legacy Assessment [pdf]", "NIMS", "NIMS Fact Sheet", and "NIMS Document [pdf]". The "Search" section includes a "Search FEMA" input field and a "Go" button, with a link to "Advanced Search".

At the bottom of the page, there is a footer with the text: "DHS.gov | FEMA Español | Important Notices | Accessibility | Site Index | Contact Us" and "FEMA 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600".

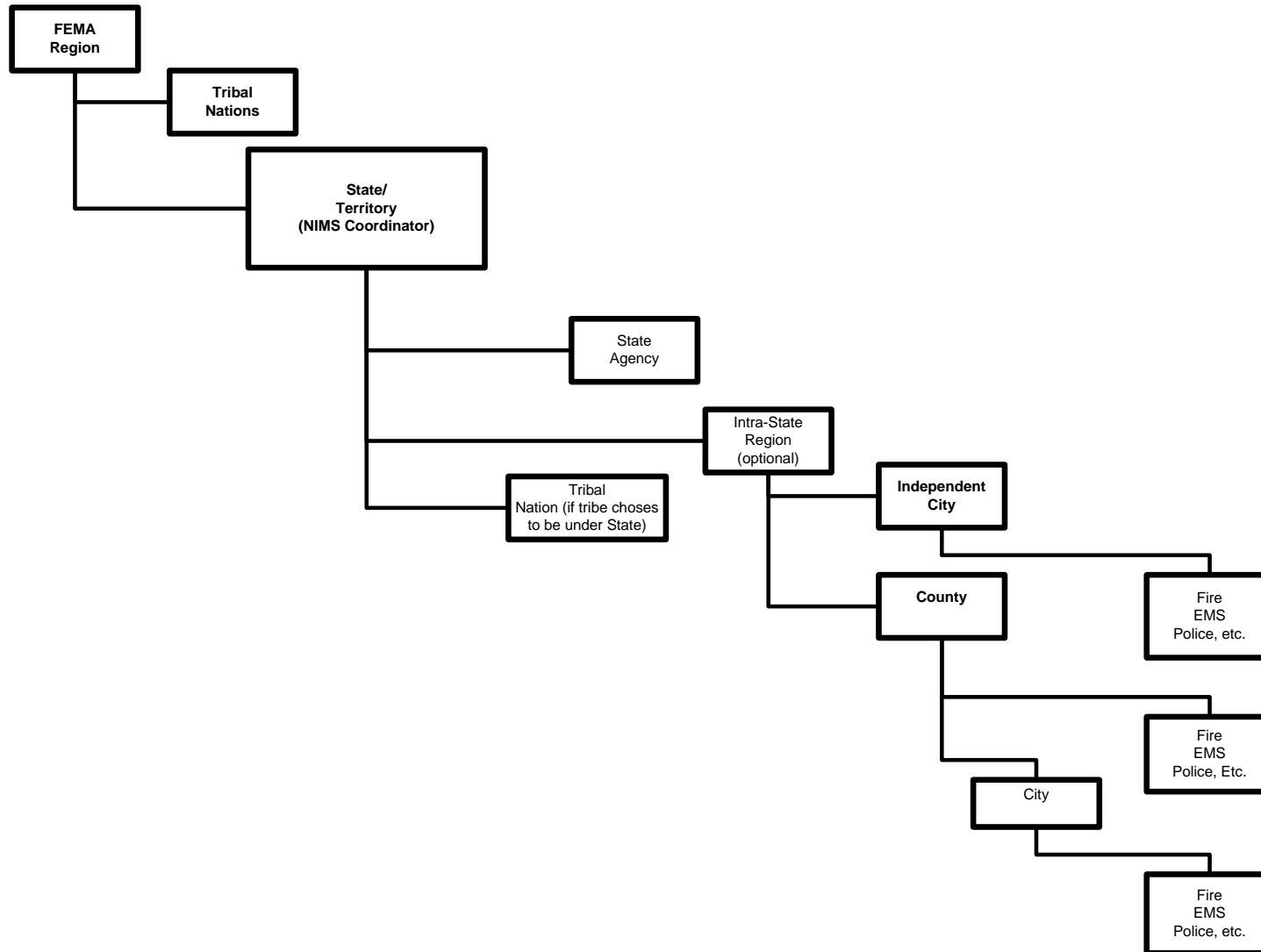
Figure 34: Submitting Feedback

Once submitted, the form is sent to the NIMS Integration Center. 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									