

Managing Module Storyboards

Managing NFIRS Data					
USFA Logo	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Main Menu</td> <td style="width: 25%; padding: 5px;">Help</td> <td style="width: 25%; padding: 5px;">Glossary</td> <td style="width: 25%;"></td> </tr> </table>	Main Menu	Help	Glossary	
Main Menu	Help	Glossary			
Tutorial Menu	<p>Managing NFIRS Data Tutorial Menu </p>				
Task List	This section of the Toolkit presents information about Managing NFIRS Data.				
FAQs	<p style="color: green;">To learn more about managing NFIRS data, click on a topic below or click on the Next arrow to view all topics in sequential order.</p>				
Manuals	<ul style="list-style-type: none"> What Does an NFIRS Program Manager Do? Why Is Managing Important? What Does Managing NFIRS 5.0 Include? How Do I Manage? 				
Samples					
Tools					
Links					
Click on the Next arrow to continue.					

Programming Notes:
 Design this as a menu screen with links to the following pages:
What Does an NFIRS Program Manager Do? - Screen 1.1
Why Is Managing Important? – Screen 1.3
What Does Managing NFIRS 5.0 Include? – Screen 1.4
How Do I Manage? – Screen 1.5

Managing NFIRS Data																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Tutorial Menu</td> <td style="padding: 5px;">What Does a Program Manager Do? (Screen 1 of 2)</td> <td style="width: 10%; text-align: center; padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td style="padding: 5px;">The role of the NFIRS program manager or coordinator has changed with the implementation of NFIRS 5.0.</td> <td rowspan="7" style="text-align: center; vertical-align: middle; padding: 10px;"> <div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> <p>Graphic showing manager sitting at desk working at a computer.</p> </div> </td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td style="padding: 5px;">NFIRS 5.0 is no longer a paper-based system relying heavily on clerical staff members to input data from paper forms.</td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td style="padding: 5px;">Today, the NFIRS manager needs management and computer skills to manage the flow and quality of data.</td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Links</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"> </td> </tr> </table>	Tutorial Menu	What Does a Program Manager Do? (Screen 1 of 2)		Task List	The role of the NFIRS program manager or coordinator has changed with the implementation of NFIRS 5.0.	<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> <p>Graphic showing manager sitting at desk working at a computer.</p> </div>	FAQs	NFIRS 5.0 is no longer a paper-based system relying heavily on clerical staff members to input data from paper forms.	Manuals	Today, the NFIRS manager needs management and computer skills to manage the flow and quality of data.	Samples		Tools		Links				
USFA Logo	Main Menu	Help	Glossary																					
Tutorial Menu	What Does a Program Manager Do? (Screen 1 of 2)																							
Task List	The role of the NFIRS program manager or coordinator has changed with the implementation of NFIRS 5.0.	<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> <p>Graphic showing manager sitting at desk working at a computer.</p> </div>																						
FAQs	NFIRS 5.0 is no longer a paper-based system relying heavily on clerical staff members to input data from paper forms.																							
Manuals	Today, the NFIRS manager needs management and computer skills to manage the flow and quality of data.																							
Samples																								
Tools																								
Links																								
Click on the Next arrow to continue.																								

Programming Notes:

Managing NFIRS Data																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td style="padding: 5px;">What Does a Program Manager Do? (Screen 2 of 2)</td> <td style="padding: 5px; text-align: right;"> </td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="2" style="padding: 5px;"> <p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p> </td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div> </td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div> </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div> </td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div> </td> </tr> </table> </td> <td style="padding: 5px; text-align: right;"> </td> </tr> </table>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td style="padding: 5px;">What Does a Program Manager Do? (Screen 2 of 2)</td> <td style="padding: 5px; text-align: right;"> </td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="2" style="padding: 5px;"> <p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p> </td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div> </td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div> </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div> </td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div> </td> </tr> </table>	Tutorial Menu	What Does a Program Manager Do? (Screen 2 of 2)		Task List	<p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p>		FAQs			Manuals	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div>		Samples	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div>		Tools	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div>		Links	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div>			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div>			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div>		
USFA Logo	Main Menu	Help	Glossary																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td style="padding: 5px;">What Does a Program Manager Do? (Screen 2 of 2)</td> <td style="padding: 5px; text-align: right;"> </td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="2" style="padding: 5px;"> <p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p> </td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="2"></td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div> </td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div> </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div> </td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div> </td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div> </td> </tr> </table>	Tutorial Menu	What Does a Program Manager Do? (Screen 2 of 2)		Task List	<p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p>		FAQs			Manuals	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div>		Samples	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div>		Tools	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div>		Links	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div>			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div>			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div>								
Tutorial Menu	What Does a Program Manager Do? (Screen 2 of 2)																																	
Task List	<p>The NFIRS 5.0 program manager is responsible for managing the flow of data throughout the system. Managing the data flow includes managing many different elements.</p> <p style="color: green;">To learn more about managing data flow, roll your mouse on the topics below.</p>																																	
FAQs																																		
Manuals	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Input</div>																																	
Samples	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Tracking</div>																																	
Tools	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Quality</div>																																	
Links	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Conversion</div>																																	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Consolidation</div>																																	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer</div>																																	
<p style="color: green;">Click on the Next arrow to continue.</p>																																		

Programming Notes:
Each of the text boxes on this screen is a rollover object. Display the information shown below when the mouse is rolled over the rollover object.

Input
The NFIRS program manager facilitates the input of data into the system at locations throughout a State, county, or fire department:

- Using the Federal Client Tool.
- Using third-party software.

Tracking
The NFIRS program manager ensures that transaction files are tracked as they are sent from the firehouse to the fire department, county, or to the State database depending on the program manager's position in the chain of command.

Quality
The NFIRS program manager ensures that the data are entered correctly and that data are validated at each level in the chain of command.

Conversion

The NFIRS program manager oversees the conversion of data from one database format to NFIRS 5.0 format. Such conversion might entail either or both of the following:

- Conversion of data from previous versions of NFIRS to version 5.0 format.
- Conversion of data from third-party software format to NFIRS 5.0 format.

Consolidation

The NFIRS program manager oversees the consolidation of data received from many sources into a single database file.

Transfer

The NFIRS program manager oversees the forwarding of consolidated data from State, county, or fire department to the next level up the chain of command.

Managing NFIRS Data					
USFA Logo	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Main Menu</td> <td style="width: 25%; padding: 5px;">Help</td> <td style="width: 25%; padding: 5px;">Glossary</td> <td style="width: 25%;"></td> </tr> </table>	Main Menu	Help	Glossary	
Main Menu	Help	Glossary			
Tutorial Menu	<p><u>Why is Managing Important?</u> ← →</p>				
Task List	<p>At each level in the chain of command the NFIRS program manager ensures that the system functions properly. If the system is not managed at each level, data flow may be interrupted and the system will not perform the function for which it was designed.</p>				
FAQs					
Manuals	<p>To learn more about why managing NFIRS at each level is important, roll your mouse on the topics below.</p>				
Samples	<p>System Use</p>				
Tools	<p>Data Consistency</p>				
Links	<p>Data Conversion</p>				
	<p>Data Consolidation</p>				
	<p>Data Access</p>				
	← →				
<p>Click on the Next arrow to continue.</p>					

Programming Notes:
Each of the text boxes on this screen is a rollover object. Display the information shown below when the mouse is rolled over the rollover object.

System Use
The NFIRS program manager ensures that the system is being used correctly at each level.

Data Consistency
The NFIRS program manager ensures consistency of the data being input into the system through validation.

Data Conversion
The NFIRS program manager ensures that data from all versions of NFIRS is converted correctly for importation into the national database.

Data Consolidation
The NFIRS program manager ensures that the collected data are rolling up to the fire department, county, State, and national levels.

Data Access
The NFIRS program manager ensures that data can be accessed in report form for inclusion in annual reports and to respond to information requests from:

- Other agencies at the State and county level
- The media
- The public

Managing NFIRS Data																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px; text-align: right;"> ← → </td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;"> <p>What Does Managing NFIRS 5.0 Include?</p> <p>Management of NFIRS 5.0 includes managing and administering all of the processes necessary to ensure a smooth flow of quality data from input at the local level through data transfer into the national database.</p> <p>Roll your mouse over the boxes below to learn more about what managing NFIRS includes.</p> </td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" rowspan="7" style="text-align: center; vertical-align: middle;"> <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Data Flow From Local to State to National Database</p> </div> </td> </tr> <tr> <td style="padding: 5px;">Manuals</td> </tr> <tr> <td style="padding: 5px;">Samples</td> </tr> <tr> <td style="padding: 5px;">Tools</td> </tr> <tr> <td style="padding: 5px;">Links</td> </tr> <tr> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: right;"> ← → </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p style="color: green; margin: 0;">Click on the Next arrow to continue.</p> </td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	← →			Task List	<p>What Does Managing NFIRS 5.0 Include?</p> <p>Management of NFIRS 5.0 includes managing and administering all of the processes necessary to ensure a smooth flow of quality data from input at the local level through data transfer into the national database.</p> <p>Roll your mouse over the boxes below to learn more about what managing NFIRS includes.</p>			FAQs	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Data Flow From Local to State to National Database</p> </div>			Manuals	Samples	Tools	Links			← →		<p style="color: green; margin: 0;">Click on the Next arrow to continue.</p>	
USFA Logo	Main Menu	Help	Glossary																							
Tutorial Menu	← →																									
Task List	<p>What Does Managing NFIRS 5.0 Include?</p> <p>Management of NFIRS 5.0 includes managing and administering all of the processes necessary to ensure a smooth flow of quality data from input at the local level through data transfer into the national database.</p> <p>Roll your mouse over the boxes below to learn more about what managing NFIRS includes.</p>																									
FAQs	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Data Flow From Local to State to National Database</p> </div>																									
Manuals																										
Samples																										
Tools																										
Links																										
← →																										
<p style="color: green; margin: 0;">Click on the Next arrow to continue.</p>																										

Graphic Notes:

Develop graphic to represent data flow with boxes labeled Data Quality, Data Tracking, Data Conversion, Data Consolidation, and Data Transfer with the word Communication linking them all together.

Programming Notes:

Each box in this graphic is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:

Data Quality

Ensuring data quality through review of reports at the local level and through data validation at every level.

Data Tracking

Tracking transaction file receipt from subordinate organizations to ensure that all participating organizations forward data files on a regular basis.

Data Conversion

Converting files from previous NFIRS versions and/or from third-party software tools to NFIRS 5.0 format.

Data Consolidation

Consolidating data files from multiple sources (e.g., firehouses, counties, and departments) into a single file containing all data input by the organization.

Data Transfer

Transferring consolidated data to the national database.

Communication

Creating and using a comprehensive communication network to support NFIRS 5.0 data flow.

Communication is a two-way effort with information flowing both up and down the chain of command.

Communication is the glue that holds the system together.

Managing NFIRS Data																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">How Do I Manage? (Screen 2 of 10)</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">NFIRS program managers at the State, county, and department levels must:</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> • Coordinate their policies and procedures to avoid duplication of effort. • Ensure a smooth flow of complete and accurate data from one level to the next. • Establish policies and procedures for their own level. • Write and distribute policies and procedures for their subordinates. </td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3" rowspan="4" style="padding: 5px; vertical-align: middle;"> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Graphic: Split screen photo of two managers talking on the phone to each other.</p> </div> </td> </tr> <tr> <td style="padding: 5px;">Samples</td> </tr> <tr> <td style="padding: 5px;">Tools</td> </tr> <tr> <td style="padding: 5px;">Links</td> </tr> <tr> <td style="padding: 5px;"></td> <td colspan="3" style="padding: 5px;"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	How Do I Manage? (Screen 2 of 10)			Task List	NFIRS program managers at the State, county, and department levels must:			FAQs	<ul style="list-style-type: none"> • Coordinate their policies and procedures to avoid duplication of effort. • Ensure a smooth flow of complete and accurate data from one level to the next. • Establish policies and procedures for their own level. • Write and distribute policies and procedures for their subordinates. 			Manuals	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Graphic: Split screen photo of two managers talking on the phone to each other.</p> </div>			Samples	Tools	Links					<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="text-align: right;"> </div>
USFA Logo	Main Menu	Help	Glossary																									
Tutorial Menu	How Do I Manage? (Screen 2 of 10)																											
Task List	NFIRS program managers at the State, county, and department levels must:																											
FAQs	<ul style="list-style-type: none"> • Coordinate their policies and procedures to avoid duplication of effort. • Ensure a smooth flow of complete and accurate data from one level to the next. • Establish policies and procedures for their own level. • Write and distribute policies and procedures for their subordinates. 																											
Manuals	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Graphic: Split screen photo of two managers talking on the phone to each other.</p> </div>																											
Samples																												
Tools																												
Links																												
Click on the Next arrow to continue.																												

Programming Notes:

Managing NFIRS Data																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">How Do I Manage? (Screen 1 of 10)</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">The NFIRS program manager must plan, organize, and oversee the six elements described on the What Does Managing NFIRS 5.0 Include? screen:</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> • Data Quality • Data Tracking • Date Conversion • Data Consolidation • Data Transfer • Communication </td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;"></td> <td colspan="3"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	How Do I Manage? (Screen 1 of 10)			Task List	The NFIRS program manager must plan, organize, and oversee the six elements described on the What Does Managing NFIRS 5.0 Include? screen:			FAQs	<ul style="list-style-type: none"> • Data Quality • Data Tracking • Date Conversion • Data Consolidation • Data Transfer • Communication 			Manuals				Samples				Tools				Links								<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Graphic: Reduced version of graphic used on Screen 1.4.</p> </div> <div style="text-align: right;"> </div>
USFA Logo	Main Menu	Help	Glossary																																		
Tutorial Menu	How Do I Manage? (Screen 1 of 10)																																				
Task List	The NFIRS program manager must plan, organize, and oversee the six elements described on the What Does Managing NFIRS 5.0 Include? screen:																																				
FAQs	<ul style="list-style-type: none"> • Data Quality • Data Tracking • Date Conversion • Data Consolidation • Data Transfer • Communication 																																				
Manuals																																					
Samples																																					
Tools																																					
Links																																					
Click on the Next arrow to continue.																																					

Programming Notes:

Managing NFIRS Data																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">How Do I Manage? (Screen 3 of 10)</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">Data Quality</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;">Data must be reviewed and validated at each level as the data move up the chain of command</td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3" style="padding: 5px;">Policies and procedures must be written to implement data input review and data file validation and should include procedures for dealing with:</td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> • Who reviews initial incident reports for accuracy. • How validation is performed. • Who validates the data. • How data file corrections are processed. </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;"></td> <td colspan="3"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	How Do I Manage? (Screen 3 of 10)			Task List	Data Quality			FAQs	Data must be reviewed and validated at each level as the data move up the chain of command			Manuals	Policies and procedures must be written to implement data input review and data file validation and should include procedures for dealing with:			Samples	<ul style="list-style-type: none"> • Who reviews initial incident reports for accuracy. • How validation is performed. • Who validates the data. • How data file corrections are processed. 			Tools				Links								<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Graphic: Rubberstamp just above a sheet of paper with the word VALIDATED stamped on the page of paper.</p> </div> <div style="text-align: right;"> </div>
USFA Logo	Main Menu	Help	Glossary																																		
Tutorial Menu	How Do I Manage? (Screen 3 of 10)																																				
Task List	Data Quality																																				
FAQs	Data must be reviewed and validated at each level as the data move up the chain of command																																				
Manuals	Policies and procedures must be written to implement data input review and data file validation and should include procedures for dealing with:																																				
Samples	<ul style="list-style-type: none"> • Who reviews initial incident reports for accuracy. • How validation is performed. • Who validates the data. • How data file corrections are processed. 																																				
Tools																																					
Links																																					
Click on the Next arrow to continue.																																					

Programming Notes:

Managing NFIRS Data																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">How Do I Manage? (Screen 4 of 10)</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">Data Tracking</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;">As an NFIRS program manager you receive transaction files from your subordinate organizations.</td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3" style="padding: 5px;">It is critical that you track the receipt of these files so that you know who is participating and who is not participating.</td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="3" style="padding: 5px;">Tracking receipt of transaction files enables you to:</td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> • Send out reminders to nonparticipants. • Generate accurate participation reports. • Determine when you are ready to change the status of data in the national database: <ul style="list-style-type: none"> - After you know all organizations have reported. - After all transaction files have been validated. </td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="3" style="padding: 5px;"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	How Do I Manage? (Screen 4 of 10)			Task List	Data Tracking			FAQs	As an NFIRS program manager you receive transaction files from your subordinate organizations.			Manuals	It is critical that you track the receipt of these files so that you know who is participating and who is not participating.			Samples	Tracking receipt of transaction files enables you to:			Tools	<ul style="list-style-type: none"> • Send out reminders to nonparticipants. • Generate accurate participation reports. • Determine when you are ready to change the status of data in the national database: <ul style="list-style-type: none"> - After you know all organizations have reported. - After all transaction files have been validated. 			Links				<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Graphic: A collage of images representing files in transit, with workers in a county or local fire department in lower left corner, someone in a state fire marshal's office in upper right, with files passing between them.</p> </div> <div style="text-align: right;"> </div>
USFA Logo	Main Menu	Help	Glossary																														
Tutorial Menu	How Do I Manage? (Screen 4 of 10)																																
Task List	Data Tracking																																
FAQs	As an NFIRS program manager you receive transaction files from your subordinate organizations.																																
Manuals	It is critical that you track the receipt of these files so that you know who is participating and who is not participating.																																
Samples	Tracking receipt of transaction files enables you to:																																
Tools	<ul style="list-style-type: none"> • Send out reminders to nonparticipants. • Generate accurate participation reports. • Determine when you are ready to change the status of data in the national database: <ul style="list-style-type: none"> - After you know all organizations have reported. - After all transaction files have been validated. 																																
Links																																	
Click on the Next arrow to continue.																																	

Programming Notes:

Managing NFIRS Data					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	
USFA Logo	Main Menu	Help	Glossary		
Tutorial Menu	How Do I Manage? (Screen 5 of 10)				
Task List	Conversion of Data From Older Versions				
FAQs	In managing NFIRS data, program managers may need to make decisions about how to handle data collected in older versions of NFIRS.				
Manuals	<ul style="list-style-type: none"> • NFIRS 5.0 contains new codes, more core fields, and new incident designations. • Data that could not be captured before are now included. 				
Samples					
Tools					
Links	Refer to the Using NFIRS Data section of the Toolkit for more details about the impact of data conversion on NFIRS reports.				
	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Graphic: Words NFIRS 4.0, NFIRS 2.2, NFIRS 5.0 in different colors and fonts in random arrangement with some question marks around them.</p> </div>				
<p style="color: green; font-weight: bold;">Click on the Next arrow to continue.</p>					

Programming Notes:

Managing NFIRS Data					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	
USFA Logo	Main Menu	Help	Glossary		
Tutorial Menu	<p>How Do I Manage? (Screen 6 of 10)</p>				
Task List	<p>Conversion of Third-Party Software Data Files</p>				
FAQs	<p>If you elect to use third-party software for data entry into NFIRS 5.0, you need to manage the conversion of data into the NFIRS 5.0 format at some point.</p>				
Manuals					
Samples	<p>All NFIRS 5.0 certified third-party vendors provide conversion utilities to generate transaction files that can be imported into the national database.</p>				
Tools					
Links					
<p style="color: green; font-weight: bold;">Click on the Next arrow to continue.</p>					

Graphic showing words Third-Party Format going through a filter or similar object and coming out on the other side as NFIRS 5.0 format.

Programming Notes:

Managing NFIRS Data																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px; background-color: #e0e0e0;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">How Do I Manage? (Screen 7 of 10) ← →</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">Data Consolidation Using the Federal Client Tool</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;">At each level up the chain of command, data are consolidated into a department, county, or State database. The consolidated data are then forwarded to the next level.</td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3" style="padding: 5px;">Roll your mouse over the boxes below to learn more about data consolidation at each level.</td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="3" style="padding: 5px;"> <div style="text-align: center;"> </div> </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="3" style="padding: 5px; text-align: right;">← →</td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="3" style="padding: 5px;"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	How Do I Manage? (Screen 7 of 10) ← →			Task List	Data Consolidation Using the Federal Client Tool			FAQs	At each level up the chain of command, data are consolidated into a department, county, or State database. The consolidated data are then forwarded to the next level.			Manuals	Roll your mouse over the boxes below to learn more about data consolidation at each level.			Samples	<div style="text-align: center;"> </div>			Tools	← →			Links				<p>Click on the Next arrow to continue.</p>
USFA Logo	Main Menu	Help	Glossary																														
Tutorial Menu	How Do I Manage? (Screen 7 of 10) ← →																																
Task List	Data Consolidation Using the Federal Client Tool																																
FAQs	At each level up the chain of command, data are consolidated into a department, county, or State database. The consolidated data are then forwarded to the next level.																																
Manuals	Roll your mouse over the boxes below to learn more about data consolidation at each level.																																
Samples	<div style="text-align: center;"> </div>																																
Tools	← →																																
Links																																	

Programming Notes:
Each box in this graphic is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:

National
The State NFIRS program manager imports consolidated data into the State partition of the national database.

State
All data forwarded to the State level are validated and consolidated into a State database before transfer to the national database. Data imported using the Federal Client Tool are given a status of UNRELEASED when imported. The State program manager decides when to change the status to RELEASED.

County
All data forwarded to the county level are validated and consolidated into a county database before transfer to the State NFIRS program manager.

Dept
All data forwarded to the department level are validated and consolidated into a department database before transfer to the State NFIRS program manager.

FH
Incident reports input in each firehouse are stored in a local Access 97 or 2000 database before validation and transfer to the county or department NFIRS program manager.

Managing NFIRS Data

USFA Logo	Main Menu	Help	Glossary	
Tutorial Menu	How Do I Manage? (Screen 8 of 10)			← →
Task List	Data Consolidation Third-Party Software			
FAQs	If you elect to use third-party software for data entry, you have an additional option to consider. Third-party software must be used at all levels of the system.			
Manuals	Roll your mouse over the boxes below to learn more about your data consolidation options.			
Samples				
Tools				
Links				

```

graph TD
    subgraph County_Level [County]
        C1[FH] --> C2[County]
        C2 --> C3[FH]
        C2 --> C4[FH]
    end
    subgraph Dept_Level [Dept]
        D1[FH] --> D2[Dept]
        D2 --> D3[FH]
        D2 --> D4[FH]
    end
    C2 --> S[State]
    D2 --> S
    S -- Option 1 --> N[National]
    S -- Option 2 --> F[Federal Client Tool DB Link]
    F --> N
    
```

Click on the Next arrow to continue.

Programming Notes:

Each box in this graphic is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:

National

The State NFIRS program manager imports consolidated data into the State partition of the national database.

Federal Client Tool

All data forwarded to the State level are validated and consolidated into a State third-party software database before transfer to a State Federal Client Tool database. Data are imported into the national database using the Federal Client Tool as a link. Data imported using the Federal Client Tool are given a status of UNRELEASED when imported. The State program manager decides when to change the status to RELEASED.

State

All data forwarded to the State level are validated and consolidated into a State third-party software database before transfer directly to the national database. Data imported from third-party vendor software are automatically given a status of RELEASED when imported.

County

All data forwarded to the county level are validated and consolidated into a county database before transfer to the State NFIRS program manager.

Dept

All data forwarded to the department level are validated and consolidated into a department database before transfer to the State NFIRS program manager.

FH

Incident reports input in each firehouse are stored in a local database before validation and transfer to the county or department NFIRS program manager.

Managing NFIRS Data	
USFA Logo	Main Menu Help Glossary
Tutorial Menu	How Do I Manage? (Screen 9 of 10) ← →
Task List	Data Transfer
FAQs	Only the NFIRS State program manager is able to import consolidated State data into the State partition of the national database using the Federal Client Tool. State data in the national database have a status of UNRELEASED or RELEASED.
Manuals	<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Graphic: Diagram showing database symbol broken up into multiple partitions labeled with State names.</p> </div>
Samples	
Tools	
Links	UNRELEASED RELEASED
	← →
Click on the Next arrow to continue.	

Programming Notes:
Each of the text boxes on this page is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:

UNRELEASED
When first imported using the Federal Client Tool, State data have a status of unreleased and only individuals who have access to the State partition can view such data. The State program manager may choose to grant access to the State partition to NFIRS users from other States on a case-by-case basis.

RELEASED
The State program manager determines when to change the status of data in the national database to RELEASED. After release these data can be used in national reports and become part of the public domain.

Managing NFIRS Data									
USFA Logo	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Main Menu</td> <td style="width: 25%; padding: 5px;">Help</td> <td style="width: 25%; padding: 5px;">Glossary</td> <td style="width: 25%;"></td> </tr> </table>	Main Menu	Help	Glossary					
Main Menu	Help	Glossary							
Tutorial Menu	<p>How Do I Manage? (Screen 10 of 10) ← →</p>								
Task List	Communication								
FAQs	Good communication is vitally important to the success of NFIRS. Information must flow in both directions: both up and down the chain of command.								
Manuals	Your NFIRS communication network might include some or all of the following elements.								
Samples	Roll your mouse over the following topics to learn more about NFIRS communication elements.								
Tools									
Links	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Email documents</td> <td style="width: 50%; padding: 5px;">Newsletters</td> </tr> <tr> <td style="padding: 5px;">Email receipts</td> <td style="padding: 5px;">An Internet home page</td> </tr> <tr> <td style="padding: 5px;">Email reminders</td> <td style="padding: 5px;">A help desk</td> </tr> <tr> <td style="padding: 5px;">Email from users</td> <td></td> </tr> </table>	Email documents	Newsletters	Email receipts	An Internet home page	Email reminders	A help desk	Email from users	
Email documents	Newsletters								
Email receipts	An Internet home page								
Email reminders	A help desk								
Email from users									
	<p>Click on the Next arrow to go directly to the Managing NFIRS 5.0 Task List, which will help you get started, or click on the buttons on the left side of this screen to access the other portions of the Managing section of the Toolkit.</p> <p style="text-align: right;">← →</p>								
Click on the Next arrow to continue.									

Programming Notes:
Each of the text boxes on this page is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:

Email documents
Email documents to transmit system notices, policies, changes, bug fixes, etc.

Email receipts
Email receipts to confirm receipt of transaction files.

Email reminders
Email reminders of transaction file due dates, file correction due dates, etc.

Email from users
Email from system users with questions, comments, and corrected files.

Newsletters
Email or paper newsletters that provide information such as system notices, polices, changes, and bug fixes.

An Internet home page
An Internet home page where NFIRS user information is posted.

A help desk
A telephone help desk to provide NFIRS user support.

Managing NFIRS Data																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">USFA Logo</td> <td style="padding: 5px;">Main Menu</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Glossary</td> </tr> <tr> <td style="padding: 5px;">Tutorial Menu</td> <td colspan="3" style="padding: 5px;">Task List</td> </tr> <tr> <td style="padding: 5px;">Task List</td> <td colspan="3" style="padding: 5px;">Managing NFIRS 5.0 Task List</td> </tr> <tr> <td style="padding: 5px;">FAQs</td> <td colspan="3" style="padding: 5px;">Use the Managing NFIRS 5.0 Task List as a guide as you develop your NFIRS 5.0 Management Plans. You may develop a single Management Plan or develop separate plans, policies, and procedures to include:</td> </tr> <tr> <td style="padding: 5px;">Manuals</td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> • Data Management Plan • Data Validation Plan • Communication Plan • Transaction File Tracking Plan • Data Conversion Plan • User Support Plan • User Training Plan • Policies and Procedures To Support the Plans • Budget To Support the Plans </td> </tr> <tr> <td style="padding: 5px;">Samples</td> <td colspan="3" style="padding: 5px;"> <p style="color: green; margin: 0;">You may scroll through the entire Task List or click on a topic above to go to the tasks related to that topic. Click on the hypertext links in the Task List to go directly to the online viewable version of the documents referenced in the Task List.</p> <p>Data Management Plan</p> <ul style="list-style-type: none"> ❑ Establish a Data Management Plan for State, county, and fire departments. (Refer to the Sample Management Plan in the Samples section of the Toolkit.) ❑ Determine which software will be used for data entry into the system. (Refer to the Choosing a Software Package job aid in the Tools section of the Toolkit. The same job aid is also available in the Tools section of the Planning module.) ❑ If you choose a third-party tool, determine how you will handle conversion and transfer of data into the national database. (Refer to the Transferring Data to the National Database document in the Tools section of the Toolkit.) You have two options: <ul style="list-style-type: none"> ❑ Use the Federal Client Tool as a link to the national database. ❑ Have the national NFIRS system administrator import your data into the national database. </td> </tr> <tr> <td style="padding: 5px;">Tools</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Links</td> <td colspan="3" style="padding: 5px;"></td> </tr> </table>	USFA Logo	Main Menu	Help	Glossary	Tutorial Menu	Task List			Task List	Managing NFIRS 5.0 Task List			FAQs	Use the Managing NFIRS 5.0 Task List as a guide as you develop your NFIRS 5.0 Management Plans. You may develop a single Management Plan or develop separate plans, policies, and procedures to include:			Manuals	<ul style="list-style-type: none"> • Data Management Plan • Data Validation Plan • Communication Plan • Transaction File Tracking Plan • Data Conversion Plan • User Support Plan • User Training Plan • Policies and Procedures To Support the Plans • Budget To Support the Plans 			Samples	<p style="color: green; margin: 0;">You may scroll through the entire Task List or click on a topic above to go to the tasks related to that topic. Click on the hypertext links in the Task List to go directly to the online viewable version of the documents referenced in the Task List.</p> <p>Data Management Plan</p> <ul style="list-style-type: none"> ❑ Establish a Data Management Plan for State, county, and fire departments. (Refer to the Sample Management Plan in the Samples section of the Toolkit.) ❑ Determine which software will be used for data entry into the system. (Refer to the Choosing a Software Package job aid in the Tools section of the Toolkit. The same job aid is also available in the Tools section of the Planning module.) ❑ If you choose a third-party tool, determine how you will handle conversion and transfer of data into the national database. (Refer to the Transferring Data to the National Database document in the Tools section of the Toolkit.) You have two options: <ul style="list-style-type: none"> ❑ Use the Federal Client Tool as a link to the national database. ❑ Have the national NFIRS system administrator import your data into the national database. 			Tools				Links				<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="text-align: right; margin-bottom: 10px;"> <input type="button" value="Print"/> </div>
USFA Logo	Main Menu	Help	Glossary																														
Tutorial Menu	Task List																																
Task List	Managing NFIRS 5.0 Task List																																
FAQs	Use the Managing NFIRS 5.0 Task List as a guide as you develop your NFIRS 5.0 Management Plans. You may develop a single Management Plan or develop separate plans, policies, and procedures to include:																																
Manuals	<ul style="list-style-type: none"> • Data Management Plan • Data Validation Plan • Communication Plan • Transaction File Tracking Plan • Data Conversion Plan • User Support Plan • User Training Plan • Policies and Procedures To Support the Plans • Budget To Support the Plans 																																
Samples	<p style="color: green; margin: 0;">You may scroll through the entire Task List or click on a topic above to go to the tasks related to that topic. Click on the hypertext links in the Task List to go directly to the online viewable version of the documents referenced in the Task List.</p> <p>Data Management Plan</p> <ul style="list-style-type: none"> ❑ Establish a Data Management Plan for State, county, and fire departments. (Refer to the Sample Management Plan in the Samples section of the Toolkit.) ❑ Determine which software will be used for data entry into the system. (Refer to the Choosing a Software Package job aid in the Tools section of the Toolkit. The same job aid is also available in the Tools section of the Planning module.) ❑ If you choose a third-party tool, determine how you will handle conversion and transfer of data into the national database. (Refer to the Transferring Data to the National Database document in the Tools section of the Toolkit.) You have two options: <ul style="list-style-type: none"> ❑ Use the Federal Client Tool as a link to the national database. ❑ Have the national NFIRS system administrator import your data into the national database. 																																
Tools																																	
Links																																	

- ❑ Determine how data will be input into the system. You have two options:
 - ❑ Input incident reports into a local database on PCs located in the firehouse.
 - ❑ Input incident reports directly into the national database via the Internet.
- ❑ Determine how data files will be transferred from the firehouse up the chain of command to each level. (Refer to the [Sample Management Plan](#) in the Samples section and the [Procedure for Sending an Incident Report File to the State](#) link in the Links section of the Toolkit.)
- ❑ Determine who will perform the various functions necessary to manage the system. (Refer to the [Staffing Resources Tables](#) in the Tools section of the Toolkit.)

Back to Top**Data Validation Plan**

- ❑ Establish a detailed Data Validation Plan. (Refer to the [Detailed Discussion of the Validation Process](#) document in the Tools section of the Toolkit and to the [Fire Data Analysis Handbook](#) in the Manuals section of the Toolkit.) Make sure that the plan includes:
 - ❑ Identification of the person(s) responsible for checking data accuracy and completeness of data upon initial entry into the system at the firehouse.
 - ❑ Identification of the person(s) responsible for validating data at each level of the system.
 - ❑ Written procedure for how data validation will be performed.
- ❑ Determine how the consolidated database will be set up to import data files using the Configuration Tool. (Refer to the [National Fire Incident Reporting System NFIRS Configuration Tool](#) manual in the Manuals section of the Toolkit.) You have the following options:
 - ❑ Accept only complete files (files with no errors).
 - ❑ Corrected files must be resubmitted as an ADD.
 - ❑ Accept incomplete files (files with critical or warning level errors).
 - ❑ Corrected files may be resubmitted as a CHANGE.
- ❑ Determine how correction of invalid or incorrect files will be handled. (Refer to the [Sample Management Plan](#) in the Samples section of the Toolkit.) This determinations should include:
 - ❑ How notification of invalid file status will be sent.

- How correction of an incorrect file will be made and who will make it.
- Determine if the entire file will be resubmitted or only the corrected incidents.
- How the corrected file will be transmitted up the chain of command.
- How the corrected file will be incorporated into the consolidated database at each level.
- Establish the timeframe for submittal of corrections.

Back to Top

Communication Plan

- Develop a Comprehensive Communication System.
- Develop a NFIRS 5.0 Participant Contact Database. (Refer to [Sample Contact Database](#) in the Samples section of the Toolkit.) Database should give you the capability to:
 - Track participating units (e.g., counties, departments, and firehouses).
 - Track points of contact at participating units (e.g., names, street addresses, email addresses, phone numbers, and FAX numbers).
 - Track information about participating units (e.g., square mile area protected, population served, number of calls, software used).
- Establish methods for transmitting general information about NFIRS to all levels of the system. You may want to:
 - Publish a paper newsletter. (Refer to [Sample Paper State Newsletter](#) in the Samples section of the Toolkit.)
 - Publish an electronic newsletter via email mass mailings. (Refer to the [Sample Electronic State NFIRS Newsletter](#) in the Samples section of the Toolkit.)
 - Create a web page where information can be posted. (Refer to the [State NFIRS Web Page](#) in the Links section of the Toolkit.)
- Develop a plan for communicating with specific individuals within the chain of command, preferably using email and form letters. This plan should be developed in conjunction with the Transaction File Tracking Plan. It should include procedures to:
 - Acknowledge receipt of transaction files.
 - Send reminders to send transaction files.

- Send notification that data were invalid and must be corrected.
- Receive corrected files for revalidation.

Back to Top

Transaction File Tracking Plan

- Develop a Transaction File Tracking System to record and track receipt of transaction files from firehouses, departments, and counties.
- Establish a database or spreadsheet for recording receipt of transaction files. (Refer to [Sample Transaction File Receipt Tracking System Spreadsheet](#) in the Samples section of the Toolkit.)
- Establish a file-naming convention for transaction files created at each level of the system. (Refer to [Suggested Policies and Procedures](#) in the Tools section of the Toolkit.)
- Create a computer filing system for transaction files. (Refer to [Sample Computer Filing System for Transaction Files](#) in the Samples section of the Toolkit.) This system should include:
 - A filing location for files upon initial receipt.
 - A filing location for files that cannot be validated and are on hold pending correction.
 - A filing location for files that have been validated and imported into the consolidated database.

Back to Top

Data Conversion Plan

- Develop a Data Conversion Plan if previous versions of NFIRS have been used. Before developing this plan check the following two documents for background information:
 - The PowerPoint presentation to learn more about data conversion issues. (Refer to [Conversion Issues PowerPoint Presentation](#) in the Tools section of the Toolkit.)
 - The NFIRS 5.0 Data Conversion Tables to determine how data vary from NFIRS 4.0 to NFIRS 5.0. (Refer to the [Data Conversion Tables](#) in the Tools section of the Toolkit.)
- Determine if you will combine NFIRS 4.0 data and 5.0 data or keep the two systems separate. (Refer to the detailed discussion of conversion issues and reports in the [Using NFIRS Data](#) module of the Toolkit.)

Back to Top

User Support Plan

- ❑ Develop a comprehensive ongoing support plan. (Refer to the [Support](#) module of the Toolkit for details.)

Back to Top

User Training Plan

- ❑ Develop a comprehensive training plan for the system. (Refer to the [Training](#) module of the Toolkit for details.)

Back to Top

Policies and Procedures To Support the Plans

- ❑ Write policies and procedures to support the above plans and systems. (Refer to the [Suggested Policies and Procedures](#) document in the Tools section, [Sample State NFIRS Policy Manual Pages](#) and the [Sample State NFIRS Procedure Manual Pages](#) in the Samples section, and the [Links to State Policy and Procedure Pages](#) section in the Links section of the Toolkit.)

Back to Top

Budget To Support the Plans

- ❑ Develop a budget to support the above plans and systems and consolidate it with the budgets developed for all other aspects of NFIRS. (Refer to the [Planning](#), [Marketing](#), [Using NFIRS Data](#), [Training](#), and [Support](#) modules of the Toolkit for additional budget items.)

Back to Top

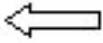
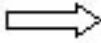


Click on the Next arrow to continue.

Programming Notes:

Locate Print button on this screen. When the Print button is clicked, print the document ManagingTaskList.doc. (**NOTE:** This document will be developed following review of the storyboards. Create hypertext link to the documents or Toolkit sections shown in blue and underlined in the Task List. Make this a single scrollable page. The bulleted section titles on the top of this page will function as buttons. When the buttons are clicked, take the user directly to the section of the page where the section begins. Add [Back to Top](#) links at the end of each section to return the user to the top of the page.



Managing NFIRS Data					
USFA Logo	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Main Menu</td> <td style="width: 25%; padding: 5px;">Help</td> <td style="width: 25%; padding: 5px;">Glossary</td> <td style="width: 25%;"></td> </tr> </table>	Main Menu	Help	Glossary	
Main Menu	Help	Glossary			
Tutorial Menu	<p>FAQs </p>				
Task List	<p>The following frequently asked questions and answers relating to managing NFIRS may help you manage your NFIRS 5.0 implementation.</p>				
FAQs	<div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Print</div>				
Manuals	<p>You may scroll through the entire list of questions or click on a question below to display the answer. Click the Print FAQs button to print the FAQs.</p>				
Samples	<ul style="list-style-type: none"> If I convert my old NFIRS data (e.g., NFIRS 4.1), what file type do I use? Who can release data located in the State partition of the national database? What is the difference between RELEASED data and UNRELEASED data? Who can make corrections to incident reports? 				
Tools					
Links					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">If I convert my old NFIRS data (e.g., NFIRS 4.1), what file type do I use?</td> <td style="padding: 5px;">The NFIRS 4.1 master file is a text file with all cumulative data in it. It can be reviewed using any text-editing program (e.g., Microsoft notepad, Microsoft Word, etc.). Refer to the Sample 4.1 Master File in the Samples section of the Toolkit.</td> </tr> </table>	If I convert my old NFIRS data (e.g., NFIRS 4.1), what file type do I use?	The NFIRS 4.1 master file is a text file with all cumulative data in it. It can be reviewed using any text-editing program (e.g., Microsoft notepad, Microsoft Word, etc.). Refer to the Sample 4.1 Master File in the Samples section of the Toolkit.		
If I convert my old NFIRS data (e.g., NFIRS 4.1), what file type do I use?	The NFIRS 4.1 master file is a text file with all cumulative data in it. It can be reviewed using any text-editing program (e.g., Microsoft notepad, Microsoft Word, etc.). Refer to the Sample 4.1 Master File in the Samples section of the Toolkit.				
	<u>Back to Top</u>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">Who can release data located in the State partition of the national database?</td> <td style="padding: 5px;">Only the State program manager or data manager can release data located in the State partition of the national database.</td> </tr> </table>	Who can release data located in the State partition of the national database?	Only the State program manager or data manager can release data located in the State partition of the national database.		
Who can release data located in the State partition of the national database?	Only the State program manager or data manager can release data located in the State partition of the national database.				
	<u>Back to Top</u>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">What is the difference between RELEASED data and UNRELEASED data?</td> <td style="padding: 5px;">If the status of data is UNRELEASED, data can be viewed but cannot be used in reports. If the status of data is RELEASED, data can be included in national reports and is in the public domain. RELEASED data can be viewed but cannot be changed unless the status is changed to UNRELEASED.</td> </tr> </table>	What is the difference between RELEASED data and UNRELEASED data?	If the status of data is UNRELEASED, data can be viewed but cannot be used in reports. If the status of data is RELEASED, data can be included in national reports and is in the public domain. RELEASED data can be viewed but cannot be changed unless the status is changed to UNRELEASED.		
What is the difference between RELEASED data and UNRELEASED data?	If the status of data is UNRELEASED, data can be viewed but cannot be used in reports. If the status of data is RELEASED, data can be included in national reports and is in the public domain. RELEASED data can be viewed but cannot be changed unless the status is changed to UNRELEASED.				
	<u>Back to Top</u>				

	<p>Who can make corrections to incident reports?</p>	<p>Fire incident reports are official documents and are part of the public record. As a result, only the individual who entered the data into the original document should make corrections to the reports. This means that if an error is found after the incident report is forwarded up the chain of command, it must be returned to the firehouse for correction by the original data entry person.</p>
	<p><u>Back to Top</u></p>	 
<p style="color: green;">Click on the Next arrow to continue.</p>		

<p>Programming Notes: Locate Print button on this screen. When clicked print the document OverviewFAQs.doc (NOTE: This document will be developed following review of the storyboards.) Make this a single scrollable page. The bulleted section titles on the top of this page will function as buttons. When the buttons are clicked, take the user directly to the section of the page where the section begins. Add <u>Back to Top</u> links at the end of each section to return the user to the top of the page.</p>
--

Managing NFIRS Data			
USFA Logo	Main Menu	Help	Glossary
Tutorial Menu	<u>Manuals</u>		
Task List	The following manuals contain information referenced in this section.		
FAQs	<p style="color: green; margin: 0;">Click on the Managing buttons to view or download specific pages in the manual containing management information. Click on the Entire Document buttons to view or download the entire document.</p>		
Manuals			
Samples			
Tools			
Links	<p>National Fire Incident Reporting System NFIRS Data Entry/Validation Tool This document provides in depth information on how to use the Data Entry Tool features of the Federal Client Tool. You will want to make this document available to the training staff helping you manage NFIRS.</p>	Entire Doc	
		View	Download
	<p>National Fire Incident Reporting System NFIRS System Administration Tool This document provides in-depth information on system administration of the Federal Client Tool. You will want to make this document available to the technical people helping you plan NFIRS data management.</p>	Entire Doc	
		View	Download
	<p>National Fire Incident Reporting System NFIRS Configuration Tool This document provides in-depth information on system configuration of the Federal Client Tool. You will want to make this document available to the technical people helping you plan NFIRS data management.</p>	Entire Doc	
		View	Download
	<p>NFIRS 5.0 Design Documentation, January 2001 This document contains the detailed design specifications for NFIRS 5.0. You will want all members of the team to review this document to gain a better understanding of NFIRS.</p>	Managing	
		Entire Doc	
		View	Down-load
		View	Down-load
	<p>Fire Data Analysis Handbook This document provides a detailed discussion of data entry issues, data quality issues, and validation errors. You will want to refer to this book when preparing your data validation plan.</p>	Managing	
		Entire Doc	
		View	Down-load
		View	Down-load

Managing NFIRS Data	Screen 5.0a
----------------------------	--------------------

National Fire Incident Reporting System Program Management Course, Student Manual This document is a comprehensive manual relating to NFIRS program management. You will want to refer to this manual for background information about many aspects of NFIRS management.	Entire Doc	
	View	Download
		
Click on the Next arrow to continue.		

Managing NFIRS Data	Screen 5.0a
----------------------------	--------------------

<p>Programming Notes: When clicked, the View and Download buttons display the following documents or set up download of the documents shown.</p> <p>National Fire Incident Reporting System NFIRS Data Entry/Validation Tool Document is located on the Resources CD, /NFIRS Client v. 3.00/DET Guide.PDF Managing button: Not available Entire Document button – Entire document in PDF format</p> <p>National Fire Incident Reporting System NFIRS System Administration Tool Document is located on the Resources CD, /NFIRS Client v. 3.00/SysAdminGuide.PDF Managing button: Not available Entire Document button – Entire document in PDF format</p> <p>National Fire Incident Reporting System NFIRS Configuration Tool Document is located on the Resources CD, /NFIRS Client v. 3.00/ConfigGuide.PDF Managing button: Not available Entire Document button – Entire document in PDF format</p> <p>NFIRS 5.0 Design Documentation, January 2001 Document is located on the Resources CD, /NFIRS 5 System Specifications/nfirspec.zip Managing button: Section 4: System Implementation Guidelines (pages 321 – 329) in PDF format Entire Document button – Entire document in PDF format</p> <p>Fire Data Analysis Handbook Document is located on the Resources CD, /Data Analysis/Analysis.PDF. Managing button: Part of Chapter 1 (pages 6 – 10) in PDF format. Entire Document button – Entire document in PDF format.</p> <p>National Fire Incident Reporting System Program Management Course, Student Manual Document location – TBD. Managing button: Not available. Entire Document button – Entire document in PDF format.</p> <p>This section contains no Section Menu. The Section Menu button is not active.</p>

Managing NFIRS Data			
USFA Logo	Main Menu	Help	Glossary
Tutorial Menu			
Task List	<p style="color: green; margin: 0;">Click on the buttons to the right of the samples shown below to display the samples on your screen or to download a copy.</p>		
FAQs			
Manuals	Sample Management Plan Sample plan showing roles and responsibilities of staff members indicating areas where policies and procedures are needed. You may want to use it as a guide when preparing your management plan.	View	Down-load
Samples			
Tools	Sample State NFIRS Policy Manual Pages Sample pages showing NFIRS policies relating to data flow. You may want to use them as a guide when preparing your own policy manual.	View	Down-load
Links			
	Sample State NFIRS Procedure Manual Pages Sample pages showing how NFIRS data flow is conducted and controlled. You may want to use them as a guide when preparing your own procedure manual.	View	Down-load
	Sample Transaction File Receipt Tracking System Spreadsheet Sample spreadsheet used by one State for tracking receipt of transaction files from counties and departments throughout the State. You may want to use is as a guide when preparing your own.	View	Down-load
	Sample 5.0 Transaction File Sample of a transaction file showing correct data output format. You can use it as an example to compare with transaction files received to verify that they are in the correct format for importation.	View	Down-load
	Sample 4.1 Master File Sample NFIRS 4.1 Master File showing data and format of file created when historic data are prepared for importation into NFIRS 5.0 database. You can use it as an example to compare with master files received to verify that they are in the correct format for importation.	View	Down-load
	Sample Computer Filing System for Transaction Files Sample filing scheme used by one State for storing incoming transaction files for processing and retention. You may want to use it as a guide when preparing a filing system for transaction files.	View	Down-load

	<p>Sample Electronic State NFIRS Newsletter Sample newsletter from the State of Nevada in Word format. Take a look at this newsletter to see how another State communicates information about NFIRS in newsletter format.</p>	View	Down-load
	<p>Sample Paper State NFIRS Newsletter Sample paper newsletter from the State of Wyoming. Take a look at this newsletter to see how a general newsletter can be used to transmit information about NFIRS 5.0.</p>	View	Down-load
	<p>Sample Contact Database Sample contact database for collecting information about subordinate organizations in the NFIRS system. Use this database as a starting point when creating your contact database.</p>	View	Down-load
<p style="color: green;">Click on the Next arrow to continue.</p>			

Programming Notes:
 When clicked the View and Download buttons display the following documents or set up download of the documents shown.

Sample Management Plan
 ManagementPlan.doc

Sample State NFIRS Policy Manual Pages
 Location – TBD (Need to acquire a sample or samples from Marion Long or other State program managers).

Sample State NFIRS Procedure Manual Pages
 Location – TBD (Need to acquire a sample or samples from Marion Long or other State program managers)

Sample Transaction File Receipt Tracking System Spreadsheet
 (NOTE: To be provided by Marion Long. Location TBD).

Sample 5.0 Transaction File
 (NOTE: To be provided by Marion Long. Location TBD).

Sample 4.1 Master File
 (NOTE: To be provided by Marion Long. Location TBD).

Sample Computer Filing System for Transaction Files
 FilingSystem.doc

Sample Electronic State NFIRS Newsletter
 NevNewsltr.doc

Sample Paper State NFIRS Newsletter
 PaperNewsltr.PDF

Sample Contact Database
 POCDatabase.mdb

This section contains no Section Menu. The Section Menu button is not active.

Managing NFIRS Data				
USFA Logo	Main Menu	Help	Glossary	
Tutorial Menu	<u>Tools</u>			
Task List	Click on the buttons to the right of the tools shown below to display the tools on your screen or to download a copy.			
FAQs				
Manuals	Choosing a Software Package List of questions you may want ask when looking at software packages to be used to implement NFIRS 5.0 including the Federal Client Tool, third-party software, and custom-developed software.	View	Down-load	
Samples				
Tools	Staffing Resources Tables Tables that list key roles and responsibilities needed to assemble your NFIRS 5.0 planning implementation team and your implementation team. You can use this when identifying your team members and as a starting point in writing job descriptions.	View	Down-load	
Links	Suggested Policies and Procedures Detailed list and description of policies and procedures you may want to write and distribute when you implement NFIRS 5.0.	View	Down-load	
	Budget Items Table Table that identifies and describes key items to be included in the budget. You may want to use this table when putting together your budget for NFIRS 5.0 implementation.	View	Down-load	
	Detailed Discussion of the Validation Process Instructions for validating NFIRS data with a discussion of types of errors and error handling. You may want to review this document when preparing your validation plan.	View	Down-load	
	Conversion Issues PowerPoint Presentation PowerPoint presentation is designed to highlight the issues you may want to consider if you plan to convert NFIRS data from version 4.0 to 5.0.	View	Down-load	
	Data Conversion Tables Spreadsheet with four worksheets that show, in detail, the differences in data fields and values between NFIRS version 4.0 and 5.0. You may want to review these in detail if you plan to convert data from version 4.0 to 5.0.	View	Down-load	
	Transferring Data to the National Database Discussion of data transfer options you may want to consider if you plan to use a third-party software package to collect data.	View	Down-load	
Click on the Next arrow to continue.				

Programming Notes:

When clicked, the View and Download buttons display the following documents or set up download of the documents shown.

Choosing a Software Package - ChoosingSW.doc

Staffing Resources Tables - Staffing.doc

Budget Items Table - Budget.doc

Suggested Policies and Procedures – Policies.doc

Detailed Discussion of the Validation Process - (**NOTE:** To be developed by Marion Long. Location TBD)

Conversion Issues PowerPoint Presentation - (**NOTE:** PowerPoint presentation mentioned by Marion Long. Location TBD).

Data Conversion Tables - Location: NFIRS 5.0 Resource CD /NFIRS 5.0 System

Specifications/Conversion Tables:

Basic Fire Structure Modules.xls

Civilian Casualty Module.xls



Firefighter Casualty Module.xls

Hazardous Materials Module.xls

(Four tables to be combined into a single spreadsheet with four worksheets instead of four separate documents.)

Transferring Data to the National Database – Transfer.doc

Managing NFIRS Data					
USFA Logo	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Main Menu</td> <td style="width: 25%; padding: 5px;">Help</td> <td style="width: 25%; padding: 5px;">Glossary</td> <td style="width: 25%;"></td> </tr> </table>	Main Menu	Help	Glossary	
Main Menu	Help	Glossary			
Tutorial Menu	Links 				
Task List	This page contains a number of links you may find useful in managing your NFIRS 5.0 implementation				
FAQs	Click on a link to display the identified Web site. You may scroll through the entire list or click on a topic heading below to go to the links related to that topic. The Web site will be displayed in a new browser window.				
Manuals	<ul style="list-style-type: none"> • Links to Specific NFIRS Site Pages • Links to NFIRS Related Organizations • Links to State NFIRS Information Pages • Links to State Policy and Procedure Pages 				
Samples					
Tools					
Links					
Links to Specific NFIRS Site Pages					
NFIRS 5.0 List of State Coordinators This link to the NFIRS 5.0 Web site links directly to a searchable list of NFIRS 5.0 state coordinators and contact persons.	http://www.usfa.fema.gov/pocs/				
NFIRS 5.0 Support Center This link to the NFIRS 5.0 Web site links directly to the NFIRS 5.0 Support Center (NSC) that offers consolidated national help desk support on questions pertaining to all aspects of the National Fire Incident Reporting System (NFIRS).	http://www.usfa.fema.gov/nfdc/nfirs-help.htm				
Incident Type/Module Rules A link on the USFA Web site that describes some general information about incident type codes and module rules.	http://www.nfirs.fema.gov/rules.htm				
NFIRS Technical Bulletins This link to the NFIRS 5.0 Web site links to a collection of technical bulletins relating to NFIRS 5.0.	NOTE: Unable to find link for these bulletins. Can one of the reviewers provide this link?				
NFIRS News Page This link to the NFIRS 5.0 Web site links to the latest information about NFIRS 5.0 updates, releases, bug fixes, etc.	http://www.nfirs.fema.gov/news.htm				
<u>Back to Top</u>					

Links to NFIRS Related Organizations	
<p>National Fire Information Council This link to the NFIC Web site provides information about NFIC and NFIC members. It also provides links to email assistance on NFIRS technical and coding questions.</p>	<p>http://www.nfic.org</p>
<p><u>Back to Top</u></p>	
Links to State Policy and Procedure Pages	
<p>Procedure for Sending an Incident Report File to the State This link is to the Minnesota State MFIRS web page and is a sample of the procedure established by the State for sending NFIRS transaction files to the State.</p>	<p>http://www.dps.state.mn.us/fmarshal/mfirs/SendingIncidentReport.html</p>
<p>NOTE: Reviewers, please recommend additional pages to be added here.</p> <p><u>Back to Top</u></p>	
Links to State NFIRS Information Pages	
<p>State NFIRS Web Page This link is to the Minnesota State NFIRS web page and is a sample of how one State uses the web as part of a comprehensive communication plan.</p>	<p>http://www.dps.state.mn.us/fmarshal/firemfirs.html</p>
<p>Tips For Completing NFIRS Modules This link is to the Michigan Fire Marshal Office Statistics Index page and contains tips and hints for completing the NFIRS modules.</p>	<p>http://www.mspfmd.org/nfir_tips.pdf</p>
<p>NOTE: Reviewers, please recommend additional pages to be added here.</p> <p><u>Back to Top</u></p>	
 	
<p>Click on the Next arrow to continue.</p>	

Programming Notes:

Make this a single scrollable page.
 The bulleted section titles on the top of this page will function as buttons. When the buttons are clicked take the user directly to the section of the page where the section begins.
 Add Back to Top links at the end of each section to return the user to the top of the page.
 When any Internet link on this page is clicked, open new browser window to display the link.