

# Managing Module Storyboards

<b>Managing NFIRS Data</b>					
<b>USFA Logo</b>	<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	
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<b>Tutorial Menu</b>	<p><b>Managing NFIRS Data Tutorial Menu</b> </p>				
<b>Task List</b>	This section of the Toolkit presents information about Managing NFIRS Data.				
<b>FAQs</b>	<p style="color: green;"><b>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.</b></p>				
<b>Manuals</b>	<ul style="list-style-type: none"> <li><b>What Does an NFIRS Program Manager Do?</b></li> <li><b>Why Is Managing Important?</b></li> <li><b>What Does Managing NFIRS 5.0 Include?</b></li> <li><b>How Do I Manage?</b></li> </ul>				
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<b>Tools</b>					
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<b>Click on the Next arrow to continue.</b>					

<p><b>Programming Notes:</b>          Design this as a menu screen with links to the following pages:  <b>What Does an NFIRS Program Manager Do?</b> - Screen 1.1  <b>Why Is Managing Important?</b> – Screen 1.3  <b>What Does Managing NFIRS 5.0 Include?</b> – Screen 1.4  <b>How Do I Manage?</b> – Screen 1.5</p>
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<b>Tutorial Menu</b>	<p><b>What Does a Program Manager Do? (Screen 2 of 2)</b> <span style="float: right;">← →</span></p>				
<b>Task List</b>	<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>				
<b>FAQs</b>	<p><b>To learn more about managing data flow, roll your mouse on the topics below.</b></p>				
<b>Manuals</b>	<p><b>Input</b></p>				
<b>Samples</b>	<p><b>Tracking</b></p>				
<b>Tools</b>	<p><b>Quality</b></p>				
<b>Links</b>	<p><b>Conversion</b></p>				
	<p><b>Consolidation</b></p>				
	<p><b>Transfer</b></p>				
	← →				
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**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.

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<b>Tutorial Menu</b>	<p><b><u>Why is Managing Important?</u></b> <span style="float: right;"> </span></p>				
<b>Task List</b>	<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>				
<b>FAQs</b>					
<b>Manuals</b>	<p><b>To learn more about why managing NFIRS at each level is important, roll your mouse on the topics below.</b></p>				
<b>Samples</b>	<b>System Use</b>				
<b>Tools</b>	<b>Data Consistency</b>				
<b>Links</b>	<b>Data Conversion</b>				
	<b>Data Consolidation</b>				
	<b>Data Access</b>				
<b>Click on the Next arrow to continue.</b>					

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**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

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<p><b>Graphic Notes:</b> 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.</p>
<p><b>Programming Notes:</b> Each box in this graphic is a rollover object. Display the information shown below when the mouse is rolled over the rollover object:</p> <p><b>Data Quality</b> Ensuring data quality through review of reports at the local level and through data validation at every level.</p> <p><b>Data Tracking</b> Tracking transaction file receipt from subordinate organizations to ensure that all participating organizations forward data files on a regular basis.</p> <p><b>Data Conversion</b> Converting files from previous NFIRS versions and/or from third-party software tools to NFIRS 5.0 format.</p> <p><b>Data Consolidation</b> Consolidating data files from multiple sources (e.g., firehouses, counties, and departments) into a single file containing all data input by the organization.</p>

**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.



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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>USFA Logo</b></td> <td style="padding: 5px;"><b>Main Menu</b></td> <td style="padding: 5px;"><b>Help</b></td> <td style="padding: 5px;"><b>Glossary</b></td> </tr> <tr> <td style="padding: 5px;"><b>Tutorial Menu</b></td> <td colspan="3" style="padding: 5px;"><b>How Do I Manage? (Screen 4 of 10)</b></td> </tr> <tr> <td style="padding: 5px;"><b>Task List</b></td> <td colspan="3" style="padding: 5px;"><b>Data Tracking</b></td> </tr> <tr> <td style="padding: 5px;"><b>FAQs</b></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;"><b>Manuals</b></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;"><b>Samples</b></td> <td colspan="3" style="padding: 5px;">Tracking receipt of transaction files enables you to:</td> </tr> <tr> <td style="padding: 5px;"><b>Tools</b></td> <td colspan="3" style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Send out reminders to nonparticipants.</li> <li>• Generate accurate participation reports.</li> <li>• Determine when you are ready to change the status of data in the national database:                             <ul style="list-style-type: none"> <li>- After you know all organizations have reported.</li> <li>- After all transaction files have been validated.</li> </ul> </li> </ul> </td> </tr> <tr> <td style="padding: 5px;"><b>Links</b></td> <td colspan="3" style="padding: 5px;"></td> </tr> </table>	<b>USFA Logo</b>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>	<b>Tutorial Menu</b>	<b>How Do I Manage? (Screen 4 of 10)</b>			<b>Task List</b>	<b>Data Tracking</b>			<b>FAQs</b>	As an NFIRS program manager you receive transaction files from your subordinate organizations.			<b>Manuals</b>	It is critical that you track the receipt of these files so that you know who is participating and who is not participating.			<b>Samples</b>	Tracking receipt of transaction files enables you to:			<b>Tools</b>	<ul style="list-style-type: none"> <li>• Send out reminders to nonparticipants.</li> <li>• Generate accurate participation reports.</li> <li>• Determine when you are ready to change the status of data in the national database:                             <ul style="list-style-type: none"> <li>- After you know all organizations have reported.</li> <li>- After all transaction files have been validated.</li> </ul> </li> </ul>			<b>Links</b>				<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>
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<b>USFA Logo</b>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>		
<b>Tutorial Menu</b>	<b>How Do I Manage? (Screen 5 of 10)</b>				
<b>Task List</b>	<b>Conversion of Data From Older Versions</b>				
<b>FAQs</b>	In managing NFIRS data, program managers may need to make decisions about how to handle data collected in older versions of NFIRS.				
<b>Manuals</b>	<ul style="list-style-type: none"> <li>• NFIRS 5.0 contains new codes, more core fields, and new incident designations.</li> <li>• Data that could not be captured before are now included.</li> </ul>				
<b>Samples</b>					
<b>Tools</b>					
<b>Links</b>	Refer to the <a href="#">Using NFIRS Data</a> section of the Toolkit for more details about the impact of data conversion on NFIRS reports.				
<p style="color: green; margin: 0;"><b>Click on the Next arrow to continue.</b></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.

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<b>Tutorial Menu</b>	<b>How Do I Manage? (Screen 6 of 10)</b>				
<b>Task List</b>	<b>Conversion of Third-Party Software Data Files</b>				
<b>FAQs</b>	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.				
<b>Manuals</b>	All NFIRS 5.0 certified third-party vendors provide conversion utilities to generate transaction files that can be imported into the national database.				
<b>Samples</b>					
<b>Tools</b>					
<b>Links</b>					
<p style="color: green; margin: 0;"><b>Click on the Next arrow to continue.</b></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.

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**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.

<b>Managing NFIRS Data</b>																													
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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.

<b>Managing NFIRS Data</b>	
<b>USFA Logo</b>	<b>Main Menu</b> <b>Help</b> <b>Glossary</b>
<b>Tutorial Menu</b>	<b>How Do I Manage? (Screen 9 of 10)</b> <span style="float: right;">←   →</span>
<b>Task List</b>	<b>Data Transfer</b>
<b>FAQs</b>	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.
<b>Manuals</b>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Graphic: Diagram showing database symbol broken up into multiple partitions labeled with State names.</p> </div>
<b>Samples</b>	
<b>Tools</b>	
<b>Links</b>	
	<p><b>Roll your mouse over the terms below to learn more about data status.</b></p> <div style="display: flex; gap: 20px;"> <div style="border: 1px solid black; padding: 2px 5px;"><b>UNRELEASED</b></div> <div style="border: 1px solid black; padding: 2px 5px;"><b>RELEASED</b></div> </div>
	←   →
<b>Click on the Next arrow to continue.</b>	

**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.

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Main Menu	Help	Glossary							
<b>Tutorial Menu</b>	<p><b>How Do I Manage? (Screen 10 of 10)</b> <span style="float: right;">←   →</span></p>								
<b>Task List</b>	<b>Communication</b>								
<b>FAQs</b>	Good communication is vitally important to the success of NFIRS. Information must flow in both directions: both up and down the chain of command.								
<b>Manuals</b>	Your NFIRS communication network might include some or all of the following elements.								
<b>Samples</b>	<b>Roll your mouse over the following topics to learn more about NFIRS communication elements.</b>								
<b>Tools</b>									
<b>Links</b>	<table style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 2px;">Email documents</td> <td style="border: 1px solid black; padding: 2px;">Newsletters</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Email receipts</td> <td style="border: 1px solid black; padding: 2px;">An Internet home page</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Email reminders</td> <td style="border: 1px solid black; padding: 2px;">A help desk</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">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><b>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.</b></p> <p style="text-align: right;">←   →</p>								
<b>Click on the Next arrow to continue.</b>									

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**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.

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

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### **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.

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**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.

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**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.)

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**User Support Plan**

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

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**User Training Plan**

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

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**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.)

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**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.)

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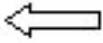
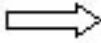
Click on the Next arrow to continue.

**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.





<b>Managing NFIRS Data</b>					
<b>USFA Logo</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>Main Menu</b></td> <td style="width: 25%; padding: 5px;"><b>Help</b></td> <td style="width: 25%; padding: 5px;"><b>Glossary</b></td> <td style="width: 25%;"></td> </tr> </table>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>	
<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>			
<b>Tutorial Menu</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"><b>FAQs</b></td> <td style="width: 30%; padding: 5px; text-align: right;"> </td> </tr> </table>	<b>FAQs</b>			
<b>FAQs</b>					
<b>Task List</b>	<p>The following frequently asked questions and answers relating to managing NFIRS may help you manage your NFIRS 5.0 implementation.</p>				
<b>FAQs</b>	<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Print</td> </tr> </table>	Print			
Print					
<b>Manuals</b>	<p><b>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.</b></p>				
<b>Samples</b>	<ul style="list-style-type: none"> <li><b>If I convert my old NFIRS data (e.g., NFIRS 4.1), what file type do I use?</b></li> <li><b>Who can release data located in the State partition of the national database?</b></li> <li><b>What is the difference between RELEASED data and UNRELEASED data?</b></li> <li><b>Who can make corrections to incident reports?</b></li> </ul>				
<b>Tools</b>					
<b>Links</b>					
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	<b><u>Back to Top</u></b>				
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	<p><b>Who can make corrections to incident reports?</b></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><a href="#"><u>Back to Top</u></a></p>	 
<p style="color: green;"><b>Click on the Next arrow to continue.</b></p>		

<p><b>Programming Notes:</b>          Locate Print button on this screen. When clicked print the document OverviewFAQs.doc (<b>NOTE:</b> 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 <a href="#"><u>Back to Top</u></a> links at the end of each section to return the user to the top of the page.</p>
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<b>Tutorial Menu</b>	<b><u>Manuals</u></b>		
<b>Task List</b>	The following manuals contain information referenced in this section.		
<b>FAQs</b>	<p style="color: green; margin: 0;"><b>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.</b></p>		
<b>Manuals</b>			
<b>Samples</b>			
<b>Tools</b>			
<b>Links</b>	<p><b>National Fire Incident Reporting System NFIRS Data Entry/Validation Tool</b>            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>	<b>Entire Doc</b>	
		View	Download
	<p><b>National Fire Incident Reporting System NFIRS System Administration Tool</b>            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>	<b>Entire Doc</b>	
		View	Download
	<p><b>National Fire Incident Reporting System NFIRS Configuration Tool</b>            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>	<b>Entire Doc</b>	
		View	Download
	<p><b>NFIRS 5.0 Design Documentation, January 2001</b>            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>	<b>Managing</b>	
		View	Down-load
		View	Down-load
	<p><b>Fire Data Analysis Handbook</b>            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>	<b>Managing</b>	
		View	Down-load
		View	Down-load

<b>Managing NFIRS Data</b>	<b>Screen 5.0a</b>
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<b>National Fire Incident Reporting System Program Management Course, Student Manual</b> 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.	<b>Entire Doc</b>	
	<b>View</b>	<b>Download</b>
		
<b>Click on the Next arrow to continue.</b>		

<b>Managing NFIRS Data</b>	<b>Screen 5.0a</b>
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<p><b>Programming Notes:</b>          When clicked, the View and Download buttons display the following documents or set up download of the documents shown.</p> <p><b>National Fire Incident Reporting System NFIRS Data Entry/Validation Tool</b>          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><b>National Fire Incident Reporting System NFIRS System Administration Tool</b>          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><b>National Fire Incident Reporting System NFIRS Configuration Tool</b>          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><b>NFIRS 5.0 Design Documentation, January 2001</b>          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><b>Fire Data Analysis Handbook</b>          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><b>National Fire Incident Reporting System Program Management Course, Student Manual</b>          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>
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<b>Managing NFIRS Data</b>			
<b>USFA Logo</b>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>
<b>Tutorial Menu</b>			
<b>Task List</b>	<p style="color: green; margin: 0;"><b>Click on the buttons to the right of the samples shown below to display the samples on your screen or to download a copy.</b></p>		
<b>FAQs</b>			
<b>Manuals</b>	<b>Sample Management Plan</b> 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
<b>Samples</b>			
<b>Tools</b>	<b>Sample State NFIRS Policy Manual Pages</b> 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
<b>Links</b>			
	<b>Sample State NFIRS Procedure Manual Pages</b> 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
	<b>Sample Transaction File Receipt Tracking System Spreadsheet</b> 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
	<b>Sample 5.0 Transaction File</b> 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
	<b>Sample 4.1 Master File</b> 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
	<b>Sample Computer Filing System for Transaction Files</b> 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><b>Sample Electronic State NFIRS Newsletter</b>          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><b>Sample Paper State NFIRS Newsletter</b>          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><b>Sample Contact Database</b>          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; font-weight: bold;">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.

<b>Managing NFIRS Data</b>				
<b>USFA Logo</b>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>	
<b>Tutorial Menu</b>	<b>Tools</b>			
<b>Task List</b>	<b>Click on the buttons to the right of the tools shown below to display the tools on your screen or to download a copy.</b>			
<b>FAQs</b>				
<b>Manuals</b>	<b>Choosing a Software Package</b> 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	
<b>Samples</b>				
<b>Tools</b>	<b>Staffing Resources Tables</b> 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	
<b>Links</b>	<b>Suggested Policies and Procedures</b> Detailed list and description of policies and procedures you may want to write and distribute when you implement NFIRS 5.0.	View	Down-load	
	<b>Budget Items Table</b> 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	
	<b>Detailed Discussion of the Validation Process</b> 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	
	<b>Conversion Issues PowerPoint Presentation</b> 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	
	<b>Data Conversion Tables</b> 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	
	<b>Transferring Data to the National Database</b> 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	
<b>Click on the Next arrow to continue.</b>				

**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



<b>Managing NFIRS Data</b>					
<b>USFA Logo</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>Main Menu</b></td> <td style="width: 25%; padding: 5px;"><b>Help</b></td> <td style="width: 25%; padding: 5px;"><b>Glossary</b></td> <td style="width: 25%;"></td> </tr> </table>	<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>	
<b>Main Menu</b>	<b>Help</b>	<b>Glossary</b>			
<b>Tutorial Menu</b>	<b>Links</b> <span style="float: right;"> </span>				
<b>Task List</b>	This page contains a number of links you may find useful in managing your NFIRS 5.0 implementation				
<b>FAQs</b>	<b>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.</b>				
<b>Manuals</b>	<ul style="list-style-type: none"> <li>• <b>Links to Specific NFIRS Site Pages</b></li> <li>• <b>Links to NFIRS Related Organizations</b></li> <li>• <b>Links to State NFIRS Information Pages</b></li> <li>• <b>Links to State Policy and Procedure Pages</b></li> </ul>				
<b>Samples</b>					
<b>Tools</b>					
<b>Links</b>					
<b>Links to Specific NFIRS Site Pages</b>					
<b>NFIRS 5.0 List of State Coordinators</b> This link to the NFIRS 5.0 Web site links directly to a searchable list of NFIRS 5.0 state coordinators and contact persons.	<a href="http://www.usfa.fema.gov/pocs/">http://www.usfa.fema.gov/pocs/</a>				
<b>NFIRS 5.0 Support Center</b> 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).	<a href="http://www.usfa.fema.gov/nfdc/nfirs-help.htm">http://www.usfa.fema.gov/nfdc/nfirs-help.htm</a>				
<b>Incident Type/Module Rules</b> A link on the USFA Web site that describes some general information about incident type codes and module rules.	<a href="http://www.nfirs.fema.gov/rules.htm">http://www.nfirs.fema.gov/rules.htm</a>				
<b>NFIRS Technical Bulletins</b> This link to the NFIRS 5.0 Web site links to a collection of technical bulletins relating to NFIRS 5.0.	<b>NOTE:</b> Unable to find link for these bulletins. Can one of the reviewers provide this link?				
<b>NFIRS News Page</b> This link to the NFIRS 5.0 Web site links to the latest information about NFIRS 5.0 updates, releases, bug fixes, etc.	<a href="http://www.nfirs.fema.gov/news.htm">http://www.nfirs.fema.gov/news.htm</a>				
<b><u>Back to Top</u></b>					

<b>Links to NFIRS Related Organizations</b>	
<p><b>National Fire Information Council</b>                  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><a href="http://www.nfic.org">http://www.nfic.org</a></p>
<p><b><u>Back to Top</u></b></p>	
<b>Links to State Policy and Procedure Pages</b>	
<p><b>Procedure for Sending an Incident Report File to the State</b>                  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><a href="http://www.dps.state.mn.us/fmarshal/mfirs/SendingIncidentReport.html">http://www.dps.state.mn.us/fmarshal/mfirs/SendingIncidentReport.html</a></p>
<p><b>NOTE:</b> Reviewers, please recommend additional pages to be added here.</p> <p><b><u>Back to Top</u></b></p>	
<b>Links to State NFIRS Information Pages</b>	
<p><b>State NFIRS Web Page</b>                  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><a href="http://www.dps.state.mn.us/fmarshal/firemfirs.html">http://www.dps.state.mn.us/fmarshal/firemfirs.html</a></p>
<p><b>Tips For Completing NFIRS Modules</b>                  This link is to the Michigan Fire Marshal Office Statistics Index page and contains tips and hints for completing the NFIRS modules.</p>	<p><a href="http://www.mspfmd.org/nfir_tips.pdf">http://www.mspfmd.org/nfir_tips.pdf</a></p>
<p><b>NOTE:</b> Reviewers, please recommend additional pages to be added here.</p> <p><b><u>Back to Top</u></b></p>	
 	
<p><b>Click on the Next arrow to continue.</b></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.