

**Work Instruction**  
**Document Control/Task Lead -**  
**Distribute Determination**

## Purpose

This work instruction is used to the process conducted by Document Control or the Task Lead to complete the following steps:

- Input the date of completion or letter date
- Input the publication and dates
- Input planned effective date

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## Prerequisites

- The Review Determination activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP and → Workbench → Work Items →</b> <b>and</b> <b>Claim → Distribute Determination</b>
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## Work Steps

Mapping  
INFORMATION PLATFORM

Welcome JenDocControl | Log out | FEMA Dictionary | MIP Help?

Home | Map Modernization | News & Events | Tools & Links | Map Viewer | **Workbench** | MIP User Care

Workbench Home | **Work Items** | Project Dashboard | Reports & Form Letters | Search & Retrieve Data | Create Project

Home » Workbench » Work Items

### Work Item List - JenDocControl - February 12, 2009

Claim a task by clicking the Claim button. Clicking on the Activity Name link will display information in the Work Item Details (below). Click on column names to sort by that column. The input field filter your work item list.

- **Options:** Add, remove, and reorder columns in your Work Items list
- **Refresh:** Display new activities in your Work Items list and remove activities claimed by others
- **Activity Reference Guide:** Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Date
All	All	All		
<b>Claim</b>	Distribute Determination	09-05-0009P	The Villas at Dawson's Creek	02/12/09



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: **Claim** to claim the activity
2. Click on: **Distribute Determination** to enter the Distribute Determination activity

Work Item Details - Project # 09-05-0009P ?

**Distribute Determination** | [Review](#)

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**Distribute Determination**

Enter the mailing date for determination letter and BFE publication information. Click "Continue".

**\* indicates a required field.**

Review Determination Results

Outcome: Accept

Comments :

**Bypass Appeal Period for the Project:**

Determination Letters

All Determination Letter fields are required if an appeal period is required.

Community: FORT WAYNE, CITY OF, CID: 180003  
Letter Type: 102-I-A-C

<b>* Date of Letter</b>	<input type="text"/>	(MM/DD/YYYY)
<b>Newspaper</b>	<input type="text"/>	
<b>BFEs on the Web Notification</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>1st Proposed Publication Date</b>	<input type="text"/>	(MM/DD/YYYY)
<b>2nd Proposed Publication Date</b>	<input type="text"/>	(MM/DD/YYYY)
<b>* Effective Date</b>	<input type="text"/>	(MM/DD/YYYY)

[Continue >](#)

	At any point, the user may click the ? to access helpful hints regarding the information on this screen.
	Notice this screen shows the FEMA Lead Determination Results including any comments they may have entered.
	Check the Bypass Appeal Period for the Project checkbox if the appeal period needs to be bypassed and the case completed at the Distribute Determination step because BFEs are not changing. This can occur when the BFE changes are too small to warrant publication
	This Determination Letters section of this screen displays the letter type code that was generated based on the information entered in the Determination Section in the Community Information module within the Process Request activity. Verify that the correct letter code was generated and contact MIP Help if changes are required.

	Notice Date of Letter date is also known as the Project Complete Date which stops both the Internal Turnaround Time and the Regulatory Turnaround Time clocks. This date should correspond to the issue date of the LOMR or CLOMR.
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3. Click to enter Date of Letter in MM/DD/YYYY format

4. Click to enter the Newspaper
5. Click to enter 1st Proposed Publication Date in MM/DD/YYYY format

	Note this date starts the appeal period.
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6. Click to enter 2nd Proposed Publication Date in MM/DD/YYYY format

	Refer to the <i>Document Control Procedures Manual</i> on <a href="http://www.fema.gov">www.fema.gov</a> for more information on calculating the Effective Date.
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7. Click to enter the Effective Date in MM/DD/YYYY format

**At this point, scroll down and upload the determination document and attachments to Content Manager. The revisions cover letter should not be uploaded.**

Determination Letters

All Determination Letter fields are required if an appeal period is required.

Community: FORT WAYNE, CITY OF, CID: 180003  
Letter Type: 102-I-A-C

<b>* Date of Letter</b>	<input type="text" value="09/11/2008"/>	(MM/DD/YYYY)
<b>Newspaper</b>	<input type="text" value="The Journal Gazette"/>	
<b>BFEs on the Web Notification</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>1st Proposed Publication Date</b>	<input type="text" value="09/19/2008"/>	(MM/DD/YYYY)
<b>2nd Proposed Publication Date</b>	<input type="text" value="09/26/2008"/>	(MM/DD/YYYY)
<b>* Effective Date</b>	<input type="text" value="01/11/2009"/>	(MM/DD/YYYY)

[Continue >](#)

8. Click the Revision Type dropdown box and select the revision type
9. Click to enter the Effective Date

	<p>For uploaded files, it is critical that the Flooding Source be included in the abstract to facilitate searches in the Search &amp; Retrieve portal in the MIP.</p> <p>Therefore, the abstract field must include the Flooding Source(s) exactly as it appears on the FIRM, the Model Type, and the BFE Range and Reach Description. The BFE Range and Reach Description should state the downstream point and the upstream point for which the model is effective.</p>
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10. Click to enter the Abstract
11. Click the Access Restriction dropdown box and select the restriction level
12. Click the File Upload radio button
13. Click Continue

Determination Letters

All Determination Letter fields are required if an appeal period is required.

Community: FORT WAYNE, CITY OF, CID: 180003  
Letter Type: 102-I-A-C

* Date of Letter	<input type="text" value="09/11/2008"/>	(MM/DD/YYYY)
Newspaper	<input type="text" value="The Journal Gazette"/>	
BFEs on the Web Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No	
1st Proposed Publication Date	<input type="text" value="09/19/2008"/>	(MM/DD/YYYY)
2nd Proposed Publication Date	<input type="text" value="09/26/2008"/>	(MM/DD/YYYY)
* Effective Date	<input type="text" value="01/11/2009"/>	(MM/DD/YYYY)

[Continue >](#)

14. Click on:

The screenshot shows a file selection dialog box overlaid on a web application. The dialog box displays a list of files in the 'My Documents' folder, including 'FEMA Mapping Information Platform\_files', 'IBM Simulation Producer', 'My Music', 'My Pictures', 'SIMPRO', 'Updater5', '09-05-0009P-180003-102IAC.pdf', 'FEMA Mapping Information Platform.htm', and 'SIMULATIONS list.html'. The 'Files of type' is set to 'All Files (\*.\*)'. The 'Open' button is highlighted.

Below the dialog box, the web application interface is visible. It features a 'Continue >' button. The main content area is titled 'Load Data Artifacts' and contains a table for 'Submission Details' and a 'Submission Method' section.

**Submission Details:**

Revision Type:	Final Determination
Effective Date:	01/11/2009
Abstract:	Becketts Run HEC-2 from approximately 220 feet upstream of Coldwater Road to just upstream of the Abandoned Railroad Bridge and BFE 797 to BFE 814
Access Restriction:	No restriction

**Submission Method:**

\* Select File to Upload:

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

Navigation buttons: '< Back' and 'Complete'.

15. Select file to upload and click Open
16. Click on:  to save the file
17. Click on:  to move to the Review screen

The screenshot shows a navigation menu with the following items:

- ▶ Supplementary Data
- ▶ Fee Invoice Information
- ▶ Community 180003 Information:
- ▶ Violation Status
- ▶ Letters
- ▶ Data Received
- ▶ Assign Project Resource
- ▶ Administer Fee/Receive Additional Fee
- ▶ Suspend Project
- ▶ Audit Determination
- ▶ Review Determination
- ▶ Distribute Determination

Navigation buttons: '< Back' and 'Continue >'.



On the Review screen, click the twistie to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

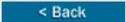
18. Review the information and click  to advance to complete task

Work Item Details - Project # 09-05-0009P 

Distribute Determination | Review

**Distribute Determination** 

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.  
The Engineer inputs the date of completion, publication (where needed) and planned effective date.  
Click to view the [workflow history](#) for this project.





Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

19. Click on:  to complete activity

### Results

If the case does not require an appeal period (i.e the letter code does not contain the letter A), then the case will show a Completed status in the MIP after this activity is finished and will no longer be accessible through the workflow.

However, if the case does require an appeal period, the case will be considered issued, will remain active in the workflow, and have the reporting status of Completed. The case will continue in the workflow and go to BFE Publication Affidavit activity for the Task Lead.

Last updated: March 2009