



# FEMA

**Risk MAP**

## **Revisions Training**

**May 2010**

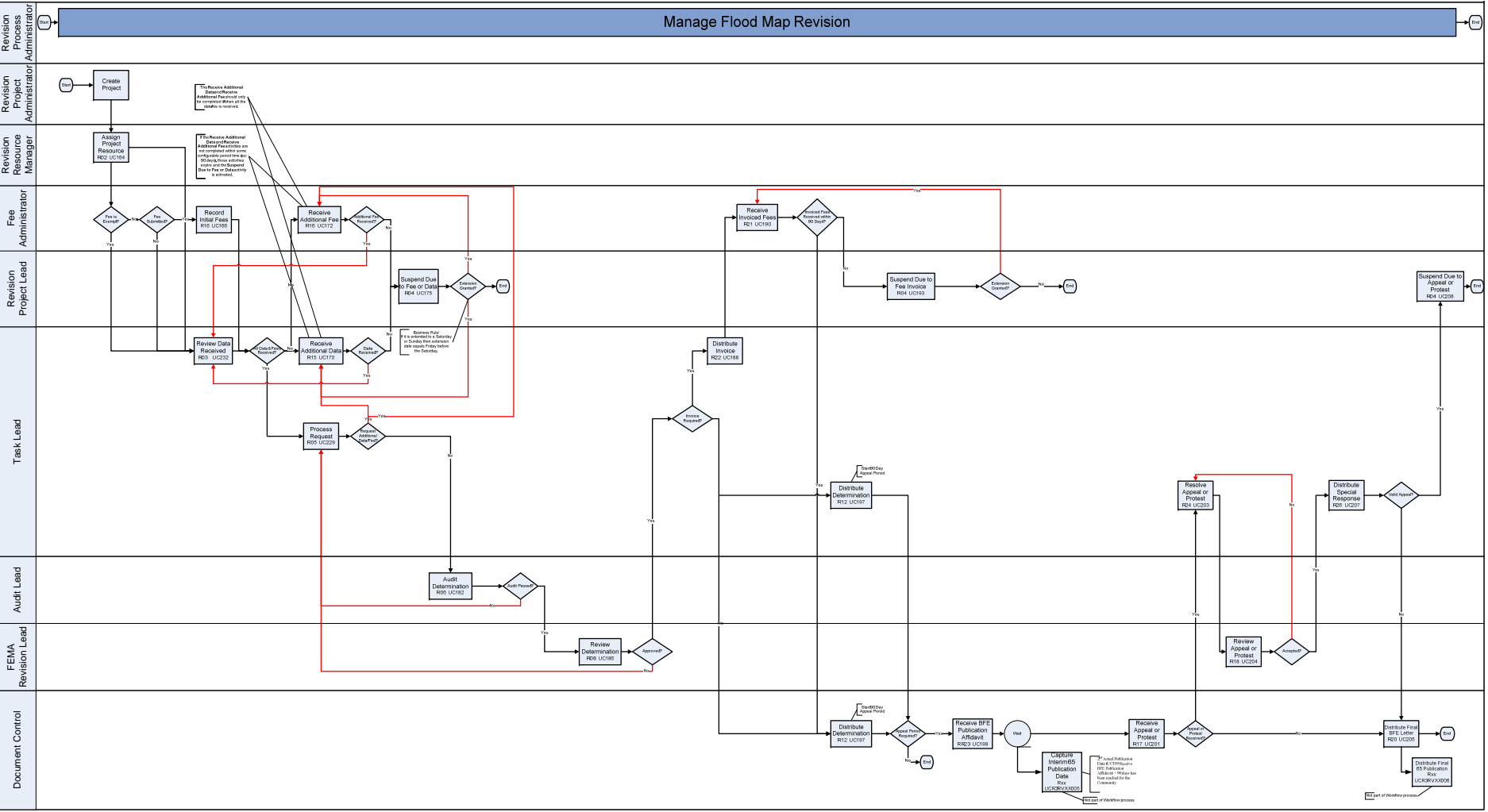
- **Mapping Information Platform (MIP):** The web-based tool that enables the management, production, extraction and sharing of flood hazard data
- The MIP is a time-saving tool that allows revision engineers and managers to process, track and manage cases more efficiently
- Access the MIP at [www.hazards.fema.gov](http://www.hazards.fema.gov)

- Revisions is the term used in MIP for the MT-2 workflow process, which involves receiving, processing and issuing Letters of Map Revision (LOMRs) and Conditional Letters of Map Revision (CLOMRs)
- A LOMR is a letter from FEMA officially revising the current Flood Insurance Rate Map (FIRM) to show changes to floodplains, floodways or flood elevations
  - A LOMR typically revises a small portion of an effective FIRM
  - LOMRs can also revise profiles and tables from a community's Flood Insurance Study (FIS) report
  - Annotated maps, profiles and tables are provided with a LOMR to show the revisions made to the FIRM and FIS report
- A CLOMR is a letter from FEMA commenting on whether a project, if built as proposed, would meet minimum NFIP standards [see 44 Code of Federal Regulations (CFR) Ch. 1, Parts 60, 65 and 72]

- The revisions workflow training highlights how to complete revision cases based on the general workflow, sorted by MIP role
- The training also highlights the following branches that may occur in revisions processing:
  - Appeals or Protests
  - Violations
  - Invoices for Alluvial Fan

Role	Description
<b>Revision Process Administrator</b>	Super-user for revisions who can perform all activities in the process (i.e. claim an activity regardless of role) and can change the owner of an activity
<b>Revision Project Administrator</b>	User who is responsible for initiating new cases (i.e., entering all required case information)
<b>Revision Resource Manager</b>	User who can assign a specific engineer to a case
<b>Fee Administrator</b>	User who can handle the receipt and logging of fees for revision cases
<b>Revision Project Lead</b>	User who can suspend cases; also a user who can also be designated to process a revision
<b>Revision Task Lead</b>	User who can process revisions (i.e., are assigned by the Resource Manager).
<b>Audit Lead</b>	User who reviews revision cases before sending to FEMA
<b>FEMA Revision Lead</b>	User from FEMA who can review and approve cases
<b>Document Control</b>	User who completes the post-processing activities associated with revision cases (e.g., Distribute Determinations, Receive Appeal or Protest)

# Revision Workflow



- Revision workflow allows the step-by-step tracking of LOMR and CLOMR cases
- Determination document and cover letter generated by the MIP
- Reporting capabilities that allow engineers to manage their individual case load and summarize specific case information
- Upload of completed case documents and data to Content Manger

- Reporting capabilities allow managers to identify cases at risk for being past regulatory completion timeframes
- Allow managers to gain an overall picture of case distribution for their region



- Reporting capabilities allow FEMA to run reports on status of MT-2 completions at any given time
- FEMA approval step within the revisions workflow provides a placeholder for FEMA review and comment of specific cases

- **Work Item List** – displays all active projects and activities for a user to claim and complete
- **Workflow History** – displays a history of all activities in the project, including a description of the activity, who can claim the activity or who claimed and completed the activity, and possible next activities in the workflow
- **Activity Reference Guide** – a list and description of each data field for every activity in the workflow
- **Task** – often used interchangeably with activity; a task is an individual step in the workflow
- **Activity** – often used interchangeably with task; an activity is a group of tasks
- **Project** – MIP term for a case

 **Claim**

**Claim:** commits the activity to the individual user's Work Item list for completion. An unclaimed activity can appear to multiple users until one user claims it

 **Save Work**

**Save Work:** saves the information on the screen

 **Continue >**

**Continue:** moves to the next screen

 **< Back**

**Back:** moves to the previous screen

 **?**

**Question Mark:** provides additional information about the displayed screen, including definitions of each field



**Expand:** opens the Work Item List; does NOT save entered information



Modify

**Modify:** allows the user to change previously entered information.



Delete

**Delete:** permanently removes the data from the project.

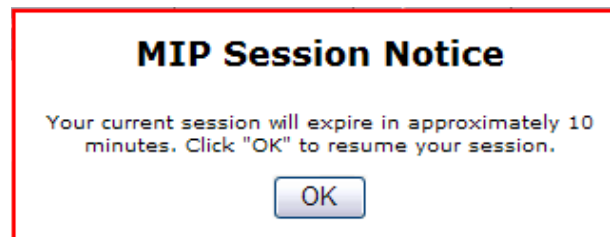


**Calendar Icon:** allows the user to select a specific date from a calendar view.



**Workflow History:** provides a description and history of all available, claimed and completed activities in the project

- Before claiming a task, talk to your manager to make sure you are claiming the right activity for the right project
- Once you click Claim, the activity no longer appears on other users' Work Item List and is only available for you to complete
  - The activity may be transferred or unclaimed by a manager with Process Admin rights or by MIP Help
- The MIP will time out after 30 minutes of inactivity. A pop-up box appears on the MIP screen to allow the user to extend their session. To avoid timing out while entering data, click Save and Close to save the data.



- Do not use the internet browser back button - use the navigation buttons in the tool to move backward

Use this:



NOT this:



- Throughout the MIP a red asterisk (\*) denotes a required field
- Comment boxes throughout the MIP allow the user to enter additional information to track with the project
- Be sure to click the various Add blue buttons at the bottom of each section prior to clicking Continue or Complete. This is how the MIP captures entered data.

Add Community

Add Map Panel



Add Letter

Add Enclosure

- **Simulations**
  - Individual modules of step-by-step instruction and tips to complete each activity in the revisions workflow
- **Work Instructions**
  - Each simulation converted into a Word document with screen shots and tips for each activity
- **MIP User Care - [www.hazards.fema.gov](http://www.hazards.fema.gov) > MIP User Care tab**
  - A repository of frequently asked questions and support materials
- **FEMA Library - [www.fema.gov/library](http://www.fema.gov/library)**
  - Document Control Procedures Manual

- **Before getting started:**
  - Simulations require Java is installed on your computer
    - Go to the sun java website  
<http://java.sun.com/products/archive/index.html> You will need to download either JRE or J2RE version 1.6 or higher
  - For ease of use, refer to the Simulation Pop-up blocker procedures to adjust your computer settings
  - Maximize screen to view scrollbars, if necessary
- **Simulations are a snapshot of the real MIP**
  - Simulations only allow the user to click on links and buttons inside the blue boxes
- **Used to simulate the live environment**
  - Walks the user step-by-step through process
  - Does not show the passage of time



- **Launching simulations:**
  - Click: [CLICK HERE TO BEGIN.html](#) to view the table of contents
  - Click on a link to open a specific module
  - Click **Play As Guide Me** to start the simulation
- **Navigating simulations:**
  - Read the text on the screen and click within the blue boxes to move through the simulation
  - The   icons are available throughout the simulations to highlight important information
  - At any time during the simulation click the Pause button to only use the Forward and Back buttons. Click the Play button to return to clicking through the blue boxes on the screen:



- Email: [MIPHelp@riskmapcds.com](mailto:MIPHelp@riskmapcds.com)
- Call: 877-FEMA-MAP (1-877-336-2627)