

MIP Service Pack 12

Content Release Notes

January 2007



FEMA

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1. Introduction

The Service Pack 12 Release Notes contain helpful information for the Mapping Information Platform (MIP) user community regarding the contents of this service pack. This document provides the users with great detail in regards to the exciting new enhancements, known as change requests (CRs), to the MIP. To review the individual CRs found in MIP Service Pack 12 please review section 2 of this document. Please note that certain CRs affect more than one function (such as Amendments, Revisions, and Studies) and are listed multiple times.

For your reference, the MIP team has identified each CR by a specific number. If you have more questions about a specific CR, please contact MIPHelp (miphelp@mapmodteam.com or 1- 877-FEMA-MAP). In your request please provide the CR number, Service Pack number (Service Pack 12), and reference this document.

An exciting new tool, the MIP Address Book, has been added as part of Service Pack 12 to the MIP. The address book, found on the Tools & Links page, allows users to search for contact and address information and export, edit, and print this information. There is also an “Add Record” feature that allows users to add a new contact for future use.

The MIP team has also developed a user guide for the MIP Address Book. This user guide provides users with direction and tips to accessing and utilizing the tool. The guide consists of easy to comprehend instructions, numerous screenshots of the tool and its many functions, and some insight into the type information that can be extracted, as well as added, to the tool. For a copy of the MIP Address Book User Guide users may contact their Regional Management Center (RMC) or download one from the MIP by clicking MIP Address Book Function under “News and Highlights.”

An overview of the MIP Address Book can be found in Section 3 of this document.

2. Service Pack 12 CRs

Amendments

CR 5740

This service pack will deploy an address book tool for registered users. Registered users can use this tool to search for addresses from a database from several data sources as well as data entered directly into the address book by registered users. The search engine provides users with drop down menu's and open text fields to find the desired address. Users will be able to print this address from the MIP as an export to MS Word. This tool will be found as a tab on the Tools & Links page. The MIP Team will also provide an address book user guide to accompany this new feature. This guide will be available on the MIP; users may also request a copy from their RMC.

CR 10094

Organization Name and Region are no longer defaulted. Now, when creating an Amendment Project in the MIP, Project Administrators will be required to select the proper Organization Name and Region from a dropdown field. This will address the issue of projects being inadvertently created for the default Organization and Region.

CR 10099

When creating an Amendment Project; Project Administrators will be able to navigate back to the initial screen, where they select the Organization Name. This will afford the Project Administrators the ability to make any necessary changes.

CR 10367

The County-Wide option will be removed from the Community dropdown menu in the Amendments Workflow, as it does not apply to Amendments Projects.

CR 10629

When a new Amendment is created from an eLOMA, the Licensed Professional's (LP's) contact information will be populated into the Main Requestors field. If there is a Property Owner name associated with the eLOMA, it will not be populated into the Amendment's Other Requestor fields.

Content Management

CR 10523

When a file is uploaded by Revisions users into the Content Manager, it will be saved, automatically, for every community. This will save time, as users will no longer need to upload their files separately.

Dashboard

CR 6632

The following statuses will be shown on the Dashboard:

- Amendments: Active, Inactive
- Revisions: Active, Inactive
- Studies: Active

eLOMA

CR 10237

The MIP will provide the eLOMA Audit lead with the eLOMA case number in the Audit screen. This will save the user's time as they will no longer need to depend on the reports to get a case number.

CR 10392

A pop – up alert has been added to eLOMA to ensure that eLOMA Licensed Professionals (LPs) are selecting the proper Base Flood Evaluation (BFE) Determination method within the application, which will improve the quality of an eLOMA submitted by an LP. When an LP selects a BFE Determination method other than the FIS report choices they will see a message that tells them they can only use those methods when more detailed information is not available in the FIS report

CR 10489

The eLOMA tab on the sub navigation bar will be moved to the main navigation bar between Tools & Links and Learning. This will make it easier for users to navigate to eLOMA. The eLOMA tab will only appear for authenticated LP/Audit Leads, once they are logged into the MIP.

CR 10519

The following question will be added to the Qualifying Questions page in eLOMA:

- “Is the structure or legally recorded parcel of land located in Flood Zone AE, A1 – A30, or AH?”

HDM Quality Assurance/Quality Control (QA/QC)

CR 10849

There will be a new filter for contents of submissions to HDM. Users will use the existing imagery filter for Final submissions, and only files/extensions will be allowed in the attached spreadsheet.

Mapping

CR 10891

The “Basic” and “Advanced” tabs will be removed from the Map Viewer, replaced by a single Map Viewer. This change will improve the simplicity of the Map Viewer without sacrificing functionality.

CR 10893

The Map Viewer will only be available in one size option. This will simplify the tool without sacrificing functionality.

CR 10981

There will be an added status layer to the Map Viewer, for areas which partial Digital Flood Insurance Rate Map (DFIRM) data are available. This new status layer will show the areas with partial DFIRM data availability in a different color. Please note that the partial DFIRM layer availability will be visible between “Max” scale to 1: 500,000. It will not be visible at a lower scale.

Process Administration

CR 10674

Prior to this release, MIP users relied on MIPHelp to modify certain details in a project. This enhancement to the Process Admin (PA) Tool will allow certain specially trained users the ability to modify these details on their own. To utilize this function, a new role, Process Administrator Auditor, will be created for the Amendments and Studies workflow. The new functionality will also be available to authenticated Revisions users with the following roles: Revision Project Administrator, Revision Process Administrator, and/or Revision Resource Manager.

Reports

CR 10180

Previously, there were a significant number of reports that contain the projects with the status of “Removed”, junk projects. These junk projects will now be removed from the report display. The LOMC Case Tracking Report will continue to display projects with the status of “Removed”, so there will be some record of the existence of these projects available to registered users.

Studies Reports

CR 9464

A “Status” field (On Hold/Active/Completed) has been added to the Study Performance Report, Public Project Locator, and Project/Actual Study Report.

Revisions Reports

CR 10656

The Revisions Cases in Progress report will no longer display the turnaround time values for any project that has completed Review Determination (R08) activity and was approved. Also such projects should not be counted in the 145 day and 90 day calculations.

Revisions

CR 5740

This service pack will deploy an address book tool in the workflow for registered users. Registered users can use this tool to search for addresses from a database from several data sources as well as and data entered directly into the address book by registered users. The search engine provides users with drop down menu's and open text fields to find the desired address. Users will be able to print this address from the MIP as an export to MS Word. This tool will be found as a tab on the Tools & Links page. The MIP Team will also provide an address book user guide to accompany this new feature. This guide will be available on the MIP; users may also request a copy from their RMC.

CR 9993

The Mecklenburg county Letter of Map Revision (LOMR) delegation program staff will now have resolution at the county level in the Revisions Workflow.

CR 10094

Organization Name and Region are no longer defaulted. Now, when creating an Revision Project in the MIP, Project Administrators will be required to select the proper Organization Name and Region from a dropdown field. This will address the issue of projects being inadvertently created for the default Organization and Region.

CR 10099

When creating a Revision Project; Project Administrators will be able to navigate back to the initial screen, where they select the Organization Name. This will allow the Project Administrations to make any necessary changes.

CR 10398

The Audit lead role will be transitioned to MOD HQ and the RMCs.

CR 10441

There will be additional logic added to the Revisions workflow to protect against the submission of erroneous or inaccurate data. In summation, these changes will improve the user's ability to enter, and later access accurate data (such as publication dates).

CR 10714

Certain "Acknowledge" letter type values are unnecessary to the users to complete their tasks in the Revisions workflow. These will be removed from the drop down lists in the revisions workflow. The remaining letter "Acknowledge Receipt of Request / All Data Received" will appear in the drop down list, but will not be generated by the MIP.

Sequencing

CR 6952

This enhancement will change the calculation involved in the FEMA Funding – Distribution of Funds section on the Metrics tab. When viewing data at a Regional level, this section will compare Regional Plan to Regional Target. When viewing the data at a National level, this section will compare National Plan to National Target. This will improve the usefulness of the FEMA Funding – Distribution of Funds Metrics tab.

CR 10563

The capability to change the decile ranking for counties will be added. This task, however, will be available to Mapping on Demand (MOD) Alexandria Sequencing users only. As part of the data cleanup for this CR, all county decile rankings in the Sequencing Tool will be replaced by decile rankings based on the Census Block Group analysis.

Studies

CR 5740

This service pack will deploy an address book tool in the workflow for registered users. Registered users can use this tool to search for addresses from a database from several data sources as well as and data entered directly into the address book by registered users. The search engine provides users with drop down menu's and open text fields to find the desired address. Users will be able to print this address from the MIP as an export to MS Word. This tool will be found as a tab on the Tools & Links page. The MIP Team will also provide an address book user guide to accompany this new feature. This guide will be available on the MIP; users may also request a copy from their RMC.

CR 10452

In order to more accurately and easily collect leverage data and report it for FEMA and Key Performance Indicator (KPI) 3, the screens in the Scoping, Data Development tasks, and QA/QC tasks have been updated. This will include adding fields to input additional data, adding new comment fields, better clarifying what information should be inputted, and providing additional help text to assist users. This will help to ensure that different types of leverage are being reported and stored in the same place. It will also help to ensure the accuracy of the leverage that we are reporting since the task owner will be responsible for reporting the leverage. Additionally, leverage will become a required field.

CR 10625

This will implement the second section (Study Data) to the MIP Compendium Report. Users will now be able to obtain monthly Map Panel information from FEMA's Map Service Center (MSC) utilizing Flood Map Status Information System (FMSIS). Users will also be able to properly tag the map panel numbers with the appropriate asterisks (none, *, **, ***).

Studies Letters

CR 9825

FEMA periodically changes "static" text in the compliance/adoption letters. These static changes can now be performed through Process Admin, which will save a significant amount of time and resources.

3. MIP Address Book

The new address book tool, available to authenticated users, facilitates the management of contact information on the MIP. Users can utilize this feature, located as a tab on your screen under Tools and Links, to search, retrieve, add, and edit certain contact information.

Contact information is stored in two categories within the MIP: *editable* and *non-editable contacts*. Editable contacts are created using the MIP Address Book's *add record* functionality and can be updated using the *edit record* feature. Non-editable contacts consist of information that is retrieved by the MIP Address Book from an outside application. Users will not be permitted to edit this information via the MIP Address Book.

The Address Book allows users to search contact information available through the MIP. Once the user has found the contact records that they've searched for, the user can then print that information to an envelope or label, as the information is automatically exported to MS Word. Multiple addresses can be printed simultaneously.

MIP Address Book Sources

The MIP Address Book allows users to search and retrieve contact records from several sources. The following are a list of these sources:

Table 1. Address Book Source Information

Source	Source Description
Project Contacts	All entries related to projects that are entered in the workflow. Also known as <i>non-editable contacts</i> .
MIP Contacts	All entries that have been entered in to the MIP database and are used as reference information by the MIP. Also known as <i>non-editable contacts</i> .
CIS Contacts	All entries that are from the CIS system that are accessed by the MIP system as "Read Only." Also known as <i>non-editable contacts</i> .
Custom Contacts	All entries that are created through the address book. Also known as <i>editable contacts</i> .