

Work Instruction
MOD HQ –
Manage Map Adoption

Purpose

This work instruction is used to provide an overview of the activities performed by MOD HQ during the Manage Map Adoption workflow. These activities include:

- Check Adoption Status
- Prepare 90 Day Suspension Notification
- Distribute 90 Day Suspension Notification
- Recheck Adoption Status
- Prepare 30 Day Suspension Notification
- Distribute 30 Day Suspension Notification
- Confirm Adoption Status

The completion of these activities is based on the Effective Date which can be found on www.fema.gov under Compilation of LFD Lists.

The MIP captures the history of when you have completed these activities. The 90 and 30 Day Suspension Notifications must be sent prior to 90 (or 30) days before the effective date, regardless of when this step is completed in the MIP. However, all MIP activities must be completed in order to advance the workflow.

Prerequisites

- The Distribute LFD Letter activity is complete
-

Navigation


Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Check Adoption Status
---------------	---

Work Steps

The screenshot shows the Mapping Information Platform Workbench. The top navigation bar includes links for Home, Map Modernization, News & Events, Tools & Links, Map Viewer, Workbench, MIP User Care, Process Admin, and MARS. The breadcrumb trail is Home > Workbench > Work Items. The main heading is 'Work Item List - modhqjll - January 22, 2009'. Below this, there is a 'Claim' button and a table of work items. The table has columns for Action, Activity Name, Case Number, Project Name, Community, Date Posted, and Workflow History. The first row shows 'Check Adoption Status' with a 'Claim' button highlighted.



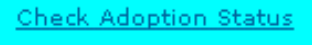
Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.

1. Click on:  to claim the activity



Check Adoption Status - This is the first task in the Map Adoption portion of the workflow. The user checks the Ordinance Review Screens in the Community Information System (CIS) to determine if any of the communities in that study have adopted a compliant ordinance.

If any community(ies) adopted, the appropriate box(es) is(are) checked on the task screen and the adoption date is entered. This portion of the workflow ends here if every community has adopted.

2. Click on:  to enter the Check Adoption Status activity

CIS)	
Ordinance Adoption Date	<input type="text"/>
Automatic Adoption	<input type="checkbox"/>
Comments	<input type="text"/>
Community Name:	VANLEER, TOWN OF
CID:	470436
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Automatic Adoption	<input type="checkbox"/>
Comments	<input type="text"/>
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Automatic Adoption	<input type="checkbox"/>
Comments	<input type="text"/>
<input type="button" value="Save and Close"/> <input type="button" value="Continue >"/>	

3. Enter applicable information on the screen for any communities that have adopted the effective map.
4. If you have non-participating or non-flood prone communities, click Ordinance Adopted and enter comments.
5. Some states have an Automatic Adoption clause in their ordinance. As applicable, click in this checkbox and send a different letter to the community.
6. If no communities have adopted, simply complete the task without adding any information.
7. Click on: to move to the Review screen

Work Item Details - Project # 09-04-00178 ?

Community Information | **Review**

< Back
Save and Close
Complete Task



Check Adoption Status

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Community Name:	BURNS, TOWN OF
CID:	470433
Ordinance Adopted (determined from CIS):	No
Ordinance Adoption Date:	
Automatic Adoption:	No
Comments:	

Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Ordinance Adopted (determined from CIS):	No
Ordinance Adoption Date:	
Automatic Adoption:	No
Comments:	

	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.
	If all communities have adopted at this point, this portion of the workflow would be complete.

8. Review the information and when satisfied, click



If not all communities adopted, the next activity is the Prepare 90 Day Suspension Notification to be conducted by MOD HQ.

Mapping INFORMATION PLATFORM
Welcome modhqjll | Log out | FEMA Dictionary | MIP Help?

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

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

Home > Workbench > Work Items

Work Item List - modhqjll - January 22, 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 fields below may be used to 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	Community	Date Posted	Workflow History
All	All	09-04-00178		All	01/22/2009	
Claim	Prepare 90 Day Suspension Notification	09-04-00178	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	




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

9. Click on:  to claim the activity



Prepare 90 Day Suspension Notification

This task is completed by MOD HQ once the suspension letters are prepared and sent to FEMA HQ for review. The user enters the date the letters were sent to FEMA and confirms that an internal review was completed on the letters for quality assurance purposes.

10. Click on:  to enter the Prepare 90 Day Suspension Notification activity

[Save and Close](#) [Continue >](#)

Prepare 90 Day Suspension Notification


* indicates a required field.

Enter 90 day suspension notification information. Click "Continue".

Communities not yet adopted:



Community Name:	BURNS, TOWN OF
CID:	470433
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Community Name:	DICKSON COUNTY *
CID:	470046
Community Name:	DICKSON, CITY OF
CID:	470335
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Community Name:	VANLEER, TOWN OF
CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248

* **Prepared by**

* **Date sent to FEMA for review** 

* **Internal Review Performed**

[Save and Close](#) [Continue >](#)

11. Click to enter the Date sent to FEMA for review
12. Click on:  to confirm Internal Review Performed
13. Click on:  to go to the Review screen

< Back
Save and Close
Complete Task

Prepare 90 Day Suspension Notification

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.


Click to view the [workflow history](#) for this project.

Communities not yet adopted:

Community Name:	BURNS, TOWN OF
CID:	470433
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Community Name:	DICKSON COUNTY *
CID:	470046
Community Name:	DICKSON, CITY OF
CID:	470335
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Community Name:	VANLEER, TOWN OF
CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248

Prepared by:	modhqjill
Date sent to FEMA for review:	08/15/2008
Internal Review Performed:	Yes

< Back
Save and Close
Complete Task



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.

14. Review the information and when satisfied, click Complete Task

The next activity is Review 90 Day Suspension Notification conducted by FEMA. Once that is complete, the next task for MOD HQ is Distribute 90 Day Suspension Notification.

Mapping INFORMATION PLATFORM
Welcome modhqjill | Log out | FEMA Dictionary | MIP Help?

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

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

Home » Workbench » Work Items

Work Item List - modhqjill - January 22, 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 fields below may be used to 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	Community	Date Posted ↑	Workflow History
All	All	09-04-00178		All	01/22/2009	
Claim	Distribute 90 Day Suspension Notification	09-04-00178	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	



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

15. Click on: **Claim** to claim the activity



Distribute 90 Day Suspension Notification - Once the suspension letters are approved from FEMA, MOD HQ distributes the letters to the communities and appropriate cc's. Both the date on the letter and the date the letters are mailed are entered in this activity.

16. Click on: [Distribute 90 Day Suspension Notification](#) to enter the Distribute 90 Day Suspension Notification activity

Distribute 90 Day Suspension Notification

*** indicates a required field.**

Enter the 90 day suspension notification distribution and letter date. Click "Continue".

Community Name:	BURNS, TOWN OF
Community CID:	470433
Community Name:	CHARLOTTE, TOWN OF
Community CID:	470434
Community Name:	DICKSON COUNTY *
Community CID:	470046
Community Name:	DICKSON, CITY OF
Community CID:	470335
Community Name:	SLAYDEN, TOWN OF
Community CID:	470435
Community Name:	VANLEER, TOWN OF
Community CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
Community CID:	470248

* **Distribute Date:**

* **Letter Date:**

17. Click to enter the Distribute Date of the notification
18. Click to enter Letter Date
19. Click on: to Continue to the Review screen

Work Item Details - Project # 09-04-00178

Distribute Notification | **Review**

Distribute 90 Day Suspension Notification

Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Communities to be notified:

Community Name:	BURNS, TOWN OF
CID:	470433
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Community Name:	DICKSON COUNTY *
CID:	470046
Community Name:	DICKSON, CITY OF
CID:	470335
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Community Name:	VANLEER, TOWN OF

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.

20. Review the information and when satisfied, click

The next task is Recheck Adoption Status completed by MOD HQ.

Mapping INFORMATION PLATFORM

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

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

Workbench Home / **Work Items** / Project Dashboard / Reports & Form Letters / Search & Retrieve Data / Create Project / SOMA / Compendium Panel

Home » Workbench » Work Items

Work Item List - modhqjill - January 22, 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 fields below may be used to 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	Community	Date Posted	Workflow History
All	All	09-04-00178		All		
Claim	Recheck Adoption Status	09-04-00178	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	



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

21. Click on: **Claim** to claim the activity



Recheck Adoption Status - The user checks the Ordinance Review screens in the Community Information System (CIS) to determine if any of the communities in that study have adopted a compliant ordinance. If any community(ies) adopted, the appropriate box(es) is(are) checked on the task screen and the adoption date is entered. This portion of the workflow ends here if every community has adopted.

22. Click on: [Recheck Adoption Status](#) to enter the Recheck Adoption Status activity

Work Item Details - Project # 09-04-0017S

Recheck Adoption Status | Review

Save and Close Continue >

Recheck Adoption Status

* indicates a required field.

Enter ordinance map adoption status for each listed community. Click "Continue".

Community Name:	BURNS, TOWN OF
CID:	470433
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Comments	<input type="text"/>

Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Comments	<input type="text"/>

23. Enter applicable information on the screen for any communities that have adopted the effective map.
24. If no communities have adopted, simply complete the task without adding any information.
25. Click on: Continue > to move to the Review screen

Work Item Details - Project # 09-04-0017S

Recheck Adoption Status | **Review**

< Back Save and Close Complete Task

Recheck Adoption Status



Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

Community Name:	BURNS, TOWN OF
CID:	470433
Ordinance Adopted(determined from CIS):	No
Ordinance Adoption Date:	
Comments:	

Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Ordinance Adopted(determined from CIS):	No
Ordinance Adoption Date:	
Comments:	

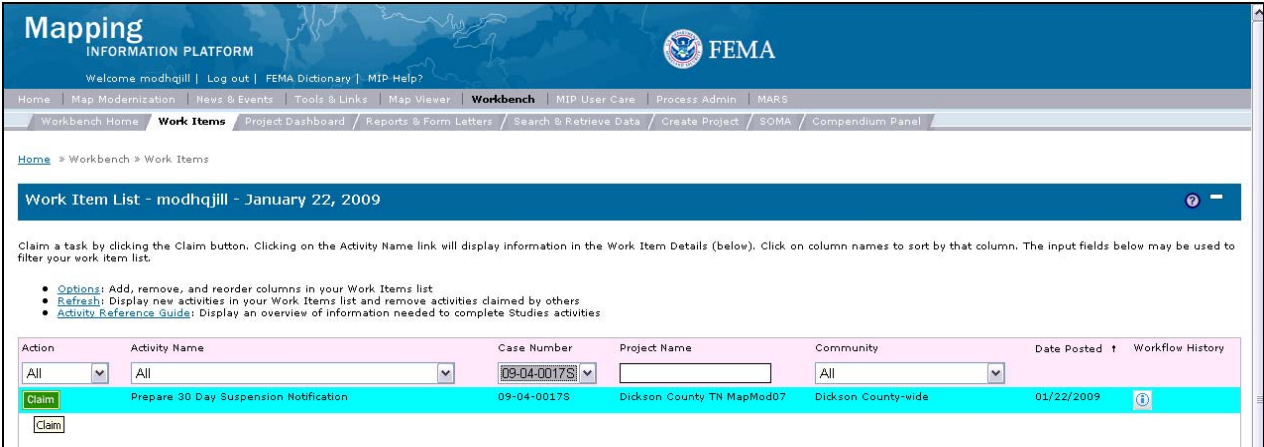
Community Name:	DICKSON COUNTY *
CID:	470046

	<p>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.</p>
	<p>If all communities have adopted at this point, this portion of the workflow would be complete.</p>


26. Review the information and when satisfied, click


[Complete Task](#)

If not all communities have adopted, the next activity is **Prepare 30 Day Suspension Notification completed by MOD HQ.**




The screenshot shows the 'Work Item List' for user 'modhqjill' on January 22, 2009. It includes a table with the following data:

Action	Activity Name	Case Number	Project Name	Community	Date Posted	Workflow History
Claim	Prepare 30 Day Suspension Notification	09-04-00178	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	

	<p>Only claim an activity that you are certain you should own or you have been instructed to claim. Contact your manager if you claim an activity in error.</p>
---	---

27. Click on: [Claim](#) to claim the activity

	<p>Prepare 30 Day Suspension Notification - This task is completed by MOD HQ once the 30 Day Suspension letters are prepared and sent to FEMA for review. The user enters the date the letters were sent to FEMA and confirms that an internal review was completed on the letters for quality assurance purposes.</p>
---	---

28. Click on: [Prepare 30 Day Suspension Notification](#) to enter the Prepare 30 Day Suspension Notification activity

Prepare 30 Day Suspension Notification

* indicates a required field.

Enter 30 day suspension notification information. Click "Continue".

Communities not yet adopted:

Community Name:	BURNS, TOWN OF
CID:	470433
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Community Name:	DICKSON COUNTY *
CID:	470046
Community Name:	DICKSON, CITY OF
CID:	470335
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Community Name:	VANLEER, TOWN OF
CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248

* Prepared by

* Date sent to FEMA for review

* Internal Review Performed

29. Click to enter the Date sent to FEMA for review

30. Click on: to note Internal Review Performed

31. Click on: to continue to the Review screen

Work Item Details - Project # 09-04-0017S

Prepare Notification | **Review**


Prepare 30 Day Suspension Notification


Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

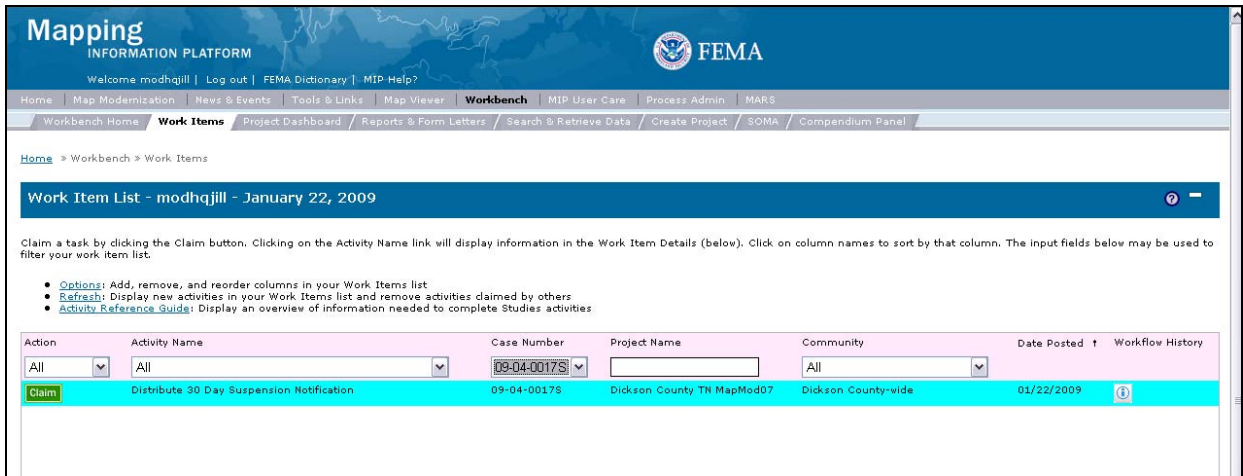
Communities not yet adopted:


Community Name:	BURNS, TOWN OF
CID:	470433
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Community Name:	DICKSON COUNTY *
CID:	470046
Community Name:	DICKSON, CITY OF
CID:	470335
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Community Name:	VANLEER, TOWN OF
CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248

 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.


32. Review the information and when satisfied, click 

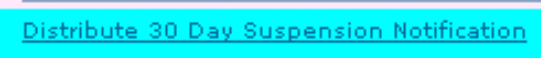
The next activity is **Review 30 Day Suspension Notification conducted by FEMA**. Once complete, MOD HQ is able to conduct **Distribute 30 Day Suspension Notification**.



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

33. Click on:  to claim the activity

 **Distribute 30 Day Suspension Notification** - Once the suspension letters are approved from FEMA, MOD HQ distributes the letters to the communities and appropriate cc's. Both the date on the letter and the date the letters are mailed are entered in this activity

34. Click on:  to enter the Distribute 30 Day Suspension Notification activity

Save and Close Continue >

Distribute 30 Day Suspension Notification

* indicates a required field.

Enter the 30 day suspension notification distribution and letter date. Click "Continue".

Community Name:	BURNS, TOWN OF
Community CID:	470433
Community Name:	CHARLOTTE, TOWN OF
Community CID:	470434
Community Name:	DICKSON COUNTY *
Community CID:	470046
Community Name:	DICKSON, CITY OF
Community CID:	470335
Community Name:	SLAYDEN, TOWN OF
Community CID:	470435
Community Name:	VANLEER, TOWN OF
Community CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
Community CID:	470248
* Distribute Date:	<input type="text"/>
* Letter Date:	<input type="text"/>

Save and Close Continue >

35. Click to enter Distribute Date

36. Click to enter Letter Date

37. Click on:  to move to the Review screen

< Back Save and Close Complete Task


Distribute 30 Day Suspension Notification


Review the information. Click "Complete Task" when done or click "Back" to make changes. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Click to view the [workflow history](#) for this project.

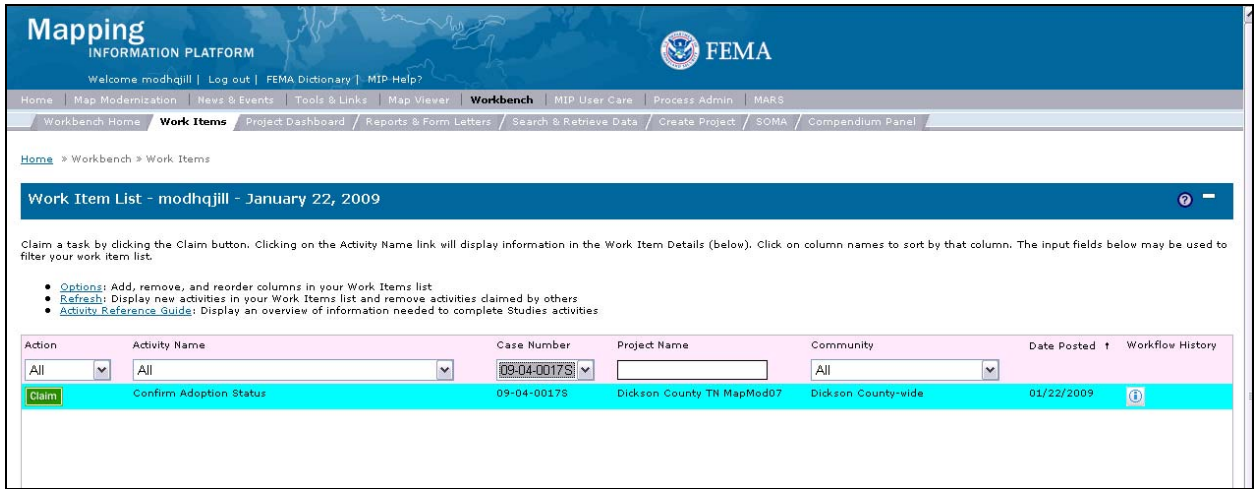
Community Name:	BURNS, TOWN OF
Community CID:	470433
Community Name:	CHARLOTTE, TOWN OF
Community CID:	470434
Community Name:	DICKSON COUNTY *
Community CID:	470046
Community Name:	DICKSON, CITY OF
Community CID:	470335
Community Name:	SLAYDEN, TOWN OF
Community CID:	470435
Community Name:	VANLEER, TOWN OF
Community CID:	470436
Community Name:	WHITE BLUFF, TOWN OF
Community CID:	470248
Distribution Date:	10/27/2008
Letter Date:	10/27/2008


< Back Save and Close Complete Task

	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.
---	--


38. Review the information and when satisfied, click 

The next task is **Confirm Adoption Status** completed by MOD HQ.



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

39. Click on:  to claim the activity

	Confirm Adoption Status - This is the last task in the Map Adoption portion of the workflow. MOD HQ checks the Ordinance Review Screens in the Community Information System (CIS) to determine if any of the communities in that study have adopted a compliant ordinance. If so, the appropriate box(es) is(are) checked on the task screen, the adoption date is entered and this portion of the workflow is complete.
---	---

40. Click on:  to enter the Confirm Adoption Status activity

Work Item Details - Project # 09-04-00178

Confirm Adoption Status | Review

Save and Close Continue >

Confirm Adoption Status

* indicates a required field.


Enter map adoption status for each listed community. Click "Continue".

Community Name:	BURNS, TOWN OF
CID:	470433
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Comments	<input type="text"/>

Community Name:	CHARLOTTE, TOWN OF
CID:	470434
Ordinance Adopted (determined from CIS)	<input type="checkbox"/>
Ordinance Adoption Date	<input type="text"/>
Comments	<input type="text"/>



If a community does not adopt the ordinance, coordinate with FEMA HQ to determine if a suspension is required.

41. Click on:  to note Ordinance Adopted
42. Click to enter Ordinance Adoption Date
43. Continue to enter the appropriate information for the rest of the communities.

Community Name:	SLAYDEN, TOWN OF
CID:	470435
Ordinance Adopted (determined from CIS)	<input checked="" type="checkbox"/>
Ordinance Adoption Date	11/14/2008
Comments	<input type="text"/>

Community Name:	VANLEER, TOWN OF
CID:	470436
Ordinance Adopted (determined from CIS)	<input checked="" type="checkbox"/>
Ordinance Adoption Date	11/14/2008
Comments	<input type="text"/>

Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Ordinance Adopted (determined from CIS)	<input checked="" type="checkbox"/>
Ordinance Adoption Date	11/14/2008
Comments	<input type="text"/>

Save and Close Continue >

44. Click on:  to move to the Review screen

Community Name:	DICKSON COUNTY *
CID:	470046
Ordinance Adopted(determined from CIS):	Yes
Ordinance Adoption Date:	11/14/2008
Comments:	
Community Name:	DICKSON, CITY OF
CID:	470335
Ordinance Adopted(determined from CIS):	Yes
Ordinance Adoption Date:	11/14/2008
Comments:	
Community Name:	SLAYDEN, TOWN OF
CID:	470435
Ordinance Adopted(determined from CIS):	Yes
Ordinance Adoption Date:	11/14/2008
Comments:	
Community Name:	VANLEER, TOWN OF
CID:	470436
Ordinance Adopted(determined from CIS):	Yes
Ordinance Adoption Date:	11/14/2008
Comments:	
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
Ordinance Adopted(determined from CIS):	Yes
Ordinance Adoption Date:	11/14/2008
Comments:	
<div style="display: flex; justify-content: space-between;"> < Back Save and Close Complete Task </div>	



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.

45. Review the information and when satisfied, click

Complete Task

Results

In this branch of the process, there are no further activities.

Last updated: March 2009