

Work Instruction
Producer - Manage Revalidation

Purpose

This work instruction is used to outline the process to complete the following activities:

- Prepare Revalidation Letter
- Distribute Revalidation Letter

This activity cannot be completed until 45 days prior to the effective date. On at least a monthly basis, return to this activity to see if new LOMCs arrived for any community.

Prerequisites

- The Distribute LFD Letter activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Prepare Revalidation Letter
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Work Steps

Mapping INFORMATION PLATFORM

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

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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
Claim	Prepare Revalidation Letter	09-04-0017S	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	?
Claim	Check Adoption Status	09-04-0017S	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	?



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



Prepare Revalidation Letter - The Producer is responsible for identifying the number of LOMCs revalidated for each community listed. This screen allows the user to view the revalidation letters for each community and view the number of LOMCs in each community that have been categorized on the Revalidation Letter.

2. Click on: [Prepare Revalidation Letter](#) to enter the Prepare Revalidation Letter activity

Work Item Details - Project # 09-04-00178

Task Information | Review

Save and Close Continue >

Prepare Revalidation Letter : Task Information (Dickson County-wide)

Review revalidated LOMCs and enter comments if necessary. Click "Continue".

* indicates a required field.

Task Information

Case Number:	09-04-00178
State:	TN
County:	Dickson County
Revalidation Letter Date:	12/17/2008

LOMC Information

CID:	470046
Community Name:	DICKSON COUNTY *
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	3
View Revalidation Letter	
CID:	470248
Community Name:	WHITE BLUFF, TOWN OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	
CID:	470335
Community Name:	DICKSON, CITY OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0

	<p>If the Number of LOMC Uncategorized in any community is greater than zero, save and close this activity and return to the SOMA tool to categorize the new LOMC(s) for that community.</p>
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3. Review all communities on the screen

View Revalidation Letter	
CID:	470335
Community Name:	DICKSON, CITY OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	
CID:	470433
Community Name:	BURNS, TOWN OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	
CID:	470434
Community Name:	CHARLOTTE, TOWN OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	
CID:	470435
Community Name:	SLAYDEN, TOWN OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	
CID:	470436
Community Name:	VANLEER, TOWN OF
Number of LOMC Uncategorized:	0
Number of LOMC Revalidation Categorized:	0
View Revalidation Letter	

Revalidation Information

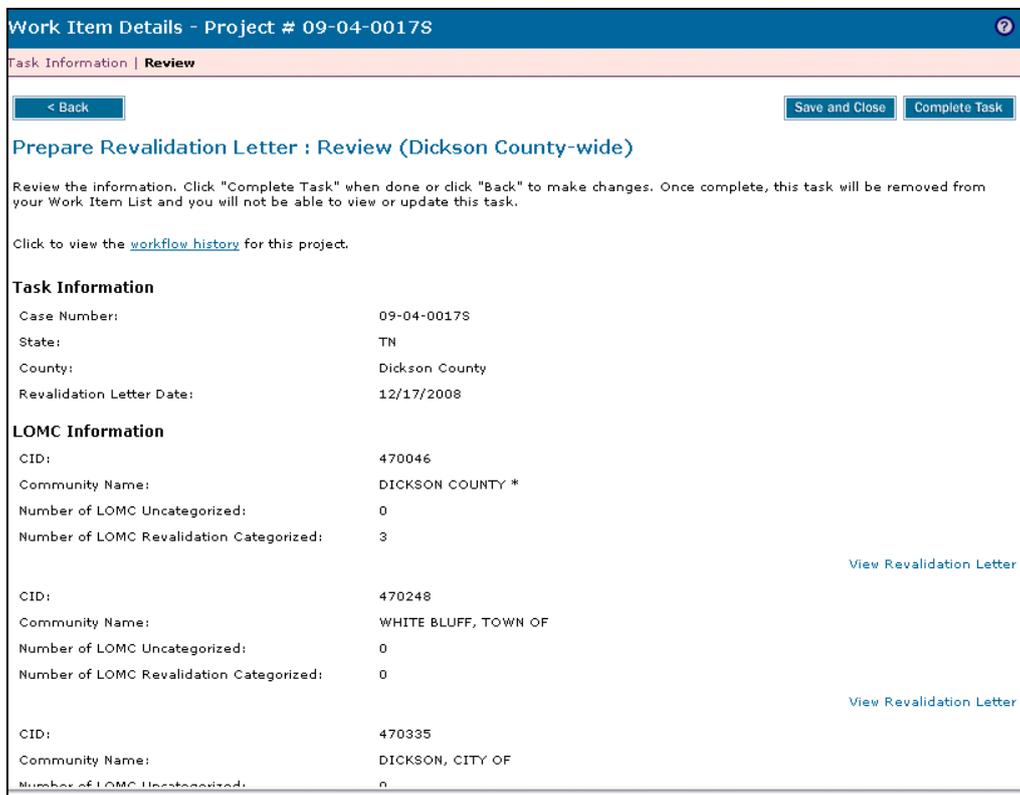
Revalidation Letters Required for Any Community

Comments

Save and Close Continue >

	<p>If the Number of LOMC Revalidation Categorized in <i>any</i> community is greater than zero, the Revalidation Letters Required for Any Community checkbox is required to be checked. The default screen has the checkbox checked.</p> <p>If the Revalidation Letters Required for Any Community checkbox is unchecked, the Manage Revalidation portion of the workflow ends and no revalidation letters can be distributed.</p> <p>Be very confident that there are no Revalidations in any community before unchecking the checkbox.</p>
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4. Click on:  to go to the Review screen



	<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>
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5. Review the information and when satisfied, click 

The next activities in the workflow are:

- 1) Review Revalidation Docket, completed by the RSC or MOD HQ
- 2) Approve Revalidation Docket, completed by FEMA

When those activities are complete, the next activity for the Producer is Distribute Revalidation Letter.

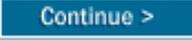
Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

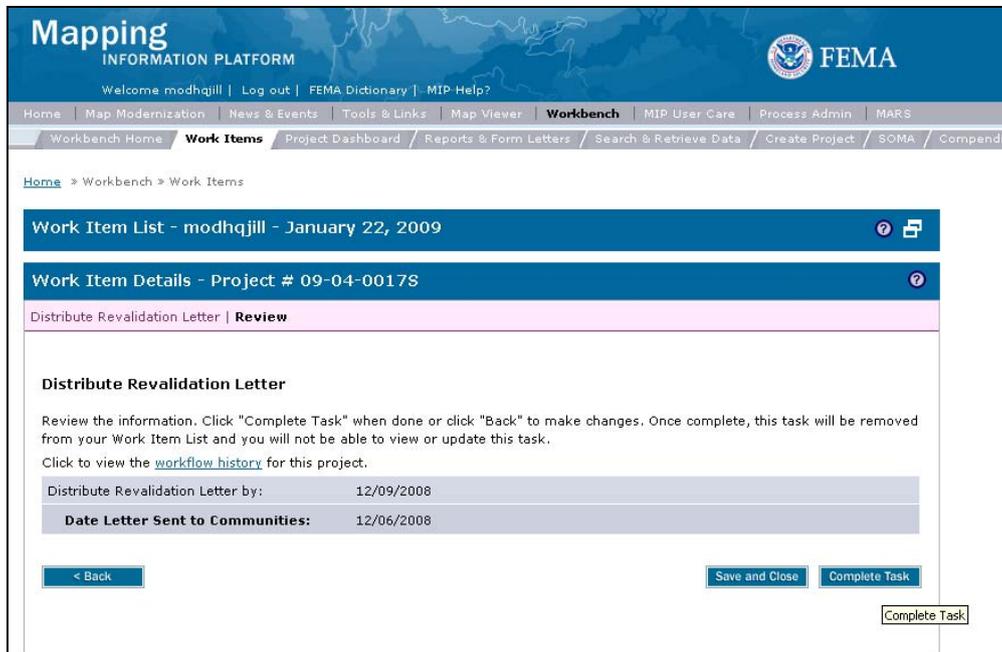
6. Click on: to claim the activity

Distribute Revalidation Docket - This activity is performed by MOD HQ after FEMA approves the revalidation docket. The user is responsible for distributing the approved revalidation letter. Enter the date the revalidation letter was mailed to the community(ies).

7. Click on: to enter the Distribute Revalidation Docket activity

8. Click to enter Date Letter Sent to Communities

9. Click on:  to move to the Review screen



	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.
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10. Review the information and when satisfied, click 

Results
In the Manage Revalidation portion of the workflow, there are no further activities.

Last updated: March 2009