

Work Instruction
RSC or MOD HQ - Manage Post Preliminary Processing

Purpose

This work instruction is used to provide an overview of the activities performed by MOD HQ or the RSC during the Manage Post Preliminary Processing portion of the workflow. These activities include:

- Confirm Community Meeting List
- Review LFD Docket

Prerequisites

- The Determine Community Meeting Schedule activity is complete
- If applicable, the Prepare and Hold Intermediate Meetings activity is complete

Navigation

Via Menu Path	Log in to the MIP > Workbench > Work Items > and Claim > Confirm Community Meeting List
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Work Steps

Mapping
INFORMATION PLATFORM

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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 - modhjjll - 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 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 H
All	All	All		All		
Claim	Confirm Community Meeting Schedule	09-04-0017S	Dickson County TN MapMod07	Dickson County-wide	01/22/2009	i
Claim	Validate Content Submission: Preliminary Map	09-04-0015S	Dickson County TN MapMod07	Dickson County-wide	01/21/2009	i
Claim	Setup Map Production	09-09-0027S	SMJ_211AN09_1	LIVE OAK, CITY OF	01/21/2009	i



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: [Claim](#) to claim the activity



Confirm Community Meeting Schedule - This activity is performed by MOD HQ or the RSC after the community meeting schedule has been determined. The Confirm Community Meeting Schedule activity allows the user to approve or reject the meeting list. If the meeting date is rejected, the task is sent back to the Producer to revise the meeting date. If the meeting date is accepted, the task is sent to the Producer to prepare for the final meeting.

2. Click on: [Confirm Community Meeting Schedule](#) to enter the Confirm Community Meeting Schedule activity

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Work Item Details - Project # 09-04-00178

Confirm Community Meeting Schedule | Review

Confirm Community Meeting Schedule

* indicates a required field.
Approve or Reject the meetings. Click "Continue".

Meetings for the following communities:

Community Name:	BURNS, TOWN OF
CID:	470433
No meeting required	
Community Name:	CHARLOTTE, TOWN OF
CID:	470434
No meeting required	
Community Name:	DICKSON COUNTY *
CID:	470046
Meeting Date:	10/25/2007
Community Name:	DICKSON, CITY OF
CID:	470335
No meeting required	
Community Name:	SLAYDEN, TOWN OF
CID:	470435
No meeting required	
Community Name:	VANLEER, TOWN OF
CID:	470436
No meeting required	
Community Name:	WHITE BLUFF, TOWN OF
CID:	470248
No meeting required	

* Approve Meeting List Accept Reject

Comments

Save and Close Continue >

3. Click on:  to approve the meeting list

4. Click on:  to go to the Review screen

The screenshot shows the Mapping Information Platform interface. At the top, there is a navigation bar with the FEMA logo and the text 'Mapping INFORMATION PLATFORM'. Below this is a user welcome message and a series of navigation tabs including Home, Map Modernization, News & Events, Tools & Links, Map Viewer, Workbench (selected), MIP User Care, Process Admin, and MARS. A secondary navigation bar contains links for Workbench Home, Work Items (selected), Project Dashboard, Reports & Form Letters, Search & Retrieve Data, Create Project, and SOMA. The main content area displays a breadcrumb trail: Home > Workbench > Work Items. Below this are two blue headers: 'Work Item List - modhqjill - January 22, 2009' and 'Work Item Details - Project # 09-04-00178'. The task title is 'Confirm Community Meeting Schedule | Review'. The task description reads: 'Confirm Community Meeting Schedule. 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.' There is a table with one row: 'Approve Meeting List' with a 'Yes' value. Below the table is a 'Comments:' field. At the bottom, there are three buttons: '< Back', 'Save and Close', and '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.

5. Review the information and when satisfied, click

Complete Task

The next activity is **Prepare Community Meetings** conducted by the Producer. In addition, a number of other activities completed by the Producer, plus, if applicable, the **Manage Appeal** processes occur before the next activity, **Review LFD Docket**, appears for the RSC or MOD HQ.

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Work Item List - modhqjill - January 22, 2009

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- [Options](#): Add, remove, and reorder columns in your Work Items list
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- [Activity Reference Guide](#): Display an overview of information needed to complete Studies activities

Action	Activity Name	Case Number	Project Name	Community	Date Posted
All	All	09-04-0017S		All	
Claim	Review LFD Docket	09-04-0017S	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.

6. Click on:  to claim the activity



Review LFD Docket - This activity is performed by the RSC or MOD HQ after the Producer prepares the LFD docket. The Review LFD Docket screen allows the user to approve or reject the LFD Docket information. If the LFD Docket is rejected it is sent back to the Producer for corrections. If the LFD Docket is approved it is sent to FEMA for review and approval.

This activity is also known as QR6.

7. Click on:  to enter the Review LFD Docket activity

Task Information | Review

Review LFD Docket : Task Information (Dickson County-wide)

* indicates a required field.
Identify communities for which the LFD is approved for the docket. Click "Continue".

Task Information

Project Name: Dickson County TN MapMod07
Case Number: 09-04-0017S
Task Description:
Baseline Task End Date: 12/26/2008

Reviewer Information

Projected LFD Date: 06/16/2008
Projected Effective Date: 12/16/2008
* Approve or Reject LFD Docket: Approve Reject
* Reviewer Name: modhqjill
Comments:

Affected Communities

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

Save and Close Continue >

8. Edit the Reviewer Name, if appropriate.

	If Reject is selected, Comments are required.
	Note you must reject if the Final SOMA is not complete for all communities.

9. Upon completing the review, click Approve, if appropriate

10. Click on:  to go to the Review screen

Work Item List - modhqjill - January 22, 2009

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

Task Information | **Review**

Review LFD Docket : Review (Dickson County-wide)

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.

Task Information

Project Name:	Dickson County TN MapMod07
Case Number:	09-04-0017S
Task Description:	
Baseline Task End Date:	12/26/2008

Reviewer Information

Projected LFD Date:	06/16/2008
Projected Effective Date:	12/16/2008
Approve or Reject LFD Docket:	Approve
Reviewer Name:	modhqjill
Comments:	

Affected Communities

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

< 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.

11. Review the information and when satisfied, click

Complete Task

Results

The next activity is Approve LFD Docket completed by FEMA. There are no other activities for the RSC or MOD HQ in this portion of the workflow.

Last updated: March 2009