

Work Instruction
All - Revisions Reports

Purpose

This work instruction is used to provide an overview of how to run common Revisions Reports in the MIP, including:

- LOMC Case Tracking
- Revision Cases In-Progress

Prerequisites

- Project Data has been entered in MIP

Navigation

Via Menu Path	Log in to the MIP → Tools & Links → Reports & Form Letters and Select appropriate report
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Work Steps

The screenshot shows the Mapping Information Platform website. The header includes the logo and navigation links like 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', and 'MIP User Care'. Below the header, there are sub-navigation links for 'Data Upload', 'Search & Retrieve Data', 'Citrix', 'Reports & Form Letters', 'DFIRM DB QA Upload', and 'Address Book'. The main content area is titled 'Tools & Links' and contains several sections: 'Resources for Mapping Partners' with sub-sections for 'Mapping and Engineering Tools' and 'Additional Resources'; 'MIP Web Services'; 'Resources for Homeowners'; and 'Other Resources'. Each section contains a list of links to various resources and services.

Home > Tools & Links

Tools & Links

FEMA's [Flood Hazard Mapping](#) Web site contains a wealth of useful information about floodplain mapping and National Flood Insurance Program processes. The [Frequently Asked Questions](#) page contains answers to many common questions.

Resources for Mapping Partners

Mapping and Engineering Tools

- [DFIRM Production Tools](#)
- [WISE \(includes Scoping Tools\)](#)
- [Submitting MIP Support Requests](#)
- [User Access to Engineering Tools](#)
- [Mapping & Engineering Tools Training](#)

Additional Resources

- [Geospatial Data Coordination Policy](#)
- [Geospatial Data Coordination Implementation Guide](#)
- [Geospatial Coordination Reports](#)
- [State Geospatial Data Coordination Procedures](#)
- [Geospatial Data Coordination Contacts by State](#)
- [Federal Mapping Program Factsheets](#)
- [NDEP Project Tracker Web site](#)
- [NDOP Project Tracker Web site](#)
- [Hazard Catalog](#)
- [Metadata Profiles](#)
- [Geospatial Data Coordination Email List-Subscribe!](#)

MIP Web Services

- [FEMA National Flood Hazard Layer Web Map Service](#)
- [Using the National Flood Hazard Layer in Google Earth](#)

Resources for Homeowners

- [Flood Hazard Mapping](#)
 - [Information for Homeowners](#)
- [The FEMA Flood Map Store \(Password required to purchase products\)](#)
- [National Flood Insurance Program](#)
- [FloodSmart.Gov](#)
- [Floodplain Management](#)
- [Mitigation](#)
- [Hazards](#)
- [Ready.Gov](#)

Other Resources

- [Flood Hazard Mapping](#)
 - [Insurance Professionals & Lenders](#)
 - [What is eLOMA?](#)
 - [eLOMA \(Password Required\)](#)
 - [Engineers and Surveyors](#)
 - [Floodplain Managers](#)
- [Hazards](#)

1. Log in to the MIP and click the Tools & Links tab
2. Click Reports & Form Letters

The following section outlines the process to generate the LOMC Case Tracking Report.

Mapping
INFORMATION PLATFORM

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

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

Data Upload | Search & Retrieve Data | Citrix | **Reports & Form Letters** | DFIRM DB QA Upload | Address Book

Home » Tools & Links » Reports & Form Letters

Report Browser

Report Selection

*Select Report Category

*Select Report Name

Please Select A Valid Report Name.

Note: * indicates a required field. ** indicates at least one of the fields is required.

Warning: The export option for MS Excel (Data Only) may cause the column headers to shift.

Get Report

3. Click the Report Category dropdown box and select Amendment and Revision Reports
4. Click the Report Name dropdown box and select LOMC Case Tracking
5. Click to enter Project Number (Case Num)
6. Click on: **Get Report** to generate report

LOMC CASE TRACKING

Project ID: The Villas at Dawson's Creek

Case No.: 09-05-0009P

Case Received Date: 08/03/2008
Analyst/Engineer Name: Aaron TaskLead
Project Work Group: MT 2 Region 5

LOMC Type: LOMR
Projected Due Date: 11/22/2008
Project Status: Completed

Community Information

Community ID	Community Name	County Name	State	Region
180003	FORT WAYNE, CITY OF	Allen County	IN	5

Flood Source Information

Becketts Run

Fee Information

Fee Type	Fee Amount	Invoice Amount	Fee Amount Received	Fee Received Date
Bridge, culvert, channel or combination	4,800		4,800	08/03/2008
Balance: 0		Sub Total:	4,800	

Project Workflow Information

Workflow Process Step	Actual Completion Date
Assign Project Resource	02/11/2009
Administer Fee	02/12/2009
Review Data Received	02/12/2009
Receive Additional Data	02/12/2009
Suspend Due to Fee or Data	02/12/2009
Receive Additional Data	02/12/2009
Review Data Received	02/12/2009
Process Request	02/12/2009
Audit Determination	02/12/2009
Review Determination	02/12/2009
Distribute Determination	02/12/2009
Receive BFE Publication Affidavit	02/12/2009
Capture Interim 65 Publication Date	02/12/2009
Receive Appeal or Protest	02/12/2009
Distribute Final BFE Determination	02/13/2009
Distribute Final 65 Publication	02/13/2009

Correspondence Information

Letter Type Sent	Letter Date
Request additional data	08/15/2008
All Data Received	08/24/2008
Acknowledge receipt of request/all data received	08/28/2008
Determination letter to FEMA	09/07/2008

7. A new window opens with the selected report.

The following section outlines the process to generate the Revisions Cases In-Progress report.

8. Click to select a new Report Name and select Revision Cases In-Progress
9. Click the Region dropdown box and select the appropriate region
10. Click the User Workgroup dropdown box and select the appropriate workgroup
11. Click Engineer Name dropdown box to select a specific user
12. Click the Sort by dropdown box and select Current Workflow Step
13. Click on:  to generate report

REVISION CASES IN PROGRESS									
Filter criteria selected by user: Region: 5 State: County: Community: Project Workgroup: Engineer Name:									
Sort By: Current Workflow Step									
CASE NO.	ST	COUNTY NAME	COMMUNITY NAME	LOMC TYPE	PROJECT ID	FLOODING SOURCE	CASE RECEIVED DATE	CURRENT WORKFLOW STEP	ENGINEER NAME
09-05-0018P	IN	Allen County	FORT WAYNE, CITY OF	LOMR	The Villas at Dawson's Creek		08/03/2008	Process Request	AaronTaskLead
09-05-0012P	IN	Allen County	FORT WAYNE, CITY OF	LOMR	The Villas at Dawson's Creek	Becketts Run	08/03/2008	Distribute Final BFE Determination	AaronTaskLead
Total Number of Cases Per Workflow Step									
Distribute Final BFE Determination								1	
Process Request								1	
								2	
Total Number of Cases with Internal Turnaround Time Overdue (number of cases with internal turnaround time over the 145 days limit):							0		
Total Number of Cases with Regulatory Turnaround Time Overdue (number of cases with regulatory turnaround time over the 90 days limit):							1		

14. A new window appears with the report.

Results

The LOMC Case Tracking Number and Revisions Cases In-Progress are generated.

Last Updated: March 2009