Work Instruction

Task Lead - Review Data Received - All Data Received

Purpose

This work instruction is used to outline the process conducted by the Task Lead to Review Data Received during the second loop through the workflow. If after reviewing the data it is determined that all data has been received, then a date should be entered for All Data Received. Otherwise, additional data should be requested.

The steps include:

- Review, add, edit, or delete contents on each screen
- Enter the data received
- Enter letter information

Prerequisites

• The Receive Additional Data activity has been completed

Navigation

Via Menu Path	Log in to the MIP \rightarrow Workbench \rightarrow Work Items \rightarrow
	and
	Claim ➔ Review Data Received



Work Steps

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		Image: Second							
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- 1. Click on: to claim the activity
- 2. Click on: Review Data Received to enter the Review Data Received activity

Work Item Details - Project # 09-0	5-0009P		0
Project Data Primary Address Other Addres Information Letters Review	sses Flooding Source Sup	plementary Data Fee Info Data Received	Community
Review Data Received			
Project Data			
Enter or modify project information. Click "Co	ntinue".		
* indicates a required field.			
If the revision is associated with a previous re information about the revision. Click "Continue		e number and click "Populate Project". Ente:	Save Work er key project
* Project Identifier	The Villas at Dawson's Cro	sek 🔄	
* Project Type	Letter of Map Revision	v	
* Fee Туре	Bridge, culvert, channel o	r combination 💽	
* Fee Exempt Type	Not exempt	×	
Fee Amount	4800		Î
* Date Project Received	08/03/2008 (M	1M/DD/YYYY)	
Initial Request Date	07/26/2008 (M	1M/DD/YYYY)	
Related Case #	01-05-2089P		
Follows Conditional Case #			
* Fee Received with Initial Submittal	○Yes ⊙No		
Corrected Copy Case	○Yes ⊙No		
			Continue >

At any point, click the ? to access helpful hints regarding the information on each screen. The Internal Turnaround Time for a revision project is to be less than 145 days to meet FEMA's goal. It is calculated as the number of days

145 days to meet FEMA's goal. It is calculated as the number of days between the Date Project Received on this screen and the date the LOMR or CLOMR is issued (Date of Letter) from the Distribute Determination screen, less the number of days waiting for additional data or fees.

Continue >

3. Review the Project Data and click screen

i,

to move to the Primary Address

eview Data Received		
lain Requestor Mailing Address		
		Save Wor
nter or modify the primary requesto	r's contact information. Click "Continue".	
indicates a required field.		
* Requestor Code	Community request	~
Title	Mr.	v
* First Name	James	
* Last Name	West	
Professional Designation		
Company/Organization	City of Fort Wayne	
* Street 1	100 Main Street	
Street 2		
* City	Fort Wayne	
* State	IN	~
* Zip	46802	
E-mail Address	jwest@fortwayne.gov	
Phone		
Fax		

4. Review the Primary Address and click Continue > Addresses screen

Mapping

to move to the Other

Map	ping	
	INFORMATION	PLATFORM

State		~
Zip		
E-mail Address		
Phone		
Fax		
Add Mailing Address		Add Mailing Address
tle:	Ms.	Modify
rst Name:	Rebecca	Delete
ast Name:	Timmons	
rofessional Designation:	CFM	
ompany/Org:	The Villas at Dawson's Creek Community Assoication, Inc.	
treet 1:	P.O. Box 250	
treet 2:		
ity:	Fort Wayne	
tate:	IN	
ip:	46802	
-mail:	rtimmons@villas.com	
hone:		
ax:		
tle:	Mr.	Modify
rst Name:	Scott	Delete
ast Name:	Andrews	
rofessional Designation:	Ρ.Ε.	
ompany/Org:	Andrews Engineering Consultants	
treet 1:	212 Park Avenue	
treet 2:		
ity:	Fort Wayne	
tate:	IN	
ip:	46802	
-mail:		
hone:		
ax:		
< Back		Continue >

5. Review the Other Addresses and click to Source screen



to move to the Flooding

formation Letters Review	Addresses Flooding Source Supplementary Da	
Review Data Received		
Flooding Source		
Enter or modify a Flooding Source ar	d click "Add Flood Source". Repeat for additional Floo	od Sources. Click "Continue".
		Save Work
* indicates a required field.		
Flooding Source		
		Add Flood Source
Flooding Source	Becketts Run	Modify Delete
-< Back		Continue >
		Cont

vate kequesteu (MM/DD/YYYY) Date Received (MM/DD/YYYY) Internal Notes Add Data Element Add Supplementary Data Data Type: Form 1 Overview and Concurrence Form Required: Yes Date Requested: Date Received: 08/03/2008 Internal Notes: Form 1 - all parts received Data Type: Form 2 Riverine Hydrology & Hydraulics Form Required: Yes Date Requested: Date Received: 08/03/2008 Internal Notes: Form 2 received Data Type: Form 3 Riverine Structures Form Required: Yes Date Requested: Date Received: 08/03/2008 Internal Notes: Data Type: Annotated FIRM/FBFM Required: Yes Date Requested: 08/15/2008 Date Received: Internal Notes: Data Type: 65.7 Floodway Public Notification Required: Yes Date Requested: 08/15/2008 Date Received: Internal Notes: < Back Continue > Modify

7. Click on:

Mapping

to modify the entry

indicates a required field.		
	Sa	ve Wo
* Data Type	 Form 1 Overview and Concurrence Form Form 1 Community Acknowledgment Form 2 Riverine Hydrology & Hydraulics Form State Approval Form 3 Riverine Structures Form Form 4 Coastal Analysis Form Form 6 Alluvial Fan Flooding Form Annotated FIRM/FBFM ✓ 	
* Required Data		
-	⊙Yes ON0	
Date Requested	08/15/2008 (MM/DD/YYY)	
Date Received	(MM/DD/////)	
Internal Notes		
Add Data Element	Add Supplementa	iry Da
Pata Type:		odify
equired:)ate Requested:	Yes	elete
)ate Received:	08/03/2008	
nternal Notes:	Form 1 - all parts received	

8. Click to enter the Date Received in MM/DD/YYYY format



Mapping

NFORMATION PLATFORM

The Add Supplementary Data button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

9. Click on:

11.

Add Supplementary Data

to add the information back to the table

- **10.** Continue to add additional supplementary data, as applicable
 - Click on: Continue >

to move to the Fee Info screen

Mapping	All months and	
Work Item Details - Project # 09-05	-0009P	0

Project Data Primary Address Other Addresses Flooding Source Supplementary Data Fee Info Data Received Community Information Letters Review	
Review Data Received	
Fee Information	
Review Fee Information. Click "Continue".	
* indicates a required field.	
Save Work	
Current Fee Information:	
Fee Amount: \$4,800.00 Balance Due: \$0.00	
Payment History:	
Date Received: 08/03/2008 Amount Received: \$4,800.00	
< Back Continue >	

12. Review and click

Continue >

to move to the Data Received screen



8	Enter a date only if all data and fees have been received.
į	The Add Data Received date should correspond to the most recent date entered in the Date Received field in the Supplementary Data screen.

- **13.** Click to enter the All Data Received date in MM/DD/YYYY format
- **14.** Click on: Continue > to move to the Community Information screen

ommunity Information		
,,		Save Wor
tep 1: Enter Community Informati	on	
dd a Community:		
 Select a State, County and a Comn Add map panel(s) for the communit Click "Add Community". Repeat for additional Communities. Click "Continue". 		
indicates a required field.		
*State		~
*County		V
*Community		~
or		
CID tep 1A: Map Panel(s) for this Com	munity.	
tep 1A: Map Panel(s) for this Com elect or modify a Map Panel and click '	munity. 'Add Map Panel". Repeat for each Map Panel affecte	
tep 1A: Map Panel(s) for this Com		d by the project.
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15. Click on: Continue > to move to the Letters screen

oject Data Primary Address formation Letters Review	Other Addresses Flooding Source Supplementary Data Fee Info Data Received Community
Review Data Received	
_etters	
	Save Work
Salart the type of latter to be ce	
	Save Work
Select the type of letter to be se * indicates a required field.	
* indicates a required field.	nt to the requestor and enter the date the letter is mailed. Click "Continue".
* indicates a required field. * Letter Type	nt to the requestor and enter the date the letter is mailed. Click "Continue".



i	Each cycle through this activity requires a letter type to be selected which represents official FEMA correspondence between the National Service Provider and the revision requestor.
(The letter type selected determines the path of the workflow.

16. Click the Letter Type dropdown box to select the correct letter type



17. Click to enter the Letter Date in MM/DD/YYYY format

Continue >

18. Click on:

to move to the Review screen

Mapping INFORMATION PLATFORM
Review Data Received
Review Data Expand All / Collapse All
Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.
Project Data
Requestor Mailing Address
Other Mailing Address
Flooding Source
Supplementary Data
Fee Invoice Information
Community 180003 Information:
Letters
Data Received
Assign Project Resource
Administer Fee/Receive Additional Fee
Suspend Project
< Back Continue >



On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All link to show all data fields and information entered.

19. Review the information and click



Results



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. Click on: Complete Task t

to complete activity

The next activity for the Task Lead is Process Request.

Last updated: March 2009