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 ➔ Workbench ➔ Work Items ➔ and Claim ➔ Review Data Received |
Work Steps

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

2. Click on: **Review Data Received** to enter the Review Data Received activity
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 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.

3. Review the Project Data and click Continue to move to the Primary Address screen
4. Review the Primary Address and click **Continue >** to move to the Other Addresses screen
5. Review the Other Addresses and click to move to the Flooding Source screen.

6. Click on to move to the Supplementary Data screen.
7. Click on: **Modify** to modify the entry
8. Click to enter the Date Received in MM/DD/YYYY format

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: [Add Supplementary Data] to add the information back to the table

10. Continue to add additional supplementary data, as applicable

11. Click on: [Continue >] to move to the Fee Info screen
12. Review and click **Continue** to move to the Data Received 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.
15. Click on: **Continue >** to move to the Letters screen.
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

**Acknowledge receipt of request/all data received** - Corresponds to a 316-ACK or e-mail ACK 1 or e-mail ACK 2. A 316-ACK is a letter to requester for CLOMR and LOMR; acknowledges receipt of request; informs requester of additional forms or data received; returns check or money order if payment submitted for fee-exempt request; and notifies requester that a refund of overpayments of fee made by check, money order, or credit card is forthcoming.

E-mail ACK 1 is an e-mail to requester for CLOMR and LOMR; acknowledges receipt of request; it is only entered in MIP if a 316-AD is not sent after a preliminary review of the request is complete. E-mail ACK 2 is an e-mail to requester for CLOMR and LOMR; informs requester that the additional data submittal has been received for their ongoing revision request; it is only entered in MIP if a 316-AD or 316-AD/INC is not sent after a review of the submitted data is complete.

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

18. Click on: Continue > to move to the Review screen
19. Review the information and click **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.

The next activity for the Task Lead is Process Request.

Last updated: March 2009