Mitigation Planning Portal (MPP) User Guide

March, 2014

Table of Contents

General Information

Introduction

The Mitigation Planning Portal (MPP) is an online platform for tracking and reporting mitigation plans and related data elements across all ten Federal Emergency Management Agency (FEMA) Regions. Users can enter mitigation plan and jurisdiction data into this single database system and use the MPP Reporting System to query information.

System Requirements

Browser Recommendations

The following browsers are recommended for use with the MPP system: Internet Explorer 9, Internet Explorer 10, and Firefox. Users of Internet Explorer 8 might encounter system freezing when viewing plans with many Jurisdictions.

Compatibility Issues

If you see display or site not found errors you may be seeing compatibility issues. To resolve compatibility issues review the resolutions in Appendix B.

Getting Help

For help with the MPP, contact MIP Help by emailing miphelp@riskmapcds.com. Include the following information:

- Your full name
- Your telephone number
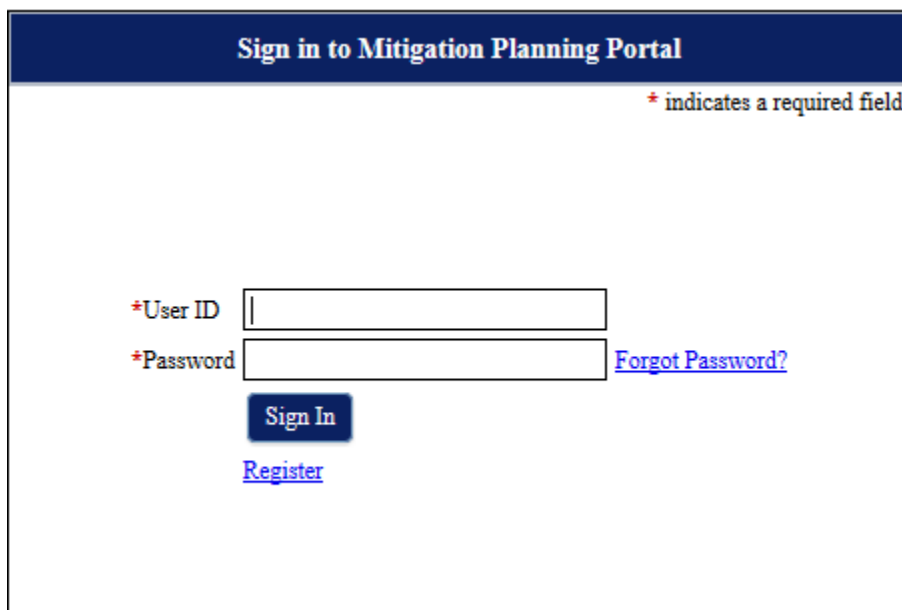- A detailed description of the issue
- Screen shots, if possible

You can also access this User Guide and a tutorial on the MPP Resources webpage.

Logging In

You can access the MPP Log In screen using the following URL:
http://hazards.fema.gov/mitigation

When logging into the MPP, you will need to enter your **User ID** and your **password**. After three failed login attempts, you will be locked out of the system. To resolve the account lock email MIP Help or click on the **Forgot Password** link.

Sign in to Mitigation Planning Portal

* indicates a required field

*User ID

*Password   Forgot Password?

Sign In

Register

MPP Login Screen

Registering

To register as a new user, complete the following steps:

1. On the **MPP Sign In** page, click the **Register** link
2. Complete the **Request Registration** form. Enter your **First and Last Name, E-mail Address, User Group, Role, Challenge Question, and Challenge Answer**. Remember the **Challenge Question** you select because you will need to answer it, if you reset your password
3. After you complete the form and click the **Register** button, your request is sent to MIP Help, who will email you in a few days when your new user account is created
4. When MIP Help sends your account information, you will be asked to login for the first time and change your password. Passwords expire after 90 days.
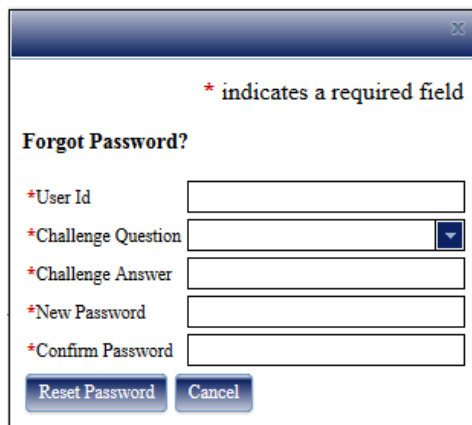
Registration Screen

Password Change/Reset

If you forget your password or would like to change it, you can email MIP Help at miphelp@riskmapcds.com or you can change your password yourself:

1. On the **MPP Sign In** page, click on the **Forgot Password?** link
2. You will need to enter your **User ID,** the **Challenge Question** and **Answer** you filled out during registration, and your new password. Your new password must be at least 8 characters in length, contain at least one number (0123456789), one special character (! @ # $ % ^ & * ( ) _ = + ~ < >), and must be different from the last 6 passwords
3. After you complete the form and click the **Reset Password** button, log in with your new password

Password Reset Screen

User Types

Users can fall into four different categories:

- HQ read/write - Can view, edit, and delete plans from all regions
- Region read/write- Can view, edit, delete, and create plans for only their region
- HQ read only- Can view plans from all regions
- Region read only- Can view plans for their region

All users have access to a **Home Page Dashboard**, the **Search** page, and the MPP Reporting System. All users can report on plans from all regions using the MPP Reporting System.

Home Page

Structure

The **MPP Home Page** includes a reporting dashboard and links to other MPP content, features, and actions:

- Tabs to search for plans, create plans, and generate reports
- A link to log out on the top left corner
- Links to the **Help** and **FAQ** pages on the top right corner

MPP Home Page

Dashboard

The **Dashboard** on the **Home Page** lists out plan information in three sections:

- Number of Plans by Plan Status
- Number of Jurisdictions by Jurisdiction Status
- Percent of Population Covered by Approved and APA Plans (Population Coverage)

Sort any of the columns by clicking on the associated column header. Regional and headquarters users have plan information grouped differently. Regional users see plans grouped by the states/territories in their region, and headquarters users see plans grouped by region.

Use Search to Open and Edit Existing Plans

All users have the ability to search for a plan. You can use the search to open and possibly edit an existing plan. There is no other way to edit a plan. You can also find a plan and view its details using the MPP Reporting System, but the search is often more efficient. Regional and headquarters users see different search criteria (headquarters users can search by region). To begin searching for plans simple click on the **Search** tab in the MPP.

Regional User Search Screen

Regional User

The search allows regional users to search for plans based on **State, District, or Territory, Community Name, Plan Type,** and **Plan Title**. They can only search for plans within their own region. If they need to view plans outside of their region, they can use the MPP Reporting System.

By clicking on the arrow to the right of the search field, you can view a drop-down list with available values. If the **Plan Title** field is grayed out, then you have already filtered out all possible results, so no plans exist based on the criteria, which require you to remove at least one of the filters applied to see plans.

You cannot search for plans with the status of **Archived**. You can sort the results by the values in any of the columns by clicking on the associated column header.

View and edit (if you are a read/write user) a plan returned by the search by double clicking on the associated row. The plan will open in the **View Plan** screen. This screen will replace the **Create Plan** screen read/write users utilize for creating new plans.

Headquarters User

The only difference between headquarters and regional users when searching for a plan is that headquarters users can search for plans in any region. Headquarters users can take advantage of searching by region using the **Region** field.

Headquarters User's Search Fields

Regional User's Search Fields

Creating a New Plan

Users with the ability to create new plans have access to the **Create Plan** tab. Once you click on the tab, you will see all the **Plan Field Sections**, detailed below, with all fields blank. The **Plan Statuses** available for new plans are **Plan in Progress** and **In Review**. To change your new plan's status to one of the other available values, simply save your plan, and the other values will then be selectable options. In order to save your new plan, you must first complete all required fields: **Plan Title**, **Plan Status**, and **Plan Type**. You can identify required fields by a red asterisk (*). It is important to remember that besides the required fields, you can enter values into the other fields at any time and in any order because there are few restrictions to entering values in most fields.

Plan Field Sections

When creating a new plan or editing an existing plan in the MPP, you will see fields in four sections: **Plan Details**, **Jurisdiction Status**, **Plan Review Status**, and **Plan Funding Details**.
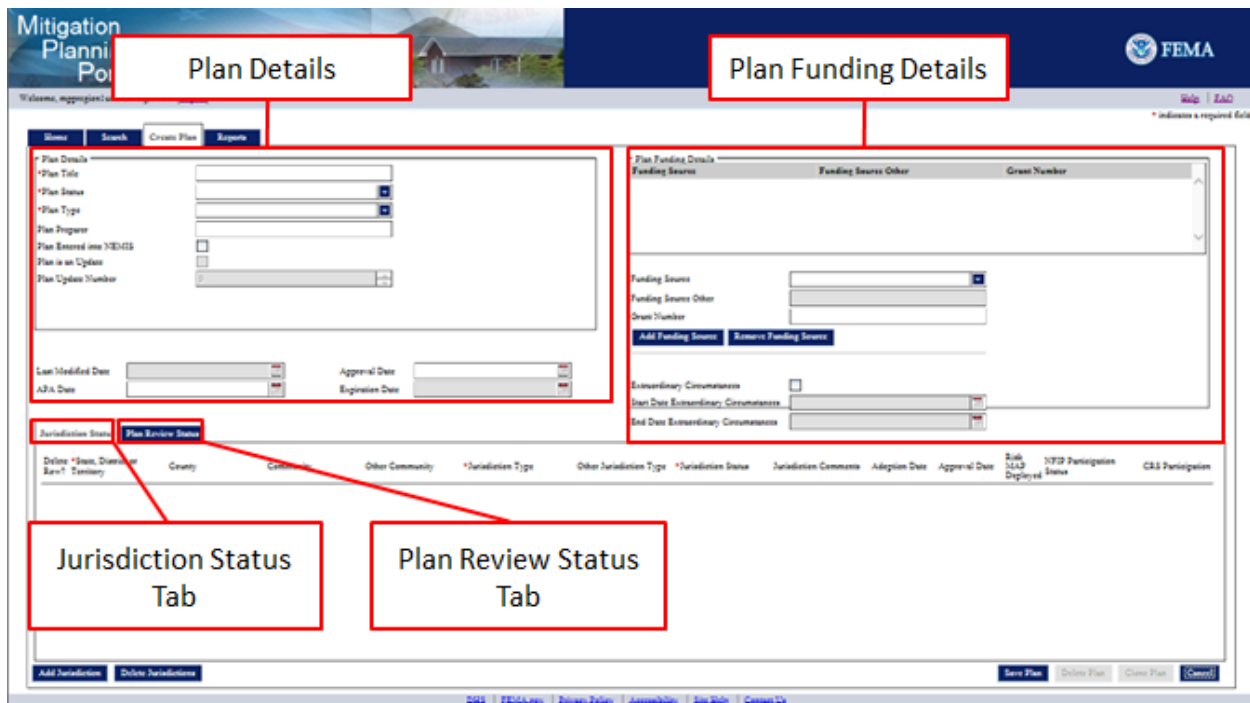
Plan Field Sections

Plan Details

When you open the **Create Plan** tab, you see a number of fields organized by section. The **Plan Details** section includes required plan fields like **Plan Title**, **Plan Status**, and **Plan Type**. You can identify required fields by a red asterisk (*). The **Plan is an Update** and **Plan Update Number** fields are only editable in cloned plans. The **Last Modified Date**, which is set to the current date anytime you save a plan, and **Expiration Date** (5 Years (non-state) or 3 Years (state)) are calculated automatically, so you cannot edit their values.

Plan Details Fields

Jurisdiction Status

All jurisdiction status information is editable on the **Jurisdiction Status** tab. You edit the status information directly on the rows contained within the tab. Select the **Delete Row** check box and click the **Delete Jurisdictions** button to delete any row(s) containing jurisdiction status data. Simply clicking the **Delete Jurisdictions** button without checking any check boxes will not delete any jurisdiction data.

If you enter **Other** for the **Community**, you will be able to enter a custom community name. Selecting **Other** or **Special District** as the **Jurisdiction Type** allows you to enter a custom **Jurisdiction Type**.

The **Jurisdiction Status** is auto-populated with the **Plan Status** for all statuses except when the **Plan Status** is **Approved** or **Amending**. Even though a status of **Approvable Pending Adoption** will be auto-populated, you will still be able to edit the **Jurisdiction Status**. For the other auto-populated statuses, you cannot change the **Jurisdiction Status** without modifying the **Plan Status**.

Jurisdiction Status Tab

Plan Review Status

The plan review status information is accessible under the **Plan Review Status** tab next to the **Jurisdiction Status** tab. A table lists out all the current **Plan Reviews**. Sort any of the columns by clicking on the associated column header. Create a new **Plan Review** instance by clicking on

the **New Plan Review** button. You cannot create a new plan review until all previous reviews are complete. Delete **Plan Reviews** by clicking on the associated row and clicking the **Delete Plan Review** button. Edit a plan review by double clicking on the associated row, which opens the **Plan Review Status** window.

Plan Review Status Table

Once you are editing a plan review, you must enter all required information marked with an asterisk. The **Correspondence Date** is a required field when the **Plan Status** is **In Review**, **Awaiting Revisions**, **Approvable Pending Adoption**, **Approved**, or **Amending**.

Plan Review Status Window

You increment the **Submission Number** each time a jurisdiction submits a plan for review to FEMA. The **45 Day Date** and **Days in Review** values are auto-calculated. The **45 Day Date** is the **Date Plan Received** plus 46 days, and the **Days in Review** is the **Correspondence Date** minus the **Date Plan Received**.

Under the **Add Reviewer** section, you can add reviewer information. Simply enter the reviewer details and click the **Add Reviewer** button. You must enter a **Date Review Complete** value for a reviewer to be able to add an additional reviewer. To edit already entered reviewer information select to associated row on the **Reviewer** table and click the **Edit Reviewer** button. Once you

have completed your edits click the **Add Reviewer** button. You must select the **Save Plan** button to save this data to the plan review status. Selecting the **Cancel** button will delete any changes not saved. Delete reviewer details by selecting the associated row on the table and click the **Delete Reviewer** button.

Plan Funding Details

The **Plan Funding Details** section allows you to enter funding information. Enter the **Funding Source** and fill in other required fields (the **Other Funding Source** field is required when you select an **Other Funding Source** and the **Grant Number** field is required for **HMGP**, **PDM**, **FMA**, and **EMPG** funding sources). Click the **Add Funding Source** button to add the funding details to the **Funding Source** table.

Double click on a row in the table to edit the associated funding source. Click on the **Add Funding Source** button to add the source back to the table. To delete a funding source, click on the associate row in the table and click on the **Remove Funding Source** button.

When you check the **Extraordinary Circumstances** checkbox, you will be able to enter dates into the following fields: **Start Date Extraordinary Circumstances** and **End Date Extraordinary Circumstances**. The end date is automatically calculated as one year from the start date, but the field is editable.

Plan Funding Details Fields

Saving and Deleting a Plan

To save a plan, click on the **Save Plan** button within the **View Plan** or **Create Plan** screens. If you did not fill in any required fields, you will be unable to save the plan and will see red exclamation points marking the empty required fields. Once the plan is saved for the first time, the **Create Plan** screen changes to a **View Plan** screen.

To delete a plan, click on the **Delete Plan** button within the **View Plan** screen.

Cloning a Plan

Users can make a copy of an existing plan and its associated jurisdiction status records by clicking the **Clone Plan** button within the **View Plan** screen.

Once you press the **Clone Plan** button, the screen changes from the **View Plan** to the **Create Plan** screen. All plan information is cleared in the new plan except the **Plan Title**, **Plan Type**, and **Plan Preparer** values. The jurisdiction status records are copied into the new plan, but all their information is cleared except the **State, District or Territory**, **County**, **Community**, **Other Community**, **Jurisdiction Type**, and **Other Jurisdiction Type** values.

The normally locked out **Plan is an Update** and **Plan Update Number** values are enabled for the cloned plan until it is saved for the first time. The **Plan Update Number** designates the version of a plan. For example, if a plan expires, you can clone the plan. In the new plan, after confirming the **Plan is an Update** check box is checked, you can change the **Plan Update Number** to 1 instead of the default 0.

Quick Reference for Editing and Creating Plans

Use this quick reference as an easy way to start using the MPP. It doesn't cover every activity and option in detail, but you should be able to complete basic tasks. Review the previous sections in this guide for full details on entering plan information into the MPP.

Creating a New Plan (Region Read/Write Users Only)

1. Log into the MPP

2. Click on the **Create Plan** tab

3. Fill in the required fields, which are marked with a red asterisk (*), and any other information you would like. Once you are done adding information click on the save button, and your new plan is now in the MPP

Editing an Existing Plan

1. Log into the MPP

2. Click on the Search Tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to edit

4. Make your changes and click on the **Save Plan** button

Delete a Plan

1. Log into the MPP

2. Click on the **Search** tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to delete
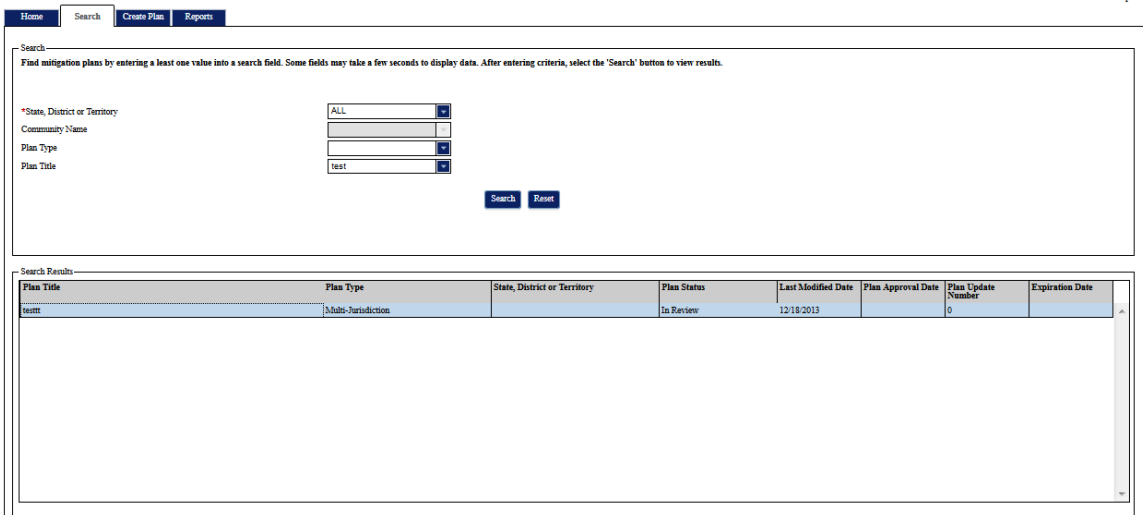
4. Click on the **Delete Plan** button to remove the plan from the MPP

Clone a Plan

1. Log into the MPP

2. Click on the **Search** tab

3. Fill in your search criteria and click on the **Search** button. From the list of returned results, double click on the one you would like to replicate

4. Click on the **Clone Plan** button to create a copy of the plan

5. You will now see a copy of your plan. Change your **Plan Title**, enter a new **Plan Status**, and all other required fields marked with a red asterisk (*). Confirm that the **Plan is an Update** and **Plan Update Number** fields are correct

6. Click the **Save Plan** button to save your new plan

The MPP Reporting System

Introduction

Access the MPP Reporting System by clicking on the **Reports** tab and clicking the **Launch** button. Within the system, you can report on plan information in real time, run pre-built reports, create custom reports, and export reports to a worksheet or PDF.

MPP Reporting System Capabilities:

- View plan data for all regions
- Data is real time

Key Terms:

- Business Objects - The MPP Reporting System software
- Web Intelligence Document - Query template
- Query - Included data elements and filters needed to create/modify a report
- Report - the result of a query
- Ad hoc Reports - These are custom reports you can create
- Canned Reports - These are pre-built reports

On the MPP Reporting System Home Page you will see a toolbar along the top and a list of navigation links on the left. The toolbar is available throughout the system. The only buttons you will often use are the **Home** and **Document List** buttons. The **Home** button takes you to the Reporting System **Home Page** shown below and the **Document List** button takes you to the page where you can run and edit reports.

The **Navigation Links** include a link to the **Document List**, **My Favorites** (a folder within the **Document** List where you can add your custom reports), **My Inbox** (a folder within the

Document List where you can receive the results of recurring reports and other report items), and **Help** (general Business Objects help text).
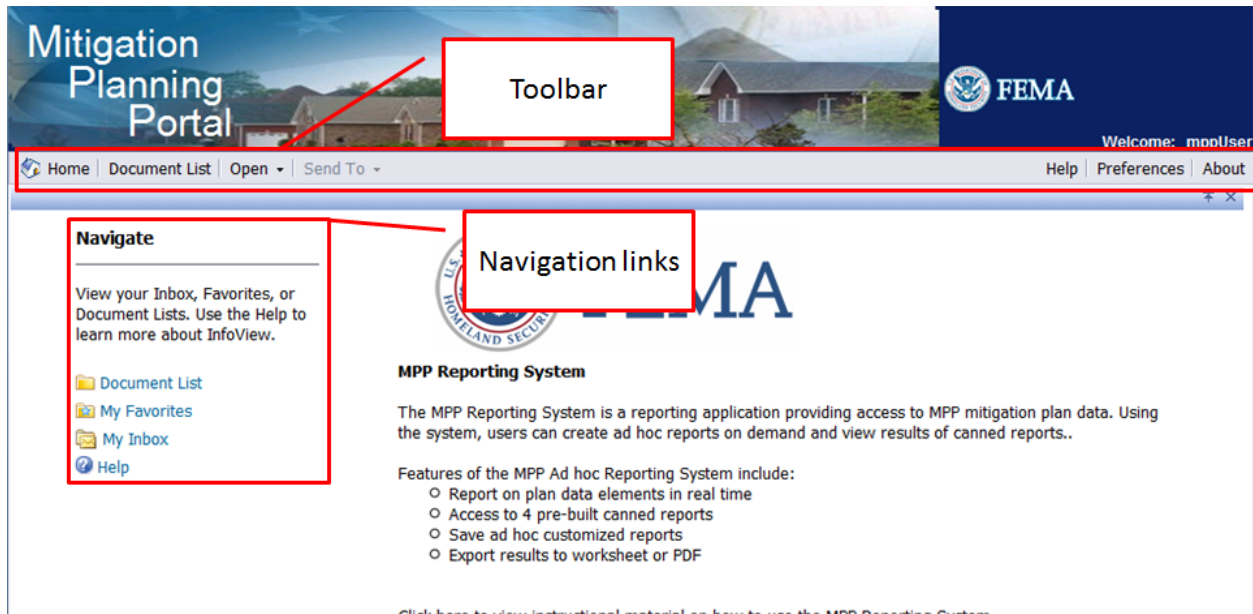
MPP Reporting System Home Page

Some users of Internet Explorer will receive a Webpage Cannot Be Found error. If you see this error, simply click on the **Preferences** button on the toolbar and close the **Preferences** window by clicking the small **x** below the **About** button in the toolbar.
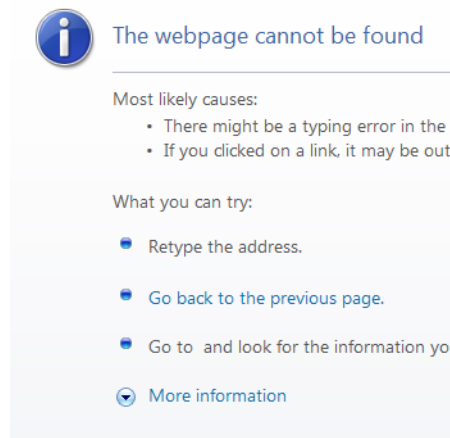
Error Message
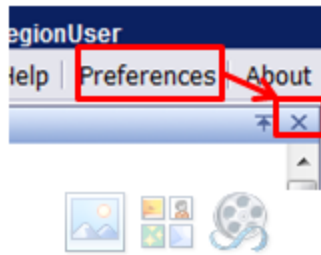
Click the Preferences Button and then the "X" Button

Canned Reports

Canned Reports are pre-built reports that you can run in the reporting system. Complete the following steps to run a canned report:

1. Access the **Document List** through the toolbar or the **Navigation Links**
2. On the left hand navigation, click the plus sign (+) next to the **Public Folders** to expand the folder
3. Click on **MPP System Published Reports**
4. Open the report you would like to run by double clicking on the canned report
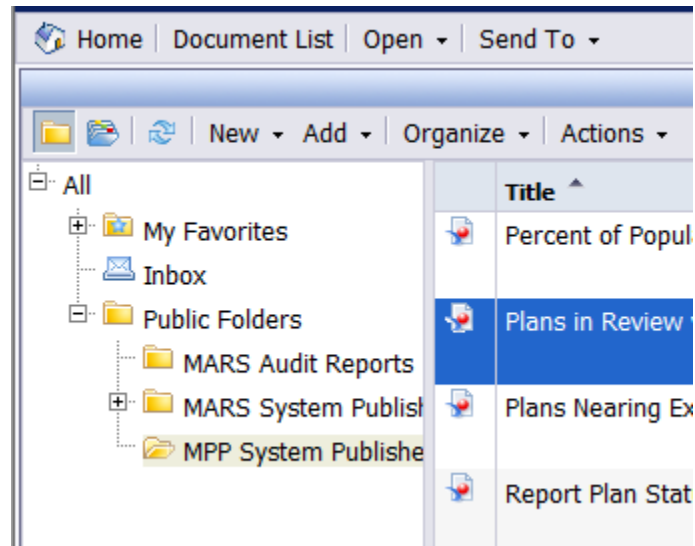
Report Navigation Menu in the Document List

5. You may need to fill out a prompt that appears. For example, in the **Plans in Review** canned report, you will need to enter the **State** and **Plan Type** you will be reporting on. Select values on the **Prompt** screen by double clicking on the value or by clicking once on the value and pressing the ">" button in the middle of the screen. Remove selected values by clicking the "<" button. After you have filled out all prompts the **Run Query** button on the bottom right of the **Prompt** screen will activate
6. Press the **Run Query** button to run the report
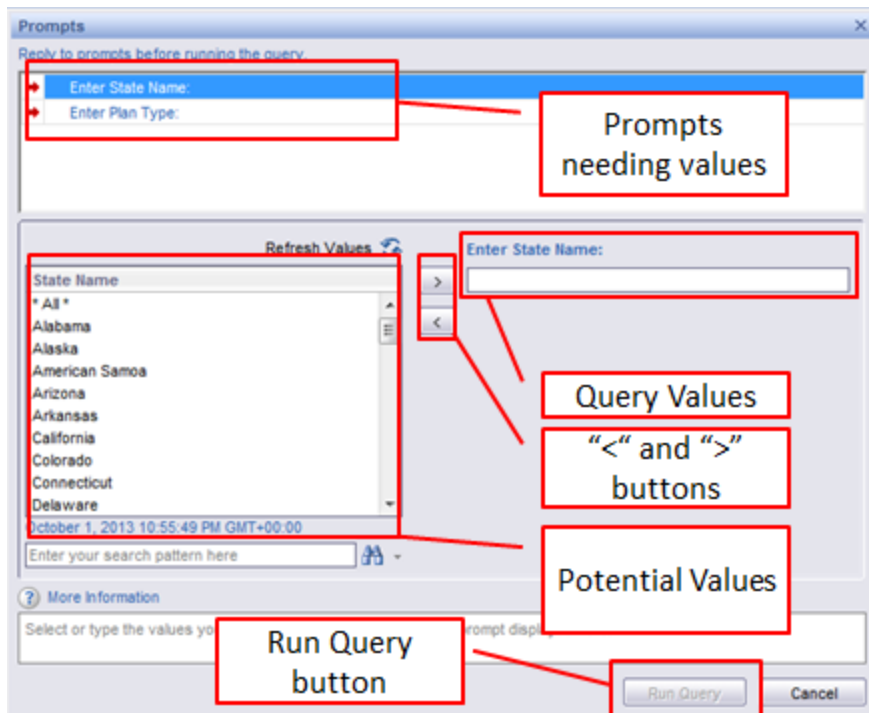
Prompt Screen

7. On the **Report Navigation** menu you can navigate the report by pressing the arrows to move forward or backwards one page or jump to the first and last pages. When you run a report, only the first page will display and the **Report Navigation** menu will only show 1 of 1 pages even if there is more than 1 page. To view the total number of pages you will have to click on the **Jump Forward** button to skip to the last page. To change the values you entered in the prompt simply press the **Refresh Data** button.
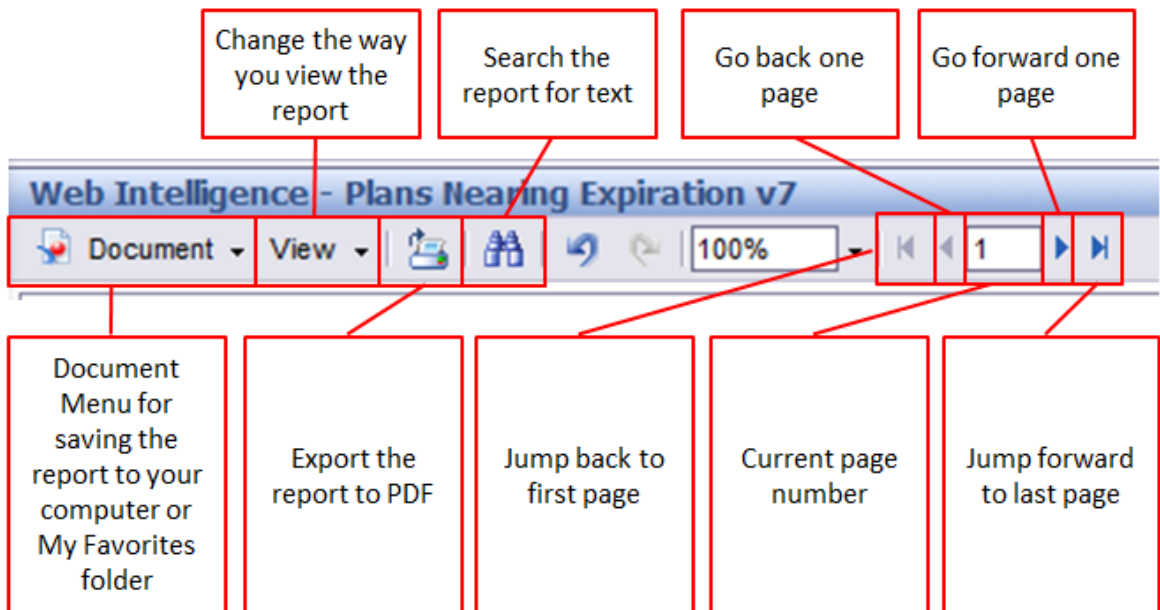
Report Navigation Menu
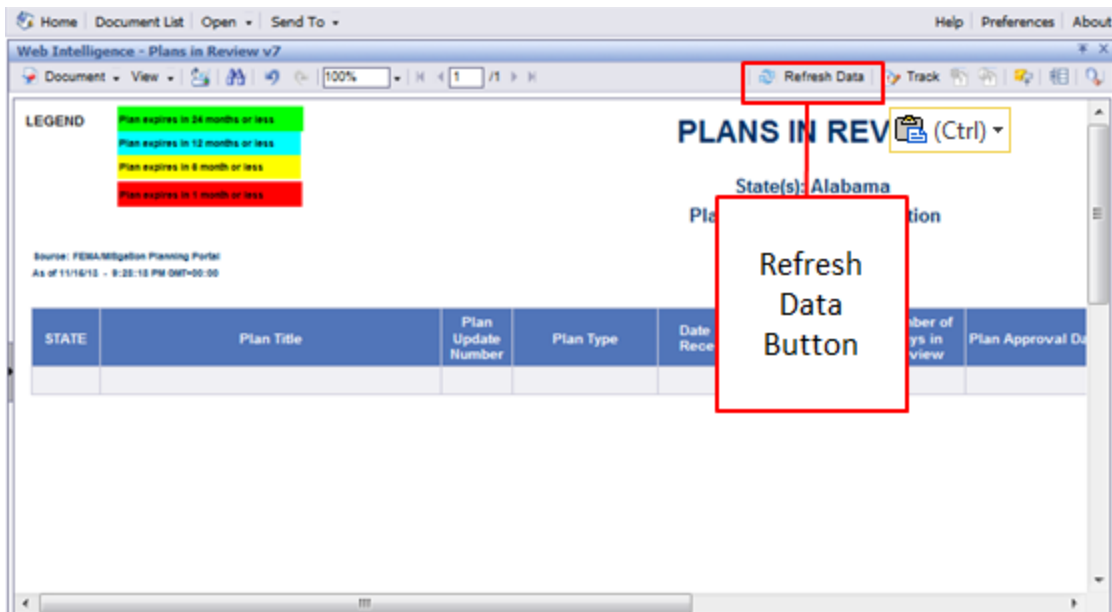
To change the values you entered in the prompt simply press the Refresh Data button

Saving a Report

You can save your report to your computer or to your **Favorites** folder. To see the saving options click the **Document** drop down arrow on the top left of the screen:
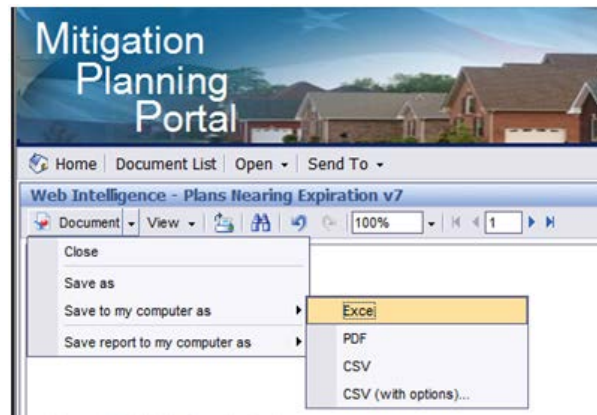
Document Menu

- To Save to Your Computer:
  - Click on **Save To My Computer As**
  - Click on **Excel** to save the report into an Excel spreadsheet or **PDF** to save the report into a PDF document or on your computer. NOTE: Depending on your security settings, a pop up blocker may appear when you try to download a file to your computer. To avoid a pop up blocker appearing on your screen, hold down the Ctrl key when you click on the drop down menu. Continue to hold down the Ctrl key until the Save As screen

- Saving to **My Favorites**:
  - You must save canned reports to **My Favorites** before being able to edit them. Also, make sure to change file names and titles of your copies of canned reports to distinguish them from the original reports. You can also schedule reports saved in **My Favorites** to run automatically on a schedule and email the results to you. To save a canned report to **My Favorites** while a report is open, click on the **Document** drop down arrow and click on **Save As**
  - You save ad hoc reports that you create to **My Favorites** as well. The workflow for saving ad hoc reports is identical to saving copies of canned reports

Scheduling a Report

You can configure the MPP Reporting System to schedule recurring reports:

1. Right click on the report contained in **My Favorites** within the **Document List** and click on **Schedule** within the drop down menu
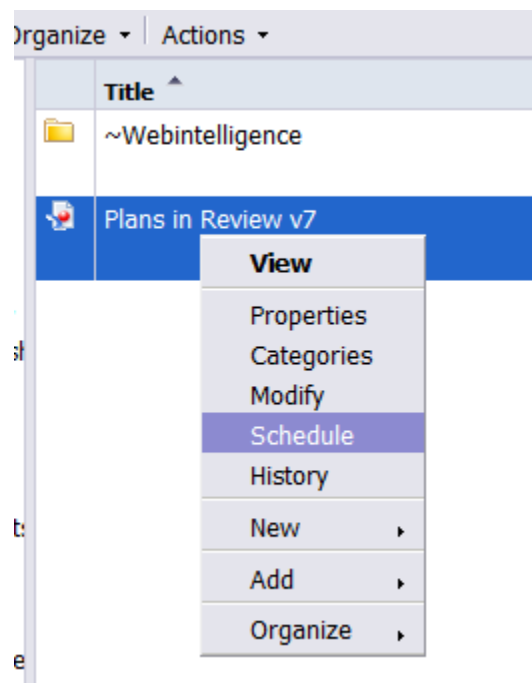
Right-click on report to bring up menu and select Schedule

2. Click on **Recurrence** in the left hand navigation, and in the **Run object** drop down box, select the frequency of when you would like the report to run and enter associated details to schedule when the report will run (which day of the week and which time). The start and end dates/times only specify during which time periods the reports can run
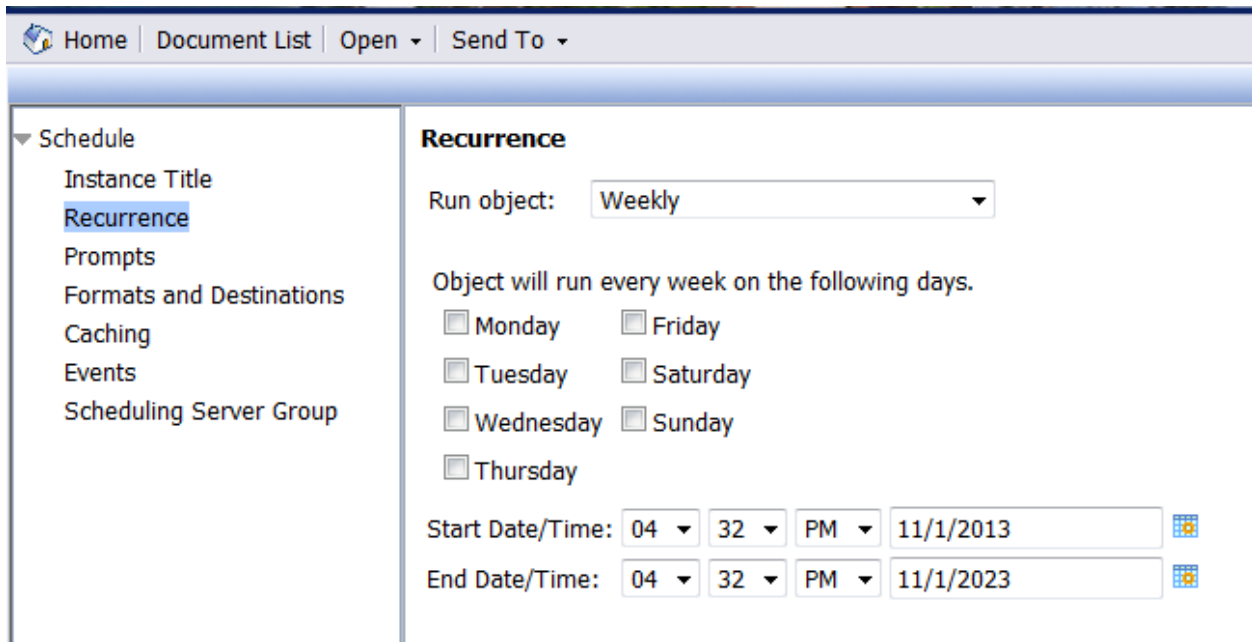
Recurrence Menu

3. If the report requires you to enter values in a **Prompt** screen, click on **Prompts** in the left hand navigation bar. Then click the **Modify** button to pop up the **Prompt** screen, where you can enter the prompt information
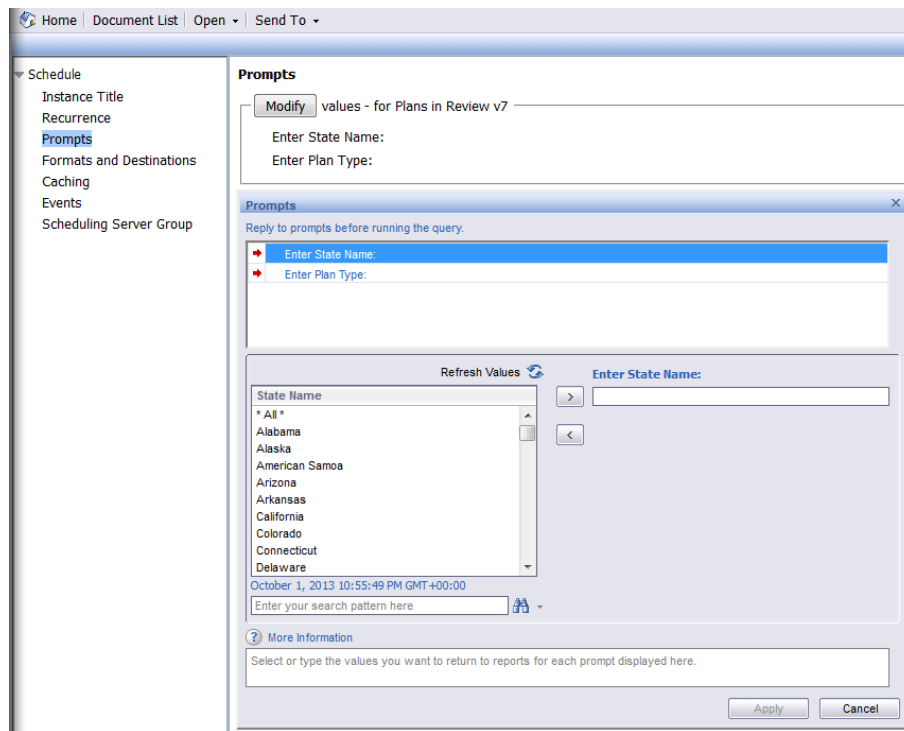
Prompt Screen

4. Click on the **Formats and Designations** in the left hand navigation bar to choose the format and designation options
5. Under **Output Format and Destination**, check the box next to the format and destination you would like to send your report. NOTE: Always choose **Inbox** or **Email recipients**. When emailing a recipient, choose either **Microsoft Excel** or **Adobe Acrobat**. Do not select **Web Intelligence** if emailing the recipient. They will receive the link in their email, but the tool is not set up to work off of their email. Only select **Web Intelligence** if you select **Inbox** in the **Destination** drop down box. What is the difference between **Inbox** and **Email** recipients?
    - **Inbox** - This is not the user's email inbox, but the user's Reporting System inbox. Use this option to send reports to other users. Sending to the inbox as a **Web Intelligence** document allows the user to modify the data elements and filters.
    - **Email recipients** - This option can be used for sending reports to other users. The report will appear as an Excel or PDF attachment in the user's email account of their choice.
6. Under **Destinations Options and Settings**, uncheck **Use the Job Server's defaults**
7. Complete the email fields to send the report to a user. You can enter any email address you would like under the **To** field
8. Under **Destinations Options and Setting**, click on the **Add Attachment** check box
9. Check the **Specific name** radio button to add a name of the report to display in the email attachment. If you select **Automatically Generated**, then the report name will be a random set of numbers and letters that appears in the user's attachment
10. Keep the **Add file extension** box checked. This will automatically add the correct extension
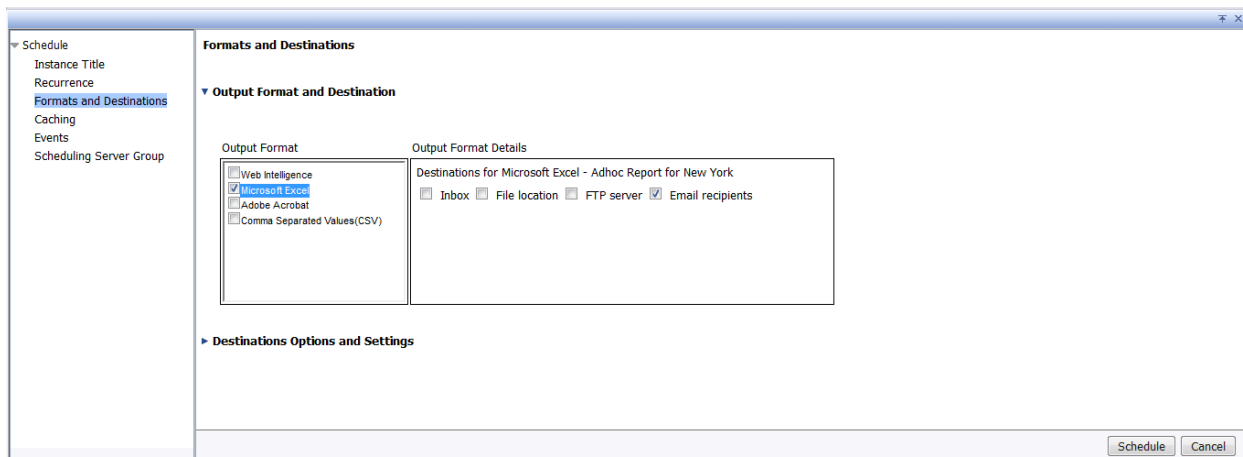
Formats and Destinations Menu

11. Click the **Schedule** button on the bottom right corner to schedule to report

12. To view the status of your scheduled report find the report in **Document List**, right click on the report, and select **History**. You can also delete, pause, and edit scheduled instances from the **History** menu

Ad hoc Reports

What is an ad hoc report?

Using an ad hoc report, you can generate data on the fly for any plan in the MPP system and manipulate the data to create a custom report.

What are the basic steps to running an ad hoc report?

1. First pick what plan information you will display in your report
2. Decide how you will select plan information to report on by creating a filter
3. Run your query, which pulls the plans that meet the criteria set in your filter and displays the information you specified
4. Edit the resulting report to meet your needs
5. Save the report, so you can run it on demand

What are the data elements that you can report on?

Geography
Region
State Name
State FIPS
County Name
County FIPS
Community Name
Place FIPS
Jurisdiction
Adoption Date
CRS Participation
Jurisdiction Approval Date
Jurisdiction Comments
Jurisdiction Plan ID
Jurisdiction Status
Jurisdiction Type
NFIP Participation Status
Other Jurisdiction Type
Risk Map Deployed
Comments
Plan
APA Date
Created Date
Expiration Date
Extraordinary Circumstance

Extraordinary Circumstance Start Date
Extraordinary Circumstance End Date
Last Modified Date
Months till Expired
Plan Approval Date
Plan Entered into NEMIS
Plan Expired
Plan ID
Plan Status
Plan Title
Plan Preparer
Plan Type
Plan is an Update
Plan Update Number
Reviews
Correspondence Date
Days in Review
Date All Plan Documentation Completed
Date Plan Received
Date Review Completed
Date Review Started
45 Day Date
Reviewer Name
Review Type
Submission Number

Review Comments

Statistics

State Total Number for Jurisdiction with Same Status as Plan

State Total Number of Plans

State Total Number of Jurisdictions

Funding

Grant Number

Funding Source Other

Funding Source

Census 2010

Region Population

Region Housing

Region Total Area SQM

Region Water Area SQM

Region Land Area SQM

State

State Population

State Housing units

State Total Area SQM

State Water Area SQM

State Land Area SQM

State Population Density per SQM of Land Area

State Housing Units per SQM of Land Area

County

County Population

County Housing units

County Total Area SQM

County Water Area SQM

County Land Area SQM

County Population Density per SQM

County Housing Units Density Per SQM

Place

Place Population

Place Housing units

Place Total Area SQM

Place Water Area SQM

Place Land Area SQM

Place Population Density per SQM

Place Housing Units Density Per SQM

State Place Population in Households & Group Quarters

Total Place Population, in Households and Group Quarters

% of Total Place Population in Households

% of Total Place Population in Family Households as Family

% of Total Place Population in Family Households as Nonrelatives

% of Total Place Population in Non Family Households as Nonrelatives

% of Total Place Population in Group Quarters

% of Total Place Population in Group Quarters as Institutionalized

% of Total Place Population in Group Quarters as Noninstitutionalized

Congressional Districts

Total 113 Cong district Housing Units

Total 113 Cong District Occupied Housing Units

Total 113 Cong District Vacant Housing Units

% of Total 113 Cong. District Vacant Housing Units for Sale

% of Total 113 Cong. District Vacant Housing Units for Rent

% of Total 113 Cong. District Vacant Housing Units Seasonal use

% of Total 113 Cong. District Vacancy Rate Homeowner

% of Total 113 Cong. District Vacant Rate Rental

Create and edit custom ad hoc reports by following these steps:

1. To create a new report in the **Document List** screen click the **New** button on the **Reporting Navigation** menu and click on the **Web Intelligence Document** button. To edit an existing custom report find your existing custom report, right click on it, and press the **Modify** menu option
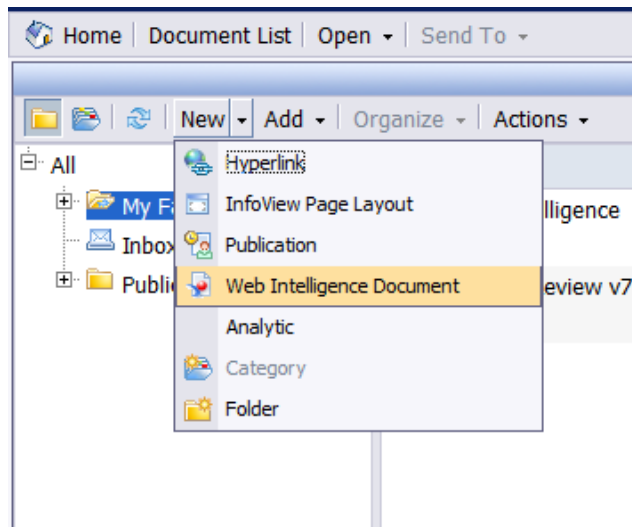
Menu for creating a new ad hoc report

2. Click on the **MPP_RT** Universe
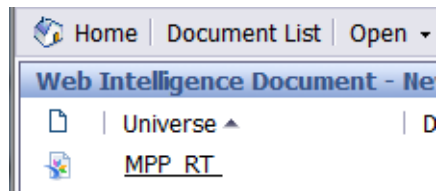
Menu for selecting the MPP_RT Universe

3. Pass through any warnings or pop-ups you might see. Don't block or restrict anything

Universe Objects Pane – These are the available data elements you can query or report on

Result Objects Pane – These are the data elements you can display on your report

Run Query Button – Click this button to report on the data elements you included in the Results Objects section based on your Query Filters

Query Filters Pane – These are the data elements you base your query on. You can filter plans data based on the filters you apply here

Query Editor Screen

4. Once you're on the page showing the available data, navigate through the data elements on the left hand side under the **Universe Objects** pane. Click on the + to open folders containing data elements

5. Move the data elements into the **Result Objects** pane that you want to include in the report. They will automatically populate a table in your report, after you run the query. You can select and drag elements or double-click on them to move them to the **Results Objects** pane. Notice that when you drop data element marked with a green pyramid, it will always bring over the parent data element. The following **Object Types** are available:
    *   Dimension Object (blue box) – base elements for creating a query
    *   Detail Object (green pyramid) – provides additional information for a dimension object, but does not form the basis of a query
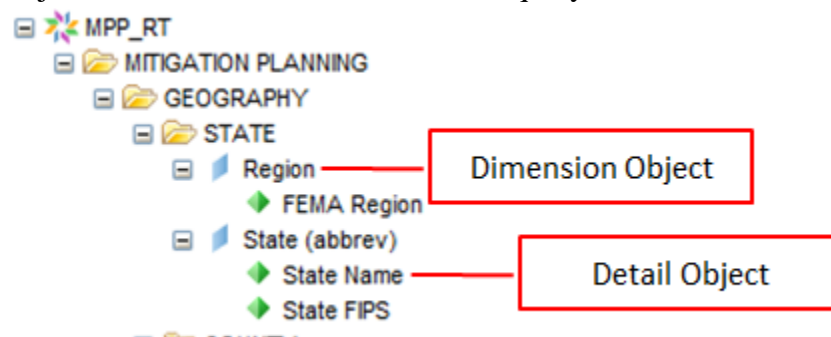
Object Types

6. To filter the query, drag and drop the data element(s) to the **Query Filters** pane below the **Results Objects** pane. The data elements that you place in the **Query Filters** pane are used to define which plans will be reported on once the query is run. For each data element you add to the **Query Filters** pane you must specify the conditions that must be met for plans to be included in the report

7. Once you add a data element to a **Query Filter** you should configure the filter settings for the element:
    *   Condition – The system compares the records to the **Value** using the **Condition**. The available conditions include **Equal To**, **Not Equal To**, **Greater Than**, **Greater Than Or Equal To**, **Less Than**, **Less Than Or Equal To**, **Between**, **Not Between**, **In List**, **Not In List**, **Is Null**, **Is Not Null**, **Matches Pattern**, **Different From Pattern**, **Both**, and **Except**
    *   Value- You can enter free text in the **Value** field when the **Value Options** menu is set to **Constant**
    *   Value Options- The options in the this menu allow you to vary how you obtain the Value for your Query:
        o Constant – Free text entry of the **Value**
        o Value(s) from List – Pull **Values** from a list of available **Constant**

- o Prompt – Have a **Prompt** window pop-up whenever you run the report requesting a value
- o Result from Another Query – You will not need to use this option

Query Filter Settings
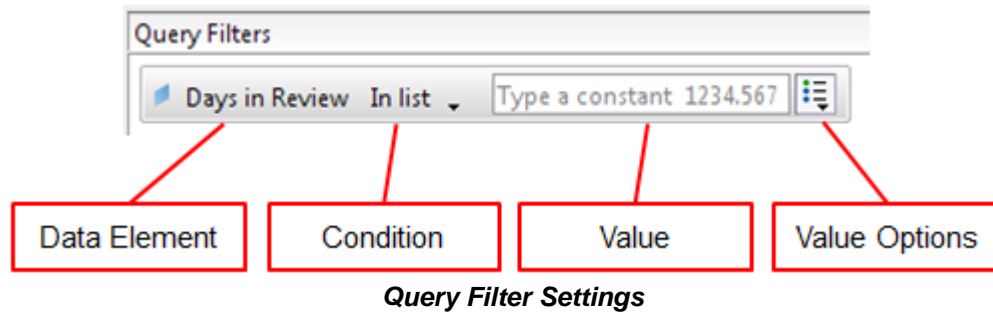
8. Once you have set your data elements and filters, click the **Run Query** button to view the report results
9. After querying your data, you will see the resulting report. The data elements you picked will be structured in the same order that you placed them in the **Results Objects** pane. You can edit the report's formatting and structure
10. If you need to refresh your data, press the **Refresh Data** button
11. If you would like to make changes to the query or add new data elements to display, click on the **Edit Query** button
12. You can save your new report by clicking arrow next to the **Save** button on top left corner of the screen. To save to save to **My Favorites** click on the **save as** option, and to save to your computer click on the **save to my computer as** option and click **Excel** or **PDF**
13. You can also schedule your custom report to be emailed to you the same way that you schedule your saved versions of canned reports
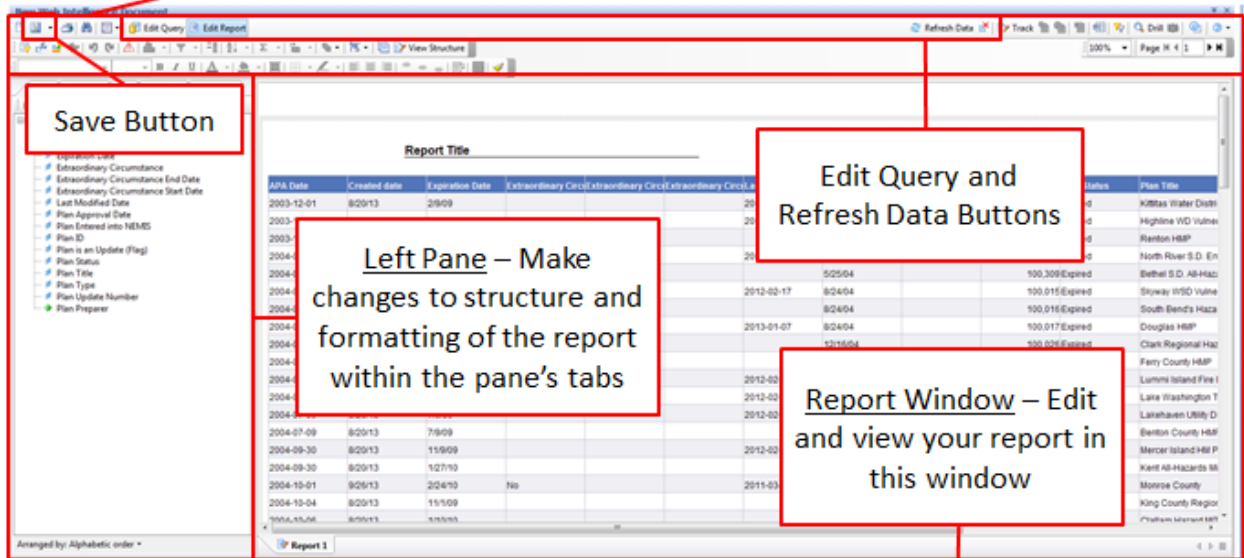
Edit Report Screen

Example Report

If you wanted to print out the **Plan Title**, **Plan Approval Date**, and **Plan Status**, for all plans from region three that were approved during 2013, you would follow these steps:

1. Place the following data elements into the **Result Objects** pane: **Plan Title**, **Plan Approval Date**, and **Plan Status**
2. Place the following data elements into the **Query Filters** pane: **Plan Approval Date** and **Region**
3. In the **Query Filters** pane change the **Plan Approval Date** condition to **Greater than or Equal to** and the value to **1/1/2013**. Also in the **Query Filters** pane change the **Region** condition to **Equal to** and the value to 3
4. Run your query
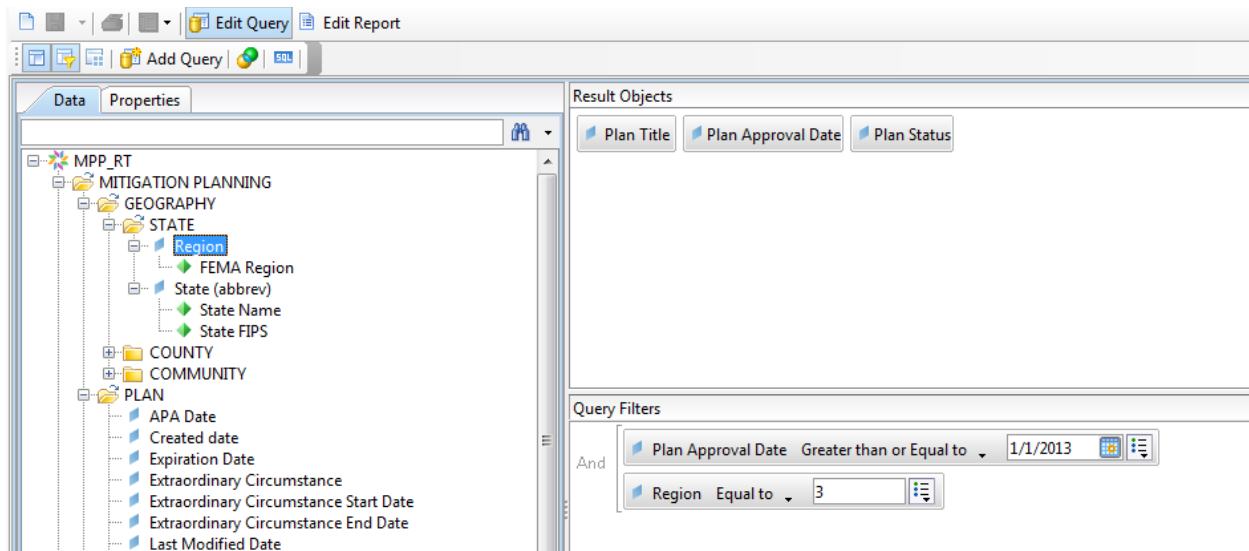
Query for example report

Tips for Creating Ad hoc Reports

When creating ad hoc reports, start by creating a simple query. Modify your filters till you are pulling only the plan records you desire. Once you have finished configuring the filters, make sure you include all the data elements that you would like to report on in the **Result Objects** pane. Finally, format your report to your liking, and share it with your colleagues by saving it to your computer and emailing it.

Performance Considerations

When running ad hoc reports, you must be careful to query too much data at once, which can cause performance problems. Always try to apply filters, so you are only querying the plans you are interested in. Adding too many objects to the **Results Objects** pane may also have a performance impact. If you do have performance problems where an ad hoc report takes more than 15 seconds to run, take the following steps:

- Add more restrictive filters
- Remove objects from the **Results Objects** pane
- Confirming that the **Retrieve Duplicate Rows** property is unchecked

You can uncheck the **Retrieve Duplicate Rows** property by clicking on the **Properties** tab in the **Universe Objects Pane** on the left side of the **Query Editor Screen**, scrolling down to the **Data** section and unchecking the **Retrieve Duplicate Rows** checkbox.
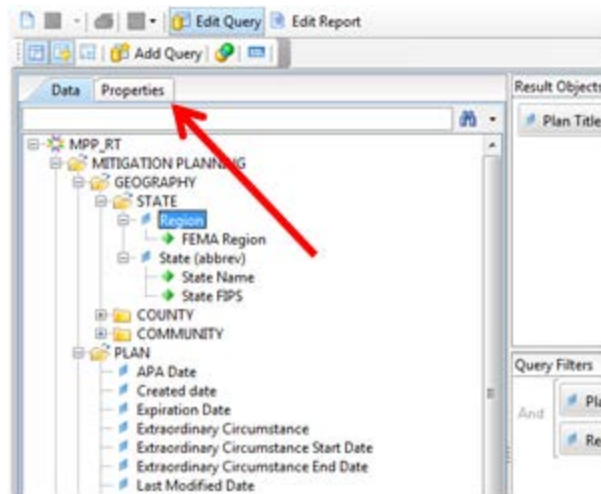
Properties tab
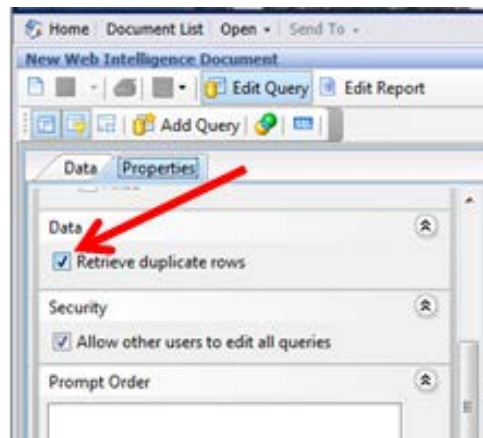
Retrieve Duplicate Rows property checkbox

Data Dictionary

Plan Data

APA Date

Description	Approvable Pending Adoption. The date FEMA determines a Mitigation Plan meets all requirements of 44 CFR Part 201, except adoption by one or more of the Jurisdictions associated with the Plan that would then prompt FEMA approval.
Required	No
Format	mm/dd/yyyy

Approval Date

Description	The date the Mitigation Plan was approved by FEMA. Once established, the date will not change during the next 3 or 5 years.
Required	No. Required when Plan Status is "Approved"
Format	mm/dd/yyyy

Expiration Date

Description	The date when the Mitigation Plan expires. Non-state plan: "Approval Date" plus 5 years. State plan: "Approval Date" plus 3 years.
Required	Display Only
Format	mm/dd/yyyy

Extraordinary Circumstance

Description	When checked, this element indicates that an exception was granted by the Regional Administrator that allows a plan to be completed within 12 months of the award of a Hazard Mitigation Assistance (HMA) project grant. Note: FEMA could create a 'placeholder' Plan with Plan Type "Plan in Progress", select this element until the Plan is submitted for review, and use the "Comments" field in Jurisdiction Status tab to indicate which Jurisdictions are under an Extraordinary Circumstance.
Required	No
Format	Yes/No. Default is blank

Extraordinary Circumstance Start Date

Description	The beginning date that indicates the start of a one year period a Jurisdiction has to complete approval of their Mitigation Plan
Required	No. Required when Extraordinary Circumstance equals 'Yes'
Format	mm/dd/yyyy

Extraordinary Circumstance End Date

Description	The end date that indicates the completion of a one year period a Jurisdiction had to complete approval of their Mitigation Plan. The date will be pre-populated based on a one year period from the Extraordinary Circumstance Start Date
Required	No
Format	mm/dd/yyyy

Funding Source

Description	Source of funding obtained by a Jurisdiction that helped offset the expense of developing a Mitigation Plan. There can be multiple Funding Sources identified for a Plan. Once a Funding Source is identified, it doesn't change during the life of the Plan
Required	No
Format	HMGP (Hazard Mitigation Grant Program) PDM (Pre-Disaster Mitigation) FMA (Flood Mitigation Assistance Program) EMPG (Emergency Management Performance Grant) Homeland Security Grants Self Funded Other

Funding Source Other

Description	Funding Source Type that doesn't appear in the existing Funding Source value list
Required	No. Required only when Funding Source value "Other" is selected
Format	Text. 50 characters

Grant Number

Description	A specific number assigned to a planning grant that is awarded to complete the Mitigation Plan
Required	No. Required when Funding Source value is HMGP, PDM, FMA or EMPG
Format	Text. 25 characters

Last Modified Date

Description	An MPP system date generated when a Mitigation Plan record is initiated or a data element has been modified and the action item to save the data has been triggered.
Required	Display Only
Format	mm/dd/yyyy

Plan Entered into NEMIS

Description	Mitigation Plan information was entered in the external system NEMIS (National Emergency Management Information System)
Required	No
Format	Boolean

Plan is an Update

Description	A checkbox used to indicate an updated Mitigation Plan was created to replace an existing plan. An existing Plan may or may not be expired
Required	No
Format	Boolean

Plan Preparer

Description	The name of an individual, organization, agency, consultant, "lead" jurisdiction or other entity that prepared the Mitigation Plan and submitted the Plan to FEMA
Required	No
Format	Text. 100 characters

Plan Status

Description	Status of a Mitigation Plan submitted to FEMA. The value selected in this element will be used to pre-populate "Jurisdiction Status"
Required	**Yes**
Format	**Plan in Progress:** *Jurisdiction(s) working on Plan, but Plan has not been submitted to FEMA.* **In Review:** *FEMA is reviewing Plan submitted by Jurisdiction* **Awaiting Revisions:** *FEMA sent Plan back to Jurisdiction for revision* **Approvable Pending Adoption***: Jurisdiction met all requirements, except for adoption*

	Approved: *A Jurisdiction adopted the Plan; FEMA received final documentation. This is the same date indicated on the official correspondence relaying FEMA approval* **Amending:** *Post-Approval, the Jurisdiction submitted a revised (not "Plan Update") Mitigation plan for FEMA review to include new information, such as an annex for another Jurisdiction, or inclusion of new hazard data. A new review cycle is in progress. Plan retains "Approved" rating; APA Date doesn't change and Plan doesn't need to be archived* **Expired:** *Plan reached or passed expiration date* **Archived:** *Updated Plan submitted, reviewed and approved; Original/previous version of the Plan expired. Old Plan made inactive/archived. Note: "Archive" should not be selected until after the updated Plan is Approved, including approval for all jurisdictions associated with the updated Plan. Once the Plan is archived, all associated records, including Jurisdiction records, will no longer appear in the results of an MPP search. The only way to view an archived Plan will be via an Ad hoc report*

Plan Title

Description	The name of the Mitigation Plan, typically as shown on the cover of the submitted document
Required	**Yes**
Format	Text. 200 characters

Plan Type

Description	The type of plan in accordance with 44 CFR Part 201. Plan Type can change over the life of a plan. For example a single jurisdiction can become multi-jurisdiction. Changing the Type doesn't cause the Plan to become 'archived'
Required	**Yes**
Format	You may enter only one plan type per plan. The values include: **Multi-Jurisdiction:** *A Mitigation Plan with more than one Jurisdictional participants that may include either Local or Tribal jurisdictions* **Single Jurisdiction:** *A Mitigation Plan developed to meet 44 CFR 201.6, Local Mitigation Plans* **Standard State**: *A Mitigation Plan developed to meet 44 CFR 201.4, State Mitigation Plans* **Standard Tribal:** *A Mitigation Plan developed to meet 44 CFR 201.7, Tribal Mitigation Plans* **Enhanced State:** *A State Mitigation Plan developed to meet 44 CFR 201.5, Enhanced Mitigation Plans* **Enhanced Tribal:** *A Tribal Mitigation Plan developed to meet 44 CFR 201.5, Enhanced Mitigation Plans*

Plan Update Number

Description	Manually entered number used to indicate the next comprehensive review and update of a Mitigation Plan
Required	No

Format	Numeric. 2 characters

Jurisdiction Status

Community

Description	Census designated places, consolidated cities, and incorporated places as defined by the census. Each place is assigned a five-digit Federal Information Processing Standards (FIPS) code that is unique within state. If the community is not available in the Census list, an "Other" value and text field must be selected and completed.
Required	**Yes**
Format	From Census Data or Other

Other Community

Description	Any community that is not listed in the Community list (i.e., Census). Consistent with 44 CFR 201.2, a community can be any Local or Tribal government, such as a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity. Other Community may also include an Indian Tribal government that is any Federally recognized governing body of an Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian Tribe under the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 479a. (44 CFR 201.2). The new community will be saved to an internal MPP table. Once saved, it will be available for selection, in addition to the Community values
Required	No. Required when the community value of "Other" is selected
Format	Text. 100 characters

County

Description	The primary legal division of most states; it also includes parishes, organized boroughs, and independent cities in some states
Required	**Yes**
Format	From Census Data

CRS Participation

Description	Community Rating System is a voluntary incentive program that encourages community floodplain management activities to exceed the minimum National Flood Insurance Program requirements. The indicator is used to identify a Jurisdiction's participation in the CRS program. (fyi: Not in MIP)
Required	No
Format	Boolean

Adoption Date

Description	Date the Jurisdiction formally adopted the Mitigation Plan, which may be different for each Jurisdiction. Also used as a reference point to indicate the time period between the Mitigation Plan's "APA Date" date the date the first Jurisdiction adopted the Mitigation Plan
Required	No
Format	mm/dd/yyyy

Jurisdiction Approval Date

Description	The date FEMA acknowledged receipt of the Jurisdiction's Plan adoption and approved the Plan for that participating Jurisdiction. The date can never be before the Plan "Approval Date". However, it can be equal to or after the Plan "Approval Date"
Required	No
Format	mm/dd/yyyy

Jurisdiction Comments

Description	Additional Jurisdiction information associated with a Mitigation Plan
Required	No
Format	Text. 500 characters

Jurisdiction Status

Description	The status of a Jurisdiction that is an identified participant in a Mitigation Plan
Required	**Yes**
Format	Plan in Progress In Review Awaiting Revisions Approvable Pending Adoption Approved Expired Archived View Appendix A for Jurisdiction Status logic

Jurisdiction Type

Description	The type of government entity (Jurisdiction). Includes State, Tribal and Local governments
Required	**Yes**
Format	Alaska Native Organization Alaska Native Village College Conservation District Consolidated Government County County Subdivision District

	Electric/Power Authority
	Fire/EMS District
	Flood Control District
	Highway/Port/Rail
	Hospital/Medical Facility
	Incorporated City
	Island
	Municipality
	Municipio
	Natural Resources
	Organized Borough
	Other
	Parish
	Regional Planning Agency
	School/School District
	Special District
	State/District/Territory
	Town
	Township
	Transit/Airport
	Tribal
	Unincorporated
	University
	Unorganized Territories
	Village
	Water/Sewer Authority

Other Jurisdiction Type

Description	Enter the type of governmental entity, if "Special District" or "Other" are selected in the Jurisdiction Type data element
Required	No. Required when Jurisdiction Type values "Special District" or "Other" are selected
Format	Text. 50 characters

NFIP Participation Status

Description	A Jurisdiction's form of participation in the National Flood Insurance Program (NFIP)
Required	No
Format	Not Mapped
	Not Participating
	Participating
	Sanctioned
	SFHA Sanctioned
	Suspended

Risk MAP Deployed

Description	An indicator that reflects the Jurisdiction's participation in a FEMA Risk MAP project
Required	No
Format	Boolean

State, District or Territory

Description	Any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands
Required	**Yes**
Format	From Census Data

Plan Review Status

45 Day Date

Description	The date by which FEMA must complete its review of a mitigation plan, in accordance with 44 CFR 201.6(d)(2). Calculation: "Date Plan Received" plus 1, plus 45 calendar days.
Required	Display Only
Format	mm/dd/yyyy

Correspondence Date

Description	The date FEMA reviewer sent a communication with the results of the FEMA review to the State or Tribe. There is only one Correspondence Date per submission
Required	No. Required when Plan Status equals: In Review, Awaiting Revisions , Approvable Pending Adoption, Approved, Amending
Format	mm/dd/yyyy

Correspondence Type

Description	Indicates the type of communication used between FEMA and the Jurisdiction during the Mitigation Plan review
Required	No. Required when "Correspondence Date" is entered
Format	Email Fax Paper SharePoint Approval Letter Approvable Pending Adoption Letter Disapproval Letter

Date Plan Documentation Started

Description	The date all Plan information, including final approval letter, was 'officially/administratively' stored. This applies to the Plan and not per

	submission. Date is not considered in the "Number of Days in Review" calculation
Required	No
Format	mm/dd/yyyy

Date Plan Received

Description	The date FEMA received a Mitigation Plan from a Jurisdiction
Required	**Yes**
Format	mm/dd/yyyy

Date Review Completed

Description	Date the FEMA reviewer completed their individual review of a submitted Mitigation Plan. There can be multiple Date Review Completed dates for a single Submission Number, depending on the number of Reviewers
Required	No
Format	mm/dd/yyyy

Date Review Started

Description	Date the FEMA reviewer began to review a submitted Mitigation Plan. There can be multiple Date Review Started dates for a single Submission Number, depending on the number of Reviewers
Required	**Yes**
Format	mm/dd/yyyy

Days in Review

Description	MPP will derive the number of days a Plan has been in review based on the Date Plan Received and Correspondence Dates. Calculation: For each Submission Number, the Days in Review equals the Correspondence Date minus Date Plan Received. Note: When Date Plan Received and Correspondence Date are the same date, the number of Days in Review will be counted as 1 day
Required	Display Only
Format	Numeric

Review Comments

Description	A pertinent piece of information provided by a FEMA reviewer associated with the Mitigation Plan or the Plan review process
Required	No
Format	Text. 200 characters

Review Type

Description	The type of review performed by a FEMA reviewer on a submitted Mitigation Plan
Required	**Yes**
Format	**Approval Review:** *A review after a plan has achieved APA status. A full review is not required. You only verify the plan has not been altered since APA and*

	review the documentation of the jurisdictions adoptions. The Approval Review is not a page-by-page review, but a scan to make sure all things have stayed the same since we last reviewed the document
	Courtesy Review: A community sends a plan and asks FEMA to review it so they can receive comments and see if the plan would pass. This does not result in a status change or a letter. These are not given priority and are reviewed as time allows. Although it will still be good to count it, this type of review is not bound by the 45 days. Typically, a Courtesy Review is only for a section(s) of a plan and not the entire plan. If the entire plan is written, submit it for an official review
	Official Review: All plans sent to FEMA to verify if they have met all regulatory requirements. Some regions have stages during the official review. For example, Initial or IR (first review), QC or Quality (second review),TA (hands on technical assistance to bring the plan to APA), QA (3rd review) for complex plan
	Technical Assistance Review: We are in direct discussions with the state and locals to facilitate an expedited review process. This is typically done during disasters or if there is a minor revision that is needed after an official review has begun. These are typically given priority and may be limited to a 72 hour window. Although it will still be good to count it this type of review is not bound by the 45 days

Reviewer Name

Description	The name of the FEMA reviewer that reviewed the Mitigation Plan
Required	**Yes**
Format	Text. 100 characters

Submission Number

Description	The incremental number assigned for each version of a Mitigation Plan submitted for review by a Jurisdiction to FEMA. For example: Initial submission number would be 1. When Plan Status is "Awaiting Revisions" and data is received, Submission Number would be incremented to 2. When Plan Status is "Approvable Pending Adoption", and Jurisdiction sends in final data, the Submission Number remains the same. When Plan Status is "Amending", Submission Number is incremented to 3. The Submission Number doesn't correspond to a plan status. It simply increments each time a jurisdiction submits a plan for review to FEMA
Required	**Yes**
Format	Numeric. 2 characters

Miscellaneous

Jurisdiction ID

Description	An identification number used to identify a Jurisdiction, based on the FIPS (Federal Information Processing Standards (FIPS) code. The ID will be prepopulated based on the geographical drill down using the Jurisdiction's State, County and Community. Used for reporting purposes only.

Required	For reporting purposes only
Format	Numeric

Months till Expired

Description	The number of months remaining before the Mitigation Plan reaches its expiration date. Calculation: Expiration Date minus current month date. Used for reporting purposes only.
Required	For reporting purposes only
Format	Numeric

Plan Expired

Description	A yes or no indictor used to signify the Mitigation Plan has expired. Used for reporting purposes only
Required	For reporting purposes only
Format	Boolean

Percent of Population Covered by Approved and APA Plans

Description	Regional Calculation: Summary total of Community population (using the "Community" from Jurisdiction Status) on a Plan, divided by the Region's total population figure (sum of States population within the Region) State Calculation: Summary total of Community population (using the 'Community' from Jurisdiction Status') on a Plan divided by the State population
Required	For reporting purposes only
Format	Numeric

Appendix A

| Plan Status Value	Jurisdiction Status Allowed Values
Plan in Progress	Pre-Pop all Juris. with Plan in Progress. Display only. Have to change Plan Status to change Juris. Status
In Review	Pre-Pop all Juris. with In Review. Display only. Have to change Plan Status to change Juris. Status
Awaiting Revisions	Pre-Pop all Juris. with Awaiting Revisions. Display only. Have to change Plan Status to change Juris. Status
Approvable Pending Adoption	Pre-Pop all Juris. with Approvable Pending Adoption. In Review Awaiting Revisions Approvable Pending Adoption Approved Expired Archived
Approved	(No Pre-Pop) Display last Plan Status value In Review

Plan Status Value	Jurisdiction Status Allowed Values
	Awaiting Revisions Approvable Pending Adoption Approved Expired Archived
Amending	(No Pre-Pop) Display last Plan Status value In Review Awaiting Revisions Approvable Pending Adoption Approved Expired Archived
Expired	Pre-Pop all Juris. with Expired. Display only. Have to change Plan Status to change Juris. Status
Archived	Pre-Pop all Juris. with Archived. Display only. Have to change Plan Status to change Juris. Status

Appendix B

CDS recommends all users to <u>install Java</u> and apply Resolution #1, but if you are unable to take these steps at this time, the following instructions should help you bypass any compatibility issues.

If you see a message to update java to the newest version, 7 update 51, you should install it, but you will then need to implement Resolution #1.

Error Messages & Compatibility Issues

- If you us Internet Explorer 10 and see visual quirks including unreadable tables like below, complete **Resolution #4**:
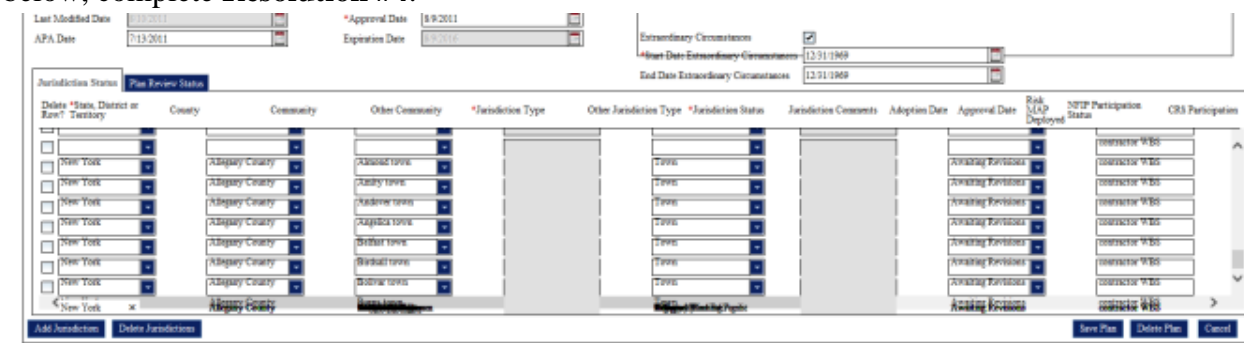
Example of an unreadable table

- If you ever see the "webpage cannot be found" error in Internet Explorer 10, complete **Resolution #3**
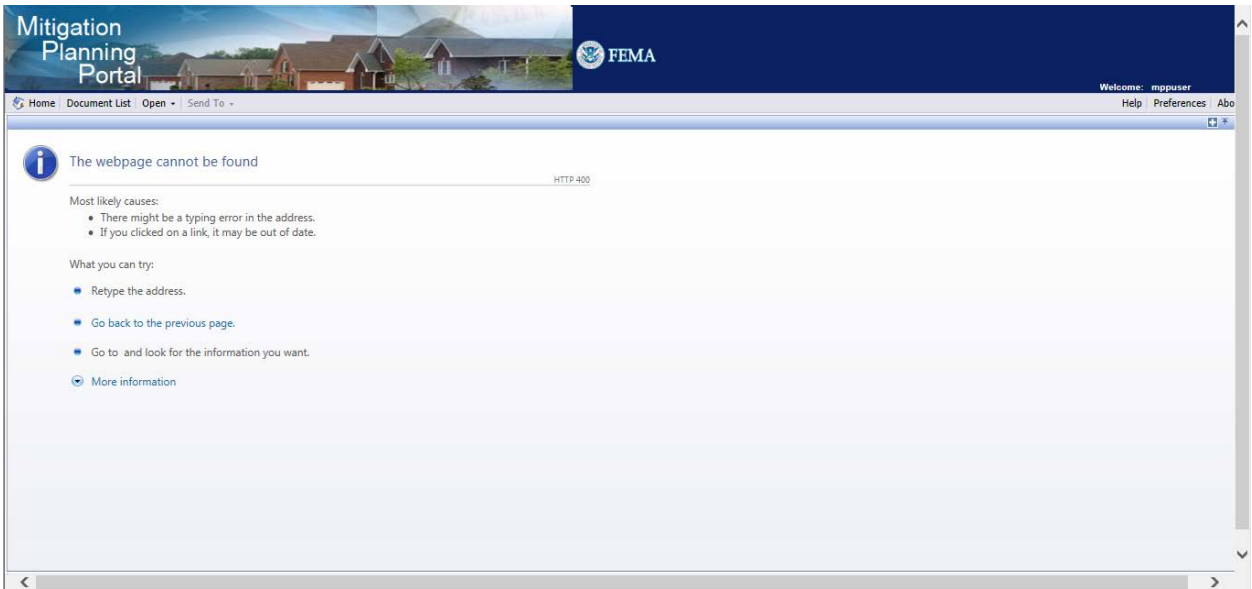
"Webpage cannot be found" error

- Users with Java 7 update 51 installed will be unable to create or edit ad hoc reports in the MPP. If you see the following error message when using the MPP, you are using Java 7 update 45 and should apply **Resolution #1**:

Error message when using Java update 45

- If you see the following error messages, you do not have Java installed and should install the most recent version of Java (you may need IT support help) and apply **Resolution #1**. If you cannot install the most recent version of Java apply **Resolution #2**
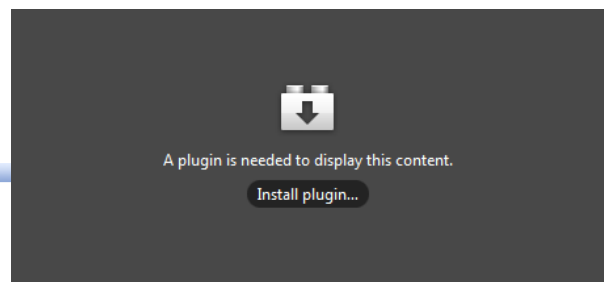
Error messages when Java is not installed

- If you previously completed **Resolution #2**, change "Select a default creation/editing tool" from Interactive to Advanced in the Preferences Menu and apply **Resolution #1**

- If you completed **Resolution #2** and are unable to edit an ad hoc report (filter buttons are not clickable), use Internet Explorer instead

Resolution #1 (Recommended)

Use this workaround, if you have the most recent version of Java.

1. Open the Java Control Panel. This can be accessed by searching for "Java" through the Start menu and then selecting "Configure Java"
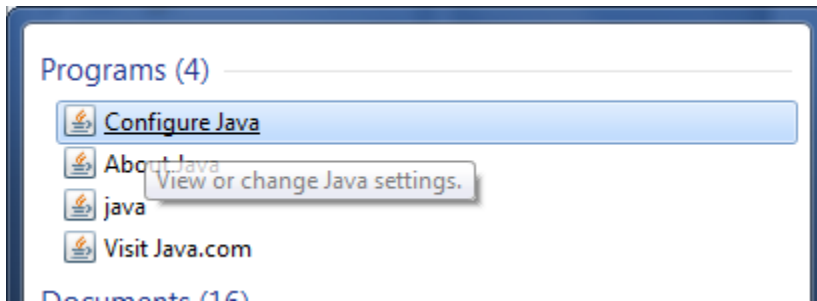
2. Once the Java Control Panel is open, select "Settings" under the Temporary Internet Files heading.
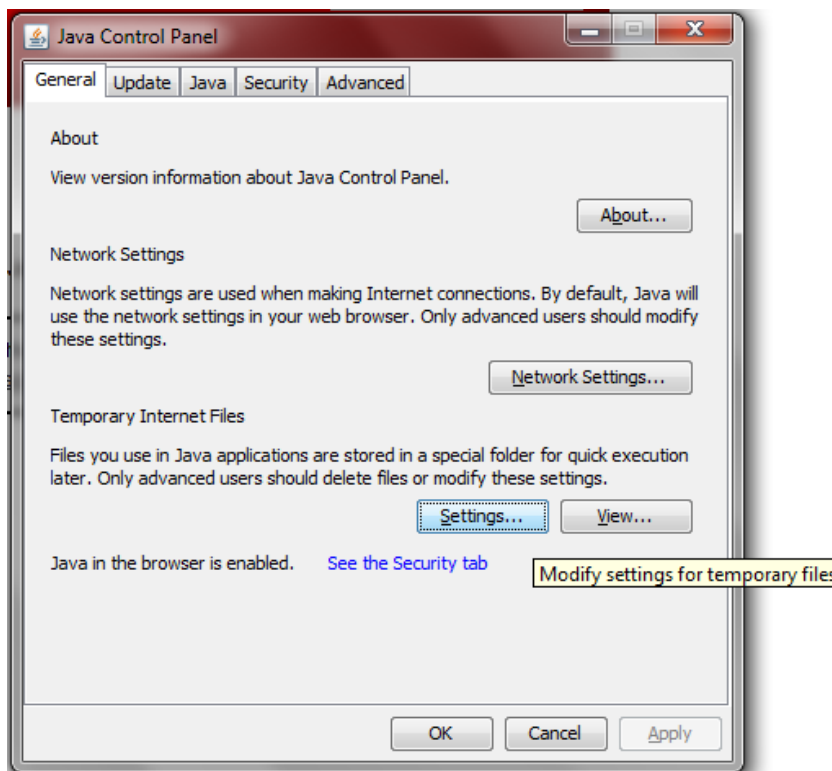
3. In the Settings menu, *uncheck* the "Keep temporary files on my computer" option. Hit OK to return to the Java Control Panel, and then OK again to close the Java Control Panel.
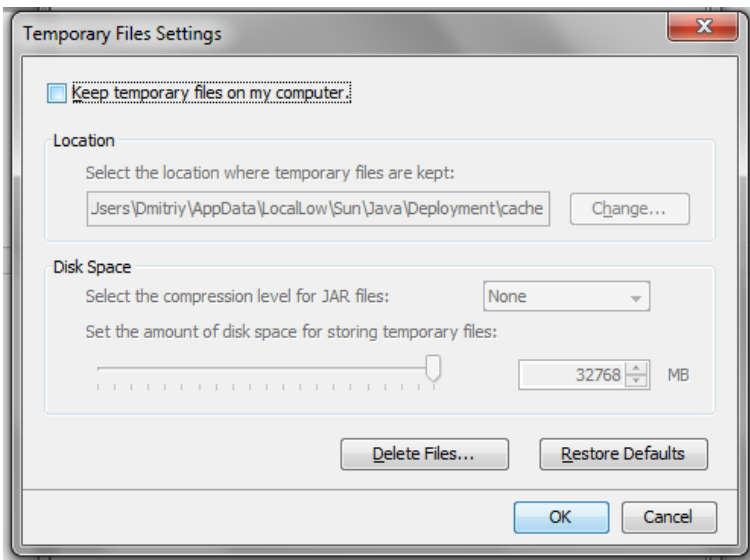
4. Click on the Security tab
5. Click on the Edit Site List button
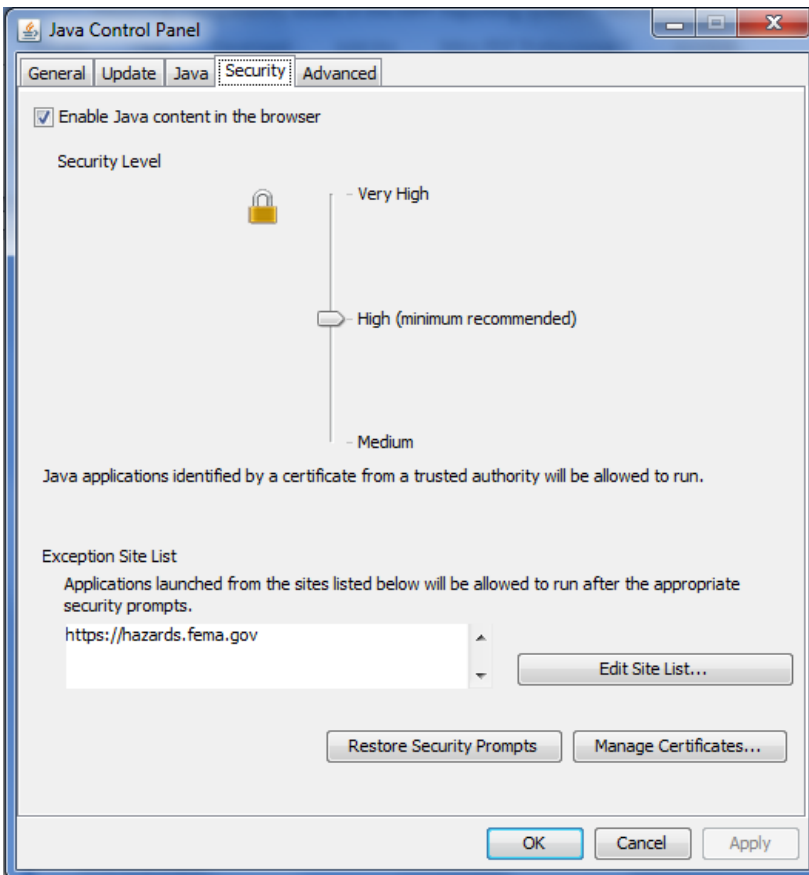
6. Click the Add in the Exception Site List window
7. Click on the empty field and enter "https://hazards.fema.gov"
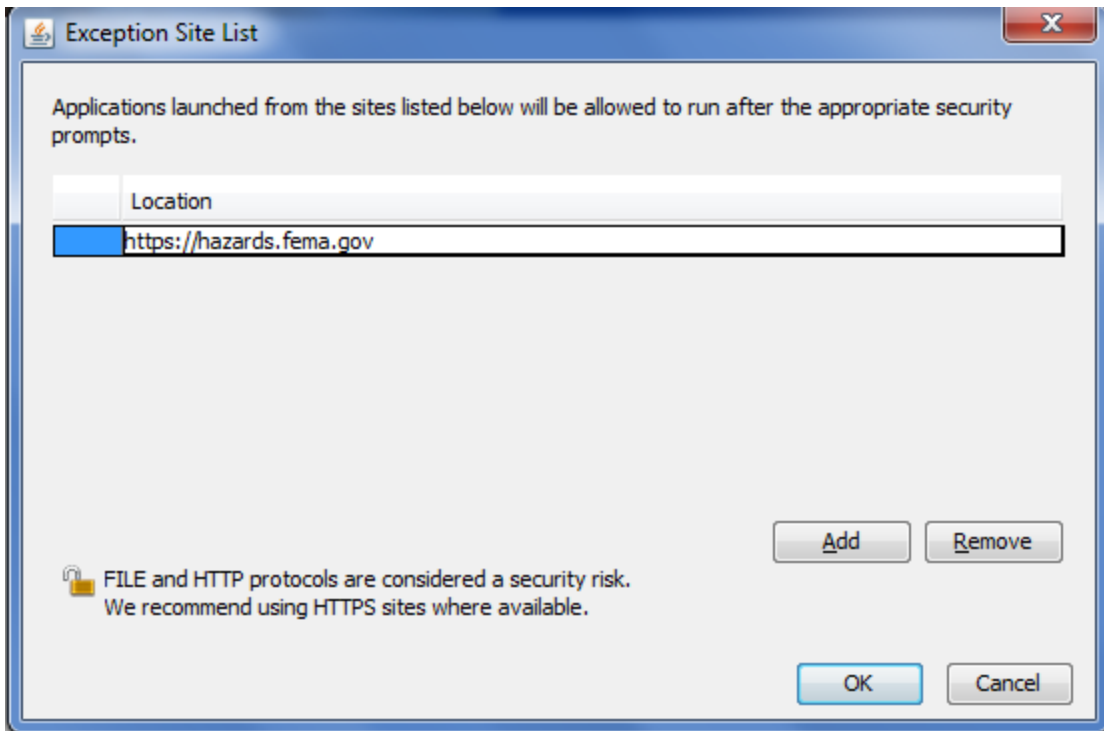
8. Click OK to save your change
9. Close and restart whichever web browsers you use to access the MPP Reporting System in order for the new settings to take effect.

Resolution #2

If you are unable to apply resolution #1 for any reason (e.g. security restrictions or do not have Java installed), you can use the following steps to resolve the errors until you can receive help on implementing resolution #1. If you are applying this resolution you should use Internet Explorer and not Firefox:

1. Click on the Preferences button found on the top right corner of the MPP Reporting System
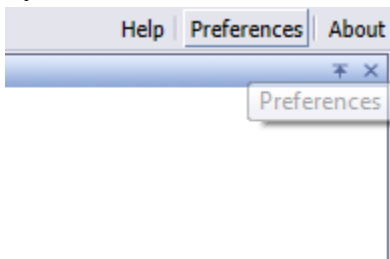
2. Scroll down to the Web Intelligence section

3. Click on the arrow to expand the section

4. Change "Select a default creation/editing tool" from Advanced to Interactive
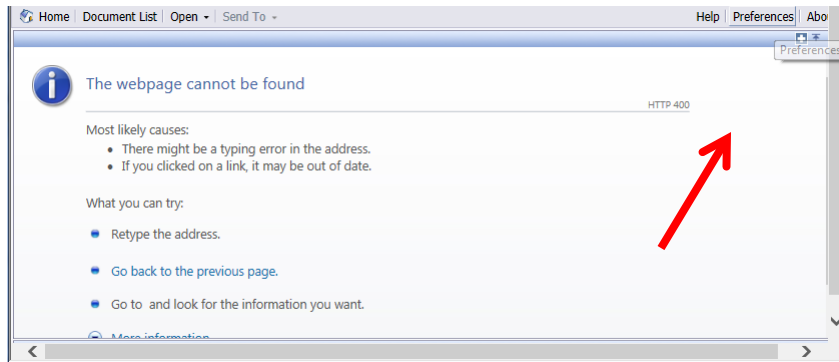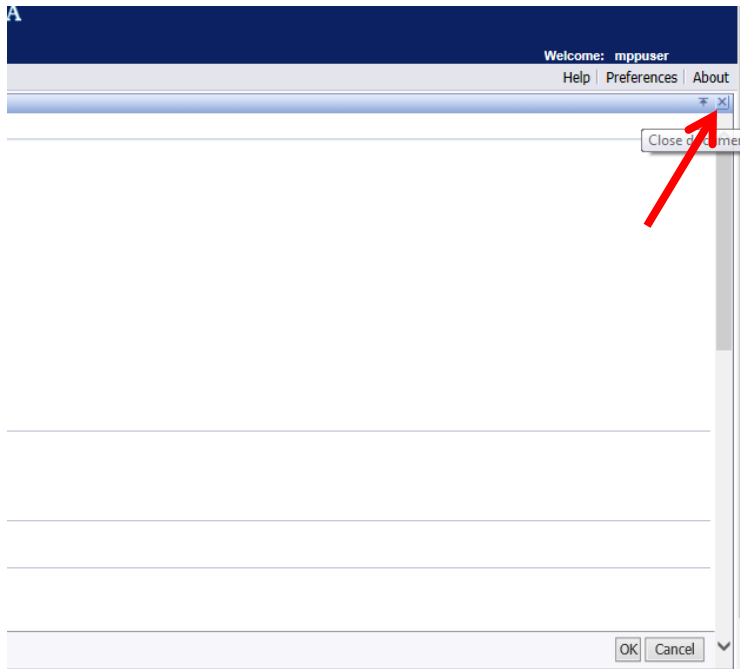

5. Click on the Ok button on the bottom right corner of the screen to save your changes

Resolution #3

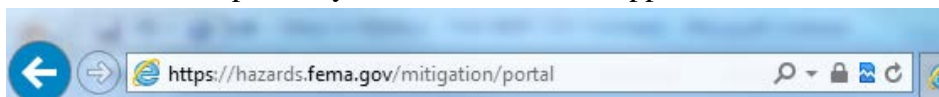1. Click the "Preferences" button on the top right corner

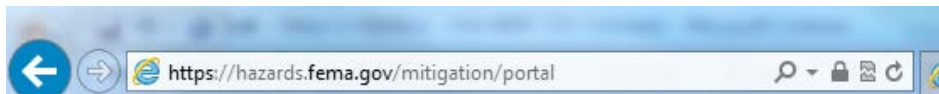2. Click the "X" button on the top right corner to close the preferences menu

3. You will now be past the "webpage cannot be found" error message

Resolution #4

1. Open Internet Explorer
2. Look for the Compatibility View button 🖼 that appears in the Address bar:

3. Click the button to turn off the view. It will turn from blue to grey

4. The page will refresh and the visual issues will disappear