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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

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SUBJECT: ODP Online Data Collection Tool – New Jurisdiction User Roles

Please distribute this Information Bulletin to all Jurisdiction Administrators throughout your state or territory.

On August 15, 2003, the U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) will activate new Jurisdiction User roles in the ODP Online Data Collection Tool. The purpose of these new roles is to allow each Jurisdiction Administrator to determine which Jurisdiction Users have the ability to input data into the Online Tool.

Currently, all Jurisdiction Users have the ability to input data in all sections of the Online Data Collection Tool. Allowing all Jurisdiction Users access to the system assists the Jurisdiction Administrator with data-entry; however, if multiple Jurisdiction Users simultaneously enter data into the Online Tool, data can be overwritten or deleted.

To avoid the possibility of overwriting or deleting data, two new Jurisdiction User roles have been created. These new roles allow each Jurisdiction Administrator to place Jurisdiction Users in “read-only” mode for most sections of the assessment, thus controlling who has the ability to enter data.

Four sections of the Online Tool are not affected by simultaneous data-entry, and thus all Jurisdiction Users will always be able to input data into these sections. The sections are as follows:

- Basic Assessment—Capabilities: Task by Discipline
- Basic Assessment—Needs: Equipment
- Agricultural Assessment—Capabilities: Task by Discipline
- Agricultural Assessment—Needs: Equipment

A total of four Jurisdiction User roles will be available on August 15, 2003. The roles will appear in the User Profile Administration page of the Online Tool for each Jurisdiction User. They will appear as follows:

- Jurisdiction Basic Assessor
- Jurisdiction Agricultural Assessor
- Edit Jurisdiction Basic Equipment and Task
- Edit Jurisdiction Agriculture Equipment and Task

When the new Jurisdiction User roles are implemented, the Online Tool will place all of the Jurisdiction User roles on (checked) by default for all new user registrations. In other words, all Jurisdiction Users will continue to have the ability to input data in all sections of the Online Tool. To modify an existing Jurisdiction User or new Jurisdiction User account, perform the following steps:

- Log-in to the 2003 Online Data Collection Tool (The 2003 Online Data Collection Tool may be accessed either through the ODP website (www.ojp.usdoj.gov/odp) or through the following link: <https://justice.ojp.usdoj.gov/dct>).
- Select the Administration menu item in the left-hand column.
- Select the “User Administration” tab, found near the top of the page.
- Choose “Local User” from the drop-down menu next to User Type. Choose “Pending” from the drop-down list next to “Status” if you desire to approve a pending Jurisdiction User, or choose “Active” if you desire to modify an existing Jurisdiction User. Click the “Refresh List” button.
- To modify the Jurisdiction User roles for a particular Jurisdiction User, click on the “Update” icon next to the appropriate user. Check the appropriate radio buttons under User Status. (See options below.)
- Click “Save.”

If the Jurisdiction Administrator desires to place a Jurisdiction User in read-only mode for most sections of the assessment (with the exception of the four sections as noted above), the Jurisdiction Administrator must **UN-check** the “Jurisdiction Basic Assessor” and “Jurisdiction Agricultural Assessor” roles.

Please note, the “Jurisdiction Basic Assessor” and “Jurisdiction Agricultural Assessor” roles override the other roles. Thus, if those two roles are checked, that Jurisdiction User will always have the ability to input data throughout the Online Tool.

To assist in understanding the new Jurisdiction User roles, the following examples depict the options available for each Jurisdiction Administrator:

- Jurisdiction Basic Assessor
- Jurisdiction Agricultural Assessor
- Edit Jurisdiction Basic Equipment and Task
- Edit Jurisdiction Agriculture Equipment and Task

The Jurisdiction User has the ability to input data in all sections of the Online Tool.

- Jurisdiction Basic Assessor
- Jurisdiction Agricultural Assessor
- Edit Jurisdiction Basic Equipment and Task
- Edit Jurisdiction Agriculture Equipment and Task

The Jurisdiction User has the ability to input data in all sections of the Online Tool.

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- Jurisdiction Basic Assessor
 - Jurisdiction Agricultural Assessor
 - Edit Jurisdiction Basic Equipment and Task
 - Edit Jurisdiction Agriculture Equipment and Task

The Jurisdiction User can only input data in the following sections:

- Basic Assessment—Capabilities: Task by Discipline
- Basic Assessment—Needs: Equipment
- Agricultural Assessment—Capabilities: Task by Discipline
- Agricultural Assessment—Needs: Equipment

All other sections are read-only and cannot be edited by the Jurisdiction User.

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- Jurisdiction Basic Assessor
 - Jurisdiction Agricultural Assessor
 - Edit Jurisdiction Basic Equipment and Task
 - Edit Jurisdiction Agriculture Equipment and Task

The Jurisdiction User can input data throughout the Basic Assessment sections of the Online Tool. The Agricultural Assessment appears in read-only mode, with the exception of two sections: Capabilities: Task by Discipline and Needs: Equipment.

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- Jurisdiction Basic Assessor
 - Jurisdiction Agricultural Assessor
 - Edit Jurisdiction Basic Equipment and Task
 - Edit Jurisdiction Agriculture Equipment and Task

The Jurisdiction User can input data throughout the Agricultural Assessment sections of the Online Tool. The Basic Assessment appears in read-only mode, with the exception of two sections: Capabilities: Task by Discipline and Needs: Equipment.

A technical assistance helpline has been established to support the Online Data Collection Tool. States and local jurisdictions may contact the helpline with inquiries by calling (877) 612-HELP (4357). Technicians will be available to answer inquiries Monday through Friday from 7 A.M. – 9 P.M. Central Standard Time (CST) and 10 A.M. – 6 P.M. CST on

the weekend. If you encounter technical difficulties during off-hours, you may leave a voice mail message and your call will be returned within one hour.

For additional information on the SHSAS process, please contact the ODP Program Manager for your state. ODP Program Managers may be reached through the ODP Helpline at: 1-800-368-6498.