



U. S. Department of Homeland Security

*Office for Domestic Preparedness*

*Washington, D.C. 20531*

**ODP Information Bulletin  
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TO: All State Administrative Agency Heads  
All State Administrative Agency Points of Contact

FROM: Andrew T. Mitchell  
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SUBJECT: State Homeland Security Assessment and Strategy Process

On August 15, 2003, the U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) will de-activate the 1999 State Domestic Preparedness Program Online Data Collection Tool. Although the 1999 Tool will no longer be available, states and local jurisdictions may still access their 1999 assessment data and state strategies through the new 2003 Online Data Collection Tool.

Because all assessment data from the 1999 Tool has been uploaded into the 2003 Tool, states and local jurisdictions can create reports in the 2003 Online Data Collection Tool that reflect the 1999 assessment data. **To create such reports and view 1999 assessment data, states and local jurisdictions should use the following procedures:**

- 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](http://www.ojp.usdoj.gov/odp)) or through the following link: <https://justice.ojp.usdoj.gov/dct>)
- Under “Assessments” in the left-hand column, select the assessment section of interest (Note: a 2003 assessment must be created prior to accessing the reports)
- Select the “Reports” tab, found near the top of the page
- Select a specific report or “View All Reports” by clicking on a link under the Jurisdiction Reports page section
- If “View All Reports” is selected, select the desired report in the left-hand column in the Discoverer application
- Select the desired fiscal year—in this case 1999
- Select all other specific report parameters required to retrieve the report
- Press the Apply Parameters button
- The report will be retrieved with the data based on the parameters selected by the end user.

**To access the 1999 State Domestic Preparedness Strategy, states should use the following procedures:**

- 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](http://www.ojp.usdoj.gov/odp)) or through the following link: <https://justice.ojp.usdoj.gov/dct>)
- Select “Strategy” in the left-hand column
- Select the “Reports” tab, found near the top of the page
- Select the “Domestic Preparedness Strategy” link to view the 1999 strategy
- The 1999 State Domestic Preparedness Strategy will open in another window so the user can swap between the Online Data Collection Tool and the 1999 strategy
- The 1999 strategy can be saved by right-clicking on the “Domestic Preparedness Strategy” link and selecting “save target as.”

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.