Homeland Security Exercise and Evaluation Program Toolkit
Corrective Action Program System—Reporting Tools

CAP SYSTEM REPORTING TOOLS

The CAP System's analytical tools allow users to generate custom charts and graphs on improvement plan data. Users then have the ability to export these reports in PDF and Excel spreadsheet format. This document summarizes the data each report provides and which user roles have the ability to run and view reports.

IMPROVEMENT PLAN ANALYSIS WIZARD

The **State Administrative Authorities (SAAs)/ Designees** and **Exercise Administrative Authorities (EAAs)/Designees** use the Improvement Plan Analysis Wizard to create user-defined tables and graphs based on events, corrective actions, and recommendations. Users may specify one or more types of exercises to be included, or create tailored reports based on data captured within an improvement plan. This feature also presents a set of filtering options such as region and scenario for a more refined and comparative analysis.

GANTT CHART WIZARD

The Gantt Chart Creation Wizard enables **SAAs/Designees** and **EAAs/Designees** to create Gantt charts for a geographic area, organization, or specific improvement plan. Gantt charts provide a visual representation of the tracking and implementation of corrective actions over time. It is possible to chart up to five specific improvement plans or view across all improvement plans with corrective action criteria in place.

CAPABILITY SUMMARY REPORT

The Capability Summary Report gives **SAAs/Designees** and **EAAs/Designees** summary information about all corrective actions assigned to specific target capabilities. State and local users have limited access to this feature and can only query data that is linked to their jurisdiction/organization. Users may select one target capability and continue without selecting any other report criteria, or add additional filters based on date criteria.

For additional information please contact the HSEEP Toolkit help desk at 877-612-HELP (4357) or **support@hseep.net**.

Homeland Security Exercise and Evaluation Program Toolkit
Corrective Action Program System—Reporting Tools

CORRECTIVE ACTION SUMMARY REPORT

The Corrective Action Summary Report gives **SAAs/ Designees**, **Event POCs/Designees**, and **Organization POCs** a high-level view of the corrective action landscape for a defined geographic area and/or timeframe. Results are summarized in a series of tables, which users can drill down into in order to access detailed information about specific corrective actions.

IMPROVEMENT PLAN SUMMARY REPORT

The Improvement Plan Summary Report gives **SAAs/Designees**, **Event POCs**, and **Organization POCs** summary information about all improvement plan items (recommendations and corrective actions) for a single event. State and local users have limited access to this feature and can only query data that is linked to their jurisdiction/organization.

ASSIGNMENT SUMMARY REPORT

The Assignment Summary Report gives **SAAs/ Designees** and **Organization POCs** summary information about all corrective actions assigned to a specific organization. State and local users have limited access to this feature and can only query data that is linked to their jurisdiction/organization.