

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 | HSEEP Toolkit
Corrective Action Program (CAP) System

Toolkit Home | CAP Home | Content Management | My Account | Reports | Resources | Feedback | Help | Logout

Return to Home

CAP System: Reporting & Analysis

The CAP System generates pre-defined reports and graphs on Improvement Plans from exercises and real-world incidents.

Select a report to generate:

	Corrective Action Summary Report	The Corrective Action Summary Report gives users a high-level view of the corrective action landscape for a defined geographic area, and/or timeframe. Results shall be summarized in a series of tables by Corrective Action Status, Event, Target Capability, and Responsible Agency. Users have the ability to drill-down into the Corrective Action tables to access detailed information about specific Corrective Actions.
	Improvement Plan Summary Report	The Improvement Plan Summary Report give users summary information about all Improvement Plan items (Recommendations and Corrective Actions) for a single event.
	Assignment Summary Report	The Assignment Summary Report gives users summary information about all Corrective Actions assigned to a specific Organization.

For Official Use Only (FOUO)

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.



Recommendation	Target Capability	% Complete
Appropriate questioning techniques for the dispatchers may need consideration. Additional information was available, but was not given by the on-scene units that would have helped in the notification process.	Information Gathering and Recognition of Indicators and Warnings	100%

Priority	Corrective Action Name	Capability Element	Primary Organization	Date Due / Date Completed	Status	% Complete
1	Conduct training on appropriate questioning techniques for dispatchers.	Training	CAP System Team	03/21/2007	Complete - On Schedule	100
2	Consider a questioning checklist for dispatchers.	Planning	CAP System Team	03/21/2007	Complete - On Schedule	100

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.

#	Corrective Action	Target Capability	Capability Element	Primary Organization	Date Due / Date Completed	Status	% Complete
1	Conduct a tabletop exercise to initiate integration of unified communications centers. [View Details #]	Planning	Training	CAP System Team	03/30/2007	Open	0%
2	Conduct simulation to determine effectiveness of upgraded Pa system. [View Details #]	Public Safety and Security Response	Training	CAP System Team	04/02/2007	Open	0%
3	Conduct training on appropriate questioning techniques for dispatchers. [View Details #]	Information Gathering and Recognition of Indicators and Warnings	Training	CAP System Team	03/23/2007	Complete - On Schedule	100%
4	Consider a questioning checklist for dispatchers to gather further information from responders on scene for relaying to area hospitals, especially for potential contaminant events. [View Details #]	Information Gathering and Recognition of Indicators and Warnings	Planning	CAP System Team	03/23/2007	Complete - On Schedule	100%
5	Create roster of all active personnel who might respond to such an incident. [View Details #]	Responder Safety and Health	Personnel	CAP System Team	03/05/2007	Open	0%