

Work Instruction
Task Lead - Review Data
Received - All Data Received

Purpose

This work instruction is used to outline the process conducted by the Task Lead to Review Data Received during the second loop through the workflow. If after reviewing the data it is determined that all data has been received, then a date should be entered for All Data Received. Otherwise, additional data should be requested.

The steps include:

- Review, add, edit, or delete contents on each screen
- Enter the data received
- Enter letter information

Prerequisites

- The Receive Additional Data activity has been completed

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items → and Claim → Review Data Received
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Work Steps

The screenshot shows the 'Work Item List' for 'AaronTaskLead' on 'February 12, 2009'. The table below contains one entry:

Action	Activity Name	Case Number	Project Name	Date Posted
Claim	Review Data Received	09-05-00090	The Villas at Dawson's Creek	02/12/2009

Below the table, it states 'Showing 1 to 1 of 1 specified. Total number of Items: 1'. Below that is the 'Work Item Details' section with a dropdown menu labeled 'Select an item from Work Item List.'



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: [Claim](#) to claim the activity
2. Click on: [Review Data Received](#) to enter the Review Data Received activity

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Data Received | Community Information | Letters | Review

Review Data Received

Project Data

Enter or modify project information. Click "Continue".



* indicates a required field.

[Save Work](#)

If the revision is associated with a previous revision enter the previous case number and click "Populate Project". Enter key project information about the revision. Click "Continue".

* Project Identifier	<input type="text" value="The Villas at Dawson's Creek"/>
* Project Type	<input type="text" value="Letter of Map Revision"/>
* Fee Type	<input type="text" value="Bridge, culvert, channel or combination"/>
* Fee Exempt Type	<input type="text" value="Not exempt"/>
Fee Amount	<input type="text" value="4800"/>
* Date Project Received	<input type="text" value="08/03/2008"/> (MM/DD/YYYY)
Initial Request Date	<input type="text" value="07/26/2008"/> (MM/DD/YYYY)
Related Case #	<input type="text" value="01-05-2089P"/>
Follows Conditional Case #	<input type="text"/>
* Fee Received with Initial Submittal	<input type="radio"/> Yes <input checked="" type="radio"/> No
Corrected Copy Case	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Continue >](#)

	At any point, click the ? to access helpful hints regarding the information on each screen.
	The Internal Turnaround Time for a revision project is to be less than 145 days to meet FEMA's goal. It is calculated as the number of days between the Date Project Received on this screen and the date the LOMR or CLOMR is issued (Date of Letter) from the Distribute Determination screen, less the number of days waiting for additional data or fees.

3. Review the Project Data and click [Continue >](#) to move to the Primary Address screen

Review Data Received

Main Requestor Mailing Address [Save Work](#)

Enter or modify the primary requestor's contact information. Click "Continue".

* indicates a required field.

* Requestor Code	Community request
Title	Mr.
* First Name	James
* Last Name	West
Professional Designation	
Company/Organization	City of Fort Wayne
* Street 1	100 Main Street
Street 2	
* City	Fort Wayne
* State	IN
* Zip	46802
E-mail Address	jwest@fortwayne.gov
Phone	
Fax	

[< Back](#) [Cancel & Back](#) [Continue >](#)

4. Review the Primary Address and click [Continue >](#) to move to the Other Addresses screen

State	<input type="text"/>	
Zip	<input type="text"/>	
E-mail Address	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Add Mailing Address		Add Mailing Address
Title:	Ms.	Modify
First Name:	Rebecca	Delete
Last Name:	Timmons	
Professional Designation:	CFM	
Company/Org:	The Villas at Dawson's Creek Community Association, Inc.	
Street 1:	P.O. Box 250	
Street 2:		
City:	Fort Wayne	
State:	IN	
Zip:	46802	
E-mail:	rtimmons@villas.com	
Phone:		
Fax:		
Title:	Mr.	Modify
First Name:	Scott	Delete
Last Name:	Andrews	
Professional Designation:	P.E.	
Company/Org:	Andrews Engineering Consultants	
Street 1:	212 Park Avenue	
Street 2:		
City:	Fort Wayne	
State:	IN	
Zip:	46802	
E-mail:		
Phone:		
Fax:		
< Back		Continue >

5. Review the Other Addresses and click to [Continue >](#) to move to the Flooding Source screen

Work Item Details - Project # 09-05-0009P	
Project Data Primary Address Other Addresses Flooding Source Supplementary Data Fee Info Data Received Community Information Letters Review	
Review Data Received	
Flooding Source	
Enter or modify a Flooding Source and click "Add Flood Source". Repeat for additional Flood Sources. Click "Continue".	
Save Work	
* indicates a required field.	
Flooding Source	<input type="text"/>
Add Flood Source	
Flooding Source	Becketts Run
Modify	
Delete	
< Back	
Continue >	
Continue	

6. Click on: [Continue >](#) to move to the Supplementary Data screen

Date Requested	<input type="text"/>	(MM/DD/YYYY)
Date Received	<input type="text"/>	(MM/DD/YYYY)
Internal Notes	<input type="text"/>	
Add Data Element		Add Supplementary Data
Data Type:	Form 1 Overview and Concurrence Form	Modify
Required:	Yes	Delete
Date Requested:	08/03/2008	
Date Received:	08/03/2008	
Internal Notes:	Form 1 - all parts received	
Data Type:	Form 2 Riverine Hydrology & Hydraulics Form	Modify
Required:	Yes	Delete
Date Requested:	08/03/2008	
Date Received:	08/03/2008	
Internal Notes:	Form 2 received	
Data Type:	Form 3 Riverine Structures Form	Modify
Required:	Yes	Delete
Date Requested:	08/03/2008	
Date Received:	08/03/2008	
Internal Notes:		
Data Type:	Annotated FIRM/FBFM	Modify
Required:	Yes	Delete
Date Requested:	08/15/2008	
Date Received:		
Internal Notes:		
Data Type:	65.7 Floodway Public Notification	Modify
Required:	Yes	Delete
Date Requested:	08/15/2008	
Date Received:		
Internal Notes:		
< Back		Continue >

7. Click on: [Modify](#) to modify the entry

* indicates a required field.

[Save Work](#)

* **Data Type**
 Form 1 Overview and Concurrence Form
 Form 1 Community Acknowledgment
 Form 1 PE Certification
 Form 2 Riverine Hydrology & Hydraulics Form
 State Approval
 Form 3 Riverine Structures Form
 Form 4 Coastal Analysis Form
 Form 5 Coastal Structures Form
 Form 6 Alluvial Fan Flooding Form
 Annotated FIRM/FBFM

Other Data Type

* **Required Data** Yes No

Date Requested (MM/DD/YYYY)

Date Received (MM/DD/YYYY)

Internal Notes

Add Data Element [Add Supplementary Data](#)

Data Type:	Form 1 Overview and Concurrence Form	Modify
Required:	Yes	Delete
Date Requested:		
Date Received:	08/03/2008	
Internal Notes:	Form 1 - all parts received	
Data Type:	Form 2 Riverine Hydrology & Hydraulics Form	Modify
Required:	Yes	Delete
Date Requested:		

8. Click to enter the Date Received in MM/DD/YYYY format



The Add Supplementary Data button must be clicked in order to save the information after *each* entry prior to clicking the Continue button or data will not be saved.

9. Click on: [Add Supplementary Data](#) to add the information back to the table
10. Continue to add additional supplementary data, as applicable
11. Click on: [Continue >](#) to move to the Fee Info screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | **Fee Info** | Data Received | Community Information | Letters | Review

Review Data Received

Fee Information

Review Fee Information. Click "Continue".

* indicates a required field.

[Save Work](#)

Current Fee Information:

Fee Amount: \$4,800.00 Balance Due: \$0.00

Payment History:

Date Received: 08/03/2008 Amount Received: \$4,800.00

[< Back](#)

[Continue >](#)

12. Review and click [Continue >](#) to move to the Data Received screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | **Data Received** | Community Information | Letters | Review

Review Data Received

All Data Received

Enter the date only if all required fees and data were received. If all required data and fees were not received, leave this field blank. Click "Continue".



* indicates a required field.

[Save Work](#)

* **All Data Received** (MM/DD/YYYY)

[< Back](#)

[Continue >](#)

	Enter a date only if all data and fees have been received.
	The Add Data Received date should correspond to the most recent date entered in the Date Received field in the Supplementary Data screen.

13. Click to enter the All Data Received date in MM/DD/YYYY format
14. Click on: [Continue >](#) to move to the Community Information screen

Review Data Received

Community Information [Save Work](#)

Step 1: Enter Community Information

Add a Community:

- Select a State, County and a Community. OR Enter a Community ID (CID).
- Add map panel(s) for the community.
- Click "Add Community".
- Repeat for additional Communities.
- Click "Continue".

*** indicates a required field.**

*State

*County

*Community

or

CID

Step 1A: Map Panel(s) for this Community.

Select or modify a Map Panel and click "Add Map Panel". Repeat for each Map Panel affected by the project.

Map Panel Number

or

Other Map Panel Number

[Add Map Panel](#)

[Add Community](#)

Community 180003 Information:	CITY OF FORT WAYNE	Modify
State:	IN	Delete
County(ies):	Allen County	
Map Panel Number(s):	18003C0100F	

[< Back](#)

[Continue >](#)

15. Click on: [Continue >](#) to move to the Letters screen

Work Item Details - Project # 09-05-0009P ?

Project Data | Primary Address | Other Addresses | Flooding Source | Supplementary Data | Fee Info | Data Received | Community Information | **Letters** | Review

Review Data Received

Letters [Save Work](#)

Select the type of letter to be sent to the requestor and enter the date the letter is mailed. Click "Continue".

*** indicates a required field.**



* Letter Type

* Letter Date (MM/DD/YYYY)


Letter Type:	Request additional data
Letter Date:	08/15/2008

[< Back](#) [Cancel & Back](#)

[Continue >](#)

	<p>Each cycle through this activity requires a letter type to be selected which represents official FEMA correspondence between the National Service Provider and the revision requestor.</p>
	<p>The letter type selected determines the path of the workflow.</p>

16. Click the Letter Type dropdown box to select the correct letter type

	<p>Acknowledge receipt of request/all data received - Corresponds to a 316-ACK or e-mail ACK 1 or e-mail ACK 2. A 316-ACK is a letter to requester for CLOMR and LOMR; acknowledges receipt of request; informs requester of additional forms or data received; returns check or money order if payment submitted for fee-exempt request; and notifies requester that a refund of overpayments of fee made by check, money order, or credit card is forthcoming.</p> <p>E-mail ACK 1 is an e-mail to requester for CLOMR and LOMR; acknowledges receipt of request; it is only entered in MIP if a 316-AD is not sent after a preliminary review of the request is complete. E-mail ACK 2 is an e-mail to requester for CLOMR and LOMR; informs requester that the additional data submittal has been received for their ongoing revision request; it is only entered in MIP if a 316-AD or 316-AD/INC is not sent after a review of the submitted data is complete.</p>
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17. Click to enter the Letter Date in MM/DD/YYYY format

18. Click on:  to move to the Review screen

Review Data Received

Review Data

[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**

[< Back](#)

[Continue >](#)



On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All link to show all data fields and information entered.

19. Review the information and click

[Continue >](#)

Work Item Details - Project # 09-05-0009P ?

[Project Data](#) | [Primary Address](#) | [Other Addresses](#) | [Flooding Source](#) | [Supplementary Data](#) | [Fee Info](#) | [Data Received](#) | [Community Information](#) | [Letters](#) | [Review](#)

Review Data Received [Complete Task](#)

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

Submitted information is reviewed for completeness and accuracy.

Click to view the [workflow history](#) for this project.

[< Back](#)



Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

20. Click on: [Complete Task](#) to complete activity

Results
The next activity for the Task Lead is Process Request.

Last updated: March 2009