Community Assistance Module User Manual

NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)

December 29, 2003

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INTRODUCTION

This document provides instructions on using the National Fire Plan Reporting and Operations System (NFPORS) Community Assistance module. This module is designed to assist the Forest Service with managing and reporting on community assistance work done under the auspices of the National Fire Plan. Instructions for using the Department of Interior Community Assistance module are provided in a separate user manual.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting community assistance accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system will collect data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module will be rolled out first, followed by the restoration and rehabilitation and community assistance modules.

The goal of NFPORS is to provide enhanced intelligence about the inter-Agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both Agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

CONTACTS

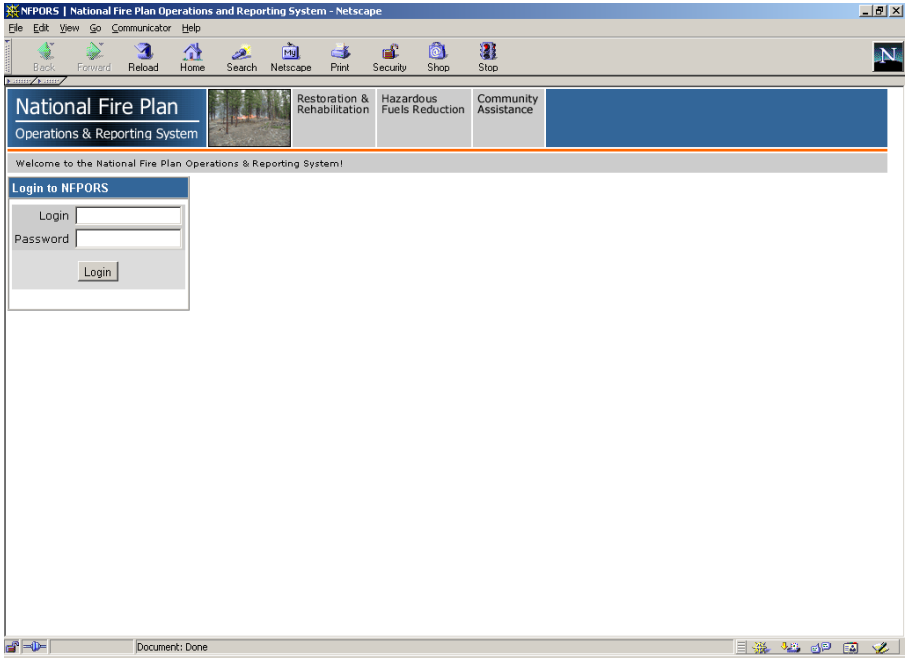
The NFPORS project is being led by Russell Berry (USGS) and Peter Bedker (USFS) with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Peter Bedker at pbedker@fs.fed.us.

LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the ***Login*** button.



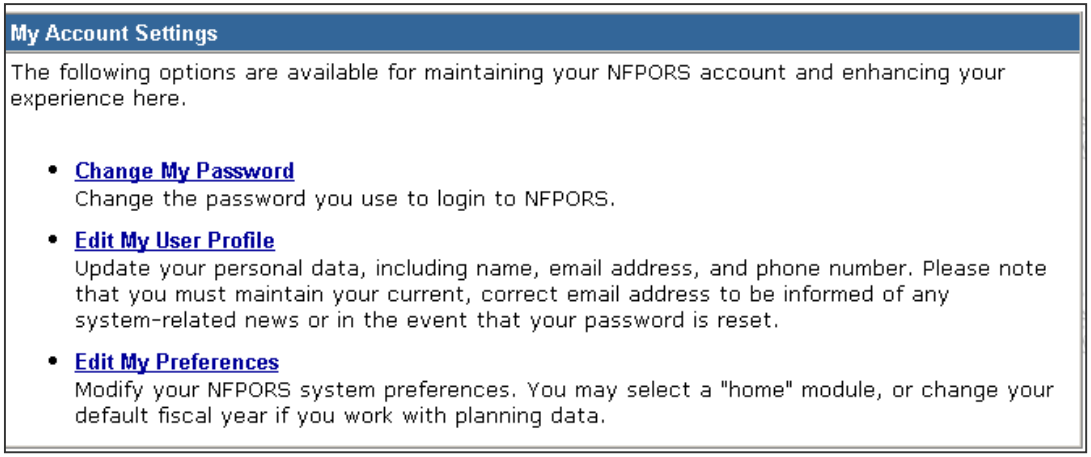
After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.

NOTES:

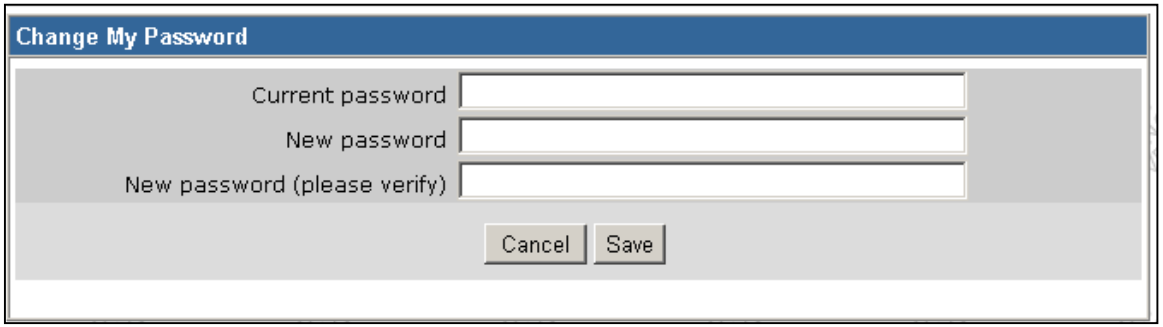
CHANGING YOUR PASSWORD

After logging into NFPORS, you may change your password. To change your password, click on the Account Mgmt link on the upper right hand side of the NFPORS portal page.

The My Account Settings feature will appear. Click on Change My Password.



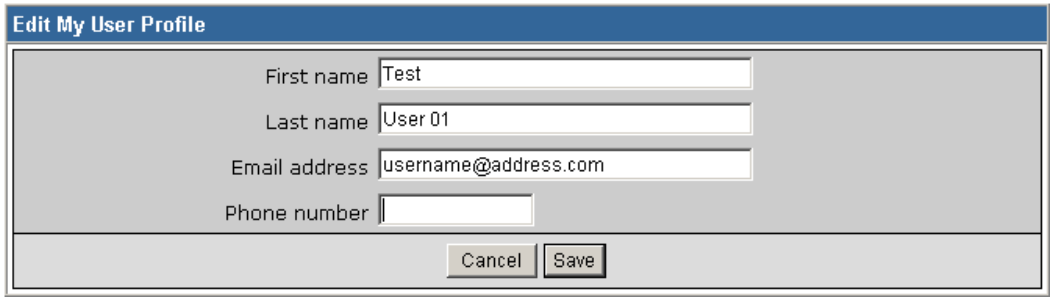
Enter the requested information and click **Save**. Your password will now be changed.



EDITING YOUR USER PROFILE

Once you have clicked on the Account Mgmt link, you can modify your profile by clicking on the Edit My User Profile link.

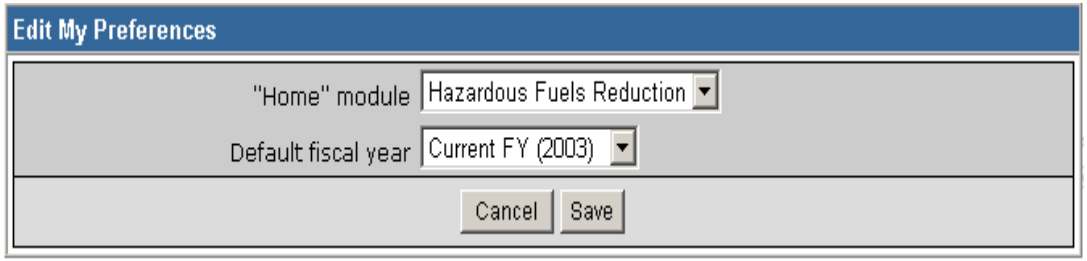
Edit the information you wish to change and click **Save**.



EDITING YOUR PREFERENCES

You can also modify your preferences by clicking on the Edit My Preferences link, after you have already clicked on the Account Mgmt link.

Here, you can select your default "Home" module and your default fiscal year. Edit the information you wish to change and click **Save**.



PORTAL PAGE

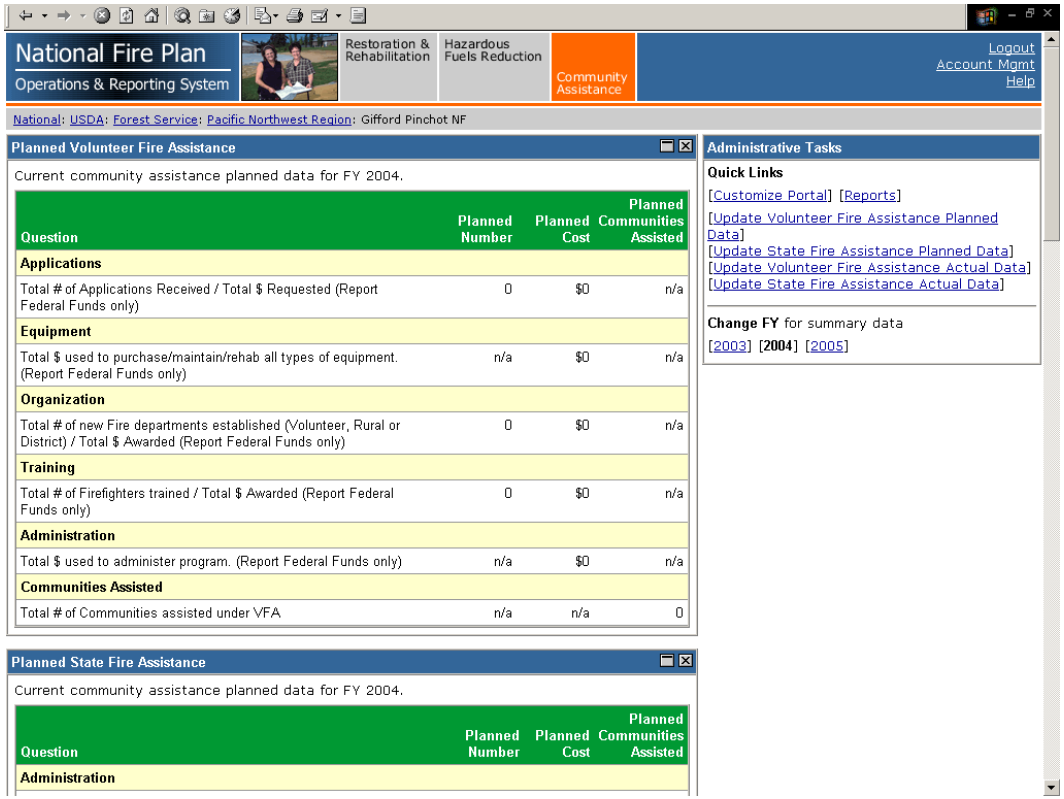
The portal page serves as the main gateway for accessing all of NFPORS' functionality.

From the portal page you may click a link to:

- Update Volunteer Fire Assistance Planned Data
- Update State Fire Assistance Planned Data
- Update Volunteer Fire Assistance Actual Data
- Update State Fire Assistance Actual Data
- Reports

The navigation bar at the top of the screen provides access to the other NFPORS modules (Restoration & Rehabilitation and Hazardous Fuels Reduction) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a Pacific Northwest Regional user from the Gifford Pinchot NF will only see data pertaining to his or her district.

You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.



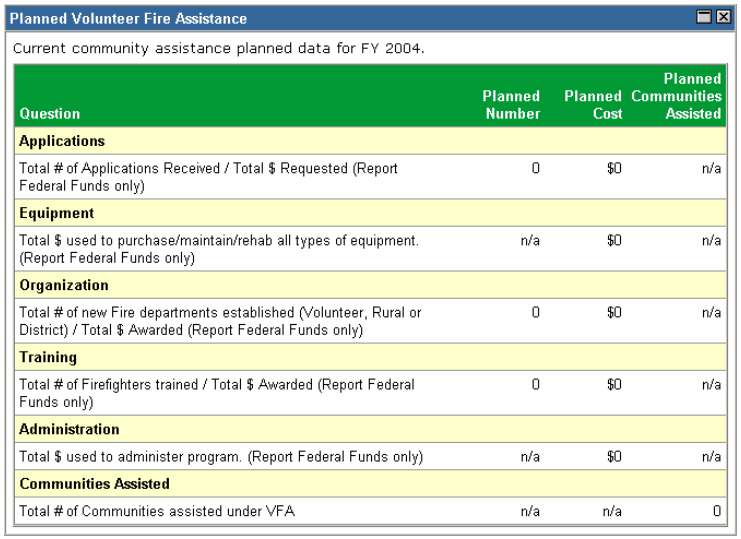
The following section contains detailed information about the contents of the Portal page.

NOTES:

MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **Portlets**. The NFPORS Community Assistance module has five portlets:

1. **Planned Volunteer Fire Assistance**– lists current community assistance planned data; including Applications, Equipment, Organization, Training, Administration, and Communities Assisted.

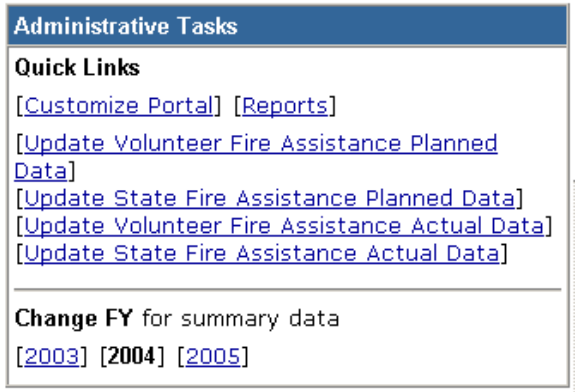


Planned Volunteer Fire Assistance

Current community assistance planned data for FY 2004.

Question	Planned Number	Planned Cost	Planned Communities Assisted
Applications			
Total # of Applications Received / Total $ Requested (Report Federal Funds only)	0	$0	n/a
Equipment			
Total $ used to purchase/maintain/rehab all types of equipment. (Report Federal Funds only)	n/a	$0	n/a
Organization			
Total # of new Fire departments established (Volunteer, Rural or District) / Total $ Awarded (Report Federal Funds only)	0	$0	n/a
Training			
Total # of Firefighters trained / Total $ Awarded (Report Federal Funds only)	0	$0	n/a
Administration			
Total $ used to administer program. (Report Federal Funds only)	n/a	$0	n/a
Communities Assisted			
Total # of Communities assisted under VFA	n/a	n/a	0

2. **Administrative Tasks** –has links to all major areas of NFPORS functionality (i.e. Update Volunteer Fire Assistance Planned Data, Update State Fire Assistance Planned Data, Reports, etc.). The Administrative Tasks portlet also allows you to change the fiscal year that is being viewed/modified.



Administrative Tasks

Quick Links

[Customize Portal] [Reports]

[Update Volunteer Fire Assistance Planned Data]
[Update State Fire Assistance Planned Data]
[Update Volunteer Fire Assistance Actual Data]
[Update State Fire Assistance Actual Data]

Change FY for summary data

[2003] [**2004**] [2005]

3. **Planned State Fire Assistance** – lists current community assistance planned data; including Administration, Preparedness, Suppression/ Support, Equipment, Training, Community Mitigation, Hazardous Fuels, and Communities Assisted.

Planned State Fire Assistance

Current community assistance planned data for FY 2004.

Question	Planned Number	Planned Cost	Planned Communities Assisted
Administration			
Total $ used to administer program. (Report Federal Funds only)	n/a	$0	n/a
Preparedness			
Total $ expended for preparedness activities (e.g. personnel cost, facilities maintenance) (Report Federal Funds only)	n/a	$0	n/a
Suppression/Support			
Total $ expended for suppression operations / support (e.g. dispatch centers, fire suppression, law enforcement) (Report Federal Funds only)	n/a	$0	n/a
Equipment			
Total $ used to purchase/maintain/rehab all types of equipment. (Report Federal Funds only)	n/a	$0	n/a
Training			
Total # of personnel trained (e.g. Agency, other state,career fire service, volunteers) / Total $ expended (Report Federal Funds only)	0	$0	n/a
Community Mitigation			
Total # of Fire Management Plans / Risk Assessments Completed / Total $ Awarded (Report Federal Funds only) / Total # of Communities assisted directly	0	$0	0
Total # of Prevention / Education programs conducted/implemented (e.g. schools, civic, open houses, mass mailings, teacher packets) / Total $ expended (Report Federal Funds only) / Total # of Communities assisted directly	0	$0	0
Total # of Hazard Fuels Reduction / Mitigation projects conducted / Total $ expended (Report Federal Funds only) / Total # of Communities Communities assisted directly or indirectly	0	$0	0
Hazardous Fuels			
Total # of acres treated with NFP Community Assistance funding to reduce hazardous fuels	0	n/a	n/a
Total # of acres treated by mechancial means with by-products utilized.	0	n/a	n/a
Communities Assisted			
Total # of Communities assisted not previously accounted for under SFA	n/a	n/a	0

4. **Actual Volunteer Fire Assistance**– lists current community assistance actual data; including Applications, Equipment, Organization, Training, Administration, and Communities Assisted.

Actual Volunteer Fire Assistance

Current community assistance actual data for FY 2004.

Question	Actual Number	Actual Cost	Actual Communities Assisted
Applications			
Total # of Applications Received / Total $ Requested (Report Federal Funds only)	0	$0	n/a
Total # of Applications Approved (Estimated) / Total $ Awarded (Report Federal Funds only)	0	$0	n/a
Equipment			
Total $ used to purchase/maintain/rehab all types of equipment. (Report Federal Funds only)	n/a	$0	n/a
Organization			
Total # of new Fire departments established (Volunteer, Rural or District) / Total $ Awarded (Report Federal Funds only)	0	$0	n/a
Training			
Total # of Firefighters trained / Total $ Awarded (Report Federal Funds only)	0	$0	n/a
Administration			
Total $ used to administer program. (Report Federal Funds only)	n/a	$0	n/a
Communities Assisted			
Total # of Communities assisted under VFA	n/a	n/a	0

5. **Actual State Fire Assistance** – lists current community assistance actual data; including Administration, Preparedness, Suppression/ Support, Equipment, Training, Community Mitigation, Hazardous Fuels, and Communities Assisted.

Actual State Fire Assistance

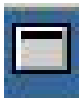
Current community assistance actual data for FY 2004.

Question	Actual Number	Actual Cost	Actual Communities Assisted
Administration			
Total $ used to administer program. (Report Federal Funds only)	n/a	$0	n/a
Preparedness			
Total $ expended for preparedness activities (e.g. personnel cost, facilities maintenance) (Report Federal Funds only)	n/a	$0	n/a
Suppression/Support			
Total $ expended for suppression operations / support (e.g. dispatch centers, fire suppression, law enforcement) (Report Federal Funds only)	n/a	$0	n/a
Equipment			
Total $ used to purchase/maintain/rehab all types of equipment. (Report Federal Funds only)	n/a	$0	n/a
Training			
Total # of personnel trained (e.g. Agency, other state,career fire service, volunteers) / Total $ expended (Report Federal Funds only)	0	$0	n/a
Community Mitigation			
Total # of Fire Management Plans / Risk Assessments Completed / Total $ Awarded (Report Federal Funds only) / Total # of Communities assisted directly	0	$0	0
Total # of Prevention / Education programs conducted/implemented (e.g. schools, civic, open houses, mass mailings, teacher packets) / Total $ expended (Report Federal Funds only) / Total # of Communities assisted directly	0	$0	0
Total # of Hazard Fuels Reduction / Mitigation projects conducted / Total $ expended (Report Federal Funds only) / Total # of Communities assisted directly or indirectly	0	$0	0
Hazardous Fuels			
Total # of acres treated with NFP Community Assistance funding to reduce hazardous fuels	0	n/a	n/a
Total # of acres treated by mechancial means with by-products utilized.	0	n/a	n/a
Communities Assisted			
Total # of Communities assisted not previously accounted for under SFA	n/a	n/a	0

CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets



To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet.

2. Delete portlets

To remove a portlet from the portal view, click on the delete icon located in the upper right hand corner of the portlet.

To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

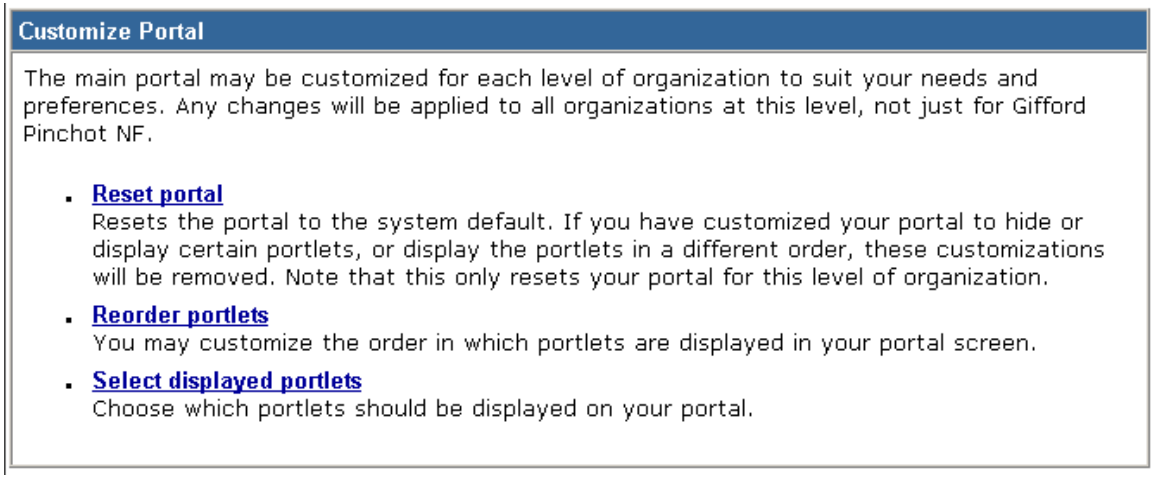
NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT…)

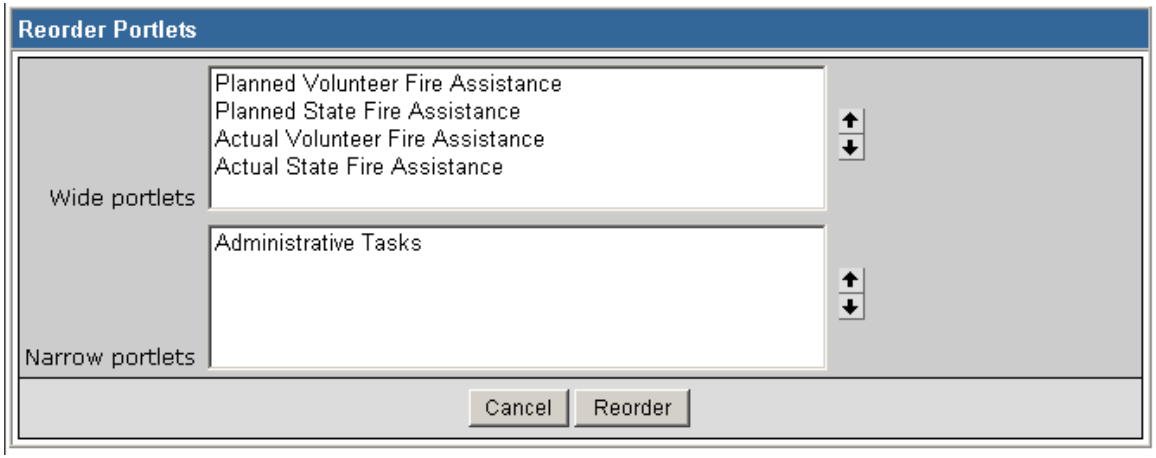
3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. To reorder portlets, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the Reorder portlets link.



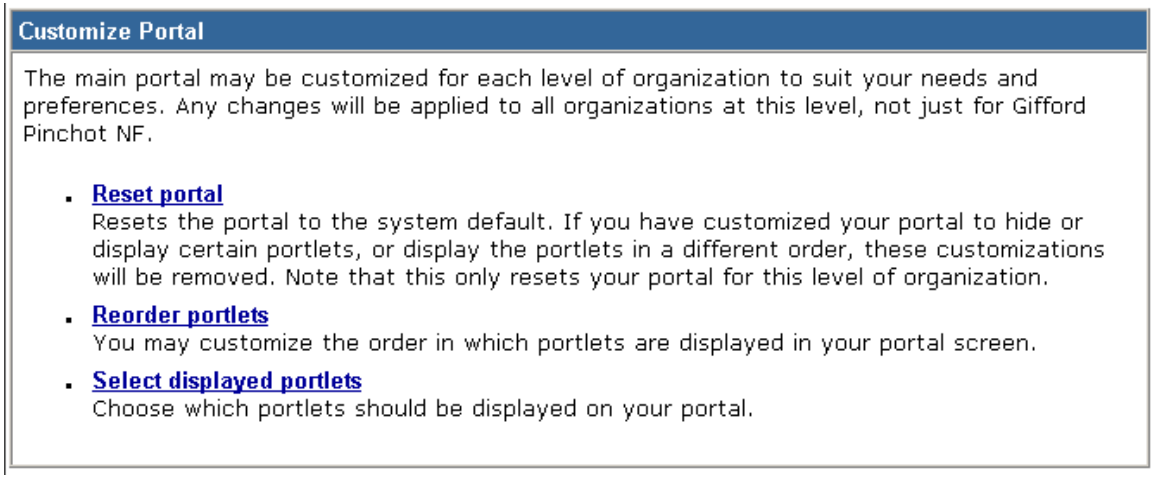
- Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes, click the **Reorder** button. To cancel your changes, click the **Cancel** button.



CUSTOMIZING THE PORTAL PAGE (CONT…)

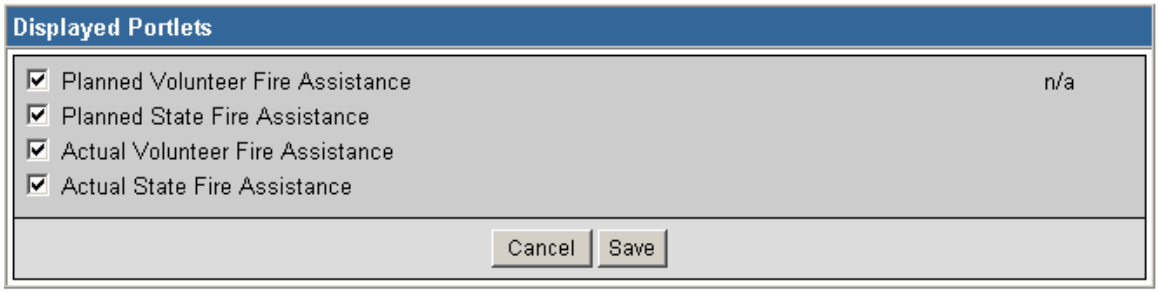
4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the Customize Portal link in the **Administrative Tasks** portlet then:



- The Customize Portal screen will be displayed. Next, click on the Select displayed portlets link.

- The **Displayed Portlets** screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



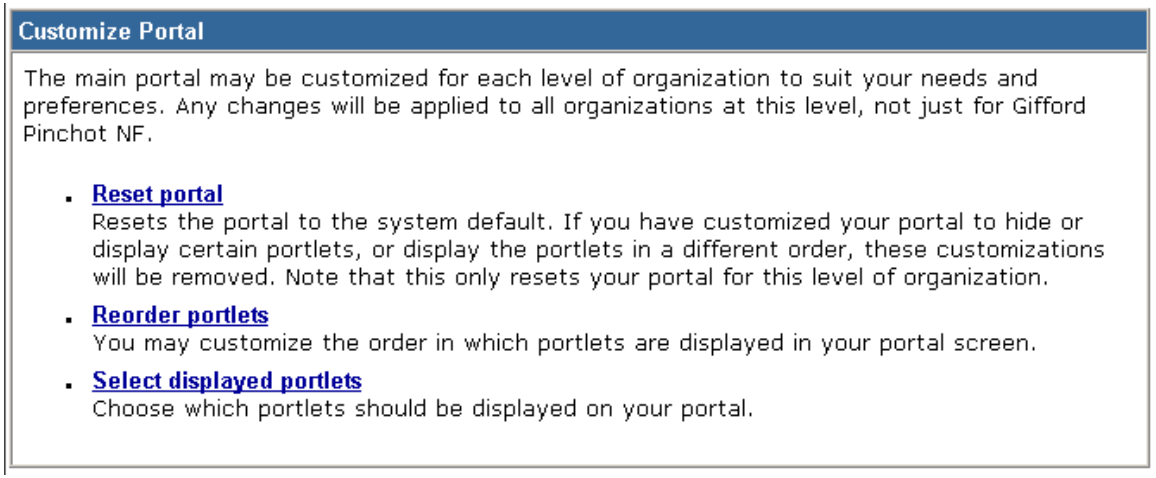
CUSTOMIZING THE PORTAL PAGE (CONT…)

5. Reset the Portal to the standard display

To reset the Portal page to its original settings, simply click on the Customize Portal link in the **Administrative Tasks** portlet.

- The Customize Portal screen will be displayed. Next, click on the Reset Portal link.

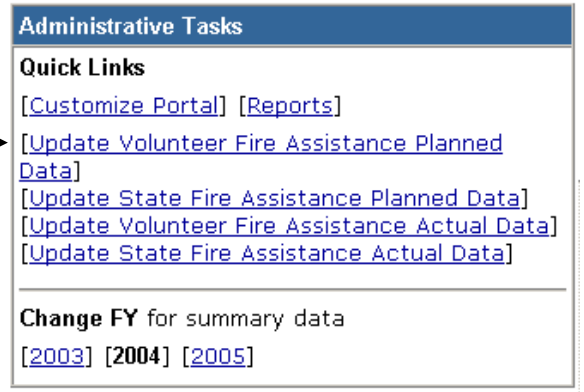
- The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.



NOTES:

UPDATING VOLUNTEER FIRE ASSISTANCE PLANNED DATA

1. To update volunteer fire assistance planned data, click on the Update Volunteer Fire Assistance Planned Data link on the **Administrative Tasks** portlet.



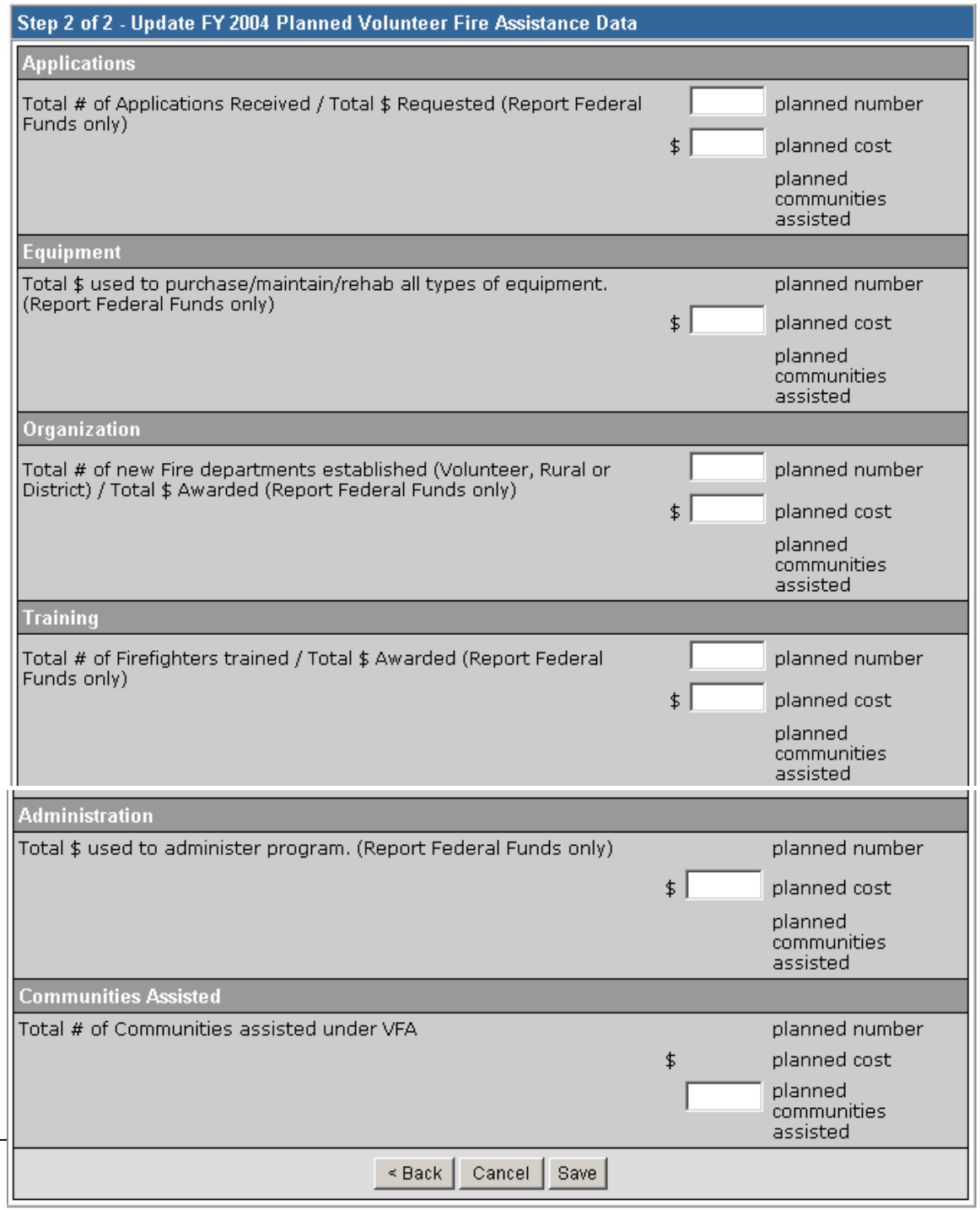
2. The first step in updating the volunteer fire assistance planned data is to select the fiscal year. Click on the arrow to the right of the fiscal year box on the **Select Fiscal Year for Planned Volunteer Fire Assistance Data** screen to choose the fiscal year you desire. Once you have chosen the fiscal year that you wish to update, click on the **Next** button.

UPDATING VOLUNTEER FIRE ASSISTANCE PLANNED DATA (CONT…)

3. The Update FY Planned Volunteer Fire Assistance Data screen will appear.

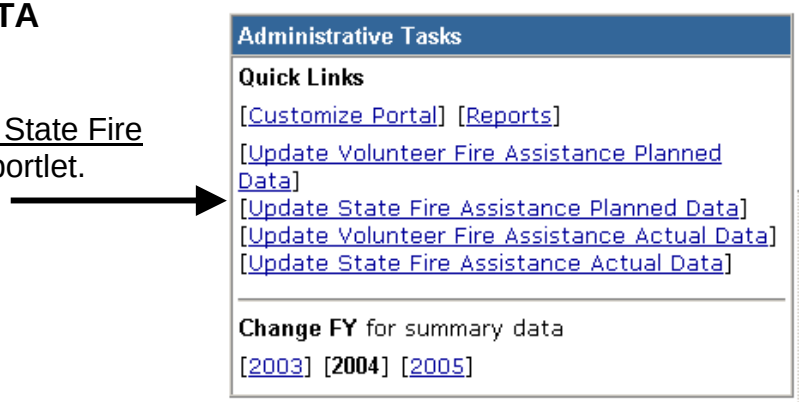
4. Enter the information you wish to update and click the **Save** button.

NOTES:

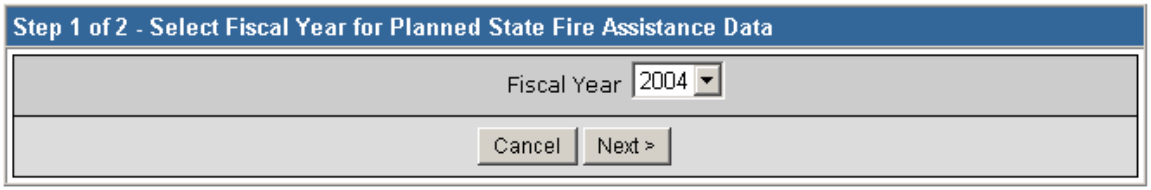


UPDATING STATE FIRE ASSISTANCE PLANNED DATA

1. To update volunteer fire assistance data, click on the Update State Fire Assistance Planned Data link on the **Administrative Tasks** portlet.



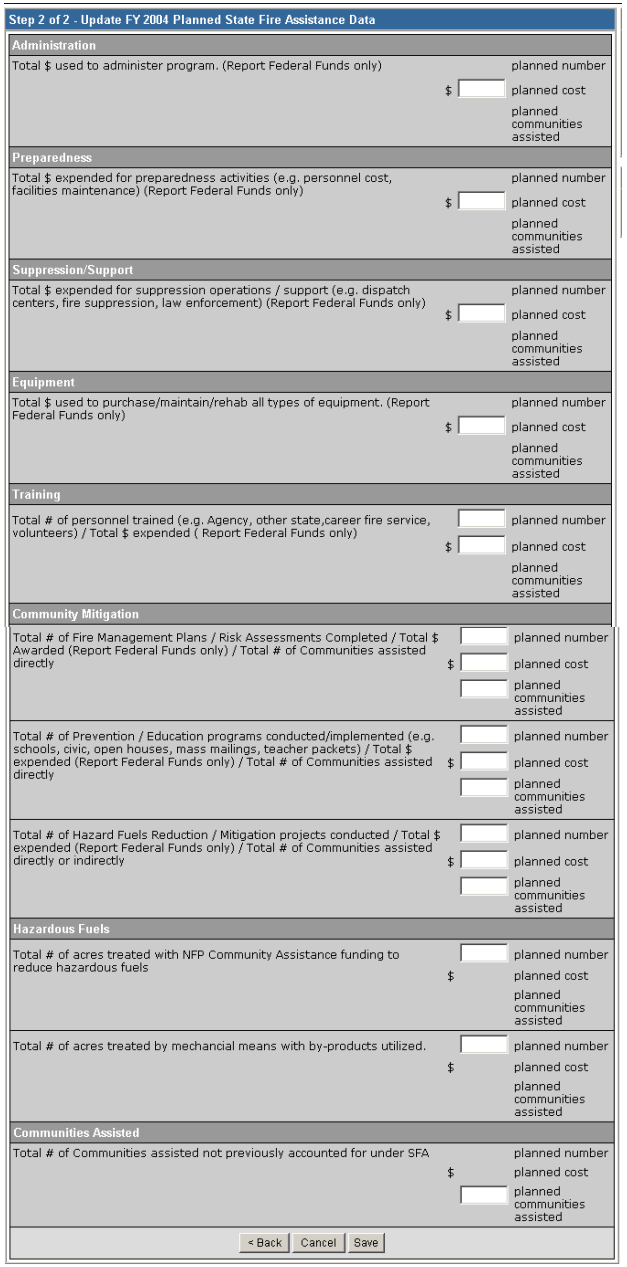
2. The first step in updating the state fire assistance data is to select the fiscal year. Click on the arrow to the right of the fiscal year box on the **Select Fiscal Year for Planned State Fire Assistance Data** screen to choose the fiscal year you desire. Once you have chosen the fiscal year that you wish to update, click on the **Next** button.



UPDATING STATE FIRE ASSISTANCE PLANNED DATA (CONT…)

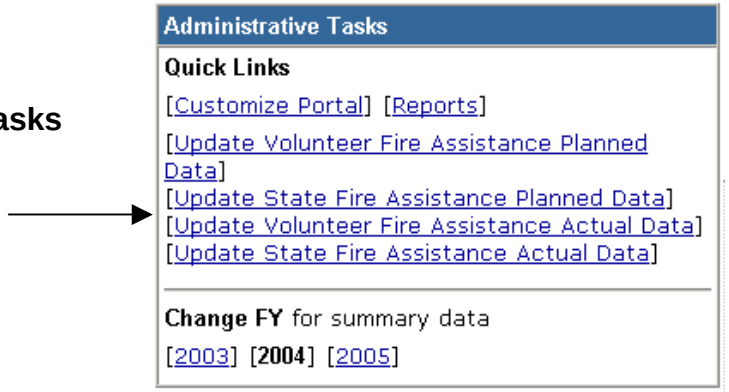
3. The **Update FY Planned State Fire Assistance Data** screen will appear.

4. Enter the information you wish to update and click the **Save** button.

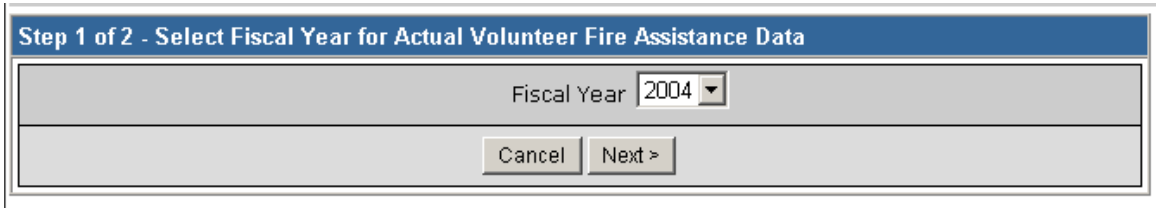


UPDATING VOLUNTEER FIRE ASSISTANCE ACTUAL DATA

1. To update volunteer fire assistance actual data, click on the Update Volunteer Fire Assistance Actual Data link on the **Administrative Tasks** portlet.



2. The first step in updating the volunteer fire assistance actual data is to select the fiscal year. Click on the arrow to the right of the fiscal year box on the **Select Fiscal Year for Actual Volunteer Fire Assistance Data** screen to choose the fiscal year you desire. Once you have chosen the fiscal year that you wish to update, click on the **Next** button.

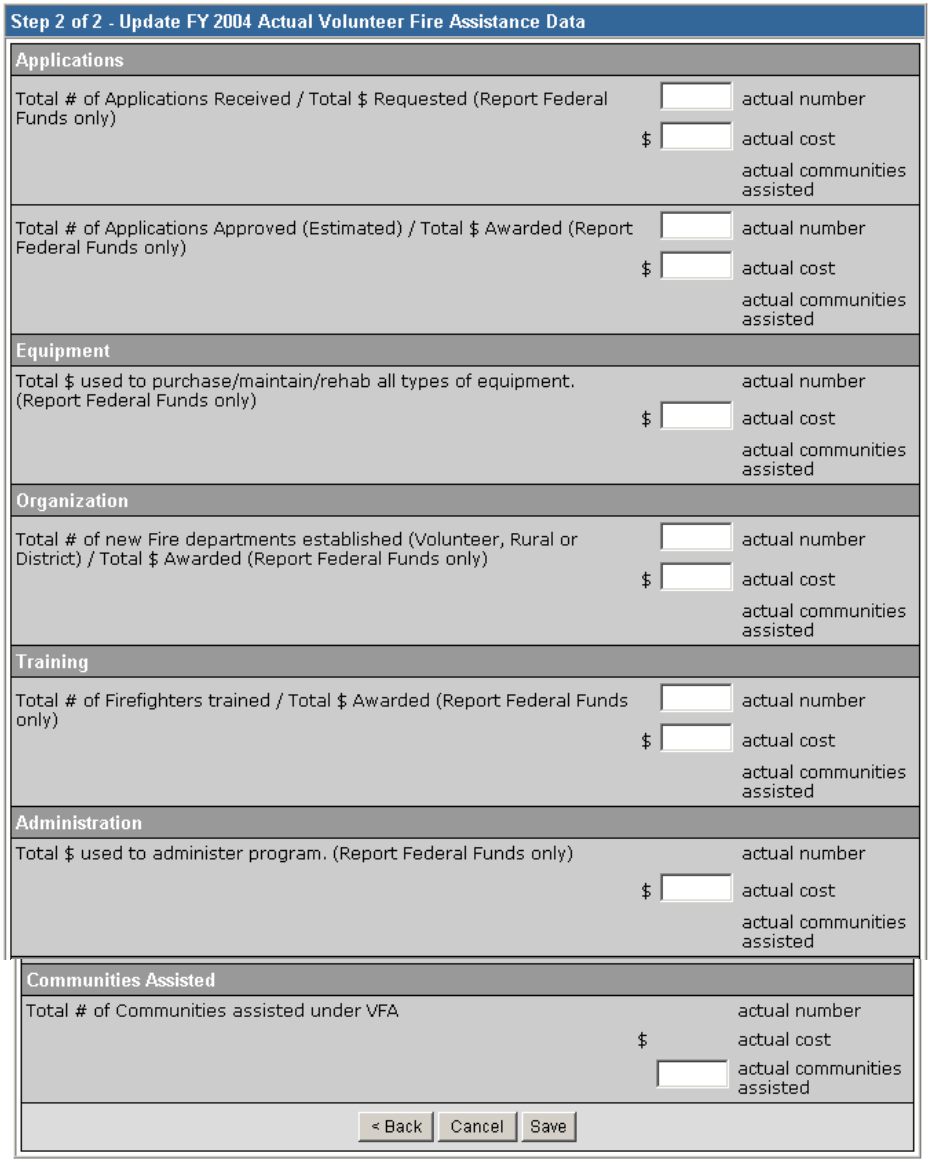


UPDATING VOLUNTEER FIRE ASSISTANCE ACTUAL DATA (CONT…)

3. The Update FY Actual Volunteer Fire Assistance Data screen will appear.

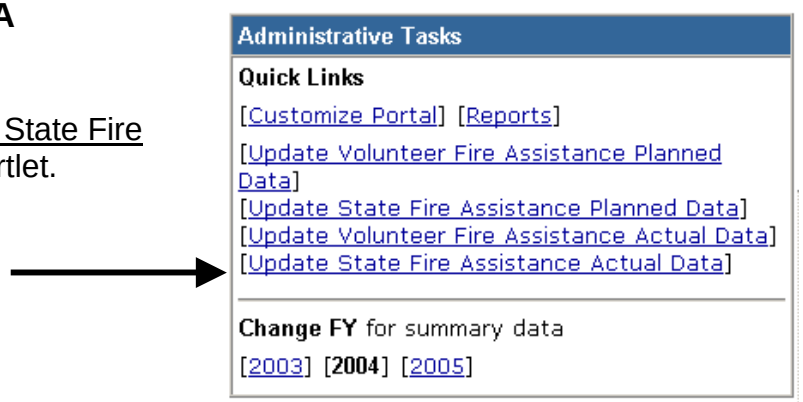
4. Enter the information you wish to update and click the **Save** button.

NOTES:



UPDATING STATE FIRE ASSISTANCE ACTUAL DATA

1. To update volunteer fire assistance data, click on the Update State Fire Assistance Actual Data link on the **Administrative Tasks** portlet.

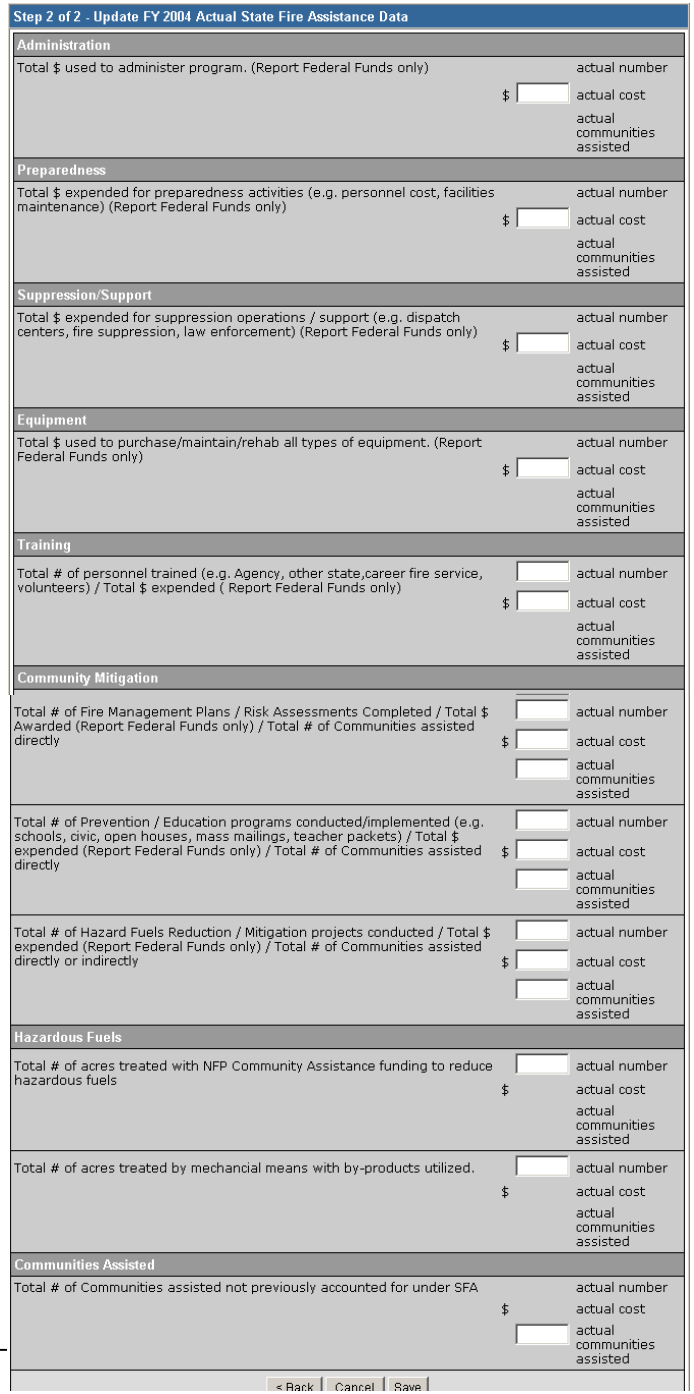


2. The first step in updating the actual state fire assistance data is to select the fiscal year. Click on the arrow to the right of the fiscal year box on the **Select Fiscal Year for Actual State Fire Assistance Data** screen to choose the fiscal year you desire. Once you have chosen the fiscal year that you wish to update, click on the **Next** button.

UPDATING STATE FIRE ASSISTANCE ACTUAL DATA (CONT…)

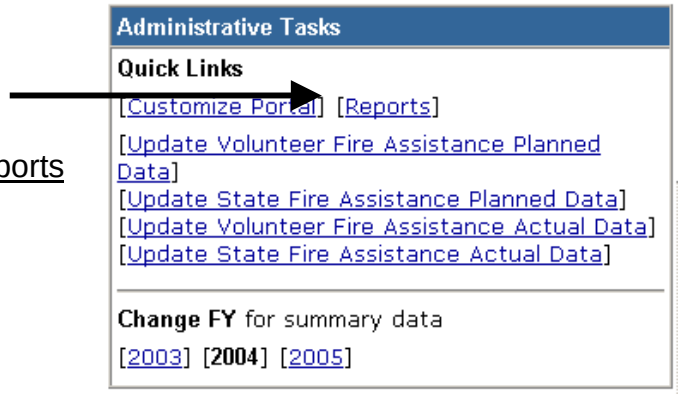
3. The **Update FY Actual State Fire Assistance Data** screen will appear.

4. Enter the information you wish to update and click the **Save** button.

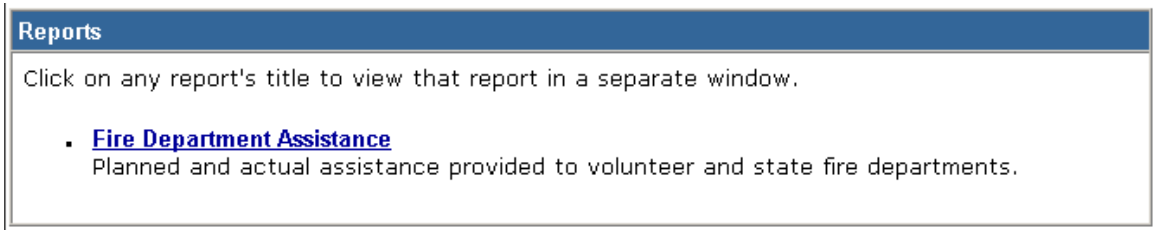


RUNNING REPORTS

To run a report, go to the **Administrative Tasks** portlet. Click on the Reports link.

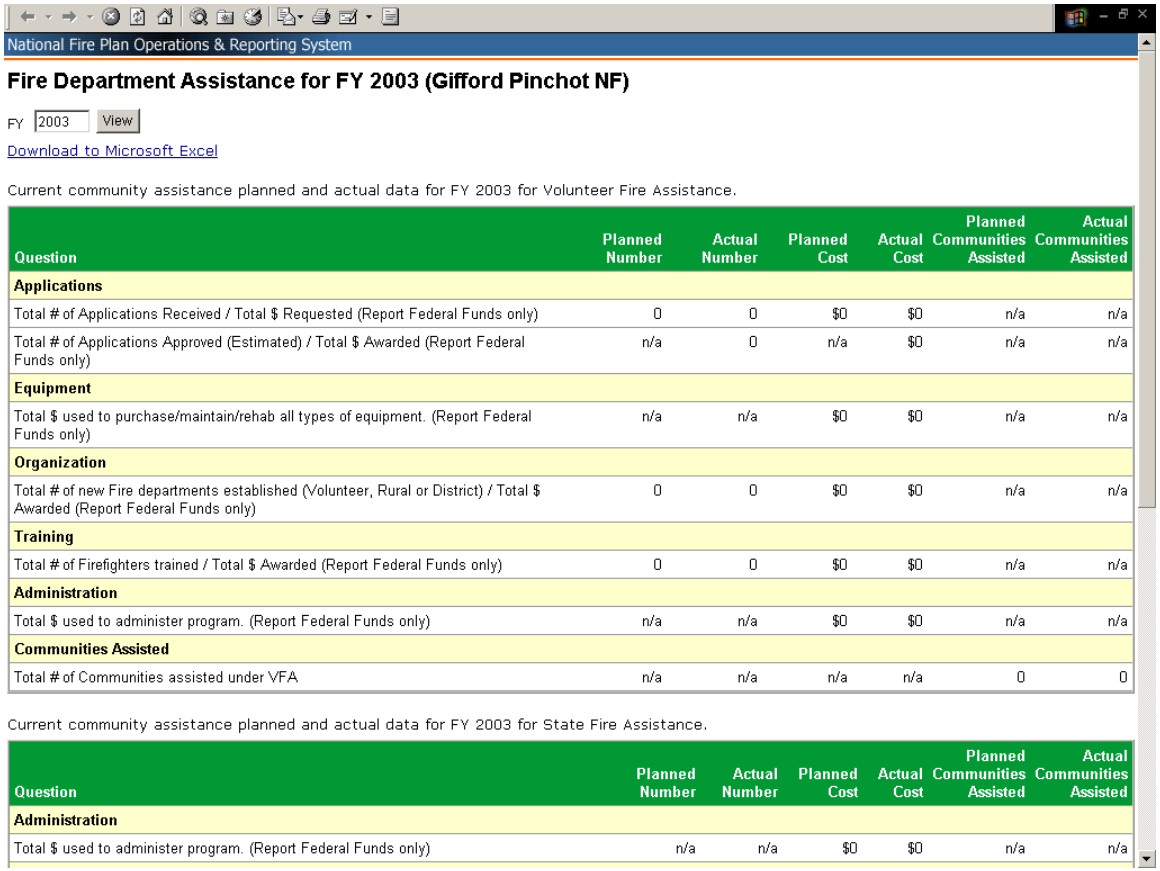


When the **Reports** portlet is displayed, scroll down and click on the desired report.



RUNNING REPORTS (CONT…)

The report that you selected to run will be displayed. If you wish to save the report to and Excel file on your computer, click on the Download to Microsoft Excel link.



National Fire Plan Operations & Reporting System

Fire Department Assistance for FY 2003 (Gifford Pinchot NF)

FY 2003 View

Download to Microsoft Excel

Current community assistance planned and actual data for FY 2003 for Volunteer Fire Assistance.

Question	Planned Number	Actual Number	Planned Cost	Actual Cost	Planned Communities Assisted	Actual Communities Assisted
Applications						
Total # of Applications Received / Total $ Requested (Report Federal Funds only)	0	0	$0	$0	n/a	n/a
Total # of Applications Approved (Estimated) / Total $ Awarded (Report Federal Funds only)	n/a	0	n/a	$0	n/a	n/a
Equipment						
Total $ used to purchase/maintain/rehab all types of equipment. (Report Federal Funds only)	n/a	n/a	$0	$0	n/a	n/a
Organization						
Total # of new Fire departments established (Volunteer, Rural or District) / Total $ Awarded (Report Federal Funds only)	0	0	$0	$0	n/a	n/a
Training						
Total # of Firefighters trained / Total $ Awarded (Report Federal Funds only)	0	0	$0	$0	n/a	n/a
Administration						
Total $ used to administer program. (Report Federal Funds only)	n/a	n/a	$0	$0	n/a	n/a
Communities Assisted						
Total # of Communities assisted under VFA	n/a	n/a	n/a	n/a	0	0

Current community assistance planned and actual data for FY 2003 for State Fire Assistance.

Question	Planned Number	Actual Number	Planned Cost	Actual Cost	Planned Communities Assisted	Actual Communities Assisted
Administration						
Total $ used to administer program. (Report Federal Funds only)	n/a	n/a	$0	$0	n/a	n/a