Work Instruction

Task Lead Process Request -Violation - Proceed

Purpose

This work instruction is used to outline the process in which the Task Lead denotes a violation during the Process Request activity. This differs from the general processing of this activity on only two screens:

- Violation Status
- Letters

This activity displays the differences in those two screens twice, once on the initial pass and then a second time after the FEMA Revision Lead has conducted Review Determination and selected Concur Violation - Proceed.

The other Process Request module should be viewed for the full understanding of that activity.

Prerequisites

- The Review Data Received activity is complete
- A violation has occurred

Navigation

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim ➔ Process Request



Work Steps

The work instruction starts at the Violation Status screen within the Process Request activity. Assume the reviews of the other screens were completed.

Work Item Details - Project # 09-05	-0012P	0
Project Data Primary Address Other Addresse Information Interim Letters Violation Status	s Flooding Source Supplementary Data Invoice Info Fee Info Community Letters Review	
Process Request Violation Status Select a Violation Status and click "Continue"		
* indicates a required field.	Save Work Continue >	
* Violation Status	No violation	

- 1. Click the Violation Status dropdown box and select the appropriate violation
- 2. Click on: Continue > to move to the Letters screen

Work Item Details - Project # 0	9-05-0012P	0
Project Data Primary Address Other Add Information Interim Letters Violation Sta	resses Flooding Source Supplementary Data Invoice Info Fee Info Community tus Letters Review	
Process Request		
Letters		
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.		
< Back < Cancel & Back	Save Work Continue	>
* Letter Type	V	
* Letter Date	(MM/DD/1111)	
Letter Type:	Request additional data	
Letter Date:	08/15/2008	
Letter Type: Letter Date:	Acknowledge receipt of request/all data received 08/28/2008	

- 3. Click the Letter Type dropdown box and select Violation letter to FEMA
- **4.** Click to enter Letter Date
- 5. Click on: Continue > to move to the Review screen



6. Review and click

to advance to Complete Task



Continue >



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.

7. Click on: Complete Task to complete activity



The workflow proceeds to the Audit Determination activity conducted by the Audit Lead and the Review Determination activity conducted by the FEMA Revision Lead.

For this work instruction, Concur Violation - Proceed was selected by the FEMA Revision Lead, and then the case returns to the Process Request activity on the Task Lead's workbench.

Mapping		weg	Sec. 10 Sec. 1	
Welcome Aai	ronTaskLead Log out FEMA Dictionary 1	MIP Help?		
Home Map Moderniza	tion News & Events Tools & Links Ma	p Viewer Workbench MIP User Care		
Workbench Home	Work Items / Project Dashboard / Report	s & Form Letters / Search & Retrieve Data /	Create Project	
<u>Home</u> » Workbench » W	ork Items			
Work Item List -	AaronTaskLead - February 17, 2	009		
Claim a task by dicking t filter your work item list. • <u>Options</u> : Add, ren • <u>Rafres</u> h: Display r • <u>Activity Rafarence</u>	he Claim button. Clicking on the Activity Narr nove, and reorder columns in your Work Iter new activities in your Work Iterns list and rem <u>Guide</u> : Display an overview of information n	e link will display information in the Work Ite s list ove activities claimed by others eded to complete Studies activities	ım Details (below). Click on column names to sort by	that column. The input fields b
Action	Activity Name	Case Number	Project Name	Date Poste
All	All	All		
Claim	Process Request	09-05-0012P	The Villas at Dawson's Creek	02/17/200

8. Click on: Claim to claim the activity

The work instruction has fast forwarded to the Review Audit History screen within the Process Request activities. Assume the reviews of the other screens were completed.

Work Item Details - Proj	ect # 09-05-0012P	0
Project Data Primary Address History Community Informatio	Other Addresses Flooding Source Supplementary Data Invoice Info n Interim Letters Violation Status Letters Review	Fee Info Review Audit
Process Request		
Review Audit History		
* indicates a required field.		
< Back	s	ave Work Continue >
Audit Result		Continue
Outcome:	Approve	
Comments:		
Review Determination Resul	t	
Outcome:	Concur Violation, Proceed	
Reason for Return:		
Comments:	Concur with violation memo and violation letter	

INFORMATION PLATFO	RM
Notice	e the Review Determination Result shown below.
Click on: Continu	to move to the Review Audit screen
Work Item Details - Project	# 09-05-0012P
Project Data Primary Address Othe Community Information Interim L	r Addresses Flooding Source Supplementary Data Fee Info Review Audit History .etters Violation Status Letters Review
Process Request	
Community Information	
Expand Hilly Conapse Hill	
Determination information is required	d for every community affected by the revision. First, modify existing communities by following
steps described below. If necessary, details.	new communities can be added after modifying existing communities. See help text for more
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co	new communities can be added after modifying existing communities. See help text for more immunity into edit mode so that the remaining steps can be completed.
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field.	new communities can be added after modifying existing communities. See help text for more
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field.	new communities can be added after modifying existing communities. See help text for more
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field.	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed.
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field. <back Existing Communities</back 	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed.
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field. Existing Communities Community 180003 Informat	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed. Save Work Continue > ion: Modify
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field. 	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed. Save Work Continue > IN Nodify
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field. < Back Existing Communities Community 180003 Informat State: County(ies):	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed. Save Work Continue > IN Allen County Delete
steps described below. If necessary, details. Step 1: Click "Modify" to bring the co * indicates a required field. < Back Existing Communities Community 180003 Informat State: County(ies): Community Name:	new communities can be added after modifying existing communities. See help text for more ommunity into edit mode so that the remaining steps can be completed. Save Work Continue > IN Allen County FORT WAYNE, CITY OF

Information will need to be entered on the Community Information screen. The communities listed should be updated and then the Determination Document and Cover Letter should be generated similar to processing a normal case. This work instruction bypasses that step.

oject Data Primary Address Oth mmunity Information Interim Let	er Addresses Flooding Source Supplementary Data Fee I ters Violation Status Letters Review	info Review Audit History
Process Request		
iolation Status		
elect a Violation Status and click "	Continue"	
indicates a required field.		
< Back		Save Work Continue >
* Violation Status	A - Development in floodway	~

10. Leave the violation selected and click

Continue >

to move to the Letters screen

Mapping INFORMATION PLATFORM	All interesting

Vork Item Details - Proj	ect # 09-05-0012P
roject Data Primary Address istory Community Information	Other Addresses Flooding Source Supplementary Data Invoice Info Fee Info Review Audit Interim Letters Violation Status Letters Review
Process Request	
Letters	
Select the type of letter to be se	ent to the requestor and enter the date the letter is mailed. Click "Continue".
w := d:==k== = == == == d f:= 1 d	
 Indicates a required field. 	
< Back < Cancel & I	Back Save Work Continue >
* Letter Type	V
* Letter Date	(MM/DD/1111)
Letter Type:	Request additional data
Letter Date:	08/15/2008
Letter Type:	Acknowledge receipt of request/all data received
Letter Date:	08/28/2008
Letter Type	Violation latter to FEMA
Lotter Type.	Violation lettering

- 11. Click the Letter Type dropdown box and select Determination letter to FEMA
- **12.** Click to enter Letter Date
- **13.** Click on: Continue > to move to the Review screen









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.



to complete activity

 Results

 The case is now completed in the workflow as normal.

Last Updated: March 2009