Oklahoma Department of Emergency Management

PREPAREDNESS

RESPONSE

RECOVERY

MITIGATION

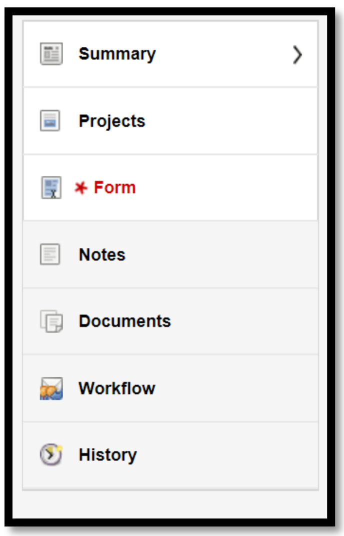
Submitting a 911 Quarterly Report

This document will walk you through how to complete your quarterly report for the 911 Program. Quarterly Reports are due 10 days after the end of the quarter. You will receive a notification 30 days prior to the end of the quarter as a reminder to submit your report.

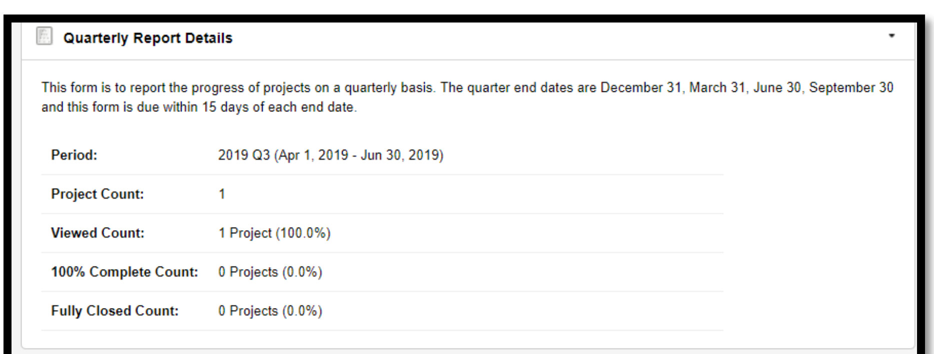
Entering the Quarterly Report

1. Once you log into the system, you should see a section on the right hand side of your screen with the list of quarterly reports that are due.

   Click on the link to go to the quarterly report, this will take you to the quarterly report, you will notice a set of tabs on the left hand side of the screen.



The Summary Tab has information that is not editable, it includes the period that the report is for, and counts about the projects included in this report.

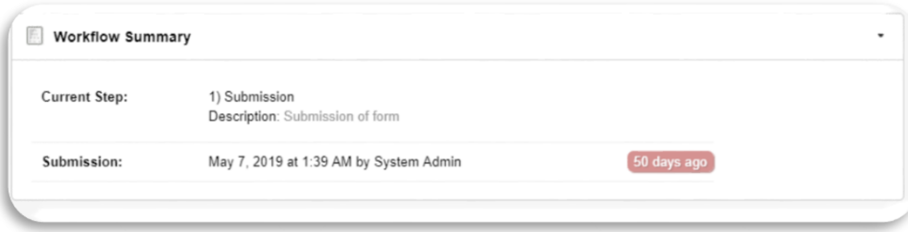


Quarterly Report Details

This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.

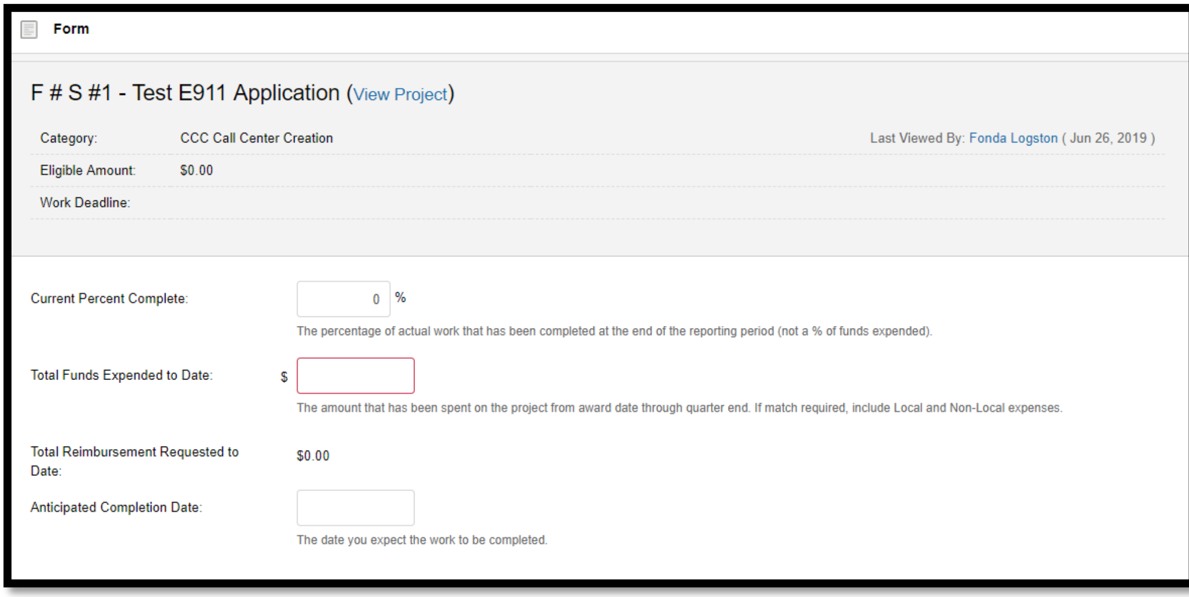
Period:	2019 Q3 (Apr 1, 2019 - Jun 30, 2019)
Project Count:	1
Viewed Count:	1 Project (100.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

The workflow summary will tell you what step the quarterly report is currently in.



The Project tab will list all the projects included in this quarterly report, if you click on the line with the project you want to update, it will turn blue and it will move you on to the Form Tab, or you can click on the Form tab to start entering the details about the quarterly report.

2. The Form tab is where you will enter all the information for the quarterly report. The information at the top of the form includes the project name, category, eligible amount and the deadline to complete the report.


Form

F # S #1 - Test E911 Application (View Project)

Category: CCC Call Center Creation

Last Viewed By: Fonda Logston (Jun 26, 2019)

Eligible Amount: $0.00

Work Deadline:

Current Percent Complete: 0 %

The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).

Total Funds Expended to Date: $

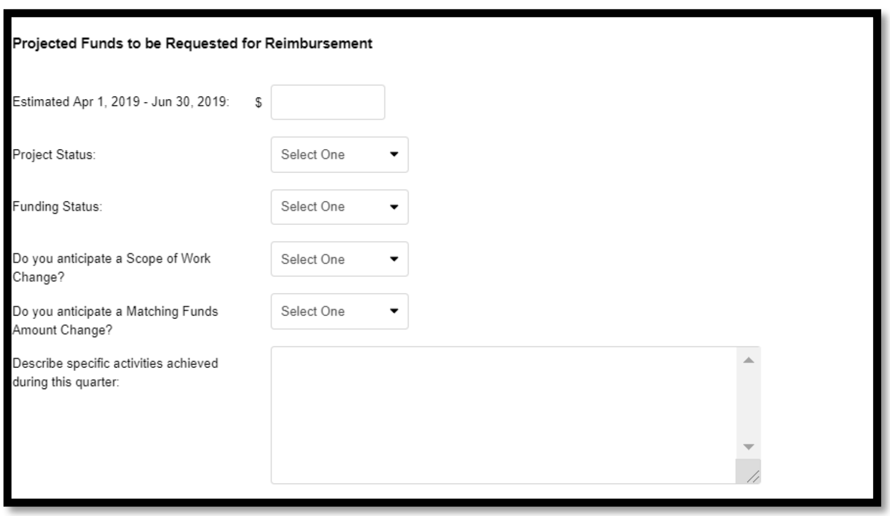
The amount that has been spent on the project from award date through quarter end. If match required, include Local and Non-Local expenses.

Total Reimbursement Requested to Date: $0.00

Anticipated Completion Date:

The date you expect the work to be completed.

A. Begin completing the report by entering the Percent complete of the project, the Total Funds Expended to Date, and Anticipated Completion Date.


Projected Funds to be Requested for Reimbursement

Estimated Apr 1, 2019 - Jun 30, 2019: $

Project Status: Select One

Funding Status: Select One

Do you anticipate a Scope of Work Change? Select One

Do you anticipate a Matching Funds Amount Change? Select One

Describe specific activities achieved during this quarter:

B. The Estimated Funds that will be requested for the next Quarter.

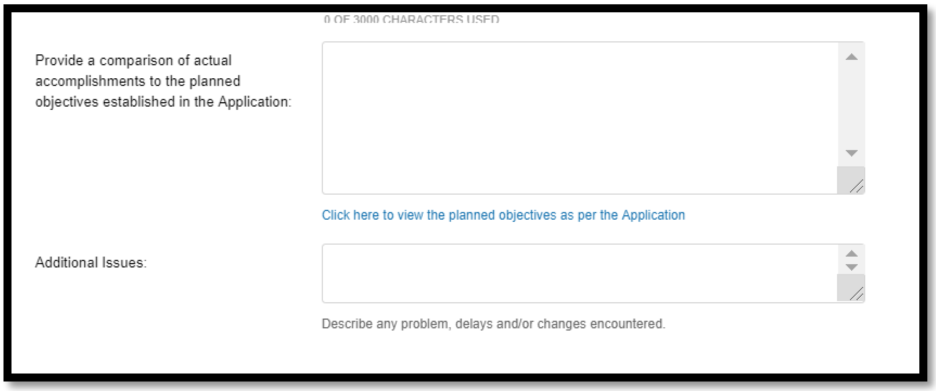
C. The Project Status, by selecting one of the items in the drop down box.

D. The Funding Status, by selected one of the items in the drop down box.

E. Answer the question as to whether you believe the scope of work is going to change.

F. Answer the question do you anticipate the matching funds amount to change.

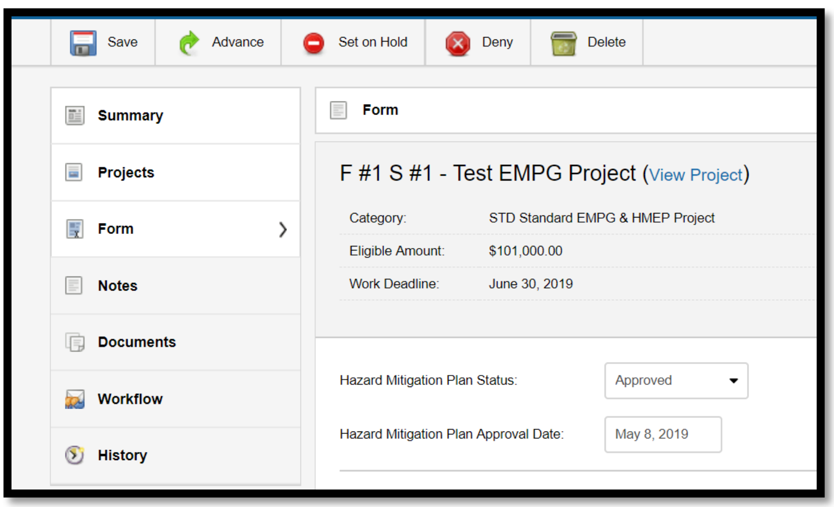
G. Describe the Specific activities achieved during the quarter.



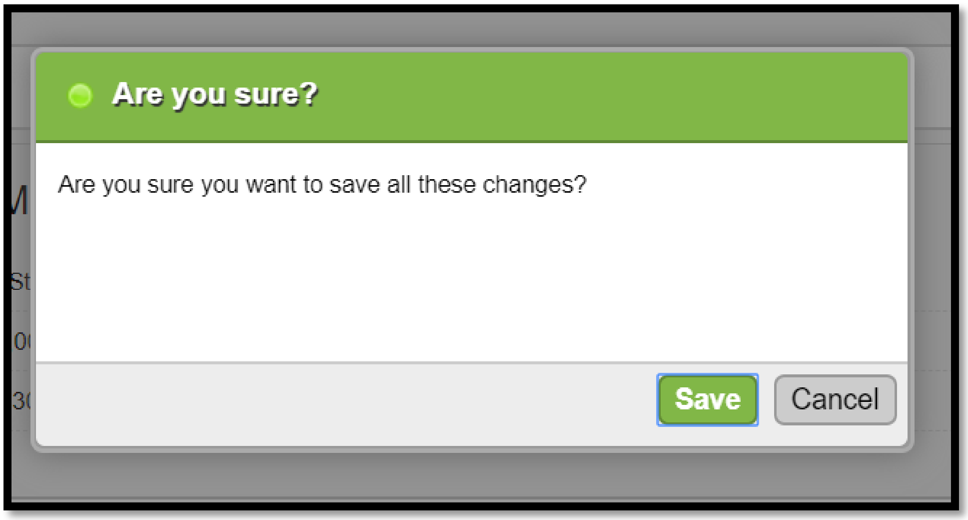
H. If the accomplishments and the planned are not the same, please describe a statement what was different and why.

I. In the Additional Issues field, put any addition problems, delays or changes that you encountered during this quarter.

3. Once you have completed the form you can save it by clicking the Save button in the upper left hand corner of the form.



A. It will ask you to confirm you want to save: Click the Save Button.

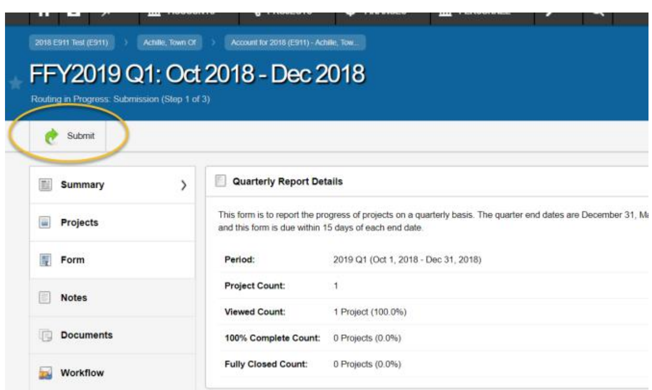


4. Adding Notes, Documents and Issues:

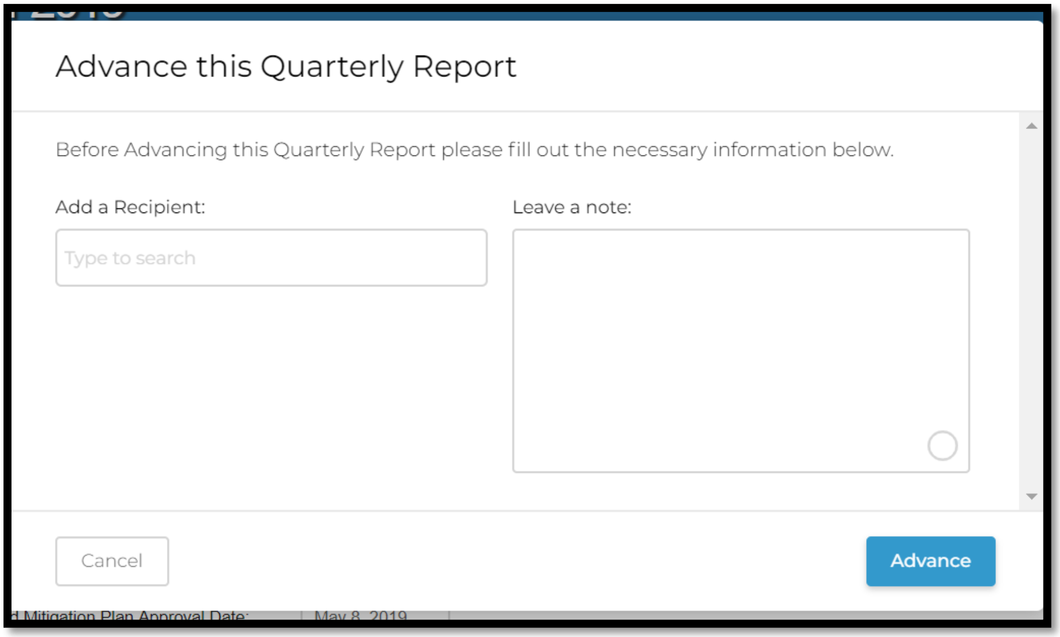
A. At the bottom of the forms tab you can add any notes, additional documents or issues; by clicking on the Add note, Add Document or add issues and completing the forms.

5. Submitting the Quarterly Report:

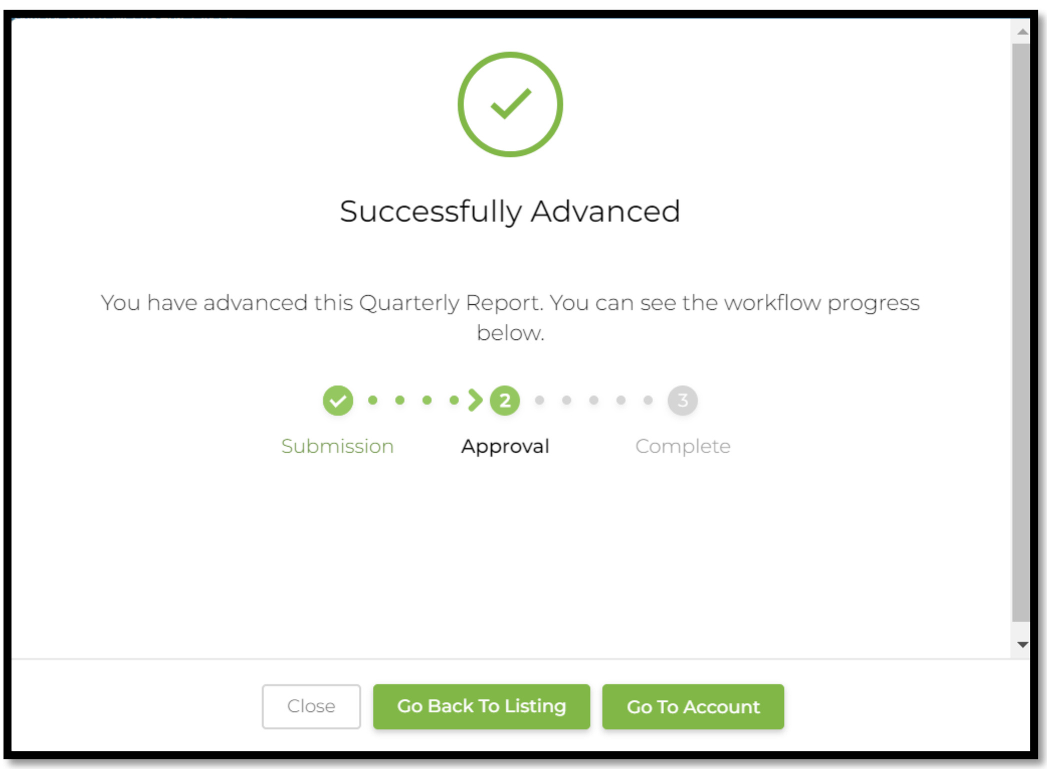
A. Once you have completed the form, and are ready to submit it, click the Submit button;



B. Once you click Submit it will come up with a box for you to complete; If you have a note that you would like to leave. Then Click the Advance Button.

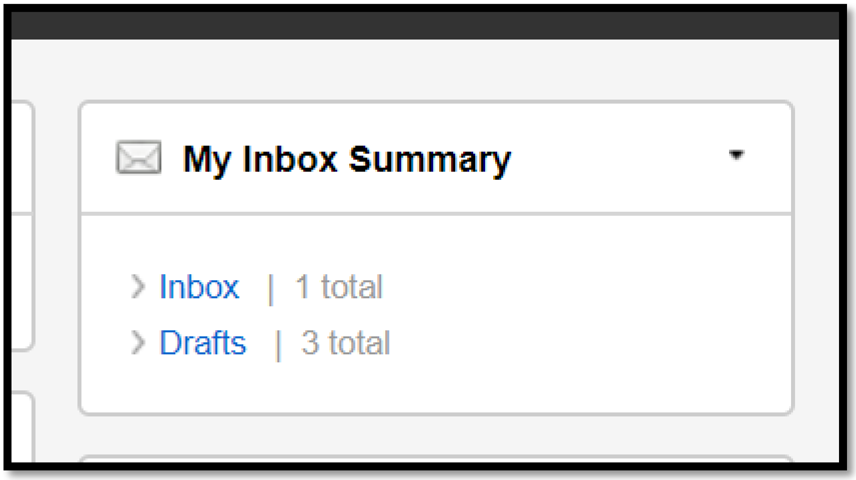


C. You will get a screen show you have successfully advanced and thus submitted your quarterly report. IT will now be reviewed and approved by the 911 OEM Staff.

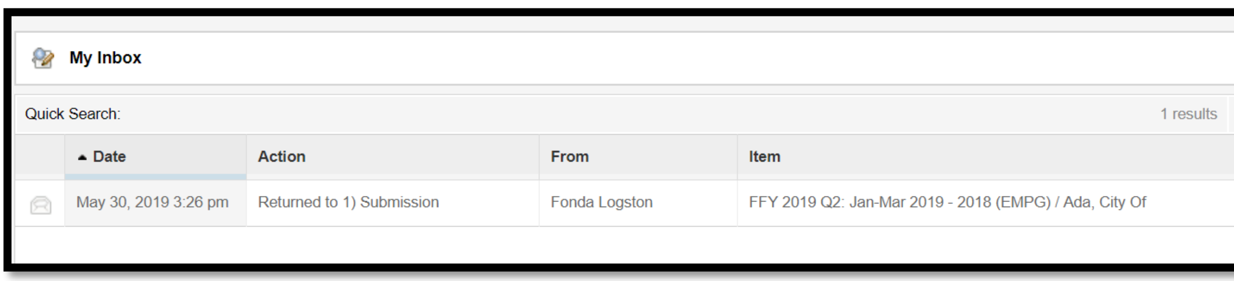


D. You have now submitted your quarterly report, you can click Close.

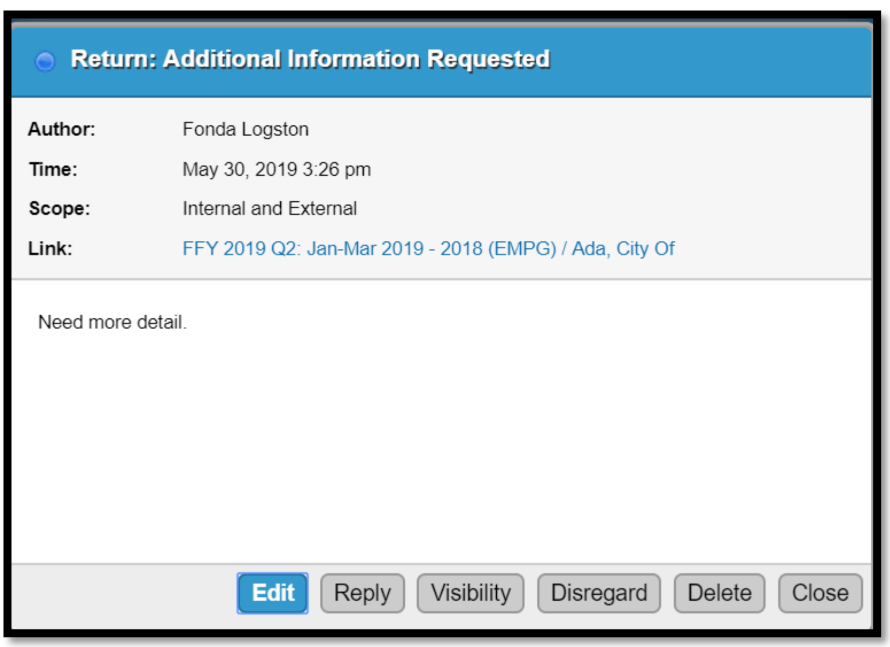
6. If for some reason your quarterly report does not get accepted, it will be returned to you. You will get a notification as well as it will show up in your inbox on the right hand side of your home page:



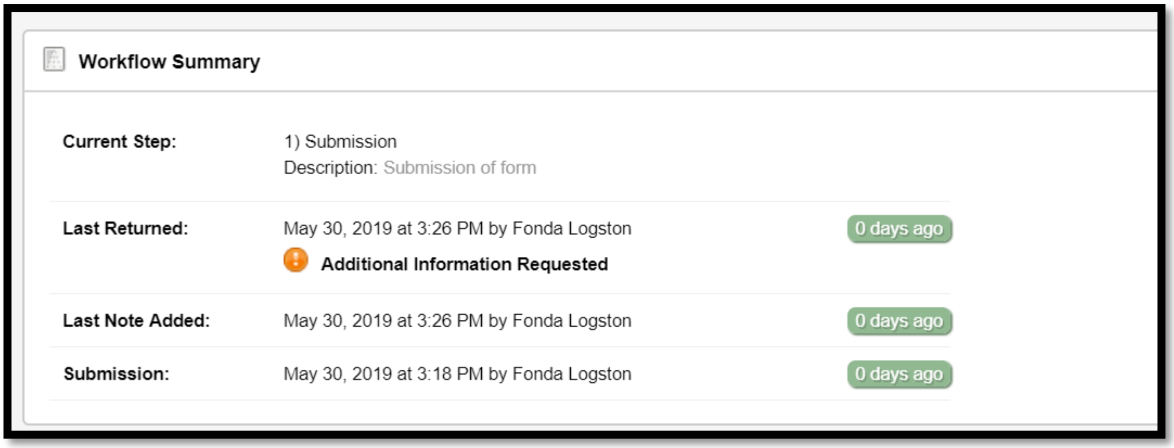
A. If you click on the Inbox; It will show you the date, time and who returned your report. If you click on the report



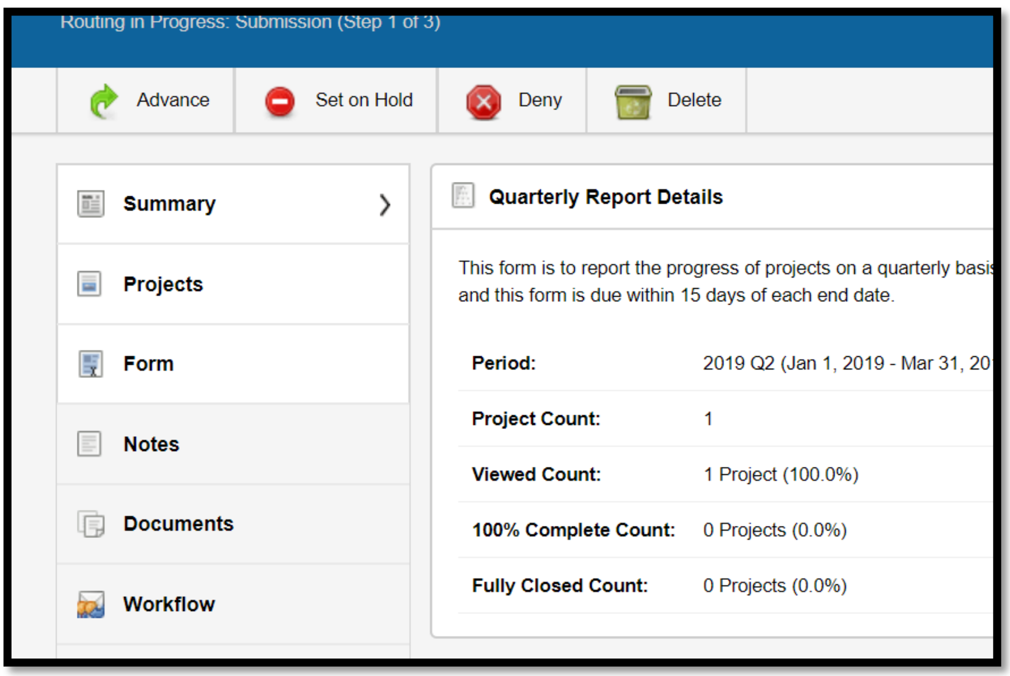
B. It will pop up a box with the note from the person that returned it. From here you can Reply, change the Visibility, Disregard, Delete or Close the note.



C. If you go back into the Quarterly Report by clicking on the Link in the message, and go to the summary tab you will see the step is now back on the submission step. You will need to correct anything mentioned in the note.

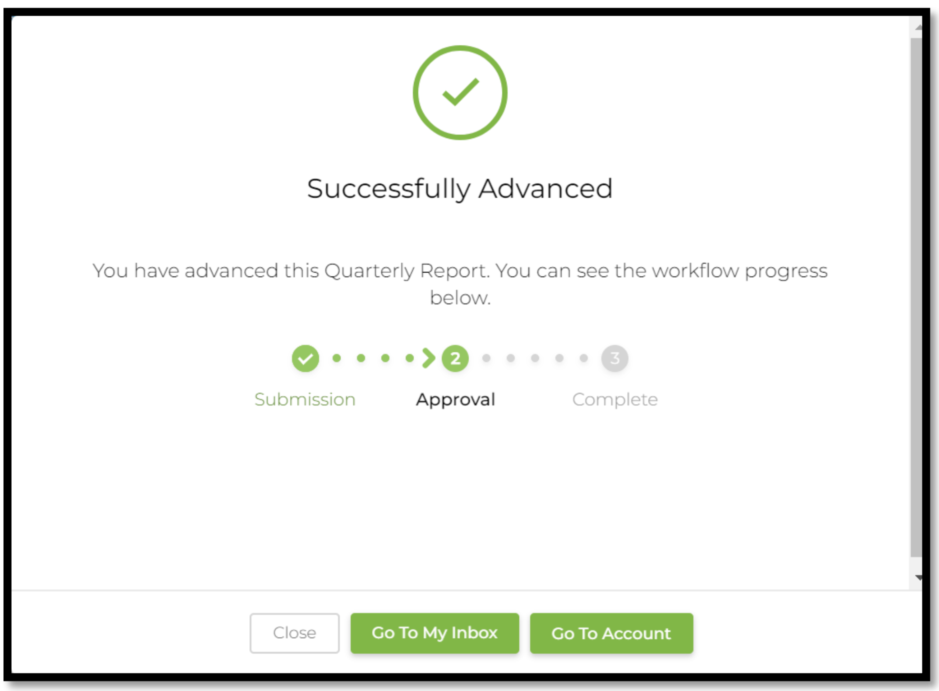


D. Click the advance button again.



E. It will pop up a box that you will may enter a note and click the Advance Button.

F. You will once again get a confirmation that it was successfully advanced.



G. You can also now see that it is in the Approval Step within the workflow summary.