**KETS FAQ**

**Q: If we conducted a multi-county exercise and did our AAR together, can we all submit the same AAR?**

A: Yes.

**Q: If we conducted a multi-county exercise and did our AAR together, can we all submit the same Improvement Plan?**

A: No. Each individual county will need to submit their own IP, even if each county is utilizing similar resources.

**Q: If I participated in another county’s exercise but no one else did, does my county still get credit for the exercise?**

A: No. A minimum of 3 Stakeholders/ Key personnel from the same county must participate in another county’s exercise and be a ‘Player’ during the exercise. Additionally, all 3 personnel need to be identified on the sign in sheet as well as submit an AAR/IP that is based on their specific jurisdiction.

**Q: Will I get a notification if my exercise is accepted?**

A: No. We do not ‘accept’ any exercise. We review the documentation submitted and leave a comment on the exercise if something is missing. You will receive a system-generated email when a comment is left on your submitted exercise.

**Q: What qualifies as a multi-county exercise that my county receives credit for?**

A: A minimum of 3 Stakeholders/ Key personnel from the same county must participate in another county’s exercise as a ‘Player’. Additionally, all 3 personnel need to be identified on the sign in sheet as well as submit an AAR/IP that is based on their specific jurisdiction.

**Q: What qualifies as an exercise for individual credit only?**

A: Participating in another county’s exercise in any role except for Observer. An exercise will count for individual credit if there are less than 3 personnel from the same jurisdiction involved in the exercise.

**Q: I hosted an exercise and invited stakeholders from neighboring counties to participate and want to add them for individual credit. How do I add them to my exercise?**

A: Create the exercise as an ‘individual’ exercise following the established steps. Once you have created the exercise, under the ‘participants’ portion, you will add your EMPG funded county personnel as well as those who participated from out of county whom are also EMPG funded. That person will then get a notification asking them to accept or decline the exercise.

**Q: What is under the reports tab?**

A: In the reports tab you will find overview and detail reports. Overview will show you the different types of exercises and how many have been inputted into KETS for your specific county. Detail reports will show you more information such as number of personnel involved, core capabilities, and number of EMPG-funded personnel involved.

**Q: How do I submit my county’s IPPW?**

Follow the steps to create a new exercise.

1. Select ‘IPPW’ exercise type.
2. Submit required documentation
	1. On the sign-in sheet include everyone who participated in the IPPW
	2. For participants, add anyone who is EMPG funded that attended the IPPW.
	3. For county documentation, add IPPW packet and calendar.
		1. You can upload your own calendar, utilize the provided calendar in the IPPW packet, or the interactive calendar on KETS.

**Q: Where can I find the IPPW packet to create my IPP?**

A: It is listed under the ‘HELP’ tab on KETS. The document is titled ‘IPPW Packet’. It is also listed on the KDEM website: <https://www.kansastag.gov/AdvHTML_Upload/files/Potential%20IPP%20for%202022.docx>

**Q: Where can I find the IPPW Guidebook to help create my IPP?**

A: It is listed under the ‘HELP’ tab on KETS. The document is titles ‘2021 IPPW Guidebook.’ It is also listed on the KDEM website: <https://www.kansastag.gov/AdvHTML_Upload/files/IPPW%20Guide%202021%20Final%2010212021.docx>