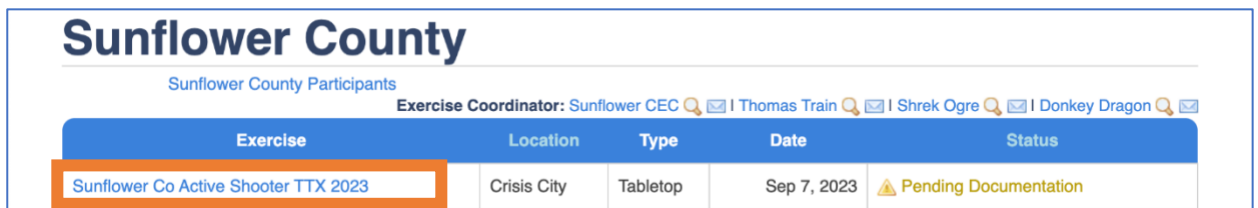# Step 5: Upload Your County's Documentation

*The **County Exercise Coordinator** has the responsibility to upload the **AAR** and **IP** (or **IPPW Calendar**) for their county.*

This process must be completed in order for your county to receive credit for the exercise.
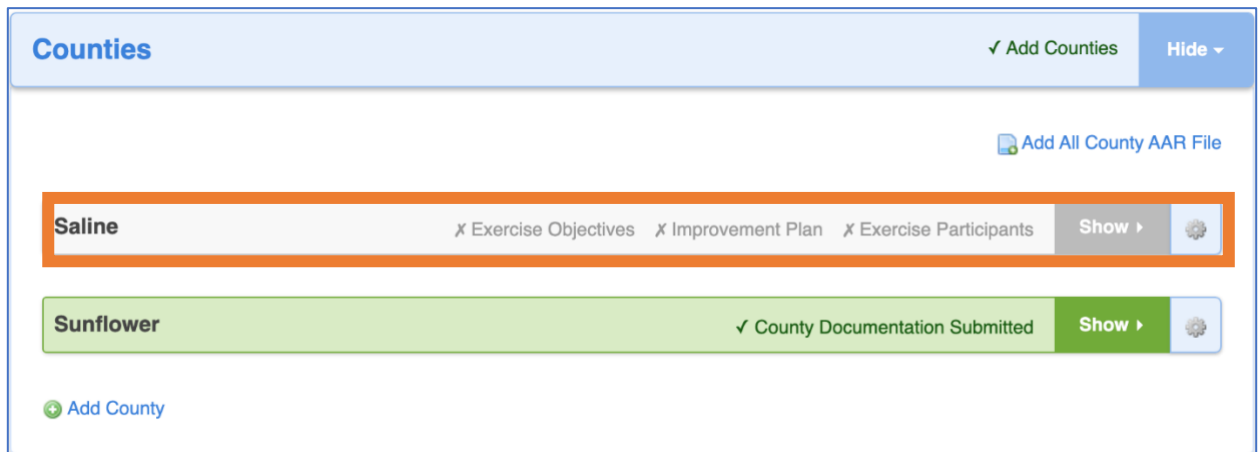
Uploading Non-IPPW Documentation for Your County

1. Click County in the top menu bar.
2. Click on the linked name of the exercise you wish to submit documentation for, to navigate to that exercise's page.

3. Scroll down to the **Counties** section of the page and expand the county documentation form by clicking on the name of the county you are entering documentation for.

4. Enter the county's **Objectives/After Action Report.**
   - A minimum of one Objective is required, but more may be added by clicking
     ⊕ Add Objective
     or can be removed by clicking
     ⊖ Remove Objective
   - The Capability dropdown directly reflects the Core Capability(s) selected for the exercise.
   - Each Objective must have one Strength, but more may be added by clicking
     ⊕ Add Strength
     or can be removed by clicking the **⊖** icon, to the right of the text field.
   - A minimum of three Areas of Improvement are required. These three Areas of Improvement can be all listed under one Objective or spread over multiple Objectives. More Areas of Improvement can be added by clicking
     ⊕ Add Improvement Area
     or can be removed by clicking
     ⊖ Remove Improvement Area.
   - Click **Submit Objectives** when you are ready to move on to fill out the county's IP.

5. Enter the county's **Improvement Plan.**
   - A minimum of 3 Areas of Improvement are required, but more may be added by clicking
     ⊕ Add Area of Improvement
     or can be removed by clicking
     ⊖ Remove Area of Improvement .
   - The Capability dropdown directly reflects the Core Capability(s) selected for the exercise.
   - Click **Submit Improvement Plans** when you are ready to move on to fill out the county's Participants.
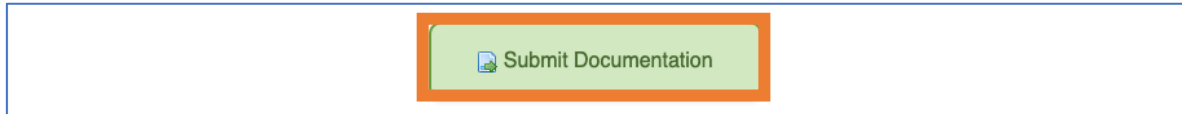

6. Enter the County's **Participants**
   - A minimum of 3 Participants are required, but more can be added by clicking
     ⊕ Add Participant or can be removed by clicking the ⊖ icon to the right of the text field.
   - Click **Submit Participants** when you are ready to move on to review and submit the county documentation.

7. Review the county documentation, and when you are ready, scroll to the bottom of the county documentation, and select **Submit Documentation**.

8. Answer the **Submission Questions**
   - The answers to these submission questions will determine whether or not the submitted exercise is counted towards county credit for the host county. Please make sure all the information entered is true and accurate.

Submission Questions

All Questions Require Response *

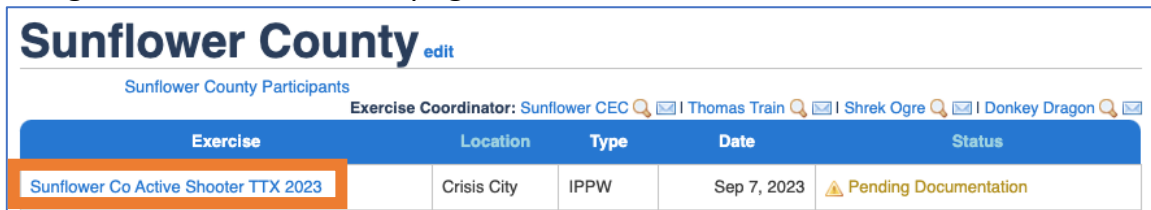| Question		
Was this exercise listed on your IPPW Calendar?	● Yes	○ No
Is the exercise part of a progressive exercise series?	● Yes	○ No
Was this exercise designed to meet grant requirements other than EMPG?	● Yes	○ No
Did this exercise test functions or elements of your County Emergency Operations Plan / or did it help create a Integrated Preparedness Plan?	● Yes	○ No
Did Emergency Management personnel from your county participate in this exercise?	● Yes	○ No
Did this exercise evaluate DHS/FEMA core capabilities?	● Yes	○ No
Did the exercise follow HSEEP methodology?	● Yes	○ No
Was this exercise conducted in your county?	● Yes	○ No
Was this exercise developed/delivered by a third party vendor?	● Yes	○ No
Did your Improvement Plan identify at least 3 measurable corrective actions for your county?	● Yes	○ No

☑ * I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback of reimbursements and subsequent loss of current and future EMPG grant funding.

Submit Exercise

9. An Administrator will review and approve the exercise documentation. You will receive an email notification when it has been approved.
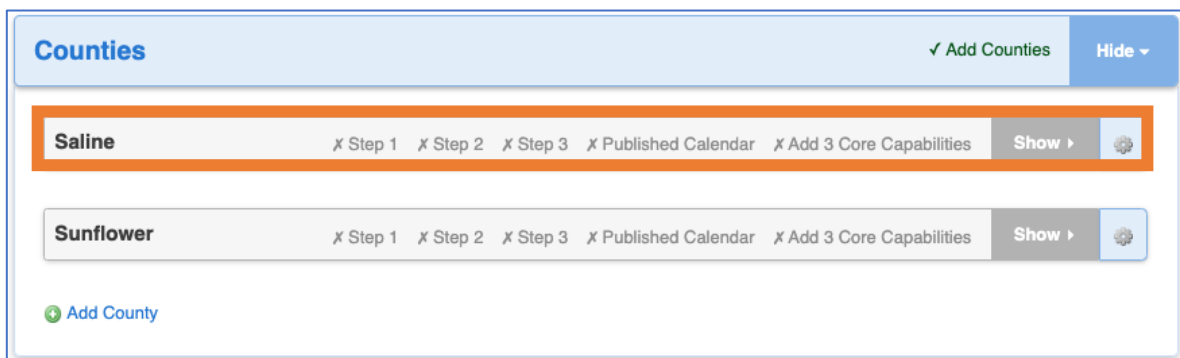
Uploading IPPW Documentation for Your County

1. Click County in the top menu bar.

2. Click on the linked name of the exercise you wish to submit documentation for, to navigate to that exercise's page.

3. Scroll down to the **Counties** section of the page and expand the county documentation form by clicking on the name of the county you are entering documentation for.
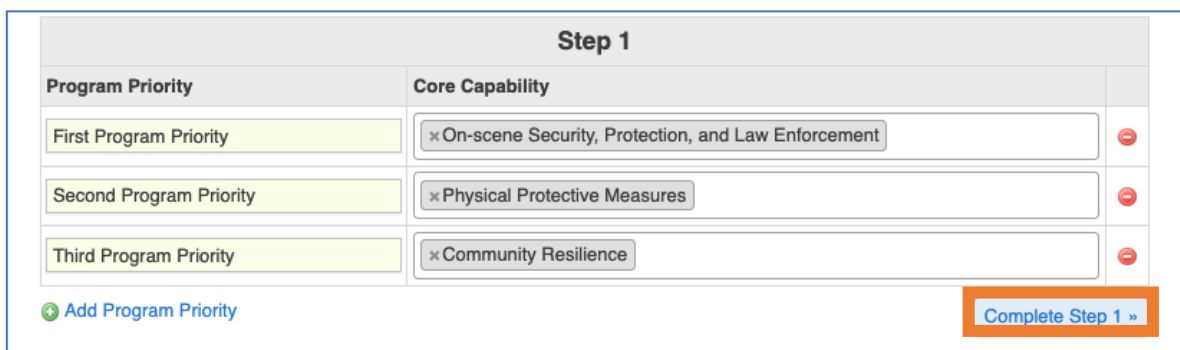

4. Enter the county's **Program Priorities** and each priority's **Core Capabilities.**
   - Additional Priorities may be added by clicking ⊕ Add Program Priority or can be removed by clicking the ⊖ icon, to the right of the text field.
   - Click **Complete Step 1** when you are ready to move on.

5. Enter the each Program Priority's **Prepared Priority** with a corresponding list of **Preparedness Goals.**
   o Click **Complete Step 2** when you are ready to move on.

6. Enter the **POETE Actions** you will take to address each Priority.
   - A minimum of one POETE Action is required for each Priority, but additional POETE Actions may be added by clicking ⊕ Add POETE or can be removed by clicking the ⊖ icon, to the right of the text field.
   - Click **Submit Steps** when you are ready to review and Submit the IPPW steps.

7. Scroll to the bottom of the IPPW documentation and click on **Add Interactive Calendar**

8. Enter your counties planned Exercises, Trainings, or IPPWs, and publish the calendar when you are ready, by clicking **Publish Calendar**.

9. Review the county documentation, and when you are ready, scroll to the bottom of the county documentation, and select **Submit Documentation**.

10. Answer the **Submission Questions**
    o The answers to these submission questions will determine whether or not the submitted exercise is counted towards county credit for the host county. Please make sure all the information entered is true and accurate.

Submission Questions

All Questions Require Response *

Question		
Was the workshop conducted based on your current IPPW calendar?	● Yes	○ No
Did this workshop involve primary community stakeholders to create a progressive multi-year (3 Years) integrated preparedness plan (IPP).	● Yes	○ No
Did your 3-year integrated preparedness plan (IPP) identify a minimum of three exercises per calendar year (which includes the annual IPPW) for your county based on DHS/FEMA core capabilities?	● Yes	○ No
Did this workshop identify priority DHS/FEMA core capabilities to be tested/validated that are specific to your county?	● Yes	○ No
Were any of these exercises planned based on findings from a previous exercise or real event After Action Report?	● Yes	○ No
Was this workshop conducted in your county?	● Yes	○ No
Was this workshop developed/facilitated by a third party?	● Yes	○ No

☑ * I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback of reimbursements and subsequent loss of current and future EMPG grant funding.

Submit Exercise

11. An Administrator will review and approve the exercise documentation. You will receive an email notification when it has been approved.