



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Oregon Capability Assessment FAQ Qualtrics Platform:

Q. How do I access my survey?

Each contact at a jurisdiction will be given a Qualtrics account through OEM to login into the Qualtrics platform. You can find the login page here.

If you have a Qualtrics account already associated with your email address and Qualtrics asks you which organization you would like to log into, choose OEM.

<https://emergencymanagement.qualtrics.com/login>

Your login credentials are specific to each person, your login username is your email address, and your password is set by you. If you need help recovering your password use the Reset Password link on the main login page.

A screenshot of the Qualtrics login page. At the top is the 'qualtricsXM' logo. Below it are two input fields: the first contains the email address 'sarah.puls@oem.oregon.gov' and the second contains a series of dots representing a password. Below these fields is a blue 'Sign In' button. At the bottom of the login area, there are two links: 'Forgot your password? Reset your password here' and 'New user? Set your password here'.

If you are not sure if you have an account or need to add or remove someone from the system contact Sarah Puls, sarah.puls@oem.oregon.gov. We can add and remove contacts as needed, it is a quick process. It is recommended to have 2 representatives from your jurisdiction at a minimum and we can add up to 4 per jurisdiction as needed. Creating a free qualtrics account will not help you gain access to the assessment. The users live within Oregon Emergency Management's Qualtrics license.

When you enter the Qualtrics platform you will see this main page. On the left are your projects, if you don't see two things on the left click on the blue **See All Projects** link. This left side view is your recently viewed projects next time you login it will show what you worked on most recently.



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emercymanagement.qualtrics.com/homepage/ui

Preparedness Toolkit | Workday oregon - S... | OEM Ops Center/ R... | Basecamp Log In | Hazard Situation Ov... | XM Login | Qualtrics | XM Public Link Capabilt... | Oregon ECC Operati...

XM Home

Welcome to XM

Search by name, type, owner...

Recently visited

- Dashboard (shared)
- User Survey Links** (2 Responses)
- Dashboard (shared)
- State Capability Assessment: R... (2083 Responses)

Create a new project

You have no pending approvals

Go to Approvals

Get started

CUSTOMIZE YOUR ONBOARDING

Get a Qualtrics setup tailored for you

Answer 2 quick questions and we'll build a custom checklist to get you up and running fast through the Qualtrics platform

Customize my onboarding

This survey takes less than 30 seconds

Pinned widgets

New!

Pin widgets to customize your homepage

Pin widgets from any CX or Results Dashboard to see the information you care about most. Click the three dots in the corner of any compatible widget to pin to your homepage. Try starting with your most recent dashboard

To access your survey click on the **User Survey Links** project, this will take you to this page, you can see your survey link in the space to the right. This survey link updates after you enter and exit the survey, follow the directions on the page to see your link refresh and note the date stamp and the link ready column.

Use the link below to access your survey

After saving your current session of a survey, please allow **15 minutes** for the link below to update, additionally, please **refresh your browser window** to ensure the new updated link is present on this screen. You will know a new session is able to be created by the session status **"Ready"**

Jurisdiction ↑	State Capability Assessment	Last Session	Link Ready
Grant County	https://emergencymanagement.qualtrics.com/jfe/form/SV_8CVaJYirLJpr2m7Q_R=R_3PIwHdvY1SeLQMp	2026-09-02 10:53 AM	Ready



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This isn't fool proof. If you click the link before it has had time to refresh you will see an older version of your survey with none of your updates showing. If this occurs, do not save the survey, just close your browser and allow the system to refresh. If you run into any problems email Sarah Puls to check the status of your survey in the system and troubleshoot any issues.

Q: What can I do if the page won't load?

A: If the page will not load you should first check your internet connection. If that is stable, you can try a) clearing your browser cache, or b) starting a private browsing session. Always use the link in the Qualtrics system after you login, **do not bookmark** your link.

Q: Can I move backward and forward?

A: Yes, by using the buttons at the bottom of a screen you can move backward and forward within a section. Use the Table of Contents to move backward and forward between sections. We recommend finishing the section you are in selecting save and continue before navigating to a different section, if possible.

A screenshot of a survey completion screen. The text at the top asks, "You've reached the end of the section. Would you like to mark this section as complete?". Below this are two buttons: "Yes" and "No". The next question is, "Would you like to save and close, or save and continue?". Below this are two buttons: "Save and Close" and "Save and Continue". At the bottom of the screen are two navigation buttons: a left arrow button and a right arrow button. Red circles are drawn around the "Save and Continue" button and both the left and right arrow buttons at the bottom.

Q. Where is the table of contents?

Your initial view of the survey will show you the table of contents page.



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While you are viewing survey, start with the introduction. The Table of Contents will appear in the upper left corner of your screen as three lines. Please note the warning about personal identifiable information.



Introduction

The State of the State Capability Assessment is an annual assessment of Oregon counties, select cities, tribal partners and state agencies. Information collected in this assessment is used to complete the annual FEMA Threat Hazard Identification Risk Analysis (THIRA) and Stakeholder Preparedness Review (SPR). The results from this assessment identify the progress of emergency management initiatives and support prioritization of future planning, organization, equipment, training, and exercise efforts (POETE).

Please do not put personally identifiable information (PII) on this site or in your documentation. Refer to position and/or agency, and not a person. Personally identifiable information (PII) is information that, when used alone or with other relevant data, can identify an individual.

Q: Can two people fill out the survey at one time?

A: The system will prevent concurrent sessions from occurring to prevent any overwriting of entries in the system. Below is the error message you will get if a session is currently open for your jurisdiction.



Walker_County

A session is currently in progress for your jurisdiction. To prevent loss of data, only one session can occur at a time. Please check back later!

Close all browsers and check with collaborators, if a session is still showing as open but you are certain no one is in the system, allow 15 minutes for the system to save and close and refresh the survey link. If after this time the issue persists email sarah.puls@oem.oregon.gov to assist with manually closing a session and troubleshooting.



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Q: What do I do if I get an error message when I login?

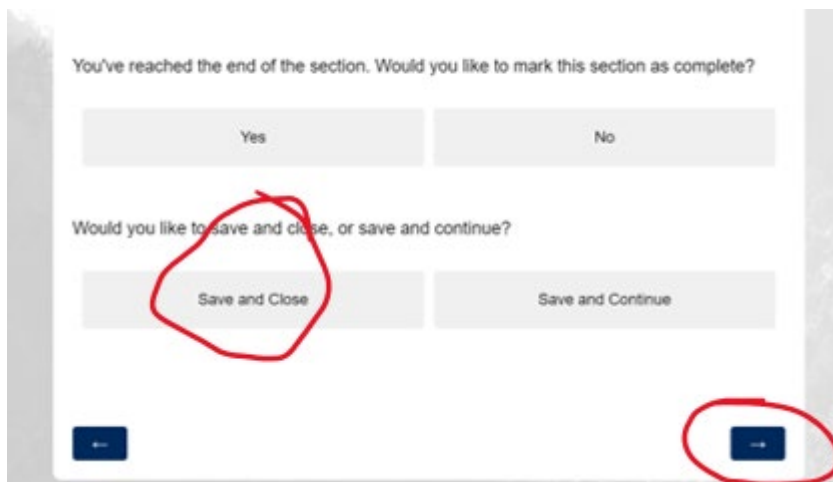
A: If you get the below message when you log and you know no one is in the system two things could have occurred.



Walker_County

A session is currently in progress for your jurisdiction. To prevent loss of data, only one session can occur at a time. Please check back later!

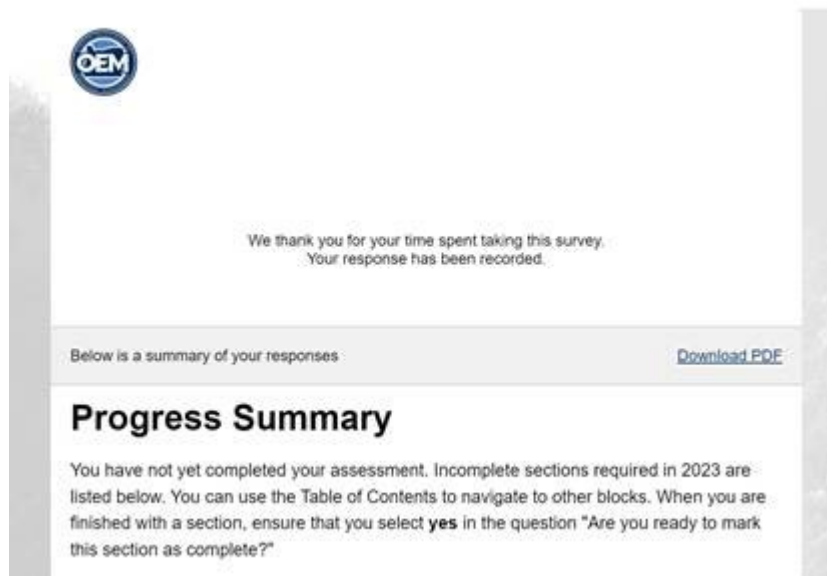
One is If you were in the assessment earlier and didn't use the save and close buttons before closing the browser, you will get the error message that someone is in the session, and it will release this in 1 hr. Please see the screenshots below and make sure you are following this process, you can do it in any capability you happen to be in when you want to exit the system.





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When you see this page below, you are safe to close the browser.



Another issue with double clicking a link may cause your browser to inadvertently open two sessions at once. We suggest hovering over the link and ctrl + click to open the link or copy the link and pasting it into your browser. Please e-mail sarah.puls@oem.oregon.gov and we will release the session in the system.

Q: How do I mark a capability as complete?

A: The survey will prompt you at the end of each capability section if you would like to mark this capability complete. You will select yes or no. The yes button will place the word complete next to the capability in the table of contents and will update the progress summary that you completed the required section. You can continue to edit the capability section even if you select complete.



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You've reached the end of the section. Would you like to mark this section as complete?

Would you like to save and close, or save and continue?

Once capabilities are marked with the word complete by each capability name in the table of contents. The check mark you see only indicates places you have been in your current session.

☰	
Table of Contents	
Introduction	
Progress Summary	
✓ Planning (Complete)	
✓ Public Information and Warning (Complete)	
Operational Coordination	
Forensics and Attribution	
Screening, Search and Detection	
Interdiction and Disruption	

Coordination

and maintain a unified and coordinated
tely integrates all critical stakeholders at

et: Within 6 hours of a potential or actual
mand and coordinated operational struc
with 33 partner organizations involved in
s.

Q. How do I save my work?

The system will automatically save your work as you progress through the assessment. You should also manually save your work by using the save buttons at the end of each capability section. Save and close will navigate the user to a summary of their response so far, which they can download if desired. Save and continue will allow them to move to the next section or jump to another section.



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You've reached the end of the section. Would you like to mark this section as complete?

Yes No

Would you like to save and close, or save and continue?

Save and Close Save and Continue

← →

When you see the below screen you have safely saved and closed your session.



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses [Download PDF](#)

Progress Summary

You have not yet completed your assessment. Incomplete sections required in 2023 are listed below. You can use the Table of Contents to navigate to other blocks. When you are finished with a section, ensure that you select **yes** in the question "Are you ready to mark this section as complete?"

Q: How do I get a summary of my response?

A: When you finish the survey you will be presented with a response summary you can then download and save or print. The download is presented after you hit the final submit button following the Progress Summary that identifies that you have completed all required capabilities for this year. Below screen shots outlines this process.

In the Progress Summary if sections are not marked complete they will be listed here.



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Progress Summary

You have not yet completed your assessment. Incomplete sections required in 2023 are listed below. You can use the Table of Contents to navigate to other blocks. When you are finished with a section, ensure that you select **yes** in the question "Are you ready to mark this section as complete?"

Sections required in 2023 that you have NOT completed are listed below.

Planning

Public Information and Warning

Operational Coordination

On-Scene Security, Protection and Law Enforcement

If all sections are complete you will see the sentence below indicating this and you use the arrow to go to the next page.



Progress Summary

You have not yet completed your assessment. Incomplete sections required in 2023 are listed below. You can use the Table of Contents to navigate to other blocks. When you are finished with a section, ensure that you select **yes** in the question "Are you ready to mark this section as complete?"

Sections required in 2023 that you have NOT completed are listed below.

All required sections are completed! Click Next to review next steps.



This is where you mark your assessment complete. If you mark it complete but would like to make changes please email sarah.puls@oem.oregon.gov to have your survey re-opened.



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Congratulations! You have arrived at the end of the assessment. Before you confirm below that the assessment is complete, please confirm with your collaborators.

To mark complete, please click the statement below, then click "next". You will then have the opportunity to download a copy of your assessment. After clicking the final submit button, your response will be recorded.

Mark Assessment As Complete



Following the assessment being marked as complete you can download a pdf of your responses.



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

Progress Summary

You have not yet completed your assessment. Incomplete sections required in 2023 are listed below. You can use the Table of Contents to navigate to other blocks. When you are finished with a section, ensure that you select **yes** in the question "Are you ready to mark this section as complete?"



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Q: What happens if I start but don't finish my survey before the deadline?

A: Your progress will be recorded when the survey closes. For questions about what to do if you don't think you can meet the reporting deadline, contact Sarah Puls, sarah.puls@oem.oregon.gov