Oregon Capability Assessment FAQ Qualtrics Platform:

Q. How do I access my survey?

Each jurisdiction will be e-mailed a unique link from the Qualtrics system, OEM@qemailserver.com. Please add this e-mail address to your whitelist. If you don't receive this e-mail on the launch date please check your spam or junk mail folders. This link can be shared with others in your organization to help collaborate on responses.

Save this link in a known place, always use the original link to access the survey. **Do not bookmark the link,** when you bookmark a website link it changes the link address and could revert you to a previous session and may overwrite your saved work. You should see an error message like this preventing you from making this error in the system.

We are unable to identify your Jurisdiction and recall your previous response. Please check your URL and try again. You should use the original URL provided to you when the survey launched. Contact Sarah Puls for assistance.
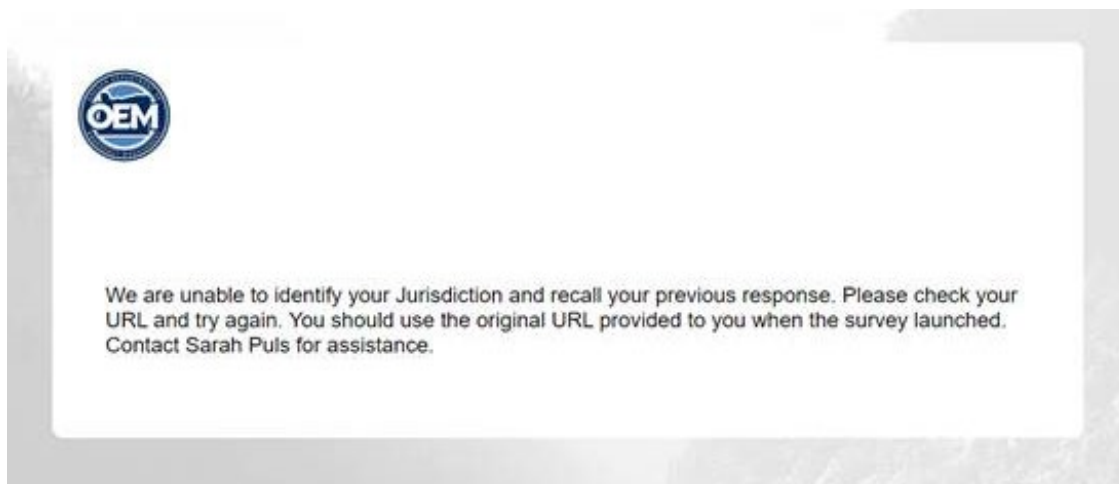
Q: What can I do if the page won't load?
A: If the page will not load you should first check your internet connection. If that is stable, you can try a) clearing your browser cache, or b) starting a private browsing session. Always use your original link, **do not bookmark** your link. To have easy access to your link, copy and save your link in a document, in OneNote, in Tasks, or Teams. You can flag and save to a Capability Assessment folder in your e-mail. Keep in a known place for easy access.

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.

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 |

Q. Where is the table of contents?

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

Table of Contents

- Introduction
- Progress Summary
- Planning
- Public Information and Warning
- Operational Coordination
- Forensics and Attribution
- Screening, Search and Detection
- Interdiction and Disruption
- Physical Protective Measures
- Access Control and Identity Verification
- Mass Search and Rescue Operations
- On-Scene Security, Protection and Law Enforcement

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: While multiple people can use the same response link for the same jurisdiction, 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 email sarah.puls@oem.oregon.gov to assist with manually closing a session.

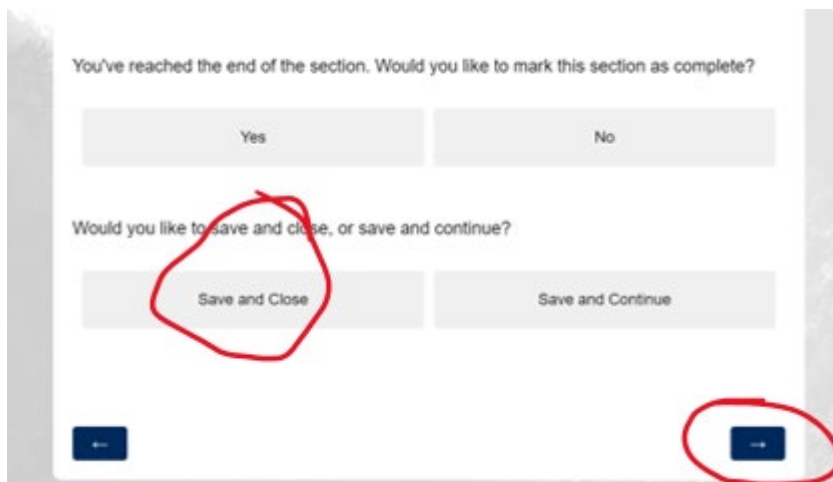**Q: What do I do if I get an error message when I login?**
A: If you get the below message when you log and you know no one is in the system two things could have occurred.

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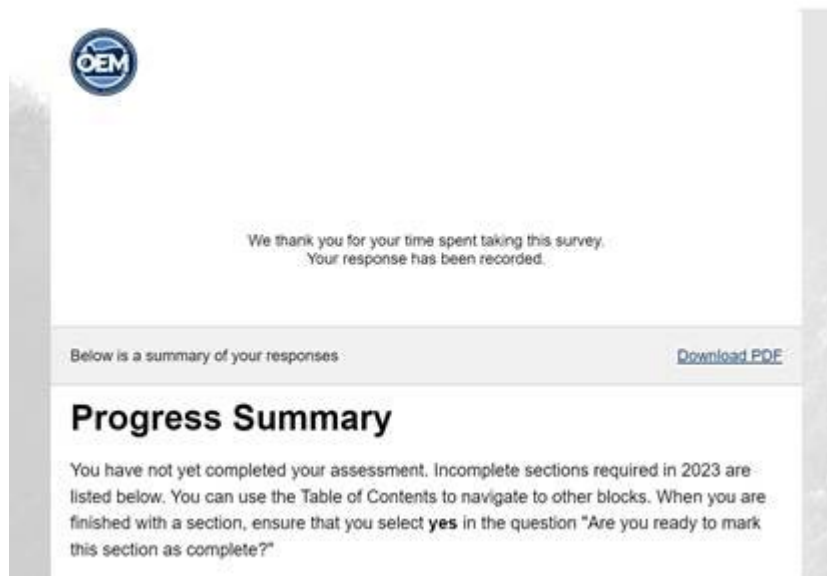
One is If you were in the assessment earlier and didn't use the save and close buttons before closing the browser, you will get the error message that someone is in the session, and it will release this in 1 hr. Please see the screenshots below and make sure you are following this process, you can do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

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

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?"

Another issue could have been double clicking the link. This will inadvertently open two session at once without you knowing it. We suggest hover 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.

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.

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.

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.

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.

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?"

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