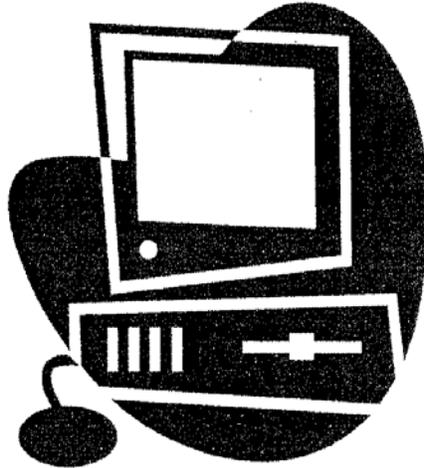


Updated: 2012

# INDIANA DEPARTMENT OF HOMELAND SECURITY



**iGMS**

**INDIANA GRANTS MANAGEMENT SYSTEM**

**INFRASTRUCTURE DAMAGE REPORTING**

Public Assistance Program's, **Preliminary Damage Assessment**, commonly known as **PDA**, is a joint venture of state and local officials in documenting the impact and magnitude of the disaster on local governmental infrastructure and to gather information for disaster management purposes. The Governor will use this information gathered during the PDA process to determine whether Federal assistance should be requested and forms the basis for the disaster declaration.

In the past, this valuable information was sent to the IDHS Public Assistance Recovery Division via fax or phone calls. In an effort to assist the Counties in expediting the collecting and reporting damages after a disaster, for the Public Assistance reimbursement program, an **online Infrastructure Damage Reporting form** (iGMS) has been created. It is important that all damage is reported so that an analysis of the damage, statewide, is performed in an effort to determine if federal assistance is warranted. The iGMS is being provided as a tool to assist the County EMA Director and their applicants in collecting and reporting damage costs and/or response costs.

As the program was not made for the open public the County EMA Director has been set up as the "Gate Keeper". County EMA Directors, already have access to iGMS. The only difference is the option "**Infrastructure Damage Reporting**" has been added.

Following are step by step instructions for entering Public Assistance Preliminary Damage Assessments after an incident whether it be Nature or Man-made. There are two (2) choices on how the County EMA Director may want the damage costs entered into iGMS. The first is setting up accounts for each applicant and allowing them to enter all their damage costs. The second choice would be for the County EMA Director to do all the entering of damage costs for all of his county's applicants.



We will start at the very beginning when the County EMA Director sets up accounts for the Applicants to enter their own damage costs.

# **CHAPTER 1**

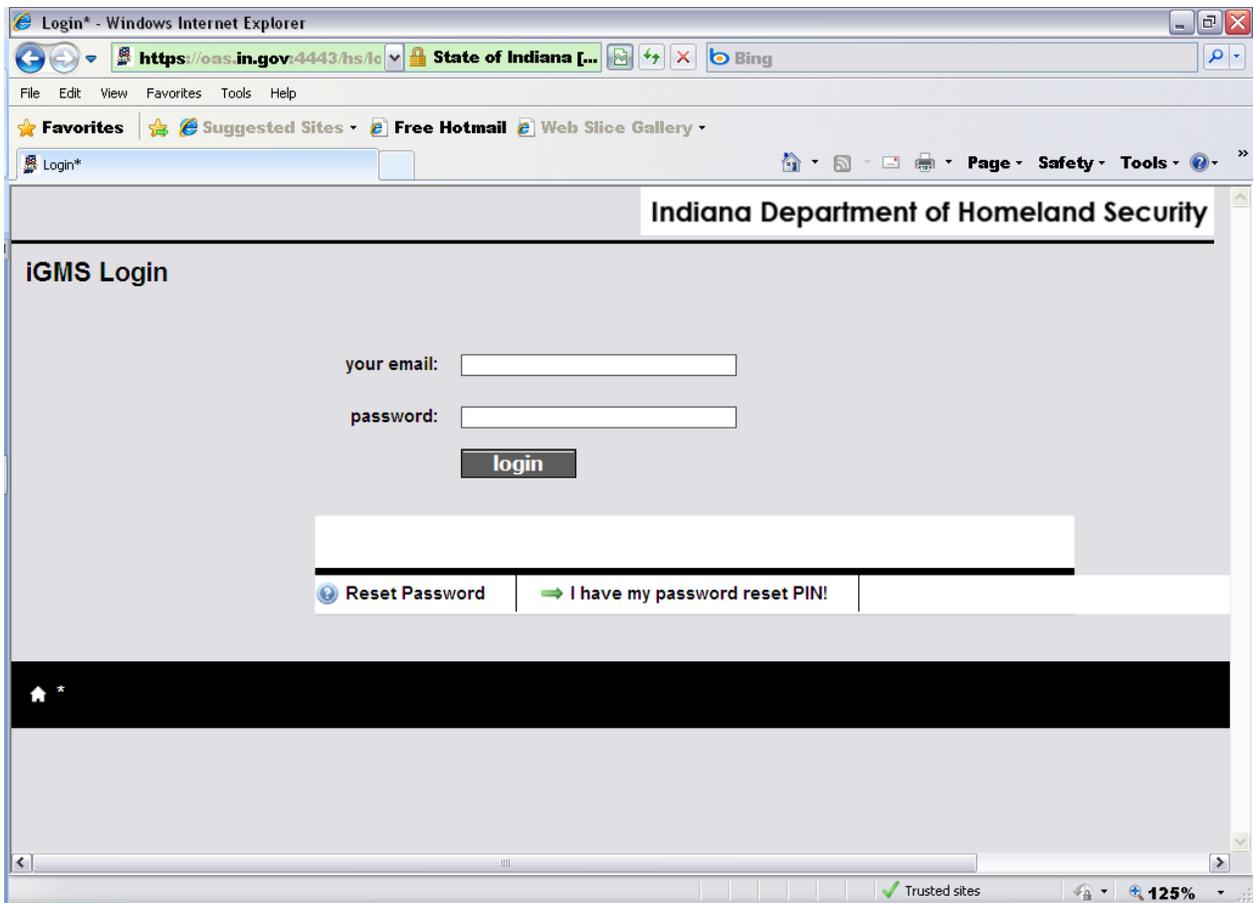
## **Creating An Account For Applicants**

As the “Gate Keeper” the County EMA Director will be creating accounts into the iGMS Infrastructure Damage Reporting program. This will allow the applicant to enter their damage costs that have accrued and may still be occurring due to an event. If the EMA Director chooses to enter the data for each applicant then the EMA Director will enter his or her email address when requested. The steps needed for entering multiple applicants by one account (EMA Director) will be addressed in the last chapter.

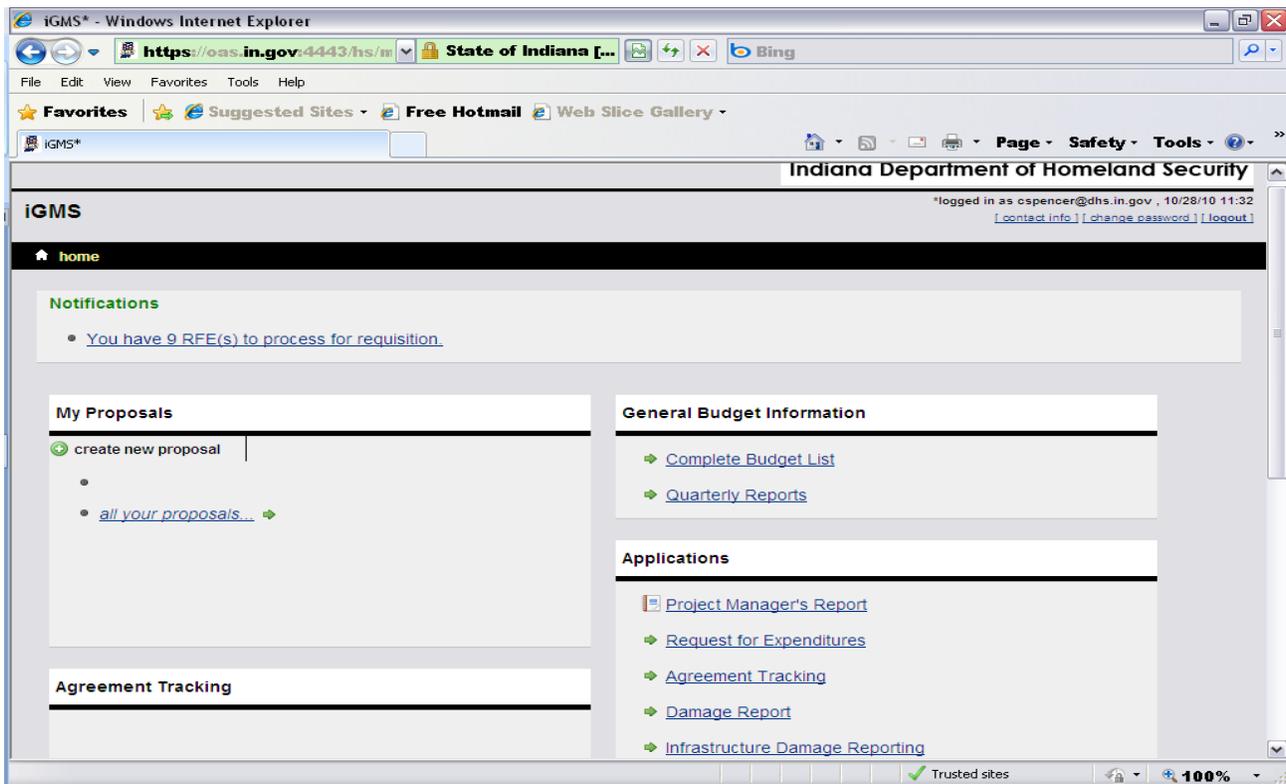
EMA Directors, to create the applicants account follow the steps provided.

1. Go to the iGMS link: <https://myoracle.in.gov/hs/main.do>  
**\*\*A different link will be used for entering the damage costs.\*\***
2. When the link opens you will see a place to login. You will also see choices at the bottom:
  - a. Reset Password
  - b. I have my password reset PIN!

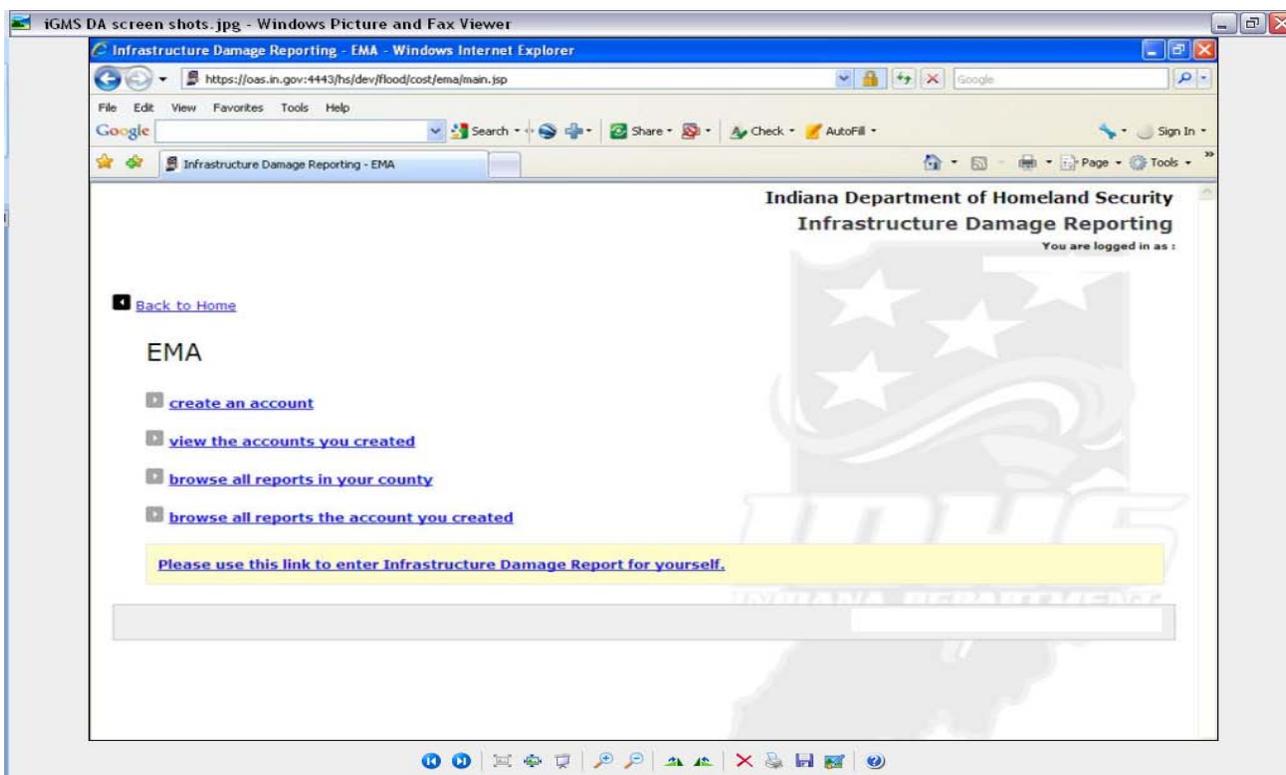
Enter your “email address” and “password” click on <Login>.



3. When the new window opens, click on <Infrastructure Damage Reporting> under the title Applications.



4. Now you should be viewing a screen that gives you different choices (see below).



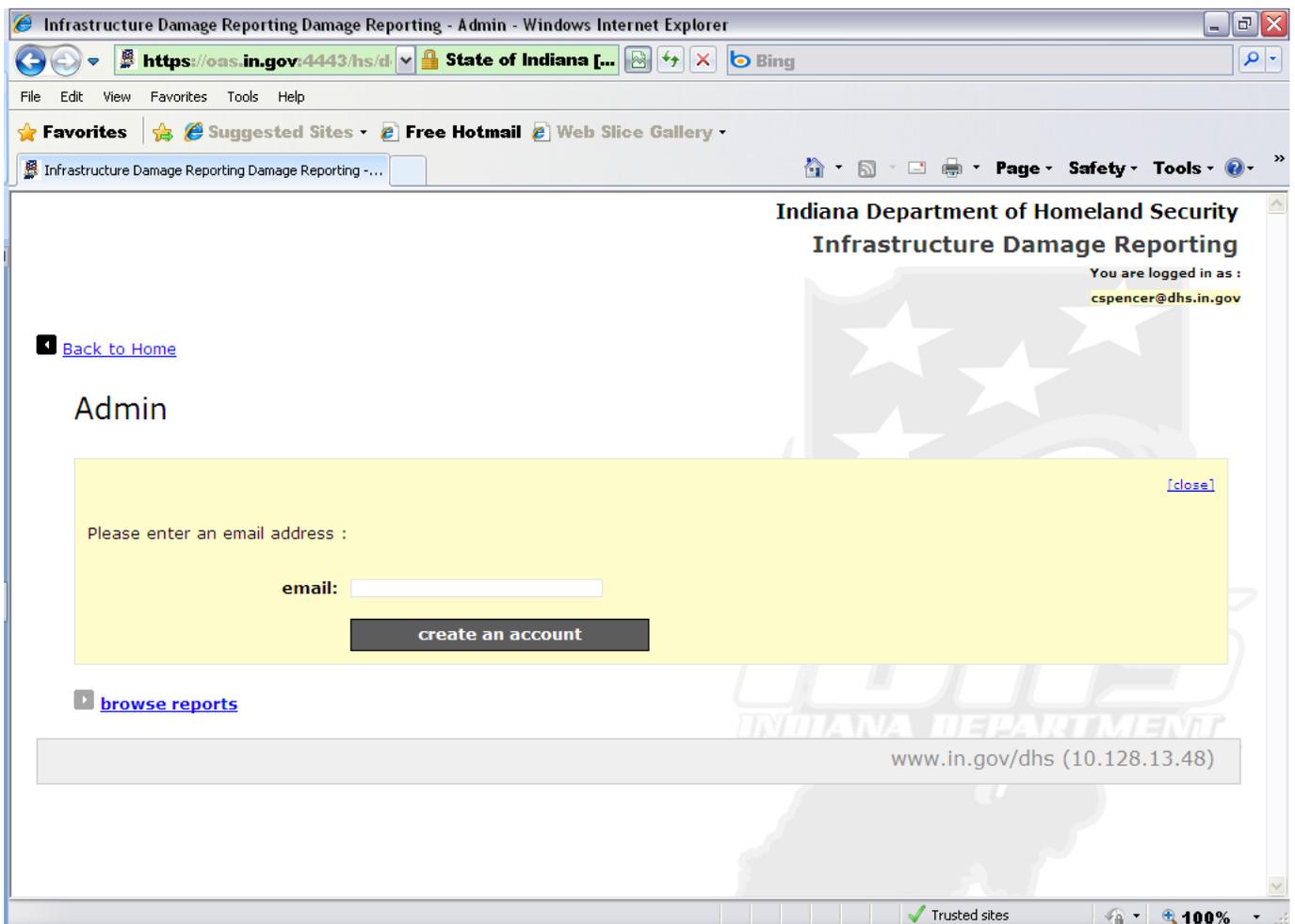
The link “view the accounts you created” can be an important management tool. Since potential applicants can change with each disaster the ability to “view accounts you created” will assist in keeping track of who does and does not have a generated account.

At this time we will only concentrate on the two links listed below.

- a. Create an Account.
- b. Browse all reports in your county.

Let’s generate an account - click on <Create an Account>.

5. In the “Create an Account” window you will see something similar to:



Enter the applicant’s email address. This should be the person who will be responsible for the data entry. Click on <create an account>. When this is done an email notification is sent instantly to the email address that was entered.

6. Below is an example of the email notification the applicant will receive from iGMS. The applicant should keep this email for future reference as it contains not only the link for entering costs but also their “pin” number. Save this link in your favorites or add as a desk top icon.

=====

-----Original Message-----

From: floodAssist@dhs.in.gov [mailto:floodAssist@dhs.in.gov]

Sent: Friday, July 09, 2010 10:28 AM

To: Spencer, Carmen (DHS)

Subject: Infrastructure Damage Reporting PIN Reminder

\*Infrastructure Damage Reporting Account PIN Reminder. Please do not reply.\*

email: cspencer@dhs.in.gov

pin: 0000

Please use the address below to enter the infrastructure damage report

<https://myoracle.in.gov/hs/dev/flood/cost/loginForm.jsp>

=====

\*\*\*Take note that a different link is needed for entering infrastructure damages as listed above (<https://myoracle.in.gov/hs/dev/flood/cost/loginForm.jsp>). Do not confuse this link with the one listed earlier in step 1 for the County EMA Directors to “create an account” and “browsing” (<https://myoracle.in.gov/hs/main.do>)

The next chapter will cover entering your estimated or actual damage costs into the reporting tool.

**CHAPTER 2**

**ENTERING ESTIMATED OR ACTUAL**

**DAMAGE COSTS**

**RECEIVED DURING AN EVENT**

An account has been generated and you have received your email notification from the iGMS Manager (example below). It is now time to go and enter the costs you have accrued, whether they are actual or estimated, from the event that has occurred. The URL link for entering such costs is highlighted in yellow below.

=====

-----Original Message-----

From: floodAssist@dhs.in.gov [mailto:floodAssist@dhs.in.gov]

Sent: Friday, July 09, 2010 10:28 AM

To: Spencer, Carmen (DHS)

Subject: Infrastructure Damage Reporting PIN Reminder

\*Infrastructure Damage Reporting Account PIN Reminder. Please do not reply.\*

email: cspencer@dhs.in.gov

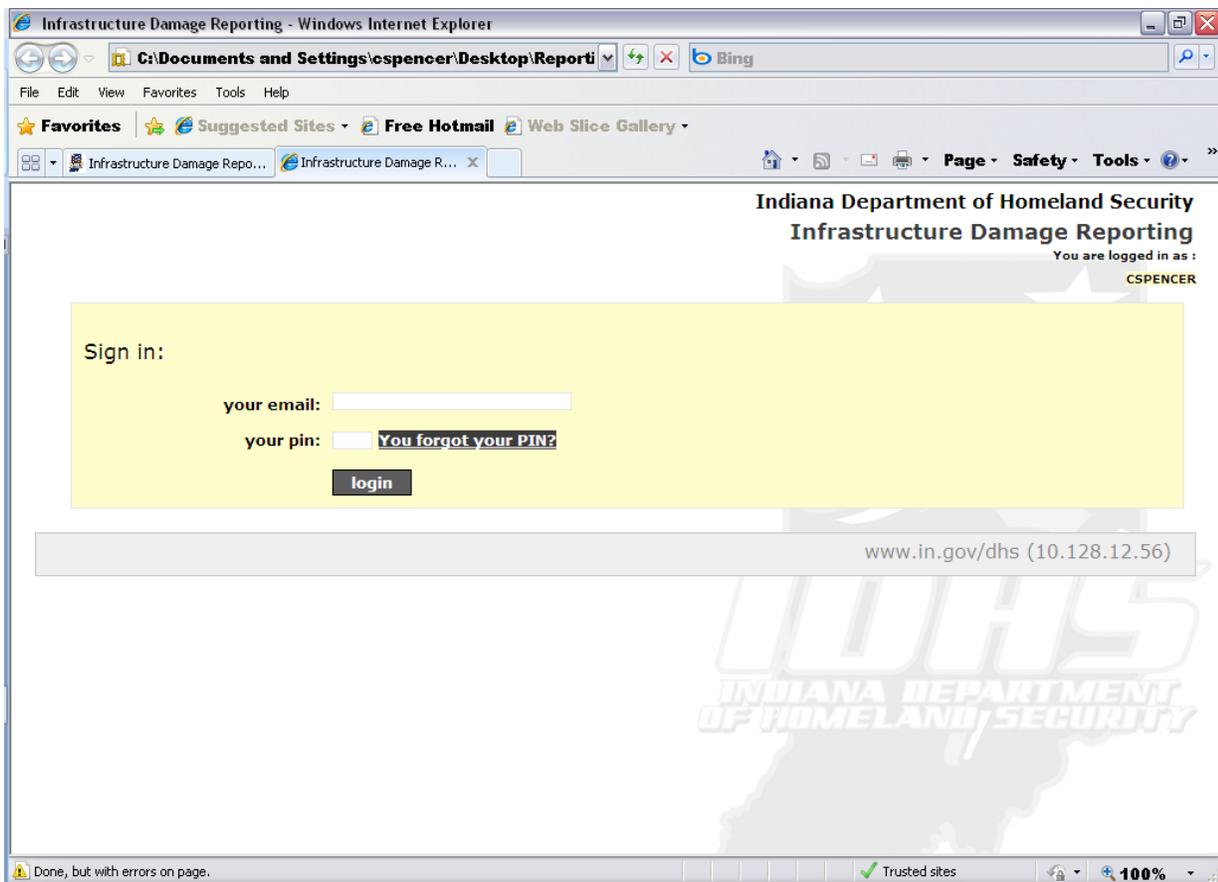
pin: 0000

Please use the address below to enter the infrastructure damage report.

<https://myoracle.in.gov/hs/dev/flood/cost/loginForm.jsp>

=====

Go to the URL link highlighted above that was provided with the email notification <https://myoracle.in.gov/hs/dev/flood/cost/loginForm.jsp>. Here the applicant will Log-in with their email address and the PIN number they received. There is also a link to use if the PIN number has been misplaced.



After entering your email address and pin number click on the “login” button. A window will open resembling the one below. Depending on the number of storm systems, there may be more than one choice to enter the damage costs.

On the picture below you will notice there is a choice listed under the “create new report” of either: **Severe Storms October 26, 2010**, **2010 Summer Storms**, or **PDA Training Only**.

Infrastructure Damage Reporting - Windows Internet Explorer

https://oas.in.gov:4443/hs/d Identified by Veri... Bing

File Edit View Favorites Tools Help

★ Favorites Suggested Sites Free Hotmail Web Slice Gallery

Infrastructure Damage Repo... Infrastructure Damage R... X

Page Safety Tools

## Indiana Department of Homeland Security Infrastructure Damage Reporting

You are logged in as :  
cspencer@dhs.in.gov [ [sign out](#) ]

create new report

- ▣ Severe Storms October 26, 2010
- ▣ 2010 Summer Storms
- ▣ PDA Training Only

### Severe Storms October 26, 2010

doc id	email	incident	applicant	county	A	B	C	D	E	F	G	Total
--------	-------	----------	-----------	--------	---	---	---	---	---	---	---	-------

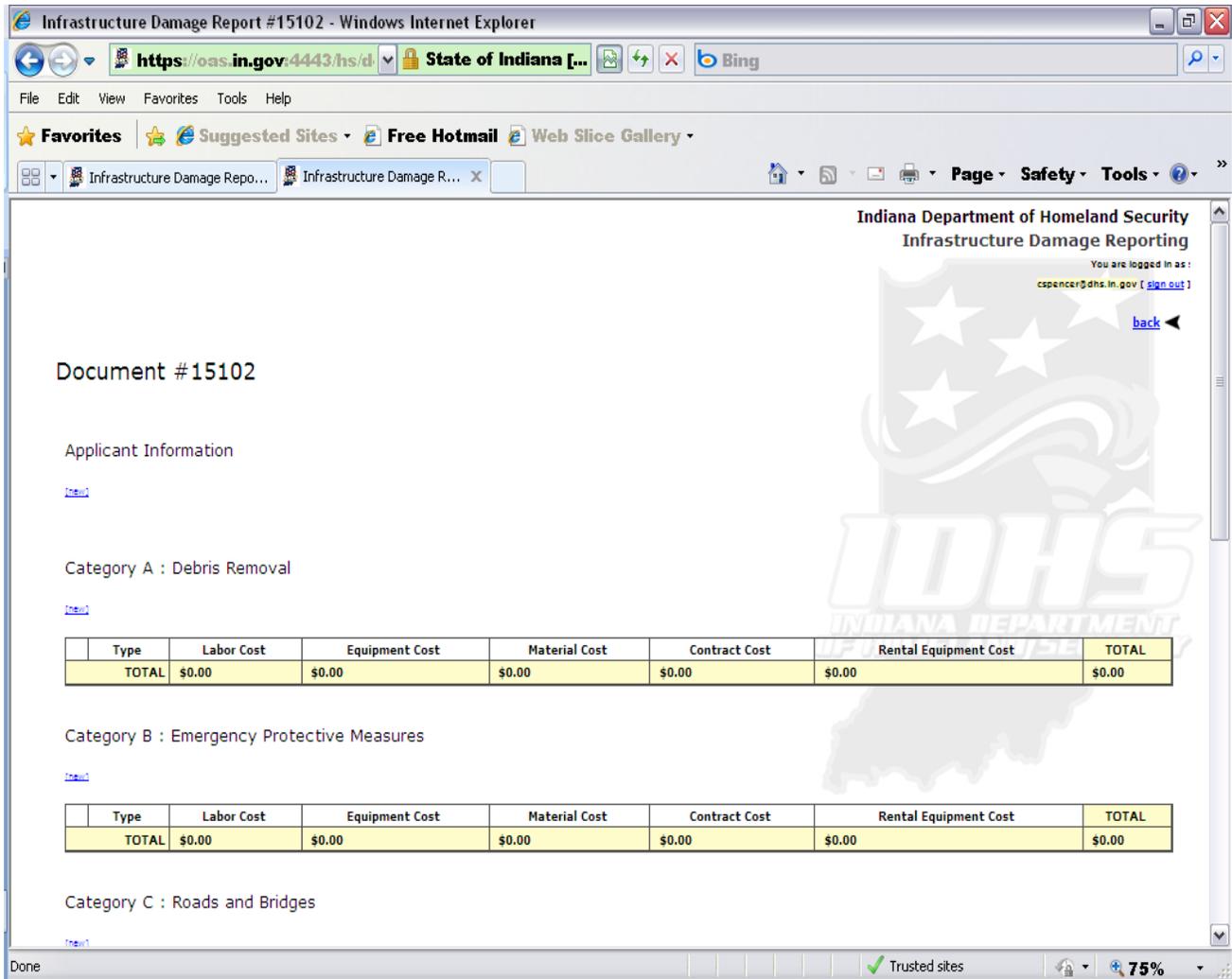
### 2010 Summer Storms

doc id	email	incident	applicant	county	A	B	C	D	E	F	G	Total
15088	cspencer@dhs.in.gov	()	-- <a href="#">[ view ]</a>	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15081	cspencer@dhs.in.gov	()	-- <a href="#">[ view ]</a>	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15079	cspencer@dhs.in.gov	()	-- <a href="#">[ view ]</a>	Adams	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Done Trusted sites 100%

If the applicant has received damage costs during the “2010 Summer Storms” they would click on the respective date right below the heading “create new report”.

The example below is the window that will open after clicking on the corresponding date for the applicant to “Create New Report”. Each new report will receive a Document number, example “Document #15102”. The applicant will only be able to view PDA’s that he/she has entered. County EMA Directors can view all PDA’s entered for their county or only the entries they have done in the browse section (<https://myoracle.in.gov/hs/main.do>).



The first step will be entering pertinent information under the “Applicant Information”. After the “Applicant Information” has been completed, the Applicant will move through Categories A through G entering their damage costs where appropriate.

### **Applicant Information**

The “Applicant Information” section is where the name of the Applicant is entered along with the county where the damages occurred, contact information, and an Impact Statement to let State and FEMA know how this event has not only effected your area but your county as a whole.

It is very important not to forget to choose your county in the drop down box. If a county is not chosen then your \$\$ amounts will be contributed to Adams county. This could cause your

county not to make its threshold and delay or exempt them from the declaration if one should occur. Push the <new> button under the Applicant Information to open the form and make entries. After entering the data click on <save> or all entries will be lost.

The screenshot shows a web browser window titled "Infrastructure Damage Report #15102 - Windows Internet Explorer". The address bar shows "https://oas.in.gov:4443/hs/di" and "State of Indiana". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar are sections for Favorites, Suggested Sites, Free Hotmail, and Web Slice Gallery. The main content area is titled "Applicant Information" and contains a form with the following fields:

- Name of Applicant:
- County:
- Reporting Official:
- Address:
- Title:
- Telephone:
- Type of Disaster:
- Date of Incident:
- Population:
- Yearly Budget:
- Criteria:
- Impact Statement:

There are "[ save ]" buttons at the top and bottom of the form area. At the bottom of the browser window, the status bar shows "Trusted sites" and "75%".

After you have finished the Applicant Information it is time to enter the damage costs (estimated or actual) into their appropriate categories. Categories to choose from are:

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads & Bridges
- Category D: Water Control Facilities

- Category E: Buildings & Equipment
- Category F: Public Owned Utilities
- Category G: Parks, Recreational Facilities, & Other

After you have decided which category your costs fall under click on the <new> button under that said category. For the purpose of this training we will enter damage costs under Category A: Debris Removal. The form below is a simile of what you will be viewing when opening the Category A form.

The screenshot shows a web browser window titled "Infrastructure Damage Report #15102 - Windows Internet Explorer". The address bar shows the URL "https://oas.in.gov:4443/hs/d". The page content includes the heading "Category A : Debris Removal" and a "[new]" link. A yellow highlighted form area contains a "[save]" button at the top, a dropdown menu for "Type" with "TREES AND WOODY DEBRIS" selected, and five input fields for "Labor Cost", "Equipment Cost", "Material Cost", "Contract Cost", and "Rental Equipment Cost". A "[close]" link is located in the top right corner of the form area, and another "[save]" button is at the bottom center.

First select which type of debris you have been handling. The drop down includes choices of; Trees and Woody Material, Building Materials, Sand, mud, silt, gravel, and other. For each type of debris you will break down the cost by Labor, Equipment, Material, Contracts, and Rental Equipment costs. Remember after all the dollar amounts have been entered in each category press the <save> button.

When the save button is pushed the Category will close itself. Below is a sample of what you would then be viewing.

Category A : Debris Removal

[\[new\]](#)

	Type	Labor Cost	Equipment Cost	Material Cost	Contract Cost	Rental Equipment Cost	TOTAL
<a href="#">[edit]</a> <a href="#">[delete]</a>	SAND, MUD, SILT, GRAVEL	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>

Category B : Emergency Protective Measures

[\[new\]](#)

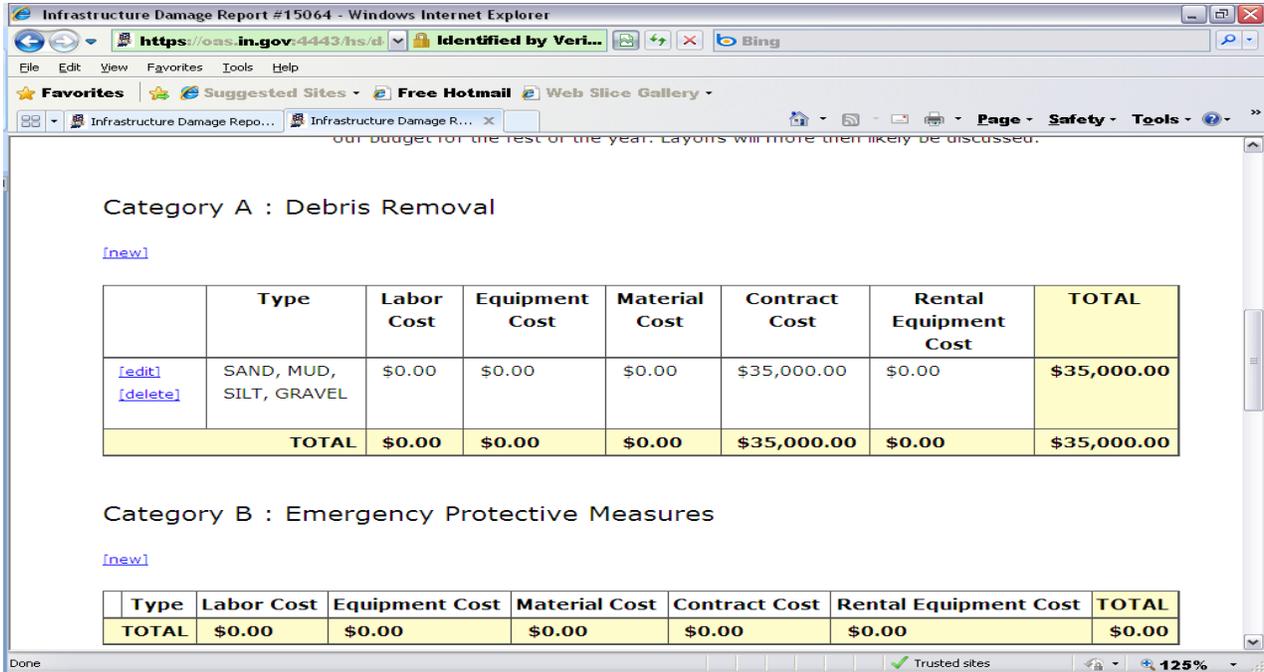
	Type	Labor Cost	Equipment Cost	Material Cost	Contract Cost	Rental Equipment Cost	TOTAL
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

If you exit the document and realize that there are more costs or an adjustment needs to be made to the amounts already entered go back into the document by finding the document number (ex. #15064) and click on the <view> button.

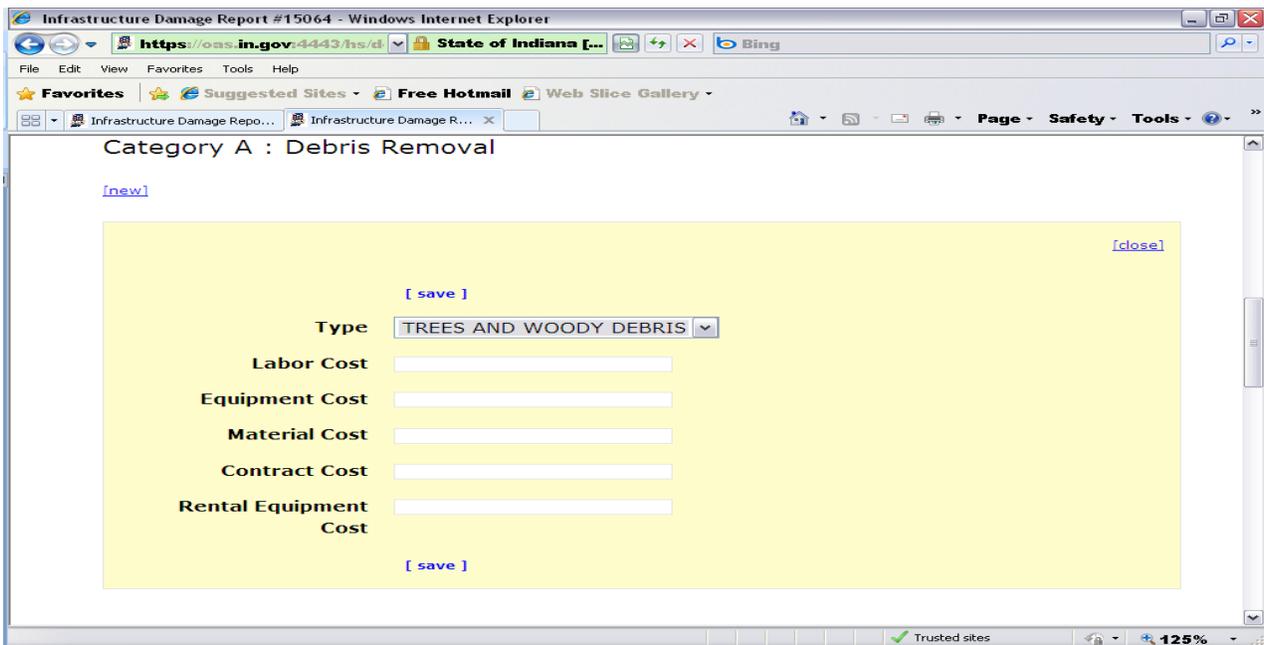
PDA Training Only

doc id	email	incident	applicant	county	A	B	C
15064	cspencer@dhs.in.gov	flooding (07/10/20)	Hoosier County Highway - <a href="#">[ view ]</a>	Clay	\$35,000.00	\$0.00	\$0.00
14300	cspencer@dhs.in.gov	flooding (08/31/10)	Ft Wayne EMA - <a href="#">[ view ]</a>	Allen	\$110,000.00	\$0.00	\$0.00
13756	cspencer@dhs.in.gov	Flood (07/02/03)	Hoosier County School System - <a href="#">[ view ]</a>	Howard	\$1,500.00	\$0.00	\$0.00
13755	cspencer@dhs.in.gov	Flood (07/04/04)	Hoosier County Highway Department - <a href="#">[ view ]</a>	Howard	\$2,160.00	\$0.00	\$328,500.00
13323	cspencer@dhs.in.gov	0	-- <a href="#">[ view ]</a>		\$0.00	\$0.00	\$0.00
12635	cspencer@dhs.in.gov	flooding/wind (05/13/10)	Hobart City Police - <a href="#">[ view ]</a>	Lake	\$0.00	\$58,000.00	\$0.00
12634	cspencer@dhs.in.gov	flooding/wind	Newton County	Newton	\$65,000.00	\$30,000.00	\$0.00

To change the dollar amounts under Category A; press the <edit> button make the needed changes and next press the <save> button. There is also a <delete> option if the entry needs to be completely erased.



There are times when you will handle more than one type of debris during an event. In this case under the same Document (#15064) press the <new> button under the Category A: Debris Removal (see picture above). Go to the drop down box by "Type" and chose which selection fits your needs such as Trees and Woody Debris.



Enter your estimated or actual monetary costs and then push the <save> button to exit Category A. As the example below shows;

Category A : Debris Removal

[\[new\]](#)

	Type	Labor Cost	Equipment Cost	Material Cost	Contract Cost	Rental Equipment Cost	TOTAL
<a href="#">[edit]</a> <a href="#">[delete]</a>	SAND, MUD, SILT, GRAVEL	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
<a href="#">[edit]</a> <a href="#">[delete]</a>	TREES AND WOODY DEBRIS	\$15,000.00	\$20,000.00	\$17,000.00	\$0.00	\$0.00	\$52,000.00
<b>TOTAL</b>		<b>\$15,000.00</b>	<b>\$20,000.00</b>	<b>\$17,000.00</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$87,000.00</b>

Category B : Emergency Protective Measures

[\[new\]](#)

These same steps are applied for Categories C through G. The only differences will be the drop down options to choose from. After you have entered all your estimated or actual costs go to the top of the screen and push the <back> button in the top right corner.

Indiana Department of Homeland Security  
Infrastructure Damage Reporting

You are logged in as :  
cspencer@dhs.in.gov [ [sign out](#) ]

[back](#) ◀

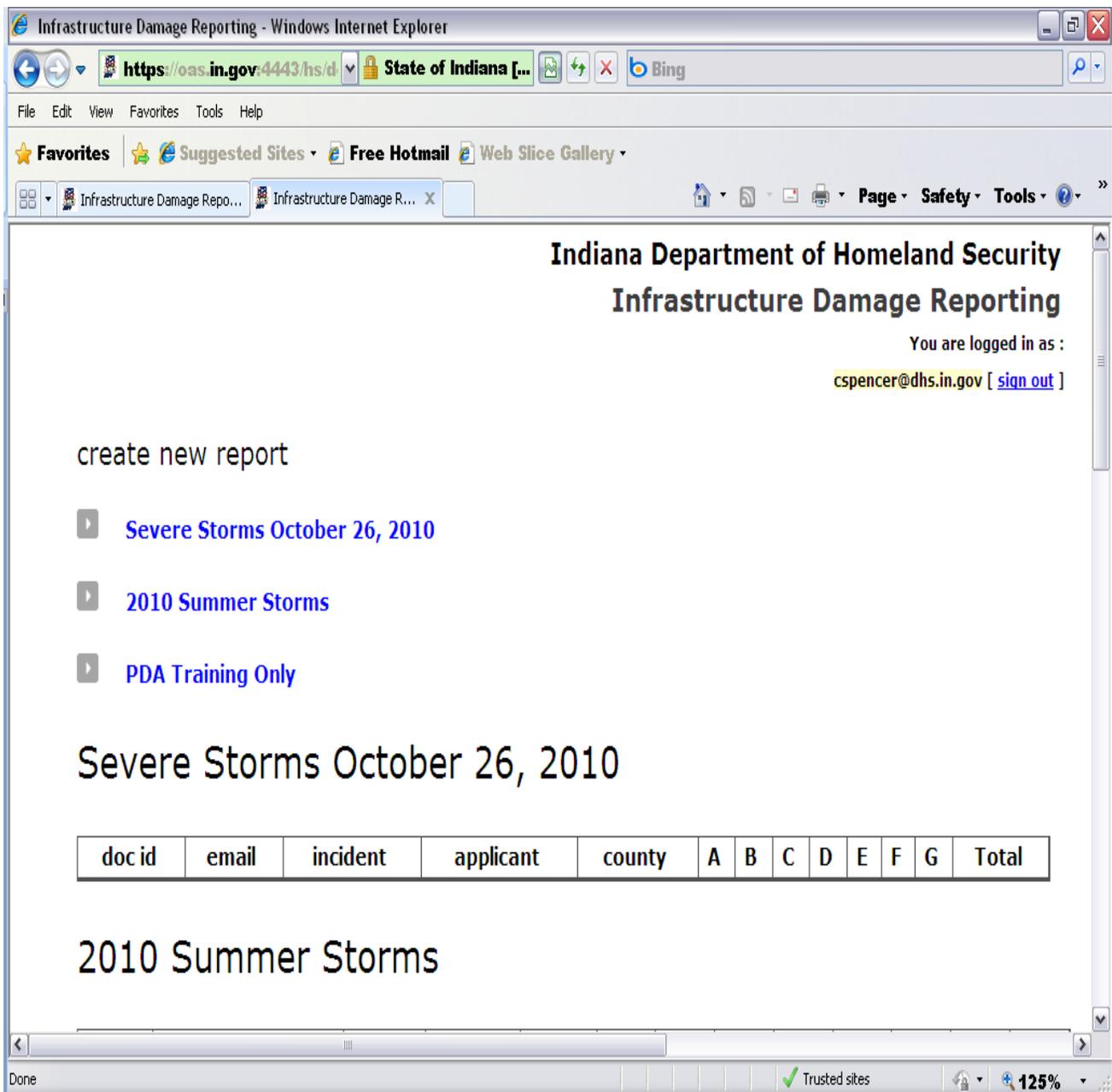
Document # 15064

Applicant Information

[\[edit\]](#) [\[delete\]](#)

**Name of Applicant** Hoosier County Highway  
**County** Clay  
**Reporting Official** Carmen L. Spencer  
**Address** 555 West Hoosier Blvd.

Pressing the <back> button will close the document (#15064) and return the screen to the main frame as shown below.



To view the entries that have been made scroll down to the heading under which the document was created. For this example it was PDA Training Only.

Totals of each Category where dollar amounts were entered are visible. As stated previously if a correction is needed press the <view> button under the “applicant” column to re-enter your document. Secondly press the <edit> button and make your changes as needed.

Infrastructure Damage Reporting - Windows Internet Explorer

https://oas.in.gov:4443/hs/dev/flood/cost/main.jsp State of Indiana [US]

File Edit View Favorites Tools Help

Infrastructure Damage Repo... Infrastructure Damage R...

Page Safety Tools

PDA Training Only

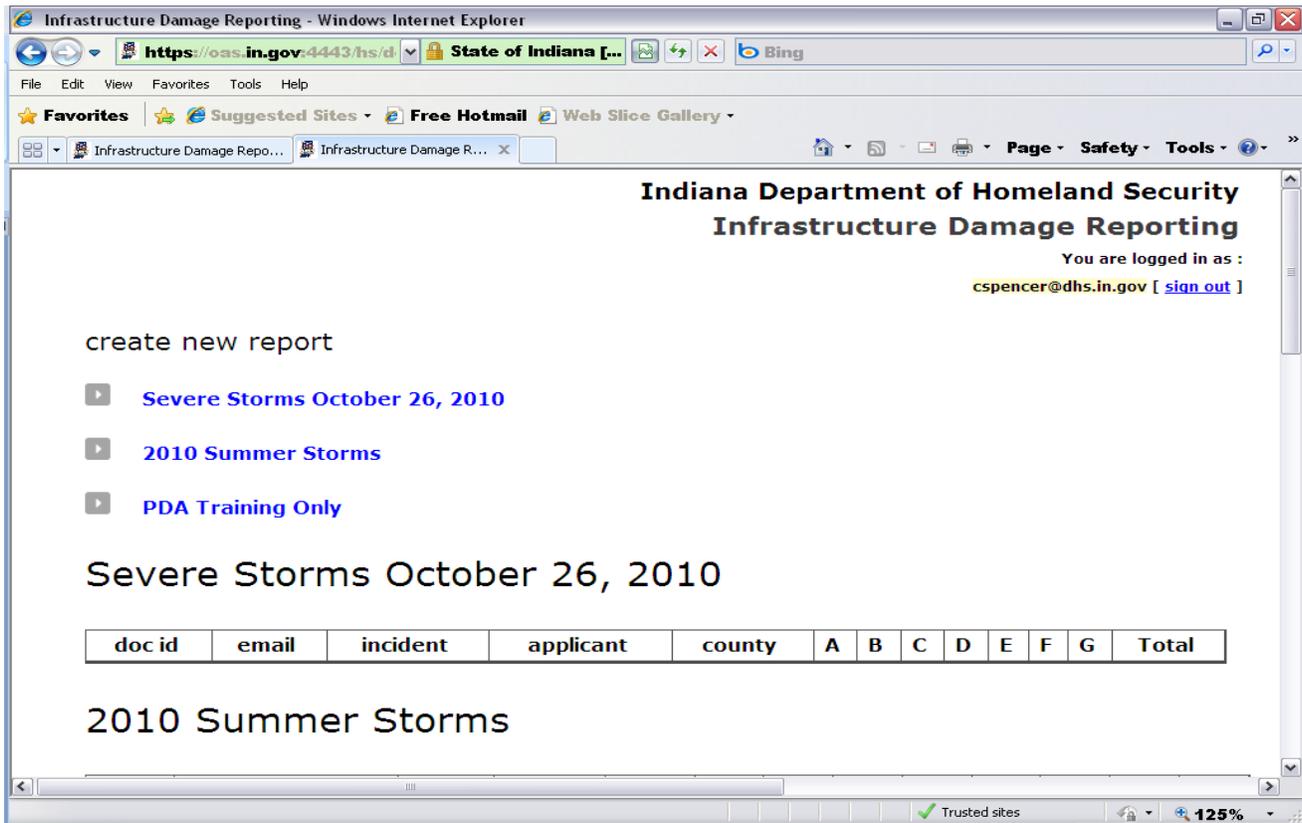
doc id	email	incident	applicant	county	A	B	C	D	E	F	G	Total
15064	cspencer@dhs.in.gov	flooding (07/10/20)	Hoosier County Highway - <a href="#">[ view ]</a>	Clay	\$87,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,000.00
14300	cspencer@dhs.in.gov	flooding (08/31/10)	El Wayne EMA - <a href="#">[ view ]</a>	Allen	\$110,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$160,000.00
13756	cspencer@dhs.in.gov	Flood (07/02/03)	Hoosier County School System - <a href="#">[ view ]</a>	Howard	\$1,500.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$18,500.00
13755	cspencer@dhs.in.gov	Flood (07/04/04)	Hoosier County Highway Department - <a href="#">[ view ]</a>	Howard	\$2,160.00	\$0.00	\$328,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$330,660.00
13323	cspencer@dhs.in.gov		- <a href="#">[ view ]</a>	!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12635	cspencer@dhs.in.gov	flooding/wind (05/13/10)	Hobart City Police - <a href="#">[ view ]</a>	Lake	\$0.00	\$58,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$73,000.00
12634	cspencer@dhs.in.gov	flooding/wind (05/13/10)	Newton County Hwy Department - <a href="#">[ view ]</a>	Newton	\$65,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,000.00
12633	cspencer@dhs.in.gov	water/wind (05/13/10)	City of Gary Water Treatment Plant - <a href="#">[ view ]</a>	Lake	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$1,095,058.00	\$0.00	\$1,100,058.00
12632	cspencer@dhs.in.gov	flooding/wind (05/13/10)	REMC - <a href="#">[ view ]</a>	Lake	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550,000.00	\$0.00	\$550,000.00
12631	cspencer@dhs.in.gov	flooding/winds (05/13/10)	Lake County Parks and Recreation - <a href="#">[ view ]</a>	Lake	\$66,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$273,000.00	\$339,350.00
12630	cspencer@dhs.in.gov	flooding (05/13/10)	Lake County Hwy Department - <a href="#">[ view ]</a>	Lake	\$125,000.00	\$0.00	\$220,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$445,000.00

www.in.gov/dhs (10.128.13.48)

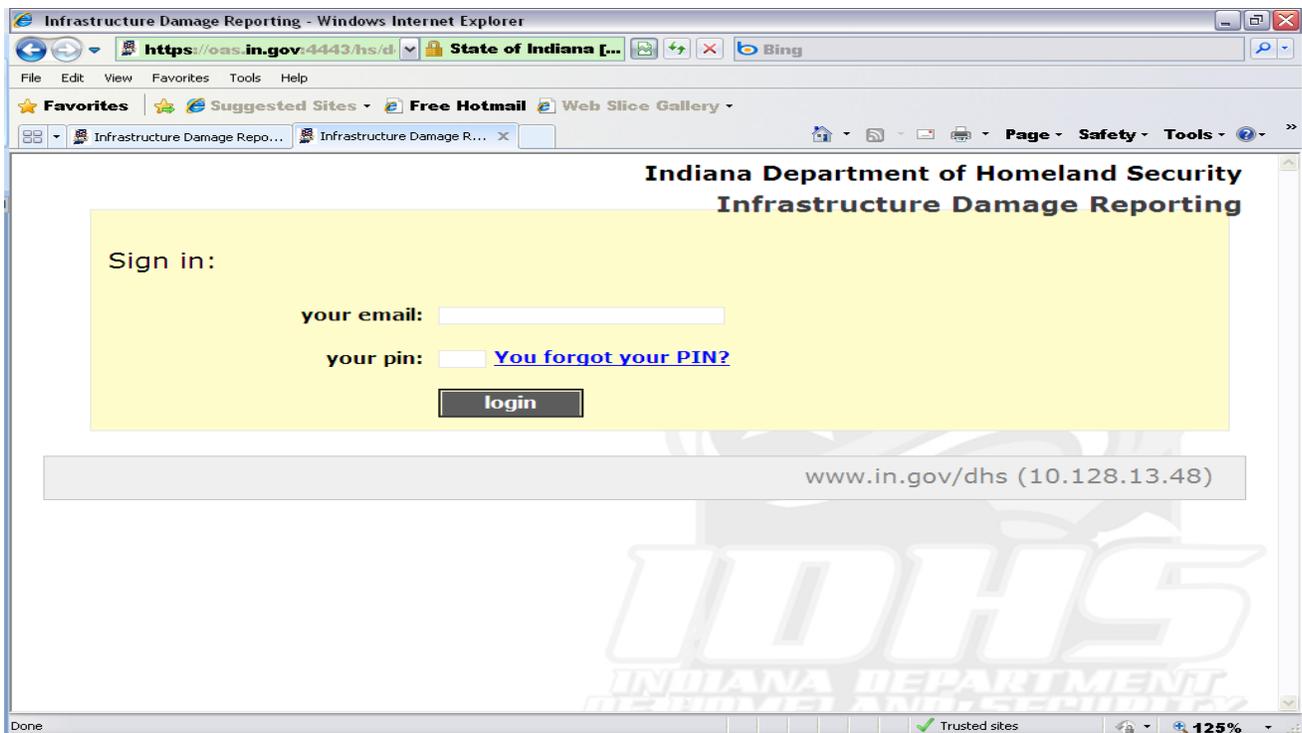
Trusted sites 100%

County EMA Directors and IDHS Personnel will be able to see all entries made for their County. Giving you the advantage of knowing who has or has not made entries. Another advantage will be the running Totals for gauging how much damage your infrastructure as sustained.

To exit completely out of iGMS, simply go to the top right side of your screen and pres the <sign out> button.



This will bring the program back to the login screen.



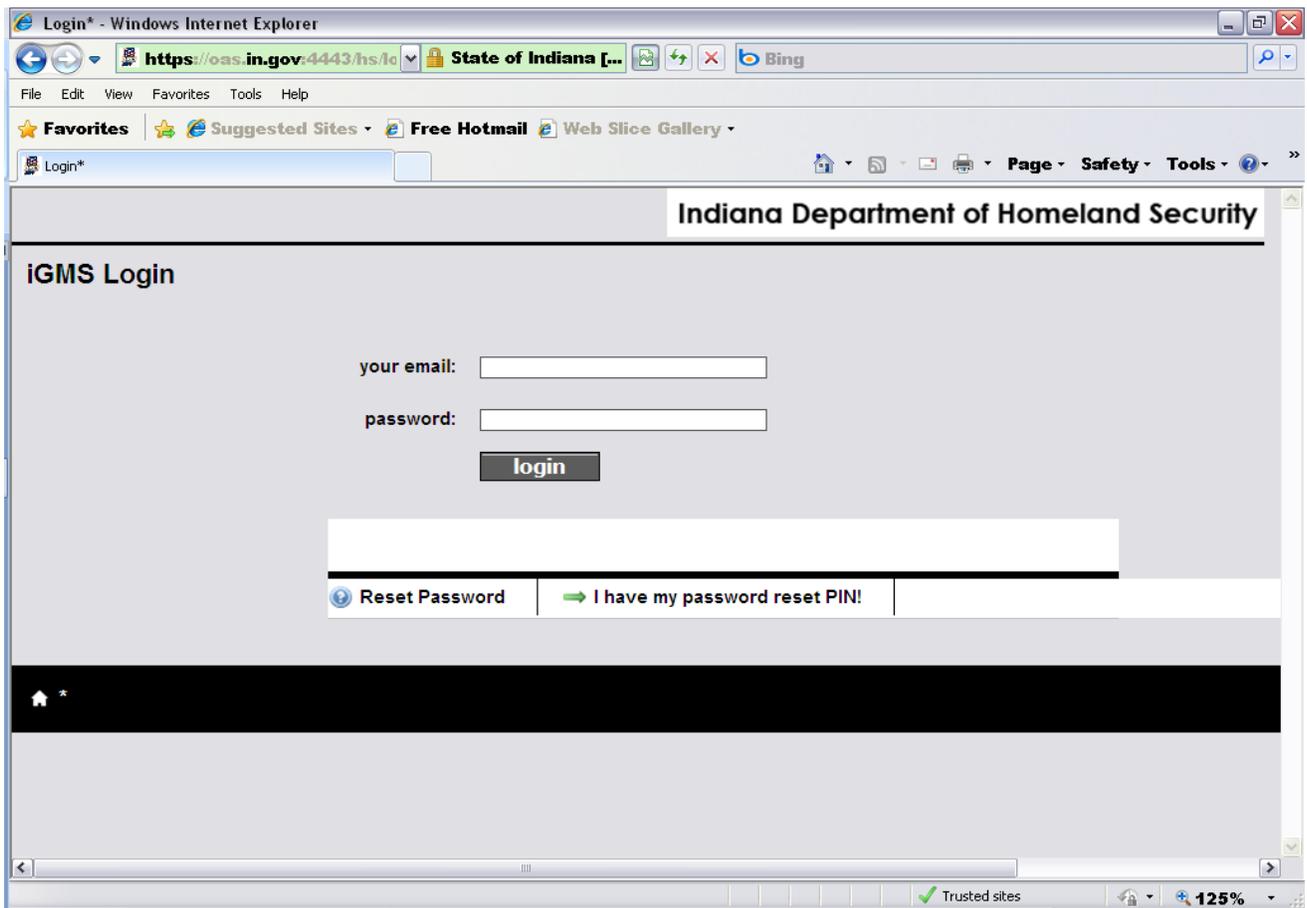
## **CHAPTER 3**

# **COUNTY EMA DIRECTOR ENTERING DAMAGES FOR ALL APPLICANTS**

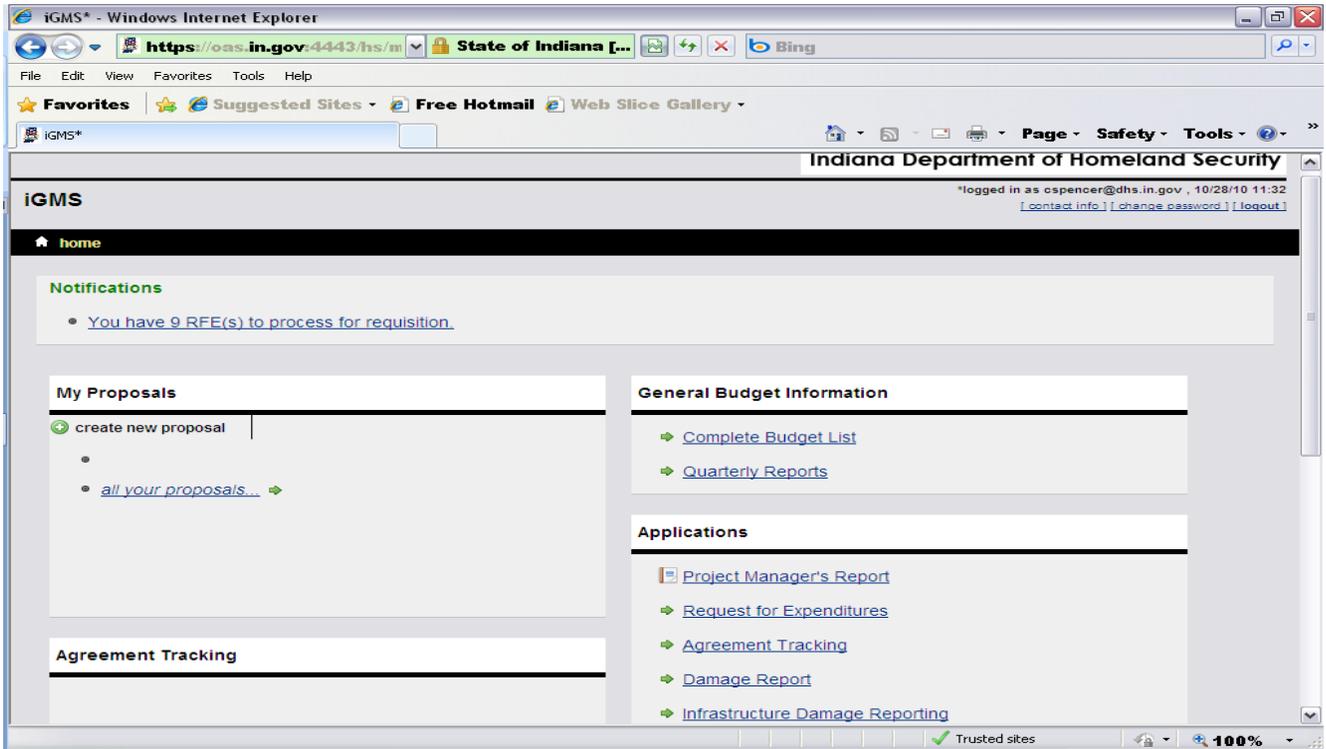
A County EMA Director may decide that it would be more beneficial for their county if he/she enters the damage costs for all potential applicants. If this route is chosen the procedure is still relatively the same.

1. Go to the iGMS link: <https://myoracle.in.gov/hs/main.do>
2. When the link opens you will see a place to login. You will also see choices at the bottom:
  - a. Reset Password
  - b. I have my password reset PIN!

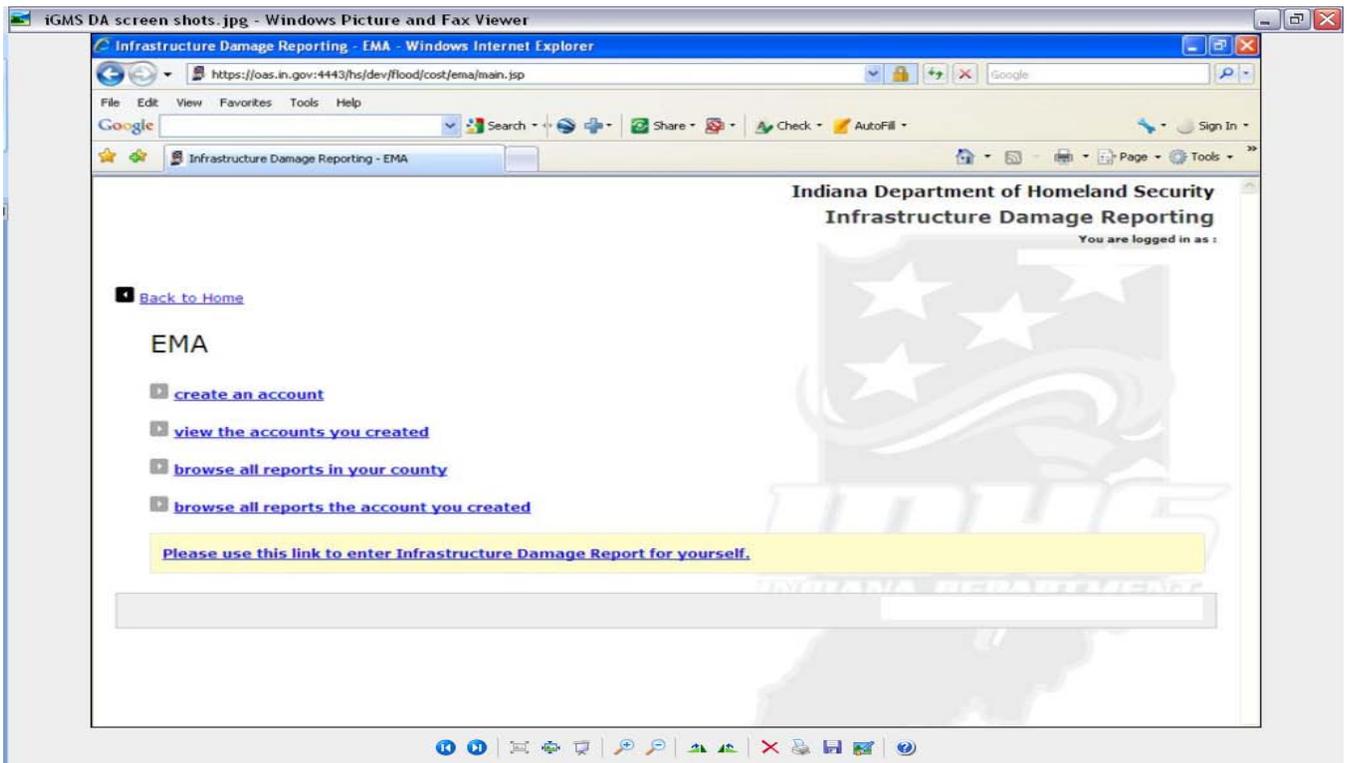
Insert your “email address” and “password” click on <Login>.



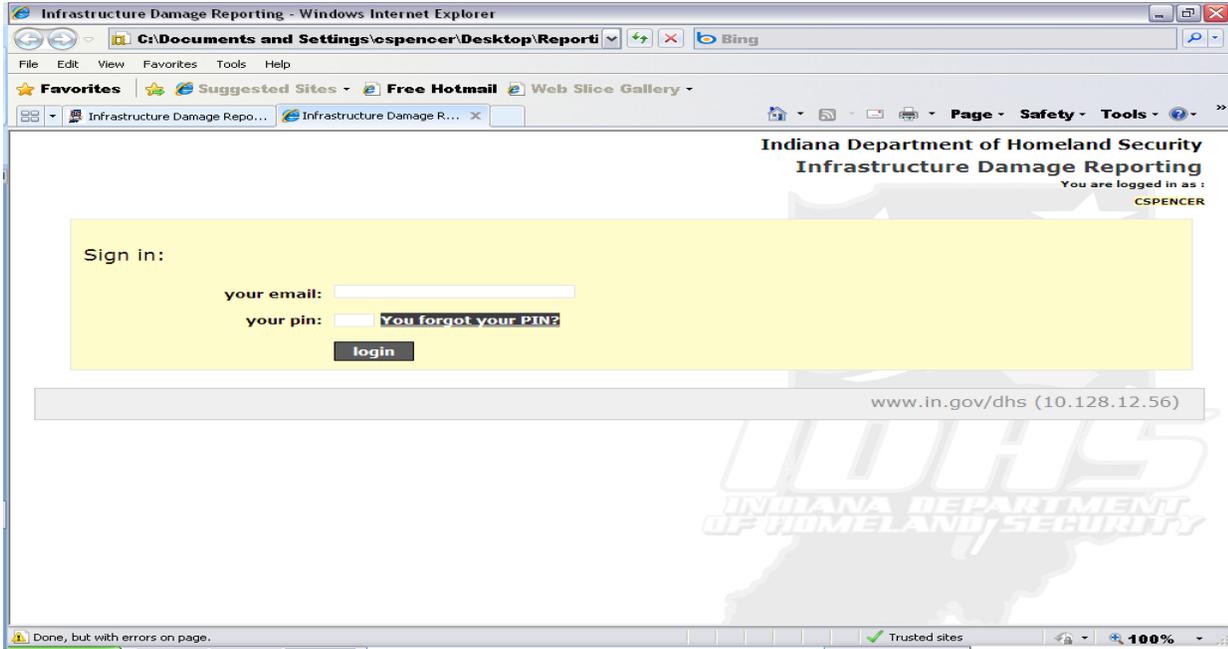
Under the title Applications in the new window click on <Infrastructure Damage Reporting>.



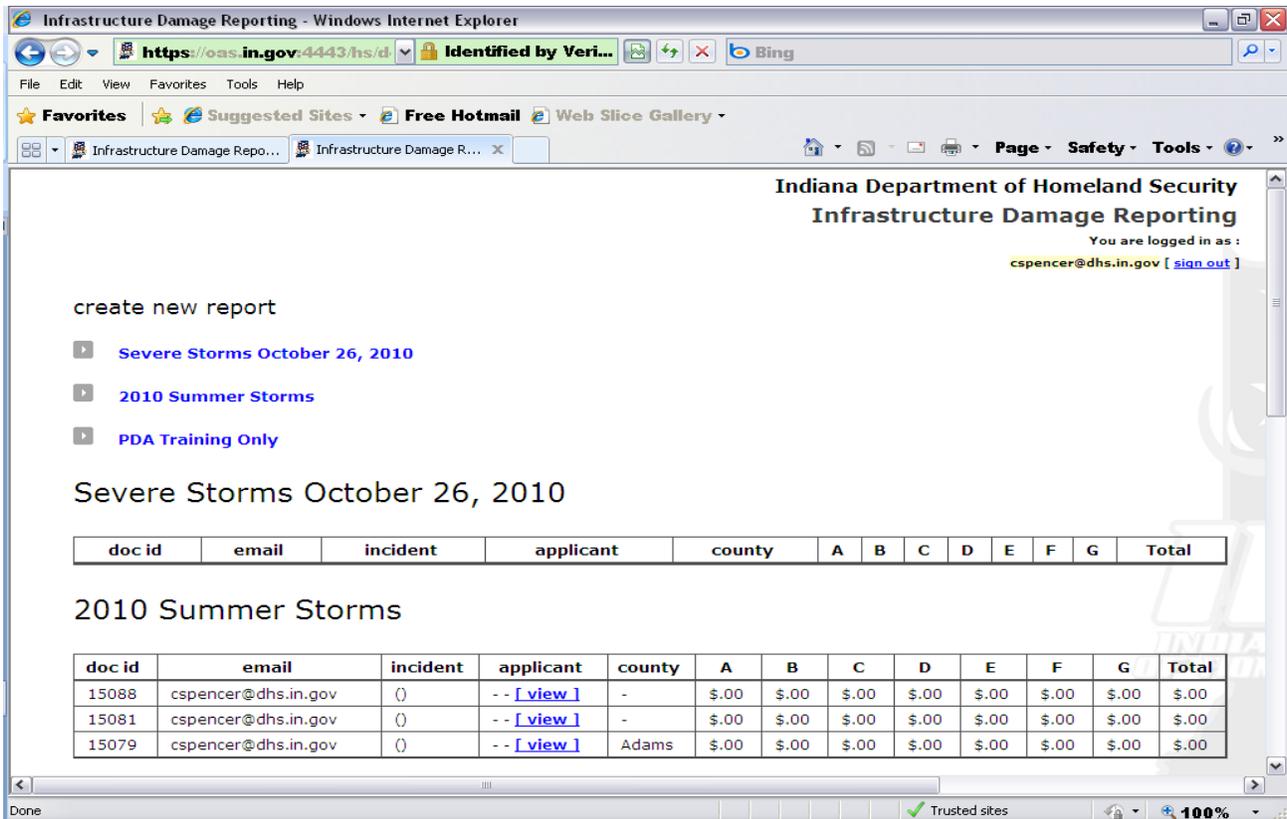
Now you should be viewing the window below:



Instead of pressing the <create an account> this time click on the link, <Please use this link to enter Infrastructure Damage Report for yourself.>. The window that is now open should be familiar as it is the same as in Chapter 2 for entering damage costs.



After entering your email and pin number, press the <login> button. The below window should now be opened.



The same instructions from Chapter 2 can now be followed.

For entering more than one Applicant's dollar amounts just repeat the steps for each applicant in Chapter 2. Starting with filling out a new "Applicant Information" and then proceed with entering the monetary (\$) amounts in the Category that the damages occurred.

As discussed at the beginning of the booklet the County EMA Director as the "Gate Keeper" will be creating accounts into the iGMS Infrastructure Damage Reporting program. Creating the individual accounts will allow the applicant to enter their own damage costs that have accrued and may still be occurring due to an event. Alternatively, the EMA Director does have a choice as to entering all the data for each individual applicant him or herself.

Whichever avenue is chosen the Infrastructure Damage Reporting tool was made in hopes of simplifying this process for not only the County but State personnel. By keeping the lines of communication open and working through problems or new ideas as a Team, we can only get better.

