S.T.A.R.S.

Sanitation Tracking and Reporting System

User Manual

CDP

SDS

PDS

OMDS

HITS

HPS

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Office of Environmental Health and Engineering
Indian Health Service

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STARS USER MANUAL
Table of Contents

LIST OF ACRONYMS

AB	Aberdeen Area
AI/AN	American Indian/Alaska Native
AL	Albuquerque Area
AN	Anchorage Area
APLC	Affidavit of Punch List Completion
BE	Bemidji Area
BI	Billings Area
BIA	Bureau of Indian Affairs
CA	California Area
CAN	Common Accounting Number
CDBG	Community Development Block Grant
CDP	Community Deficiency Profile
CIP	Community Improvement Program
COER	Commissioned Officers' Effectiveness Report
CWA	Clean Water Act
CWF	Consolidated Working Fund
DOI-BOR	Department of the Interior – Bureau of Reclamation
DSFC	Division of Sanitation Facilities Construction
EPA	Environmental Protection Agency
EPAC	Engineer Professional Advisory Committee
EPMS	Employee Performance Management System
FDL	Final Deficiency Level
FDS	Facility Data System
FHA	Federal Housing Administration
FONSI	Finding of No Significant Impact
FRS	Financial Reporting System
FY	Fiscal Year
GPRA	Government Performance and Results Act
HIP	Home Improvement Program
HITS	Home Inventory Tracking System
HPS	Housing Priority System
HQ	Headquarters
HTML	Hypertext Markup Language
HUD	Housing & Urban Development
IAG	Interagency Agreement
ID	Identification Number
IDL	Initial Deficiency Level
IGD	Interim Guidance Document
IHS	Indian Health Service
ITAS	Integrated Time and Attendance System
MOA	Memorandum of Agreement
N/A	Not Applicable
NA	Navajo Area
NS	Nashville Area

NTP	Notice To Proceed
O&M	Operation & Maintenance
OFRD	Office of Force Readiness and Deployment
OMDS	Operation & Maintenance Data System
OK	Oklahoma Area
PDS	Project Data System
PH	Phoenix Area
PO	Portland Area
PS	Project Summary
RCRA	Resource Conservation and Recovery Act
RPMS	Resource and Patient Management System
RRM	Resources Requirement Methodology
SDS	Sanitation Deficiency System
SDWA	Safe Drinking Water Act
SHPO	State Historic Preservation Officer
SQL	Structured Query Language
STARS	Sanitation Tracking and Reporting System
TDHE	Tribally Designated Housing Entity
THPO	Tribal Historic Preservation Officer
TIMS	Tribal Information Management System
TU	Tucson Area
UFMS	Unified Financial Management System
URL	Uniform Resource Locator (Web Site)
USDA-RD	United States Department of Agriculture - Rural Development
VSW	Village Safe Water
WebEHRS	Web-based Environmental Health Reporting System
WW	Wastewater

GLOSSARY

Accelerated Public Works Projects: Projects funded through a one-time Congressional program to construct public works in 1963.

Ad Hoc Query: A method of querying data in STARS for use in data analysis and report preparation.

Adequate: Adequate sanitation facilities comply with all applicable Federal, state, and local health and environmental laws and regulations and good public health practice. Adequate implies that homes have piped indoor water and wastewater facilities (exceptions may include some arctic or remote locations).

Affidavit of Punch List Completion: A document used in some Areas to indicate that construction is complete.

American Indian and Alaska Native (AI/AN) Community: A community where the majority of the residents to be served are within the scope of the Federal Indian Health program. Organized communities that are 50 percent or more federally recognized AI/AN people can be provided assistance using IHS sanitation facilities construction funds. IHS assistance is limited for communities with an Indian population less than 50 percent. Within STARS, only community names from the Standard Codebook are recognized for use.

Area: One of the 12 distinct geographic units established for the effective provision of IHS program services.

BIA Housing: Homes constructed or homes renovated with funding from the BIA.

Clean Water Act: The primary federal law in the United States governing water pollution. It is based on the Federal Water Pollution Control Amendments of 1972, with major amendments enacted in the Clean Water Act of 1977 and the Water Quality Act of 1987.

Common Accounting Number: A 7-digit alpha-numeric accounting code used by IHS to track the allocation of funds and expenditures.

Community: See American Indian and Alaska Native (AI/AN) community.

Community Deficiency Profile: A data system that stores all tribal community information nationwide for the DSFC program of the IHS. It may also be used to refer to the specific information on deficiency levels for homes within a particular community.

Community Development Block Grant (CDBG): A grant provided by HUD (Department of Housing and Urban Development) to fund community development activities such as affordable houing, anti-poverty programs and infrastructure development. Since the CDBG program is not strictly a housing program, IHS funds can be used for these types of HUD-funded projects.

Community Facilities: Homes that will be provided service connections to a new or existing community water or sewer system are considered to be receiving community services for water or wastewater disposal respectively.

Criteria for the Sanitation Facilities Construction Program: This document (also known as the “Criteria Manual” or "Criteria Document") describes the criteria used by the Indian Health Service (IHS) Sanitation Facilities Construction (SFC) Program to develop, design, fund, and construct sanitation facilities for American Indian and Alaska Native homes.

Delivery Method: Refers to the method a Tribe uses to obtain sanitation facilities though the IHS DSFC program.

Deficiency Level: An identified need for new or upgraded sanitation facilities for existing homes of AI/AN. The deficiencies for homes are reported in two ways: (1) the type of deficiency (water, sewer, and solid waste and O&M) and (2) the level of deficiency (Levels 0 to 5; where Level 5 means no water and no sewer). See the Criteria manual for more detail. The type and level of deficiency for each home in a community are reported in the Community Deficiency Profiles of STARS.

Deficiency Level 5: An AI/AN home or community that lacks a safe water supply and a sewage disposal system.

Deficiency Level 4: An AI/AN home or community with a sanitation system which lacks either a safe water supply system or a sewage disposal system.

Deficiency Level 3: An AI/AN home or community with a sanitation system which has an inadequate or partial water supply and a sewage disposal facility that does not comply with applicable water supply and pollution control laws, or has no solid waste disposal facility.

Deficiency Level 2: An AI/AN home or community with a sanitation system which complies with all applicable water supply and pollution control laws, and in which the deficiencies relate to capital improvements that are necessary to improve the facilities in order to meet the needs of such tribe or community for domestic sanitation facilities.

Deficiency Level 1: An AI/AN home or community with a sanitation system which complies with all applicable water supply and pollution control laws, and in which the deficiencies relate to routine replacement, repair, or maintenance needs. A minimum level of technical assistance is required from the IHS. Note: Level 1 deficiencies are the responsibility of the respective tribe or others. Level 1 deficiencies will have lower priority ranking and will not be on the list requesting funding but will be reported to Congress as a deficiency.

Deficiency Level 0: No deficiencies to correct.

Direct Service: A service delivery option for DSFC construction projects and programs in which IHS is the program manager and program delivery is accomplished by Federal employees in consultation with the Tribes.

District: A smaller geographic unit/office within an Area established for the effective provision of DSFC program services.

Emergency Project: This type of project is funded at the Headquarters level based on a catastrophic incident or condition which disrupts of the normal operation of sanitation facilities thereby creating an actual or imminent public health problem. Lack of sanitation facilities or lack of operation and maintenance are not acceptable justifications for making this type funding request.

FDS#: The facility data system number is a ten-digit system identifier remaining from legacy data systems.

Field Office: A smaller geographic unit/office within a district established for the effective provision of DSFC program services.

Final Deficiency Level: The resulting deficiency level (1 to 5) associated with a particular type of facility (water, sewer, solid waste) that will exist for a particular group of homes after a project is constructed.

Financial Reporting System: A legacy IHS financial reporting system that was used to track the “official” accounting balances for project accounts.

First Service: AI/ANs home never served by the IHS or funded by any other Federal agency with any sanitation facilities (water, sewer, or solid waste service) are considered first service homes. Homes can only be "first service" for a particular type of sanitation facility service one time.

FONSI: A “Finding of No Significant Impact” is a determination based on an environmental assessment and other factors in the public planning record for a proposal that, if implemented, would have no significant impact on the human environment.

Fund Advice: A record of financial transaction that moves funds into or out of a project.

GPRA: The Government Performance and Results Act holds federal agencies accountable for using resources wisely and achieving program results by requiring agencies to develop plans for what they intend to accomplish and communicating information about their performance to Congress and the public.

HIP: The Housing Improvement Program is a program funded by the BIA to make improvements to existing homes and/or construct new homes for eligible AI/ANs.

Housing Project: A project funded with Housing Support monies, one of the two primary sources of DSFC funding for sanitation facilities construction.

HTML: HyperText Markup Language is the predominant markup language for web pages.

HUD-BIA Housing: Includes housing funded either by BIA and HUD.

HUD Block Grant: See CDBG.

Hyperlink: A hyperlink is a reference or navigation element in a document to another section of the same document or to another document.

Individual Facilities: Individual facilities are those that serve a single home (e.g. individual septic tanks, drain fields, individual wells, etc).

Initial Deficiency Level: The deficiency level (0 to 5) associated with a particular type of facility (water, sewer, solid waste) that exists for a particular group of homes prior to the construction of a project.

Interagency Document: A document that presents a consensus or agreement between one or more Federal agencies.

ITAS: A system used to track leave for Federal civil service employees in IHS.

MOA: A memorandum of agreement is a document that allows the SFC program to work with Tribes to develop and construct sanitation facilities. An MOA, among IHS and other one or more interested parties ((e.g. a TDHE, HUD, or EPA), is an agreement that establishes the overall relationship bewteen the interested parties as it relates to the completion of a construction project.
Notice to Proceed: A document issued after a construction contract has been established that authorizes the contractor to start work.

OMDS: The Operation and Maintenance Data System is a data system in STARS that contains information about water, wastewater, and solid waste systems serving AI/AN people and the organizations that operate them.

PDS: The Project Data System is a data system in STARS used to track DSFC funded or administered projects and contains information on every DSFC sanitation facilities construction project.

Previously Served Homes: AI/AN homes are considered previously served is funding for sanitation facilities have been previously funded by IHS or any other Federal agency.

Project Summary: A document prepared and used by the DSFC program to describe the scope of work for a proposed project. It accompanies the MOA and includes a cost estimate and project schedule.

RCRA: The Resource Conservation and Recovery Act is a Federal law enacted in 1976 to (1) protect the public from harm caused by waste disposal; (2) encourage reuse, reduction, and recycling of waste; and (3) clean up spilled or improperly stored waste.

Regular Project: A project funded with monies allocated through the SDS, one of the two primary sources of DSFC funding for sanitation facilities construction.

Reservation: A Federally designated tract of land specifically set aside for use by a Tribe.

Resource Requirement Methodology (RRM): A manpower model used to distribute DSFC program funds.

Safe Drinking Water Act: The principal federal law that ensures safe drinking water for the public. It was originally passed in 1974, with significant amendments in 1986 and 1996.

Sanitation Deficiency: An identified need for new or upgraded sanitation facilities for existing homes of AI/ANs.

Sanitation Deficiency System Guidelines: This document (also known as the “Guidelines” or “SDS Guidelines") contains the standard procedures for IHS to report the sanitation deficiencies of AI/AN communities and homes.

Service Unit: A service unit is an administrative entity, whether oprated by the IHS or a Tribe, with the responsibilities for planning, managing, and evaluating the IHS program serving a defined geographic area less than that for which an Area Office is responsible. It includes only land within a Health Service Delivery Area (HSDA).

Special Project: This type of project is funded at the Headquarters level for activities related to Tribal sanitation facilities that don’t usually directly provide sanitation facilities to Indian homes and communities including such things as engineering studies, training, etc.

Special Requirements: A data field in SDS used to describe specific causes of the deficiencies a project identifies. Historically this was used to track arsenic projects.

SQL: Structured Query Language is a standard interactive and programming language for querying and modifying data and managing database systems.

Standard Codebook: The IHS Standard Codebook provides a uniform listing of descriptive terms and codes for record-keeping purposes. For DSFC purposes, these include names and codes for AI/AN communities.

STARS: A web-based database that includes six national data systems for the DSFC program of the IHS.

Title 1 Contract: A service delivery option for DSFC construction projects and programs in which the Tribe is the program manager and program delivery is accomplished by the Tribe via a Title 1 PL 93-638 contract.

Title 5 Compact: A service delivery option for DSFC construction projects and programs in which Tribe is the program manager and program delivery is accomplished by the Tribe via a Title III PL 93-638 compact and an annual funding agreement.

Tribe: Any Indian tribe, band, nation, or other organized group or community including pueblos, rancherias, colonies and any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act.

UFMS: The Unified Financial Management System is an integrated department wide financial management system in use by the Department of Health and Human Services.

URL: Uniform Resource Locator is a compact string of characters used to represent a resource available on the internet.

CHAPTER 1 – Overview

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CHAPTER 1 – Overview

1-1 INTRODUCTION

The mission of the Indian Health Service (IHS) is to raise the health status of the American Indian and Alaska Native people to the highest possible level by providing comprehensive health care and preventive health services. To support the IHS mission, the Division of Sanitation Facilities Construction (DSFC) provides technical assistance and sanitation facilities services to American Indian tribes and Alaska Native villages for cooperative development and continued operation of safe water, wastewater, and solid waste systems and related support facilities.

DSFC administers a nationwide Sanitation Facilities Construction (SFC) Program that is responsible for the delivery of environmental engineering services and sanitation facilities to American Indians and Alaska Natives. The SFC Program accomplishes its responsibilities through the allocation of available resources to the twelve IHS Area Offices.

The SFC Program was created by Public Law 86-121 in 1959 and is a milestone in Indian health legislation. Additional authorities for the provision of sanitation facilities services are in the Indian Health Care Improvement Act and Indian Self-Determination and Educational Assistance Act.

Since the 1970s, the SFC Program has utilized a data system to track every sanitation facilities project constructed under the authorization of Public Law 86-121. Prior to 1989, sanitation deficiencies were reported as unmet needs in the Sanitation Facility Data System (SFDS). The SFDS was a database that included basic information on existing and needed sanitation facilities and information on existing Operation and Maintenance (O&M) organizations serving American Indians and Alaskan Natives (AI/AN). Since 1989, sanitation deficiency data have been entered into a separate data system called the Sanitation Deficiency System (SDS). The development of a web-based SDS began in 2000, and all 12 IHS Area Offices have used the web-based SDS data system to report needs since 2004. Over the next several years, this system evolved into a comprehensive online tracking and reporting system for the DSFC that is now known as the Sanitation Tracking and Reporting System (STARS).

1-1.1 What is STARS?

STARS is a web-based database that includes six major data systems:

(1) COMMUNITY – also known as CDP (Community Deficiency Profile), has information on the number, types and sanitation deficiencies related to homes in American Indian and Alaska Native (AI/AN) communities;

(2) SDS – the Sanitation Deficiency System is used to document information about sanitation deficiencies related to AI/AN individual homes and communities;

(3) PDS – the Project Data System is used to track DSFC funded or administered DSFC projects and contains information on every DSFC sanitation facilities construction project;

(4) HPS – the Housing Priority System is used to document, prioritize, and allocate resource needs for DSFC projects for new and like-new housing;

(5) OMDS – the Operation and Maintenance Data System contains information about water, wastewater and solid waste systems serving AI/AN people and the organizations that operate systems; and

(6) HITS – the Home Inventory Tracking System is used to track applications for and the provision of sanitation facilities to individuals and specific home sites.

Within this manual, a separate chapter has been devoted to providing additional information on the use of each of these data systems.

At a more basic level, STARS is a system of records that was developed to determine eligibility of individuals and homes for sanitation services; budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities; to monitor, track and report status and progress of services provided; to maintain records and verify individuals' eligibility for services; and to link with the IHS Resource and Patient Management System (RPMS) for purposes of verifying and determining individuals' eligibility. Information retrieved from this system may be disclosed to:

(1) Congressional offices in response to a verified inquiry;

(2) other Federal agencies or Tribes that provide funding for, or are involved in, providing sanitation facilities to individuals or communities, and may be disclosed to individuals or communities, and may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorities, Tribal utilities, contractors, State and local entities and consultants;

(3) support litigation involving the agency;

(4) referrals to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order;

(5) HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records;

(6) other Federal or Tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by

these entities to detect or curtail fraud and abuse in similar types of program services; and

(7) appropriate Federal agencies and Departmental contractors in the event of data breaches either suspected or confirmed.

1-1.2 Organization of User Manual

The eight (8) main headings displayed after an individual has logged into the STARS database are shown in Figure 1-1.

Figure 1-1. STARS "Home" screen.

Six of these tabs are the names of the major data systems within the STARS database (denoted with arrows in Figure 1-1). The other two tabs are not data systems, but are primarily for STARS maintenance and reports. Within this manual, a separate chapter is devoted to each of the STARS data systems. The first tab, the "Home" tab, is addressed in this chapter. The final tab is "Reports", and information on report capabilities for each STARS data system is included in the appropriate chapter of this manual where that data system is discussed.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

Below each of the main STARS headings is a second set of tabs or sub-headings. Depending on which sub-heading is being viewed, a third level of tabs may also be present. All of the sub-headings (both second and third level tabs) appearing in each STARS data system are addressed in a separate section in the appropriate chapter.

On many of the screens within STARS, there are a number of buttons and/or hyperlinks that will take a user to another screen. Throughout this manual, these items are referred to as "Common Actions."

1-2 STARS NATIONAL "HOME"

1-2.1 Accessing STARS

The STARS database can be accessed at: https://wstars.ihs.gov. After entering this address, the STARS National "Home" screen will appear as shown in Figure 1-2.

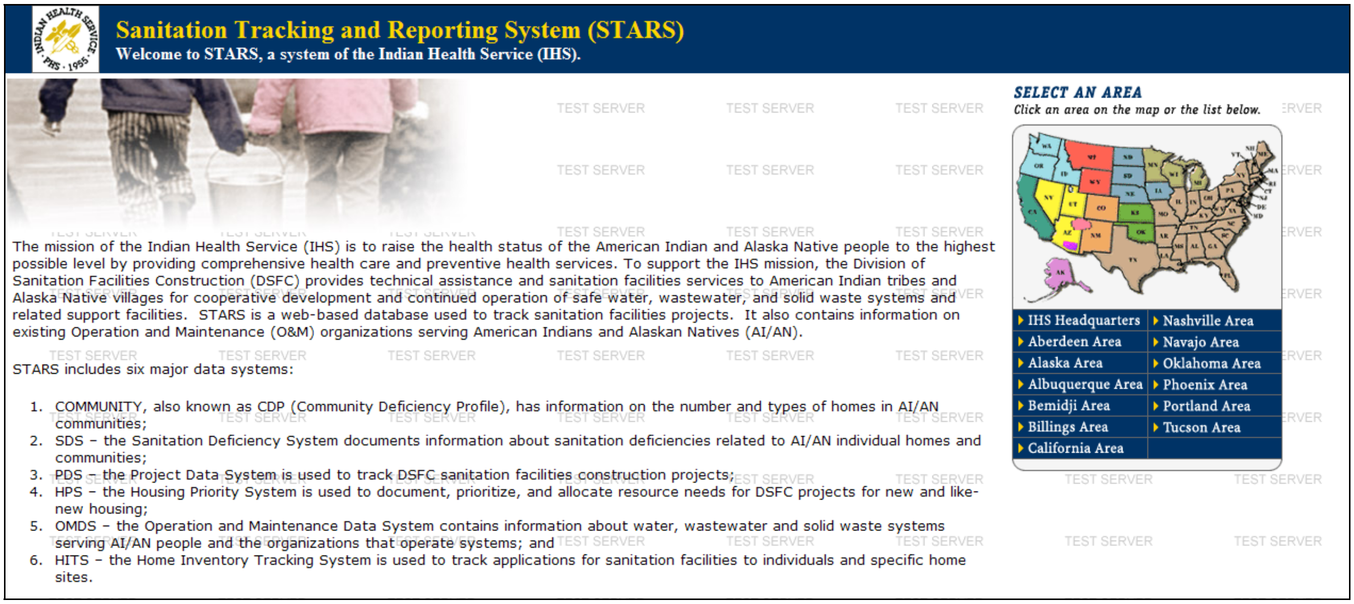


Figure 1-2. STARS National "Home" screen.

User Tip: Microsoft Internet Explorer 6.0 (or higher) is required to access STARS. Other internet browsers are not fully supported at this time. Adobe Flashplayer 9.0 (or higher) is also required.

To view data within STARS, select the appropriate IHS Area by selecting a location on the clickable map or the name of an Area as shown in Figure 1-2. Once completed, a login screen such as the one shown in Figure 1-3 will appear.

Figure 1-3. **"**Login" screen (Bemidji Area).

When logging into STARS, a user agrees to abide by certain terms and conditions (see Appendix A). Each user also needs to be aware that the collection and maintenance of data within STARS is governed by the Privacy Act, as outlined in the notice below.

PRIVACY ACT NOTICE
This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 552a for individuals supplying information as data input to the Indian Health Service (IHS) Sanitation Tracking and Reporting System (STARS).

The collection and maintenance of records contained in STARS is done in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a. Broadly stated, the purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from Federal agencies' collection, maintenance, use, and disclosure of personal information about them.

Although documents are safeguarded from unauthorized use, there is some potential for information to be erroneously stored or unjustifiably viewed. In the event that a user discovers protected information, such as Social Security numbers, tax records or bank account information, he or she should immediately contact their supervisor regarding the error so that corrective measures can be taken. The supervisor must contact the IHS Area Office Sanitation Facilities Construction (SFC) Director and the agency's Chief Information Security Officer. Any employee who knowingly and willfully discloses personal information to other persons or agencies not entitled to receive it shall be guilty of a misdemeanor and may be fined up to $5,000.

1-2.2 Logging into An Area

Enter your login name and password and select the **Login** button to access data for a particular Area. After successfully logging in, the Area "Home" screen will appear. See Section 1-3 for information on navigating from the STARS Area "Home" screen. To navigate back to the STARS National "Home" screen to select a different Area, click on **Cancel**.

The primary users of the STARS database are DSFC staff. However, access may also be authorized to IHS Division of Environmental Health Services (EHS) personnel, select

Tribal officials, or staff from other Federal agencies such as the U.S. Environmental Protection Agency (EPA). All new users, or those desiring access, should contact the appropriate Area's STARS Administrator to arrange access.

User Tip: A "Username not found" message means the login name and/or password were entered incorrectly or a user is not an authorized user for the particular Area selected. Each STARS user has specific user privileges, and access is frequently limited to one Area.

1-2.3 Public Access

For each Area, there is a "Public Access" hyperlink on the "Login" screen (see Figure 1-3). Clicking on this will bring up a screen with contact information for the Director of DSFC for that Area, as shown in Figure 1-4.

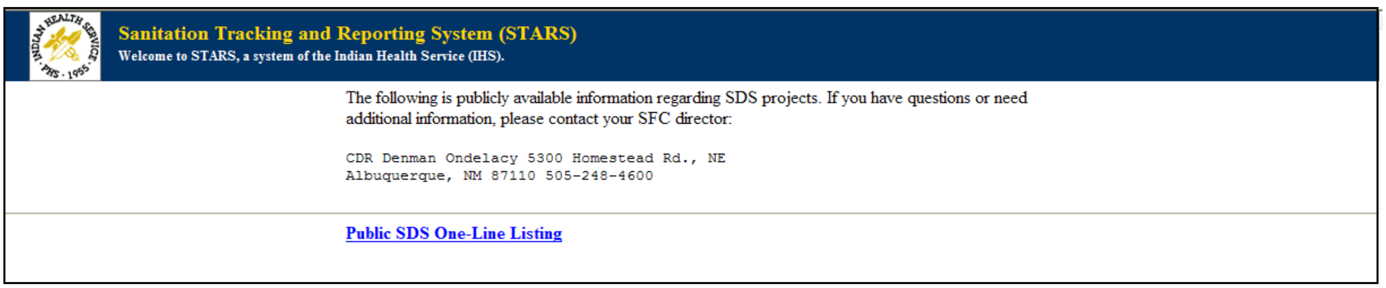
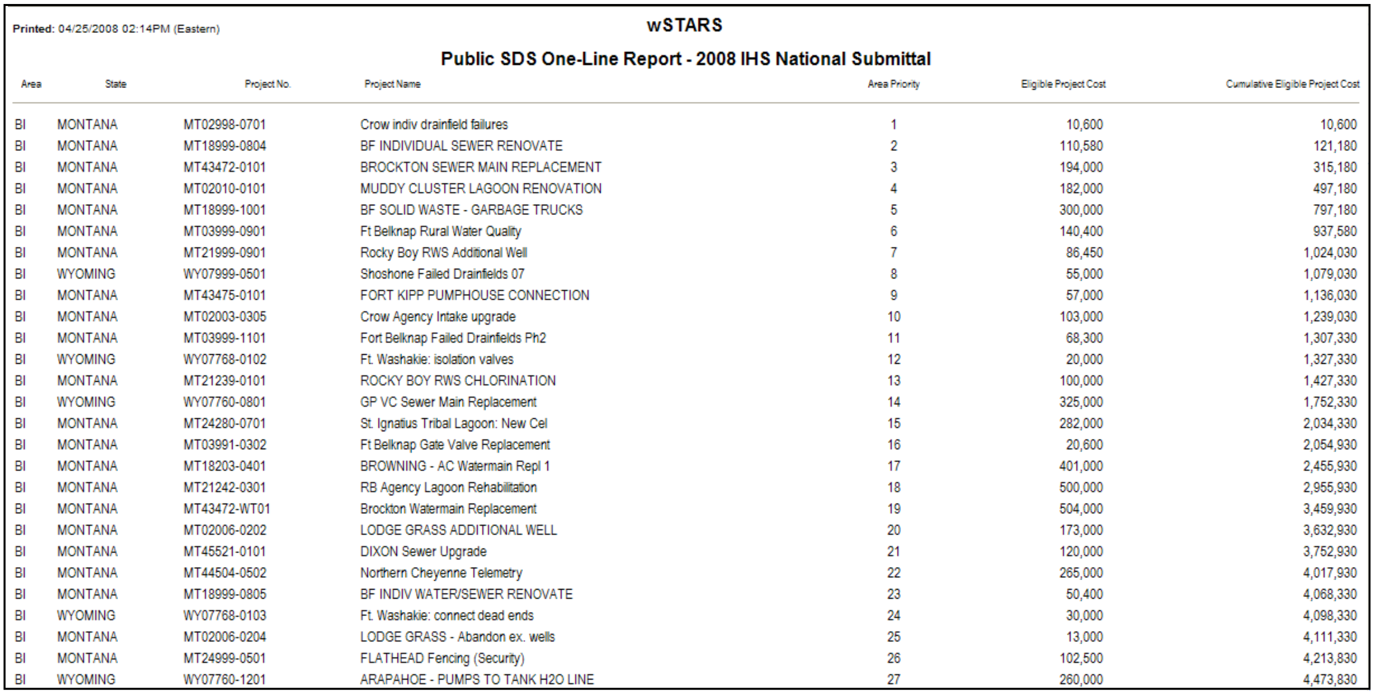


Figure 1-4. "Public Access" screen (Navajo Area).

A "Public SDS One-Line Listing" is also accessible from "Public Access" screen. To view, click on the hyperlink shown. A report showing the prioritized and finalized list of SDS projects submitted for the most recent fiscal year will appear. An example of this is shown in Figure 1-5. See Chapter 3 for additional information about SDS and the information contained in this report.



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wSTARS

Public SDS One-Line Report - 2008 IHS National Submittal

Area	State	Project No.	Project Name	Area Priority	Eligible Project Cost	Cumulative Eligible Project Cost
BI	MONTANA	MT02998-0701	Crow indiv drainfield failures	1	10,600	10,600
BI	MONTANA	MT18999-0804	BF INDIVIDUAL SEWER RENOVATE	2	110,580	121,180
BI	MONTANA	MT43472-0101	BROCKTON SEWER MAIN REPLACEMENT	3	194,000	315,180
BI	MONTANA	MT02010-0101	MUDDY CLUSTER LAGOON RENOVATION	4	182,000	497,180
BI	MONTANA	MT18999-1001	BF SOLID WASTE - GARBAGE TRUCKS	5	300,000	797,180
BI	MONTANA	MT03999-0901	Ft Belknap Rural Water Quality	6	140,400	937,580
BI	MONTANA	MT21999-0901	Rocky Boy RWS Additional Well	7	86,450	1,024,030
BI	WYOMING	WY07999-0501	Shoshone Failed Drainfields 07	8	55,000	1,079,030
BI	MONTANA	MT43475-0101	FORT KIPP PUMPHOUSE CONNECTION	9	57,000	1,136,030
BI	MONTANA	MT02003-0305	Crow Agency Intake upgrade	10	103,000	1,239,030
BI	MONTANA	MT03999-1101	Fort Belknap Failed Drainfields Ph2	11	68,300	1,307,330
BI	WYOMING	WY07768-0102	Ft. Washakie: isolation valves	12	20,000	1,327,330
BI	MONTANA	MT21239-0101	ROCKY BOY RWS CHLORINATION	13	100,000	1,427,330
BI	WYOMING	WY07760-0801	GP VC Sewer Main Replacement	14	325,000	1,752,330
BI	MONTANA	MT24280-0701	St. Ignatius Tribal Lagoon: New Cel	15	282,000	2,034,330
BI	MONTANA	MT03991-0302	Ft Belknap Gate Valve Replacement	16	20,600	2,054,930
BI	MONTANA	MT18203-0401	BROWNING - AC Watermain Repl 1	17	401,000	2,455,930
BI	MONTANA	MT21242-0301	RB Agency Lagoon Rehabilitation	18	500,000	2,955,930
BI	MONTANA	MT43472-WT01	Brockton Watermain Replacement	19	504,000	3,459,930
BI	MONTANA	MT02006-0202	LODGE GRASS ADDITIONAL WELL	20	173,000	3,632,930
BI	MONTANA	MT45521-0101	DIXON Sewer Upgrade	21	120,000	3,752,930
BI	MONTANA	MT44504-0502	Northern Cheyenne Telemetry	22	265,000	4,017,930
BI	MONTANA	MT18999-0805	BF INDIV WATER/SEWER RENOVATE	23	50,400	4,068,330
BI	WYOMING	WY07768-0103	Ft. Washakie: connect dead ends	24	30,000	4,098,330
BI	MONTANA	MT02006-0204	LODGE GRASS - Abandon ex. wells	25	13,000	4,111,330
BI	MONTANA	MT24999-0501	FLATHEAD Fencing (Security)	26	102,500	4,213,830
BI	WYOMING	WY07760-1201	ARAPAHOE - PUMPS TO TANK H2O LINE	27	260,000	4,473,830

Figure 1-5. "Public SDS One-Line Report" (Billings Area) screen.

1-3 STARS "AREA" HOME

After logging into STARS, the "Home" screen for that particular Area will appear (Figure 1-1). The "Home" screen is the default one seen upon access (Figure 1-6). To move to one of the other tabs, simply click on the name.

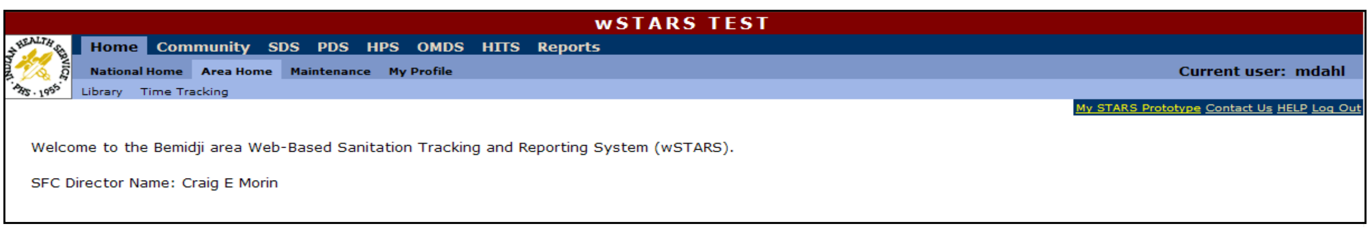


Figure 1-6. Area "Home" screen.

1-3.1 Common Actions

There are several common action items that can be accessed from the "Area Home" screen. These are described below.

1-3.1.1 Contact Us

Click on the "Contact Us" hyperlink, and a window will appear providing a user with information on how to contact the STARS Coordinator by mail, telephone, or e-mail. This contact is the person within the DSFC program responsible for overseeing the STARS database.

1-3.1.2 HELP

Click on the "Help" hyperlink to bring up a "Help" screen. This includes a list of "Contents", shown on the left side of the screen. If you click on the "Book" symbol, you will see the screen shown in Figure 1-7. Expansion of the "Help" features within STARS is currently under development.

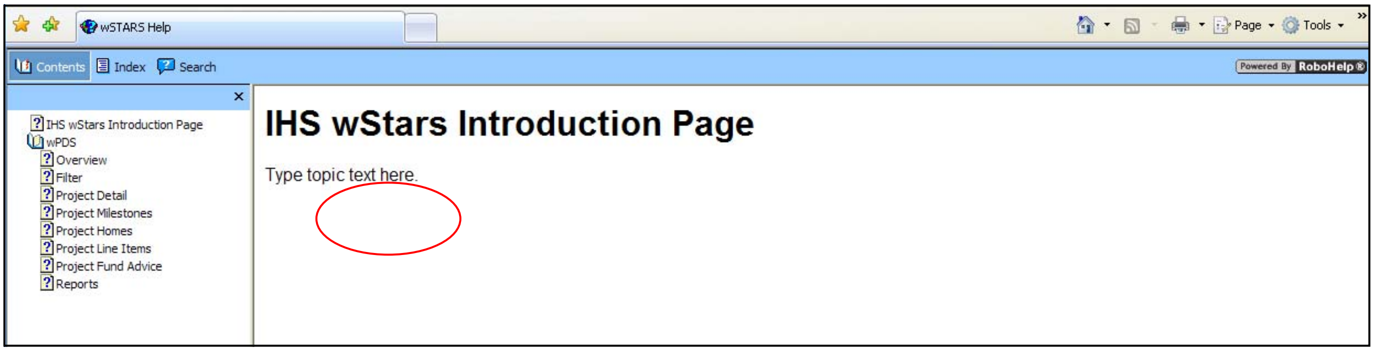


Figure 1-7. STARS "Help" screen.

1-3.1.3 Log Out

Select the "Log Out" hyperlink to return to the STARS "National Home" screen.

1-4 LIBRARY

Within STARS, the "Library" serves as a depository for guidance documents, user manuals, references, and other information to be shared by users. Figure 1-8 shows the main "Library" screen. The Library will only search for documents specifically posted to the Library and will not be able to locate attachments in any of the other systems.

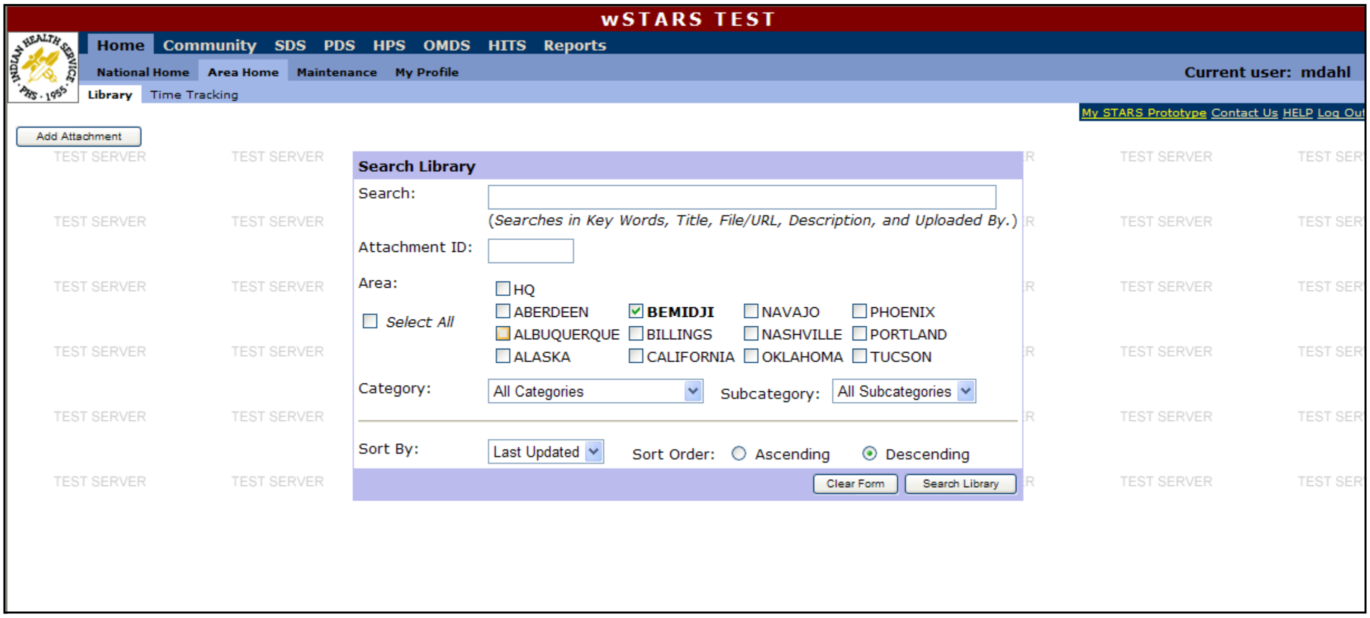


Figure 1-8. "Library" screen.

1-4.1 Searching the Library

There are many criteria that can be used to search for a document in the STARS library. Ways of specifying the search are described below.

1-4.1.1 Search

Variables recognized by this search function including key words, title, File/URL, attachment ID, description, and uploaded by. Type in an appropriate entry to use in the search.

1-4.1.2 Search Library

Type in the "Attachment ID" number, if known, to use as the basis for a search.

1-4.1.3 Area

Check boxes to select libraries to be searched.

User Tip: Library rights are not the same as user rights, so searches can be made of an Area's library even if a user is not allowed access to the other data within STARS for this Area. Some attachments are shared in the library by other Areas. For the broadest search, check the "Select All" box on the left hand side of the screen.

1-4.1.4 Category

Click on the dropdown menu to the right of the "Category" box to see a list of the options. The available categories to select from are also listed in Appendix G. The default option is "All Categories." Use this to keep the search as broad as possible.

1-4.1.5 Subcategory

Click on the dropdown to the right of the “Subcategory” box to see a list of the options. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix G.

1-4.1.6 Sort By

The library search results can be sorted using different options, as shown in Table 1-1. Click on the dropdown menu to the right of the “Sort By” box to make a selection. The default option is “Last Updated.”

SUBJECTS TO SORT BY	
Area	Uploaded
ID	Uploaded By
Title	Last Updated
File/ URL	Updated By
Category	Viewed

Table 1-1. Subjects to sort library search by.

1-4.1.7 Sort Order

Once the subject to sort by is selected, the resulting list of documents is displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in 1-4.1.6. Click on the appropriate button to select the desired sort order.

1-4.2 Common Actions

1-4.2.1 Clear Form

To clear the “Search Library” form, select the **Clear Form** button located at the bottom of the screen.

1-4.2.2 Search Library

To begin searching the library based on the criteria selected, click on the **Search Library** button located in the lower right hand portion of the screen. A list of documents matching the filter criteria will appear below the “Search Library” area of the screen (Figure 1-9).

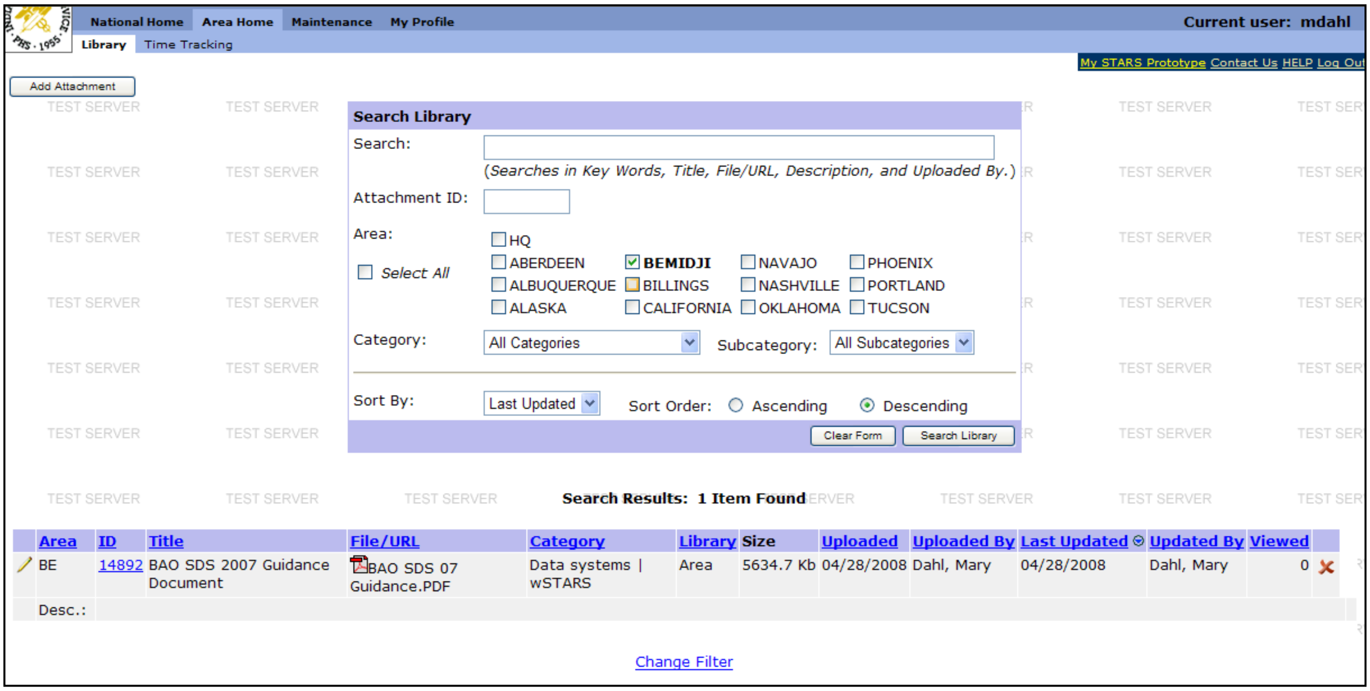


Figure 1-9. Library "Search Results" screen.

1-4.2.3 Change Filter

A "Change Filter" hyperlink will also show up at the bottom of the list of documents. To change the search criteria, click on the "Change Filter" hyperlink to go back to the "Search Library" screen or simply scroll back up to return to this portion of screen.

1-4.2.4 Add Attachment

To add an attachment to the STARS Library, click on the **Add Attachment** button in the upper left hand corner of the screen (shown Figure 1-9). The "Add Attachment" screen will be displayed, as shown in Figure 1-10.

User Tip: The user should be aware that documents posted to the STARS Library have the potential to be viewed by a wide audience including Area and Headquarters DSFC personnel. Therefore, before posting a document, provide a detail review of its content to ensure that it is appropriate. Consult the Area STARS Administrator for specific guidance on posting documents in the Library.

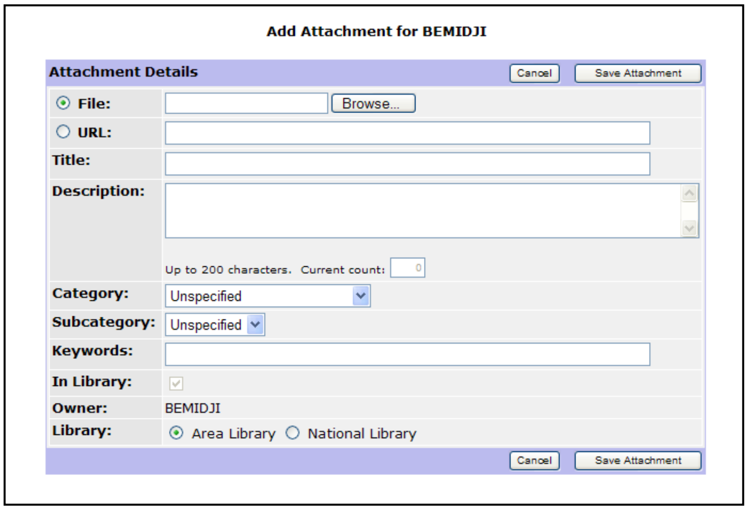


Figure 1-10. "Add Attachment" screen.

To add a document, populate the blank fields with the appropriate information as outlined below.

Field Label	Description
File	To attach a file, select the button to the left of the word "File". Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot.
URL	To attach a URL, select the button to the left of the word URL. Enter the URL to be attached.
Title	Enter an attachment title.
Description	Enter an attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category from the dropdown menu. The available categories to select from are listed in Appendix G.
Sub-Category	Select an attachment subcategory from the drop-down menu. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix G.

Keyword Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.

In Library Box is “checked” because attachment is being added within Library function and by default, document is being placed “In Library”. Placing “In Library” is an option when attachments are being added into the database from specific data systems such as SDS and PDS.

Owner Default setting is the Area the user is logged into when adding the document.

Library Select “Area Library” or “National Library” to specify where the document should be saved. Documents posted to the “National Library” are generally only items that could serve as templates or references for other Areas.

Cancel To return to the main “Search Library” screen without saving the new attachment, click on the **Cancel** button.

Save Attachment To save a new attachment, select the **Save Attachment** button.

*<u>User Tip</u>: No message is generated to confirm that a document has been added. To check, use the library search function. If search criteria have already been established, the document will show up in the listing displayed after the **Save Attachment** button is selected, if the document meets the criteria specified.*

1-4.2.5 Navigating to a Document

To open a document from the list, click on the desired ID number hyperlink (underlined in blue).

1-4.2.6 Sort Results by Title Headings

After completing a search, the list of documents can be re-sorted by any of the fields shown (except “Size”). To change, click on the title heading to sort the documents by. Re-sorting can also be accomplished by editing the “Sort By” selection within the “Search Library” function. In order to change the “Sort Order” from “Ascending” to “Descending” or vice versa, it must be changed in the “Search Library” function.

1-4.2.7 Editing Existing Attachment Information

To edit the information for an existing document, select the pencil icon to the far left hand side of the document listing. The "Edit Attachment" screen will be displayed as shown in Figure 1-11. See Section 1.4.2.4 for the meanings and the information that should be inputted into each field.

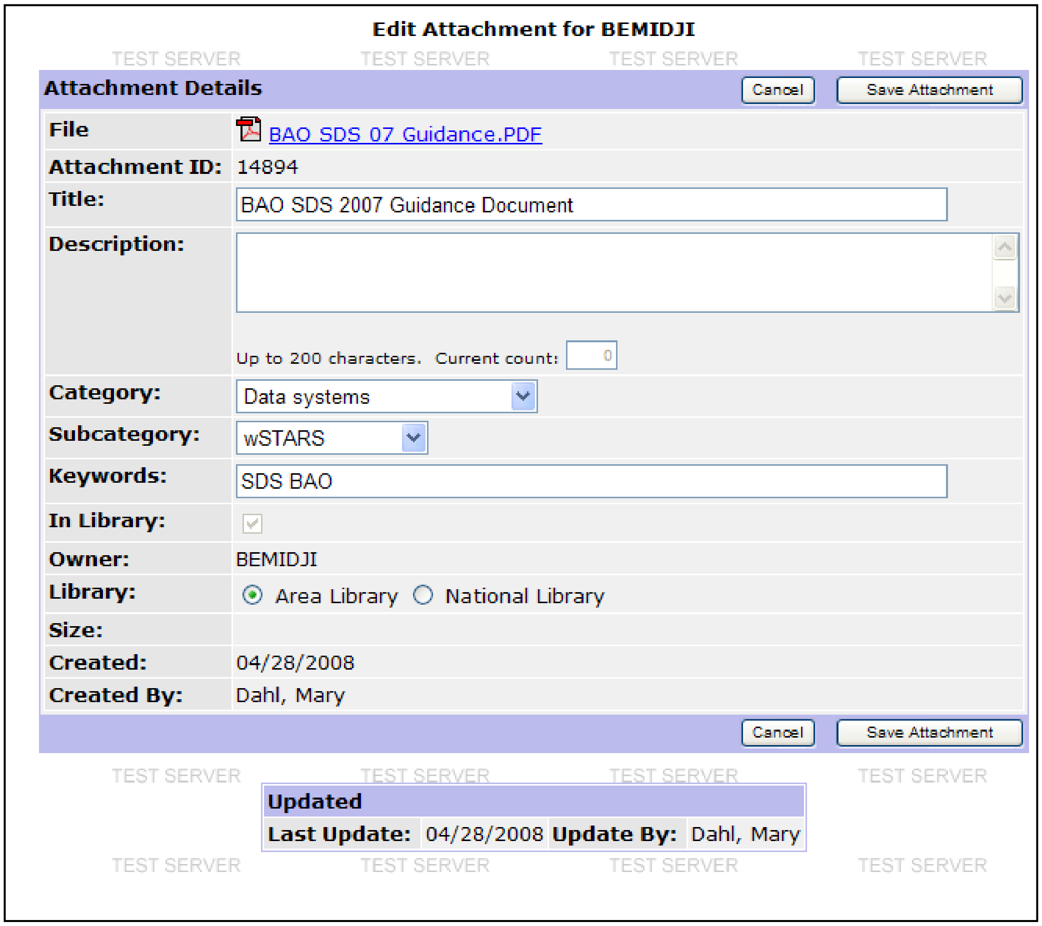


Figure 1-11. "Edit Attachment" screen.

If the pencil icon is not visible, editing the attachment information is not an option because of limited user rights.

1-4.2.8 Deleting a Document

To delete a document from the STARS library, select the **X** button located on the far right hand side of the document listing. If an "X" is not visible, this is not an option because of limited user rights.

1-5 TIME TRACKING

The Time Tracking tab allows a user to document how their time is spent and how much time is spent by them and other employees on specific tasks or projects. A sample of the "Time Tracking" screen is shown in Figure 1-12.

User Tip: The time tracking function in STARS is currently not available to all users.

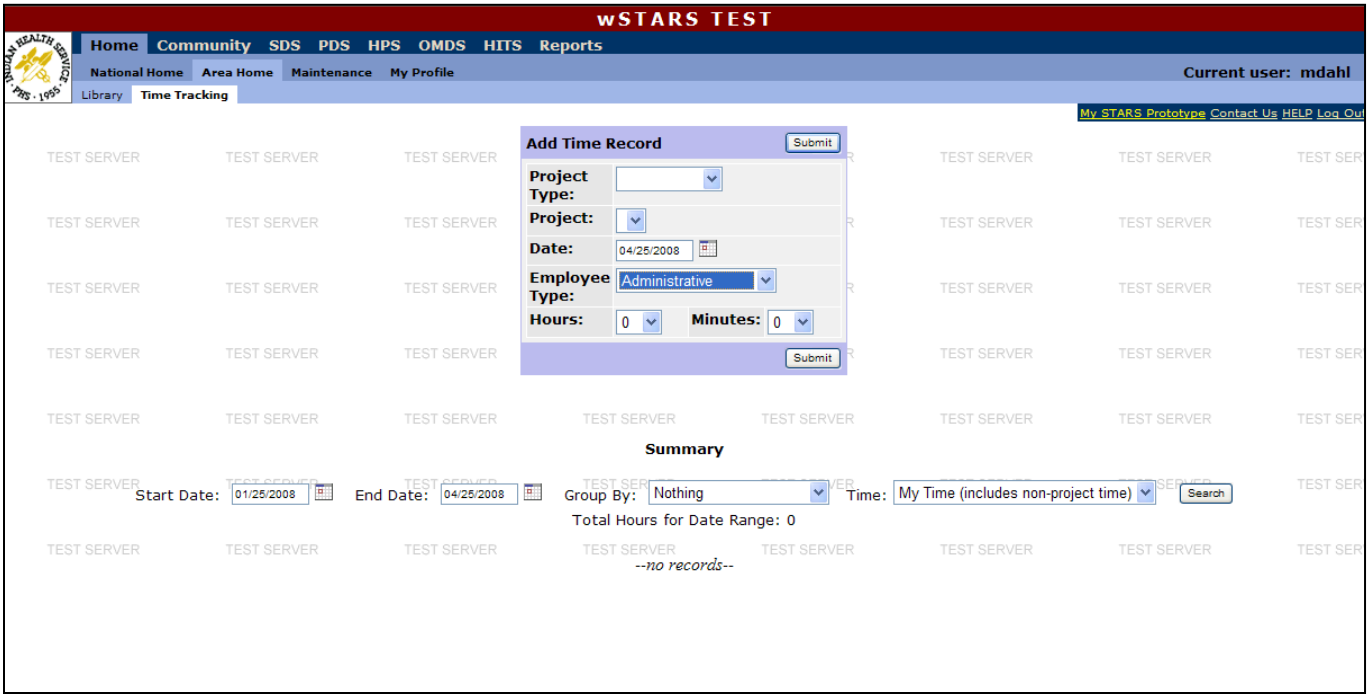


Figure 1-12. "Time Tracking" screen.

1-5.1 Adding a Time Record

To add a time record into STARS using dropdown menus, enter the appropriate information into the fields shown in the "Add Time Record" portion of the screen as described below. Then, click on the **Submit** button to enter the time record into the system.

Field Label — **Description**

Project Type — Select from the types shown in Table 1-2.

TIME RECORD PROJECT TYPES
SDS
PDS
Non-Project

Table 1-2 Time tracking project types.

User Tip: The "Project" field will remain blank until a selection is made for the "Project Type".

Project Select the appropriate project number from either SDS or PDS project listing, whichever appears based on the project type selected. For SDS, a listing of "All Available SDS Projects" will be displayed. If "PDS" is selected as the project type, a list of PDS projects will appear. The length of this project list can be reduced by refining the list of PDS projects to select from based on the options shown in Table 1-3. Note that "active" refers to a PDS project without a completed final report reflected in the Milestones (see Chapter 4).

OPTIONS	*EXPLANATION*
Active? Yes	Select this button to see a list of all active PDS projects.
Active? No	Select this button to see a list of all PDS projects that are not active.
Active? All	Select this button to see a list of all PDS project.

Table 1-3. Options for listing PDS projects for selection in time tracking.

User Tip: Only the SDS and PDS projects that the user is associated with will appear in screen.

Task Once a PDS project number is selected or if Non-project is selected as the project type, a "Task" field will be displayed. Click on the drop-down arrow on the right and make a selection from the list of tasks that appears. See Table 1-4 for the PDS project task list and Table 1-5 for the Non-project task list. Once this selection is made, the user can continue to fill in the remaining data (such as the date) described below.

TASK SELECTION LIST	
Planning - 1000 - Planning Phase Start	Design - 2400 - Right of Way
Planning - 1010 - Project Proposal	Design - 2999 - Design Phase Complete
Planning - 1200 - Project Summary	Construction - 3000 - Construction Phase Start
Planning - 1210 - PS Amendment #1	Construction - 3900 - Final Inspection
Planning - 1300 - Environmental Review and Documentation	Construction - 3999 - Construction Phase Complete
Planning - 1310 - Initial Environmental Review Determination	Closeout - 4000 - Closeout Phase Begin
Planning - 1600 - MOA Signed	Closeout - 4110 - As-builts/record drawings
Planning - 1700 - Agreement Amendment #1	Closeout - 4600 - Transfer Agreement
Planning - 1999 - Planning Phase End	Closeout - 4999 - Final Report Published
Design - 2000 - Design Phase Start	

Table 1-4. Options for task selection for PDS project type in time tracking.

TASK SELECTION LIST	
ADMIN - 100- Misc. Admin	ABSENCE - 540 - Outside Training
ADMIN - 110 - Finance/ Budget	ABSENCE - 550 - CC OFRD Deployment
ADMIN - 120 - Procurement	OUTSIDE ACTIVITIES - 700 - Misc. Outside Activities
ADMIN - 130 - Travel/Meetings	OUTSIDE ACTIVITIES - 710 - In-Office Training
ADMIN - 140 - File Management	OUTSIDE ACTIVITIES - 720 - Tribal Meetings
PROGRAM - 300 - Misc. Program	OUTSIDE ACTIVITIES - 730 - IHS Meetings
PROGRAM - 310 - Computer/IT	OUTSIDE ACTIVITIES - 740 - Other Meetings
PROGRAM - 320 - Facility	OUTSIDE ACTIVITIES - 750 - CC Activities
PROGRAM - 330 - Personnel	TECHNICAL - 900 - Misc. Technical Activities
PROGRAM - 340 - Policy/Procedures	TECHNICAL - 910 - General Technical Assistance
ABSENCE - 500 - Annual Leave	TECHNICAL - 920 - Product or Process Research
ABSENCE - 510 - Sick Leave	TECHNICAL - 930 - Future Project Development
ABSENCE - 520 - Station Leave	TECHNICAL - 950 - SDS/PDS/HITS
ABSENCE - 530 - Administrative Leave	

Table 1-5. Options for task selection for non-project type in time tracking.

Date Select date of time worked.

Employee Type See employee types in Table 1-6. Note that the field should be automatically populated by the user's employee type as defined in their user profile (will be covered in the Maintenance Chapter 8).

EMPLOYEE TYPE SELECTION LIST
Administrative
Field Professional
Mid-Level Manager
Senior Management
Technician

Table 1-6. Employee Types

Hours/ Minutes Enter time spent in hours and minutes.

1-5.2 Viewing a Time Record Summary

The time record summary can be used to track time based on a selected grouping for the individual user or for all users for a specific project or project tasks. To view a summary, complete the field entries as described below, and click on the **Search** button. Figure 1-13 shows an example of a time record summary for tasks grouped by employees.

Field Label	**Description**
Start Date	Enter start date for tracking period.
End Date	Enter end date for tracking period.
Group By	Select category to group by from Table 1-7.

SUBJECTS TO GROUP BY	
Nothing	Field Office
Project Type	District
Project Number	Employee
Task	Default Employee Type
Work Date	Hours
Employee Type	

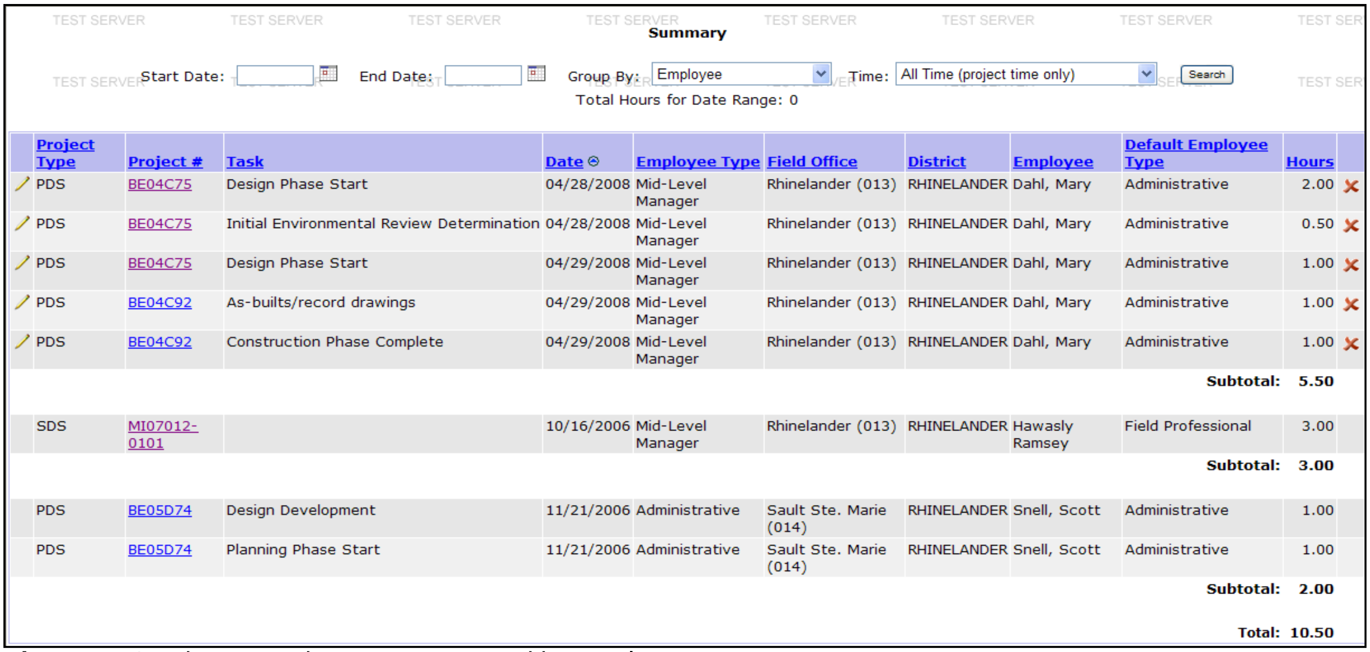
Table 1-7. Subjects to group by in time tracking search.

Time Select time to be tracked based on options shown in Table 1-8.

TIME TYPE OPTIONS
My Time (inlcudes non-project time)
All Time (project time only)

Table 1-8. Options for time type in time tracking search.

User Tip: A user can only view his or her own non-project time. When "All Time (project time only)" is selected, it will group all of the time recorded for projects according to selected criteria. Non-project time records will not be displayed.



Summary

Start Date: End Date: Group By: Employee Time: All Time (project time only) Search

Total Hours for Date Range: 0

Project Type	Project #	Task	Date	Employee Type	Field Office	District	Employee	Default Employee Type	Hours
PDS	BE04C75	Design Phase Start	04/28/2008	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Dahl, Mary	Administrative	2.00
PDS	BE04C75	Initial Environmental Review Determination	04/28/2008	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Dahl, Mary	Administrative	0.50
PDS	BE04C75	Design Phase Start	04/29/2008	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Dahl, Mary	Administrative	1.00
PDS	BE04C92	As-builts/record drawings	04/29/2008	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Dahl, Mary	Administrative	1.00
PDS	BE04C92	Construction Phase Complete	04/29/2008	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Dahl, Mary	Administrative	1.00
								Subtotal:	5.50
SDS	MI07012-0101		10/16/2006	Mid-Level Manager	Rhinelander (013)	RHINELANDER	Hawasly Ramsey	Field Professional	3.00
								Subtotal:	3.00
PDS	BE05D74	Design Development	11/21/2006	Administrative	Sault Ste. Marie (014)	RHINELANDER	Snell, Scott	Administrative	1.00
PDS	BE05D74	Planning Phase Start	11/21/2006	Administrative	Sault Ste. Marie (014)	RHINELANDER	Snell, Scott	Administrative	1.00
								Subtotal:	2.00
								Total:	10.50

Figure 1-13. Time record summary grouped by employee.

1-5.3 Common Actions (Viewing a Time Record Summary)

1-5.3.1 Sort by Headings within Each Group

When viewing a time record summary, the records displayed within a group can be re-sorted by clicking on the title headings, such as project #, task, or date. To reverse the sort order, click on the heading a second time.

1-5.3.2 Navigate to a Project

To open a project from the list, click on the desired project number hyperlink. This will take you to the "Project Details" screen for the selected project. See Chapters 3 (SDS) and 4 (PDS) for additional information.

1-5.3.3 Delete an Existing Time Record

To delete an existing time record, click on the **X** to the right of that entry. Time records without a **X** cannot be deleted.

1-6 MAINTENANCE

Within the STARS database, the Maintenance tab (see Figure 1-14) is where information such as system users, user access profiles, and many other system variables are contained and managed. Access to this area within the database is limited to a few users, and the Maintenance tab will only appear for those that have access. See Chapter 8, STARS Maintenance for more information.

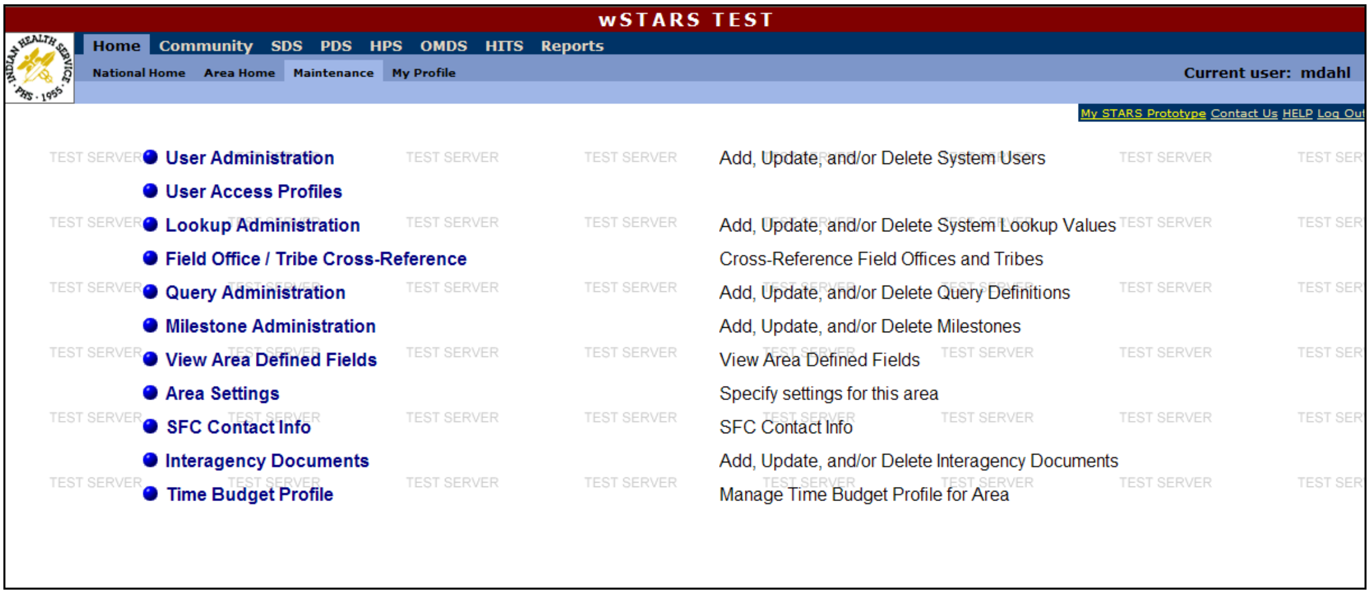


Figure 1-14. "Maintenance" screen.

1-7 MY PROFILE

Clicking on the "My Profile" tab, which can be seen in Figure 1-14, takes you away from the main STARS tab screens to the screen shown in Figure 1-15, the "My Profile" screen. This screen contains specific individual user information including a user's e-mail address and their password, both of which can be changed via this screen.

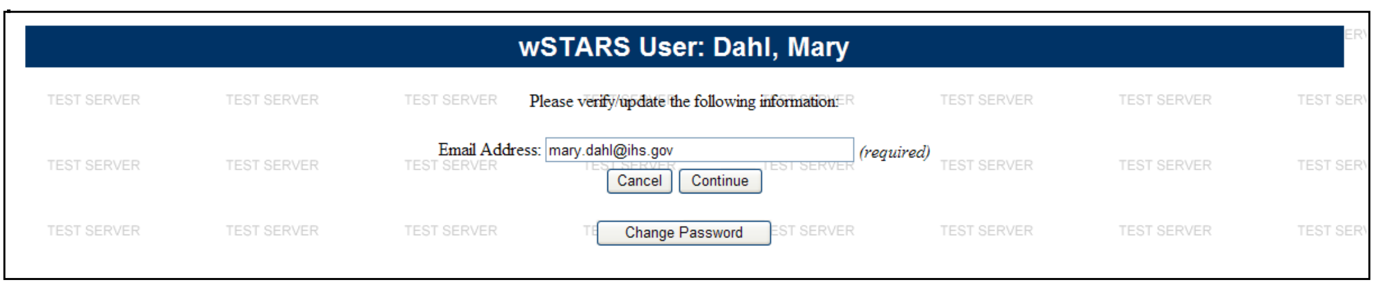


Figure 1-15. "My Profile" screen.

1-7.1 Common Actions

1-7.1.1 Changing a User's E-mail Address

To change a user's e-mail address, type the new address into the "E-mail Address" field and hit the **Continue** button. After completing, the "Area Home" screen will appear.

1-7.1.2 Cancel

Select the **Cancel** button to go to the "Area Home" screen without making any changes.

1-7.1.3 Changing a User's Password

To change a user's password, click on the **Change Password** button. The screen shown in Figure 1-16 will appear. Follow the directions shown, typing in the "Old Password" once and the new password twice (once as "New" and once as "Confirm") and then click on the **Change Password** button. One of two messages will appear, either saying "Password Changed!", or the password could not be changed (i.e. old password not typed in correctly, correct number of characters not used, etc). Re-try if necessary.

To exit this screen without changing a password, hit the **Cancel** button.

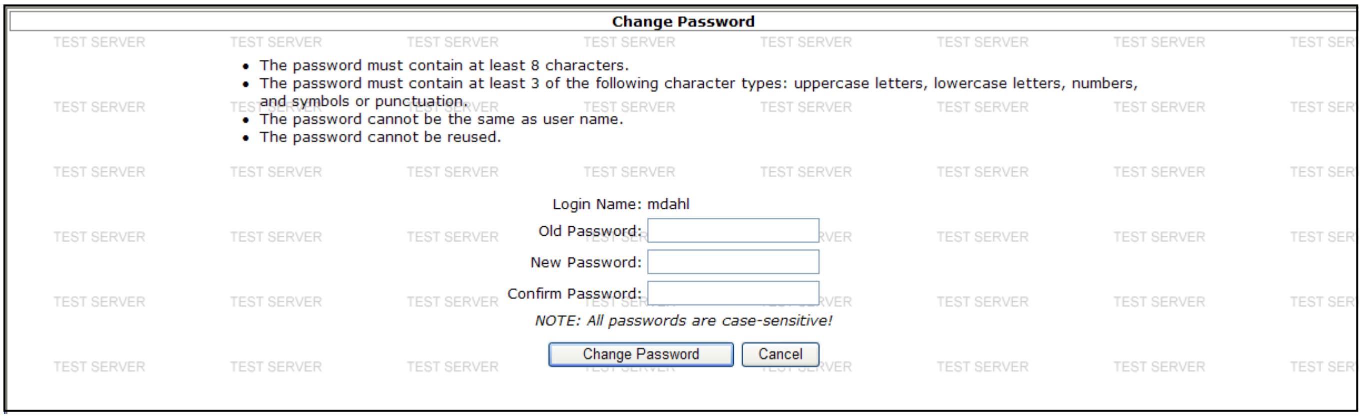


Figure 1-16. "Change Password" screen.

CHAPTER 2 – COMMUNITY DEFICIENCY PROFILE

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CHAPTER 2 – Community Deficiency Profile

2-1 BACKGROUND INFORMATION - WHAT IS COMMUNITY DEFICIENCY PROFILE

The Community Deficiency Profile (CDP) is the data system that stores all Tribal community information nationwide for the DSFC of the IHS. The CDP is the starting point for development of projects to correct deficiencies for AI/AN homes.

The CDP must be accurate and must account for every AI/AN home in the community regardless of eligibility. The total number of homes for water, sewer, and solid waste must be the same when totaled for all deficiency levels. Existing community buildings and non-residential units should be included in the totals if they are tribally owned and non-commercial. The program does not include existing community buildings, non-residential and commercial buildings in the total summation for Indian homes but by including them in the CDP it is helpful for determining if a prorate contribution is required for service.

CDP is a component of the Sanitation Tracking and Reporting System (STARS) data system. Within STARS, CDP is linked with the web-based Sanitation Deficiency System (SDS) and Project Data System (PDS). Although Community, SDS and PDS data are entered independently, the data (number of homes, home type, and deficiency level) must be consistent between the databases. As new projects are developed or funded, the CDP for the affected community will have to be updated. The CDP should be updated first, followed by SDS, and PDS.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

2-2 SPECIFY A COMMUNITY FILTER

2-2.1 General Description

You must have access to the STARS database in order to edit or view information within the “Community” section. See Chapter 1 for more specific information on how to obtain access to STARS. Once logged in, click on the ”Community” tab at the top of the screen to begin searching for a particular community. The “Community filter” screen will open. An example of this is shown in Figure 2-1.

*User Tip: The community filter does not have the option to **add new communities**. Only official communities published in the IHS Standard Codebook can be added at the Headquarters level. Also, users may not have access to all communities, depending on their individual user permissions, e.g. only the communities within the district and/or field office the user is associated with.*

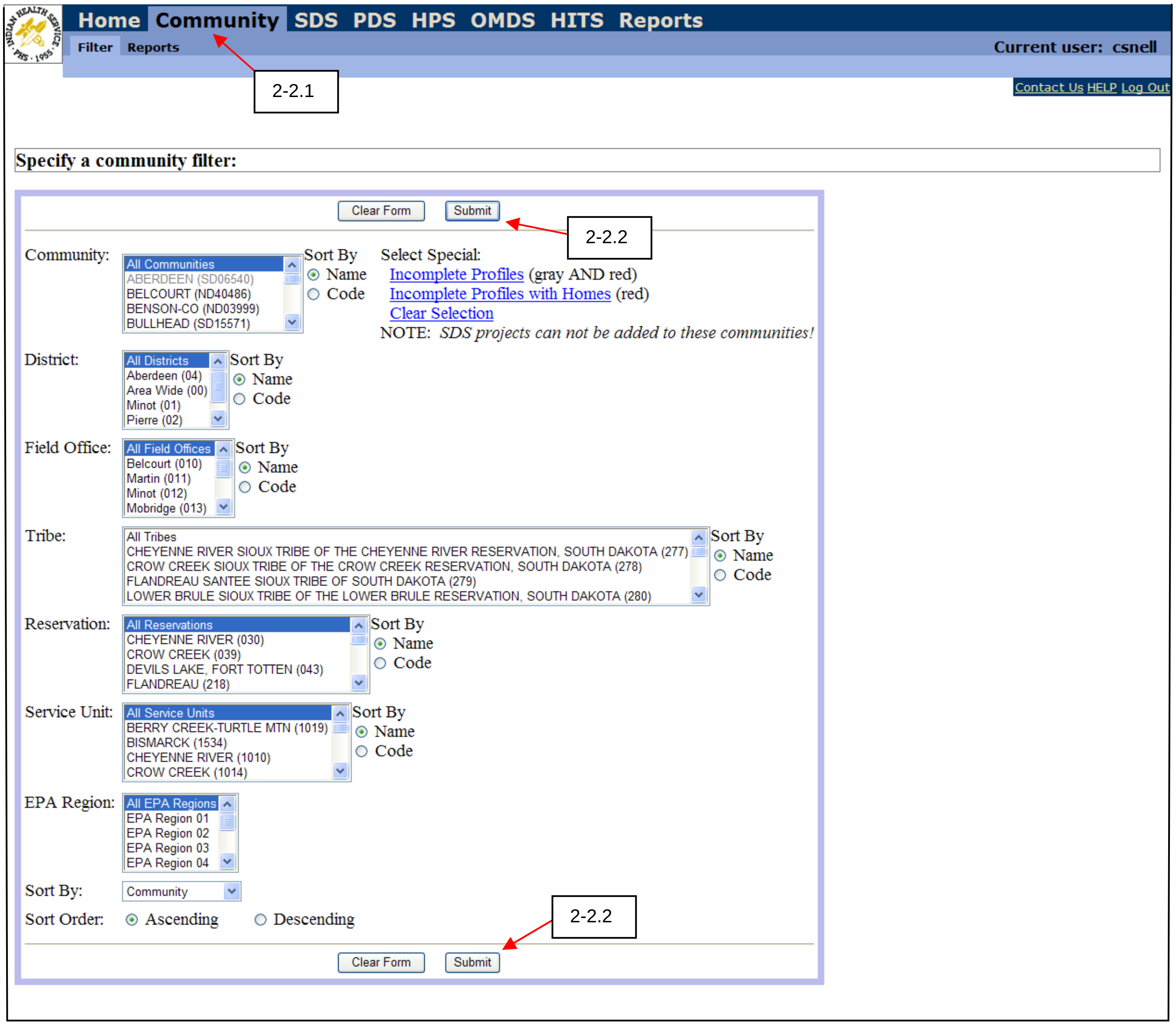


Figure 2-1. "CDP filter" screen.

2-2.2 *Specifying the Filter Criteria*

The Community filter page allows the user to filter the communities based on multiple filtering criteria. To view a list of communities in the database that meet the search criteria, enter the appropriate search criteria and select **Submit** (See Figure 2-3 for filter results page). A minimum of one filter must be applied to result in a list of communities or one of the special selections filters can be selected. The selection of several filters will result in a shorter list of results. The special selections located at the top of the filter screen include communities with "Incomplete Profiles" or communities that have "Incomplete Profiles with Homes." These are used as checks in order to confirm that the communities have accurate and complete profiles. The user selected filter options are as follows:

2-2.2.1 Community

Select the community where the desired information is located. Click on the appropriate button to sort the list of community names. The list of communities to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each community.

2-2.2.2 District

Select the IHS district where the desired communities are located. Click on the appropriate button to sort the list of district names. The list of districts to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each district.

2-2.2.3 Field Office

Select the IHS field office where the desired communities are assigned. Click on the appropriate button to sort the list of field office names. The list of field offices to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each field office.

2-2.2.4 Tribe

Select the Tribe to which the communities belong. Click on the appropriate button to sort the list of Tribe names. The list of Tribes to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Tribe.

2-2.2.5 Reservation

Select the Reservation in which the communities belong. Click on the appropriate button to sort the list of reservation names. The list of reservations to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each reservation.

2-2.2.6 Service Unit

Select the service unit served by the desired community. Click on the appropriate button to sort the list of service unit names. The list of service units to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each service unit.

2-2.2.7 EPA Region

Select the EPA Region associated in which the community resides. The options for sorting the list of EPA regions are shown in Table 2-1.

EPA REGION #	STATES COVERED
1	MA, ME, NH, VT, CT, RI
2	NY, NJ, PR, VI
3	PA, VA, WV, DE, DC, MD
4	KY, TN, NC, SC, GA, FL, AL, MS
5	MN, WI, IL, MI, IN, OH
6	NM, TX, OK, AR, LA
7	IA, MO, NE, KS
8	MT, ND, SD, UT, CO, WY
9	AZ, CA, NV
10	WA, OR, ID, AK

Table 2-1. EPA regions and corresponding states.

2-2.2.8 Sort By

The filter results can be sorted by a number of subjects, as shown in Table 2-2. The default option is "Community."

SUBJECTS TO SORT BY	
Community	Field Office
Community Code	Reservation
District	Service Unit
Tribe	EPA Region

Table 2-2. Subjects to sort filter results by.

2-2.2.9 Sort Order

Once the filter criteria has been selected, the resulting list of communities can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 2-2.2.8. Click on the appropriate button to select the desired sort order.

2-2.3 Common Actions

2-2.3.1 Clear the Filter Form

To clear the community filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the "Community Filter" screen.

User Tip: If there are no results from the filter action, select the Clear Form button to re-set the process and choose fewer filter criteria.

2-2.3.2 Submit the Filter Form

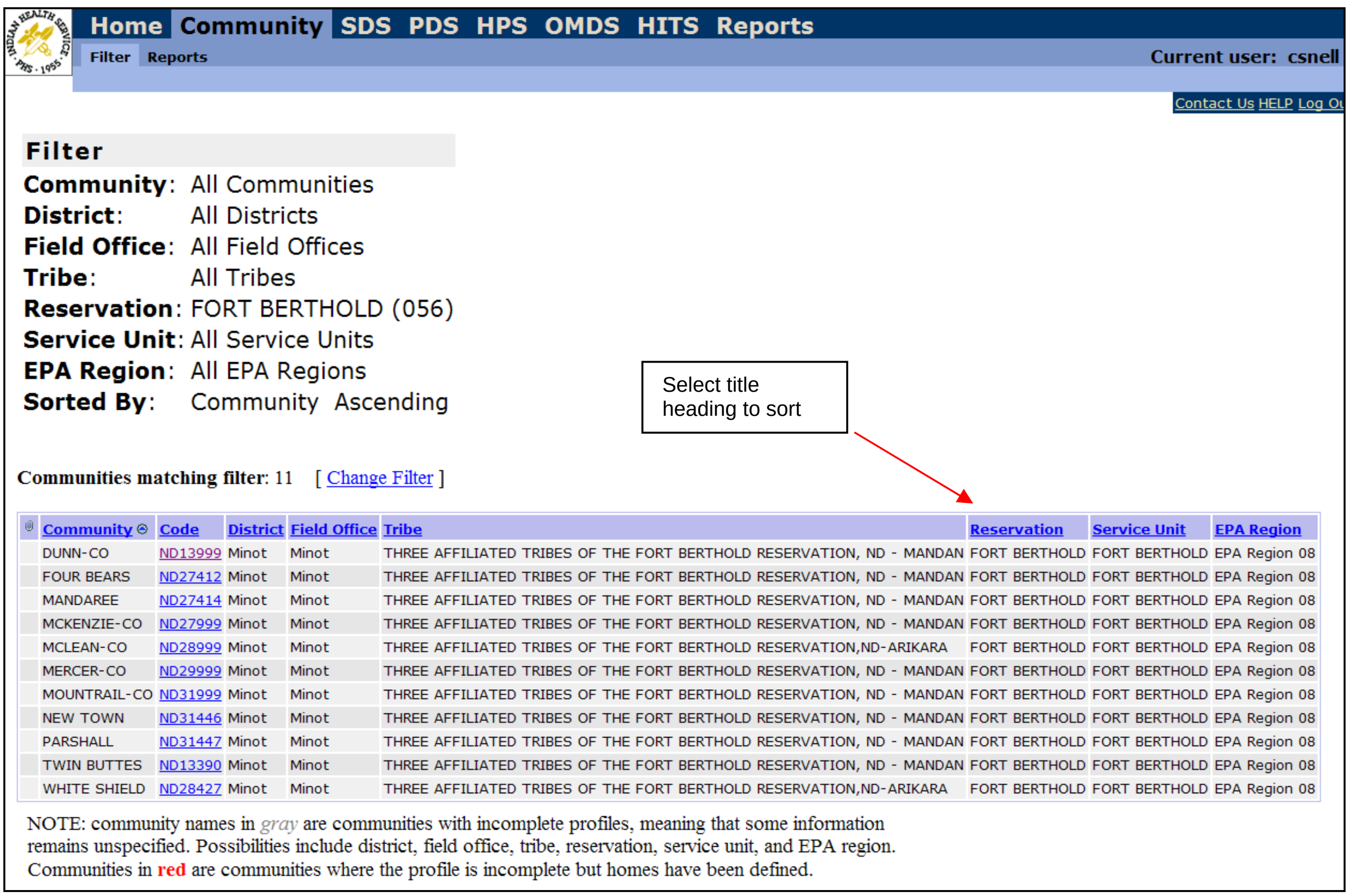
To begin searching the community database for communities based on the selected (highlighted) filter criteria, select the **Submit** button located at the top or bottom of the "Community Filter" screen.

2-3 FILTER RESULTS

Once the filter criteria has been selected and submitted, a list of communities matching that criteria will be displayed, as shown in Figure 2-2. At the top left of the screen, the filter criteria chosen are listed.

User Tip: If the user desires to sort the results in either ascending or descending order based on a specific filter criteria he/she may do so by selecting the appropriate title heading. To reverse the sort order, click on the field name a second time.

Notice that some communities are in black, while others may be in red and gray. Communities in *red* are communities that have incomplete profiles but have Indian homes that are defined. Communities in *gray* indicate incomplete profile data in the system. Incomplete profile data may include district, field office, Tribe, Reservation, service unit, and/or EPA region. In some cases these details must be entered or the community will not be available from within the community filter pull-down or the project homes form in the SDS database, Section 3-6 Homes.



Filter

Community: All Communities
District: All Districts
Field Office: All Field Offices
Tribe: All Tribes
Reservation: FORT BERTHOLD (056)
Service Unit: All Service Units
EPA Region: All EPA Regions
Sorted By: Community Ascending

Communities matching filter: 11 [Change Filter]

Community	Code	District	Field Office	Tribe	Reservation	Service Unit	EPA Region
DUNN-CO	ND13999	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
FOUR BEARS	ND27412	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
MANDAREE	ND27414	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
MCKENZIE-CO	ND27999	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
MCLEAN-CO	ND28999	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION,ND-ARIKARA	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
MERCER-CO	ND29999	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
MOUNTRAIL-CO	ND31999	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
NEW TOWN	ND31446	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
PARSHALL	ND31447	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
TWIN BUTTES	ND13390	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08
WHITE SHIELD	ND28427	Minot	Minot	THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION,ND-ARIKARA	FORT BERTHOLD	FORT BERTHOLD	EPA Region 08

NOTE: community names in *gray* are communities with incomplete profiles, meaning that some information remains unspecified. Possibilities include district, field office, tribe, reservation, service unit, and EPA region. Communities in **red** are communities where the profile is incomplete but homes have been defined.

Figure 2-2. "CDP filter results" screen.

2-3.1 Common Actions

2-3.1.1 Navigate to a Community

To open a community from the list, click on the desired community code (underlined in blue). This will take you to the "Community Details" screen for the selected community. See Section 2-5 for a discussion of the "Community Details" screen.

2-3.1.2 Change the Filter Criteria

If the desired community does not appear in the filter results list, changing filter criteria can be accomplished by:

1. Click on the "Change Filter" hyperlink.
2. Scroll to the bottom of the page to see the "Specify a Community Filter" screen.

Repeat the steps listed in Section 2-2 'Specifying a Community Filter' until the desired community appears.

2-4 ACCESSING A COMMUNITY

To update or view a specific community, click on the community code located in the second column of the in the "Community Filter Results" screen, and it will open its "Details" screen on the "CDP" tab. When a community is opened, five sub-headings (tabs) will be displayed, as shown in Figure 2-3. The "Community Details" tab will be displayed. To open a different tab, select the tab name. A description of each tab follows.

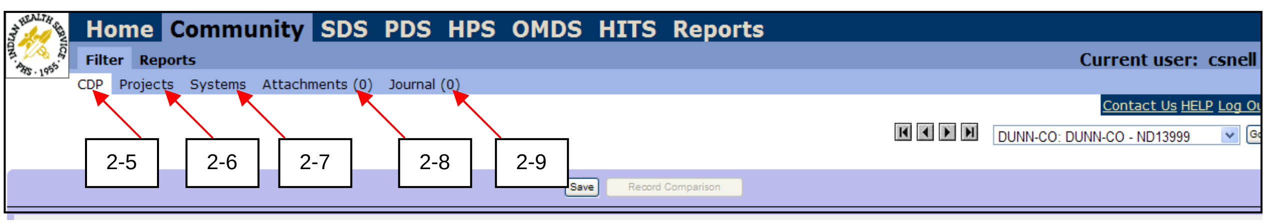


Figure 2-3. Sub-headings (tabs) under specific community.

2-5 COMMUNITY DEFICIENCY PROFILE (CDP)

2-5.1 Community Details

The "Community Details" on the CDP tab displays a general summary of the community. There are thirteen (13) fields under this tab, as described below. Figure 2-4 shows an example of a "Community Details" screen. Tables 2-3 and 2-4 list what each field represents and the options that are available.

Field Label	***Description***
*Comm. Code	Lists the CDP code associated with the community
*County	Lists the county which the community is within
*District	Lists the district that services the community
*Field Office	Lists the field office that services the community
*Reservation	Lists the Reservation in which the community lies
*Service Unit	Lists the service unit associated with the community
*EPA Region	This is the EPA Region responsible for regulation of the community - See **Table 2-1**
*EPA PWS ID	List the Public Water System ID if a community water system exists
*Tribe(s)	List the name of the Tribe(s) residing in the community
*Threshold Unit Cost	Maximum allowable unit cost for inclusion with the agency funding plan
Homes w/o Potable Water	Lists the number of homes within that community w/o potable water (IDL 4 water homes)
Descriptive Info	Typically will contain a short description of the community and its general location

Table 2-3 Community Details Field Descriptions.

User Tip: Most users have limited access, which does not allow them to edit the community details. If a user needs to make changes, contact your Area STARS Administrator for assistance.

CAUTION: Changes made to items above marked with a '*' will affect related SDS, PDS, OMDS and HITS data where the community state code is used. Changes made to any of these fields have a cascading affect throughout the other systems and should be made with caution. User access can also be affected by changes made to these fields.

2-5.2 Area Defined Fields

Field Label	***Description***
Local Code	Lists the CDP code associated with the community
	Area Define fields Will Vary Area to Area

Table 2-4 Area Defined Fields Descriptions

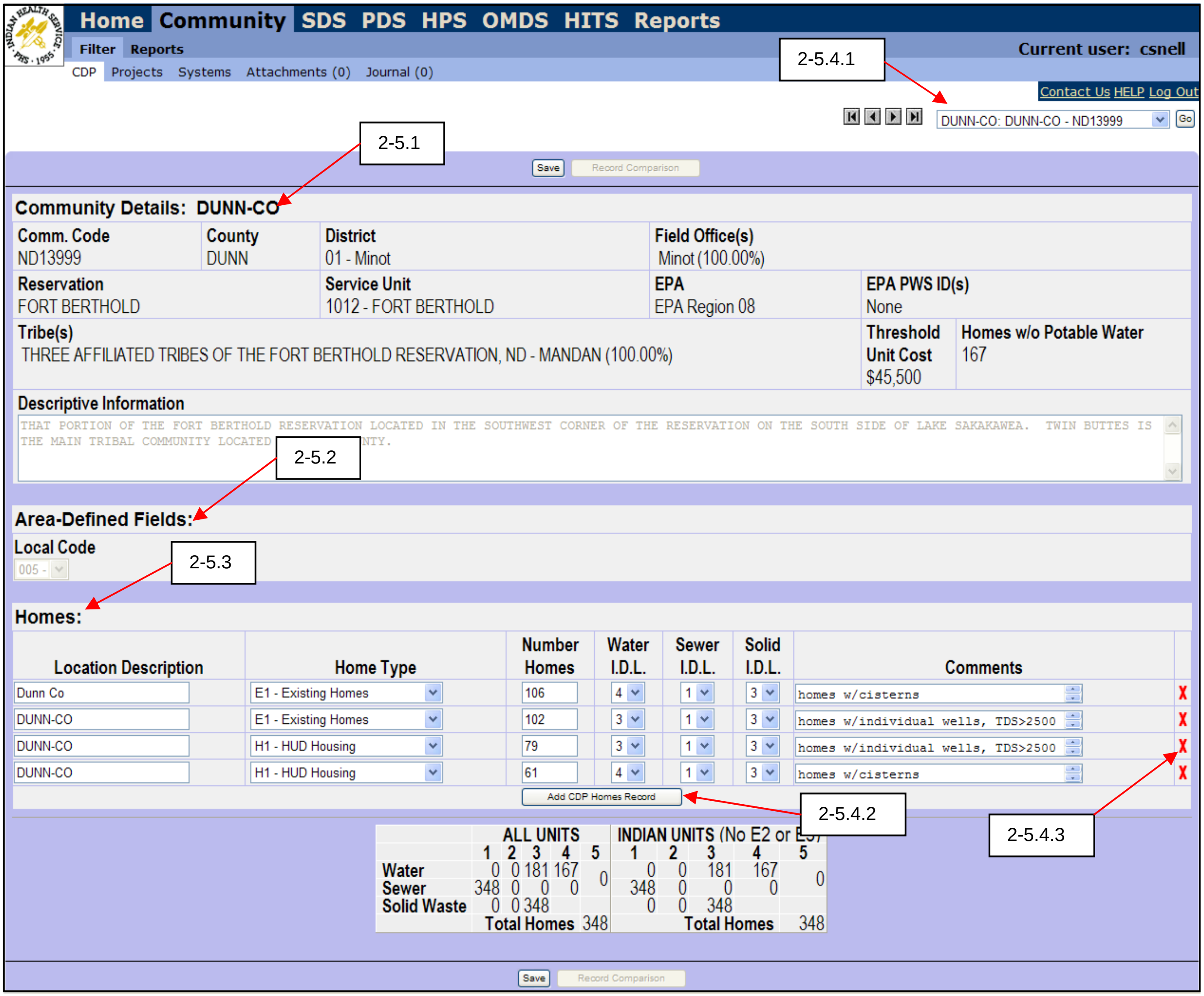


Figure 2-4. Sample "Community Details" screen.

2-5.3 *Homes*

The "Homes" section of the "CDP" tab displays information about the housing groups that reside within that given community. Refer to Figure 2-4 to see an example homes section. Each housing group will require the input of the information listed in Tables 2-5 and 2-6. Most information is self explanatory but the values used for Initial Deficiency Levels (IDL) are not as clear. IDL for individual homes are categorized on a number scale ranging from 0-5.

User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.

Field Label	Description
Location Desc.	Short description of the community (i.e. Name)
Home Type	Type of home included in each housing group. Home type codes are listed in Table 2-6.
Number Homes	Users input the number of homes for a given Type.
Water IDL	Initial Deficiency Level for the homes of that type with respect to their water service.
Sewer IDL	Initial Deficiency Level for the homes of that type with respect to their sewer service.
Solid Waste IDL	Initial Deficiency Level for the homes of that type with respect to their solid waste service.
Comments	Displays any comments related to that Home Type.

Table 2-5 Community Details Field Descriptions.

HOME TYPE CODE	TYPE OF HOME	DESCRIPTION
E1	Existing AI/AN Homes	Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust.
E2	Non-Residential Units	Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes.
E3	Non-Indian Units	Any home that is not an AI/AN owned home.
H1	HUD Housing (AI/AN)	HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title.
H2	BIA-HIP Housing	Home constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes, which are homes that do not meet acceptable building standards.
H3	Tribal Housing (AI/AN)	Community Improvement Program (CIP) homes.
H4	State or Remote Housing (AI/AN)	State owned AI/AN homes. Includes Alaska homes for teachers.
H5	Other Housing (AI/AN)	Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name.
H6	HUD-BIA Housing (AI/AN)	Former housing program. This is typically not used.
H7	HUD Block Grant (AI/AN); CDBG Complete Units	CDBG new homes and renovations funded by HUD.

Table 2-6. Home type codes.

2-5.4 *Common* Actions

2-5.4.1 Navigate to a Different Community

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another community, see Figure 2-4. The navigation bar can be used in several different ways to move between communities.

1. Click on the dropdown menu by the community name. Select the desired community from the community list and click on the **Go** button.
2. Click on the left or right arrows (to left of the community name) to be directed to the previous or next community from your filtered list.

3. Click on the left or right arrow with the bar to be directed to the first or last community on the filtered list.

If the desired community is not contained in the community list, select the filter tab and attempt to locate the desired project using new filter criteria (Section 2-2).

2-5.4.2 Add CDP Homes Record

To add a housing type to the community, click on the **Add CDP Homes Record** button at the bottom of the "Homes" section as seen in Figure 2-4. A new row at the bottom of the homes section will appear with the same location description as the previous record. A user then can proceed to input data for each of the particular fields.

2-5.4.3 Delete an Existing Housing Group

To delete an existing home record, select the **X** button located on the far right hand side of the "Homes" section.

2-5.4.4 Edit an Existing Housing Group

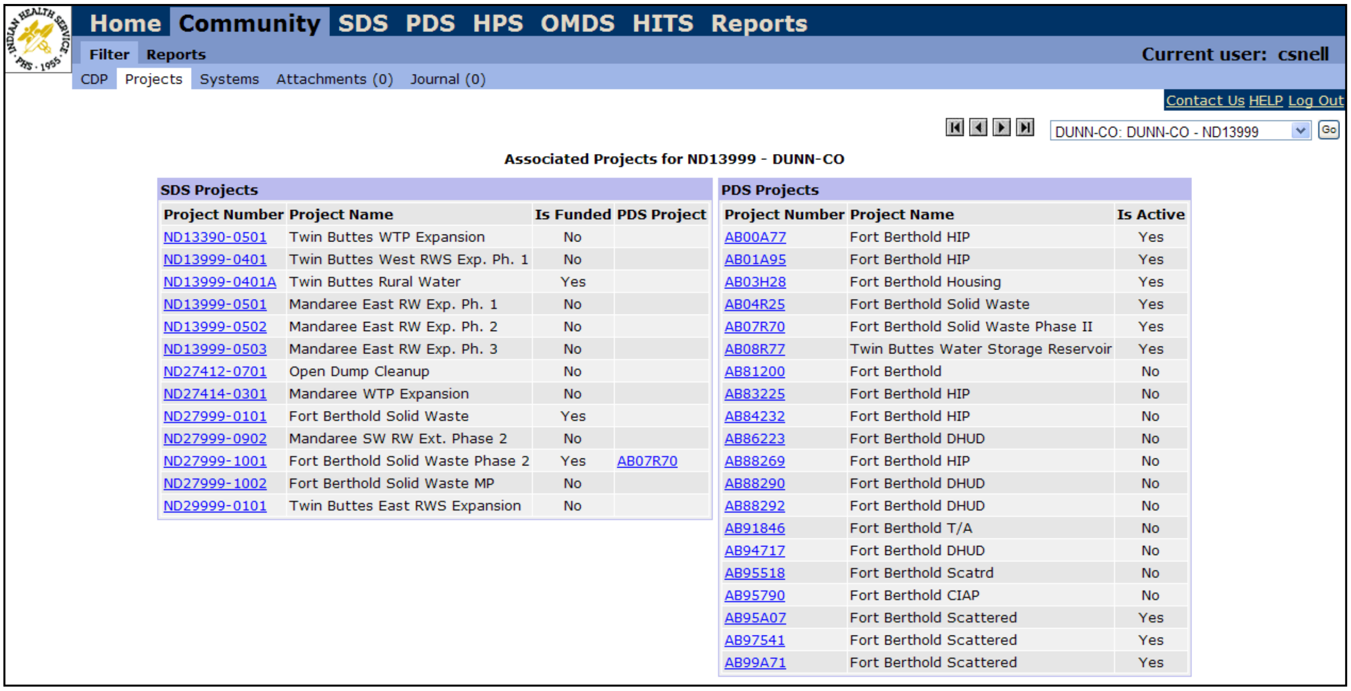
Users can change any of the home fields within a given community at any time. To edit an existing home group, simply use the dropdown menu to select the desired value or manually type it in.

User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page.

2-6 PROJECTS

The "Projects" tab lists all communities that include homes from the selected community. They are listed by being either associated with the Sanitation Deficiency System (SDS) or Project Data System (PDS). See Figure 2-5 for an example of the "Projects" tab.

User Tip: Homes listed in the community deficiency profile for each community with IDL of 2 or greater must be associated with either a SDS or a PDS project to correct the deficiency.



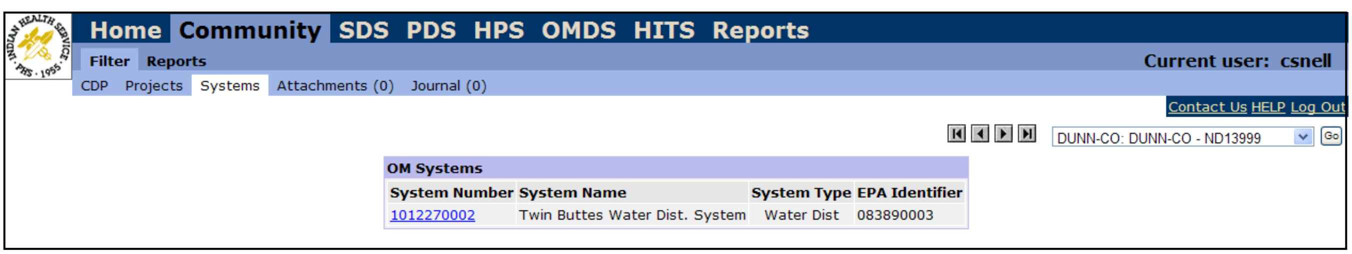
Project Number	Project Name	Is Funded	PDS Project
ND13390-0501	Twin Buttes WTP Expansion	No	
ND13999-0401	Twin Buttes West RWS Exp. Ph. 1	No	
ND13999-0401A	Twin Buttes Rural Water	Yes	
ND13999-0501	Mandaree East RW Exp. Ph. 1	No	
ND13999-0502	Mandaree East RW Exp. Ph. 2	No	
ND13999-0503	Mandaree East RW Exp. Ph. 3	No	
ND27412-0701	Open Dump Cleanup	No	
ND27414-0301	Mandaree WTP Expansion	No	
ND27999-0101	Fort Berthold Solid Waste	Yes	
ND27999-0902	Mandaree SW RW Ext. Phase 2	No	
ND27999-1001	Fort Berthold Solid Waste Phase 2	Yes	AB07R70
ND27999-1002	Fort Berthold Solid Waste MP	No	
ND29999-0101	Twin Buttes East RWS Expansion	No	

Project Number	Project Name	Is Active
AB00A77	Fort Berthold HIP	Yes
AB01A95	Fort Berthold HIP	Yes
AB03H28	Fort Berthold Housing	Yes
AB04R25	Fort Berthold Solid Waste	Yes
AB07R70	Fort Berthold Solid Waste Phase II	Yes
AB08R77	Twin Buttes Water Storage Reservoir	Yes
AB81200	Fort Berthold	No
AB83225	Fort Berthold HIP	No
AB84232	Fort Berthold HIP	No
AB86223	Fort Berthold DHUD	No
AB88269	Fort Berthold HIP	No
AB88290	Fort Berthold DHUD	No
AB88292	Fort Berthold DHUD	No
AB91846	Fort Berthold T/A	No
AB94717	Fort Berthold DHUD	No
AB95518	Fort Berthold Scatrd	No
AB95790	Fort Berthold CIAP	No
AB95A07	Fort Berthold Scattered	Yes
AB97541	Fort Berthold Scattered	Yes
AB99A71	Fort Berthold Scattered	Yes

Figure 2-5. Sample "Projects Tab" Screen.

2-7 SYSTEMS

The "Systems" tab lists all OMDS Systems that include homes from the selected community. See Figure 2-6 for an example of the "Systems" tab.



System Number	System Name	System Type	EPA Identifier
1012270002	Twin Buttes Water Dist. System	Water Dist	083890003

Figure 2-6. Sample "Systems Tab" Screen.

2-8 ATTACHMENTS

The "Attachments" tab displays any community related documents, drawings or pictures added to the community, as shown in Figure 2-7. The number of current attachments is displayed in parenthesis after the word "Attachments" at the top of the screen.

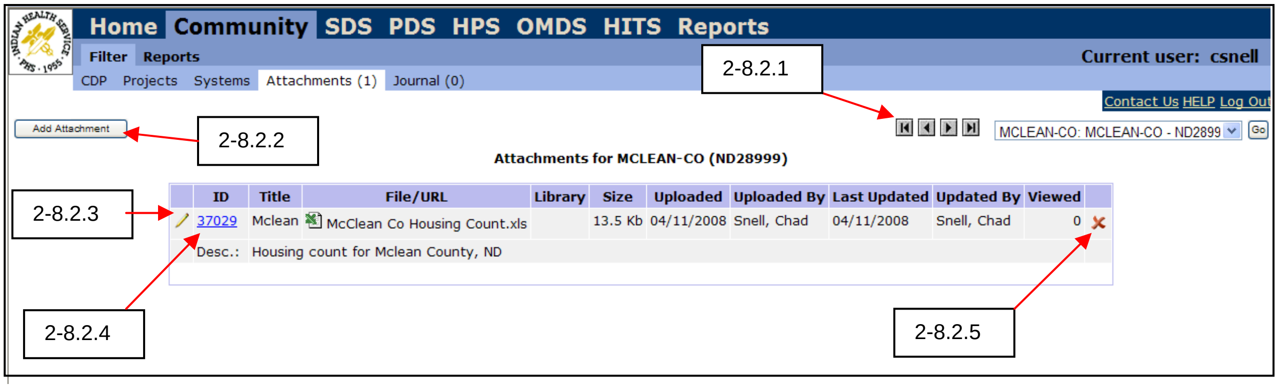


Figure 2-7. Sample “Attachments” screen.

`

2-8.1 Community Attachments - Field Descriptions

Field Label	***Description***
ID	ID number assigned to the attachment. The ID number is system generated when a new attachment is created.
Title	User defined attachment title.
File/URL	Attachment file name and type or URL.
Library	Displays whether or not a copy of the attachment is stored in the library.
Size	Attachment size.
Uploaded	Attachment upload date.
Uploaded By	Name of the user who uploaded the attachment
Last Updated	Date when the last attachment was updated.
Updated	Who last updated the attachment.
Viewed	Number of times the attachment has been viewed.

Table 2-7 Community Attachments Field Descriptions.

2-8.2 *Common* Actions

2-8.2.1 Navigate to a Different Community

See 2-5.4.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other communities within the filter results.

2-8.2.2 Add a New Attachment

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The “Attachment Details” screen will be displayed, as shown in Figure 2-8.

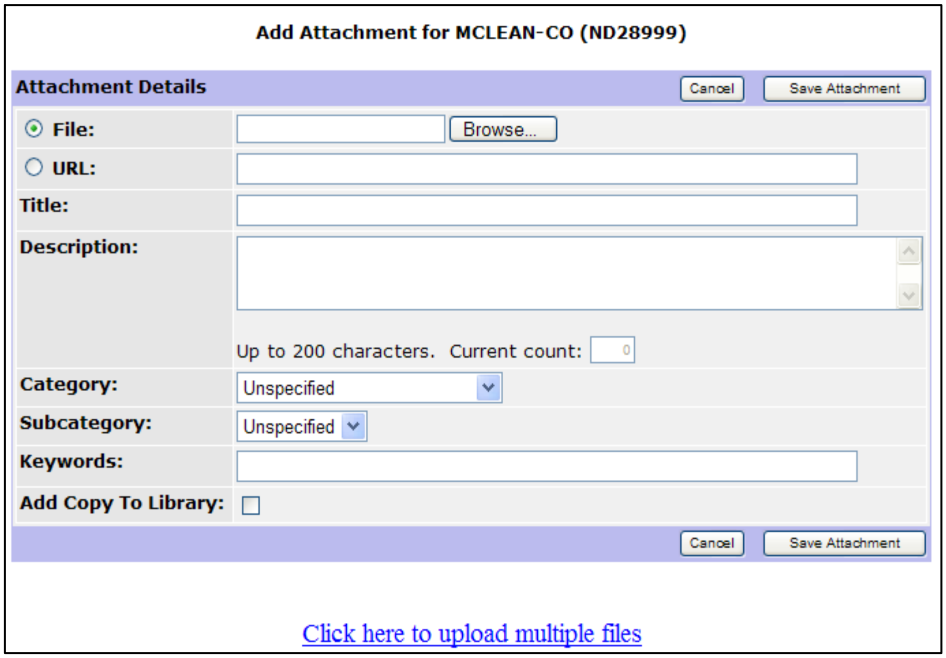


Figure 2-8. "Attachment Details" screen used for adding new attachments.

The user can either attach files one at a time by selecting multiple files to attach at the same time. To add multiple files select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 2-9.

User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com. Note: Contact your local IT staff prior to loading any software. There is currently no limit to the file size for attachments. However, use good judgment for size for downloading purposes.

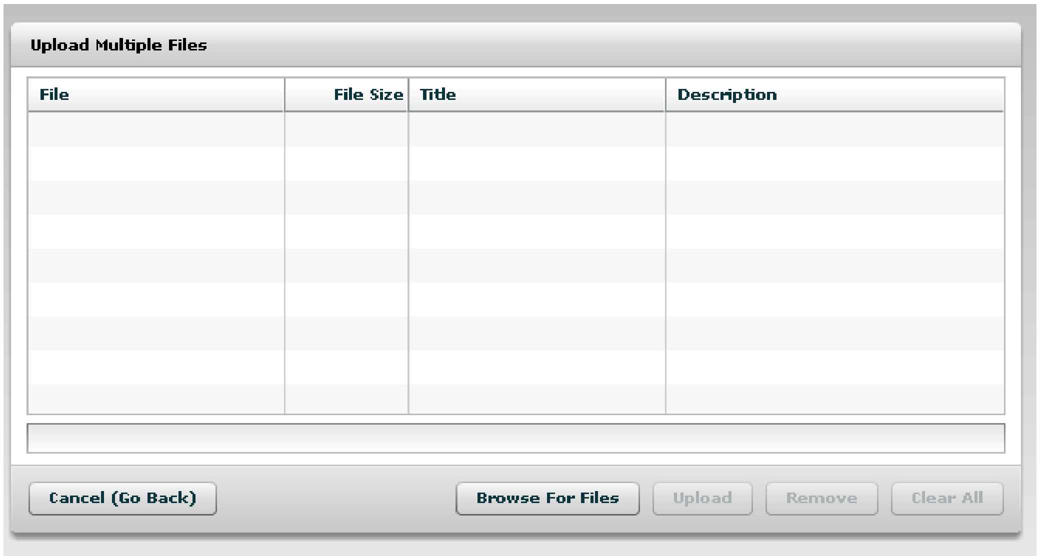


Figure 2-9. "Upload Multiple Files" screen.

The fields that are available within the add attachment screen are described in Table 2-8.

Field Label	***Description***
File	To attach a file, select the button to the left of the word "File". Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot.
URL	To attach a URL, select the button to the left of the word URL. Enter the URL to be attached.
Title	Enter an attachment title.
Description	Enter an attachment description, if desired. The description field is limited to 200 characters
Category	Select an attachment category. Categories are used to help identify items placed in the Library.
Sub-Category	Select an attachment subcategory
Keyword	Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.
Add Copy To Library	Check the box to add a copy of the attachment to the library.
Cancel	To return to the main attachments screen without saving the new attachment, click on the **Cancel** button
Save Attachment	To save a new attachment, select the **Save Attachment** button

Table 2-8 Add Community Attachments Field Descriptions.

2-8.2.3 *Edit Existing Attachment*

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. Once the desired edits are made the **Save Attachments** button needs to be clicked in order to save the changes. Information about the most recent update and the person who updated the attachment is recorded as shown in Figure 2-7.

2-8.2.4 View Existing Attachment

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

2-8.2.5 Delete an Existing Attachment

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

2-9 JOURNAL

The "Journal" tab displays any journal entries written for the community. The "Journal" tab assists the reviewer by summarizing the history of the community and any changes in the community's status. A sample "Journal Entry List" is shown in Figure 2-10.

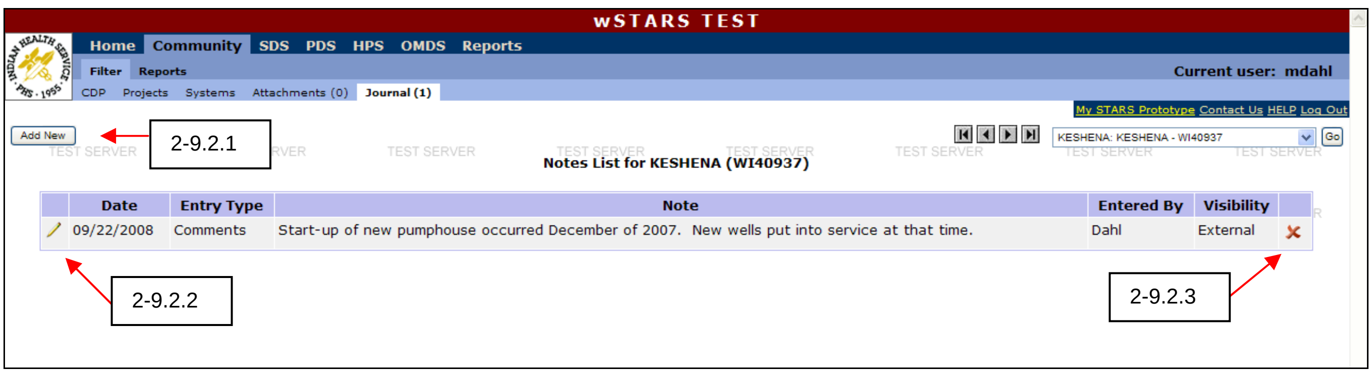


Figure 2-10. Sample "Journal" screen.

2-9.1 Journal Entry List – Field Descriptions

The journal entry lists that are shown in fields that are available within the "Add Attachment" screen (Figure 2-8) are described in Table 2-9.

Field Label	***Description***
Date	Displays when the journal entry was created or edited.
Entry Type	Displays the type of journal entry. In the "Community" tab only comments (statement about a comm. related item) can be entered.
Note	Displays the journal entry text.
Entered By	Displays who submitted or edited the journal entry.
Visibility	Displays whether the entry can be viewed internally or externally.

Table 2-9 Journal Entry List Field Descriptions.

2-9.2 Journal Entry List – Common Actions

2-9.2.1 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The "Journal Entry" screen will be displayed, as shown in Figure 2-11, allowing a new journal entry to be created and added to the community. Field entries for new journal entries are shown in Table 2-10.

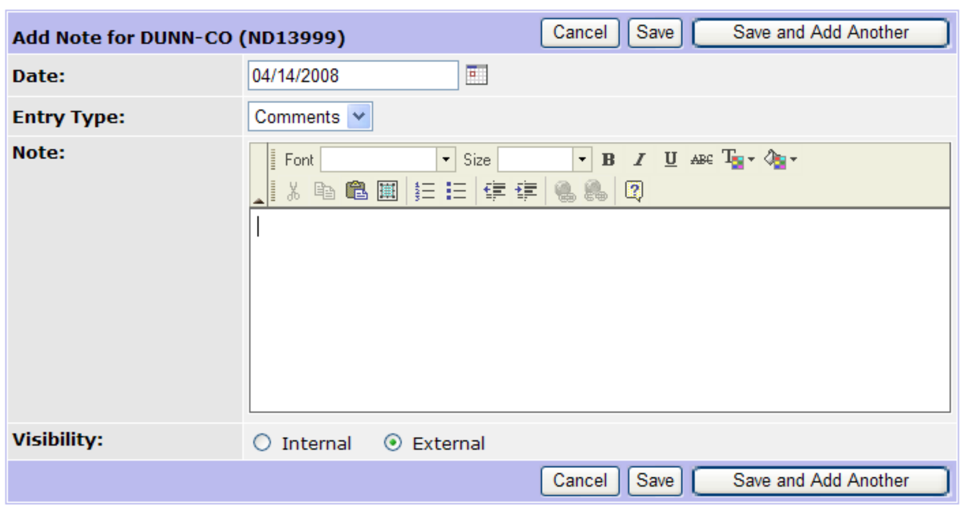


Figure 2-11. "Journal entry" screen.

Field Label	*Description*
Date	Enter the journal entry date
Entry Type	Displays the type of journal entry. In the “Community” tab, only comments (statements about a comm. related items) can be entered.
Note	Enter the journal entry text. Journal entries are used to generate Progress Reports. Entries should be written in the third person and should be complete sentences.
Visibility	Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report.
Cancel	To return to the journal entry list without adding a new journal entry, click on the **Cancel** button
Save	To save the journal entry and return to the journal entry list, click on the **Save** button.
Save & Add Another	To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button.

Table 2-10 New Journal Entry Field Descriptions.

User Tip: The Note field allows for various text formatting options. Be aware that when generating reports using the journal entries, such as Progress Reports, the journal entries will be displayed with the formatting options chosen. If journal entries within one community are formatted differently, a Progress Report would have various text formats and may result in an unprofessional looking document.

2-9.2.2 Edit an Existing Journal Entry

To edit a journal entry, select the pencil icon to the left of the journal entry date. The “Journal Entry” screen will be displayed, as shown in Figure 2-10. See Table 2-9 for a description of the fields in the “Journal Entry” screen.

2-9.2.3 Delete an Existing Journal Entry

To delete an existing journal entry, click on the **X** on the right side of the screen corresponding to the journal entry to be deleted.

2-10 REPORTS

2-10.1 Standard Reports

There are reports that can be printed and displayed in the CDP data system. There are accessed through the “Reports” tab as shown in Figure 2.12. To generate a report, click on the blue dot to the left of the desired report. A filter screen will display as shown in Figure 2-13. Choose the filter criteria necessary to generate the desired report. Reports can be displayed either as an HTML, MS Excel, or MS Word file by selecting the desired format from the **Results as:** dropdown list. Examples of each type of standard report are provided in Appendix B.

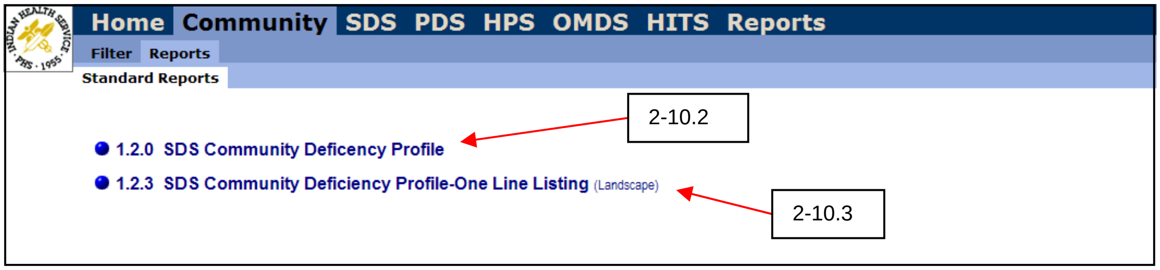


Figure 2-12. CDP "Standard Reports" screen.

2-10.2 Community Deficiency Profile Report

When the **SDS Community Deficiency Profile** button is selected, the screen in Figure 2-13 will appear, including filter options.

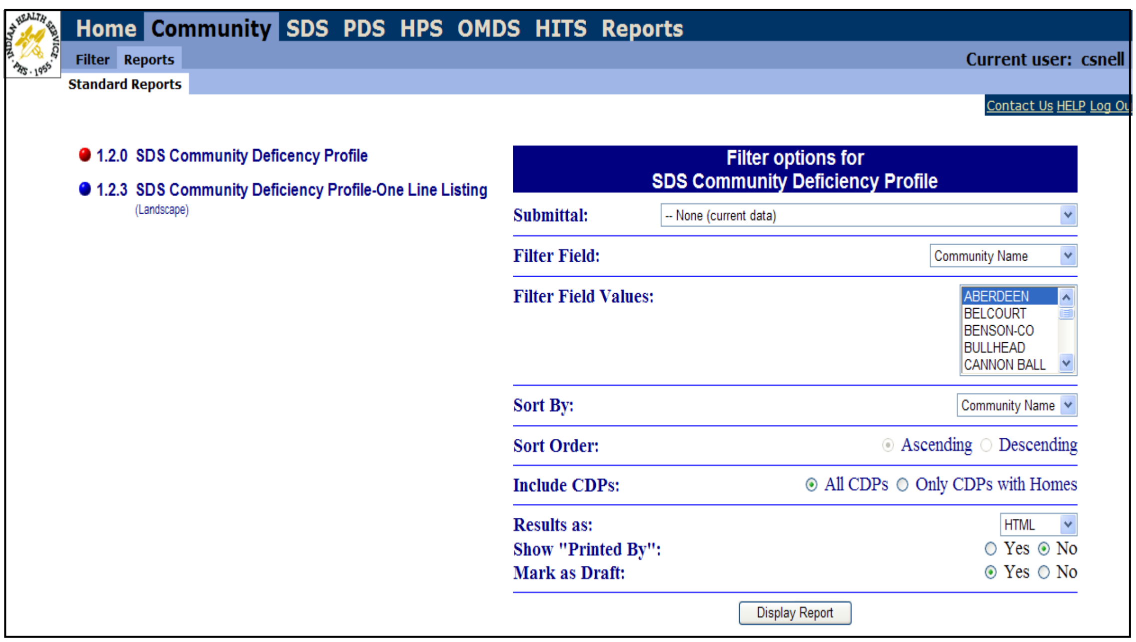


Figure 2-13. CDP "Community Deficiency Profile" screen.

The user can select filter criteria best fitting the community/information desired and click the **Display Report** button. A screen similar to Figure 2-14 will be displayed with the information requested in the filter criteria selections.

2-10.2.1 Print an SDS Community Deficiency Profile

A Community Deficiency Profile can be printed directly from the report generated. A separate window will appear with the selected community information listed on a narrative report. Adjustments may be needed to print this document. Go to *View – Text Size* and select the smallest text size acceptable for printing. A portion of a sample narrative report is shown in Figure 2-14 along with instructions for reducing the text size.

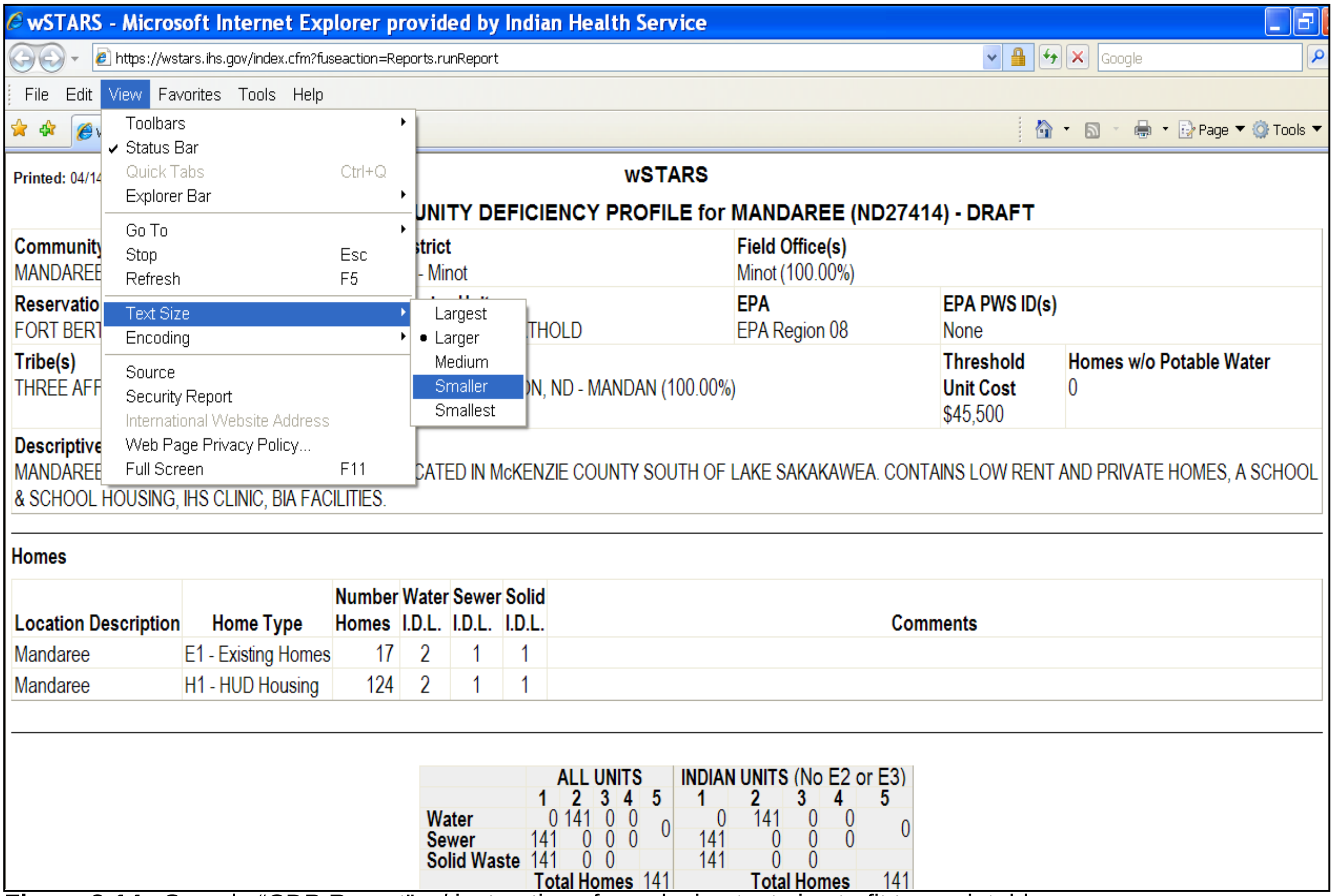


Figure 2-14. Sample "CDP Report" w/ instructions for reducing text size to fit to a printable page.

2-10.3 Community Deficiency Profile-One Line Listing

Figure 2-15 shows an example of a one-line report generated for the Fort Berthold Reservation. Filter Criteria allow the user to search for communities based on Tribe Name, Reservation Name, District Name, Field Office, or Community Name. The report generated will list in one line the same information that is inputted on the "Community Details" screen found in Figure 2-4.

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SDS COMMUNITY DEFICIENCY PROFILE-ONE LINE LISTING - DRAFT

COMMUNITY NAME	COMMUNITY-STATE CODE	NO. HOMES AT EACH DEFICIENCY LEVEL 0 OR 1	2	3	4	5	TOTAL HOMES	WATER HOMES	WATER COST	SEWER HOMES	SEWER COST	SOLID WASTE HOMES	SOLID WASTE COST	OPERATION & MAINT. COST	TOTAL IHS Regular PROJECT COST	NUMBER OF PROJECTS IDENTIFIED
Reservation: FORT BERTHOLD																
DUNN-CO	ND13999	0	0	181	167	0	348	348	$4,980,000	348	$0	348	$0	$0	$4,980,000	4
FOUR BEARS	ND27412	0	161	0	0	0	161	161	$1,755,000	161	$0	161	$1,000,000	$599,000	$3,354,000	4
MANDAREE	ND27414	0	141	0	0	0	141	141	$2,750,000	141	$0	141	$0	$185,000	$2,935,000	2
MCKENZIE-CO	ND27999	0	0	86	35	15	136	136	$4,369,000	136	$0	136	$0	$0	$4,369,000	9
MCLEAN-CO	ND28999	0	0	102	6	0	108	108	$2,291,000	108	$0	108	$0	$0	$2,291,000	2
MERCER-CO	ND29999	0	0	7	22	0	29	29	$1,050,000	29	$0	29	$0	$0	$1,050,000	1
MOUNTRAIL-CO	ND31999	0	0	81	10	5	96	96	$234,000	96	$0	96	$0	$0	$234,000	1
NEW TOWN	ND31446	0	0	260	0	0	260	260	$0	260	$437,000	260	$0	$0	$437,000	1
PARSHALL	ND31447	138	0	0	0	6	144	144	$0	144	$0	144	$0	$0	$0	0
TWIN BUTTES	ND13390	0	0	0	88	7	95	95	$1,855,000	95	$0	95	$0	$0	$1,855,000	1
WHITE SHIELD	ND28427	0	71	34	0	13	118	118	$1,570,000	118	$753,000	84	$0	$0	$2,323,000	2
TOTALS:		138	373	751	328	46	1,636	1,636	$20,854,000	1,636	$1,190,000	1,602	$1,000,000	$784,000	$23,828,000	27

(s) - Community is shared by multiple field offices or tribes

Figure 2-15 CDP Community Deficiency One-Line Listing.

CHAPTER 3 – Sanitation Deficiency System (SDS)

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CHAPTER 3 – Sanitation Deficiency System

3-1 BACKGROUND INFORMATION - WHAT IS SDS?

SDS is the Sanitation Deficiency System (SDS) for the IHS DSFC. The term “sanitation deficiency” refers to an identified need for new or improved sanitation facilities for existing homes of American Indians and Alaska Natives (AI/AN). Such sanitation facilities may include water and sewer systems, both for AI/AN communities and/or individuals. Data on sanitation deficiencies related to AI/AN individual homes and communities are stored in SDS. SDS is used by IHS and other federal entities to make important programmatic decisions. IHS uses SDS to allocate annual Congressional appropriations known as “Regular” funding. It is also used by other Federal agencies, including the Environmental Protection Agency and USDA Rural Development to confirm needed projects and/or select projects for funding.

IHS SFC engineers enter and edit data in SDS for the Tribes with which they work. DSFC Area and Headquarters staff and Federal partners also access and review the data. The database also allows for data sorting, data analysis, and the development and generation of reports.

Every year, typically starting in the summer, data in SDS is formally reviewed. DSFC engineers make sure necessary updates are completed. The data are reviewed with tribal representatives and then by managers at the District, Area, and Headquarters levels before a finalized list of projects in each Area is developed. These lists are used as the basis for distributing annual Regular funding allocations and the project priority list that identifies the order in which projects will be funded in the following funding cycle.

The web-based version of SDS is located within the STARS data system. Within STARS, SDS is linked with the Community Data System (known as COMMUNITY), the Project Data System (PDS), and the Operations and Maintenance Data System (OMDS). When a project in SDS is funded, it becomes part of PDS where the progress of the project is tracked. As throughout the rest of the STARS database, different users have different access levels within SDS.

This manual does not provide background information on determining the deficiency levels and scoring of SDS projects. For further information, refer to the most current version of the “Sanitation Deficiency System Guidelines” referred to as the “SDS Guidelines” throughout this chapter. References are also made to the “Criteria for Sanitation Facilities Construction Program” document. Both of these guides are available on the DSFC website: http://www.dsfc.ihs.gov/documents.cfm.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

3-2 SPECIFY A PROJECT FILTER

3-2.1 General Description

You must have access to the STARS database in order to edit/view information in SDS. See Chapter 1 for more specific information on how to obtain access to STARS. Once in STARS, select the appropriate IHS Area using the clickable map, and enter your login name and password. The selected Area's homepage will open. Click on the SDS tab at the top of the screen to begin working in SDS. The SDS filter screen will open. An example of this is shown in Figure 3-1.

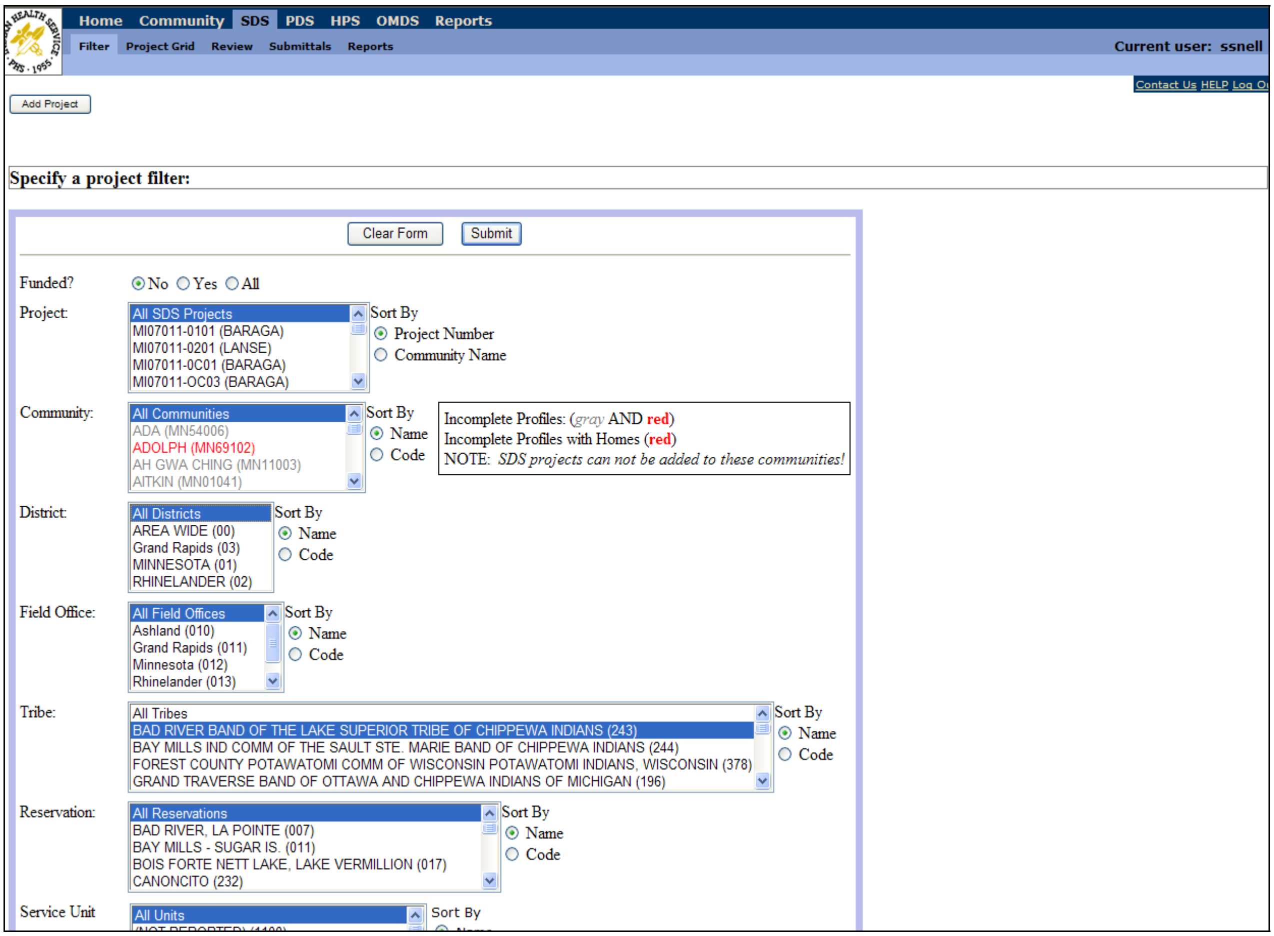


Figure 3-1. "SDS project filter" screen.

3-2.2 Specifying the Filter Criteria

The SDS project filter screen allows the user to filter the projects based on several different filtering criteria. To view a list of projects, enter the appropriate search criteria and select the **Submit** button. A minimum of one filter must be applied to result in a list of projects. The selection of several filters will result in a shorter list of results. See Section 3-3 for additional information about filtering results. The filter options are as follows:

3-2.3.1 Funded

OPTION	*EXPLANATION*
No	Select this button to see only a list of projects that have not been funded.
Yes	Select this button to see only a list of projects that have been funded.
All	Select to see a list of all of the projects matching the filter criteria regardless of funding status.

Table 3-1. Options for filtering by funding status.

3-2.3.2 Project

Select "All SDS Projects" to search for all projects matching other filter criteria or select a specific project from the list if the project number of the project to be reviewed is known. To select multiple projects, use *Ctrl/Shift* and click desired projects.

3-2.3.3 Community

Select the community where the desired project(s) is located. The options for sorting the list of communities are shown in Table 3-2. To select multiple communities, use *Ctrl/Shift* and click desired communities.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see a list of communities in alphabetical order by community name.
Sort by Code	Select this button to see a list of communities in numerical order based on the code assigned to each community.

Table 3-2. Options for sorting community list.

3-2.3.4 District

Select the IHS district assigned the desired project(s). The options for sorting the list of districts are shown in Table 3-3. To select multiple districts, use *Ctrl/Shift* and click desired districts.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see a list of districts in alphabetical order by district name.
Sort by Code	Select this button to see a list of districts in numerical order based on the code assigned to each district.

Table 3-3. Options for sorting the list of districts.

3-2.3.5 Field Office

Select the IHS field office assigned the desired project(s). The options for sorting the list of field offices are shown in Table 3-4. To select multiple field offices, use *Ctrl/Shift* and click desired field offices.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see a list of field offices in alphabetical order by field office name.
Sort by Code	Select this button to see a list of field offices in numerical order based on the code assigned to each field office.

Table 3-4. Options for sorting the list of field offices.

3-2.3.6 Tribe

Select the Tribe served by the desired project(s). The options for sorting the list of Tribes are shown in Table 3-5. To select multiple Tribes, use *Ctrl/Shift* and click desired Tribes.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see a list of Tribes in alphabetical order by Tribe name.
Sort by Code	Select this button to see a list of Tribes in numerical order based on the code assigned to each Tribe.

Table 3-5. Options for sorting the list of Tribes.

3-2.3.7 Reservation

Select the Reservation served by the desired project(s). The options for sorting the list of Reservations are shown in Table 3-6. To select multiple Reservations, use *Ctrl/Shift* and click desired Reservations.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see a list of Reservations in alphabetical order by Reservation name.
Sort by Code	Select this button to see a list of Reservations in numerical order based on the code assigned to each Reservation.

Table 3-6. Options for sorting the list of Reservations.

3-2.3.8 Service Unit

Select the service unit served by the desired project(s). The options for sorting the list of service units are shown in Table 3-7. To select multiple service units, use *Ctrl/Shift* and click desired service units.

SORT OPTION	***EXPLANATION***
Sort by Name	Select this button to see a list of service units in alphabetical order by service unit name.
Sort by Code	Select this button to see a list of service units in numerical order based on the code assigned to each service unit.

Table 3-7. Options for sorting the list of service units.

3-2.3.9 Engineer

Select the engineer that is assigned to the desired projects. To select multiple engineers, use *Ctrl/Shift* and click desired engineers.

3-2.3.10 Funding Source

Select this option to view projects based on a particular funding source. To select multiple funding sources, use *Ctrl/Shift* and click desired funding sources.

3-2.3.11 Sort By

The filter results can be sorted by a number of subjects, as shown in Table 3-8. The default option is "Community."

SUBJECTS TO SORT BY	
Community	Reservation
Project Number	Service Unit
Project Name	Engineer
Fiscal Year (Default)	Review Date
Total Cost	Reviewer
Number of Homes	Reviewer Level
District	Attachements
Field Office	Last Update
Tribe	

Table 3-8. Subjects to sort filter results by.

3-2.3.12 Sort Order

Once the filter criteria has been selected, the resulting list of projects can be displayed in either ascending or descending order based on the sorting criteria selected in Section 3-2.2.11.

SORT ORDER OPTIONS	***EXPLANATION***
Ascending	Select this button to see the resulting list of projects, listed by the sorting criteria in Section 3-2.2.11, in ascending order.
Descending	Select this button to see the resulting list of projects, listed by the sorting criteria in Section 3-2.2.11, in descending order.

Table 3-9. Filter results sort order options.

3-2.3 Common Actions

Descriptions of common action items on the “Specify Project Filter” screen are given below.

3-2.3.1 Add Project

To add a new project to SDS, select the **Add Project** button in the upper left-hand corner of the screen. The “Add New SDS Project” screen will be displayed, as shown in Figure 3-2. Enter the appropriate information in the fields described below and click on the **Save Project** button when done.

User Tip: WARNING! If you have questions about adding a project check with the appropriate people (supervisor/Area STARS coordinator). Access for “deleting” projects is limited.

To navigate away from this screen without adding a project, select the **Cancel** button in the lower, left hand corner of the screen.

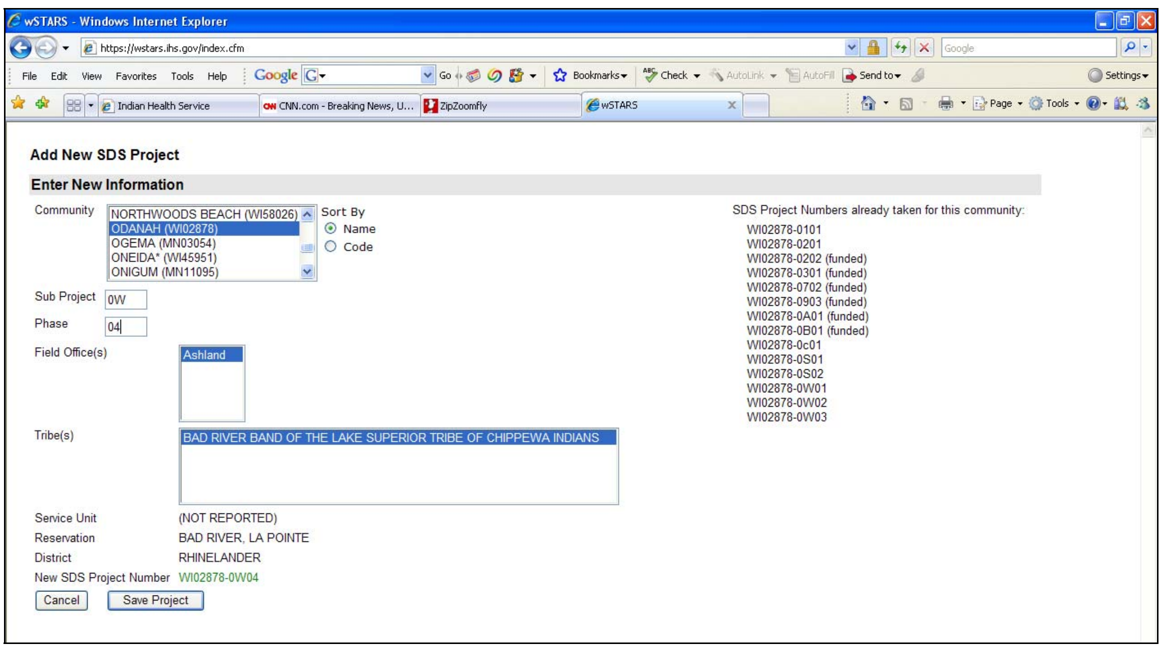


Figure 3-2. “Add New SDS Project” screen.

Field Label	**Description**
Community	Select the community where the project is located. If the project involves more than one community, it should be assigned to the community most affected.

User Tip: The user must select from the list of communities shown. Only official communities published in the IHS Standard Codebook can be added, and this must be done at the HQ level.

Sub Project Consists of two alpha or numeric characters.

Phase Enter the appropriate two-digit identifier (i.e. 01, 02, 03, etc...) for the project.

User Tip: An "SDS project number" consists of the 7-digit community code, followed by a dash and the sub project and phase codes. An example would be WI02878-OW01.

User Tip: Check with the Area in which project is located for specific guidance on assigning alpha/numeric characters for "Sub Project" and "Phase."

Field Office Select the field office that will be managing the project (a list will be generated based on the community selected).

Tribe Select the Tribe the project will serve (a list will be generated based on community selected).

Service Unit Automatically assigned based on the Community selected.

Reservation Automatically assigned based o the Community selected.

District Automatically assigned based on the Community selected.

3-2.3.2 Clear the Filter Form

To clear the project filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the "Project Filter" screen.

3-2.3.3 Submit the Filter Form

To begin searching the project database for projects based on the filter criteria selected (highlighted), select the **Submit** button located at the top or bottom of the "Project Filter" screen.

3-3 FILTER RESULTS

Once the filter criteria has been selected and submitted a list of projects matching that criteria will be displayed, as shown in Figure 3-3. At the top of the screen, on the left side, the filter criteria that were chosen are listed. Just below this is the number of projects that were found that match the filter criteria.

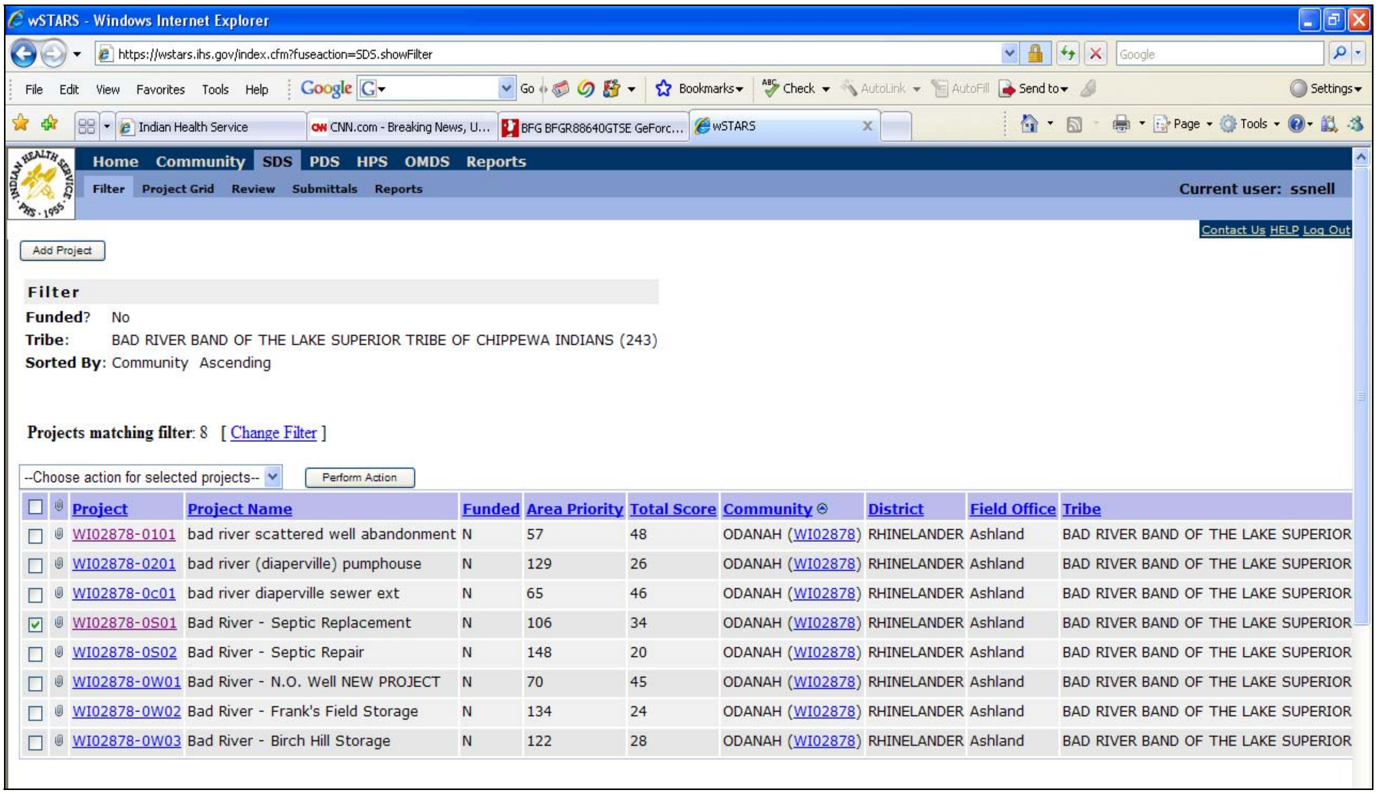


Figure 3-3. "SDS filter results" screen.

3-3.1 Filter Results - Field Descriptions

Field Label	Description
Project	Displays the SDS project number. Each SDS project number is unique. The project number includes a seven digit alpha-numeric character matching the community code and a four-digit alphanumeric code including the "Sub Project" and "Phase" as described on page 3-7.
Project Name	Displays the descriptive name identifying the project. This will typically be the name of the geographical location of the proposed project or a short phrase describing the project. The name can contain any characters and be up to 40 characters long.

Funded “N” indicates a project has not been funded; “Y” indicates a funded project.

Area Priority Displays the numerical ranking of the project (with 1 being the highest) based on current data in SDS, which is automatically calculated by the system. The priority ranking is determined based on the total project score. The highest scoring project in an Area will be ranked as “1”.

<u>User Tip</u>: If projects in an Area have the same score, then the following score values are used to break ties in the order below:

a. Health Impact score,
b. Deficiency Level score,
c. Capital Cost score, and
d. O&M score.

<u>User Tip</u>: Because it is based on real time data, the project rank shown for “Area Priority will vary based on funded projects, etc. When making funding allocations, users should obtain the appropriate listing of SDS projects generated after the annual DSFC review process.

Total Score Displays the numerical score of the project as calculated using the scoring criteria in the “SDS Guidance Manual”.

Community Displays the community the project will serve (or the community most affected if more than one community is being served).

District Displays the district the project is assigned to.

Field Office Displays the field office the project is assigned to.

Tribe Displays the name of the Tribe receiving services from this project.

Reservation Displays the Reservation where the project is located.

Service Unit Displays the service unit where the project is located.

Engineer Displays engineer assigned the project.

3-3.2 Common Actions

3-3.2.1 Navigate to a Project

To open a project from the list, click on the desired project number (underlined in blue). The “Project Details” screen for the selected project will open. See Section 3-5 for a discussion of the project details screen.

3-3.2.2 Add a New Project

See Section 3-2.3.1 for instructions on adding a new project to SDS.

3-3.2.3 Change the Filter Criteria

If the desired project does not appear in the filter results list, the filter criteria can be changed in two ways.

1. Click on the "Change Filter" hyperlink.

   or

2. Scroll to the bottom of the page to see the "Specify a Project Filter" screen.

Repeat the steps listed in Section 3-2 "Specifying a Project Filter" until the desired project appears.

3-3.2.4 Perform Action - Filter to Marked Projects

This option will filter the project list further so that only selected projects are displayed.

1. Click on the dropdown menu in the "Choose action for selected projects" box and select "Filter to Marked Projects."
2. Check the box to the left of the desired project(s) to filter or check the box at the top to select all (or uncheck to reverse operation).
3. Click on the **Perform Action** button.
4. A new filter results list will be displayed, listing only the selected projects.

3-3.2.5 Perform Action – Export Marked Projects to Excel

This option will export the selected projects to an Excel spreadsheet.

1. Click on the down arrow in the "Choose action for selected projects" box and select "Export Marked Projects to Excel."
2. Check the box to the left of the desired project(s) to filter or box at the top to select all (or uncheck to reverse operation).
3. Click on the **Perform Action** button.

4. An Excel spreadsheet will open displaying information for all selected projects.

<u>User Tip</u>: If the spreadsheet will be large, it is quicker to select "save" and save to desktop or in a file and then open. If you select "open" without saving, it takes more time.

3-3.2.6 Perform Action – Assign Engineer

This option will assign an engineer to the selected projects.

1. Click on the dropdown menu in the "Choose action for selected projects" box and select "Assign Engineer."

2. A selection box will appear. Select the desired engineer to assign the project to from the dropdown menu.

3. Check the box to the left of the desired project(s) to assign to the engineer selected.

4. Click on the **Perform Action** button.

5. A box will appear that asks "Are you sure you want to assign [Engineer Name] as engineer for all selected projects?"

    a. OK – This will assign the selected projects to the selected engineer. A message stating "Selected Project(s) was/were updated" will appear.

    b. Cancel – Returns you to the filter results screen without changing the engineer for the selected projects.

3-3.2.7 Perform Action – Fund Projects

This option will fund or remove SDS projects in the SDS data system.

1. Click on the down arrow in the "Choose action for selected projects" box and select "Fund Projects."

2. Check the box to the left of the desired project(s) to select the projects to be funded or removed.

3. Click on the **Perform Action** button.

4. A screen will appear (Figure 3-4). Enter the appropriate information for each project in the field shown.

Field Label	Description
Funding Action	Select the funding action desires as shown in Table 3-10. "No PDS project" allows a project to be removed from the SDS data system without deleting it.

FUNDING ACTION OPTIONS
Create New PDS Project
Fund Existing PDS Project
No PDS Project

Table 3-10 SDS project funding action options.

Area	Automatically assigned based on Area logged into.
FY	Select the fiscal year of the funding using the dropdown menu.
Last 3	Enter the three numbers that, when combined with the Area abbreviation and the two-digit fiscal year, will complete the PDS project number to be assigned. Note this field is only displayed for entry if "Create New PDS Project" is selected as the funding action.
Copy	Check appropriate boxes if information shown is to be copied from SDS to PDS when a new PDS project is created. See Table 3-11 for a list of items that can be copied.

SDS TO PDS COPYING OPTIONS
Existing/Proposed Narratives
Journal
Attachments

Table 3-11 SDS to PDS copying options.

Comments	Add any appropriate comments for the funding action being taken.
Project	Select the appropriate PDS project number from the dropdown menu. Note that this field is only displayed for entry if "Fund Existing PDS Project" is selected as the funding action.

5. After entering the required information, select one of the following:

    a. Perform Action – This will complete the funding actions specified. A message will appear confirming that the funding actions were completed and the following options will be given for navigating to another screen:

“Return to SDS Project List”
“Return to Funded SDS Projects”
“Work with Listed PDS Projects”

b. Cancel – This will return you to the filter results screen without completing any funding actions.

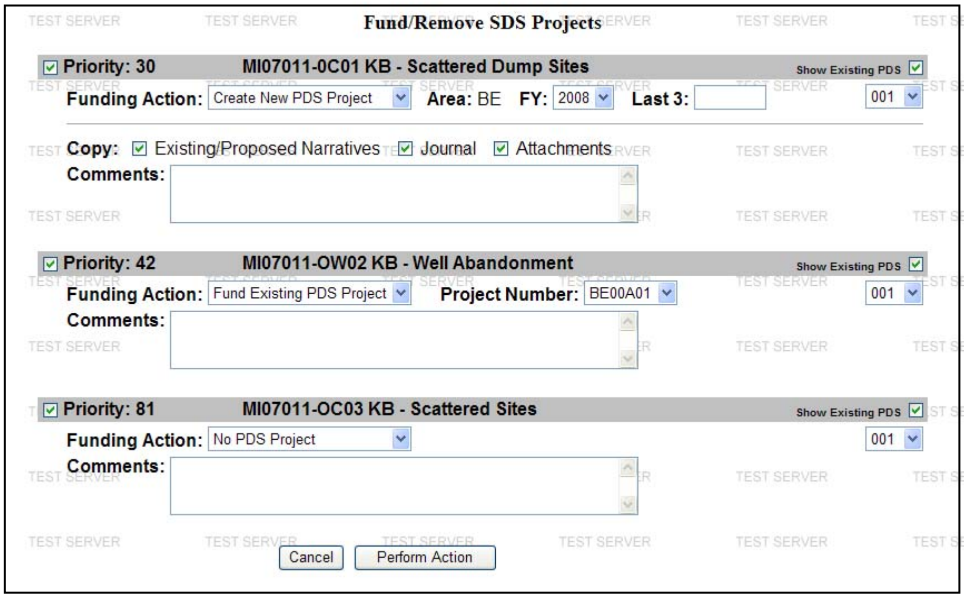


Figure 3-4. “Fund/Remove SDS Projects” screen.

3-3.2.8 Sort Results by Title Headings

The list of projects can be sorted by any fields, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

3-4 OPEN A PROJECT IN SDS

To update or view a specific project, click on the project number in the “SDS Filter Results” screen. When a project is opened, 5 sub-headings (tabs) will be displayed, as shown in Figure 3-5. The “Project Details” tab will be displayed. To open a different tab, select the tab name. A description of each tab follows.

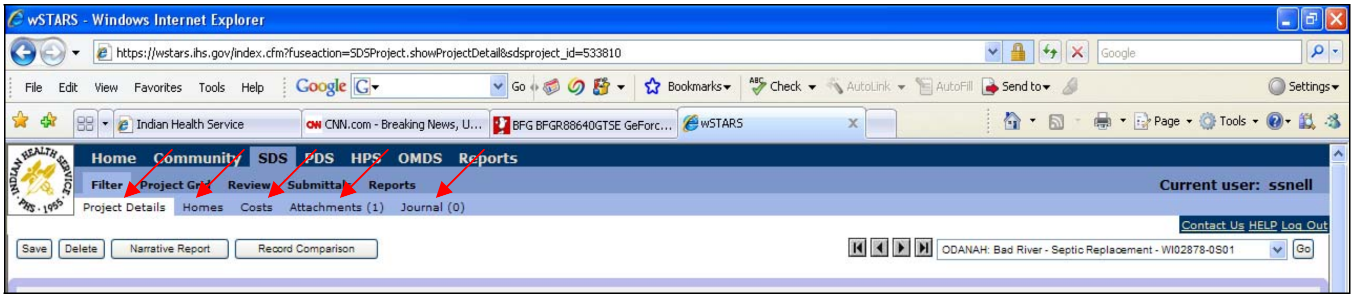


Figure 3-5. Sub-headings (tabs) under specific projects.

3-5 PROJECT DETAILS

The "Project Details" tab displays a general summary of the project, as shown in Figure 3-6. The information contained on this screen has been divided into nine general subsections, as shown in Figure 3-6 and as described below.

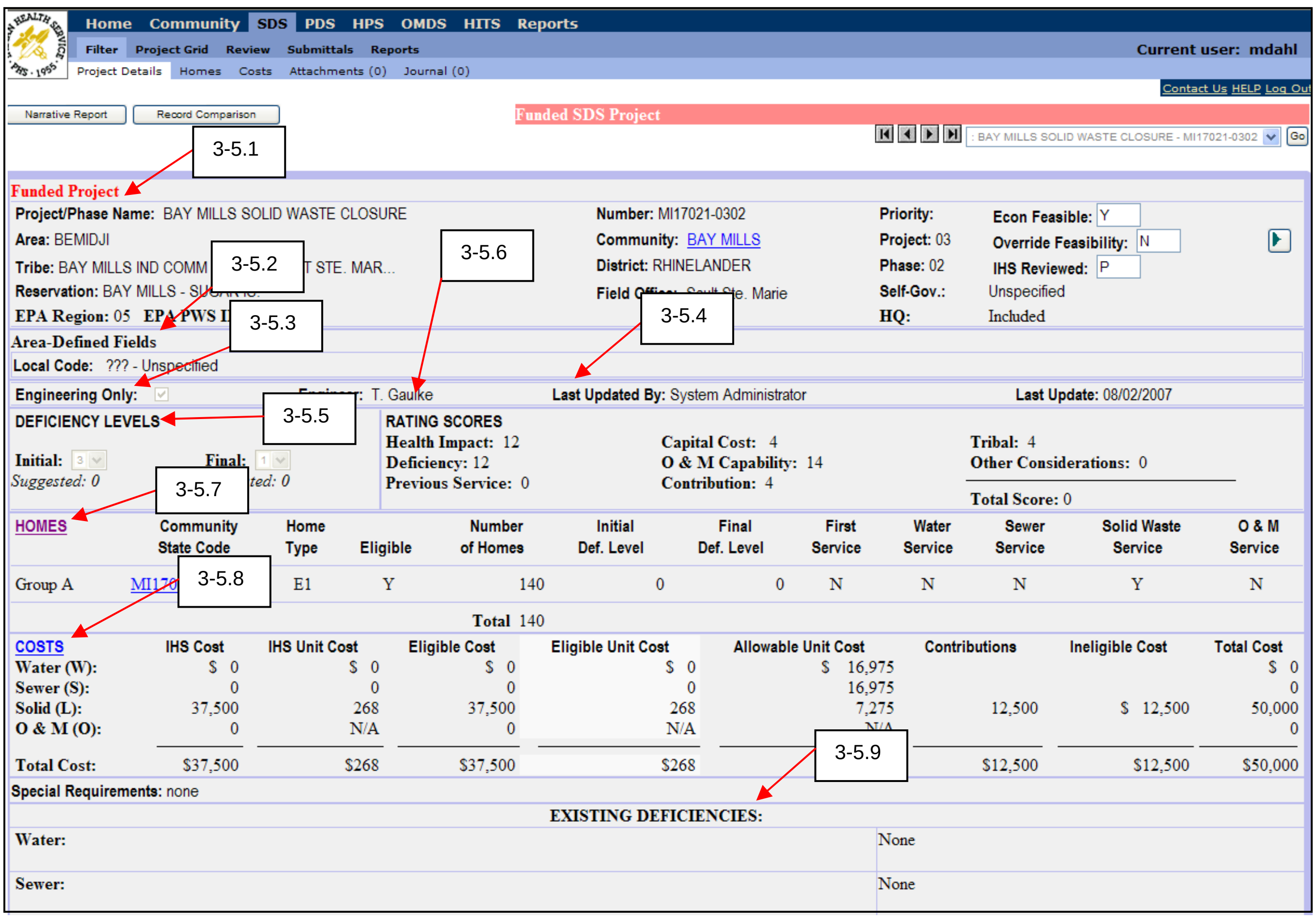


Figure 3-6. "Sample Project Details" screen.

3-5.1 General Project Details - Field Descriptions

Field Label	**Description**
Project/ Phase Name	Displays the project name.
Number	Displays the project number, which consists of seven digit alpha-numeric community code, hyphen, sub project identifier, and phase codes.
Priority	Displays current Area priority ranking of the project if a project has not been funded. If the project has been funded, this field will be blank, but there will an indication at the top of the screen and in the upper left corner that the project has been funded.
Econ Feasible	"Y" indicates the project is economically feasible; "N" indicates the project is not economically feasible. See the SDS Guidelines for additional information on how economic feasibility is determined.
Area	Displays the IHS Area where the project is located.
Community	Displays the community where the project is located.
Project	Displays the two-digit alpha-numeric code, which is also called the "Sub Project" when a project is first added into SDS.
Override Feasibility	"Y" indicates "Override Feasibility" option is being activated; "N" indicates the "Override Feasibility option has not been selected. If box contains "Y", click on the arrow to the right of this box to view "Override By", the name of the person who selected this option and any relative comments.
Tribe	Displays the Tribe the project will serve.
District	Displays the District where the project is assigned/located.
Phase	Displays the two-digit phase identifier, which was inputted when the project was first added into SDS. These two numbers are the last two digits in the project number.
IHS Reviewed	Displays IHS review status: "Y" for Yes, "N" for No, and "P" for Pending. Click on the arrow to the right of this box to view who has reviewed, the date reviewed, and any relative comments.

Reservation Displays the Reservation where the project is located.

Field Office Displays the field office assigned the project.

Self-Gov Displays the method used for delivering services to a Tribe. Options include: IHS Direct Service, Title 1 Contract, Title 3 Compact, and Title 5 Contract.

DELIVERY METHOD	***DESCRIPTION***
IHS Direct Service	IHS administers the DSFC program. Sanitation facilities are constructed by: 1) IHS federal employees; or 2) Transferring project funds using a P.L. 86-121 Memorandum of Agreement (MOA) to establish tribal or third party project commitments; or 3) Using federal contracts.
Title 1 Contract	Tribes and tribal organizations contract with IHS to provide the program, services, functions and activities of IHS (Public Law 93-638).
Title 5 Compact	Tribes and tribal organizations are authorized to plan, conduct, consolidate and administer programs, services, functions and activities of IHS.

Table 3-12. Program delivery methods.

EPA Region Displays the EPA Region the project falls under. The EPA Region number is inherited from the community information assigned in the Community Deficiency Profile (Chapter 2). Table 3-13 lists the EPA regions and the corresponding states covered by each regional office.

EPA REGION #	***STATES COVERED***
1	MA, ME, NH, VT, CT, RI
2	NY, NJ, PR, VI
3	PA, VA, WV, DE, DC, MD
4	KY, TN, NC, SC, GA, FL, AL, MS
5	MN, WI, IL, MI, IN, OH
6	NM, TX, OK, AR, LA
7	IA, MO, NE, KS
8	MT, ND, SD, UT, CO, WY
9	AZ, CA, NV
10	WA, OR, ID, AK

Table 3-13. EPA regions and corresponding states.

EPA PWS ID Displays the EPA Public Water System Identification Number (PWS ID) if there is one for the community system.

3-5.2 Area Defined Fields - Field Descriptions

Displays any additional fields that a specific Area wants included on the SDS "Project Details" screen. Contact the Area for additional information on these items.

3-5.3 Engineering Fields – Field Descriptions

Field Label	Description
Engineering Only	This box will be checked if project is only for engineering services (includes no construction).
Engineer	Displays the name of the engineer assigned to the project.

3-5.4 Last Update Fields – Field Descriptions

Field Label	Description
Last Updated By	Displays the user name of who last updated (made any modification to) the project entry.
Last Update	Displays the date the project was last updated.

3-5.5 Deficiency Levels – Field Descriptions

Field Label	Description
Initial	Displays the initial project deficiency level.
Final	Displays the final project deficiency level.

User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.

3-5.6 Rating Scores - Field Descriptions

Field Label	Description
Health Impact	Displays the project health impact score.
Deficiency	Displays the project deficiency score.
Previous Service	Displays the previous project service score.

Capital Cost	Displays the project capital cost score.
O & M Capability	Displays the project O & M capability score.
Contribution	Displays the project contribution score.
Tribal	Displays the project Tribal score (points).
Other Considerations	Displays the other project considerations score.
Total Score	Displays the project total score (the sum of all of the other scores).

User Tip: Refer to the SDS Guidelines for additional information about determining rating scores.

3-5.7 Home Information – Field Descriptions

Field Label	Description
Homes	A list of home groupings are displayed in this field. Housing groups are lettered alphabetically in the order created when a project is created. Separate housing groups are created to distinguish between differences in home types, eligibility for IHS funding, deficiency levels, types of facilities to be constructed, etc. Homes should be broken down into enough groups to accurately categorize all of the homes/non-residential units in the community being served by the project.
Community State Code	Displays the seven digit alphanumeric community state code. The first two letters indicate the state where the community is located. The next two digits are the county code and the final three digits are the community.
Home Type	Displays the type of home included in each housing group. Home type codes are listed in Table 3-14.

HOME TYPE CODE	***TYPE OF HOME***	***DESCRIPTION***
E1	Existing AI/AN Homes	Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust.
E2	Non-Residential Units	Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes.
E3	Non-Indian Units	Any home that is not an AI/AN owned home.
H1	HUD Housing (AI/AN)	HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title.
H2	BIA-HIP Housing	Homes constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes: homes that do not meet acceptable building standards.
H3	Tribal Housing (AI/AN)	Community Improvement Program (CIP) homes.
H4	State or Remote Housing (AI/AN)	State owned AI/AN homes. Includes Alaska homes for teachers.
H5	Other Housing (AI/AN)	Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name.
H6	HUD-BIA Housing (AI/AN)	Former housing program. This is typically not used.
H7	HUD Block Grant (AI/AN); CDBG Complete Units	CDBG new homes and renovations funded by HUD.

Table 3-14. Home type codes.

Eligible “Y’ indicates that homes are “IHS eligible”. “N” indicates homes are not eligible to be served with IHS funding. Refer to SDS Guidelines for additional information on home eligibility.

Number of Homes Displays the number of homes for each housing group.

Initial Def. Level Displays the Initial Deficiency Level for each housing group in the project.

Final Def. Level	Displays the Final Deficiency Level for each housing group in the project.
First Service	Displays whether or not this is the first time that the homes in each housing group have been served by IHS or funded by any other Federal agency with the type of sanitation facilities proposed. The presence of a ”Y” in the box indicates “yes” for first time service for the housing group. See the SDS Guidelines for additional information.
Water/Sewer/ Solid Waste/ O & M Service	”Y” indicates “yes” this type of service is being provided for the housing group shown under the project. ”N” indicates this type of service is not being provided.

3-5.8 Costs – Field Descriptions

These fields provide information about the estimated project costs, broken down by facility type to be installed (water, sewer, solid, O&M). Also displayed is information about the unit costs, funding sources, and eligible/ineligible costs.

Field Label	Description
IHS Cost	Displays the IHS cost for each facility type (water, sewer, solid waste, O&M) constructed under the project and for the project overall.
IHS Unit Cost	Displays the IHS unit cost for each facility type being constructed under the project and for the project overall (IHS cost divided by number of eligible homes to be served).
Eligible Cost	Displays the total eligible cost for each facility type being constructed under the project and for the project overall.
Eligible Unit Cost	Displays the eligible unit cost for each facility type being constructed under the project and for the project overall (eligible cost divided by the number of eligible homes to be served).
Allowable Unit Cost	Displays the allowable unit cost for each facility type, which varies depending on the geographic location (state/region) where construction will occur, the initial deficiency level, and total allowable unit cost. See the SDS Guidelines for additional information.
Contributions	Displays the funding being contributed by entities other than IHS by facility type and for the project overall.

Ineligible Cost	Displays the ineligible cost for each facility type being constructed under the project and for the project overall. Ineligible costs include costs associated with upgrading facilities to serve specific type of non-residential units such as commercial enterprises. HUD homes, contributing to the creation of the deficiency being addressed, are also considered ineligible. See latest SDS guidance documents for additional information.
Total Cost	Displays the cost for each type of facility being constructed under the project as well as total overall cost for the entire project.
Special Requirements	Displays any special requirements associated with a project. Special requirements are specific items that have an impact on the cost of the project. An example of this is the Arsenic Rule. Access for editing is limited.

3-5.9 Existing Deficiency/Proposed Facilities - Field Descriptions

Field Label	Description
Water	Describes any existing water deficiency and the proposed facilities to be constructed to correct the deficiency.
Sewer	Describes any existing sewer deficiency and the proposed facilities to be constructed to correct the deficiency.
Solid Wst.	Describes any existing solid waste deficiency and the proposed facilities to be constructed to correct the deficiency.
O & M	Describes any existing O & M deficiency and the proposed facilities to be constructed (action to be taken) to correct the deficiency.

3-5.10 Common Actions

3-5.10.1 Navigate to a Different Project

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another project within the filter results. The navigation bar can be used in different ways to move between projects.

1. Click on the dropdown menu by the project name. Select the desired project from the project list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the project name in the navigation bar) to be directed to the first project in the project list.

3. Click on the left arrow to be directed to the previous project in the project list.

4. Click on the right arrow to be directed to the next project in the project list.

5. Click on the right arrow with the bar to be directed to the last project in the project list.

If the desired project is not contained in the project list, select the Filter tab and attempt to locate the desired project using new filter criteria (Section 3-2).

3-5.10.2 Save Project Details

To save changes that have been made on the current screen, click on the **Save Project** button located at both the top and bottom of the screen.

User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from the page.

3-5.10.3 Delete an Existing Project

To delete a project from SDS, click on the **Delete Project** button, located at both the top and bottom of the screen.

3-5.10.4 View a Narrative Report

To view the narrative report for the project, click on the **Narrative Report** button located at both the top and bottom of the screen. See Section 3-13.1.2 for more information on narrative reports.

3-5.10.5 Record Comparison

To complete a record comparison, click on the **Record Comparison** button located at both the top and bottom of the screen. A “Compare” window will open up (Figure 3-7), from which one of the following can be selected:

- Current record and submitted record
- Two submitted records

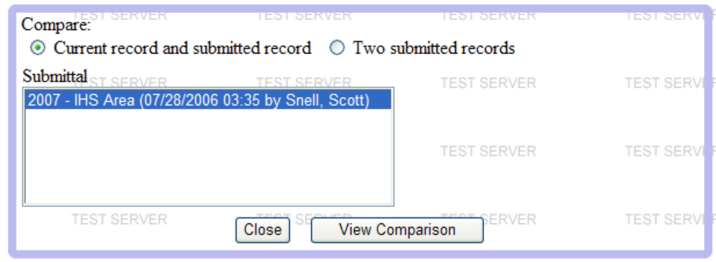


Figure 3-7. Record comparison screen.

A list of the submitted records to choose from will also appear. Once the appropriate selections are made, click on the **View Comparison** button to see the comparison. Otherwise, hit the **Close** button to navigate back to the project details screen.

3-5.10.6 Change a Project Number

To change the SDS project number, click on the "change" hyperlink just to the right of the project number and make the appropriate changes.

3-5.10.7 Change a Community Name

To change the project community, click on the "change" hyperlink just to the right of the project number (same as above) and select the appropriate community from the dropdown menu.

3-5.10.8 Change a Field Office Name

To change the field office assigned to the project, click on the box with the field office name in it.

User Tip: Field office assignments are tied to specific communities in CDP (see Chapter 2 for additional information on how to override this association).

3-5.10.9 Change a Tribe Name

To change the name of the Tribe served by the project, click on the box with the Tribe's name in it.

User Tip: Tribal assignments are tied to specific communities in CDP (see Chapter 2 for additional information on how to override this association).

3-5.10.10 Override Feasibility Arrow

To override the feasibility requirement, click on the arrow to the right of this box. Select "Y" and comment appropriately. Click on the **OK** button to complete, or the **Cancel** button navigate to "Project Details" screen without changing.

3-5.10.11 IHS Reviewed Arrow

To change the review status, click on the arrow to the right of this box. Select “Y” for yes, “N” for no, or “P” for pending, and add any appropriate comments. Hit the **OK** button to complete, or the **Cancel** button navigate to “Project Details” screen without changing.

3-5.10.12 Homes/Group/Community # Hyperlinks

Click on the “Homes” hyperlink, or one of the specific housing groups hyperlinks, to access the “Homes” tab in SDS (see Section 3-6). Clicking on the “Community” hyperlink will take you to the “CDP” tab in the Community data system, which is discussed in Chapter 2.

3-5.10.13 Cost Hyperlink

Clicking on the “Costs” hyperlink will take you to the “Costs” tab in SDS (see Section 3-7).

3-6 HOMES

The “Homes” screen displays information about the housing groups being served under the selected project. A sample of the “Homes” screen is shown in Figure 3-8.

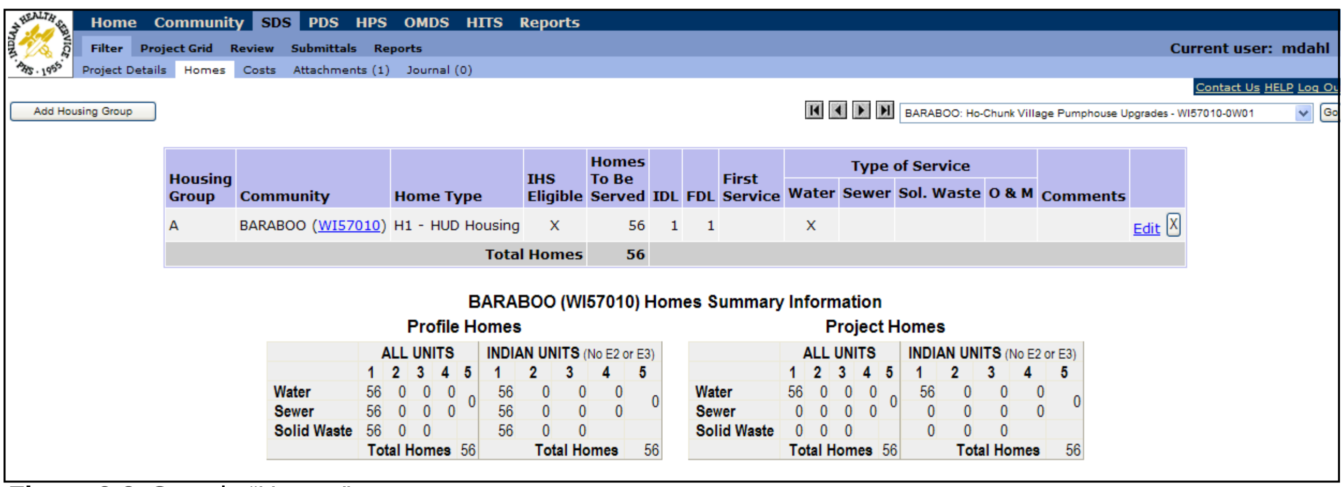


Figure 3-8. Sample “Homes” screen.

User Tip: At the bottom of the “Homes” screen, two listings of homes are shown for the community. The first, “Profile Homes,” is a list of the homes shown in CDP, which is part of the COMMUNITY data system. The second, “Project Homes,” is a list of the homes to be served by the SDS project. While it is possible that not all of the homes in a community are going to be served under a particular SDS project, the “Project Homes” should be a subset of the “Profile Homes”. If that is not the case, information in one of the data systems needs to updated/corrected.

3-6.1 *Field Descriptions*

Field Label	Description
Housing Group	Displays the letter assigned to each housing group. Housing groups are lettered alphabetically in the order created.
Community	Displays the community in which each housing group is located.
Home Type	Displays the type of home that is included in each housing group. Home type codes are listed in Table 3-13.
IHS Eligible	Displays whether or not each housing group is IHS eligible. The presence of an "X" in the box indicates that the housing group is IHS eligible.
Homes To Be Served	Displays the number of homes in each housing group that are estimated to be served by the project.
IDL	Displays the Initial Deficiency Level for each housing group in the project.
FDL	Displays the Final Deficiency Level for each housing group in the project.
First Service	Displays whether or not this is the first time that the homes in each housing group have been served by IHS or funded by any other Federal agency with the type of sanitation facilities proposed. The presence of an "X" in the box indicates that this is the first time the housing group has been served.
Type of Service	Displays the type of service provided under the project (Water, Sewer, Solid Waste and/or O&M). The type of service is assigned to the housing groups under the "Costs" tab as described in Section 3-7. The presence of an "X" in a box indicates the type of service provided to each housing group under the project.
Comments	Displays any comments related to the housing group.

3-6.2 *Common Actions*

3-6.2.1 *Navigate to a Different Project*

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

3-6.2.2 Add a New Housing Group

To add a housing group to the project, click on the **Add Housing Group** button in the upper left hand corner of the screen. The "Project Home Details" window will be displayed, as shown in Figure 3-9. This screen will allow the user to enter a new housing group under the project as well as any pertinent details for that housing group.

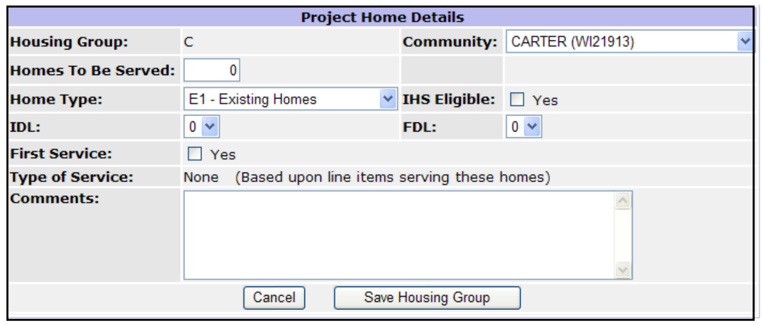


Figure 3-9. "Add Housing Group" screen.

<u>Field Label</u>	**<u>Description</u>**
Housing Group	The housing group will automatically be assigned a letter. Housing groups are lettered alphabetically in the order they are created in.
Community	Select the community in which the housing group is located.
Homes To Be Served	Enter the number of homes in the housing group served by this project.
Home Type	Select the type of homes included in the housing group. Home type codes are listed in Table 3-13.
IHS Eligible	Check the box if this housing group is IHS eligible.
IDL	Select the Initial Deficiency Level for the housing group.
FDL	Select the Final Deficiency Level for the housing group.
First Service	Check this box if this is the first time homes in the housing group are being served with this type of sanitation facilities.

Type of Service — Displays the type of service provided to the housing group under the project (water, sewer, solid waste and/or O&M). The type of service is assigned to the housing groups under the ”Costs” tab as described in Section 3-7.

Comments — Enter any comments related to the housing group. Comments could include why certain groups of homes (like HUD) are considered eligible or a description of homes to assist in identification (i.e homes on west Patrick Street).

Cancel — To return to the “Homes” screen without adding a new housing group select the **Cancel** button.

Save Housing Group — To save a housing group, select the **Save Housing Group** button.

3-6.2.3 Delete an Existing Housing Group

To delete an existing housing group, select the **X** button located on the far right hand side of the Housing Group display table.

3-6.2.4 *Edit an Existing Housing Group*

To edit an existing housing group, select the “Edit” hyperlink located on the far right hand side of the Housing Group display table. The Project Home Details screen will be displayed. This screen will be similar to Figure 3-9, but the values will already be populated. See Section 3-6.2.2 for descriptions of the field labels.

3-7 COSTS

The ”Costs” tab allows the user to enter and view project funding information. A sample ”Costs” screen is shown in Figure 3-10.

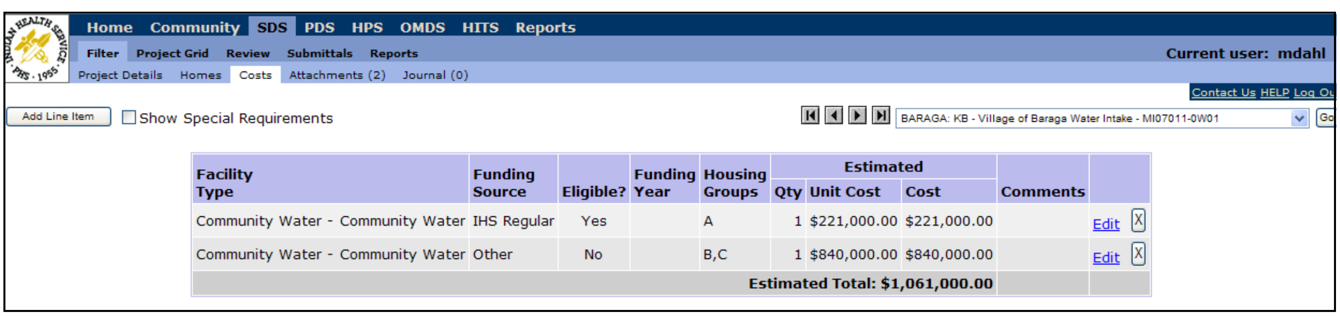


Figure 3-10. Sample “Costs” screen.

3-7.1 Field Descriptions

Field Label	**Description**
Facility Type	Displays the facility type provided under the project. See Table 3-15 for an example list of facility types.
Funding Source	Displays the agency funding the project. See Table 3-16 for a list of possible funding sources.
Eligible?	Displays whether or not the proposed costs are for eligible facilities (facilities for eligible homes).
Funding	Displays the fiscal year that project funding was provided.
Housing Groups	Displays the housing groups provided with the indicated facility type from the indicated funding source.
Estimated Qty	Displays the estimated number of units to be constructed of the indicated facility type from the indicated funding source.
Estimated Unit Cost	Displays the estimated unit cost for the indicated facility.
Estimated Cost	Displays the total estimated cost for the indicated facility (# of units x unit cost).
Comments	Displays any comments pertinent to the line item.

3-7.2 Common Actions

3-7.2.1 Navigate to a Different Project

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

3-7.2.2 Add a New Line Item

To add a line item, click on the **Add Line Item** button in the upper left hand corner of the screen. The "Line Item Details" box will be displayed at the bottom of the screen, as shown in Figure 3-11.

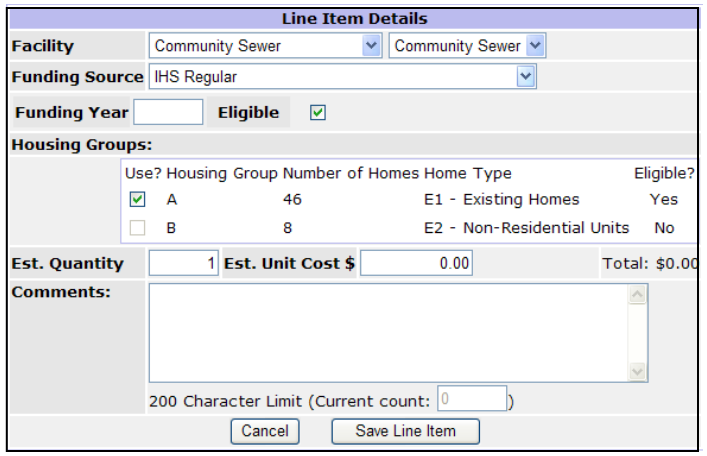


Figure 3-11. "Add Line Item" screen.

<u>Field Label</u>	**<u>Description</u>**
Facility	Select the facility type from the drop down menu to be provided for this line item. Table 3-15 shows a list of possible options. Additional facility types can be added to the drop down menu by the Area.

FACILITY	
O&M, Other	General Estimate, O&M
Sewer, Other	General Estimate, Sewer
Solid Waste A (Plan)	Solid Waste A (Plan)
Solid Waste B (Closure)	Solid Waste B (Closure)
Solid Waste C (Development)	Solid Waste C (Development)
Water, Other	General Estimate, Water

Table 3-15. Example facility types.

<u>User Tip</u>: Each Area can generate their own facility type list from a standard set of facility types. This allows for different levels of detail and precision for the SDS cost tables. The detail included in cost estimates can range from a lump sum "Water" facilities to detailed line item unit cost estimates using the "Facility Subtype" feature. The facility subtype is displayed following the dash behind the facility type. Generating a detailed engineer's estimate within SDS reduces the need for redundant cost estimate attachments to SDS. The detailed engineer's estimate can migrate to other STARS applications and be used in documents such as project summaries, transfer agreements, final reports, etc.

Facility Subtype	Select the facility subtype type from the drop down menu (following the facility type) to be provided for this line item.

Funding Source Select the agency/source that is providing the funding for this line item. The funding sources to choose from are shown in Table 3-16.

FUNDING SOURCES	
Unspecified	HUD CDBG
BIA	IHS Housing
CWF	IHS Regular
EPA	New Funding
EPA - Other	Other
EPA CWA Set-Aside	Tribal
EPA SDWA Set-Aside	USDA-RD
Funds managed by others; Project managed by IHS	VSW
	VSW/EPA
HUD	VSW/RD

Table 3-16. Funding sources.

Funding Year Generally left blank since projects in SDS have not normally been funded.

Eligible Check the box if the proposed facilities are for eligible homes.

Housing Groups Check the box(es) for the housing groups that are provided with the facilities in this line item, from the funding source in this line item. The available housing groups listed were identified under the “Homes” tab (Section 3-6).

Est. Quantity Enter the estimated number of units, of the indicated facility type, to be constructed from the indicated funding source.

Est. Unit Cost Enter the estimated unit cost for the indicated facility.

Total Displays the total estimated cost for the indicated facility (# of units x unit cost).

Comments Enter any comments that are pertinent to this line item.

Cancel To return to the ”Costs” screen without adding a new line item, select the **Cancel** button.

Save Line Item To save a line item and return to the “Costs” screen, select the **Save Line Item** button.

3-7.2.3 *Add/View Special Requirements*

To show special requirements, check the box at the top of the screen. A Special Requirements line will be added to each line item, as shown in Figure 3-12.

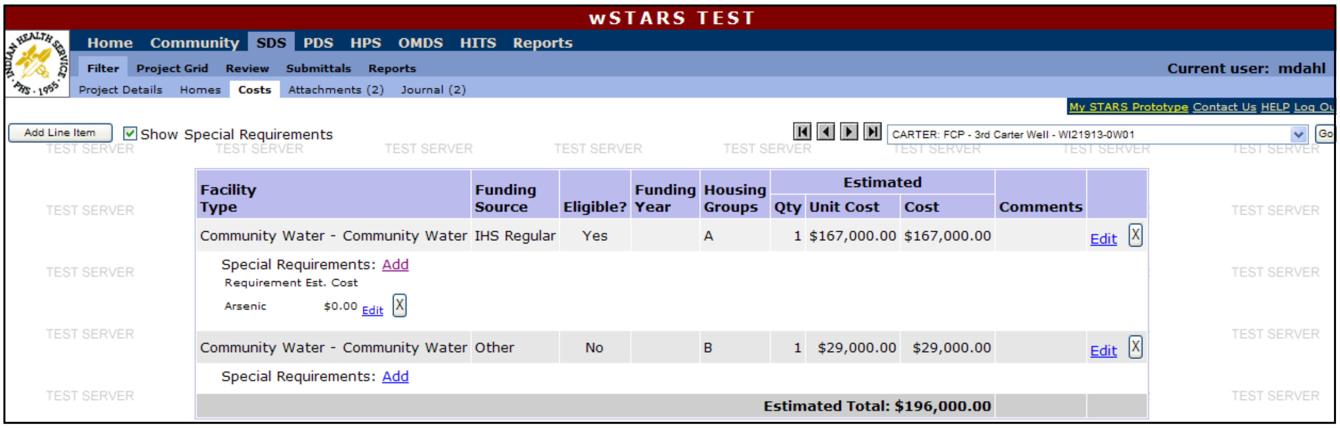


Figure 3-12. "Special Requirements" screen.

Add Special Requirements

To add special requirements, click the "<u>Add</u>" hyperlink on the Special Requirements line. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 3-13.

Figure 3-13. "Add Special Requirements" screen.

<u>Field Label</u>	**<u>Description</u>**
Requirement	Select a special requirement from the dropdown menu. At the time of this printing, the available special requirements are shown in Table 3-17.

REQUIREMENT
Unspecified
Arsenic

Table 3-17. Special requirements.

Est. Cost	Enter the estimated cost for this special requirement.
Actual Cost	Enter the actual cost for this special requirement (leave blank if unknown).

Cancel	To return to the "Costs" screen without adding any special requirements select the **Cancel** button.
Save Special Requirement	To save the special requirement and return to the "Costs" screen, select the **Save Special Requirement** button.

Edit an Existing Special Requirement
To edit an existing special requirement, click on the "Edit" hyperlink. A "Special Requirements" box will be displayed at the bottom of the screen, similar to the one shown in Figure 3-13. See Section 3-7.2.3.1 for a description of field labels in this box.

Delete an Existing Special Requirement
To delete an existing special requirement, click on the **X** button to the right of the special requirement. A dialog box will appear asking if the special requirement should be deleted. Click the **OK** button to delete the special requirement. Click the **Cancel** button to return to the "Costs" screen without deleting the special requirement.

3-7.2.4 Delete an Existing Line Item

To delete an existing project costs line item, click on the **X** button near the right hand side of the screen.

3-7.2.5 Edit an Existing Line Item

To edit an existing project costs line item, click on the "Edit" hyperlink near the right hand side of the screen to edit an existing housing group. The "Line Item Details" box will be displayed at the bottom of the screen, similar to the one shown in Figure 3-11. See Section 3-7.2.2 for a description of the field labels in the "Line Item Details" box.

3-8 ATTACHMENTS

The "Attachments" tab displays any project related documents, drawings or pictures that have been added to the project, as shown in Figure 3-14. The number of current attachments is displayed in parenthesis after the word "Attachments" at the top of the screen.

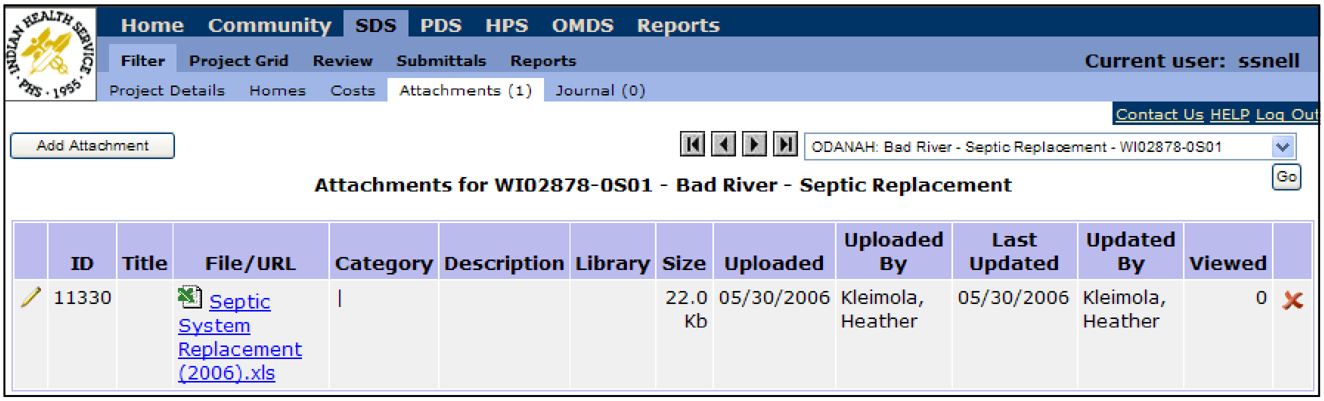


Figure 3-14. Sample "Attachments" screen.

3-8.1 Field Descriptions

<u>**Field Label**</u>	<u>**Description**</u>
ID	Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment.
Title	Displays the user defined attachment title.
File/URL	Displays the attachment file name and type or URL.
Category	Displays the "Category" of the attachment. See Appendix H for a complete list of the available categories.
Description	Displays the attachment description.
Library	Displays whether or not an attachment copy is stored in the STARS Library. See Chapter 1 for more information about the library.
Size	Displays the attachment size.
Uploaded	Displays the date the attachment was uploaded.
Uploaded By	Displays who uploaded the attachment.
Last Updated	Displays the date the attachment was last updated.
Updated By	Displays who last updated the attachment.

Viewed Displays the number of times the document has been viewed.

3-8.2 Common Actions

3-8.2.1 Navigate to a Different Project

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

3-8.2.2 Add a New Attachment

To add an attachment, click on the **Add Attachment** button in the upper right hand corner of the screen. The "Attachment Details" screen will be displayed, as shown in Figure 3-15.

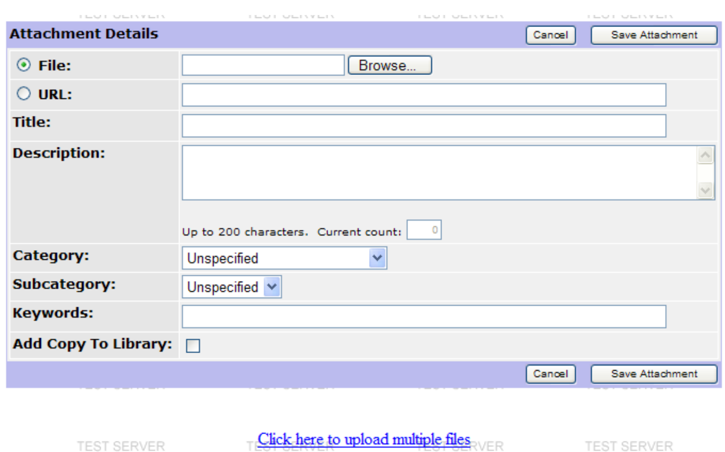


Figure 3-15. "Attachment Details" screen.

<u>Field Label</u>	<u>Description</u>
File	To attach a file, select the option button to the left of the word "File." Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name.
URL	To attach a URL, select the option button to the left of the word "URL." Enter the URL to be attached.
Title	Enter an attachment title.
Description	Enter an attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category. The available categories to select from are listed in Appendix H.

Subcategory Select an attachment subcategory. The subcategory choices are dependent on the category is selected. The available subcategories to select from are listed in Appendix G.

Keywords Enter a key word or phrase for the attachment to assist a user when searching for the document in the library.

Add Copy Check the box to add a copy of the attachment to the STARS

To Library Library. See Chapter 1 for more information about the STARS library.

Cancel To return to the main attachments screen without saving the new attachment, select the **Cancel** button.

Save Attachment To save a new attachment, select the **Save Attachment** button.

To attach multiple files to the project at the same time, select the "Click here to upload multiple files**"** hyperlink below the "Attachment Details" screen. The Upload Multiple Files screen will be displayed, as shown in Figure 3-16.

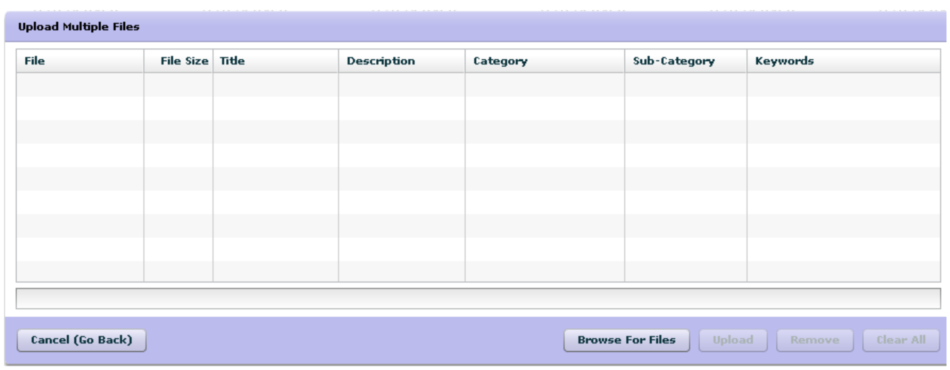


Figure 3-16 "Upload Multiple Files" screen.

User Tip: If the Upload Multiple Files screen does not display properly, Flash Player 9.0 or higher may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.

3-8.2.3 Edit Existing Attachment Details

To edit the existing attachment details, select the pencil icon to the left of the attachment title. An "Attachment Details" screen, similar to the one shown in Figure 3-15, will be displayed.

Field Label	Description
File	To view the attached file, click on the file name.
Attachment ID	Displays the ID number assigned to the attachment. The attachment ID number is system generated.
Title	Enter or edit the attachment title.
Description	Enter or edit the attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category. The available categories to select from are listed in Appendix H.
Sub-category	Select an attachment subcategory from dropdown menu. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H.
Keywords	Enter an attachment key word or phrase to assist a user when searching for the document in the library.
Add Copy To Library	Check the box to add a copy of the attachment to the the STARS Library. See Chapter 1 for more information about the library.
Size	Displays the attachment size.
Created	Displays the date the project file was attached.
Created By	Displays who originally attached the file to the project or library.
Cancel	To return to the main attachments screen without saving changes, select the **Cancel** button.
Save Attachment	To save revisions, select the **Save Attachment** button.
Last Update	Displays the date that the attachment was last updated.
Updated By	Displays who last updated the attachment.

3-8.2.4 *View Existing Attachment*

To view an existing attachment, click on the attachment ID number, to the left of the attachment title.

3-8.2.5 *Delete an Existing Attachment*

To delete an existing attachment, click on the X on the right side of the screen corresponding to the attachment to be deleted. Note that only the person that originally attached the attachment, or those with higher access levels, can delete an attachment from the library.

3-9 *Journal*

The "Journal" tab displays any project journal entries. Journal entries can include the scope of work as well as describe any accomplishments and general comments about the project. The Journal tab assists the reviewer by summarizing the history of the project and the project's status. A sample Journal Entry List is shown in Figure 3-17.

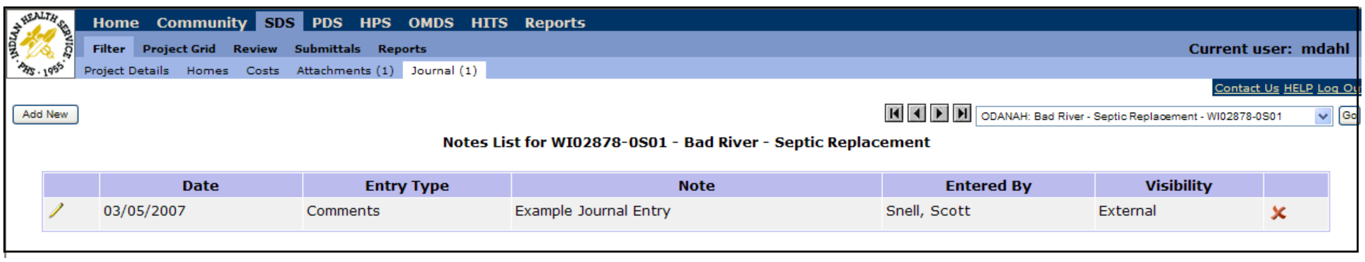


Figure 3-17. "Sample Journal" screen.

3-9.1 *Field Descriptions*

Field Label	**Description**
Date	Displays the date the journal entry was created or edited.
Entry Type	"Comments" is the only option available in SDS. Other options are available in some of the other STARS data systems.
Note	Displays the journal entry text.
Entered By	Displays who submitted or edited the journal entry.
Visibility	Displays whether the entry can be viewed internally or externally. This function is useful when generating progress reports, by allowing either internal or external journal entries to be listed in the report. See Section 3-9.2.2 for more information about journal entry visibility in progress reports.

3-9.2 *Common Actions*

3-9.2.1 Navigate to a Different Project

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

3-9.2.2 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left hand corner of the screen. The "Journal Entry" screen will be displayed, as shown in Figure 3-18, allowing a new journal entry to be created and added to the project.

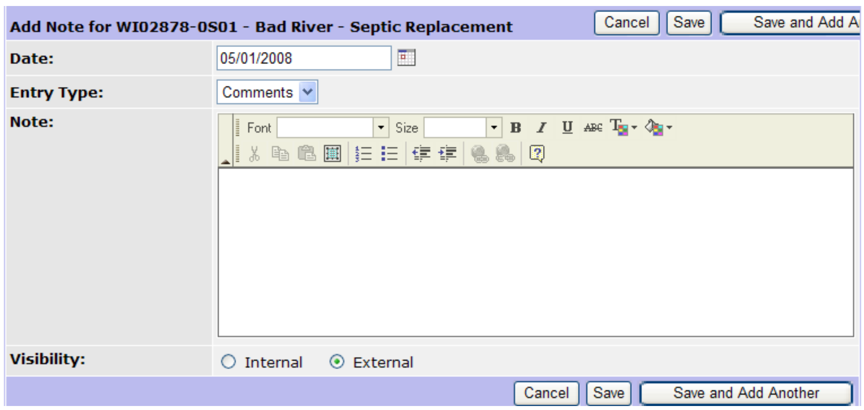


Figure 3-18. "Journal Entry" screen.

Field Label	**Description**
Date	Enter the journal entry date. The date defaults to the current date, however a date can be typed in (MM/DD/YYYY), or selected by clicking on the calendar**.**
Entry Type	"Comments" is the only option available in SDS.
Note	Enter the journal entry text.

User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as project engineer, construction inspector, IHS, etc., rather than I, me, we, etc.

User Tip: The "Note" field allows for various text formatting options. Be aware that when generating reports using the journal entries, the journal entries will be displayed with the formatting options chosen. If journal entries within one project are formatted differently, a generated document including these entries would have various text formats and may result in an unprofessional looking document.

Visibility	Select whether the journal entry should be visible internally or externally. This function is useful when generating reports, by allowing either internal or external journal entries (or both) to be listed in a report. See Sections 3-13 and 3-14 for information on reporting functions within SDS.
Cancel	To return to the journal entry list without adding a new journal entry, select the **Cancel** button
Save	To save the journal entry and return to the journal entry list, select the **Save** button.
Save and Add Another	To save the journal entry and add another journal entry before returning to the journal entry list, select the **Save and Add Another** button.

3-9.2.3 Edit an Existing Journal Entry

To edit a journal entry, select the pencil icon to the left of the journal entry date. A "Journal Entry" screen similar to the one displayed in Figure 3.18 will be shown. See Section 3-9.2.2 for a description of the fields in the "Journal Entry" screen.

3-9.2.4 Delete an Existing Journal Entry

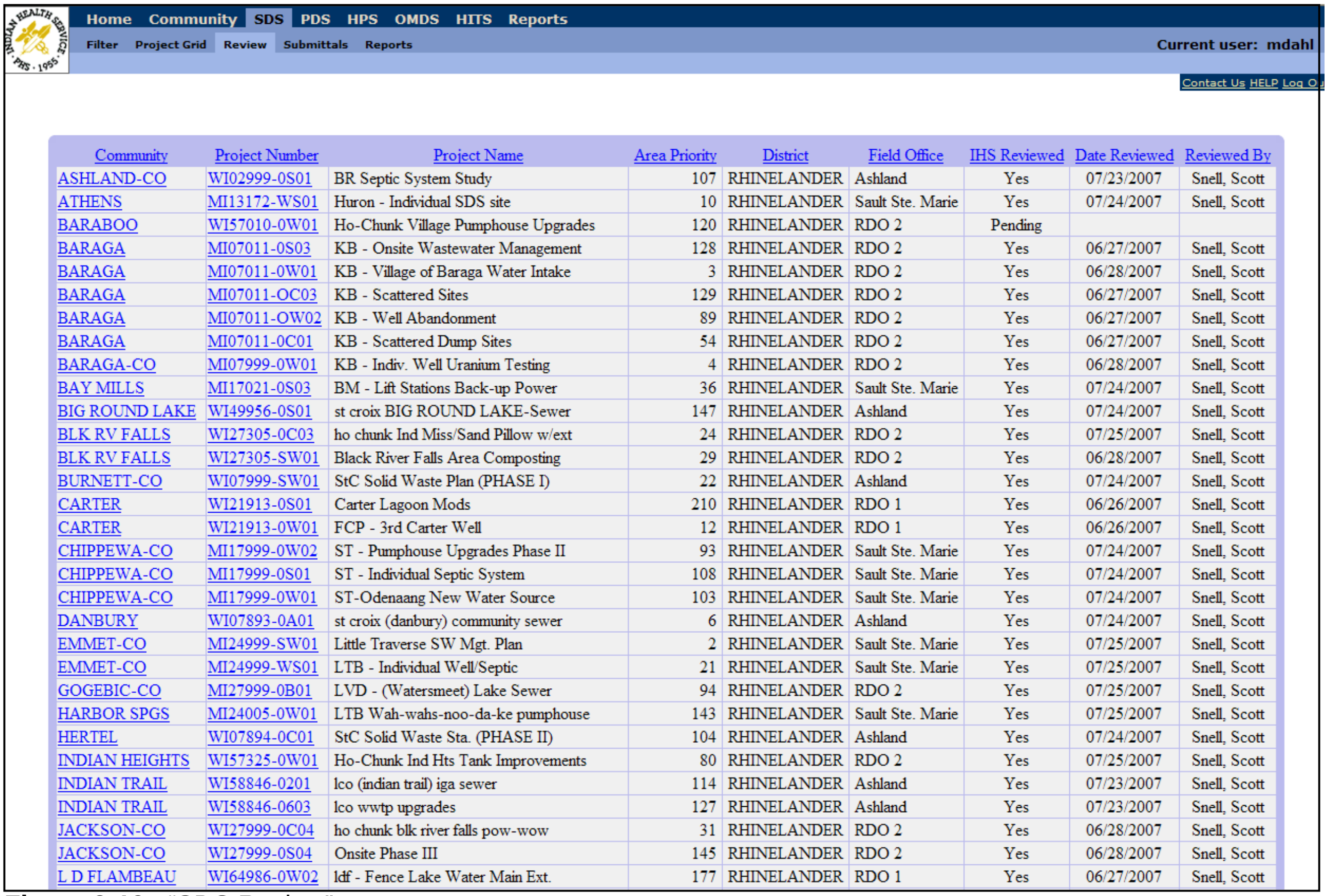
To delete an existing journal entry, click on the **X** on the right side of the screen corresponding to the journal entry to be deleted.

3-10 PROJECT GRID

The "Project Grid" screen in SDS is being phased out. Any of its capabilities, not already available, will be incorporated through the "Project Filter" screen, which has the added advantage of being sorted.

3-11 REVIEW

The review screen can be used by each Area to track which projects have been reviewed as data is updated annually before submitting data to Headquarters. An example of this screen is shown in Figure 3-19.



Community	Project Number	Project Name	Area Priority	District	Field Office	IHS Reviewed	Date Reviewed	Reviewed By
ASHLAND-CO	WI02999-0S01	BR Septic System Study	107	RHINELANDER	Ashland	Yes	07/23/2007	Snell, Scott
ATHENS	MI13172-WS01	Huron - Individual SDS site	10	RHINELANDER	Sault Ste. Marie	Yes	07/24/2007	Snell, Scott
BARABOO	WI57010-0W01	Ho-Chunk Village Pumphouse Upgrades	120	RHINELANDER	RDO 2	Pending		
BARAGA	MI07011-0S03	KB - Onsite Wastewater Management	128	RHINELANDER	RDO 2	Yes	06/27/2007	Snell, Scott
BARAGA	MI07011-0W01	KB - Village of Baraga Water Intake	3	RHINELANDER	RDO 2	Yes	06/28/2007	Snell, Scott
BARAGA	MI07011-OC03	KB - Scattered Sites	129	RHINELANDER	RDO 2	Yes	06/27/2007	Snell, Scott
BARAGA	MI07011-OW02	KB - Well Abandonment	89	RHINELANDER	RDO 2	Yes	06/27/2007	Snell, Scott
BARAGA	MI07011-0C01	KB - Scattered Dump Sites	54	RHINELANDER	RDO 2	Yes	06/27/2007	Snell, Scott
BARAGA-CO	MI07999-0W01	KB - Indiv. Well Uranium Testing	4	RHINELANDER	RDO 2	Yes	06/28/2007	Snell, Scott
BAY MILLS	MI17021-0S03	BM - Lift Stations Back-up Power	36	RHINELANDER	Sault Ste. Marie	Yes	07/24/2007	Snell, Scott
BIG ROUND LAKE	WI49956-0S01	st croix BIG ROUND LAKE-Sewer	147	RHINELANDER	Ashland	Yes	07/24/2007	Snell, Scott
BLK RV FALLS	WI27305-0C03	ho chunk Ind Miss/Sand Pillow w/ext	24	RHINELANDER	RDO 2	Yes	07/25/2007	Snell, Scott
BLK RV FALLS	WI27305-SW01	Black River Falls Area Composting	29	RHINELANDER	RDO 2	Yes	06/28/2007	Snell, Scott
BURNETT-CO	WI07999-SW01	StC Solid Waste Plan (PHASE I)	22	RHINELANDER	Ashland	Yes	07/24/2007	Snell, Scott
CARTER	WI21913-0S01	Carter Lagoon Mods	210	RHINELANDER	RDO 1	Yes	06/26/2007	Snell, Scott
CARTER	WI21913-0W01	FCP - 3rd Carter Well	12	RHINELANDER	RDO 1	Yes	06/26/2007	Snell, Scott
CHIPPEWA-CO	MI17999-0W02	ST - Pumphouse Upgrades Phase II	93	RHINELANDER	Sault Ste. Marie	Yes	07/24/2007	Snell, Scott
CHIPPEWA-CO	MI17999-0S01	ST - Individual Septic System	108	RHINELANDER	Sault Ste. Marie	Yes	07/24/2007	Snell, Scott
CHIPPEWA-CO	MI17999-0W01	ST-Odenaang New Water Source	103	RHINELANDER	Sault Ste. Marie	Yes	07/24/2007	Snell, Scott
DANBURY	WI07893-0A01	st croix (danbury) community sewer	6	RHINELANDER	Ashland	Yes	07/24/2007	Snell, Scott
EMMET-CO	MI24999-SW01	Little Traverse SW Mgt. Plan	2	RHINELANDER	Sault Ste. Marie	Yes	07/25/2007	Snell, Scott
EMMET-CO	MI24999-WS01	LTB - Individual Well/Septic	21	RHINELANDER	Sault Ste. Marie	Yes	07/25/2007	Snell, Scott
GOGEBIC-CO	MI27999-0B01	LVD - (Watersmeet) Lake Sewer	94	RHINELANDER	RDO 2	Yes	07/25/2007	Snell, Scott
HARBOR SPGS	MI24005-0W01	LTB Wah-wahs-noo-da-ke pumphouse	143	RHINELANDER	Sault Ste. Marie	Yes	07/25/2007	Snell, Scott
HERTEL	WI07894-0C01	StC Solid Waste Sta. (PHASE II)	104	RHINELANDER	Ashland	Yes	07/24/2007	Snell, Scott
INDIAN HEIGHTS	WI57325-0W01	Ho-Chunk Ind Hts Tank Improvements	80	RHINELANDER	RDO 2	Yes	07/25/2007	Snell, Scott
INDIAN TRAIL	WI58846-0201	lco (indian trail) iga sewer	114	RHINELANDER	Ashland	Yes	07/23/2007	Snell, Scott
INDIAN TRAIL	WI58846-0603	lco wwtp upgrades	127	RHINELANDER	Ashland	Yes	07/23/2007	Snell, Scott
JACKSON-CO	WI27999-0C04	ho chunk blk river falls pow-wow	31	RHINELANDER	RDO 2	Yes	06/28/2007	Snell, Scott
JACKSON-CO	WI27999-0S04	Onsite Phase III	145	RHINELANDER	RDO 2	Yes	06/28/2007	Snell, Scott
L D FLAMBEAU	WI64986-0W02	ldf - Fence Lake Water Main Ext.	177	RHINELANDER	RDO 1	Yes	06/27/2007	Snell, Scott

Figure 3-19. "SDS Review" screen.

3-11.1 Field Descriptions

/

Field Label	Description
Community	Displays the community where the project is located.
Project #	Displays the project number.
Project Name	Displays the project name.
Area Priority	Displays the Area priority ranking of the project.
District	Displays the district where the project is located.
Field Office	Displays the field office/engineer group assigned the project.
IHS Reviewed	"Yes" if it has been reviewed, or "No" if it hasn't been reviewed, or if a review is pending.
Date Reviewed	Displays date reviewed.

Reviewed By	Displays who has reviewed the data.

3-11.2 Common Actions

3-11.2.1 Sort Results By Title Headings

The review list can be sorted by any of the fields, either alphabetically or numerically, by clicking on the field name.

3-11.2.2 Community/Project Number Hyperlinks

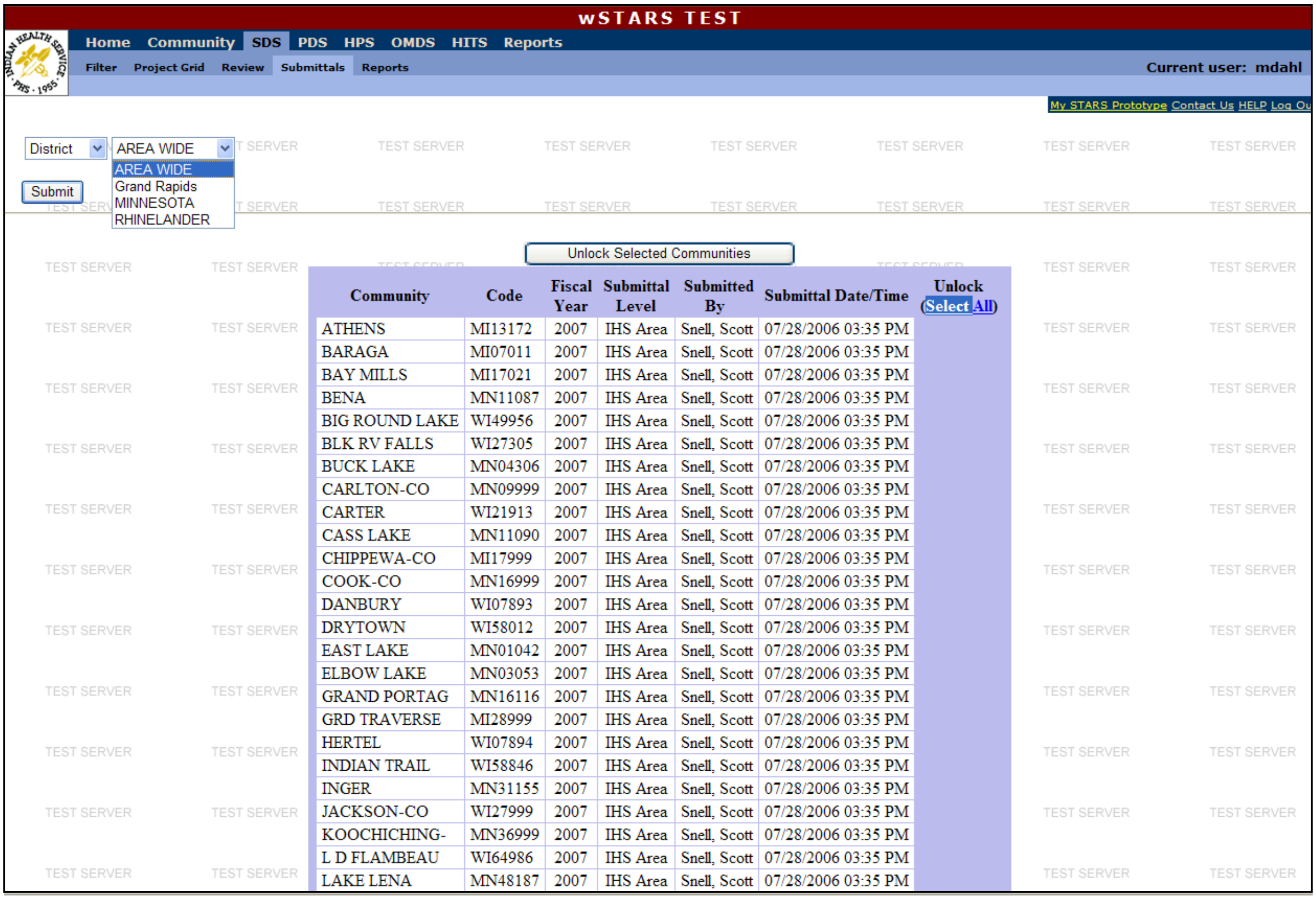
Clicking on a specific community hyperlink will take you to the “CDP” screen for that specific community in the Community Data System (see Chapter 2). Clicking on a specific project number hyperlink will take you to the “Project Details” screen for that specific project in SDS.

3-12 SUBMITTALS

SDS allows for electronic submittals to be made from the field office, district/region, area, and Headquarters levels during annual review process. The primary purpose of the submittal process is to prevent changes being made to the data once it has been reviewed and submitted to the next level. An example of the “Submittals” screen is shown in Figure 3-20.

3-12.1 Submittals – Field Descriptions

Field Label	Description
Community	Displays the community name.
Code	Displays the assigned community code.
Fiscal Year	Displays the funding fiscal year for the submittal shown.
Submittal Level	Displays the level at which the submittal has been approved.
Submitted By	Displays who submitted the data.
Submittal Date & Time	Displays the date and time submitted.
Unlock	Shows which communities are to be “unlocked” when the “Unlock Selected Communities” action is being completed.



Community	Code	Fiscal Year	Submittal Level	Submitted By	Submittal Date/Time	Unlock (Select All)
ATHENS	MI13172	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BARAGA	MI07011	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BAY MILLS	MI17021	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BENA	MN11087	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BIG ROUND LAKE	WI49956	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BLK RV FALLS	WI27305	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
BUCK LAKE	MN04306	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
CARLTON-CO	MN09999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
CARTER	WI21913	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
CASS LAKE	MN11090	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
CHIPPEWA-CO	MI17999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
COOK-CO	MN16999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
DANBURY	WI07893	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
DRYTOWN	WI58012	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
EAST LAKE	MN01042	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
ELBOW LAKE	MN03053	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
GRAND PORTAG	MN16116	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
GRD TRAVERSE	MI28999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
HERTEL	WI07894	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
INDIAN TRAIL	WI58846	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
INGER	MN31155	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
JACKSON-CO	WI27999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
KOOCHICHING-	MN36999	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
L D FLAMBEAU	WI64986	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	
LAKE LENA	MN48187	2007	IHS Area	Snell, Scott	07/28/2006 03:35 PM	

Figure 3-20. "SDS Submittal" screen.

3-12.2 Common Actions

3-12.2.1 Field Office/District/Area Selection

Click on the dropdown menu in the upper left hand corner and select the appropriate field office, district, or Area where a submittal is being made.

3-12.2.2 Submit

Click on the **Submit** button to submit the information for the communities/office selected. The data become locked once it is submitted.

3-12.2.3 Unlock Selected Communities (Limited Access)

Click on the **Unlock Selected Communities** button and then select the appropriate communities to be unlocked.

3-12.2.4 Unlock "Select All" Communities (Limited Access)

Click the "Select All" hyperlink to unlock all of the communities listed.

3-13 REPORTS

There are numerous reports that can be printed and displayed in the SDS data system. These are accessed through the "Reports" tab. Click on the blue dot to the left of the report to be generated. Choose the filter criteria necessary to generate the desired report. (Figure 3-21 shows an example of a "Reports" screen with the filter options for the SDS Community Summary Report.) Once the filter options have been selected, click on the **Display Report** button. A brief description of each report follows. Examples of each type of standard report are provided in Appendix C.

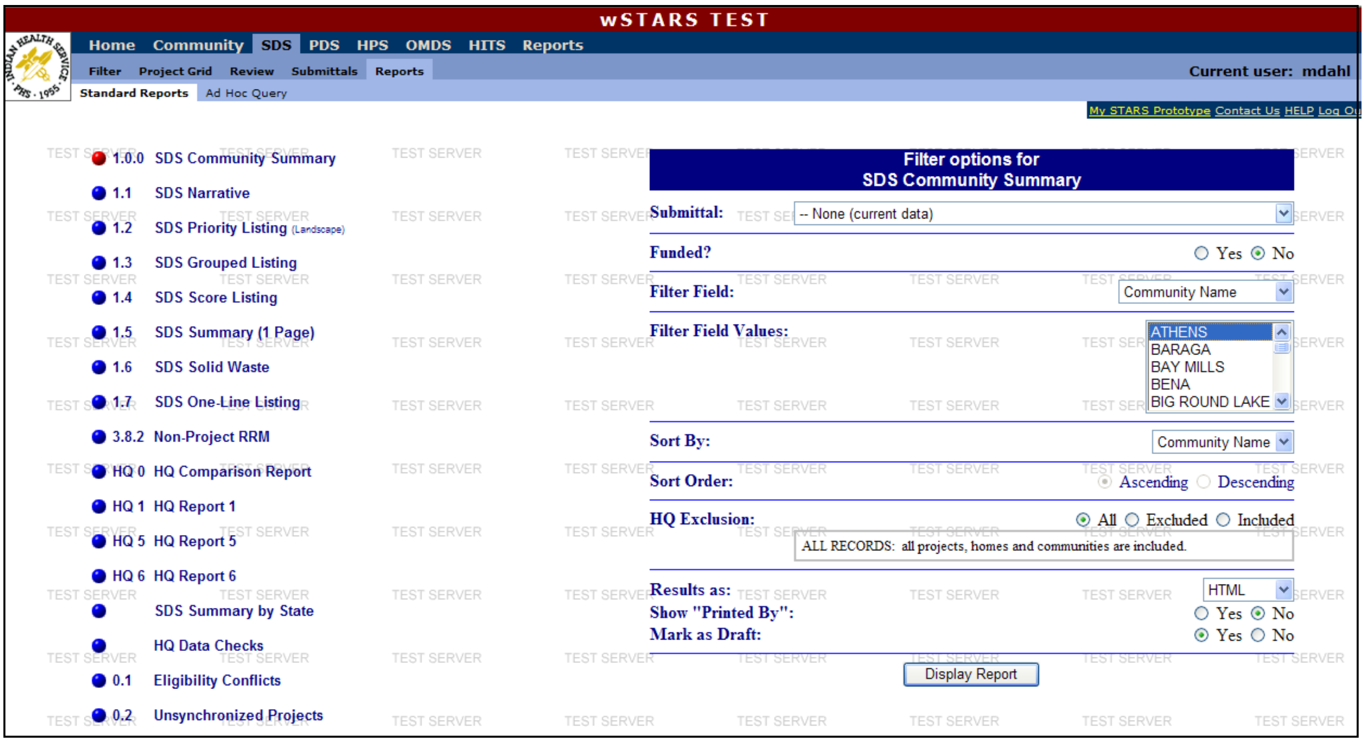


Figure 3-21. SDS "Standard Reports" screen with filter options for a "SDS Community Summary" Report.

3-13.1 SDS Community Summary

The "SDS Community Summary" report displays information about all SDS projects located within the specified community. The report includes the housing groups served, home types, number of homes, IDL, FDL, whether it's first service, the types of facilities, and cost information on the facilities to be installed under each project listed. It also gives the total cost of all SDS projects identified for that community.

3-13.2 SDS Narrative

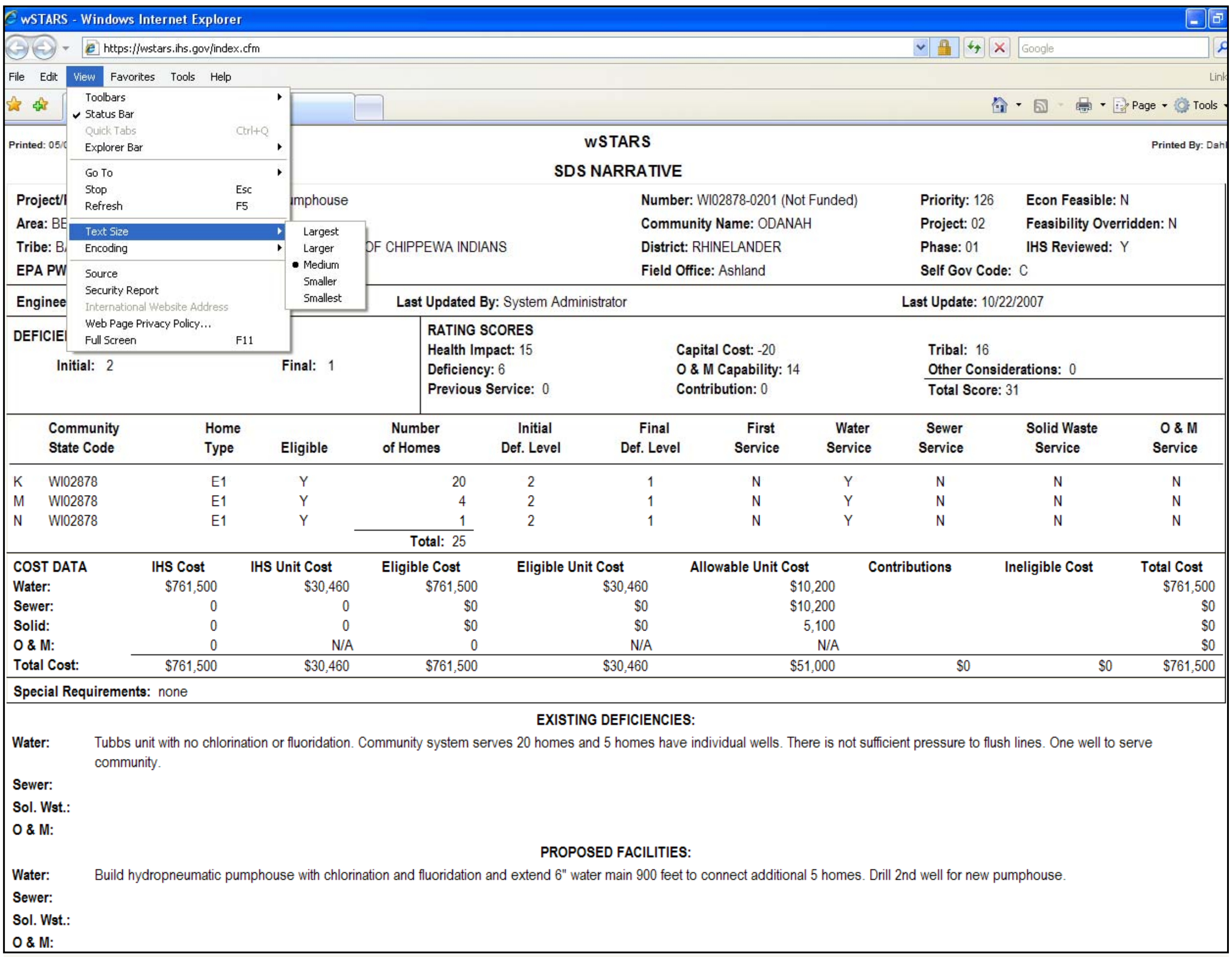
The "SDS Narrative" report provides information on the details of a particular project, as described in Section 3-5. There are two different locations from which narrative reports can be generated.

3-13.2.1 *Print a Narrative Report from the "Reports" Tab*

Narrative reports can be generated and printed from the "Reports" tab in SDS. This is helpful when printing several different narrative reports.

3-13.2.2 *Print a Narrative Report from "Project Details" Tab*

A narrative report can be printed directly from the "Project Details" tab by selecting the **Narrative Report** button while in the desired project. A report will be generated in a separate window. Adjustments may be needed to print this document. Go to *View – Text Size* and select a smaller text size acceptable for printing. A portion of a sample narrative report is shown in Figure 3-22 along with instructions for reducing the text size.



wSTARS

SDS NARRATIVE

Number: WI02878-0201 (Not Funded) Priority: 126 Econ Feasible: N
Community Name: ODANAH Project: 02 Feasibility Overridden: N
District: RHINELANDER Phase: 01 IHS Reviewed: Y
Field Office: Ashland Self Gov Code: C

Last Updated By: System Administrator Last Update: 10/22/2007

Initial: 2 Final: 1

RATING SCORES
Health Impact: 15 Capital Cost: -20 Tribal: 16
Deficiency: 6 O & M Capability: 14 Other Considerations: 0
Previous Service: 0 Contribution: 0 Total Score: 31

	Community State Code	Home Type	Eligible	Number of Homes	Initial Def. Level	Final Def. Level	First Service	Water Service	Sewer Service	Solid Waste Service	O & M Service
K	WI02878	E1	Y	20	2	1	N	Y	N	N	N
M	WI02878	E1	Y	4	2	1	N	Y	N	N	N
N	WI02878	E1	Y	1	2	1	N	Y	N	N	N
			Total:	25							

COST DATA	IHS Cost	IHS Unit Cost	Eligible Cost	Eligible Unit Cost	Allowable Unit Cost	Contributions	Ineligible Cost	Total Cost
Water:	$761,500	$30,460	$761,500	$30,460	$10,200			$761,500
Sewer:	0	0	$0	$0	$10,200			$0
Solid:	0	0	$0	$0	5,100			$0
O & M:	0	N/A	0	N/A	N/A			$0
Total Cost:	$761,500	$30,460	$761,500	$30,460	$51,000	$0	$0	$761,500

Special Requirements: none

EXISTING DEFICIENCIES:

Water: Tubbs unit with no chlorination or fluoridation. Community system serves 20 homes and 5 homes have individual wells. There is not sufficient pressure to flush lines. One well to serve community.

Sewer:

Sol. Wst.:

O & M:

PROPOSED FACILITIES:

Water: Build hydropneumatic pumphouse with chlorination and fluoridation and extend 6" water main 900 feet to connect additional 5 homes. Drill 2nd well for new pumphouse.

Sewer:

Sol. Wst.:

O & M:

Figure 3-22. Sample SDS Narrative Report with instructions for reducing text size to fit to a printable page.

3-13.3 SDS Priority Listing (Landscape)

The “SDS Priority Listing” report displays a prioritized listing of SDS projects. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc. The default option is to sort by Area priority, but the list can also be sorted by community name, SDS project number, and project name.

3-13.4 SDS Grouped Listing

The “SDS Grouped Listing” is similar to the “Priority Listing” report. The same options for filtering fields are available. However, the only option for sorting is by community name. There are also differences in the report layout and information displayed.

3-13.5 SDS Score Listing

The SDS “Score Listing” report mainly displays project rating score information on a single line for each project. It includes the total score and the Area priority number. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc.

3-13.6 SDS Summary (1 Page)

The “SDS Summary” report displays a summary of SDS project information based on the filtering field selected. The filtering field can be the Area, district, Tribe, field office, community, engineer, state, etc. Items displayed in the report include the total number of projects, total project cost, and homes at each deficiency level.

3-13.7 SDS Solid Waste

The “SDS Solid Waste” report displays information about solid waste projects listed in SDS. A filtering field can be selected to create a report for an Area, district, tribe, field office, community, engineer, state, etc.

3-13.8 SDS One-Line Listing

The “SDS One-Line Listing” report displays a list of SDS projects, with information related to each project displayed on a single line. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc. The report includes a cumulative cost column that displays the cumulative project costs added together line by line.

3-13.9 Non-Project RRM

The “Non-Project RRM” report displays “draft” information about the non-project RRM (Resources Requirement Methodology). RRM is used in determining the amount of funding allocated to the Areas for the program. A more in-depth discussion on RRM can be found in the “Criteria for the Sanitation Facilities Construction Program” document.

3-13.10 HQ 0 HQ Comparison Report

The “HQ 0 HQ Comparison” report compares cost, deficiency level, and other information in SDS and community data to look for inconsistencies. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

3-13.11 HQ 1 HQ Report 1

The “HQ 1 HQ Report 1” displays a listing of projects in order of priority. It is similar to the “One-Line” listing, but with less information displayed for each project.

3-13.12 HQ 5 HQ Report 5

The “HQ 5 HQ Report 5” lists project by phases, so that the phases can be viewed simultaneously, reviewed, and compared.

3-13.13 HQ 6 HQ Report 6

The “HQ 6 HQ Report 6” is used to compare SDS project information with data in the Community data system. It is used to check for inconsistencies in the homes data. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

3-13.14 SDS Summary By State

The SDS “Summary By State” report provides on the total cost of SDS projects and separate facility costs (water, sewer, solid waste, and O & M) on a per state basis.

3-13.15 HQ Data Checks

The “HQ Data Checks” report is used to catch data errors and/or inconsistencies such as duplicate SDS project numbers, duplicate Tribal priority scores, etc. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

3-13.16 *Eligibility Conflicts*

This report is no longer used.

3-13.17 *Unsynchronized Projects*

The “Unsynchronized Projects” report is used to check mismatched community data between the Community, SDS and PDS data systems.

3-14 *AD HOC QUERY REPORTS*

The “Ad Hoc Query” function allows reports to be designed to fit unique needs of each user. The “Ad Hoc Query” reports screen is shown in Figure 3-23.

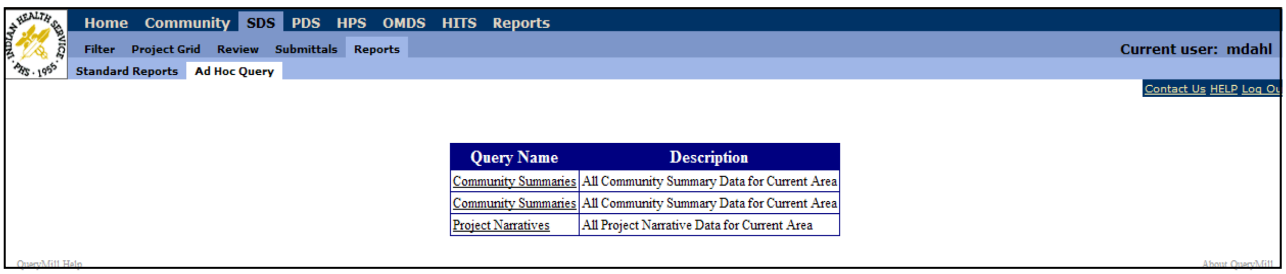


Figure 3-23. “Ad Hoc Query” reports screen.

Ad Hoc Query utilizes a program called QueryMill™ 2.5.00 which provides web-based database querying capabilities to users. The user can generate queries by entering the query criteria and specifying columns to be included in the result set. Any data that is entered is combined together and records will be returned that match all of the query criteria. The QueryMill Users Guide can be viewed by clicking on the “QueryMill Help” hyperlink in the lower left-hand corner of the screen. The User’s Guide is only six pages long and highly recommended to anyone interested in using the “Ad Hoc Query” reporting function in STARS. Information about the QueryMill program can be viewed by clicking on the “About QueryMill” hyperlink in the lower right-hand corner.

User Tip: Only “current” data can be accessed using QueryMill. Previous data snapshots/submittals are not accessible with this utility.

The “Ad Hoc Query” function is an advanced reporting function with STARS, and it is assumed that someone using this function is proficient in the terminology used in STARS. Thus, in this section, the information provided on “Field Descriptions” is limited.

As shown in Figure 3-23, within SDS, there are three Queries available to select from. The first two “Community Summaries” are the same except for different stored queries to upload (see Section 3-14.2.4 for more information on stored queries). The third query is “Project Narratives.” The names are descriptive as to the type of data that can be obtained by each. In addition to things like the community name and SDS project number, the "Community Summaries" query contains information about facility type, housing groups, and costs. The "Project Narrative" query contains significantly more information including information about deficiency levels and scores. Both are discussed in greater detail below.

3-14.1 Community Summaries Queries

Select the "Communities Summaries" hyperlink to begin creating this type of custom report. The Project Info screen will open with a list of query criteria (Figure 3-24). The Line Items tab will show up to the right at the top. Figure 3-25 shows the screen that will appear when this tab is selected. Fill in the criteria necessary in both screens to create the desired report. As previously mentioned, in this section, field description information presented is abbreviated.

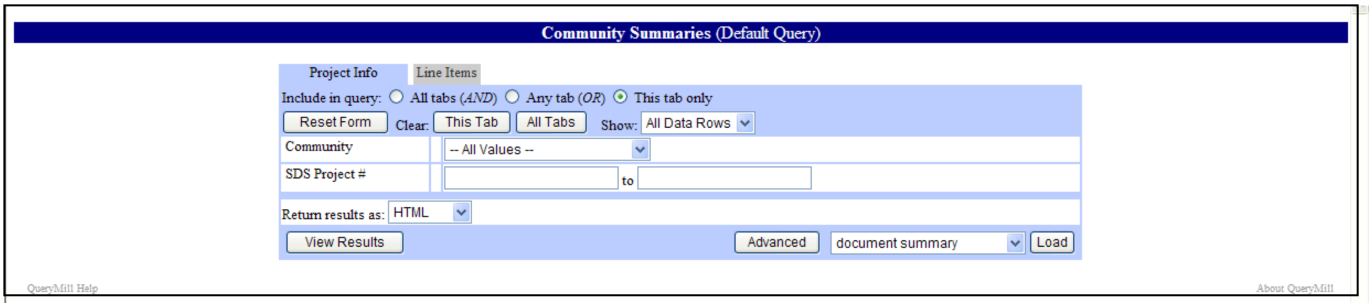


Figure 3-24. "Project Info" tab – "Community Summaries (Default Query)" screen.

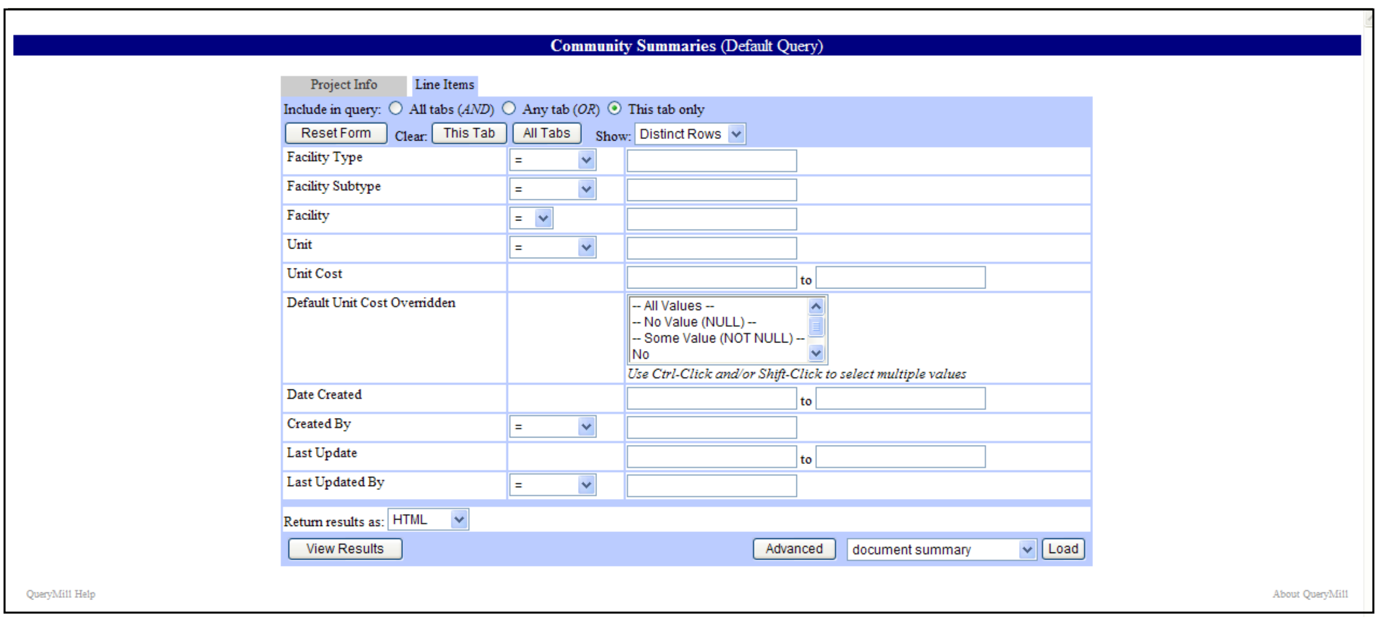


Figure 3-25. "Line Items" tab – "Community Summaries (Default Query)" screen.

Field Label	Description
Include in Query	Select from options shown in Table 3-18.

OPTION	*EXPLANATION*
All tabs (AND)	Records will only be returned if they match ALL criteria entered on every tab.
Any tab (OR)	Records will be returned if they match ALL criteria on at least ONE tab.
This tab only	Only records that match criteria of "active" tab will be returned. Even if you enter criteria on other tabs, it will be ignored.

Table 3-18. Include in “Query” tab options.

Show	The “Show” dropdown menu located at the top of the screen allows the user to specify filtering criteria for the rows of data to be returned. The row filtering data options are shown in Table 3-19.

ROW FILTERING OPTIONS	*EXPLANATION*
All Data Rows	The results will display all data which matches the query criteria.
Distinct Rows	Duplicate rows of data, where all values being returned match the values in another row, will be removed.
Summary Rows	The results will display only summary data from the rows that match the query criteria. Two requirements must be met when selecting this option: 1) At least one column selected for display must be a break column. 2) Each of the columns selected for display must be either a break column or have some aggregation applied.

Table 3-19. Options for filtering rows for ad hoc queries.

Return Results as	Select an option from the dropdown menu displaying the results. The options are shown in Table 3-20.

OPTION	EXPLANATION
HTML	The results will be displayed in HTML format (as a web page).
CSV	The results will be displayed as comma separated values.
MS Excel	The results will be displayed as a Microsoft Excel spreadsheet.
MS Word	The results will be displayed as a Microsoft Word document.

Table 3-20. Options for displaying ad hoc query results.

For many of the fields, “operators” are shown. Explanations of these are provided in Table 3-21.

OPERATOR	EXPLANATION
=	Equal to the value entered (Default).
<	Less than the value entered.
<=	Less than or equal to the value entered.
>	Greater than or equal to the value entered.
>=	Greater than the value entered.
<>	Not equal to the value entered.
LIKE	Use this operator if you wish to enter wildcards. To signify any *single* character, enter an underscore (_). To signify an unspecified number of characters, including zero, enter a percent sign (%). For example, entering "H%" in the last three search fields will match project numbers like H01 and H58.
NOT LIKE	This operator works similar to the LIKE operator, however, it will exclude any project numbers that match the wildcard criteria.
IN	With this operator, you can return multiple specific values. To do this, enter commas between the values. QueryMill will search for any record that matches one of the items in the list you enter. For example, to search for records with a last three of R52 and 588, enter "R52,588" in the last three input.
NOT IN	With this operator, you can exclude multiple specific values. To do this, enter commas between the values. QueryMill will exclude any record that matches one of the items in the list you enter. For example, to exclude records with a last 3 of R52 and 588, enter "R52,588" in the last 3 input.

Table 3-21. Options for creating Ad Hoc Query reports.

3-14.2 Common Actions

3-14.2.1 Reset Form

Click on the **Reset Form** button located in the upper left hand corner of the screen to reset the query screen to the default values.

3-14.2.2 Clear [This Tab] [All Tabs]

Click on the **This Tab** or the **All Tabs** buttons to clear the tab(s) selected.

3-14.2.3 View Results – Run the Query

Click on the **View Results** button located in the bottom left hand corner of the screen to run the query and display the requested results.

3-14.2.4 Load a Stored Query

The stored query dropdown menu located in the bottom right-hand corner of the screen lists queries that have already been established and saved. To load one of these queries, select a query name from the dropdown list and click on the **Load** button. The query selected will appear in parenthesis at the top of the screen following the words "Community Summaries". Once a stored query is selected and loaded, further query criteria can be selected, as described above, to change it.

3-14.2.5 Specify Columns in Results

To specify which columns to include in the query results, click on the **Advanced** button located at the bottom of either the "Project Information" or "Line Item" screen to access additional display options. The "Specify Display and Sort Columns" screen will open as shown in Figure 3-26.

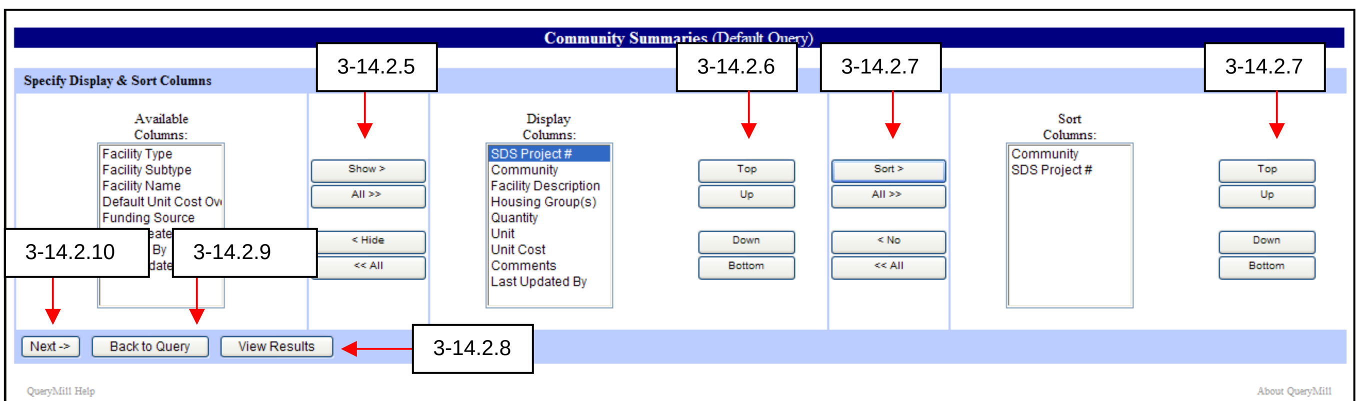


Figure 3-26. "Specify Display & Sort Columns" screen.

The columns that are listed in the "Display Columns" list are the columns that will appear when the query is run. A column can be moved from the "Available" list to the "Display Columns" list by selecting the column name from the list and clicking on the **Show >** button. Click on the **All >>** button to move all of the listed columns from the "Available Columns" list to the "Display Columns" list. To move a column from the "Display Columns" list to the "Available Columns" list, click on the **< Hide** button or the **<< All** button to move all of the columns from the "Display Columns" list to the "Available Columns" list.

3-14.2.6 Specify Column Order in Results

The columns that will be displayed in the query results can be specified in the "Specify Display and Sort Columns" screen. See Section 3-14.2.5 to navigate to this screen.

The order in which the column names are listed in the "Display Columns" list from top to bottom is the order in which the columns will be displayed in the query results from left to right. To change the order in which the columns are displayed in the query results, select a column label from the "Display Columns" list, and click on the **Top** button (to the right of the "Display Columns" list) to move it to the top of the list, click on the **Up** button to move the column name up one level in the list, click on the **Down** button to move the column name down one level in the list or click on the **Bottom** button to move the column name to the bottom of the list.

3-14.2.7 Specify Result Sort Order

The order in which columns should be displayed in the query results can be specified in the "Specify Display and Sort Columns" screen. See Section 3-14.2.5 to navigate to this screen.

The columns that are listed in the "Sort Columns" list are the columns that will be used for sorting the query results. The order in which the column names are listed in the "Sort Columns" list is the priority order in which the sorting will occur. For example, the Sort Columns list in Figure 3-26 shows two columns by which to sort the resulting data. In this example, the query results will first be sorted by the community and will then be sorted by the SDS project number. In other words, the projects will be listed in alphabetical order by community and then in order by project number. All of the columns that are listed in the "Display Columns" list will be displayed in the results regardless of whether or not they appear in the "Sort Columns" list.

To add a column name to the "Sort Columns" list, click on the column name in the "Display Columns" list and then click on the **Sort >** button (to the immediate left of the "Sort Columns" list). Click on the **All >>** button to move all of the listed columns from the "Display Columns" list to the "Sort Columns" list. To remove a column from the "Sort Columns" list click on the **< No** button or the **<< All** button to remove all of the columns from the "Sort Columns" list.

User Tip: A column must be listed in the "Sort Columns" list if it is to be specified as a Break Column, as described in *Section 3-14.2.11*.

To change the order in which the columns are sorted in the query results, select a column label from the “Sort Order” list, and click on the **Top** button (to the right of the “Sort Columns” list) to move it to the top of the list, click on the **Up** button to move the column label up one level in the list, click on the **Down** button to move the column label down one level in the list or click on the **Bottom** button to move the column label to the bottom of the list.

3-14.2.8 View Advanced Query Results

To view the query results based on the advanced display and sort columns settings, click on the **View Results** button.

3-14.2.9 Return to Main Query Criteria Entry Screen

Clicking on the **Back to Query** button will return the user to the main query criteria entry selection screen, but it will also apply any changes that have been made to the display columns or sort columns.

3-14.2.10 Specify Sort Direction

To further specify the sort direction, click on the **Next ->** button in the bottom left-hand corner of the “Specify Display and Sort Columns” screen (see Figure 3-26). The “Specify Sort Direction/Breaks/Aggregation” screen will open as shown in Figure 3-27. The columns listed in the “Display Columns” list on the previous screen will be listed on the left-hand side of the “Specify Sort Direction/Break/Aggregation” screen. The columns that were listed in the “Sort Columns” list in the previous screen will have a number to the right of the column name indicating the priority order for sorting. To the right of the “Sort” number is the “Sort Direction” selection. Select ascending (A-Z, 0-9) or descending (Z-A, 9-0) from the dropdown menu to specify the sort direction.

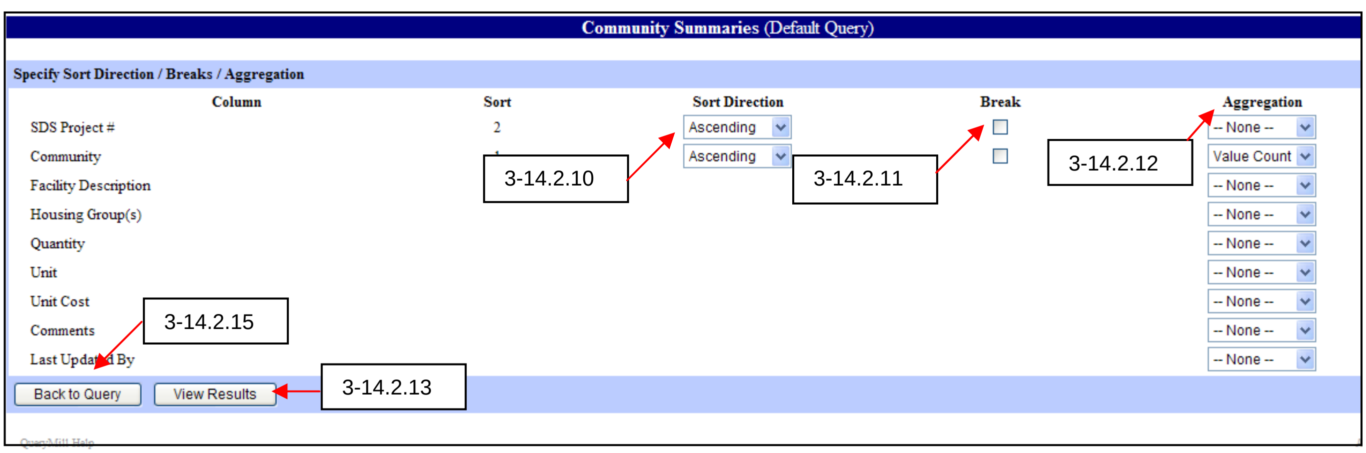


Figure 3-27. “Specify Sort Direction/Breaks/Aggregation” screen.

3-14.2.11 Specify Break Columns

Each of the columns listed as “Sort Columns” can also be specified as “Break Columns” by checking the box (under the word “Break”) corresponding to the appropriate column name. Specifying a column as a break column means that rows with the same value in each break column will be grouped together. This is typically used for aggregation purposes, but can also be used to insert white space between groups.

3-14.2.12 Specify Aggregation

Aggregation can be specified for any display column. The different types of aggregation are explained in Table 3-21.

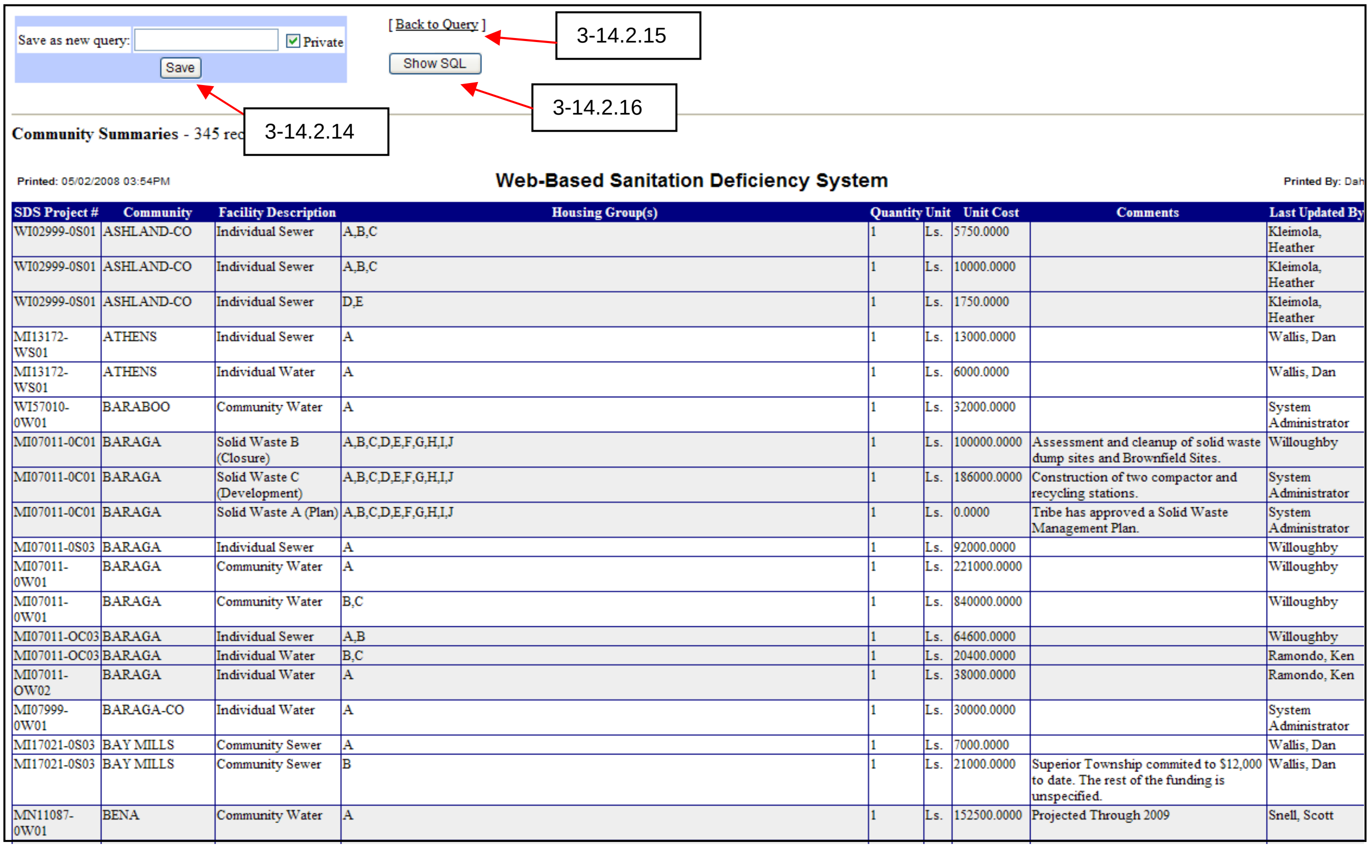
OPTION	***EXPLANATION***
None	No aggregation is specified.
Total	For numeric data only. Adds all values in this column for the current group of rows and displays the total.
Average	For numeric data only. Computes and displays the average (mean) of values in the current group of rows.
Row Count	Displays the number of rows in the current group.
Value Count	Displays the number of rows in the current group which have a value in the column in question.
% by Value	For numeric data only. Sums the rows in each group and displays the percentage of the total. (Total for Group divided by Total for entire result set)
% by Count	For numeric data only. Counts the number of rows in each group and displays the percentage of the total. (Rows in group divided by Rows in total)
Min	Displays the minimum (smallest) value in the current group of rows.
Max	Displays the maximum (largest) value in the current group of rows.

Table 3-22. Options for aggregation of ad hoc query results.

User Tip: A column must be selected as a “Break Column” for aggregation data to be listed in the results.

3-14.2.13 View Query Results with Specified Sort Direction, Breaks and/or Aggregation

To view the query results after specifying sort directions, breaks and/or aggregation, click on the **View Results** button in the bottom left-hand corner of the screen. A screen will open displaying the records that were returned based on the criteria selected. The results will be displayed as shown in Figure 3-28. If the sort order criteria, breaks and/or aggregation did not return the desired results, click on the Internet browser's back button (left arrow) and select different options.



Save as new query: ☑ Private

Save

[Back to Query]

Show SQL

3-14.2.15

3-14.2.16

3-14.2.14

Community Summaries - 345 rec

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Web-Based Sanitation Deficiency System

Printed By: Dah

SDS Project #	Community	Facility Description	Housing Group(s)	Quantity	Unit	Unit Cost	Comments	Last Updated By
WI02999-0S01	ASHLAND-CO	Individual Sewer	A,B,C	1	Ls.	5750.0000		Kleimola, Heather
WI02999-0S01	ASHLAND-CO	Individual Sewer	A,B,C	1	Ls.	10000.0000		Kleimola, Heather
WI02999-0S01	ASHLAND-CO	Individual Sewer	D,E	1	Ls.	1750.0000		Kleimola, Heather
MI13172-WS01	ATHENS	Individual Sewer	A	1	Ls.	13000.0000		Wallis, Dan
MI13172-WS01	ATHENS	Individual Water	A	1	Ls.	6000.0000		Wallis, Dan
WI57010-0W01	BARABOO	Community Water	A	1	Ls.	32000.0000		System Administrator
MI07011-0C01	BARAGA	Solid Waste B (Closure)	A,B,C,D,E,F,G,H,I,J	1	Ls.	100000.0000	Assessment and cleanup of solid waste dump sites and Brownfield Sites.	Willoughby
MI07011-0C01	BARAGA	Solid Waste C (Development)	A,B,C,D,E,F,G,H,I,J	1	Ls.	186000.0000	Construction of two compactor and recycling stations.	System Administrator
MI07011-0C01	BARAGA	Solid Waste A (Plan)	A,B,C,D,E,F,G,H,I,J	1	Ls.	0.0000	Tribe has approved a Solid Waste Management Plan.	System Administrator
MI07011-0S03	BARAGA	Individual Sewer	A	1	Ls.	92000.0000		Willoughby
MI07011-0W01	BARAGA	Community Water	A	1	Ls.	221000.0000		Willoughby
MI07011-0W01	BARAGA	Community Water	B,C	1	Ls.	840000.0000		Willoughby
MI07011-OC03	BARAGA	Individual Sewer	A,B	1	Ls.	64600.0000		Willoughby
MI07011-OC03	BARAGA	Individual Water	B,C	1	Ls.	20400.0000		Ramondo, Ken
MI07011-OW02	BARAGA	Individual Water	A	1	Ls.	38000.0000		Ramondo, Ken
MI07999-0W01	BARAGA-CO	Individual Water	A	1	Ls.	30000.0000		System Administrator
MI17021-0S03	BAY MILLS	Community Sewer	A	1	Ls.	7000.0000		Wallis, Dan
MI17021-0S03	BAY MILLS	Community Sewer	B	1	Ls.	21000.0000	Superior Township commited to $12,000 to date. The rest of the funding is unspecified.	Wallis, Dan
MN11087-0W01	BENA	Community Water	A	1	Ls.	152500.0000	Projected Through 2009	Snell, Scott

Figure 3-28. Sample ad hoc query results (HTML format).

3-14.2.14 Save Query Criteria & Settings

The query criteria and settings can be saved for future use on the query results screen. In the box to the right of "Save as new query," enter a query name. To allow other users to use the saved query, uncheck the box next to the word "Private." To overwrite an existing query, select the name of the query to overwrite from the dropdown menu. To save the query with the specified settings, click on the **Save** button. A screen will be displayed listing all of the queries that have been saved, as shown in Figure 3-29.

Name	Public?	
	N	Results Query ✘
document summary	Y	Results Query
Line items NOT using DUC	Y	Results Query
Line Items with DUC	Y	Results Query
Sewer Needs	Y	Results Query
water needs	Y	Results Query
Water Needs	Y	Results Query
WTP FY05	Y	Results Query

Figure 3-29. Sample stored queries list.

To load a saved query, select the "Query" hyperlink and a query screen will be displayed with the saved criteria already selected. To go directly to the results of a saved query, click on the "Results" hyperlink, which will run the query again and the current results will be displayed. To delete a saved query, click on the corresponding **X**. Queries that have been saved by the user, or saved by other users and not marked as "Private", are listed in the dropdown menu in the bottom right-hand corner of the main "Community Summaries" screen. See Section 3-14.2.4 for more information on loading saved queries.

3-14.2.15 Return to Query Criteria Entry Screen

To return to the main "Community Summaries" criteria entry screen, click on the "Back to Query" hyperlink.

3-14.2.16 Show SQL

To see the Structured Query Language (SQL) statement generated by the query, click on the **Show SQL** button.

3-14.3 Project Narratives Queries

A "Project Narratives" query can query information contained in the "Project Details" for each project (see Section 3-5). Select the "Project Narratives" hyperlink from the "Ad Hoc Query" screen (see Figure 3-23) to begin creating this type of report. The "Project Info" screen will open with a list of query criteria (Figure 3-30). Four other tabs will show up to the right of the "Project Info" tab. These include the "Community Info," "Deficiency Levels," "Scores," and "Cost" tabs. Fill in the criteria necessary on each of these tabs to create the desired report. Refer to Section 3-14.1 and 3-14.2 for additional information about how to complete field entries and generate query report.

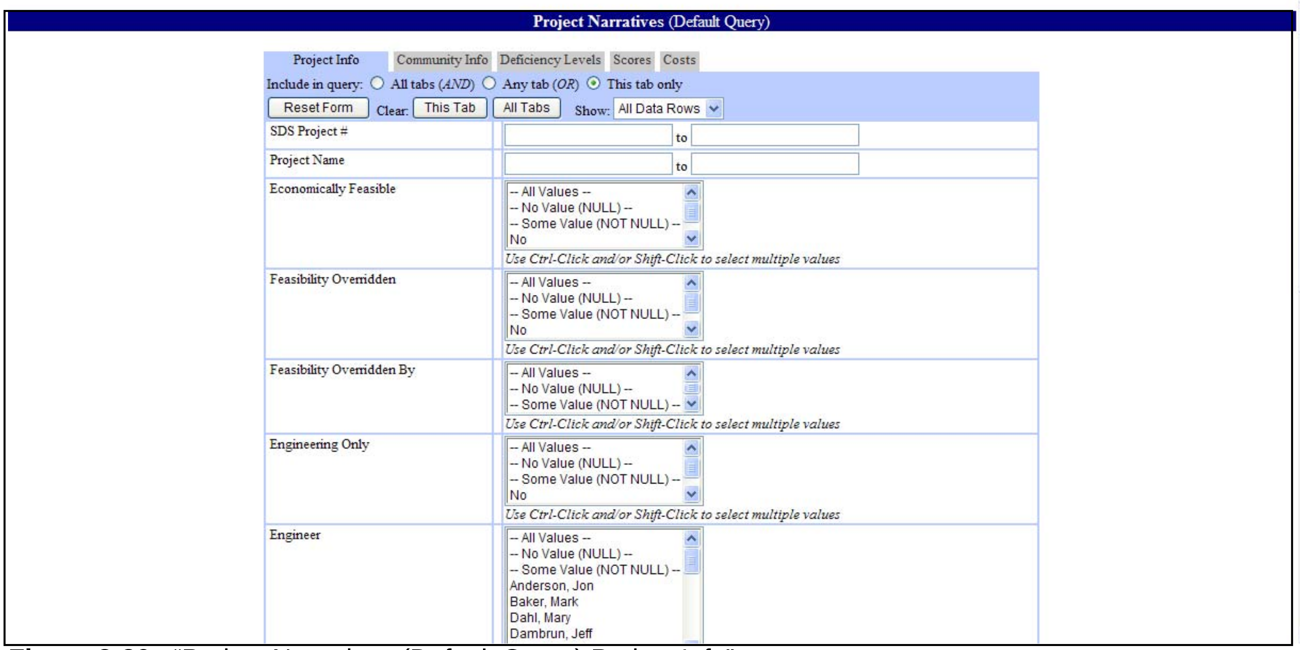

Figure 3-30. "Project Narratives (Default Query) Project Info" screen.

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CHAPTER 4 – Project Data System

4-1 BACKGROUND INFORMATION - WHAT IS PDS?

PDS is the Project Data System (PDS) for the IHS DSFC. PDS stores data about the important facts and milestones of all sanitation facilities projects constructed under the authorization of Public Law 86-121. Information contained in PDS is used to track project progress, and serves as a tool for field, district and Area project management. PDS is used by Headquarters to provide information to Tribes, Congress, funding partners, and others as requested. PDS is the only source of information readily available on all DSFC projects. The database allows for data analysis, data sorting, and developing and generating reports.

PDS is used to scope, schedule, and budget projects and to evaluate general program performance. This information is used during Area program reviews, and program performance measures are reported annually to the Office of Management and Budget to justify program budget submittals. PDS data is used to determine relative workloads for distributing Environmental Health Support Account funds under the Resource Requirement Methodology (RRM). Additionally, Quarterly Funding reports generated from PDS are used to report the use of construction funds internally and to agency funding partners.

PDS is a component of the Sanitation Tracking and Reporting System (STARS) data system. Within STARS, PDS is linked with the web-based Sanitation Deficiency System (SDS). PDS projects may be initiated in SDS and funded into PDS or may be initiated in PDS. PDS provides a permanent archive of data about funded DSFC projects regardless of whether they are active or inactive.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area STARS Administrator.

4-2 SPECIFY A PROJECT FILTER

Users must have access to the STARS database and PDS in order to edit or view information in PDS. See Chapter 1 for more specific information on how to obtain access to STARS. The appropriate IHS Area can be selected using the clickable map or by selecting the Area name from the list on the STARS homepage. After selecting the Area, the login screen will be displayed. Entering a login name and password and clicking the **Login** button will display the selected Area homepage. Clicking on the “PDS” tab at the top of the screen will allow the user to begin working in PDS. The “PDS filter” screen will open. An example of this is shown in Figure 4-1.

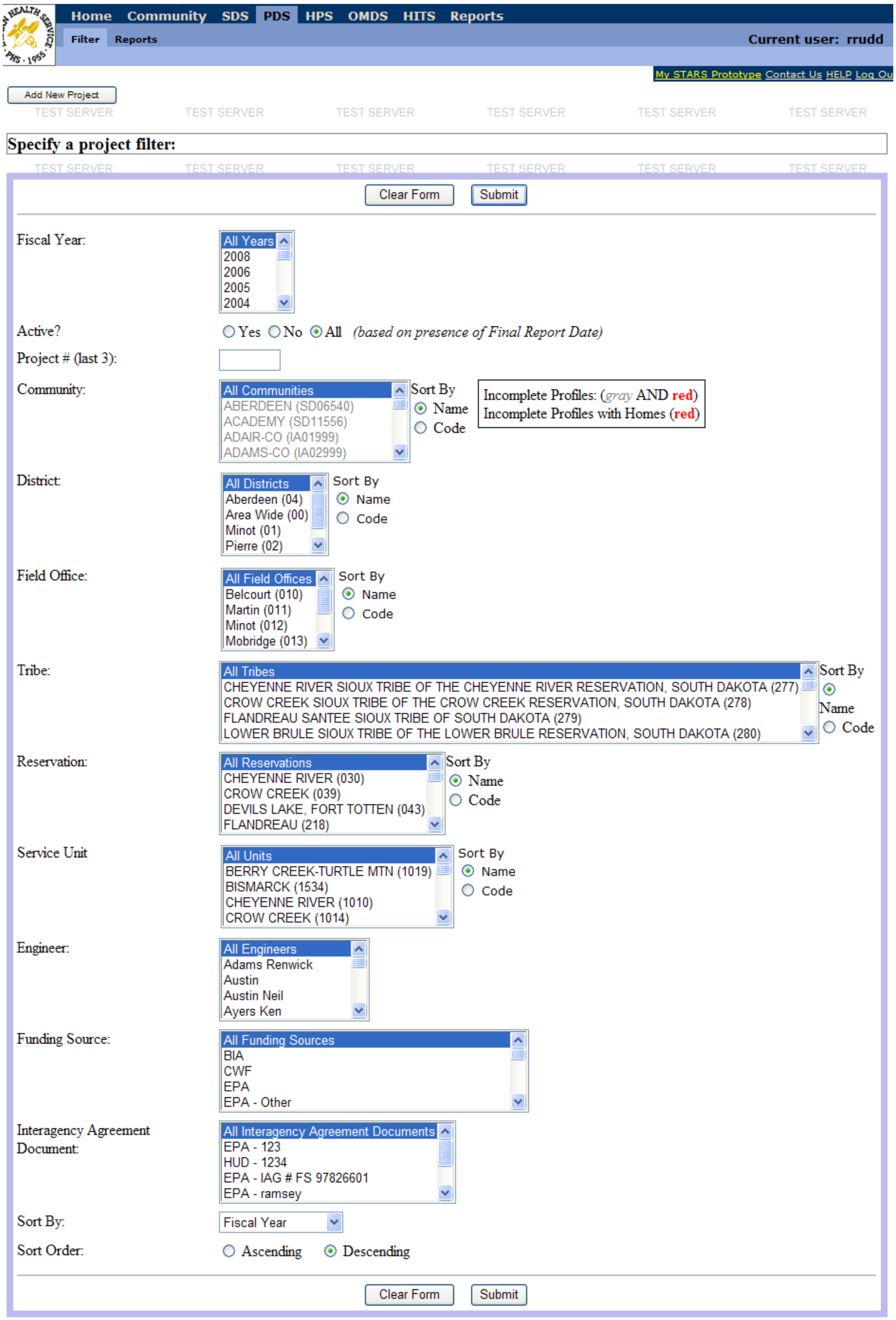


Figure 4-1. "Specify a project filter" screen in PDS.

The PDS project filter page allows the user to choose a subset of projects based on one or more filter criteria. If no filter criteria are specified, all projects that the user has access to will be returned when the filter is submitted. Clicking on the appropriate search criteria provides a view of a project list that meets selected criteria. Selecting multiple search criteria will result in a shorter list of projects. The permissions set in the user profile by the Area STARS Administrator will also limit the projects that will be returned by the filter. For example, choosing a District to which a user does not have access will return zero results.

4-2.1 Common Actions

4-2.1.1 Select Filter Criteria

Field Label **Description**

Fiscal Year Select the Fiscal Year for the projects of interest.

Active? A project is considered active if the Final Report has not yet been published. An actual date in the "Milestones" tab (Section 4-6) for the published final report is the determining factor for "inactive" status. The options for filtering by project status are shown in Table 4-1.

OPTION	*EXPLANATION*
Yes	Select this button to see only a list of active projects.
No	Select this button to see only a list of projects that are no longer active.
All	Select this button to see a list of all of the projects matching the filter criteria regardless of status.

Table 4-1. Options for filtering by project status.

Project # (last 3) Enter the last three characters (numbers and/or letters) of the desired project number. This is limited to only one project selection and returns only one project as the result. The last three characters are unique values within each IHS area.

Community Select this option to view projects based on the assigned community. Click on the appropriate option button to sort the list of community names. The list of communities to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each community by clicking on the appropriate option button adjacent to the "Community" filter box.

User Tip: Use the shift-click or ctrl-click method of selection to choose more than one item in each filter field.

District Select this option to view projects based on the assigned district. Click on the appropriate option button to sort the list of district names. The list of districts to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each district.

Field Office Select this option to view projects based on the assigned field office. Click on the appropriate option button to sort the list of field office names. The list of field offices to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each field office.

Tribe Select this option to view projects based on the assigned Tribe. Click on the appropriate option button to sort the list of Tribe names. The list of Tribes to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Tribe.

Reservation Select this option to view projects based on the assigned Reservation. Click on the appropriate option button to sort the list of Reservation names. The list of Reservations to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Reservation.

Service Unit Select this option to view projects based on the assigned service unit. Click on the appropriate option button to sort the list of service unit names. The list of service units to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each service unit.

Engineer Select this option to view projects based on the assigned engineer.

Funding Source Select this option to view projects based on a particular funding source.

Interagency Agreement Document
Select this option to view projects based on a particular interagency agreement document.

Sort By
The filter results can be sorted by a number of criteria, as shown in Table 4-2. The default option is ”Fiscal Year”.

SORT CRITERIA	
Community	Reservation
Project Number	Service Unit
Project Name	Engineer
Fiscal Year (Default)	Review Date
Total Cost	Reviewer
Number of Homes	Reviewer Level
District	Attachments
Field Office	Last Update
Tribe	

Table 4-2. Sort Criteria.

Sort Order
Once the filter criteria has been selected, the resulting list of projects can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 4-2.1.1. Click on the appropriate option button to select the desired sort order.

4-2.1.2 Add a New Project

To add a new project to PDS, select the **Add New Project** button in the upper left-hand corner of the filter screen. The “Create/Edit PDS Project Number” screen will be displayed, as shown in Figure 4-2.

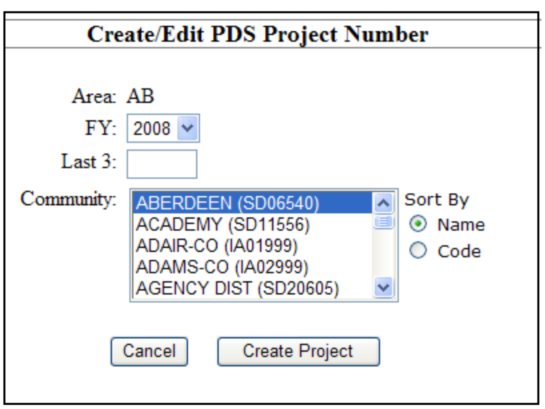


Figure 4-2. “Create/Edit PDS Project Number” screen.

User Tip: This function should not be used for Regular projects that have been funded through SDS. A project that is funded through SDS should be migrated into PDS through the steps listed in Section 3-3.2.7. By following this process, all of the project information that was previously entered in SDS (journal entries, time tracking data, etc.) will be migrated into PDS. This will also prevent funded project needs from remaining in SDS.

Field Label	**Description**
Area	Displays the two letter abbreviation for the Area to which the project is assigned. See Table 4-3 for Area abbreviations.

ABBREVIATION	AREA	ABBREVIATION	AREA
AB	Aberdeen	NA	Navajo
AL	Albquerque	NS	Nashville
AN	Alaska	OK	Oklahoma
BE	Bemidji	PH	Phoenix
BI	Billings	PO	Portland
CA	California	TU	Tucson

Table 4-3. Area identifier abbreviations.

FY	Enter the fiscal year of the project. The fiscal year is usually the year the initial project funding was received, although it may be the year the majority of the project funding is received.
Last 3	Enter the last three characters of the project number. The last three can be a combination of alphanumberic characters. Projects in an area cannot have duplicate Last 3 values.
Community	Select the community where the project is located.
Create Project	Select the **Create Project** button to create the project with the selected information or to save an existing project with the edited information.
Cancel	Select the **Cancel** button to return to the filter screen without creating or editing a project.

4-2.1.3 Clear the Filter Form

To clear the project filter of all previously selected criteria, select the **Clear Form** button located at the top or bottom of the "Project Filter" screen.

User Tip: Choosing too many filter criteria or incompatible filter criteria will result in zero (0) results returned. Use this button to clear the form and broaden the filter criteria.

4-2.1.4 Submit the Filter Form

To return a list of projects from the database based on the selected (highlighted) filter criteria, select the **Submit** button located at the top or bottom of the “Filter” screen.

4-3 FILTER RESULTS

Once the filter criteria have been selected and submitted, a list of projects matching the criteria will be displayed, as shown in Figure 4-3. At the top left-hand side of the screen, the filter criteria that were chosen are listed.

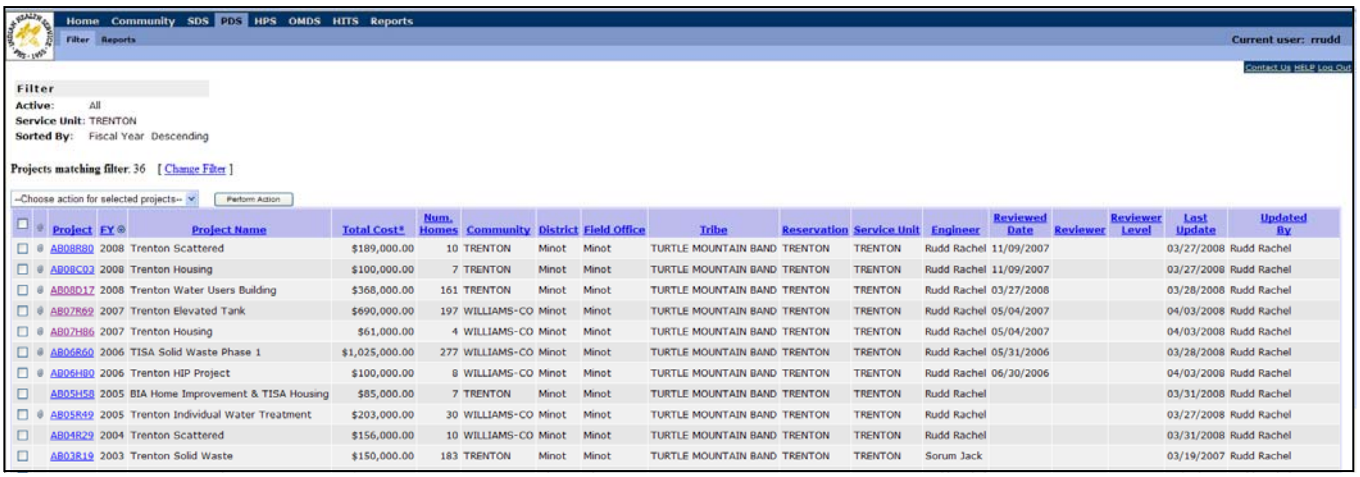


Figure 4-3. “PDS filter results” screen.

4-3.1 Filter Results - Field Descriptions

<u>**Field Label**</u>	<u>**Description**</u>
Project	Displays the project number. Each PDS project number is unique. The project number is the standard project number used by DSFC. The first two characters are the two-letter abbreviation for the IHS Area responsible for the project. The two-letter abbreviations for each Area are listed in Table 4-4.

The next two characters are the project year. The project year should be the fiscal year in which the initial funding is provided to a project.

The final three characters are project specific and may be alphanumeric characters.

FY Displays the project fiscal year.

Project Displays the descriptive name identifying the project. The descriptive name is typically the geographic location of the project and a short phrase describing the project. The name can contain any characters up to 40 characters long.

Total Cost Displays the total project cost. Costs in italics are uncalculated costs. These uncalculated costs are associated with legacy projects that were constructed prior to the creation of PDS.

Num. Homes Displays the number of homes proposed to be served by the project.

Community Displays the community where the project is located. Only one community can be assigned to a project. If the project involves more than one community, the project engineer should decide which community is the most affected.

User Tip: Proper selection of the community is critical for accurate reporting in PDS. The service unit, Reservation, district, field office, and Tribe are assigned based on cross-references set for the community in the CDP. See Chapter for more information.

District Displays the district assigned to the project.

Field Office Displays the field office assigned to the project.

Tribe Displays the name of the Tribe served by the project.

Reservation Displays the Reservation where the project is assigned.

Service Unit Displays the service unit served by the project.

Engineer Displays the engineer assigned to the project.

Reviewed Date Displays the date when the project was last reviewed.

Reviewer Identifies the person who last reviewed the project.

Reviewer Level Identifies the level of the person who last reviewed the project.

<u>User Tip</u>: The reviewer must manually mark the project as being reviewed as described in Section 4-3.2.4 or in the "Project Details" tab as described in Section 4-5.1.

Last Update Displays the date the project was last updated.

Updated By Displays the user name of who most recently updated the project.

4-3.2 Common Actions

4-3.2.1 Navigate to a Project

To open a project from the list, click on the desired project number hyperlink to go to the "Project Details" screen for the selected project. See Section 4-5 for a discussion of the "Project Details" screen.

4-3.2.2 Add a New Project

See Section 4-2.1.2 for instructions on adding a new project to PDS.

4-3.2.3 Change the Filter Criteria

If the desired project does not appear in the filter results list, the filter criteria can be changed in two ways.

1. Click on the "<u>Change Filter</u>" hyperlink.

   or

2. Scroll to the bottom of the filter results page to see the "Specify a Project Filter" screen.

Repeat the steps listed in Section 4-2.1.1 until the desired results appear.

4-3.2.4 Perform Action

The "Perform Action" dropdown menu and button, allows several actions to be performed based on the selected projects in the filter results list. To perform an action:

1. Click on the dropdown menu in the "Choose action for selected projects" drop box and select the desired action.

2. Check the box to the left of the desired project(s).

User Tip: Click on the box to the left of the "Project" header to select all projects.

3. Click on the **Perform Action** button.

4. The results will be displayed based on the action that was performed. The actions are described below.

Filter to Marked Projects
This option allows the user to filter the project list further by selecting only specific projects from the list. A new filter results list will be displayed, listing only the selected projects.

Export Marked Projects to Excel
This option exports the selected projects to an Excel spreadsheet. This spreadsheet provides basic information about the project as well as all milestones currently in the project. Only limited formatting is provided.

User Tip: The file will open as an XML spreadsheet. To save it as an Excel spreadsheet file, specify "Excel spreadsheet" in the "Save as type" window that appears to save the file.

Reviewed by Me
This option will mark the selected projects as being reviewed by the current user. The selected projects will show the current user's name as being the Reviewer with the current date as the Reviewed Date. The Reviewer Level reflects the access level of the current user. To see these columns, scroll to the far right-hand side of the screen.

Progress Report
This option will create a progress report for each selected project. Progress Reports include basic information related to the project in a standard format that includes specific milestones, financial data, and journal entries. See Section 4-12 for more information on journal entries.

After clicking on the **Perform Action** button, the "Specify settings for Progress Report" screen will appear, as shown in Figure 4-4.

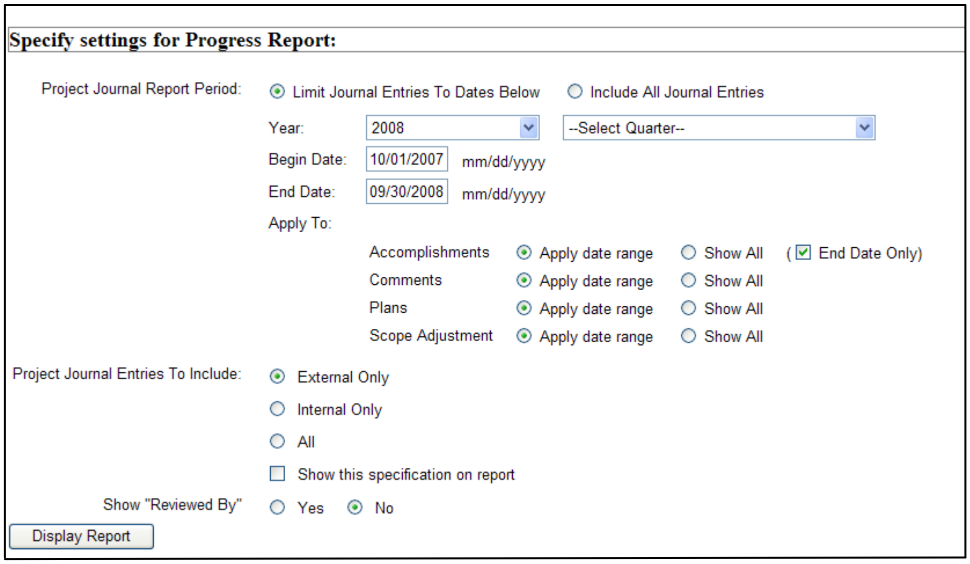


Figure 4-4. "Specify settings for Progress Report" screen.

<u>**Field Label**</u>	<u>**Description**</u>
Project Journal Report Period	All of the journal entries written for the project can be included on the progress report by clicking on the option button to "Include All Journal Entries." To display only the journal entries written within a specified time period, select the option button to "Limit Journal Entries to Dates Below." Then, select an option for the reporting period of journal entries. The reporting period can be defined by year, by quarter or by defining specific begin and end dates. Select the items to apply the project journal report period to. These items include Accomplishments, Comments, Plans and Scope Adjustments. The date range previously selected can be applied to these items, or all of the items can be listed in the report by choosing the appropriate selection. Check the "End Date Only" box to include journal entries made on or before the specified end date (i.e. the begin date is ignored.)

Project Journal Entries to Include — Select which journal entries should be included in the progress report. The journal entries can be limited to either Internal only or External only. Alternatively, all of the journal entries can be shown. To show which journal entries are being listed in the report, check the “Show this specification on report” box.

Show “Reviewed By” — To show the name of the user who most recently marked the project “Reviewed By”, click on the “Yes” option button.

Display Report — To generate a progress report with the options chosen above, click on the **Display Report** button.

Assign Engineer
This option will assign an engineer to the selected project(s). A box will appear that asks, “Are you sure you want to assign [Engineer Name] as engineer for all selected projects?” Select **OK** to assign the Engineer or **Cancel** to return to the filter results screen without assigning an engineer.

4-3.2.5 Sort Results by Title Headings

The project list can be sorted by any field, either alphabetically or numerically, by clicking on the field name once. To reverse the sort order, click on the field name a second time.

4-4 ACCESSING A PROJECT IN PDS

To update or view a specific project, click on the hyperlinked project number in the PDS “Filter Results” screen. When a project is opened, the “Project Details” screen will be displayed along with seven other sub-headings (tabs), as shown in Figure 4-5. To open a different tab, click on the tab name. A description of each tab follows in the corresponding section labeled in the figure below.

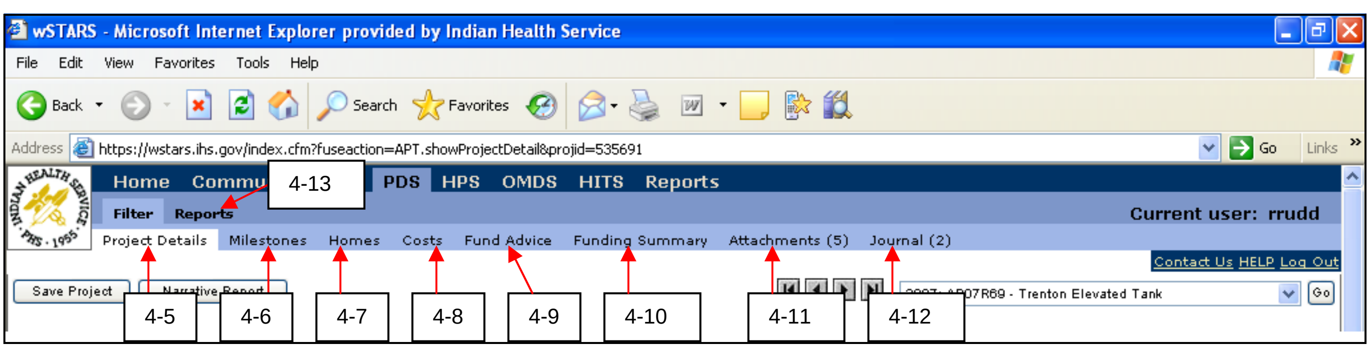


Figure 4-5. Sub-headings (tabs) under specific projects.

4-5 PROJECT DETAILS

The "Project Details" tab displays a general overview of the project, including the Tribe, Reservation and community the project will serve, the engineer, the type of project, the project scope and project costs. There are eight subsections under this tab and described in detail below. Figure 4-6 shows an example of a "Project Details" screen.

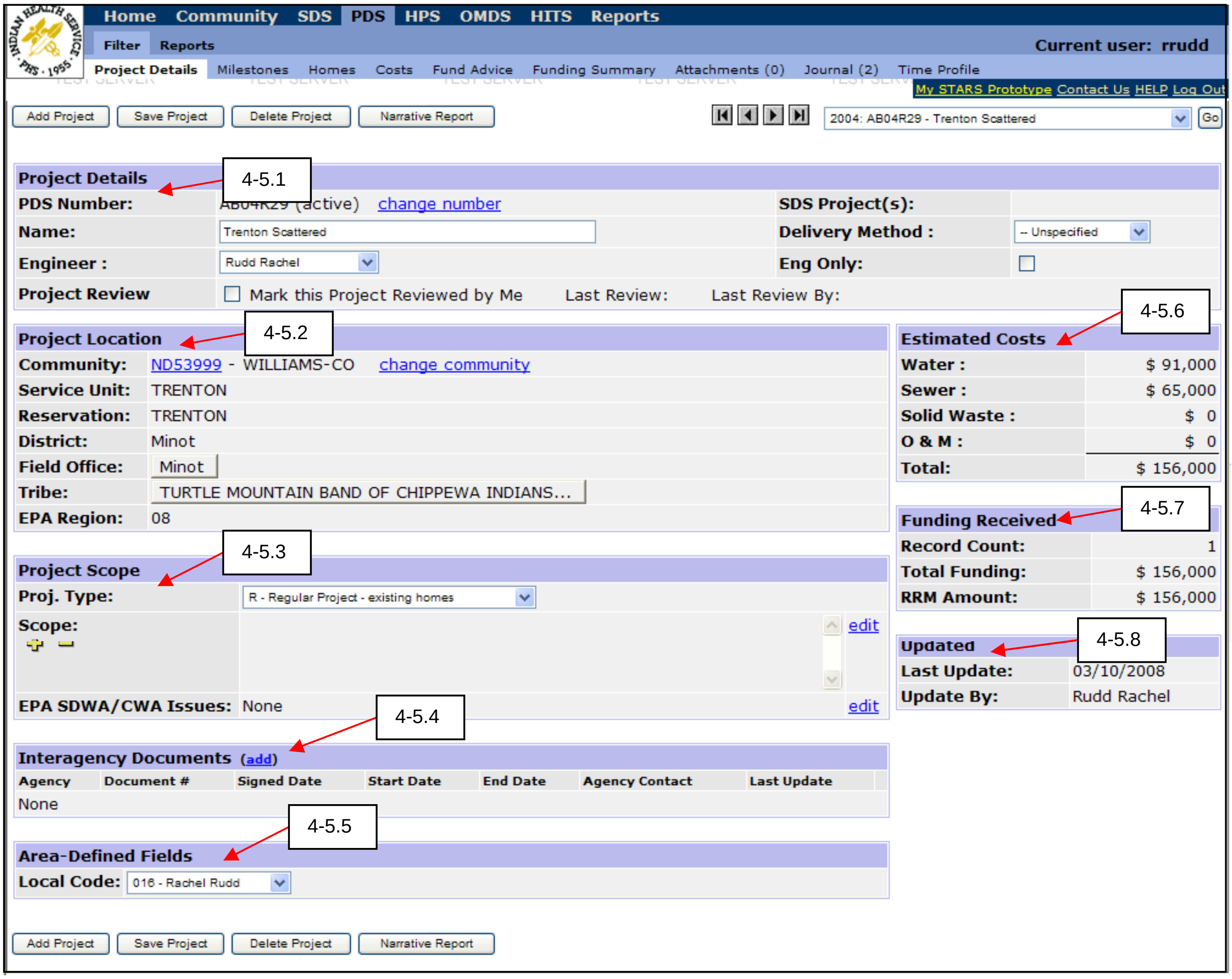


Figure 4-6. Sample "Project Details" screen.

4-5.1 Project Details - Field Descriptions

Field Label	**Description**
PDS Number	Displays the PDS project number, as described in Section 4-3.1.

SDS Project(s) Displays the SDS project number from which this PDS project was created. If the PDS project was initiated in PDS, the SDS project field will be blank.

Name Enter the descriptive name identifying the project. This will typically be the name of the proposed project's geographical location and a short phrase describing the project. The name can contain any characters and can be up to 40 characters long.

Delivery Method Select the delivery method from the dropdown menu. The delivery methods are described in Table 4-4.

DELIVERY METHOD	***DESCRIPTION***
IHS Direct Service	IHS administers the DSFC program. Sanitation facilities are constructed by: 1) IHS federal employees; or 2) Transferring project funds using a P.L. 86-121 Memorandum of Agreement (MOA) to establish tribal or third party project commitments; or 3) Using federal contracts. 4) P.L. 93-638 Subp. J Construction Contract, unless the Tribe has also contracted to perform program services and functions for the project.
Title 1 Contract	Tribes and tribal organizations contract with IHS to provide the program, services, functions and activities of IHS (Public Law 93-638).
Title 5 Compact	Tribes and tribal organizations are authorized to plan, conduct, consolidate and administer programs, services, functions and activities of IHS.

Table 4-4. Delivery methods.

Engineer Displays the Engineer assigned to the project. This field can be updated by selecting the name of the new engineer from the list.

Eng Only A checked box indicates the project includes engineering services only (includes no construction).

Project Review Displays the name of the last user to review the project and on what date. Checking the box will update the "Last Review By" name and "Last Review" date based on the user login name and date. When the project is saved, the box will automatically reset to unchecked, but the last reviewer and date will remain.

4-5.2 Project Location - Field Descriptions

Field Label	Description
Community	Displays the community where the project is located. This is the primary community if the project serves more than one community.
Service Unit	Displays the service unit where the project is located.
Reservation	Displays the Reservation where the project is located.
District	Displays the district to which the project is assigned.
Field Office	Displays the field office to which the project is assigned. The field office name displays on a button that can be clicked to select a different field office.
Tribe	Displays the name of the Tribe served by the project. The Tribe name displays on a button that can be clicked to select a different Tribe.
EPA Region	Displays the EPA Region for the project. The EPA Region number is inherited from the community information assigned in the Community Deficiency Profile (Chapter 2). Table 4-5 lists the EPA regions and the corresponding states covered by each regional office.

EPA REGION #	*STATES COVERED*
1	MA, ME, NH, VT, CT, RI
2	NY, NJ, PR, VI
3	PA, VA, WV, DE, DC, MD
4	KY, TN, NC, SC, GA, FL, AL, MS
5	MN, WI, IL, MI, IN, OH
6	NM, TX, OK, AR, LA
7	IA, MO, NE, KS
8	MT, ND, SD, UT, CO, WY
9	AZ, CA, NV
10	WA, OR, ID, AK

Table 4-5. EPA regions and corresponding states.

4-5.3 Project Scope - Field Descriptions

Field Label	**Description**
Project Type	Displays the project type. The project type usually reflects the source of the majority of the project funding, but the project type is determined by the Area office. The project type can be selected from the dropdown menu. Table 4-6 summarizes the project types and corresponding codes.

CODE	*PROJECT TYPE*
- -	Unspecified
A	Accelerated Public Works project
C	CDBG Funded Project
E	EPA Funded project
H	Housing Project - new or renovated homes
O	Funded with other contributions
R	Regular project - existing homes
S	Special or Emergency project

Table 4-6. Project types and corresponding codes.

Scope	Displays the project scope. The project scope should summarize existing deficiencies and describe proposed deficiency corrections. The scope can be entered or edited here by clicking on the "edit" hyperlink. The hyperlink may only be visible if a project scope has not yet been identified and the user has the appropriate permissions. Click on the (+) to display 12 lines of the scope or the (-) to display only four lines. Note that for projects funded through SDS, the scope will be inherited from the SDS narrative
EPA SDWA/ CWA Issues	Identifies any EPA Safe Drinking Water Act (SDWA) or Clean Water Act (CWA) issues or special conditions.

4-5.4 Interagency Documents - Field Descriptions

This section displays information about documents and agreements between the IHS and other agencies. Most commonly, these documents/agreements will be IHS-EPA interagency agreements, but agreements with other agencies also may be included in the project documents and archived here.

Field Label	**Description**
Agency	Displays the non-IHS signatory agency.
Document #	Displays the interagency document number.

Signed Date	Displays the interagency document signing date.
Start Date	Displays the interagency document start date.
End Date	Displays the interagency document end date.
Agency Contact	Displays the name of the non-IHS signatory agency contact.
Last Update	Displays the date the interagency document information was last updated.

4-5.5 Area-Defined Fields - Field Descriptions

Displays any additional fields that the Area would like to have included in the project details. Area-defined fields can be defined and managed in the STARS maintenance tab by the Area STARS Administrator.

4-5.6 Estimated Costs - Field Descriptions

Displays estimated project costs, broken down by deficiency type. These fields summarize data input on the "Costs" tab. See Section 4-8 for updating estimated costs.

Field Label	Description
Water	Displays subtotal of estimated project costs to correct water deficiencies.
Sewer	Displays subtotal of estimated project costs to correct sewer deficiencies.
Solid Waste	Displays subtotal of estimated project costs to correct solid waste deficiencies.
O & M	Displays subtotal of estimated project costs to correct operation and maintenance deficiencies.
Total	Displays the total estimated project costs to correct all deficiencies.

4-5.7 Funding Received - Field Descriptions

Displays the project funding amount received to date. These fields summarize data input on the "Fund Advice" tab. See Section 4-9.4 for updating the Funding Received information.

Field Label	Description
Record Count	Displays the number of project funding records.
Total Funding	Displays the total project funding received.
RRM Amount	Displays the total amount of RRM eligible project funding. See Section 4-9 for a brief explanation of the Resources Requirement Methodology (RRM).

4-5.8 Updated - Field Descriptions

Displays the date of the last update and the name of the person who made the update. This field is automatically populated each time the record is saved.

Field Label	Description
Last Update	Displays the date the project was last updated.
Update By	Displays the name of the user of that last updated the project.

4-5.9 Common Actions

4-5.9.1 Navigate to a Different Project

The navigation bar (Figure 4-7) in the upper right-hand corner of the screen can be used to quickly navigate to another project without returning to the filter screen. The navigation bar can be used in different ways to move between projects.

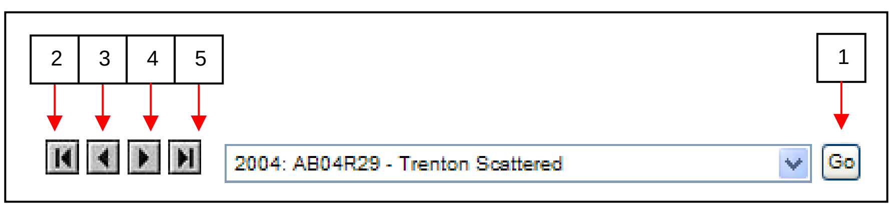


Figure 4-7. Navigation bar.

1. Click on the dropdown menu in the project name drop box. Select the desired project from the project list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the project name in the navigation bar) to be directed to the first project in the project list.

3. Click on the left arrow to be directed to the previous project in the project list.

4. Click on the right arrow to be directed to the next project in the project list.

5. Click on the right arrow with the bar to be directed to the last project in the project list.

Note that the projects listed in the navigation bar drop down will match the results of the most recent filter query. If the desired project is not contained in the project list, select the "Filter" tab and attempt to locate the desired project using new filter criteria (Section 4-2).

4-5.9.2 Add a New Project

To add a project to PDS, click on the **Add Project** button. This button is located at both the top and the bottom of the screen. See Section 4-2.1.2 for more information about adding projects.

4-5.9.3 Save Project Details

To save changes made on the current screen, click on the **Save Project** button located at both the top and bottom of the screen.

User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page. A window will appear to notify the user changes have not been saved. Clicking on the **OK** *button will exit the current screen without saving the changes and clicking on the* **Cancel** *button will return to the current project details screen.*

4-5.9.4 Delete an Existing Project

To delete a project from PDS, click on the **Delete Project** button, located at both the top and bottom of the screen.

User Tip: A window will appear to notify the user of other STARS records the deletion will affect. Clicking on the **Delete** *button will confirm the deletion.*

4-5.9.5 View/Print a Narrative Report

To create a one page narrative report for the current project, click on the **Narrative Report** button located at both the top and bottom of the screen. See Section 4-13.2.1 for more information on narrative reports.

4-5.9.6 Change a Project Number

To change the PDS project number, "change number" hyperlink in the "Project Details" box. The "Create/Edit PDS Project Number" screen will appear. See Section 4-2.1.2 for a detailed description of this screen.

4-5.9.7 Change a Community Name

To change the community to which the project is assigned, click on the "change community" hyperlink in the "Project Location" box. After making the change on the "Community Data" screen that appears, click on the **Submit** button to save the change or **Cancel** to return to the current project details screen without making the change.

4-5.9.8 Change a Field Office Name

To change the field office assigned to the project, click on the button with the field office name in the "Project Location" box. The "Select Field Office/Tribe" Webpage dialog box will appear in which changes can be made. The field offices available for selection will be automatically filtered based on the community selected. Clicking on the **OK** button will save the changes and clicking on the **Cancel** button will return to the current project details screen without saving the changes.

4-5.9.9 Change a Tribe Name

To change the name of the Tribe served by this project, click on the button with the Tribe name in the "Project Location" box. The "Select Field Office/Tribe" Webpage dialog box will appear in which changes can be made. The Tribes available for selection will be automatically filtered based on the community selected. Clicking on the **OK** button will save the changes and clicking on the **Cancel** button will return to the current project details screen without saving the changes.

4-5.9.10 Edit the Scope

To edit the project scope, click on the "edit" hyperlink in the "Project Scope" box to the right of the scope description. This hyperlink will be visible only if a project scope has not yet been identified and the user has the appropriate permissions. The scope can also be edited under the "Journal" tab (Section 4-12).

4-5.9.11 Edit or Add EPA SDWA/CWA Issues

To edit EPA Safe Drinking Water Act and Clean Water Act issues, select the "edit" hyperlink in the "Project Scope" box to the right of EPA SDWA/CWA Issues. The possible choices are listed in Table 4-7.

EPA ENVIRONMENTAL ISSUES	
SDWA	***CWA***
Arsenic	None listed
Lead and Copper	
Nitrate/Nitrite	
Other VOCs	
Radionuclides	
Surface Water	
Total Coliforms	
TTHMs	

Table 4-7. EPA SDWA/CWA Issues.

4-5.9.12 Add an Interagency Document

To add an Interagency Document, click on the "add" hyperlink to the right of the "Interagency Documents" header. The "Interagency Document" window will open, as shown in Figure 4-8). An existing document can be selected from the list in the first selection box by clicking on the "Select Existing Document" option button. A new document can be added by clicking on the "Add New Document" option button.

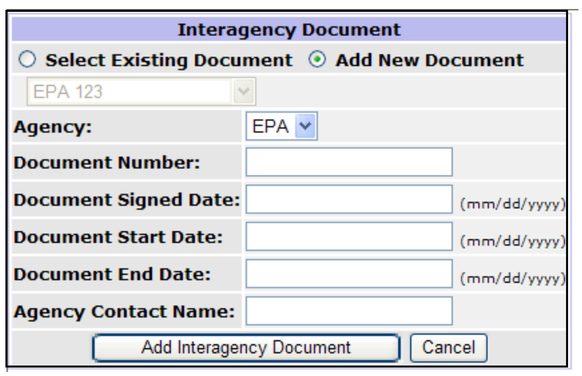


Figure 4-8. "Add Interagency Document" screen.

4-6 MILESTONES

The "Milestones" tab allows scheduling and tracking of specific project activities and project phases and viewing of the project status. Select milestones are included in the progress reports that can be generated from PDS. The user can input proposed, revised and actual dates for the completion of each project milestone. Figure 4-9 shows a sample "Milestones" screen. Most users can add milestones from a standard list. Users with the appropriate permission can create new milestones and most Areas have a standard set of project milestones that are created for each new PDS project. Typically creating new milestones and maintaining the default set of milestones is a function reserved for the Area STARS coordinator. See Appendix I for a list of standard milestones and definitions of the activities/dates that correspond to them. See Chapter 8 (STARS Maintenance) for more information on creating and adding milestones.

4-6.1 Field Descriptions

Field Label	**Description**
Project Phase	The project milestones are collected into four phases as shown in Table 4-8.

MILESTONE PROJECT PHASES	
Planning	Includes project document dates.
Design	Include right-of-way and bid opening dates.
Construction	Includes Notice to Proceed, preconstruction meeting and final inspection dates.
Closeout	Includes ss-builts, transfer agreements & final reports.

Table 4-8 Milestone project phases.

Code Displays the code assigned to each milestone. The code numbers for the Headquarters-required milestones are assigned at the Headquarters level and the codes for the Area milestones at the Area level. The code number ranges indicate project phases as shown in Table 4-9.

MILESTONE CODE NUMBER RANGES	
1000-1999	Planning
2000-2999	Design
3000-3999	Construction
4000-4999	Closeout

Table 4-9. Milestone code number ranges.

Milestone Displays the milestone Name.

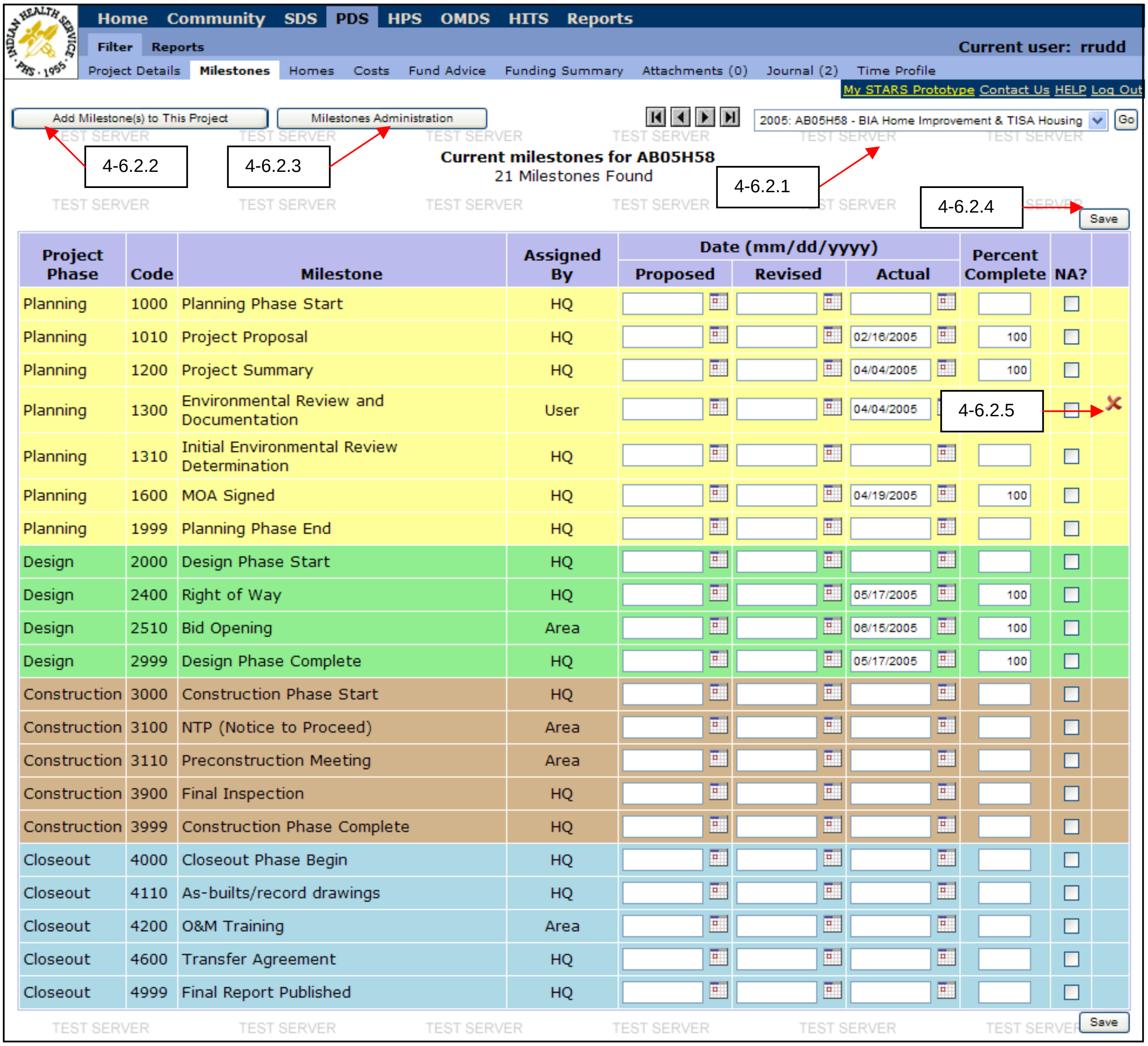
Assigned By Displays the user level that assigned each milestone (i.e. HQ, Area, etc.)

Proposed Date Displays the proposed completion date for each milestone. Together the milestones represent the original project schedule.

User Tip: See Appendix I for guidance on dates that should be entered for standard milestones.

User Tip: Once the proposed dates are entered and saved, they can only be changed by users with the appropriate permissions.

Revised Date Displays the revised completion date for each milestone and can be updated as the project progresses.



Project Phase	Code	Milestone	Assigned By	Date (mm/dd/yyyy) Proposed	Revised	Actual	Percent Complete	NA?
Planning	1000	Planning Phase Start	HQ					
Planning	1010	Project Proposal	HQ			02/16/2005	100	
Planning	1200	Project Summary	HQ			04/04/2005	100	
Planning	1300	Environmental Review and Documentation	User			04/04/2005		
Planning	1310	Initial Environmental Review Determination	HQ					
Planning	1600	MOA Signed	HQ			04/19/2005	100	
Planning	1999	Planning Phase End	HQ					
Design	2000	Design Phase Start	HQ					
Design	2400	Right of Way	HQ			05/17/2005	100	
Design	2510	Bid Opening	Area			06/15/2005	100	
Design	2999	Design Phase Complete	HQ			05/17/2005	100	
Construction	3000	Construction Phase Start	HQ					
Construction	3100	NTP (Notice to Proceed)	Area					
Construction	3110	Preconstruction Meeting	Area					
Construction	3900	Final Inspection	HQ					
Construction	3999	Construction Phase Complete	HQ					
Closeout	4000	Closeout Phase Begin	HQ					
Closeout	4110	As-builts/record drawings	HQ					
Closeout	4200	O&M Training	Area					
Closeout	4600	Transfer Agreement	HQ					
Closeout	4999	Final Report Published	HQ					

Figure 4-9. Sample "Milestones" screen.

Actual Date Displays the actual completion date for each milestone.

User Tip: IDG 20.2 specifies that that the date for the milestone "Final Report Published" be entered when the final report is uploaded to STARS/PDS, and it can only be entered by users with appropriate permissions. See Appendix J for more information.

Percent Complete Displays the percent of completion of each milestone to date. When an actual date is entered, the milestone automatically sets to 100% complete.

N/A? When checked, this check box indicates a milestone is not applicable to the project.

User Tip: If an N/A milestone is one of those included on the standard progress report, all dates for that milestone (proposed, revised, and actual) will be reported as "Not Applicable" on the progress report.

4-6.2 Common Actions

4-6.2.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions on using the navigation bar in the upper right hand corner of the screen to access other projects within the filter results.

4-6.2.2 Add a New Milestone

A predetermined set of required milestones (set by HQ and/or Area Office) are automatically populated when the project is created. Additional project milestones may be available that do not automatically show up in the list of current milestones. The available standard milestones that have been created are listed in Appendix I. To add one of these "optional" milestones to the project, click on the **Add Milestone(s) to this Project** button. A list of the remaining available milestones will appear. Select one or more of the remaining milestones from the list by checking the box to the left of the milestone name, then click on the **Add Milestone** button. Click on the **Save** button at the top right or bottom right of the milestone list to save the milestone.

4-6.2.3 Milestones Administration

The standard milestone list in STARS currently includes the 120 milestones listed in Appendix I. PDS and HITS use the same milestone list. The milestones that automatically populate when a new PDS project is created and those available in the **Add Milestone(s) to this Project** button are part of this standard list. Each Area determines which of these milestones are available to users in that Area.

Users with the appropriate permissions can make additional milestones available to a project. Also, if a desired milestone is not on the list of standard milestones, new milestones can be created. Both of these actions are done by selecting the **Milestones Administration** button at the top of the screen. For more information on Milestones Administration see Chapter 8 (STARS Maintenance).

4-6.2.4 Save Changes to the Milestones Screen

To save changes made on the "Milestones" screen, click on the **Save** button located at the top and bottom of the milestones list, on the right side of the screen.

> *User Tip: Changes are not saved automatically. The project must be saved before navigating away from this page.*

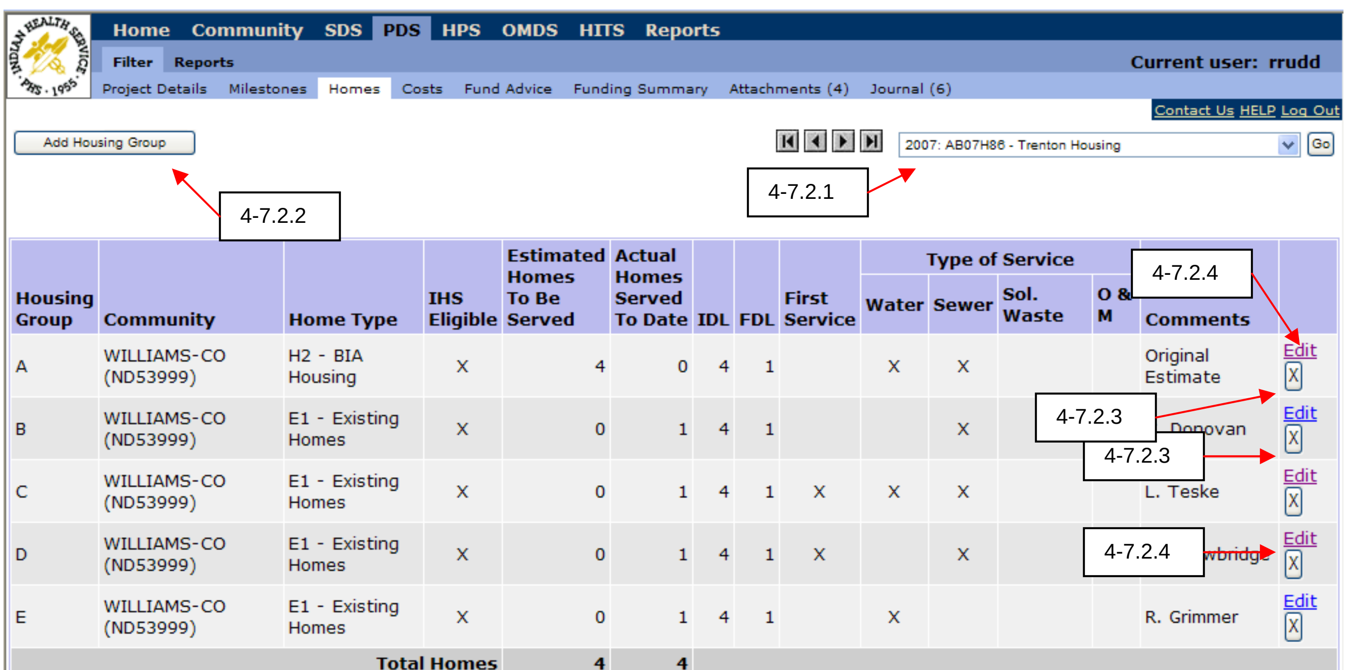
4-6.2.5 Delete an Existing Milestone

To delete a milestone, click on the red **X** to the right of that milestone. A window will appear to verify the deletion. Milestones without a red **X** are considered required milestones by HQ or the Area office and cannot be deleted.

4-7 HOMES

The "Homes" tab provides a location to enter information about the homes that will be served under the project. Separate entries should be made for each home type, deficiency level, eligibility status, and/or community location. The information entered in this screen is linked to the cost data on the "Costs" tab so it is important to include enough detail to coincide accurately with the cost data.

Information on this screen may be automatically generated if it is an SDS project that was funded into a PDS project, or it can be manually entered. However, the overall housing groups typically should reflect the groups in the project summary document. Entries are commonly made by Area or district staff but can also be made by field staff depending on Area's preference. A location is also provided to enter the actual homes served for each group following completion of the project. An example of the "Homes" screen is shown in Figure 4-10.



Housing Group	Community	Home Type	IHS Eligible	Estimated Homes To Be Served	Actual Homes Served To Date	IDL	FDL	First Service	Type of Service: Water	Sewer	Sol. Waste	O & M	Comments	
A	WILLIAMS-CO (ND53999)	H2 - BIA Housing	X	4	0	4	1		X	X			Original Estimate	Edit X
B	WILLIAMS-CO (ND53999)	E1 - Existing Homes	X	0	1	4	1			X			Donovan	Edit X
C	WILLIAMS-CO (ND53999)	E1 - Existing Homes	X	0	1	4	1	X	X	X			L. Teske	Edit X
D	WILLIAMS-CO (ND53999)	E1 - Existing Homes	X	0	1	4	1	X		X			wbridge	Edit X
E	WILLIAMS-CO (ND53999)	E1 - Existing Homes	X	0	1	4	1		X				R. Grimmer	Edit X
		Total Homes		4	4									

Figure 4-10. Sample "Homes" screen.

4-7.1 Field Descriptions

Field Label	**Description**
Housing Group	Displays the letter assigned to each housing group. Housing groups are automatically lettered alphabetically in the order created.
Community	Displays the community to which each housing group is assigned.
Home Type	Displays the type of home included in each housing group. The standard home type codes are listed in Table 4-10. See Section 3-6 for a complete description of home types.

HOME TYPE CODE	*TYPE OF HOME*	*DESCRIPTION*
E1	Existing AI/AN Homes	Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust.
E2	Non-Residential Units	Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes.
E3	Non-Indian Units	Any home that is not an AI/AN owned home.
H1	HUD Housing (AI/AN)	HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title.
H2	BIA-HIP Housing	Home constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes, which are homes that do not meet acceptable building standards.
H3	Tribal Housing (AI/AN)	Community Improvement Program (CIP) homes.
H4	State or Remote Housing (AI/AN)	State owned AI/AN homes. Includes Alaska homes for teachers.
H5	Other Housing (AI/AN)	Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name.
H6	HUD-BIA Housing (AI/AN)	Former housing program. This is typically not used.
H7	HUD Block Grant (AI/AN); CDBG Complete Units	CDBG new homes and renovations funded by HUD.

Table 4-10. Home type codes.

IHS Eligible Displays whether or not each housing group is eligible for service with IHS funds. The presence of an "X" in the box indicates IHS eligibility.

Estimated Homes To Be Served Displays the estimated number of homes in each housing group to be served by the project. This value usually comes from the project summary document.

Actual Homes Served To Date Displays the actual number of homes in each housing group served by the project to date.

IDL Displays the initial deficiency level for each housing group in the project.

FDL Displays the final deficiency level for each housing group in the project.

User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.

First Service Displays whether or not this is the first time that the homes in each housing group have been served by an IHS project, including previous service by another federal agency). The presence of an "X" in the box indicates first time service for the housing group.

Type of Service Displays the type of service provided under this project (Water, Sewer, Solid Waste and/or O&M). The type of service is assigned to housing groups under the "Costs" tab as described in Section 4-8 and automatically populates these fields when relevant data is entered on the "Costs" tab. The presence of an "X" in a box indicates the type of service provided to each housing group under the project.

Comments Displays any comments related to the housing group.

4-7.2 Common Actions

4-7.2.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-7.2.2 Add a New Housing Group

To add a housing group to the project, click on the **Add Housing Group** button in the upper left screen corner. The "Project Home Details" window will be displayed as shown in Figure 4-11. This screen allows the user to enter a new housing group and pertinent housing group details for the project.

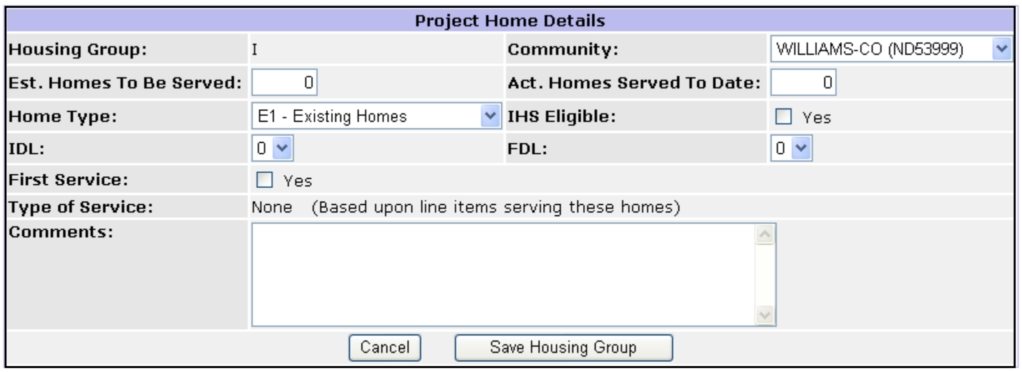


Figure 4-11. "Add Housing Group" screen.

<u>**Field Label**</u>	<u>**Description**</u>
Housing Group	The housing group will automatically be assigned a letter. Housing groups are lettered alphabetically in the order created.
Community	Select the community where the housing group is located.
Est. Homes To Be Served	Enter the estimated number of homes in this housing group to be served by the project. This value usually comes from the project summary document.
Act. Homes Served To Date	Enter the actual number of homes in this housing group served to date by the project.
Home Type	Select the type of homes in this housing group. Standard home type codes are listed in Table 4-10.
IHS Eligible	Check the box if the housing group is eligible for service with IHS funding.
IDL	Select the initial deficiency level for the group of homes.

FDL	Select the final deficiency level for the group of homes.
First Service	Check the box if this is the first time that homes in this housing group have been served by an IHS project, including previous service by another federal agency.
Type of Service	Automatically displays the type of service provided to the housing group under the project (water, sewer, solid waste and/or O&M). The type of service is assigned to housing groups under the "Costs" tab as described in Section 4-8.
Comments	Enter any comments related to the housing group.
Cancel	To return to the "Homes" screen without adding a new housing group, select the **Cancel** button.
Save Housing Group	To save a housing group, select the **Save Housing Group** button.

4-7.2.3 Delete an Existing Housing Group

To delete an existing housing group, select the **X** button located on the far right hand side of the Housing Group display table. A window will appear to verify the deletion.

4-7.2.4 Edit an Existing Housing Group

To edit an existing housing group, select the "Edit" hyperlink located on the far right hand side of the Housing Group display table. The "Project Home Details" screen will be displayed. This screen will be similar to Figure 4-11 but the values will already be populated. See Section 4-7.2.2 for descriptions of the field labels.

4-8 COSTS

The "Costs" tab provides a location to enter the estimated costs for a project. Separate entries are typically made for each major facility type, funding source, and funding year. In addition, separate entries are required for housing groups/facilities with differing eligibility status. Housing groups entered on the "Homes" tab are linked with each line item on the "Costs" tab.

Entries can be very detailed or grouped together under common facility types depending on the Area's preference. Information on this screen may be automatically generated if it is an SDS project that was funded into a PDS project, or it can be manually entered. However, the overall cost information typically should reflect the costs in the project summary document. Entries are commonly made by Area or district staff but can also be made by field staff depending on Area's preference. A location is also provided to enter the actual quantities and/or costs for each line item following completion of the project. An example "Costs" screen is shown in Figure 4-12.

Figure 4-12. Sample "Costs" screen.

4-8.1 Field Descriptions

Field Label	Description
Facility Type	Displays the facility type for each line item.
Funding Source	Displays the funding source for each line item. See Table 4-12 for a list of available funding sources.
Funding Year	Displays the fiscal year funding is received, or expected to be received, from the specified funding source.
Eligible?	Displays whether or not the line item facilities are considered eligible for IHS funding. Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for more information on eligibility.
Housing Groups	Displays the housing groups that will be served by or benefit from the facilities provided under each line item.
Estimated Qty	Displays the estimated number of units to be provided for each line item.

Estimated Unit Cost	Displays the estimated unit cost for each line item.
Estimated Cost	Displays the total estimated cost for each line item (Qty x Unit Cost).
Actual Qty	Displays the actual number of units provided for each line item.
Actual Unit Cost	Displays the actual unit cost for each line item.
Actual Cost	Displays the total actual cost for each line item. (Qty x Unit Cost).
Comments	Displays any comments pertinent to the line item.

4-8.2 Common Actions

4-8.2.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-8.2.2 Add a New Project Costs Line Item

To add a line item, click on the **Add Line Item** button in the upper left screen corner. The "Line Item Details" box will be displayed at the bottom of the screen, as shown in Figure 4-13.

In general line items should be entered that will match with the housing groups entered under the "Homes" tab. Typically, separate line items will be entered for each different facility type and funding source. Multiple housing groups can be assigned to a single cost item assuming the eligibilities are consistent. For example, there may be one line item for community water for the IHS eligible homes, and one line item for community water for the ineligible homes. Funding for the ineligible homes can not be provided by IHS. Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for more information on eligibility criteria.

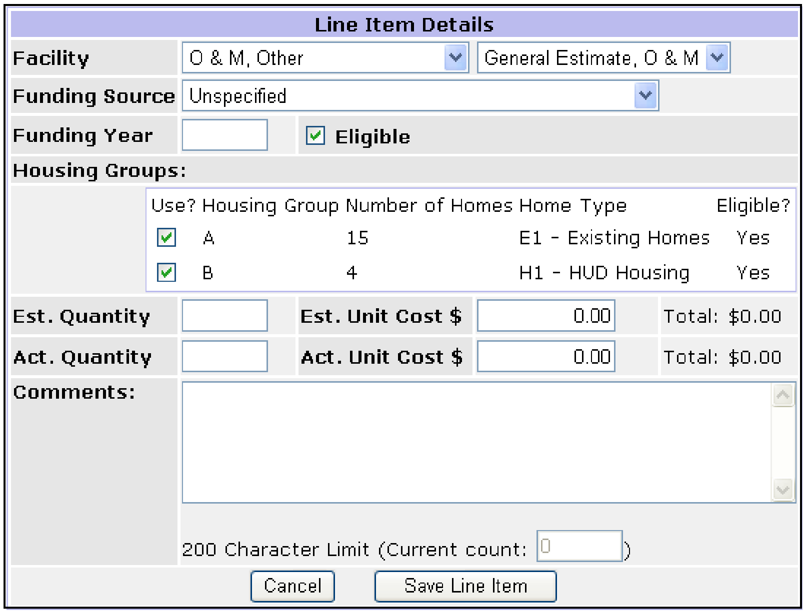


Figure 4-13. "Line Item Details" screen.

Field Label	**Description**
Facility	Select the facility type that is to be provided for this line item. Typical facility types available are shown in Table 4-11, although the facility types are customizable be each Area. See Chapter 8 for a discussion about creating Area-specific facility types.

FACILITY	
O&M, Other	General Estimate, O&M
Sewer, Other	General Estimate, Sewer
Solid Waste A (Plan)	Solid Waste A (Plan)
Solid Waste B (Closure)	Solid Waste B (Closure)
Solid Waste C (Development)	Solid Waste C (Development)
Water, Other	General Estimate, Water

Table 4-11. Facility types.

Funding Source	Select the agency/source providing the funding for this line item. The funding sources available are shown in Table 4-12.

FUNDING SOURCES	
Unspecified	HUD CDBG
BIA	IHS Housing
CWF	IHS Regular
EPA	New Funding
EPA - Other	Other
EPA CWA Set-Aside	Tribal
EPA SDWA Set-Aside	USDA-RD
Funds managed by others; Project managed by IHS	VSW
	VSW/EPA
HUD	VSW/RD

Table 4-12. Funding sources.

Funding Year Enter the fiscal year project funding is received for the line item.

Eligible Check this box if the proposed facilities are eligible for IHS funding.

Housing Groups Check the box(es) for the housing groups that will benefit from facilities provided by the line item. These are the housing groups described under the "Homes" tab (Section 4-7).

Est. Quantity Enter the estimated number of units to be provided for the line item.

Est. Unit Cost Enter the estimated unit cost for the line item facility.

Total Displays the total estimated cost for the line item facility (Qty x Unit Cost).

Act. Quantity Enter the actual number of units provided for the line item facility.

Act. Unit Cost Enter the actual unit cost for the line item facility.

Total Displays the total actual cost for the line item facility (Qty x Unit Cost).

Comments Enter any comments that are pertinent to this line item.

Cancel To return to the "Costs" screen without adding a new line item select the **Cancel** button.

Save Line Item To save a line item and return to the "Costs" screen, select the **Save Line Item** button.

4-8.2.3 Add/View Special Requirements

Special requirements are specific items that have an impact on the cost of the project. To show special requirements, check the box at the top of the screen to "Show Special Requirements". A Special Requirements line will be added to each line item, as shown in Figure 4-14.

Currently the only special requirement that can be selected is "Arsenic" which identifies additional costs resulting from the Arsenic Rule. Costs associated with all other special requirements currently must be added as "Unspecified". The Special Requirements lookup list can be edited by users with the appropriate permissions.

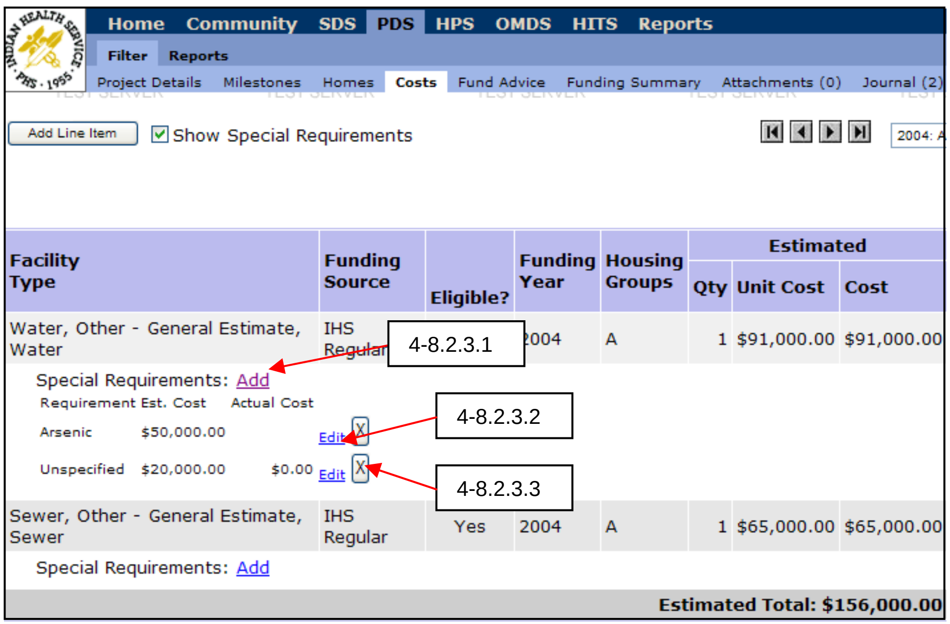


Figure 4-14. "Special Requirements" screen.

Add Special Requirements

To add Special Requirements, click on the "Add" hyperlink on the Special Requirements line. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 4-15.

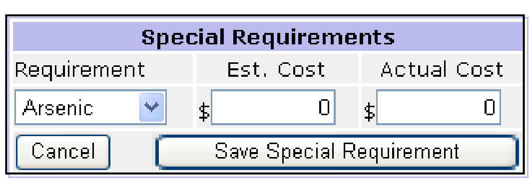


Figure 4-15. "Add Special Requirements" screen.

Field Label	Description
Requirement	Select a special requirement from the dropdown menu.
Est. Cost	Enter the estimated cost resulting from this special requirement.
Actual Cost	Enter the actual cost resulting from this special requirement.
Cancel	To return to the "Costs" screen without adding any special requirements select the **Cancel** button.
Save Special Requirement	To save the special requirement and return to the "Costs" screen, select the **Save Special Requirement** button.

Edit an Existing Special Requirement
To edit an existing special requirement, click on the "Edit" hyperlink. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 4-15. See Section 4-8.2.3 for a description of field labels in this box.

Delete an Existing Special Requirement
To delete an existing special requirement, click on the **X** button to the right of the special requirement. A dialog box will appear asking if the special requirement should be deleted. Click on the **OK** button to delete the special requirement. Click on the **Cancel** button to return to the "Costs" screen without deleting the special requirement.

4-8.2.4 Delete an Existing Project Costs Line Item

To delete an existing project costs line item, click on the **X** button near the right hand side of the screen. A dialog box will appear asking if the special requirement should be deleted. Click on the **OK** button to delete the special requirement. Click on the **Cancel** button to return to the "Costs" screen without deleting the line item.

4-8.2.5 Edit an Existing Project Costs Line Item

To edit an existing project costs line item, click on the "Edit" hyperlink near the right hand side of the screen to edit an existing housing group. The "Line Item Details" box will be displayed at the bottom of the screen, as shown in Figure 4-13. See Section 4-8.2.2 for a description of the field labels in the "Line Item Details" box.

4-9 *FUND ADVICE*

The “Fund Advice” tab provides a location to record project funding received. The entries on this screen represent funding amounts that have been obligated to the project account (IHS funding), or contributions that have been received from third-party funding sources. Entries can also be made for funding that IHS does not receive, but that is retained by other participants in the project. Project RRM calculations are derived from the information on this screen, so it is important to accurately record all sources of funding for the project whether obligated by IHS or reserved in a separate account by a third-party funding source. However, care should be taken not to enter funding until it is obligated, either through a signed MOA or a notice of funds availability for third-party funds.

This screen also provides the ability to track estimated expenditures for funds that have been received. This is a useful tool for tracking project expenses, particularly when generating progress reports. Area staff will typically create the entries in this screen based on the signed MOA. Field staff will typically only enter information on estimated expenditures (if required by the Area). A sample “Fund Advice” screen is shown in Figure 4-16.

4-9.1 Fund Advice Table – Field Descriptions

Field Label	Description
Fund Source	Displays the source for each funding contribution to the project.
Fund Year	Displays the fiscal year in which IHS funds were appropriated or contributed funds were received.
CAN Number	Displays the Common Accounting Number (CAN) for each funding source.
Amount	Displays the amount of each funding source.
Est. Expenditure	Displays the estimated expenditures to date from each funding source. This could include actual disbursements or obligations for which the work has been completed but payment has not yet been requested.
Est. Balance	Displays the estimated balance of each funding source. This is a calculated field displaying the difference between the Amount and the Est. Expenditure fields.
Date of Entry	Displays the date each advice of funds was entered into the IHS finance system.

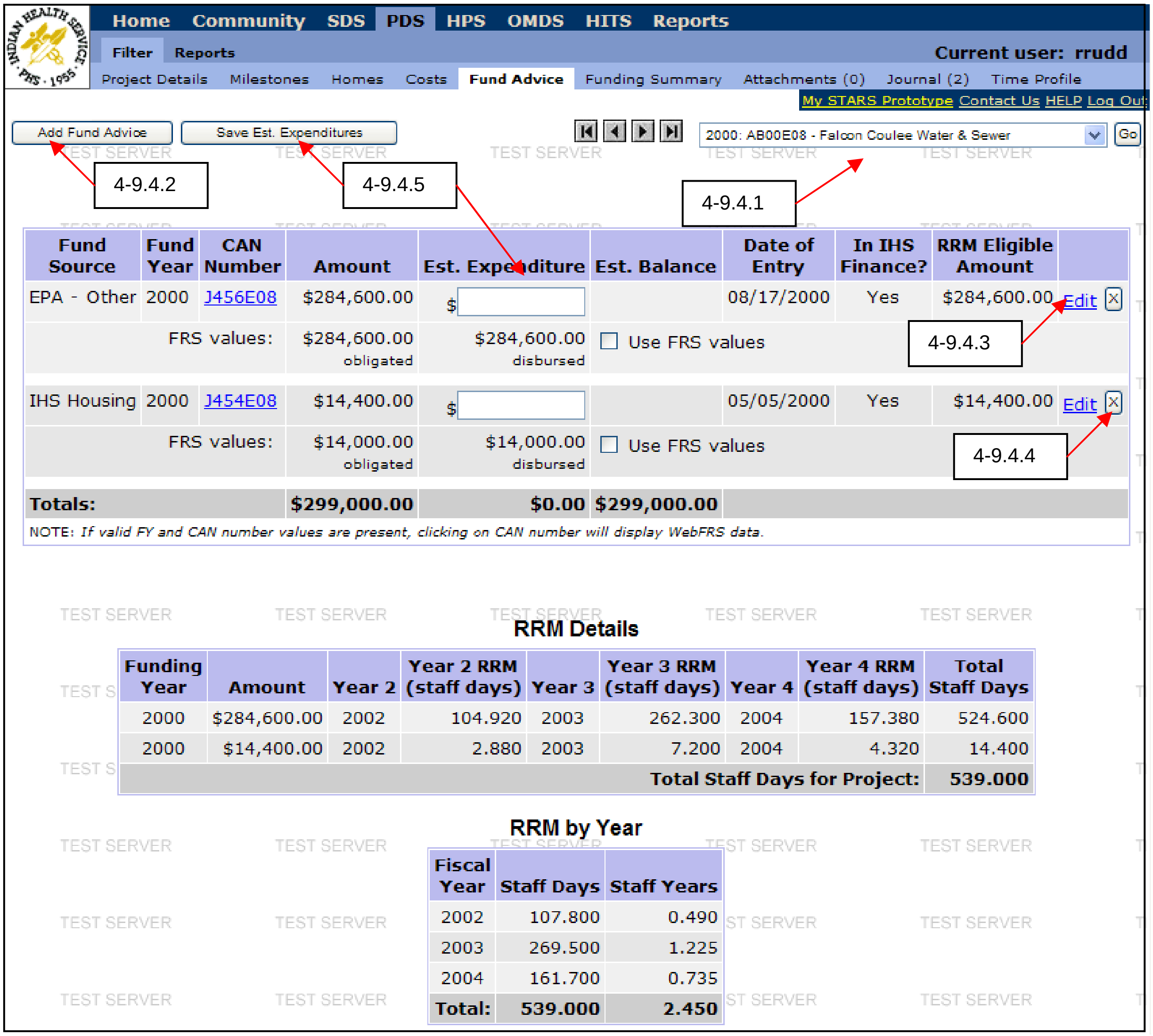


Figure 4-16. Sample "Fund Advice" screen.

In IHS Finance? Displays whether or not the fund advice has been received by IHS. Project funds managed by Tribes or tribal organization may be listed on the fund advice tab but not managed in the IHS finance system.

RRM Eligible Amount Displays the amount of each contribution that is included in the project RRM calculations. For a brief description of RRM, see Section 4-9.2.

4-9.2 RRM Details – Field Descriptions

The Resource Requirement Methodology (RRM) is a workload needs model intended to reflect the amount of effort required to complete the various aspects of the Environmental Health and Sanitation Facilities Construction missions. It is used to allocate Environmental Health Support Account funds to the Areas. For the project portion of the RRM calculation, the model is based on project funding management. The RRM calculations essentially provide a relative measure of the staff time necessary to plan, implement and complete a construction project and provide other essential non-project activities at the field level. The calculations shown in this section reflect project related workload requirements.

Refer to Chapter 7 of the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for a more complete explanation of RRM and how it is calculated.

Field Label	Description
Funding Year	Displays the fiscal year when IHS funds were appropriated or contributed funds were received.
Amount	Displays the amount of the total project funding by fiscal year.
Year 2	Displays the second year after project funding was received.
Year 2 RRM (staff days)	Displays the calculated project workload in staff-days, according to the project workload formula.
Year 3	Displays the third year after project funding was received.
Year 3 RRM (staff days)	Displays the calculated project workload in staff-days, according to the project workload formula.
Year 4	Displays the fourth year after project funding was received.
Year 4 RRM (staff days)	Displays the calculated project workload in staff-days, according to the project workload formula.
Total Staff Days	Displays the total calculated project workload, in staff-days, according to the project workload formula. Note that RRM is a relative model. The SFC program is generally staffed at between 30% and 40% of the staff days identified by the model.

4-9.3 RRM by Year – Field Descriptions

Field Label	Description
Fiscal Year	Displays the fiscal year.
Staff Days	Displays the calculated workload for all funding sources, in staff-days, for that fiscal year.

Staff Years Displays the calculated workload for all funding sources, in staff-years, for that fiscal year.

4-9.4 Common Actions

4-9.4.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-9.4.2 Add a New Fund Advice

To add project fund advice, click on the **Add Fund Advice** button in the upper left screen corner. The "Fund Advice Details" screen will be displayed, as shown in Figure 4-17.

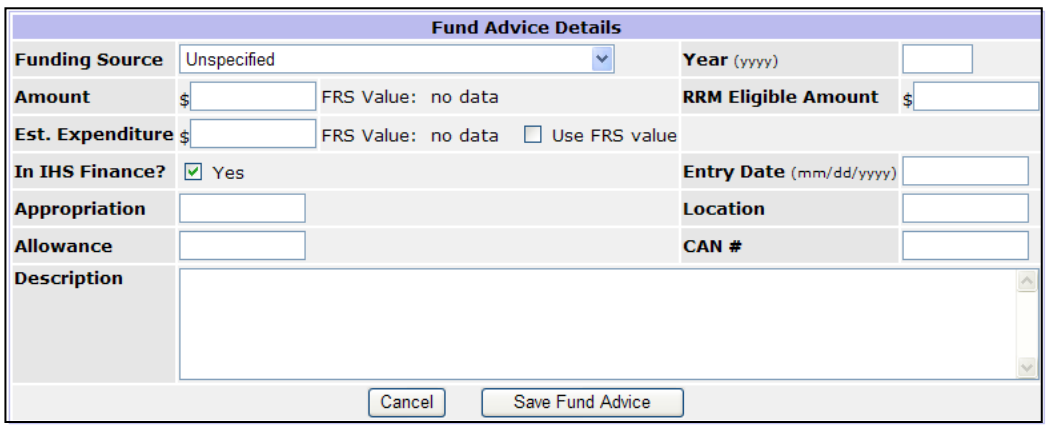


Figure 4-17. "Fund Advice Details" screen.

<u>**Field Label**</u>	<u>**Description**</u>
Funding Source	Select the agency/source providing the contribution. The available funding sources are listed in Table 4-12.
Fund Year	Enter the fiscal year when IHS funds were appropriated or contributed funds were received.
Amount	Enter the amount of received project funding.
RRM Eligible Amount	Enter the RRM eligible project funding amount for the fund advice. This is normally the full advice amount, although there are project costs that are not RRM eligible.

<u>User Tip</u>: Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") Table 7-5 for a list of costs that are not RRM eligible.

Est. Expenditure	Enter the estimated expenditure to date from each funding source. This could include actual disbursements or obligations for which the work has been completed but payment has not yet been requested.
In IHS Finance?	Check the box if the funding has been received by IHS Finance.
Date of Entry	Enter the date the funding was received by IHS Finance.
Appropriation	Enter the appropriation for the fund advice. This is a project accounting code designated by Area finance, for example "75X0391".
Location	Enter the location for the fund advice. This is a project accounting code designated by Area finance, for example "38.824".
Allowance	Enter the allowance for the fund advice. This is a project accounting code designated by Area finance, for example "07-30002".
CAN #	Enter the Common Accounting Number (CAN) for the fund advice. This is a project accounting code designated by Area finance, for example "J458R29".
Description	Enter a description for the fund advice, if desired.

4-9.4.3 Edit a Fund Advice

To edit fund advice details, select the "<u>Edit</u>" hyperlink on the right side of the fund advice line item. The "Fund Advice Details" screen will be displayed. See Section 4-9.4.2 for a description of the fields in the "Fund Advice Details" screen. To save changes to the estimated expenditures, click on the **Save Fund Advice** button to ensure that this change has been saved.

4-9.4.4 Delete a Fund Advice

To delete a fund advice line item, click on the **X** button on the right side of the line item to be deleted. A dialog box will appear asking for confirmation of the deletion.

4-9.4.5 Update Estimated Expenditures

Estimated expenditures to date, from a particular fund source, can be entered directly on the “Fund Advice” tab in the “Est. Expenditure” column. To save changes to the estimated expenditures, click on the **Save Est. Expenditures** button to ensure the change has been saved. Alternatively, the estimated expenditures to date can be automatically populated from data provided through the IHS Web Financial Reporting System (webFRS). This webFRS functionality is being phased out and replaced with a similar data connection to the Unified Financial Management System (UFMS).

4-10 FUNDING SUMMARY

The “Funding Summary” tab provides an overview of the financial data for the project. This is a read only screen for informational purposes only. The data on this screen includes a summary of estimated funding derived from the “Costs” tab, and received funding derived from the “Fund Advice” tab. District and Area staff are the most likely users of this screen, however, field users may also benefit from information presented on this screen. An example “Funding Summary” screen is shown in Figure 4-18.

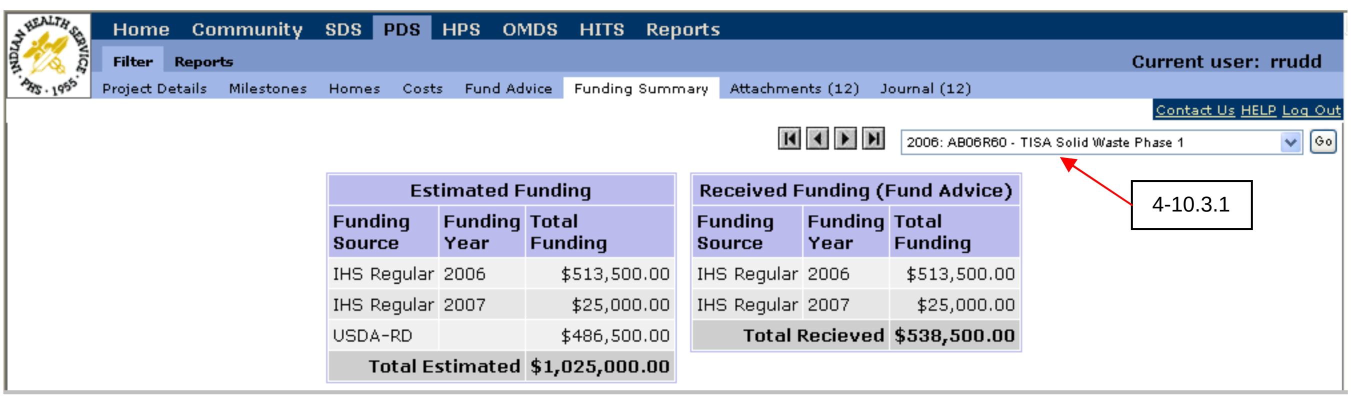


Figure 4-18. Sample “Funding Summary” screen.

4-10.1 Estimated Funding – Field Descriptions

Field Label	Description
Funding Source	Displays the source of the project funding.
Funding Year	Displays the fiscal year for each funding source.

Total Funding	Displays the total estimated project costs summarized by source and fiscal year.

4-10.2 Received Funding (Fund Advice) – Field Descriptions

<u>**Field Label**</u>	<u>**Description**</u>
Funding Source	Displays the source of the project funding received.
Funding Year	Displays the fiscal year for each funding source received.
Total Funding	Displays the total project funding received, summarized by source and fiscal year.

4-10.3 Common Actions

4-10.3.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-11 ATTACHMENTS

The “Attachments” tab provides a place to upload supporting documentation for the project. This can include any information relevant to the project including reports, test results, photographs, web links, email messages, etc. Attachments can be added to the STARS global library and categorized for easier recall from the library. Attachments are typically added by field staff. However, district and Area staff may also add attachments. The main purpose of the attachments tab is to provide an electronic repository for supporting documentation that is permanently linked to the project. An example of “Attachments” screen is shown in Figure 4-19.

<u>User Tip</u>: IGD 20.2 includes a requirement that final reports for projects be included as an attachment in STARS and specifies that the name of the uploaded final report file be in the format “FR-project#.pdf as in “FR-AB06R60.pdf”. See Appendix J for additional information.

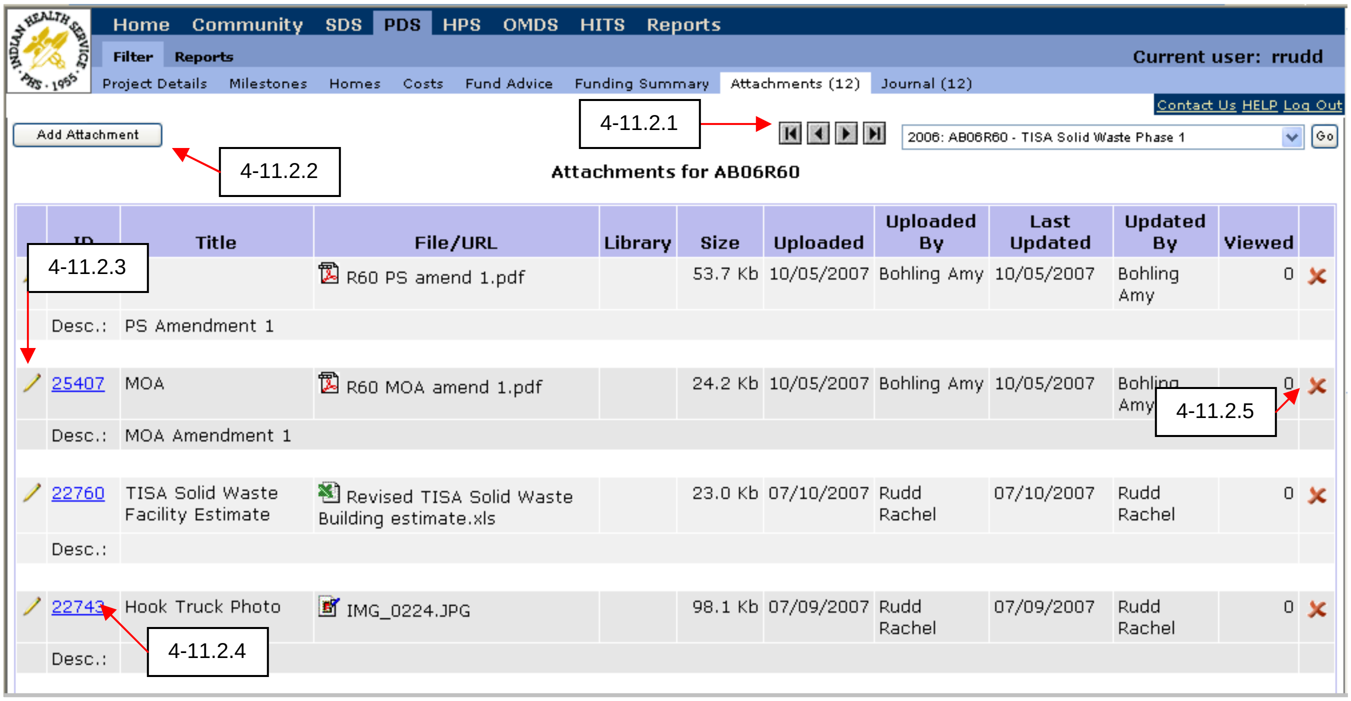


Figure 4-19. Sample "Attachments" screen.

4-11.1 Attachments for [Project Number] - Field Descriptions

<u>Field Label</u>	<u>Description</u>
ID	Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment.
Title	Displays the user defined attachment title.
File/URL	Displays the attachment file name and type or URL.
Library	Displays whether or not a copy of the attachment is stored in the library. See Chapter 1 for more information about the STARS library.
Size	Displays the attachment size.
Uploaded	Displays the attachment upload date.
Uploaded By	Displays who uploaded the attachment.
Last Updated	Displays when the last attachment was updated.

Updated Displays who last updated the attachment.

Viewed Displays the number of times the attachment has been viewed.

4-11.2 Common Actions

4-11.2.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-11.2.2 Add a New Attachment

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The "Attachment Details" screen will be displayed, as shown in Figure 4-20.

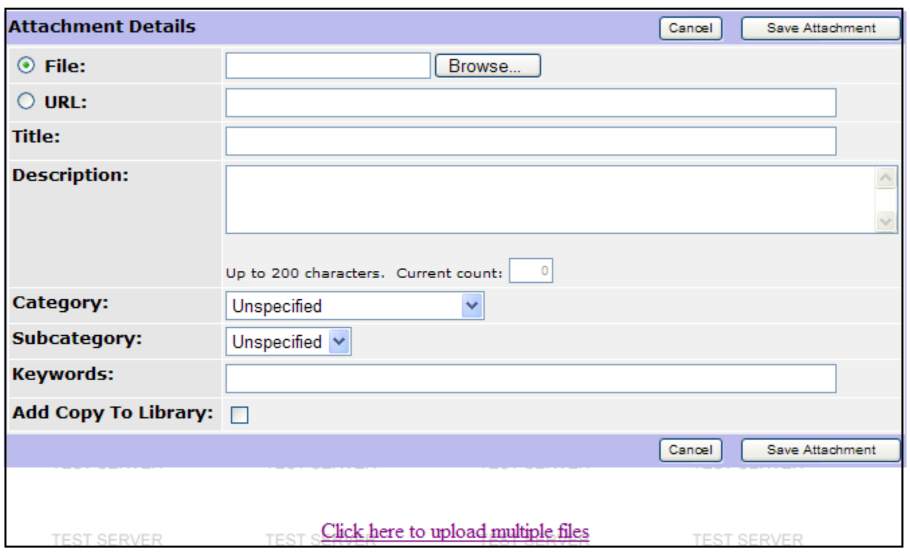


Figure 4-20. "Attachment Details" screen used for adding new attachments.

Field Label	Description
File	To attach a file, select the option button to the left of the word "File". Enter the name and path of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name field. See Section 4-11 for required filename format for final reports attached.
URL	To attach a URL, select the option button to the left of the word URL. Enter the URL to be attached.

Title — Enter a descriptive attachment title.

Description — Enter an attachment description, if desired. The description field is limited to 200 characters.

Category — Select an attachment category. The available categories to select from are listed in Appendix H.

Sub-Category — Select an attachment subcategory. The sub-category choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H.

Keyword — Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.

Add Copy To Library — Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library.

Cancel — To return to the main attachments screen without saving the new attachment, click on the **Cancel** button.

Save Attachment — To save a new attachment, select the **Save Attachment** button.

To attach multiple files to the project at the same time, select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 4-21.

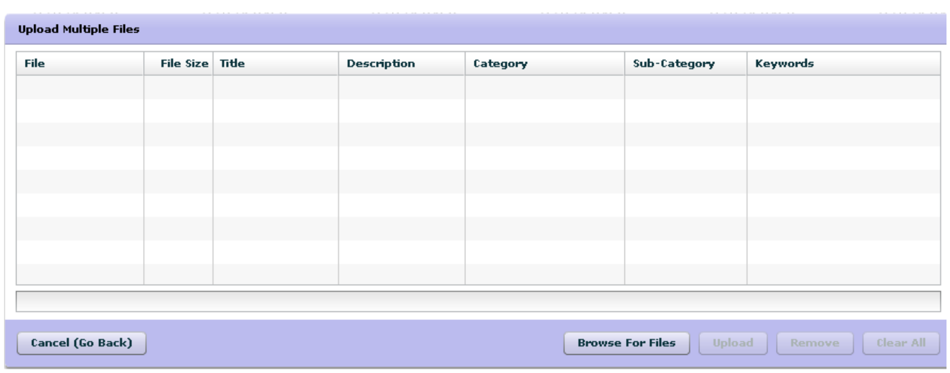


Figure 4-21. "Upload Multiple Files" screen.

User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.

4-11.2.3 *Edit Existing Attachment Details*

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. The “Attachment Details” screen will be displayed, as shown in Figure 4-22.

User Tip: Only the user that uploaded the attachment and users with the appropriate permissions can edit existing attachments.

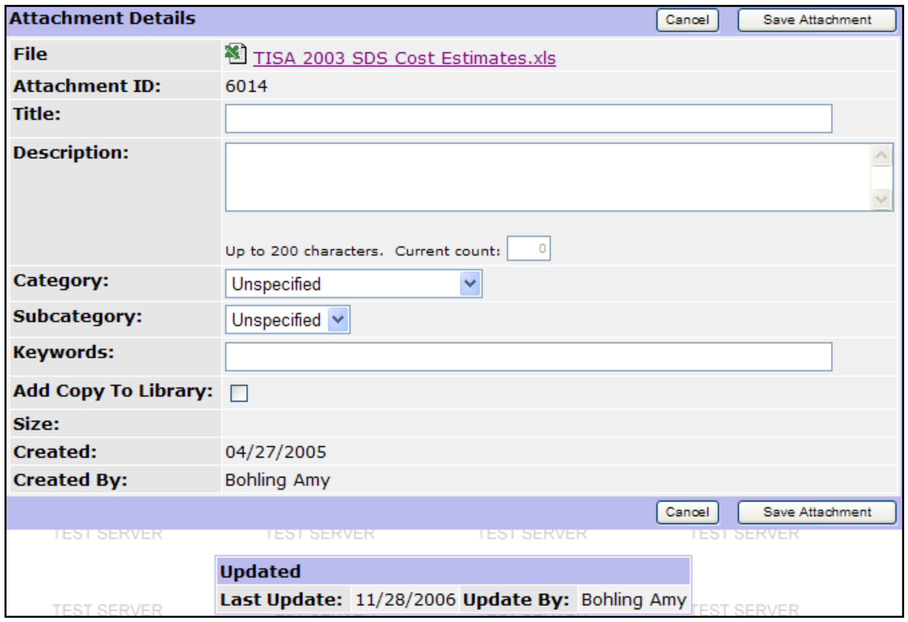


Figure 4-22. “Attachment Details” screen used for editing existing attachments.

Field Label	Description
File	To view the attached file, click on the file name.
Attachment ID	Displays the ID number assigned to the attachment The attachment ID number is system generated.
Title	Enter or edit the attachment title.
Description	Enter or edit the attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category. The available categories to select from are listed in Appendix H.
Subcategory	Select an attachment subcategory. The sub-category choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H.

Keyword Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.

Add Copy To Library Check the box to add a copy of the attachment to the library. The copy can be shared with the Area or the national library. See Chapter 1 for more information about the STARS library.

Size Displays the attachment size.

Created Displays the file attachment date.

Created By Displays who attached the project file.

Cancel To return to the main attachments screen without saving the new attachment, select the **Cancel** button.

Save Attachment To save a new attachment, select the **Save Attachment** button.

Last Update Displays when the attachment was last updated.

Updated By Displays who last updated the attachment.

4-11.2.4 View Existing Attachment

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

4-11.2.5 Delete an Existing Attachment

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

User Tip: Only the user that uploaded the attachment and users with the appropriate permissions can delete existing attachments.

4-12 JOURNAL

The "Journal" tab provides a place to enter narrative comments for each project. Entries are date stamped at the time they are entered and provide a permanent record of the progress, issues, and accomplishments for a project. Each entry can be classified as one of several types, including accomplishments, comments, original scope, plans or scope adjustments. Entries on this tab are typically made by field staff. However, district and Area staff may also make entries to the journal. Some entries may be automatically generated, such as the original project scope, when an SDS project is funded into PDS.

Journal entries are also used in progress reports and provide a means for managers to track progress of the project. A sample set of journal entries is shown in Figure 4-23.

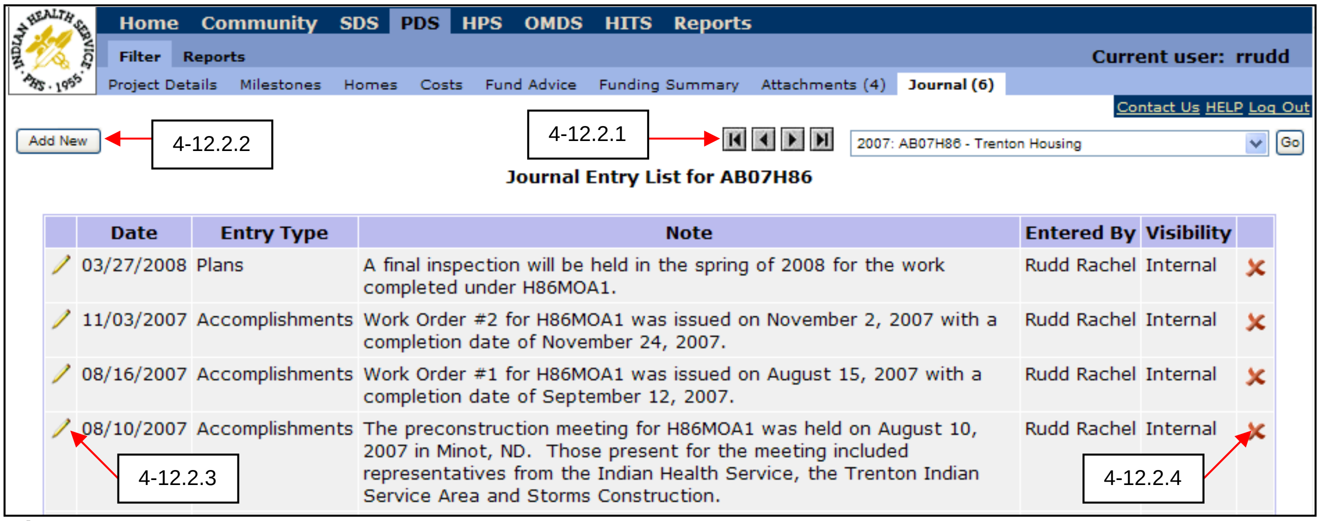


Figure 4-23. Sample “Journal” screen.

4-12.1 Journal Entry List for [Project Number] – Field Descriptions

Field Label	**Description**
Date	Displays when the journal entry was created or edited.
Entry Type	Displays the type of journal entry. See Table 4-13 for a description of journal entry types.
Note	Displays the journal entry text.
Entered By	Displays who submitted or edited the journal entry.
Visibility	Displays whether the entry is for internal or external viewing. This function is useful when generating progress reports, by allowing either internal or external journal entries to be listed in the report.

4-12.2 Common Actions

4-12.2.1 Navigate to a Different Project

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

4-12.2.2 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The “Journal Entry” screen will be displayed, as shown in Figure 4-24, allowing a new journal entry to be created and added to the project.

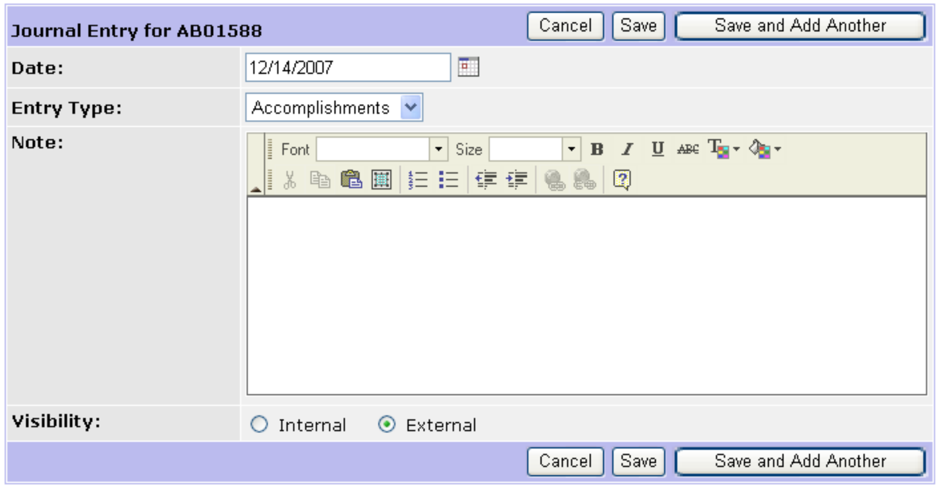


Figure 4-24. "Journal Entry for [Project Number]" screen.

Field Label	**Description**
Date	Enter the journal entry date. The date can be typed in or selected by clicking on the calendar.
Entry Type	Select an entry type from the dropdown menu. The entry types are shown in Table 4-13.

ENTRY TYPE	***WHEN TO USE***
Accomplishments	Something completed and measureable.
Comments	Statements about project related items not necessarily measureable.
Original Scope	The original scope when the project was originally funded.
Plans	What is expected to be completed during the next quarter. Plans should be updated on a quarterly basis, at a minimum. Previously entered plans should be deleted when new plans are entered.
Scope Adjustment	Any change in the project that significantly changes the scope of work.

Table 4-13. Journal entry types and use.

Note	Enter the journal entry text. The journal entries are used to generate Progress Reports (Section 4-13.1).

User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as Project Engineer, Construction Inspector, IHS, etc., rather than I, me, we, etc.

User Tip: The note field allows for various text formatting options. Be aware that when generating reports using the journal entries, such as in Progress Reports, the journal entries will be displayed with the formatting options chosen. If journal entries within one project are formatted differently, a generated progress report would have various text formats and may result in an unprofessional looking document.

Visibility Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report. Future STARS functionality will allow an administrator to determine which journal entries a user will be allowed to view.

Cancel To return to the journal entry list without adding a new journal entry, click on the **Cancel** button.

Save To save the journal entry and return to the journal entry list, click on the **Save** button.

Save and Add Another To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button.

4-12.2.3 Edit an Existing Journal Entry

To edit a journal entry, select the pencil icon to the left of the journal entry date. The "Journal Entry" screen will be displayed, as shown in Figure 4-24. See Section 4-12.2.2 for a description of the fields in the "Journal Entry" screen.

4-12.2.4 Delete an Existing Journal Entry

To delete an existing journal entry, click on the red **X** on the right side of the screen corresponding to the journal entry to be deleted. A dialog box will appear to verify the deletion.

4-13 STANDARD REPORTS

4-13.1 Accessing Standard Reports

Standard reports combine several common topics to summarize the important details for selected projects. There are two ways to access standard PDS reports.

1. Click on the “Reports” tab at the far right side of the main STARS menu, then select the separate STARS module (i.e. community, SDS, PDS, etc.) from which to generate the reports. This is shown in Figure 4-25.

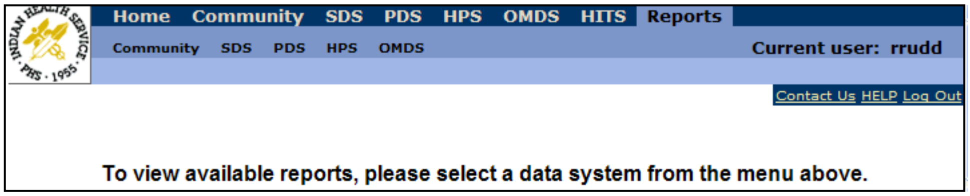


Figure 4-25. Accessing standard reports from the main STARS menu.

2. Click on the “Standard Reports” sub tab (located next to the “Filter” sub tab) within the PDS module as shown in Figure 4-5.

A list of the available reports will be shown on the left side of the screen, as shown in Figure 4-26. Click on the blue dot to the left of the desired report to pull up a filter screen, as shown on the right in Figure 4-26.

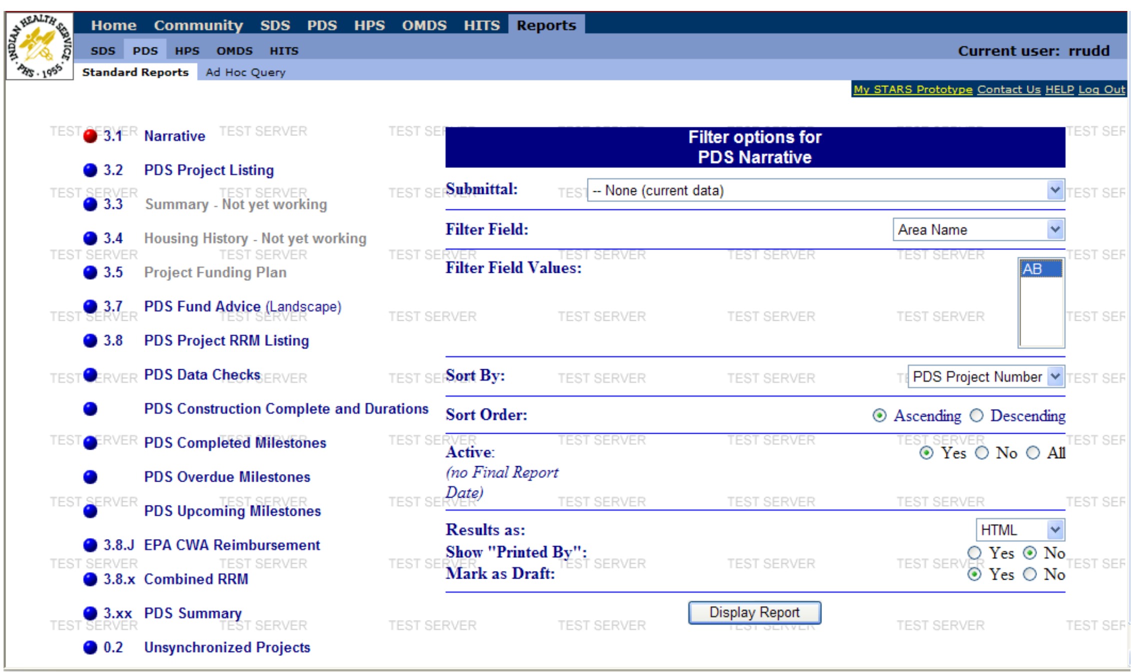


Figure 4-26. PDS “Standard Reports” screen with filter options for a PDS Narrative Report.

4-13.2 Brief Descriptions of Standard Reports

4-13.2.1 3.1 Narrative Report

A narrative report provides a summary of project information and status, including information entered on each of the tabs described previously. This report is similar to the progress report discussed in Section 4-3.2.4 but contains more detailed information and has a slightly different format. See Appendix D for a sample Narrative Report.

Print a Narrative Report from the "Reports" Tab

Narrative reports can be generated and printed from the "Reports" tab in PDS. This is helpful when it is necessary to print multiple narrative reports that meet the specified filter criteria.

Print a Narrative Report from "Project Details" Tab

A narrative report can also be printed directly from the "Project Details" screen (Figure 4-6) by selecting the **Narrative Report** button on the top left or bottom left of the screen while in the desired project. A report will be generated in a separate window. Adjustments may be needed to print this document. Go to **View → Text Size** from the dropdown menu and select a text size that will achieve the desired result. A portion of a sample narrative report is shown in Figure 4-27 along with the menus for reducing the text size.

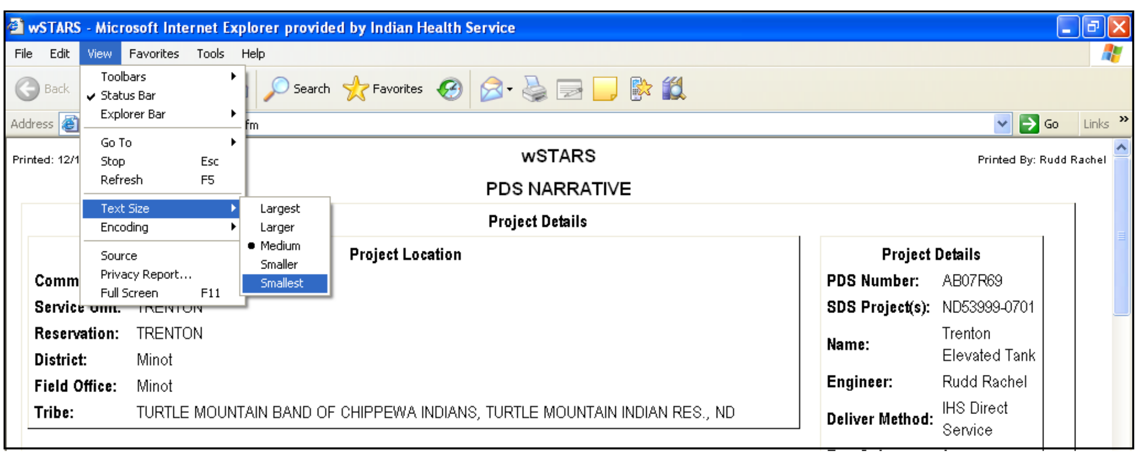


Figure 4-27. Sample PDS Narrative Report with instructions for reducing text size to fit to a printable page.

4-13.2.2 3.2 PDS Project Listing

The PDS Project Listing report generates a listing of all active PDS projects that meet the filter criteria specified on the reports screen. An active project is defined as a project without an "actual" final report date entered under the milestones tab. The following categories are displayed for each project: Project Number, Project Name, Project Class, Engineer, Last Update, Total Cost, Homes, Date that the MOA was signed, Construction Start Date, Construction Complete Date and Final Report Date. See Appendix D for a sample Project Listing report.

4-13.2.3 3.3 Summary – Not yet working

This report is currently not available.

4-13.2.4 3.4 Housing History – Not yet working

This report is currently not available.

4-13.2.5 3.5 Project Funding Plan

This report is currently not available.

4-13.2.6 3.7 PDS Fund Advice (Landscape)

The PDS Fund Advice report is a list of funding contributions that meet the specified filter criteria. The report is grouped according to funding year, then according to the user specified sort criteria within each funding year. The following information is displayed for each project on a PDS Fund Advice report: Project Number, Community, Project Name, Fund Type, Funding Year, Amount, RRM Eligible Amount, Date Entry and Description. This report is most commonly used by HQ or Area staff to reconcile bulk funding allowances against project obligations. This report also shows a Grand Total funding amount for all years for the filter criteria selected, as well as a Grand Total RRM Eligible Amount. See Appendix D for a sample Fund Advice report.

4-13.2.7 3.8 PDS Project RRM Listing

The PDS Project RRM Listing report displays the project workload component of the RRM calculation for a user specified fiscal year. The report is based on the project workload formula in Table 7-3 of the SFC Criteria Manual – June 1999. Report totals are based on the user specified filter and sort criteria. The following information is displayed for each project on a PDS Project RRM Listing report: Project Number, Project Name, Funding Year, Funding Source, RRM Eligible Amount, Staff Days and Staff Years. The report is commonly used by managers to balance staff workload and by Area staff to determine tribal program shares and for budgeting among programs within the Area. See Appendix D for a sample Project RRM Listing report.

4-13.2.8 PDS Data Checks

The PDS Data Checks report lists all projects that fall under the filter criteria and indicates any problems with the integrity of the PDS data. The following information is displayed for each project on a PDS Data Checks report: Project Number, Project Name, Funding Source, Funding Year, CAN, RRM Eligible and FRS Obligated Amount. The report is used primarily by HQ and Area staff to identify inconsistencies in project data. See Appendix D for a sample PDS Data Checks report.

4-13.2.9 PDS Construction Complete and Durations

The PDS Construction Complete and Durations report displays projects with construction complete dates that fall within the selected dates. The report also calculates the project duration for each project. Duration is defined as the length of time between the signature date of the MOA and the construction complete date and is based on actual milestone dates. Project duration enables managers and project engineers to monitor trends and identify old projects for closeout. The report also displays the total number of completed projects during the selected timeframe as well as the mean and median durations. The report is commonly used by Area and district staff but may also be used by field staff. The following information is listed on this report: Area, District, Field Office, Engineer, Project, Project Name, Class, Total Estimated Cost, Homes, MOA Date, Construction Start Date, Construction Complete Date, Final Report Date and Duration (years). See Appendix D for a sample PDS Construction Complete and Durations report.

4-13.2.10 PDS Completed Milestones

The PDS Completed Milestones report displays milestones and actual dates completed within the date range specified. The results can be filtered by field office, engineer or milestone. Milestone reports are commonly used by field and district staff to manage workload and prioritize schedules. The following information is displayed on this report: Area, District, Field Office, Engineer, Project Number, Project Name, Phase, Milestone Code, Proposed Date, Revised Date, Actual Date, Percent Complete and Variance (days from the proposed/revised date to the actual date). See Appendix D for a sample PDS Completed Milestones report.

4-13.2.11 PDS Overdue Milestones

The PDS Overdue Milestones Report displays milestones that have not been completed and are past the proposed completion date. The results can be filtered by field office, engineer or milestone. This report is most commonly used by field and district staff. The following information is displayed in this report: Area, District, Field Office, Engineer, project Number, project Name, Milestone Phase, Milestone Code, Milestone, Proposed Date, Revised Date, Percent Complete and Days Overdue. See Appendix D for a sample PDS Overdue Milestones report.

4-13.2.12 PDS Upcoming Milestones

The PDS Upcoming Milestones report displays milestones that have proposed completion dates on or before the user specified cutoff date. The results can be filtered by field office, engineer or milestone. The report is most likely to be used by field and district staff to manage work priorities. The following information is displayed in this report: Area, District, Field Office, Engineer, Project Number, Project Name, Milestone Phase, Milestone Code, Proposed Date, Revised Date and Percent Complete. See Appendix D for a sample PDS Upcoming Milestones report.

4-13.2.13 3.8J EPA CWA Reimbursement

The EPA CWA Reimbursement report displays a list of EPA funded projects along with related RRM data. The results can only be filtered by Area. The fiscal year and personnel costs must be entered to generate a report. The results will show all projects with RRM eligible costs prior to the fiscal year selected. The resulting personnel costs will be divided by the amount entered in the “Personnel Cost” box. The following information is displayed in this report: Project, Project Name, Funding Year, RRM Eligible Amount, Staff Days, Staff Years and Personnel Costs. See Appendix D for a sample EPA CWA Reimbursement report.

4-13.2.14 3.8.x Combined RRM

The Combined RRM report displays the combined project and non-project RRM totals for the user specified fiscal year. The report can only be filtered to the Area level. The following information is displayed in this report: Area, Project RRM, Non-Project RRM, Total RRM and Percentage. This report is most commonly used by Area and HQ staff. See Appendix D for a sample Combined RRM report.

4-13.2.15 3.xx PDS Summary

The PDS Summary report displays the total number of homes served within an Area by housing category for a specified fiscal year. The data for the specified fiscal year is displayed on top, while the data for all other years is displayed below. The following information is displayed in this report: Fiscal Year, Area, First Service (Total # of Homes, # of Existing Homes, # of HUD Homes, # of HIP Homes, # of Tribal & Other Homes), Total Upgrades – E1, Total Upgrades – Other and Total – All Homes. See Appendix D for a sample PDS Summary report.

4-13.2.16 0.2 Unsynchronized Projects

The Unsynchronized Projects report lists all projects for which synchronization errors exist. These errors typically occur when the information in the project details does not match the information in the CDP or Area defined cross references under the maintenance tab. Projects that have synchronization issues will be give the option to “synchronize” the project on the “Project Details” screen. This report can be used by all staff to identify and correct data inconsistencies. The results can be filtered by Tribe Name, Reservation Name, Field

Office/RHO Name or Community Name. See Appendix D for a sample Unsynchronized Projects report.

4-13.3 Select Filter Criteria

The standard reports filter works in a similar way to the projects filter discussed in Section 4-2. However, the information selected in the project filter does not carry through to the reports filter.

The filter options will vary depending on the report to be generated. The following list is a summary of all of the potential filter options for generating reports.

Field Label	Description
Submittal	Standard reports can be generated for the current data set as well as any previously saved data snapshot (i.e. submittal). For example, reports can be run for the data currently in the database or for data from the PDS national snapshot taken November 6, 2006. Select the desired submittal from the dropdown menu.
Fiscal Year	Enter the 4-digit fiscal year of the desired projects for which to generate the report.
Construction Complete Date Range	Enter the start and end dates for construction completion. A report will be generated for all projects meeting the other filter criteria with construction complete dates falling between the dates entered.
Cutoff Date	Enter a cutoff date for upcoming milestones. A report will be generated, based on other criteria selected, listing all of the upcoming milestones up until the date entered as the cut-off date.
Milestone Complete Date Range	Enter the start and end dates for milestone completion. A report will be generated for all projects meeting the other filter criteria with milestone completion dates falling between the dates entered.
Filter Field	The filter field dropdown menu allows the user to filter by a selected subject, such as a Tribe, district, engineer, etc. The filter field options will vary depending on user permissions. If there is no dropdown menu for this field, then the displayed filter field is the only option available for the report.

Filter Field Values	This box lists further options to filter by. Use the *shift-click* or c*trl-click* method of selection to choose more than one item in each filter field.
Funding Source	Select the appropriate option button for the desired funding source.
Sort By	This dropdown menu allows the user to sort the data in the report by the selected subject.
Sort Order	Select the appropriate option button to sort the data in ascending or descending order.
Active	Select the appropriate option button to show only active projects (Yes), only inactive projects (No) or all projects (All) fitting the other filter criteria. A project is considered active if there is no actual date for the published final report listed in the "Milestones" tab.
Results as	Select the desired report format from the dropdown menu. Reports can be exported as HTML, MS Excel or MS Word.
Show "Printed By"	Select the appropriate option button to show, or not show, the user who printed the report.
Mark as Draft	Select the appropriate option button to mark, or not mark, the generated report as a draft report.

4-13.4 Common Action – Display Report

Select the filter criteria necessary to generate the desired report and click on the **Display Report** button to generate the report. The report will be displayed in a separate window.

4-14 AD HOC QUERY REPORTS

Ad Hoc Query provides the flexibility to design reports to fit unique user needs. Ad Hoc Query reports can be accessed by the same methods for accessing standard reports in Section 4-13. The PDS Ad Hoc Query reports screen is shown in Figure 4-28.

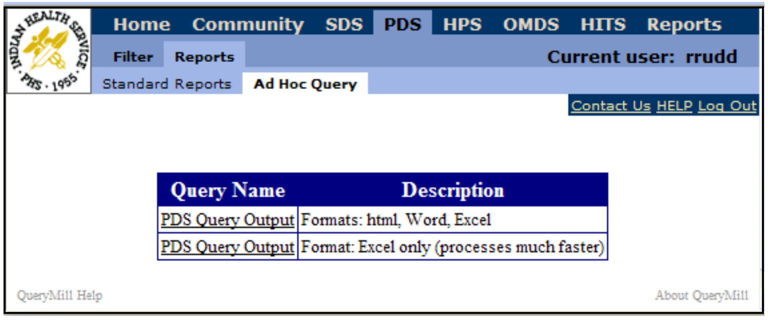


Figure 4-28. "Ad Hoc Query" reports screen.

Ad Hoc Query utilizes a program called QueryMill™ 2.5.00 which provides web-based database querying capabilities to users. Ad hoc queries are very involved with a large variety of possible data combinations. A detailed description for using ad hoc query reports can be found in Chapter 3. Alternatively, users can refer to the QueryMill user's guide located within STARS. To access the QueryMill User's Guide, click on the "QueryMill Help" hyperlink in the bottom left corner of the screen.

There are two selections for PDS ad hoc queries. The first option will export the data in HTML, Word or Excel formats. The second option will only export the report in Excel format. The Excel only format uses different technology from the standard QueryMill Excel format. This option generates a file which is natively readable by Excel and therefore processes more quickly. Therefore, the Excel only option should be used when running a report for a large number of records, such as an entire area.

<u>CHAPTER 5 – HPS</u>

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CHAPTER 5 – HOUSING PRIORITY SYSTEM (HPS)

5-1 BACKGROUND INFORMATION - WHAT IS HPS?

The Housing Priority System (HPS) is used to document, prioritize, and allocate resource needs for DSFC projects for new and like-new housing. Housing support funds are allocated based on needs using the methodology described in the Criteria Document. The HPS is used by all Areas and is a component of the Sanitation Tracking and Reporting System (STARS) data system. Tribes that manage their own Sanitation Facilities Construction (SFC) Program under P.L. 93-638, as amended, participate in their Area HPS. New and like-new homes needing sanitation facilities must comply with the national eligibility requirements provided in the criteria.

The national priority classification for eligible new and like-new homes for sanitation facilities funded by the IHS is provided in the Criteria Document, partially reproduced in Table 5-1 below. Housing support projects are funded in priority order; i.e., housing group I (A in Table 5-1) ranks higher than group II (B and C in Table 5-1) and group II ranks higher than group III (D in Table 5-1). Needed facilities for homes not meeting HPS eligibility criteria should be included in the SDS and addressed, in priority order as regular projects, if they meet SDS eligibility criteria.

Each Area establishes a unit cost cap for housing support projects, which is a maximum average funding amount per house for each housing support project within each Area. The unit cost cap limits large capital expenditures using housing support funds (serious capital deficiencies should be listed in SDS).

Policies on the HPS and housing support funding are located in the Criteria Document. The Criteria Document can be found at http://www.dsfc.ihs.gov/documents.cfm

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

5-2 HPS SUMMARY PAGE

5-2.1 General Description

The HPS tab when selected brings up a screen similar to the one shown in Figure 5-1. Table 5-1 lists and explains what column headings you should see and the definition of each. The user has two options to choose from in order to view the HPS projects for their area: 1) select specific year project details, or 2) select to view project details for all years.

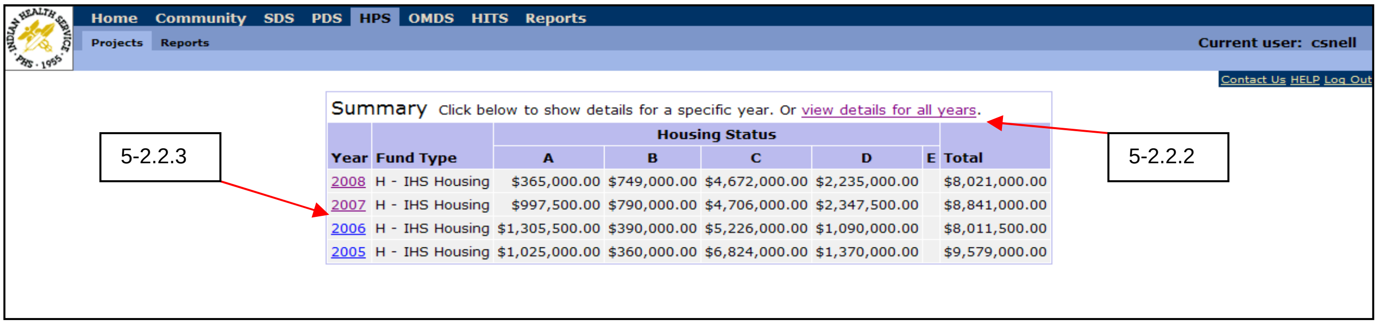

Figure 5-1 “HPS Summary” screen.

Field Label	***Description***
Year	Fiscal year in which housing funds are requested
Fund Type	H – housing (by default)
Housing Status:	
A	BIA HIP new and eligible “like-new” home projects.
B	New homes completed in the previous fiscal years.
C	New Homes to be completed during the funding year.
D	Existing eligible “like-new” homes
E	Medical Referrals
Total	Total amount of funds request by your Area

Table 5-1 HPS Summary Field Descriptions.

5-2.2 Common Actions

5-2.2.1 Add HPS Project

To add an HPS project, click on the **Add HPS Project** button. Depending on the users privileges you may or may not have access to this function. The screen that appears will show a dialog box below the summary fields as shown in Figure 5-2. Users can input the information for the particular project and select the **Save Project** button.

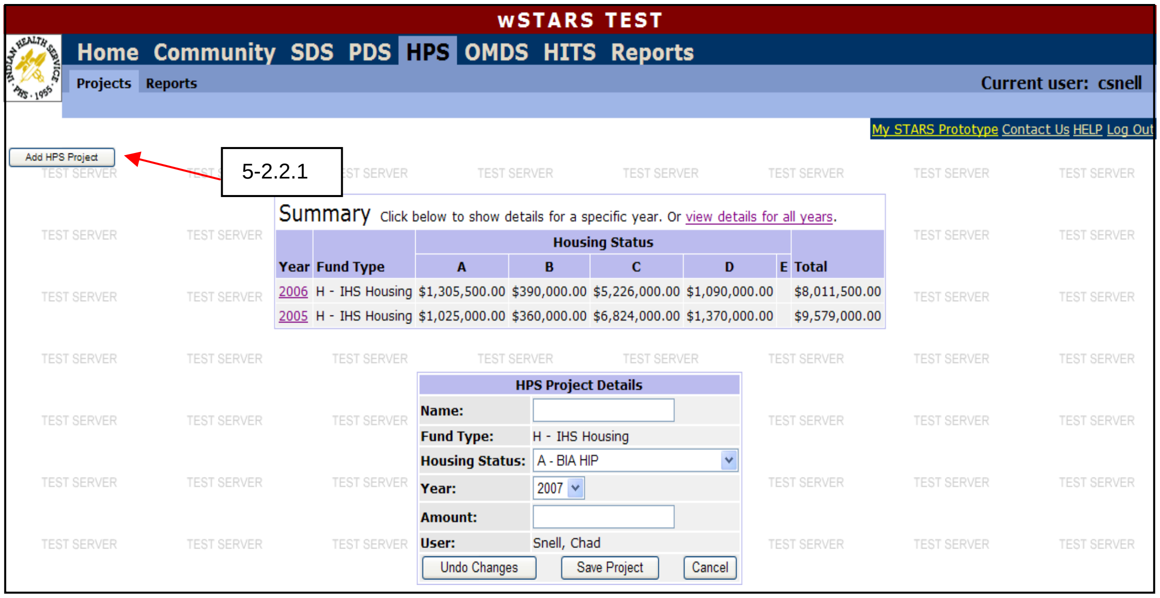

Figure 5-2 “HPS Summary” screen after clicking **Add HPS Project**.

5-2.2.2 View Details for all Years

A second option available when viewing the “HPS Summary” screen is to select the “view details for all years” hyperlink. A screen will appear (Figure 5-3) listing projects for all years that data was entered. It will be in a one-line listing format containing the information entered as a result of selecting the **Add HPS Project** button. In addition to the information entered in Figure 5-2, the “Date Updated” column is also added.

Details

Project Name	Fund Type	Housing Status	Year	Amount	User	Date Updated
Pine Ridge - HIP Like New	H - IHS Housing	A	2008	$190,000.00	Calkins Mark	10/31/2007
Cheyenne River - HIP Like New	H - IHS Housing	A	2008	$120,000.00	Calkins Mark	11/01/2007
Lower Brule - HIP Like New	H - IHS Housing	A	2008	$20,000.00	Calkins Mark	10/31/2007
Lake Traverse - HIP Like New	H - IHS Housing	A	2008	$20,000.00	Calkins Mark	11/01/2007
Omaha - HIP Like new	H - IHS Housing	A	2008	$15,000.00	Calkins Mark	11/01/2007
Spirit Lake - New Tribal Completed	H - IHS Housing	B	2008	$119,000.00	Calkins Mark	10/31/2007
Turtle Mountain - HIP Like New	H - IHS Housing	B	2008	$30,000.00	Calkins Mark	10/31/2007
Turtle Mountain - New Tribal Completed	H - IHS Housing	B	2008	$600,000.00	Calkins Mark	11/01/2007

Figure 5-3 “View details for all years” screen.

5-2.2.3 Year Selection Hyperlink

Users can also select the year hyperlink, i.e. “2008”, under the year column. Selecting such a hyperlink will take the user to a screen very similar to the one shown in Figure 5-3 but showing only projects for the year selected.

5-3 REPORTS

5-3.1 HPS Standard Reports

HPS reports identify how housing support funds were requested for new and like-new housing sanitation facilities projects by the Area SFC Programs. The purpose of the HPS report is to document how previously requested funds were recorded. Funded project information for specific homes that were served with IHS funding is listed within the Project Data System (PDS) and can be found in Chapter 4. This information is needed to justify new funding requests and to assist in the determination of project funding priorities. Examples of each type of standard report are provided in Appendix E.

Selecting the HPS “Standard Reports” tab allows for only one report option: the HPS Summary. Clicking on the blue dot to the left of the “HPS Summary” creates a filter screen, as shown in Figure 5-4. Users will notice that the blue dot will turn red signifying that the designated report has been selected. Next choose the filter criteria, including the fiscal year, necessary to generate the desired report and select the **Display Report** button at the bottom of the screen.

User Tip: The only filter criteria available to users for generating the standard HPS Summary is fiscal year, or the HQ system wide submittal date.

Three report formats are available: HTML document, MS Excel spreadsheet, or a MS Word document.

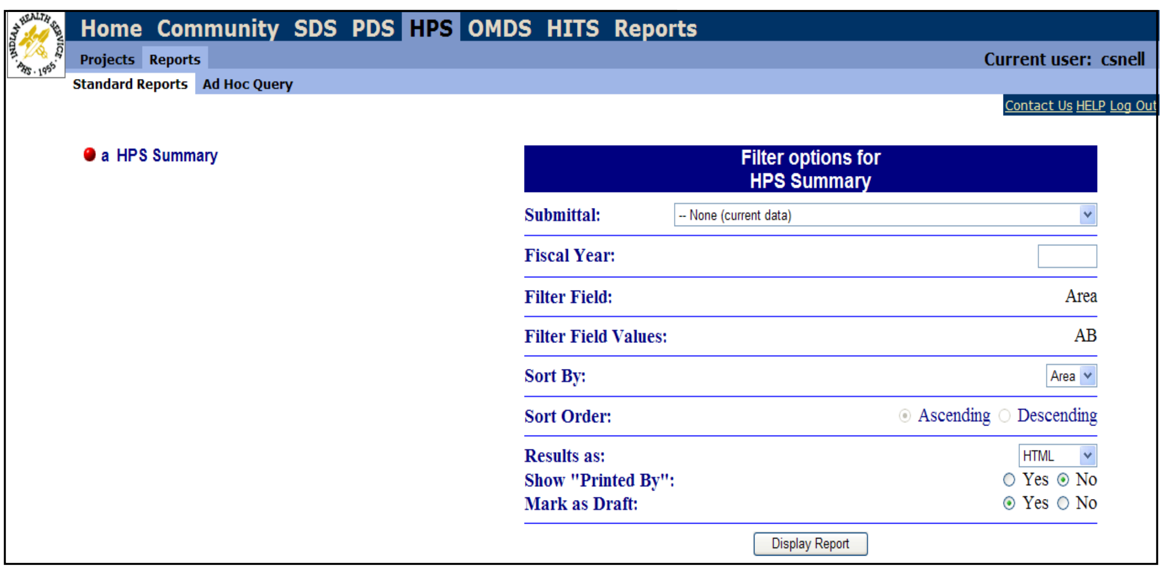

Figure 5-4. HPS “Standard Reports” screen.

5-3.2 Ad Hoc Queries

Ad Hoc Query provides freedom to design reports to fit unique needs of each engineer. The "Ad Hoc Query Reports" screen is shown in Figure 5-5. The user has a selection of fiscal years, the housing status, and the data format (HTML, MS Excel, MS Word, and Comma Separated Values). Once the selections are made, click on the **View Results** button to generate the report.

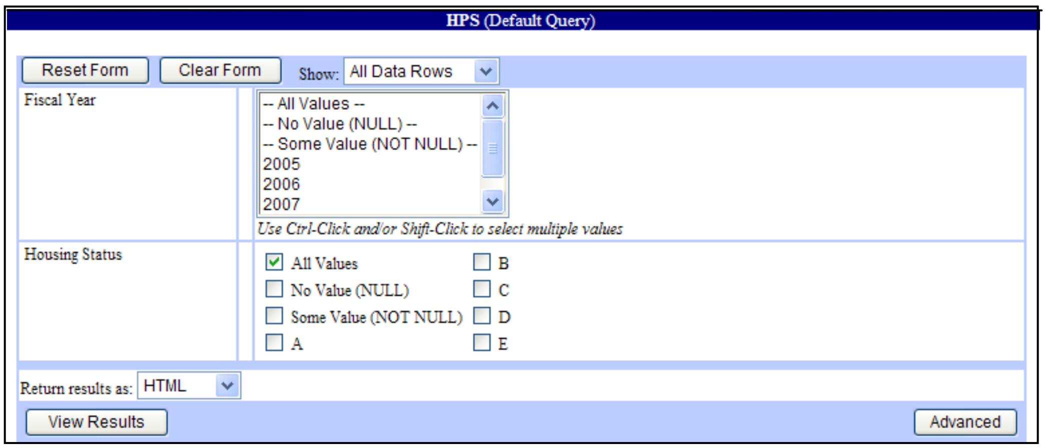

Figure 5-5. HPS "Ad Hoc Query" screen.

To specify which columns to include in the query results, click on the **Advanced** button located in the bottom right-hand corner of the initial "HPS Query" screen to access additional display options. A screen will open and allow the user to select which data to retrieve from the data base. A more detailed explanation of Ad Hoc Queries can be found in Chapter 3-SDS, Section 3-14.

CHAPTER 6 – OPERATION & MAINTENANCE DATA SYSTEM

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CHAPTER 6 – Operations and Maintenance Data System

6-1 BACKGROUND INFORMATION - WHAT IS OMDS?

OMDS is the Operations and Maintenance Data System for the DSFC of the IHS. OMDS stores data about the sanitation systems (water, sewer, and solid waste) that serve American Indian/Alaska Native communities and the organizations that operate those systems. Information contained in OMDS serves as a resource for Field, District and Area project managers, for Headquarters to provide information to Congress and others as requested, and for agency partners like EPA. OMDS is the only source of information readily available on AI/AN sanitation infrastructure systems and operating organizations. The data system allows for data sorting, data analysis, and generating reports.

OMDS information is used to help manage Area O&M programs and for Area program reviews. It is also used as a basis to distribute funds from the Environmental Health Support Account. The distribution of non-recurring O&M training funds is based on system inventories and population served. The non-project portion of relative workloads funding under the Resource Requirement Methodology (RRM) is distributed based on numbers of community systems and organizations. The annual Open Dumps report is generated from data in the OMDS. The EPA uses open dump data from the OMDS to measure open dump activities associated with their Government Performance Results Act (GPRA) measures.

OMDS is web-based and is part of the STARS data system. Within STARS, OMDS is linked to both the SDS and the PDS. Once associated, SDS and PDS projects for a specific system can be listed. As with the other STARS systems, users have specifically assigned permissions within OMDS.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

6-2 SYSTEM FILTER

6-2.1 General Description

A user must have access to the STARS database in order to enter, edit, or view information in OMDS. See Chapter 1 for more specific information on how to obtain access to STARS. The user selects the appropriate IHS Area that they are assigned to and enters their login name and password. The selected Area's homepage will open. Click on the "OMDS" tab at the top of the screen to begin working in OMDS. The "OMDS System Filter" screen will open. An example of this is shown in Figure 6-1.

6-2.2 Specifying the System Filter Criteria

The OMDS system filter page allows the user to filter systems based on several different filtering criteria. To view a list of systems, enter the appropriate search criteria on the system filter and select the **Submit** button to view a database list of systems that meet the search criteria (See Figure 6-1). If no filter is applied, the result will be a list of all systems the user has permissions to see. The selection of several filters will result in a shorter list of results. The field options within each criterion will show all the options for which the user has permissions assigned. For most criteria, the user can select one option, all options or more than one option by clicking on an option, holding down the *Ctrl* or *Shift* key, scrolling down the list to through the options of interest and clicking on the last option of interest. When selecting a group of options, the selected options will be highlighted in the criteria box.

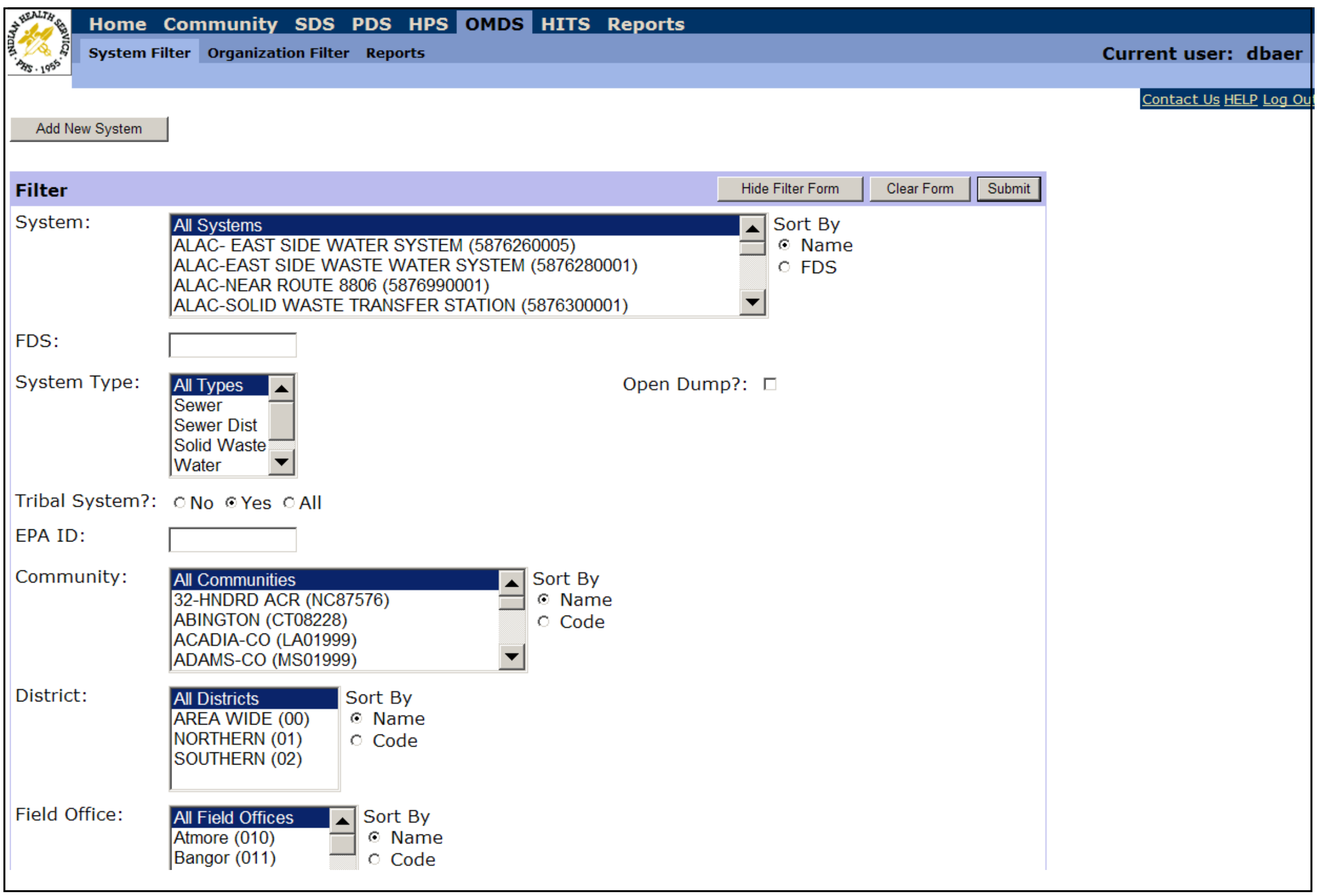


Figure 6-1. “OMDS system filter” screen.

6-2.2.1 *The System Filter options are as follows:*

Sort Order
Most of the filtering criteria allow the user to sort the results by "Name" or by "Code" (FDS for system). The filter results can be sorted by any of the filter criteria. The default option for the system filter is "Name."

System
The user can select a system of interest by name or FDS number. Table 6-1 shows sorting options for the system field. The default sequence is alphabetical order.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see the list of options in alphabetical order.
Sort by FDS	Select this button to see the list of options in ascending order by code or FDS number for the 'Systems" field.

Table 6-1. Filter Options sort order – FDS number.

FDS
Facility Data System (FDS) number is a 10-digit system identifier remaining from legacy data systems. The FDS number is shared by DSFC data systems (STARS) and Environmental Health data systems (WebEHRS). The first four digits are the service unit code, the second two digits are the FDS system type, and the last four digits are a unique identifier for a particular system. Entering partial FDS numbers will show all systems that contain the sequence of entered numbers.

System Type
Select the type of desired system. Filter options for system type are shown in Table 6-2.

OPTION	*EXPLANATION*
All Types	Select this button to see a list of all water, sewer, and solid waste systems of all types.
Sewer	Select this button to see a list of all sewer systems (FDS Type = 28)
Sewer Dist	Select this button to see a list of all sewer collection systems (FDS Type = 29)
Solid Waste	Select this button to see a list of all solid waste systems (FDS Type = 30 and 99)
Water	Select this button to see a list of all water systems (FDS Type = 26)
Water Dist	Select this button to see a list of all water distribution systems (FDS Type = 27)

Table 6-2. Options for filtering by System Type.

Open Dump?
The Open Dump checkbox is available if the selected system type is "All Types" or "Solid Waste". Checking the checkbox will show a list of all open dumps (FDS Type = 99)

Tribal System?
Select tribal systems only, non-tribal systems only or all systems. Non-tribal systems may be included in the OMDS if they serve AI/AN communities or significant numbers of AI/AN members.

EPA ID
EPA ID is an EPA assigned Public Water Supply Identification (PWSID) or National Pollutant Discharge Elimination System (NPDES) number. Entering partial EPA ID numbers will show all systems that contain the sequence of entered numbers in either PWSID or NPDES numbers.

Community
Select the IHS community of interest. Community names and codes listed are from the IHS Standard Codebook Tables (listed and maintained in the Information Technology Resources section of the IHS webpage - http://www.ihs.gov/) and may vary from local names or spellings. STARS has a "Community" database and more information on that module can be found in Chapter 2.

Sort By
The filter option order in the filter boxes can be presented numerically or alphabetically; order by selecting the appropriate option button to the right of the filter option boxes. Sort by name is the default sequence.

SORT OPTION	***EXPLANATION***
Sort by Name	Select this button to see the filter field list in alphabetical order.
Sort by Code	Select this button to see the filter field list in ascending order by numeric code assigned to each name.

Table 6-3. Filter Options sort order – general description

District
Select the IHS district where the desired system is located. Each District has a unique 2-digit code identifier.

Field Office
Select the IHS field office where the desired systems are assigned. Each Field Office has a unique 3-digit code identifier.

Tribe
Select the Tribe served by the desired systems. The Tribe names and codes listed are from the IHS Standard Code Book and may vary from local names or spellings. Each Tribe has a unique 2-digit code identifier.

Reservation
Select the Reservation served by the desired systems. The Reservation names and codes listed are from the IHS Standard Code Book and may vary from local names or spellings. Each reservation has a unique 3-digit code identifier.

Service Unit
Select the IHS Service Unit where the desired systems are assigned. The service unit names and codes listed are from the IHS Standard Code Book. Each service unit has a unique 4-digit code identifier

Organization
Select the organization that operates the desired systems. Each organization has a unique 10-digit code identifier

Sort Order
Once the filter criteria have been selected, the resulting list of systems can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 6-2.2.1. Click on the appropriate option button to select the desired sort order.

6-2.3 Common Actions

6-2.3.1 Add a New System

To add a new system to OMDS, select the **Add New System** button in the upper left-hand corner of the screen. The “Add System” screen will be displayed, as shown in Figure 6-2.

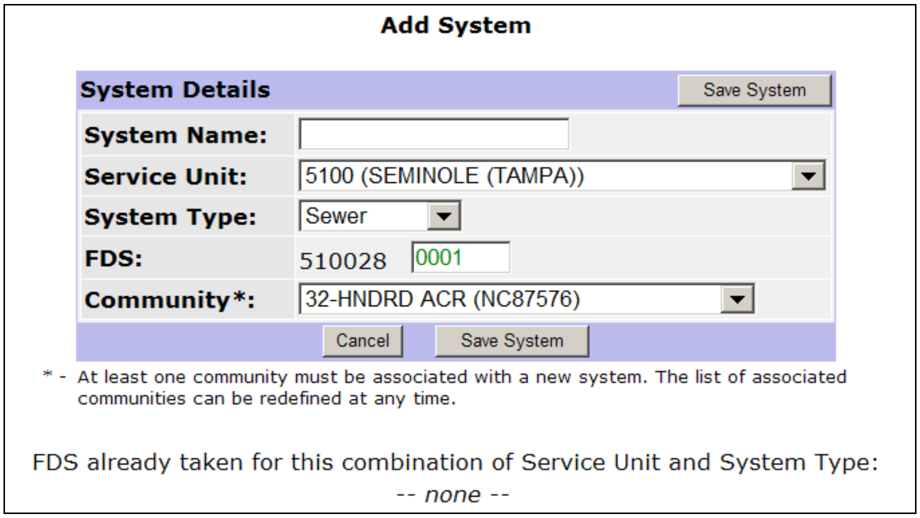


Figure 6-2. "Add System" screen.

System Name Enter the name of the system.

Service Unit Select the service unit where the system is located. If the system serves multiple service units, enter the service unit where the majority of the system is located.

System Type Select the system type from the dropdown menu.

OPTION	*EXPLANATION*
Sewer	Select this button to add a sewer system (FDS Type = 28)
Sewer Dist	Select this button to add a sewer collection system (FDS Type = 29)
Solid Waste	Select this button add a solid waste system (FDS Type = 30 and 99)
Water	Select this button to add a water system (FDS Type = 26)
Water Dist	Select this button to add a water distribution system (FDS Type = 27)

Table 6-4. Options for System Type.

FDS Facility Data System (FDS) number is a 10-digit system identifier shared by DSFC data systems (STARS) and Environmental Health data systems (WebEHRS). The first four digits are the service unit code and the second two digits are the FDS system type. Enter the last four digits as a unique identifier for the system. Previously used FDS numbers for this Service Unit/System Type combination are listed below the "Add System" box.

Community Select the community where the system is located.

Save System Select the **Save System** button to create the system with the selected information.

Cancel Select the **Cancel** button to return to the filter screen without creating a system.

6-2.3.2 Clear the Filter Form

To clear the system filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the "System Filter" screen.

6-2.3.3 Submit the Filter Form

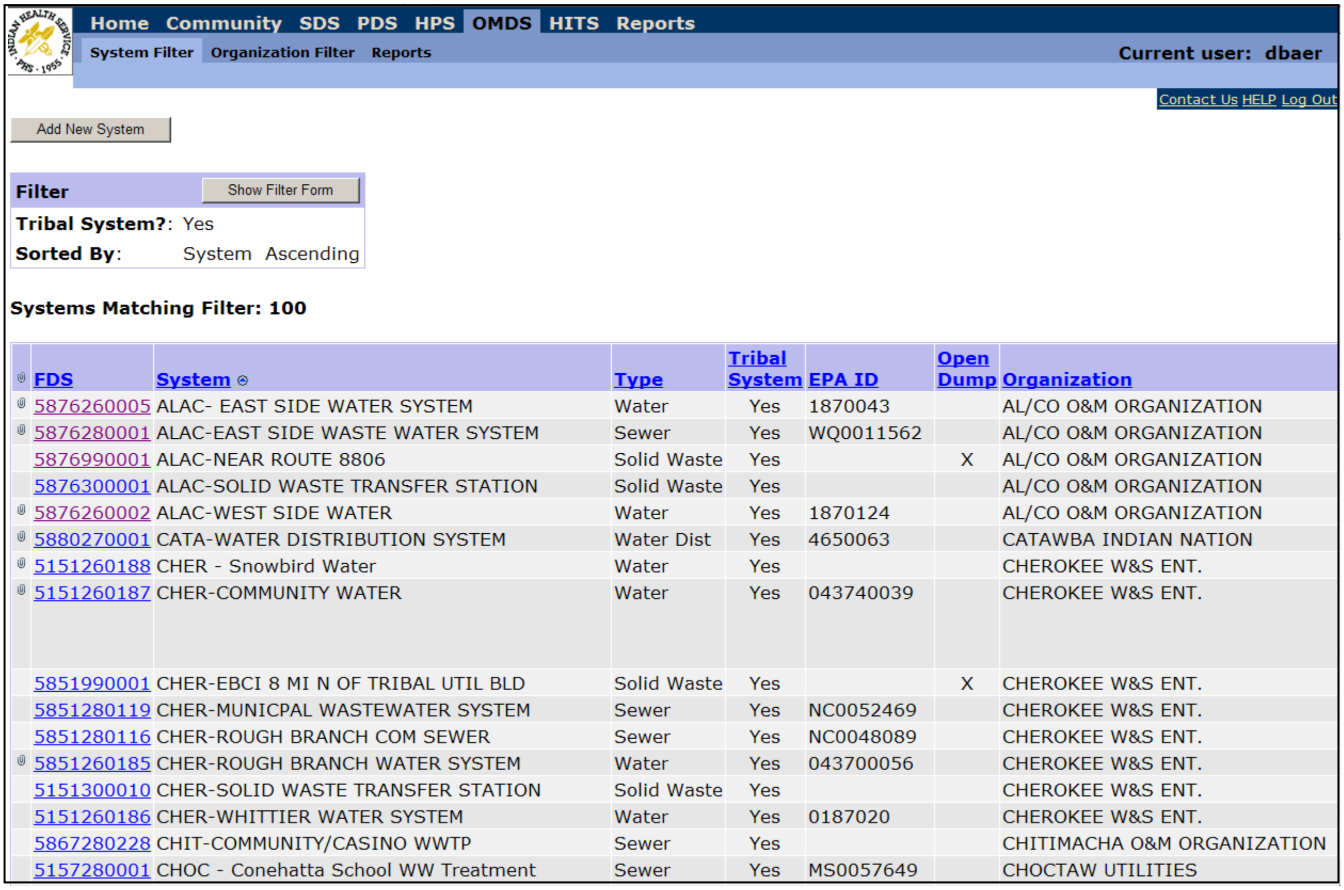
To begin searching the OMDS for systems based on the filter criteria that were selected, select the **Submit** button located at the top or bottom of the "System Filter" screen.

6-2.3.4 Hide the Filter Form

Once the **Submit** button located at the top or bottom of the System Filter screen has been clicked on the first time, a third **Hide Filter Form** action button appears. Clicking on this button toggles from the filter form, to the results screen, described in Section 6-3.

6-3 SYSTEM FILTER RESULTS

Once the filter criteria have been selected and submitted a list of systems matching the criteria will be displayed, as shown in Figure 6-3. At the top left of the screen, the filter criteria and sort order chosen are listed. Just below is the number of systems found that match the filter criteria.



FDS	System	Type	Tribal System	EPA ID	Open Dump	Organization
5876260005	ALAC- EAST SIDE WATER SYSTEM	Water	Yes	1870043		AL/CO O&M ORGANIZATION
5876280001	ALAC-EAST SIDE WASTE WATER SYSTEM	Sewer	Yes	WQ0011562		AL/CO O&M ORGANIZATION
5876990001	ALAC-NEAR ROUTE 8806	Solid Waste	Yes		X	AL/CO O&M ORGANIZATION
5876300001	ALAC-SOLID WASTE TRANSFER STATION	Solid Waste	Yes			AL/CO O&M ORGANIZATION
5876260002	ALAC-WEST SIDE WATER	Water	Yes	1870124		AL/CO O&M ORGANIZATION
5880270001	CATA-WATER DISTRIBUTION SYSTEM	Water Dist	Yes	4650063		CATAWBA INDIAN NATION
5151260188	CHER - Snowbird Water	Water	Yes			CHEROKEE W&S ENT.
5151260187	CHER-COMMUNITY WATER	Water	Yes	043740039		CHEROKEE W&S ENT.
5851990001	CHER-EBCI 8 MI N OF TRIBAL UTIL BLD	Solid Waste	Yes		X	CHEROKEE W&S ENT.
5851280119	CHER-MUNICPAL WASTEWATER SYSTEM	Sewer	Yes	NC0052469		CHEROKEE W&S ENT.
5851280116	CHER-ROUGH BRANCH COM SEWER	Sewer	Yes	NC0048089		CHEROKEE W&S ENT.
5851260185	CHER-ROUGH BRANCH WATER SYSTEM	Water	Yes	043700056		CHEROKEE W&S ENT.
5151300010	CHER-SOLID WASTE TRANSFER STATION	Solid Waste	Yes			CHEROKEE W&S ENT.
5151260186	CHER-WHITTIER WATER SYSTEM	Water	Yes	0187020		CHEROKEE W&S ENT.
5867280228	CHIT-COMMUNITY/CASINO WWTP	Sewer	Yes			CHITIMACHA O&M ORGANIZATION
5157280001	CHOC - Conehatta School WW Treatment	Sewer	Yes	MS0057649		CHOCTAW UTILITIES

Figure 6-3. "OMDS System Filter Results" screen.

6-3.1 System Filter Results – Field Descriptions

<u>Field Label</u> <u>Description</u>

FDS Displays the 10-digit Facility Data System number unique to the system.

System Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long.

Type Displays the system type.

TYPE	*EXPLANATION*
Sewer	Sewer system (FDS Type = 28)
Sewer Dist	Sewer collection system (FDS Type = 29)
Solid Waste	Solid waste system (FDS Type = 30 and 99)
Water	Water system (FDS Type = 26)
Water Dist	Water distribution system (FDS Type = 27)

Table 6-5. Filter Results System Type.

Tribal System “Yes” indicates the listed system is tribally owned. “No” indicates he listed system is not tribally owned.

EPA ID EPA ID is an EPA assigned PWSID or NPDES number.

Open Dump “Yes” indicates the listed system is an open dump. A blank field indicates the listed system is not an open dump.

Organization The name of the organization that owns or is responsible for operating the listed facility.

Community Displays the community where the system is located. If the system involves more than one community, the system engineer should decide which community is most affected.

District Displays the district where the system is assigned.

Field Office Displays the field office to which the system is assigned.

Tribe Displays the name of the Tribe receiving services from this system.

Reservation Displays the Reservation where the system is located.

Service Unit Displays the service unit where the system is located.

6-3.2 Common Actions

6-3.2.1 Navigate to a System

To open a system from the list, click on the desired FDS number (underlined in blue). This will take you to the System Details screen for the selected system. See Section 6-5 for a discussion of the system details screen.

6-3.2.2 Add a New System

See Section 6-2.3.1 for instructions on adding a new system to OMDS.

6-3.2.3 Change the Filter Criteria

If the desired system does not appear in the filter results list, the filter criteria can be changed.

1. Click on the “Show Filter Form” hyperlink.

2. Repeat the steps listed in Section 6-2.2 “Specifying a System Filter” until the desired system appears.

6-3.2.4 Sort Results by Title Headings

The list of systems can be sorted by any of the fields that have column headers underlined in blue, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

6-4 OPEN A SYSTEM IN OMDS

To update or view a specific system, click on the system FDS number in the “System Filter Results” screen. When a system is opened, 5 sub-menu tabs will be displayed, as shown in Figure 6-4. The “System Details” tab will be displayed. To open a different tab, click on the tab name. Each tab is described in a separate section in this chapter of the manual.

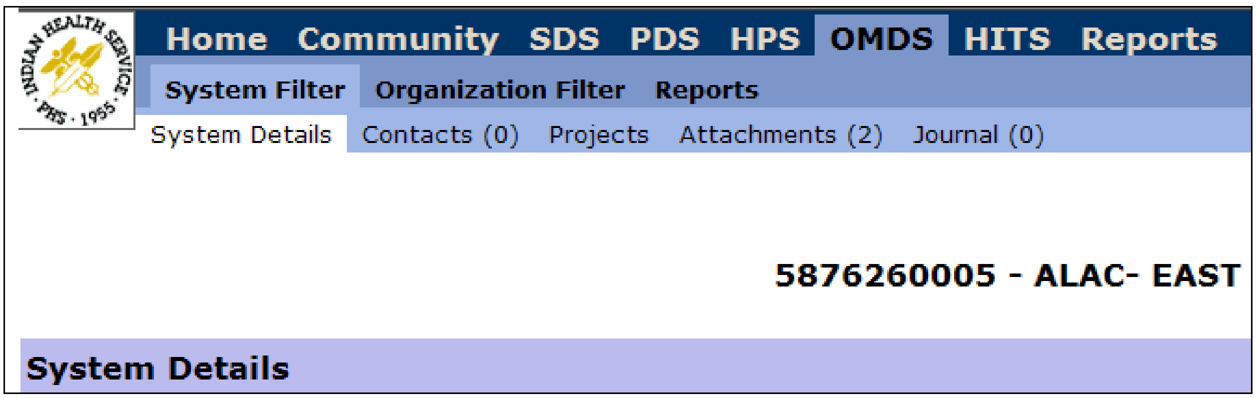


Figure 6-4. Sub-menu tabs for specific systems.

6-5 SYSTEM DETAILS

The “System Details” tab displays a general summary of the system. There are two subsections under this tab. The left half of the screen is the demographic information about a system which is the same for all system types. The right half provides information specific to the system type. The information contained in the right half is different for water, sewer, and solid waste systems. Example water system, sewer system, and solid waste system screens are shown in Figures 6-5, 6-6, and 6-7 respectively.

6-5.1 System Details – General System Information Field Descriptions

Field Label	**Description**
FDS	Displays the FDS system number as described in Section 6-4.
System Type	Displays the OMDS system type as described in Section 6-4.

Tribal System?	This boxed checked indicates that the listed system is a Tribally owned system. This boxed unchecked indicates that the listed system is not a Tribally owned system.
Certified Operator?	This boxed checked indicates that the system has at least one certified operator on staff. This boxed unchecked indicates that the listed system does not have a certified operator.
Facility Name	Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long.
Organization	Displays the name of the organization that owns or is responsible for operating the system.
General Description	Displays a complete description of the system. The description can contain any characters up to 2,000 characters long. The current count box immediately below the "General Description" field displays the number of characters currently in the descriptive field.
Indian Pop	Displays the number of AI/AN people served by the system. The system service population is the total of Indian and non-Indian populations and may differ from the community population.
Non-Indian Pop	Displays the number of non-Native people served by the system. The system service population is the total of Indian and non-Indian populations and may differ from the community population.
Last Survey Date	Displays the date of the most recent system facilities survey or the date the system information was last evaluated.
Surveyor	Displays the name of the person that conducted the most recent facilities survey or evaluation of the system.
Communities	Displays the name of the community where the system is located. In Section 6.5.5 "Common Actions," there are instructions for adding a community and using the community dropdown menu.
IHS District	Displays the district(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS districts, the districts are listed in alphabetical order.

IHS Service Unit	Displays the service unit(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS service units, the service units are listed in alphabetical order.
State	Displays the state where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple states, the states are listed in alphabetical order.
County	Displays the county(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple counties, the counties are listed in alphabetical order.
Reservation	Displays the Reservation where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple Reservations, the Reservations are listed in alphabetical order.
EPA Region	Displays the EPA Region where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple EPA Regions, the regions are listed in ascending numeric order.
IHS Field Office	Displays the field office where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS field offices, the field offices are listed in alphabetical order.
Tribe	Displays the Tribe(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple Tribes, the Tribes are listed in alphabetical order.
Area Defined	Displays data specific to an Area. These fields are created by the Area STARS manager to track specific information for the Area. Maintenance of the “Area Defined” fields is described in Chapter 8.

6-5.2 System Details – Water System Field Descriptions

The right hand side of the “System Details” screen provides specific information about the system type. An example “Water System” screen is shown in Figure 6-5.

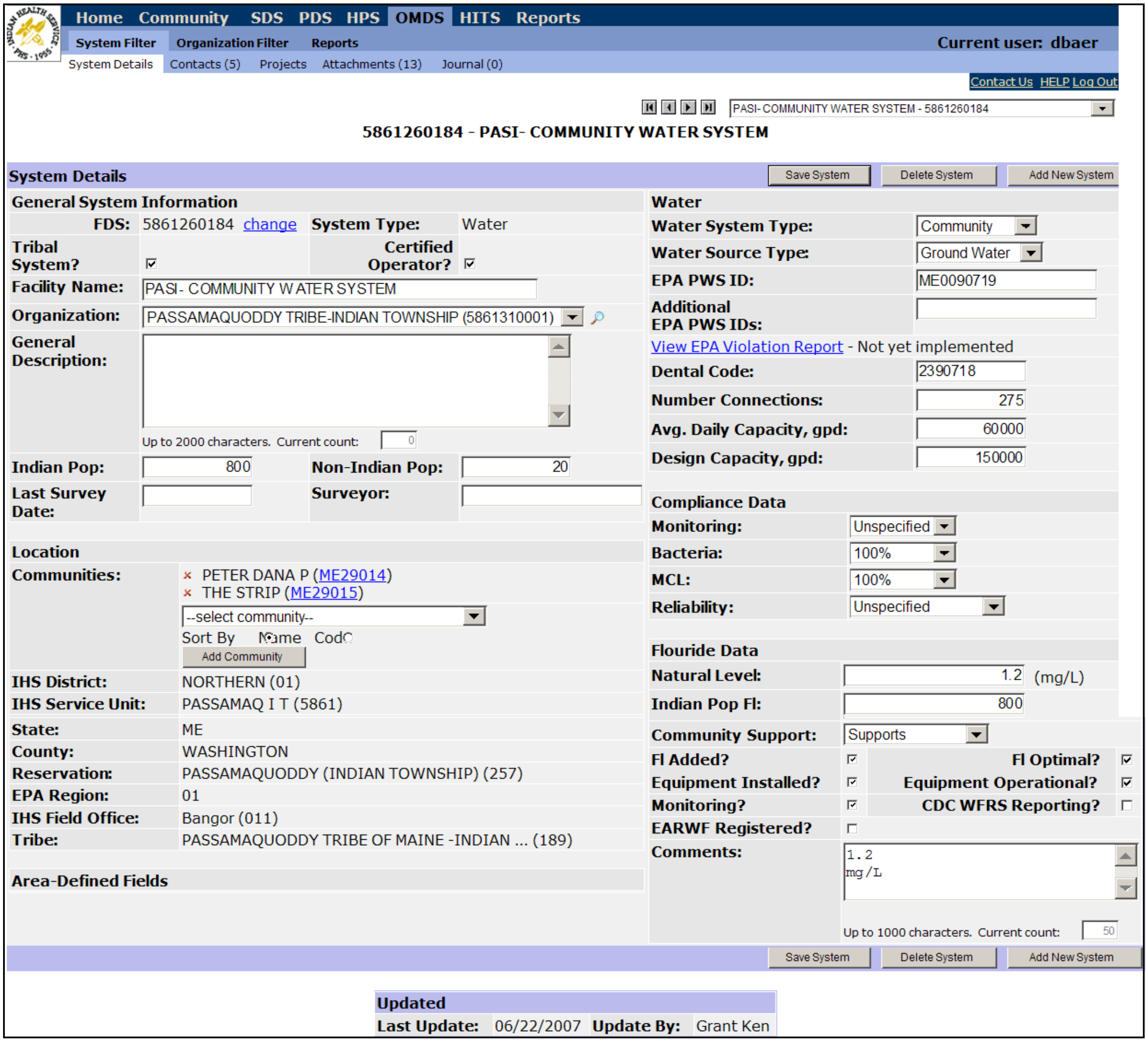


Figure 6-5. "Water System Details" screen.

Field Label	**Description**
Water System Type	Select the type of water system from the dropdown menu.

TYPE	*EXPLANATION*
Unspecified	Normally not used. Use only when nothing is known about a water system.
Community	Community water system serves at least 26 persons or 15 service connections year-round.
Individual	Water system that serves an individual or single family.
Non-Transient	A non-community public water system that serves at least 25 of the same people, four or more hours per day, for four or more days per week, for 26 or more weeks (i.e., a system that serves always serves the same people, but not at their homes; examples include systems that serve schools or businesses).
Other	Any water system that does not fit the other definitions.
Transient	A non-community public water system that does not serve at least 25 of the same people, four or more hours per day, for four or more days per week, for 26 or more weeks (i.e., a system that serves different people all the time; examples include systems that serve campgrounds or rest areas).

Table 6-6. Options for Water System Type.

Water Source Type

Displays the water source type. The source type can be selected from the dropdown menu.

TYPE	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about a water source.
Combination	System is supplied by a combination of ground and surface water.
Ground Water	Subsurface water source from either a confined or unconfined aquifer.
Purchased	Used to describe consecutive water system in cases where the parent system has an EPA PWSID.
Surface Water	Surface water source or ground water under the direct influence of surface water.

Table 6-7. Options for Water Source Type.

EPA PWSID Displays the EPA or State Public Water Supply Identification Number.

Additional EPA PWSID Displays a second EPA or State Public Water Supply Identification Number if one is designated for the system.

View EPA Violation Report Select this hyperlink to access the EPA State Drinking Water Information System (SDWIS) database for a history of known drinking water violations for this system. It has been tested but is currently not functional.

Dental Code Displays a legacy 7-digit code used to associate data about this system with the Dental Program fluoride data system.

Number Connections Displays the number of service connections on this system. The number includes both active and inactive connections.

Avg. Daily Capacity Gpd Displays the average daily water use of the system in gallons per day.

Design Capacity gpd Displays the system design capacity in gallons per day.

Monitoring Displays a subjective index of compliance with the statutory monitoring requirements of the system. The index values can be selected from the dropdown menu.

INDEX	***EXPLANATION***
0%	No monitoring is done
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	All monitoring is correctly done

Table 6-8. Options for Monitoring Index.

Bacteria Displays a subjective index of compliance with the bacteriological requirements of the system. The index values can be selected from the dropdown menu.

INDEX	EXPLANATION
0%	No compliance with bacteriological requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with bacteriological requirements.

Table 6-9. Options for Bacteria Index.

MCL Displays a subjective index of compliance with the Maximum Contaminant Level (MCL) requirements of the system. The index values can be selected from the dropdown menu.

INDEX	EXPLANATION
0%	No compliance with MCL requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with MCL requirements.

Table 6-10. Options for MCL Index.

Reliability Displays a subjective index of general operational reliability of the system. The index values can be selected from the dropdown menu.

INDEX	EXPLANATION
0%	System is completely unreliable.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	System is completely reliable.

Table 6-11. Options for Reliability Index.

Natural Level Displays the natural or background fluoride concentration in the raw water that supplies the system. If there are multiple sources, this is a weighted average. The concentration is reported in milligrams per liter (mg/L).

Indian Pop Fl Displays the AI/AN population served by fluoridated water from this system. Usually will match service population, but may vary.

Community Support Description of the level of community support for water fluoridation.

Fl Added? This box checked indicates fluoride is added to the drinking water at the source.

Fl Optimal? This box checked indicates the fluoride concentration is consistently optimal in the finished water in this system.

Equipment Installed? This box checked indicates that fluoride injection equipment is installed at the sources for this system regardless if it is functional or not.

Equipment Operational? This box checked indicates functional fluoride injection equipment.

Monitoring? This box checked indicates fluoride monitoring consistently complies with the statutory requirements.

CDC WFRS Reporting? This box checked indicates fluoride monitoring results are consistently reported to the CDC Water Fluoridation Reporting System (WFRS).

EARWF Registered? This box checked indicates the infrastructure and operation of the system fluoridation equipment are consistent with the CDC Engineering and Administrative Recommendations for Water Fluoridation.

Comments Displays a complete system description. The description can contain any characters up to 1,000 characters long. The current count box immediately below the "Comments" field displays the number of characters currently in the descriptive field.

6-5.3 System Details – Sewer System Field Descriptions

The right hand side of the "System Details" screen provides information specific the system type. An example "Sewer System" screen is shown in Figure 6-6.

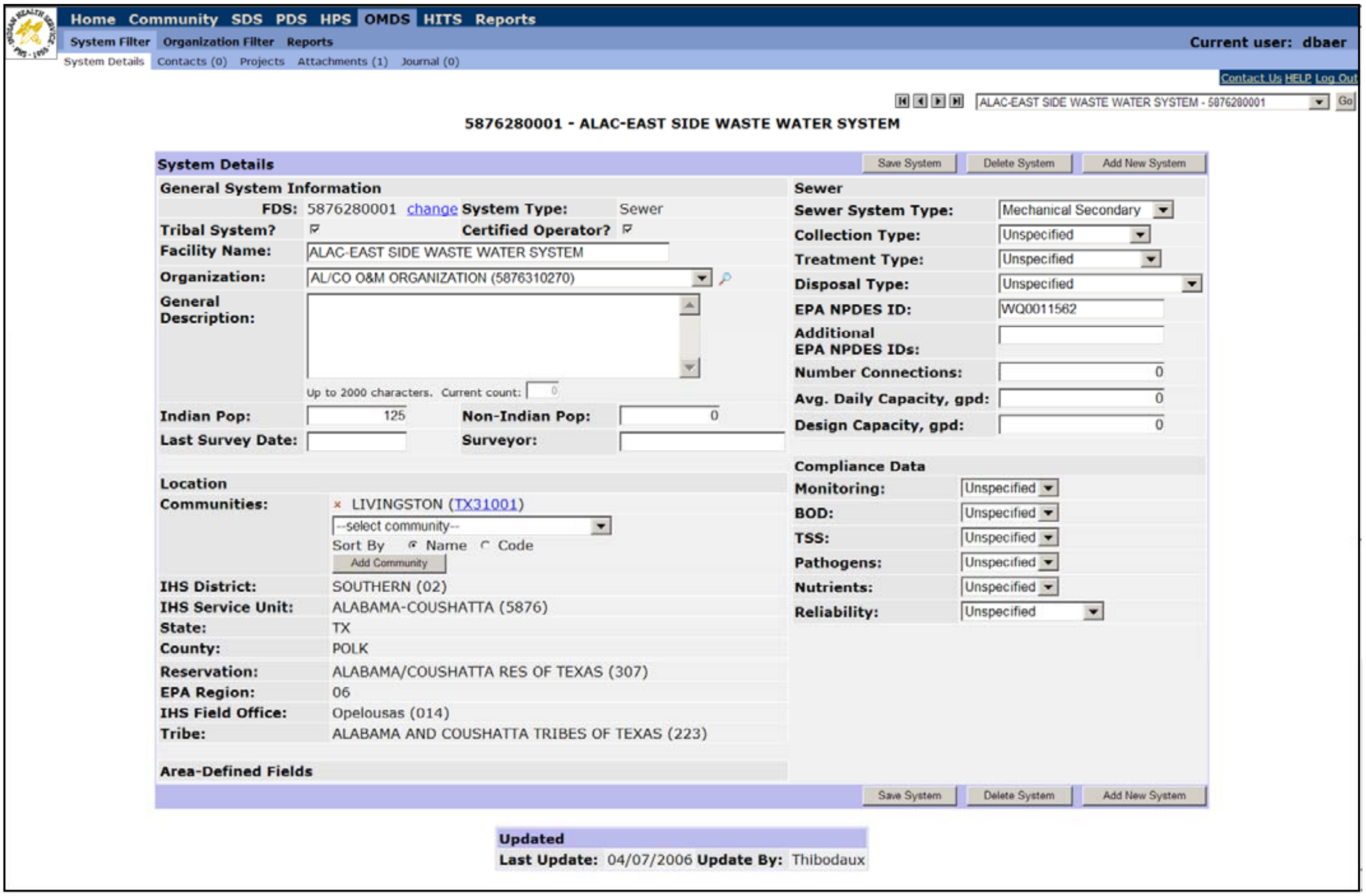


Figure 6-6. "Sewer System Details" screen.

Field Label	Description
Sewer System Type	Displays the sewer system type. The system type can be selected from the dropdown list that best describes the overall system. See <u>Table 6-12</u>.

TYPE	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about a sewer system.
Collection Only	Sewer system collects and conveys wastewater only.
Community Sub-Surface	Treated wastewater is disposed of through a community disposal field.
Honey Bucket Pond	Honey bucket haul system with pond disposal.
Lagoon – Discharging	Wastewater system with any type of lagoon that discharges to the environment.
Lagoon – No Discharge	Wastewater system with any type of lagoon that does not discharge to the environment.
Mechanical Primary	Wastewater system with any type of mechanical primary treatment.
Mechanical Secondary	Wastewater system with any type of mechanical secondary treatment.
Other	Any wastewater system that does not fit the other definitions.
Primary/Ocean	Wastewater system with primary treatment and ocean outfall disposal (primarily in Alaska)

Table 6-12. Options for Sewer System Type.

Collection Type

Displays the type of collection system that best describes the method of collecting wastewater for this facility. The collection type can be selected from the dropdown menu. See Table 6-13.

TYPE	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about the collection system.
Gravity	The collection has gravity flow only.
Gravity and Pressure	Collection systems where wastewater is moved by a combination of gravity and mechanical means.
Pressure	Collection systems where wastewater is moved only by mechanical means (vacuum or pressure).

Table 6-13. Options for Collection Type.

Treatment Type

Displays the type of treatment system that best describes the method of treating wastewater for this facility. The treatment type can be selected from the dropdown menu. See Table 6-14.

TYPE	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about the treatment system.
Lagoon	Wastewater treatment system with any type of lagoon.
Mechanical secondary	Wastewater treatment facility where secondary treatment is the final stage of treatment.
Mechanical tertiary	Wastewater treatment facility where tertiary treatment is the final stage of treatment.
Primary only	Wastewater treatment facility with only primary treatment.
Untreated	Wastewater system where the wastewater is not treated.

Table 6-14. Options for Treatment Type.

Disposal Type Displays the method that best describes how treated wastewater from the facility is disposed of. The disposal type can be selected from the dropdown menu. See Table 6-15.

TYPE	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about the type of disposal.
Discharge to adjacent system	Treated wastewater is disposed of into the collection or treatment facilities owned by another system.
Discharge to subsurface	Treated wastewater is disposed of into the ground by injection or gravity.
Discharge to surface water	Treated wastewater is disposed of into surface water bodies.
Total retention	No wastewater is discharged.

Table 6-15. Options for Disposal Type.

EPA NPDES ID Displays the EPA or State National Pollutant Discharge Elimination System Identification Number.

Additional EPA NPDES Displays a second EPA or State National Pollutant Discharge Elimination System Number, if one is designated for the system.

Number Connections Displays the number of service connections on the system. The number includes both active and inactive connections.

Avg. Daily Capacity Gpd Displays the average daily flow of wastewater from the system in gallons per day.

Design Capacity Gpd Displays the design daily flow of wastewater from the system in gallons per day.

Monitoring Displays a subjective index of compliance with the statutory monitoring requirements of the system discharge. The index values can be selected from the dropdown menu. See Table 6-16.

INDEX	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about the monitoring practice or the facility does not discharge.
0%	No monitoring is done
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	All monitoring is correctly done

Table 6-16. Options for Monitoring Index.

BOD Displays a subjective index of compliance with the Biological Oxygen Demand (BOD) statutory monitoring requirements of the system discharge. The index values can be selected from the dropdown menu. Systems that do not discharge will be reported as “unspecified”. See Table 6-17.

INDEX	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about the discharge or the facility does not discharge.
0%	No compliance with BOD requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with BOD requirements.

Table 6-17. Options for BOD Index.

TSS Displays a subjective index of compliance with the Total Suspended Solids (TSS) requirements of the system. The index values can be selected from the dropdown menu. See Table 6-18.

INDEX	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about the discharge or the facility does not discharge.
0%	No compliance with TSS requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with TSS requirements.

Table 6-18. Options for TSS Index.

Pathogens Displays a subjective index of system compliance with the viral, bacteriological or other pathogenic requirements. The index values can be selected from the dropdown menu. See Table 6-19.

INDEX	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about the discharge or the facility does not discharge.
0%	No compliance with pathogenic requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with pathogenic requirements.

Table 6-19. Options for Pathogens Index.

Nutrients Displays a subjective index of system compliance with nutrient requirements. The index values can be selected from the dropdown menu. See Table 6-20.

INDEX	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about the discharge, the facility does not discharge, or there is no nutrient requirement in the discharge.
0%	No compliance with nutrient requirements.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	Complete compliance with nutrient requirements.

Table 6-20. Options for Monitoring Index.

Reliability Displays a subjective index of the general operational reliability of the system. The index values can be selected from the dropdown menu. See Table 6-21.

INDEX	EXPLANATION
Unspecified	Normally not used. Use only when nothing is known about the reliability of the facility.
0%	System is completely unreliable.
1-25%	
25-50%	
51-75%	
76-90%	
91-99%	
100%	System is completely reliable.

Table 6-21. Options for Reliability Index.

6-5.4 System Details – Solid Waste System Field Descriptions

The right hand side of the "System Details" screen provides information specific the system type. An example "Solid Waste System" screen is shown in Figure 6-7.

Field Label Description

Solid Waste System Type Displays the type of solid waste system from the dropdown menu. See Table 6-22.

TYPE	***EXPLANATION***
Unspecified	Normally not used. Use only when nothing is known about a sewer system.
Solid Waste Disposal Site	An unmanaged multi-family dumpsite.
Collection System with Off-Reservation Disposal	Curb-side, drop box, or self-haul system to collect waste which is transferred to a disposal site located off reservation.
Transfer Site	A site that accepts waste for consolidation and then transfer to an on-reservation landfill.
Transfer Site with Off-Reservation Disposal	In addition to being a transfer site/collection point, the waste is hauled to an off-reservation landfill.
Construction and Demolition Debris Landfill	Managed site for C&D waste that may or may not be 40 CFR Part 257 compliant.
Municipal Solid Waste Landfill	Managed site for MSW that may or may not be a 40 CFR Part 258 compliant site.
Recycling Facility	A site where recyclables are collected for recycling.

Table 6-22. Options for Solid Waste System Type.

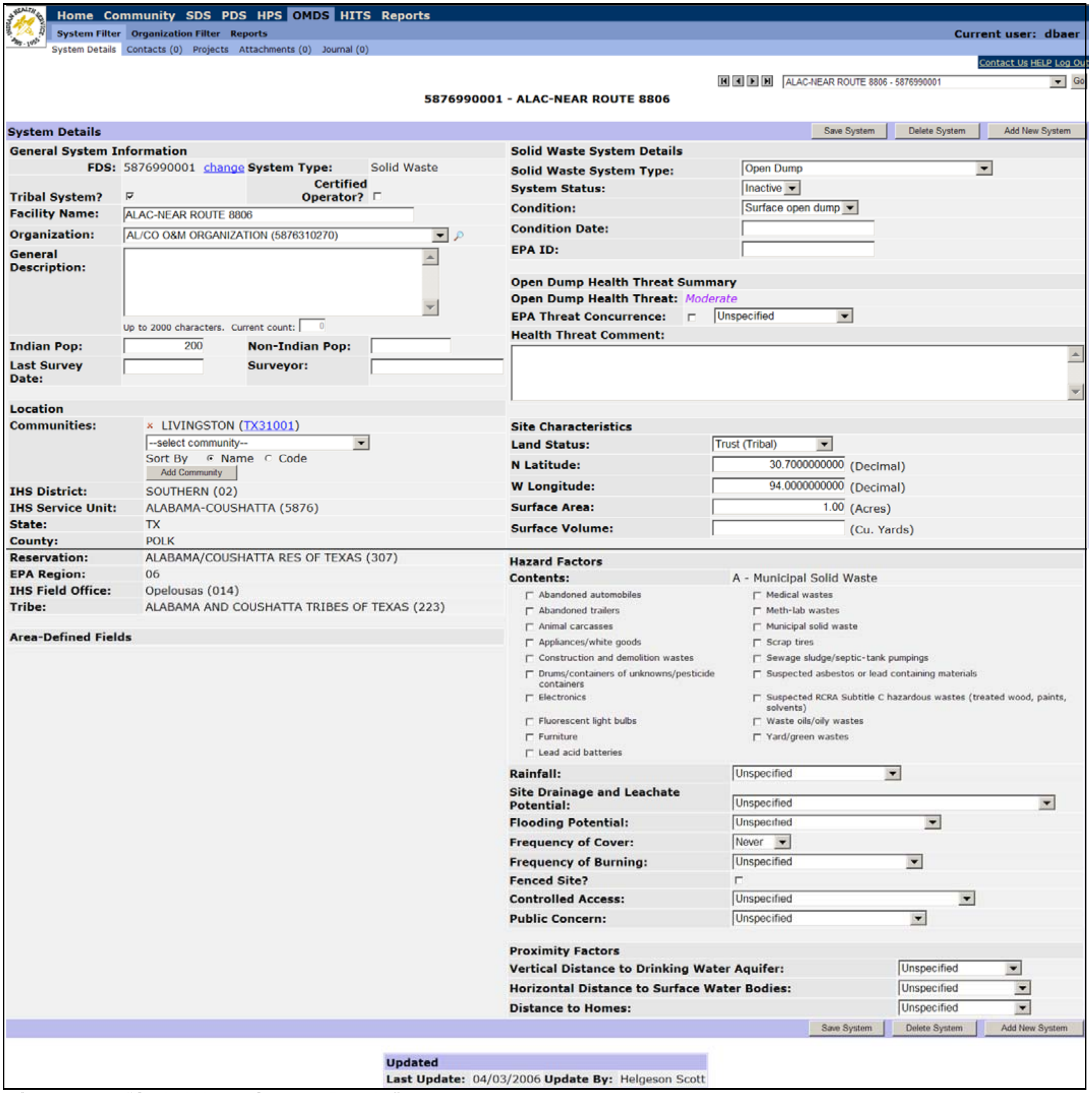


Figure 6-7. "Solid Waste System Details" screen.

System Status Displays the status of the solid waste system. The status can be selected from the dropdown menu. See Table 6-23.

STATUS	***EXPLANATION***
Unspecified	Not selectable. Indicates legacy data for this field was null.
Active	Site actively being used to deposit waste at the time of the last site visit.
Inactive	Site was formerly used to deposit waste and site has received no waste in the year previous to the date of the last site visit.

Table 6-23. Options for Solid Waste System Status.

Condition Displays the condition of the solid waste facility. The condition can be selected from the dropdown menu. See Table 6-24.

CONDITION	***EXPLANATION***
Unspecified	Not selectable. Indicates legacy data for this field was null.
Open Dump – Buried	Open dump where waste on site has been covered, but dumping still occurs.
Open Dump – Surface	Open dump site still receives waste, or not all waste is completely covered.
Closed	Open dump where waste is left in place, the site is covered, and the site no longer is used as a dump.
Cleaned Up	Open dump where waste is removed, and the site no longer is used as a dump.
Upgraded	Open dump site is receiving waste but is fully compliant with 40 CFR Part 258 standards and no longer an open dump.
Properly Managed	Waste is being managed in accordance with best management practices.

Table 6-24. Options for Solid Waste Condition.

Condition Date Displays the date current condition arose or was initially identified – not the date of assessment (this is recorded in the "Last Survey Date" field).

EPA ID Displays any relevant EPA site identifiers. May be blank.

Most fields below EPA ID on the "Solid Waste" screen are only applicable to "Open Dump" solid waste systems. Part of the IHS responsibility in Public Law 103-399, The Indian Lands Open Dump Cleanup Act of 1994, is to identify open dump sites on Indian lands, inventory those sites, and to assess the relative health and environment hazards posed by those sites. These fields are intended for that purpose.

Open Dump Health Threat Score Displays a health threat score automatically assigned based on size, hazard, and proximity factors. Health threat score = (Σ hazard factors) x (Size) x (Σ proximity factors). See Table 6-25.

SCORE	*EXPLANATION*
Low	Health threat score 0 – 450
Medium	Health threat score 451 – 900
High	Health threat score 901 – 1488

Table 6-25. Threat Score.

EPA Threat Concurrence Indicates EPA concurrence with the threat ranking and score. See Table 6-26.

CHECKED?	*EXPLANATION*
Unchecked	No legacy data or no concurrence.
Checked	Yes, EPA does concur.

Table 6-26. EPA Threat Concurrence.

Health Threat Comment Displays additional description of the health threat. The description can contain any characters, up to 1,000 characters long.

Site Characteristics

Land Status Displays a description of the land ownership status of the land on which the solid waste facility is located. The status can be selected from the dropdown menu. See Table 6-27.

LAND STATUS	*EXPLANATION*
Alaska Native Land	Native land held in title by one of 12 regional and 200 local village corporations chartered under the Alaska Native Claims Settlement Act (ANCSA).
Allotted	Tribal lands allotted to individual Indians in designated amounts on Reservations created by treaty, act of Congress, or Executive Order. Includes allotted lands obtained through inheritance.
Fee	The most basic form of ownership by Tribes or individual Indians. The owner, who can be Indian or non-Indian, holds title and control of the property.
New Mexico Pueblos	Aboriginal lands retained by a group of Indians recognized by the federal government as an Indian

LAND STATUS	EXPLANATION
	Pueblo.
Private	Land owned by Tribes, individuals or organizations subject to taxation and regulation by non-Indian governments.
Trust (Individual)	Land held in trust by the federal government for specific individuals.
Trust (Tribal)	Land held in trust by the federal government for specific Tribes.

Table 6-27. Options for Land Status.

N Latitude Displays the north latitude measured in decimal degrees north and reported to 10 decimal points. It is determined in the field using a hand-held GPS unit at the most-used point of access to the site.

W Longitude Displays the west longitude measured in decimal degrees west and reported as a positive number to 10 decimal points. It is determined in the field using a hand-held GPS unit at the most-used point of access to the site.

Surface Area Displays the calculated site acreage not including area with wind blown trash reported in acres.

Surface Volume Displays the estimated volume of waste on the surface of the ground reported in cubic yards.

Hazard Factors Hazard factor fields include “Content,” “Rainfall,” “Site Drainage,” “Potential Flooding,” “Frequency of Cover,” “Frequency of Burning,” “Controlled Access,” and “Public Concern.” Each factor is assigned points based on the relative hazard. Although the sum of the Hazard Factors does not appear on the screen, it is used as one of three factors in determining the Open Dump Health Threat score described above.

Contents Displays contents type automatically assigned based on contents check boxes selected. Checkbox checked indicates the specific type of waste is identified or observed at site.

The “Contents” portion of the Hazard Factor Score is also automatically calculated based on the content box selection. Each has a contents score of 1, 5 or 10. The calculation is based on the sum of the contents score. If the contents score is less than or equal to 10, then the contents hazard factor = 1. If the contents score greater than 10 and less than 25, the contents hazard factor = 4. If the sum of the contents score greater than or equal to 25, then the contents hazard factor = 8. See Table 6-28 and Table 6-29.

CONTENTS TYPE	EXPLANATION
A = Municipal solid waste	Any household, commercial/industrial, or institutional solid waste that legally can be discarded in a municipal landfill under the provisions of RCRA Subtitle D.
B = Special waste	Solid or other wastes not specifically regulated as hazardous under RCRA Subtitle C but which are considered to require special handling either due to regulation under other statutes or for worker safety.
C = Hazardous waste	All materials listed by EPA under RCRA Subtitle C as hazardous.
D = Municipal and special waste	Combined A-class and B-class wastes.
E = Municipal and Hazardous waste	Combined A-class and C-class wastes.
F = Municipal, Special and Hazardous waste	Combined A-class, B-class, and C-class wastes.
G = Special and Hazardous waste	Combined B-class and C-class wastes.

Table 6-28. Contents Categories.

CONTENTS TYPE	EXPLANATION
Abandoned automobiles	Contents type = B, contents score = 5
Abandoned trailers	Contents type = A, contents score = 1
Animal carcasses	Contents type = B, contents score = 5
Appliances/white goods	Contents type = B, contents score = 5
Construction and demolition wastes	Contents type = B, contents score = 1
Drums/containers of unknowns/pesticide containers	Contents type = C, contents score = 10
Electronics	Contents type = B, contents score = 5
Fluorescent light bulbs	Contents type = C, contents score = 5
Furniture	Contents type = A, contents score = 1
Lead acid batteries	Contents type = C, contents score = 10
Medical wastes	Contents type = B, contents score = 10
Meth-lab wastes	Contents type = C, contents score = 10
Municipal solid waste	Contents type = A, contents score = 5
Scrap tires	Contents type = B, contents score = 1
Sewage sludge/septic-tank pumpings	Contents type = B, contents score = 5
Suspected asbestos or lead containing materials	Contents type = C, contents score = 10
Suspected RCRA Subtitle C hazardous wastes (treated wood, paints, solvents)	Contents type = C, contents score = 10
Waste oils/oily wastes	Contents type = B, contents score = 5
Yard/green wastes	Contents type = A, contents score = 1

Table 6-29. Contents Type.

Rainfall Displays rainfall at site in inches per year selected from a dropdown menu. Estimated rainfall per year at the site based on historical data from NOAA or the National Weather Service. The "Rainfall" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-30.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Low <10 inches per year	Hazard threat factor = 1
Medium 10-25 inches per year	Hazard threat factor = 2
High >25 inches per year	Hazard threat factor = 3

Table 6-30. Options for Rainfall.

Site Drainage Displays site drainage description selected from a dropdown menu. Estimated potential for site to contaminate surface and/or groundwater based on local geography. The "Site Drainage" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-31.

OPTION	***EXPLANATION***
Unspecified	Not selectable. Indicates legacy data for this field was null.
Site drainage protects ground or surface water	There are no measured, observed, or suspected impacts to ground or surface water from contamination from the waste at the site. Hazard threat factor = 1.
Limited ponding, drainage effects largely neutral	Although some water accumulates or flows through the site, the water has not been measured, observed, or suspected to increase drainage of contaminants from the site into ground or surface water. Hazard threat factor = 2.
Site drainage increases ground or surface water contamination	Contamination has been measured, observed, or highly suspected in ground or surface water due to ponding, flooding, or other water infiltrating the site. Hazard threat factor = 3.

Table 6-31. Options for Site Drainage.

Flooding Potential Displays estimated potential for debris movement due to flooding based on a local geography description selected on a dropdown menu. Factors include percent of side slope, distance from stream course (horizontal and vertical), surface soil texture and degree of compaction, site evidence of previous hydrology including debris, soil color, and plant indicators. The "Flooding Potential" portion of the

Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-32.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Debris movement from flooding likely	Hazard threat factor = 1.
Debris movement from flooding unlikely	Hazard threat factor = 2.
No potential for flooding	Hazard threat factor = 3.

Table 6-32. Options for Flooding Potential.

Frequency of Cover Displays a dropdown menu selection of a description of how often site covered with dirt or other material. This hazard factor is not included in the health threat score. See Table 6-33.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Daily	
Monthly	
Never	
Weekly	
Yearly	

Table 6-33. Options for Frequency of Cover.

Frequency Of Burning Displays a description of how often waste burning occurs at the site. The description is selected from a dropdown menu. The "Frequency of Burning" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-34.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Burning does not occur	Hazard threat factor = 1.
Burning less frequently than weekly	Hazard threat factor = 2.
Burning weekly or more frequently	Hazard threat factor = 4.

Table 6-34. Options for Frequency of Burning.

Fenced Site Displays a checkbox indicating presence of site fencing. The hazard factor value for fencing is included in the "Controlled Access" portion of the Hazard Factor Score. See Table 6-35.

CHECKED?	EXPLANATION
Unchecked	No legacy data or the site is not fenced.
Checked	Yes, the site is fenced.

Table 6-35. Options for Fenced Site.

Controlled Access Displays a description of access control to the site. The description is selected from a dropdown menu. The "Controlled Access" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-36.

OPTION	***EXPLANATION***
Unspecified	Not selectable. Indicates legacy data for this field was null.
Effectively controlled access	Fences, gates, on-site personnel and/or other means limit access to use the site as designed and permitted during appropriate hours of operation. Access is not allowed when site activities are unsupervised. Hazard threat factor = 1.
Ineffective controls or poorly restricted access	Fences do not surround the entire site, gates are left unlocked, and/or on-site personnel are not present at all times of operation. Hazard threat factor = 2.
Unrestricted access	Fences, gates, and/or on-site personnel are not used to control access at the site Hazard threat factor = 4.

Table 6-36. Options for Monitoring Index.

Public Concern Displays a description of the community public concern about the site. The description is selected from a dropdown menu. The "Public Concern" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-37.

OPTION	*EXPLANATION*
Unspecified	Not selectable. Indicates legacy data for this field was null.
No concern voiced	Tribal, IHS, and EPA personnel have no knowledge of any individuals or organizations voicing concern about the site. Hazard threat factor = 1.
Little concern voiced by the public	Tribal, IHS, and/or EPA personnel know that a person or a group of persons have asked questions or have stated concerns about the site and the site's impact to culture, history, health and/or environment. Hazard threat factor = 2.
Concern frequently voiced by public	Tribal, IHS, and/or EPA personnel know that a person or group of persons have serious concerns and questions about the impacts of the site on culture, history, health and/or environment. Hazard threat factor = 3.

Table 6-37. Options for Public Concern.

Proximity Factors

Proximity factor fields include "Vertical Distance to Aquifer," "Horizontal Distance to Surface Water," and "Distance to Homes." Each factor is assigned points based on the relative proximity. Although the sum of the proximity factors does not appear on the screen, it is used as one of the three factors in determining the Open Dump Health Threat score described above.

Vertical Distance to Aquifer Displays an estimate of the vertical distance from the site to the closest drinking water aquifer in feet based on water wells or other borings in the area. The vertical distance portion of the Proximity Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-38.

OPTION	*EXPLANATION*
Unspecified	Not selectable. Indicates legacy data for this field was null.
Greater than 600 feet	Proximity threat factor = 1.
51 – 599 feet	Proximity threat factor = 3.
Less than 50 feet	Proximity threat factor = 6.

Table 6-38. Options for Vertical Distance to Aquifer.

Horizontal Distance to Surface Displays an estimate of the horizontal distance from the site to the nearest surface water body in feet based on actual or mapped measurement. The horizontal distance portion of the Proximity

Water Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-39.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Greater than 1,000 feet	Proximity threat factor = 1.
51 – 1,000 feet	Proximity threat factor = 2.
Less than 50 feet	Proximity threat factor = 4.

Table 6-39. Options for Horizontal Distance to Drinking Water.

Distance to Homes Displays an estimate of the horizontal distance, in feet, from the site to the nearest home based on actual or mapped measurement. The distance to homes portion of the Proximity Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-40.

OPTION	EXPLANATION
Unspecified	Not selectable. Indicates legacy data for this field was null.
Greater than 5,000 feet	Proximity threat factor = 1.
1,000 – 5,000 feet	Proximity threat factor = 3.
Less than 1,000 feet	Proximity threat factor = 6.

Table 6-40. Options for Distance to Homes.

6-5.5 Common Actions

6-5.5.1 Navigate to a Different System

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another system. The navigation bar can be used in different ways to move between systems.

1. Click on the dropdown menu by the system name. Select the desired system from the system list and click on the **Go** button.
2. Click on the left arrow with the bar (to the left of the system name in the navigation bar) to be directed to the first system in the system list.
3. Click on the left arrow to be directed to the previous system in the system list.
4. Click on the right arrow to be directed to the next system in the system list.
5. Click on the right arrow with the bar to be directed to the last system in the system list.

If the desired system is not contained in the system list, select the Filter tab and attempt to locate the desired system using new filter criteria (Section 6-2).

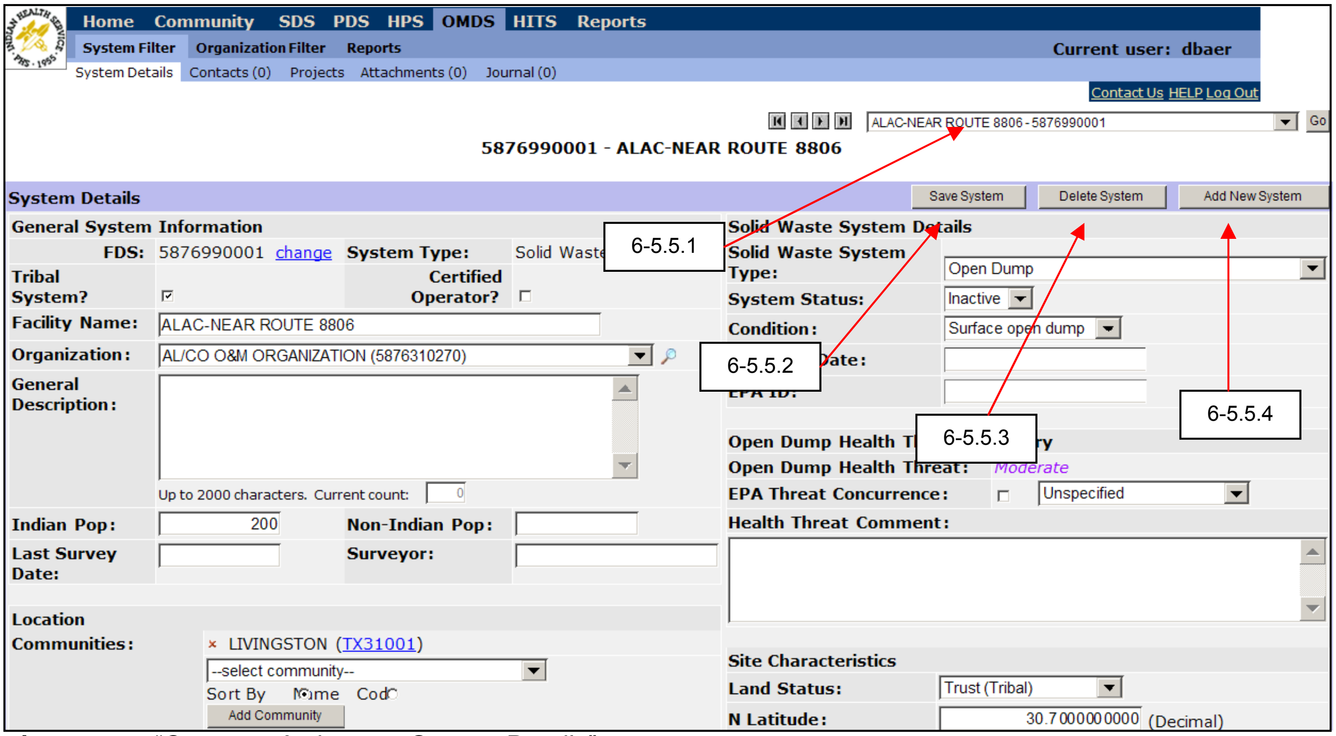


Figure 6-8. "Common Actions on System Details" screen.

6-5.5.2 *Save System Details*

To save changes that have been made on the current screen, click on the **Save System** button located at both the top and bottom of the screen. Note that the "Last Update" and "Update By" fields at the bottom of the system screen are automatically updated when the **Save System** button is clicked.

User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page. If changes have been made to the system, a pop-up window to save or cancel automatically appears to ensure changes are made prior to navigating away from a changed screen.

6-5.5.3 *Delete an Existing System*

To delete a system from OMDS, click on the **Delete System** button located at both the top and bottom of the screen. Click on the **OK** button in the pop-up window to delete the currently displayed system. Upon deletion, you will return to the filter screen. Click on the **Cancel** button to return to the current system without deleting.

6-5.5.4 *Add a New System*

To add a system to OMDS, click on the **Add System** button. This button is located at both the top and the bottom of the screen. See Section 6-2.3.1 for more information about adding systems.

6-5.5.5 *Add a Community*

STARS data is community based. The legacy OMDS data did not have community associations and some system and organization records may remain unassociated.

To add a community to a system, choose the desired community from the dropdown menu adjacent to the “Communities” data field. Click on the **Add Community** button to make the association. After the change is saved, all of the fields below the ”Communities” data fields will automatically populate based on data maintained in the STARS ”Community” data system. More than one community can be assigned to a system. The options for sorting the list of communities are shown in Table 6-41.

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see the list of communities in alphabetical order by community name.
Sort by Code	Select this button to see the list of communities in ascending order by seven-character IHS standard code assigned to each community.

Table 6-41. Options Community Sort Order.

User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page.

6-6 *SYSTEM CONTACTS*

6-6.1 *General Description*

The “Contacts” tab allows the user to list specific individuals associated with the system with their contact information. The contacts database is shared with the other STARS systems, and as such contacts entered or edited in OMDS will simultaneously be available in the other STARS systems. A sample “Contacts” screen is shown in Figure 6-9.

6-6.2 *Contacts Details*

Field Label	**Description**
Name	Displays the individual name of the contact listed with last name followed by first name.
Role	Displays the listed contact’s role with the system. The same individual may also be a contact in another system or another STARS database with a different role. Roles are selected from a dropdown menu and are described in Table 6-42.

ROLE	*EXPLANATION*
Unspecified	Not normally used. Indicates the role of the person on the system is not known.
Contractor	Any contractor associated with the listed system.
Director, DSFC	The director of the IHS SFC Program.
District Engineer	The IHS district engineer with responsibility for the district where the system is located.
Field Engineer	The IHS field engineer assigned to Tribe primarily served by system.
Inspector	
Lab	
Operator	
Project Engineer	Not normally used for "System" contacts.
Resident (other)	Not normally used for "System" contacts.
Secretary	
Service Request Manager	Not normally used for "System" contacts.
Well Driller	

Table 6-42. Options for Contacts Role.

Company Displays the name of the organization for which the listed contact works. This may be a Tribe, a for-profit company, or a non-profit organization. Click on the yellow plus-symbol to expand the company name listing to include the mailing address. Click on the yellow minus-symbol to hide the mailing address.

Phone Displays the telephone number and type for the listed contact.

Email Displays the contact's email address.

Resident Normally "No" for system contacts. Primary resident, indicated by "Yes", is not a selectable role in OMDS.

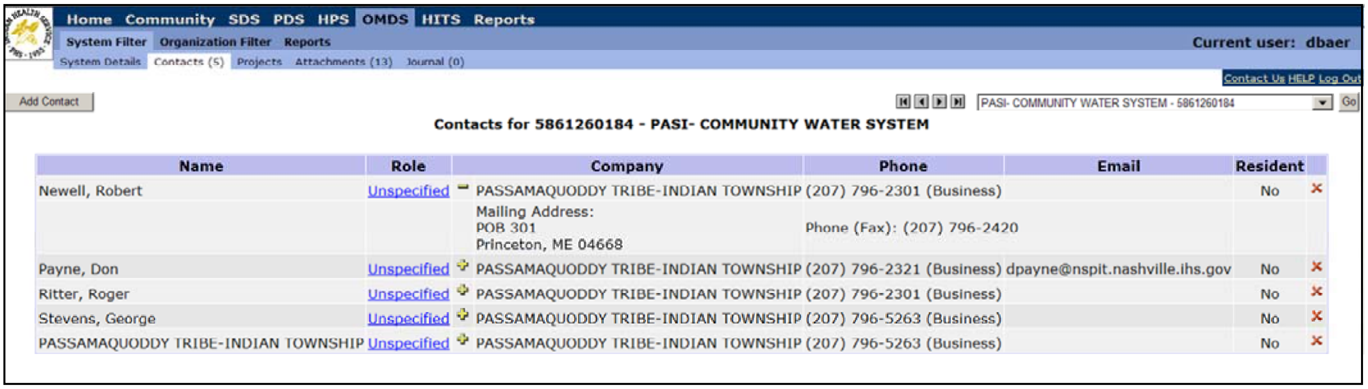


Figure 6-9. "Contacts" screen.

6-6.3 Common Actions

6-6.3.1 Navigate to a System Contact

To get to the contact details screen for a listed contact, click on the hyperlinked role description.

User Tip: Clicking on the hyperlinked role description displays the full contact information.

6-6.3.2 Add a System Contact

Adding a new contact is a two step process. To ensure that contacts are not inadvertently duplicated, the first step is to look to see if the new contact is already in the system through a filter screen. If the new contact is not found in the contacts list, the second step is to add the contact.

First step - To add a contact, click on the **Add Contact** button located on the top left side of the "Contacts" screen. The "Contacts Filter" screen appears, as shown in Figure 6-10. Enter last name or part of the last name and click on the **Search** button. Any results matching the filter criteria will appear in a results box below a summary of the filter criteria as shown in Figure 6-11. If the new contact is already in the contacts data base, click on the contact name in the results list and the "Add Contact" screen will appear with all existing information on the contact listed except for "Role." After assigning the role of this contact on this system with the drop down list, click on **Save Contact** to add the new contact. Note that the same individual can be listed as a contact in multiple STARS applications with different role in each. The contact can also be assigned more than once to a specific system with different roles. An operator of two systems would be added to both systems with same role.

Second step - If the new contact is not already listed in the contacts data base, the filter will return 0 contacts. To add the new contact click on the **Add New Contact** button and complete the "Add Contact" screen. Click on the "Save Contact" screen to save the contact. The "Add Contact" screen is shown in Figure 6-12.

User Tip: The filter criteria are not case sensitive. Results will include anything that includes the filter criteria. For example, to see if Robert Newell is already in the contacts list, "Newell", "newell", "new", or "N" in the last name field will all return Robert Newell if he listed anywhere in the contacts database.

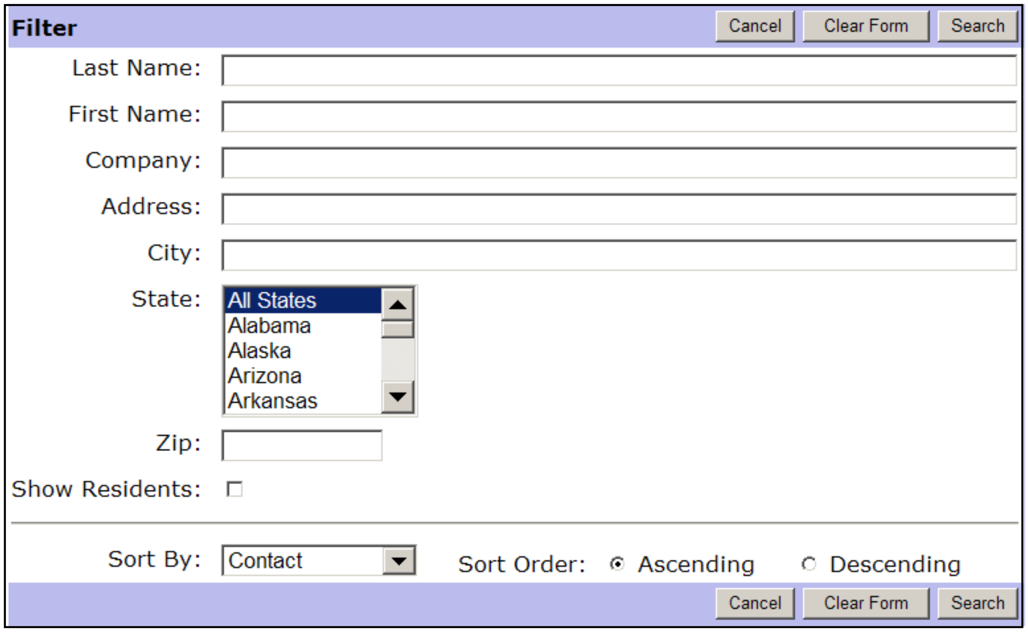


Figure 6-10. “Contacts filter” screen.

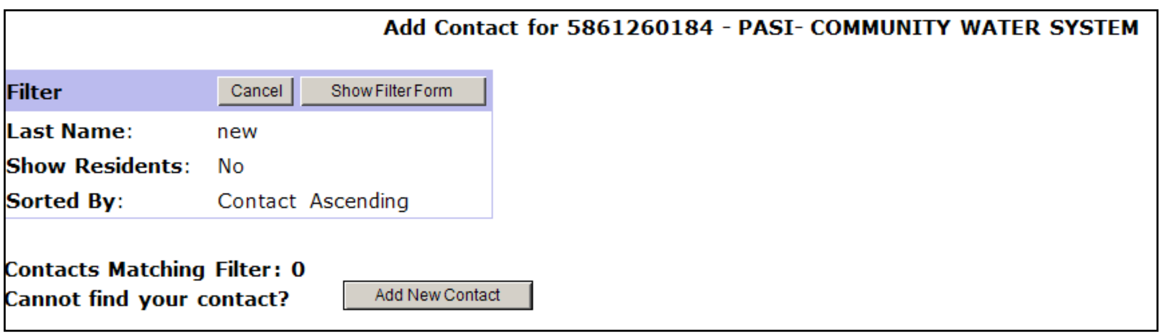


Figure 6-11. “Contacts filter results” screen.

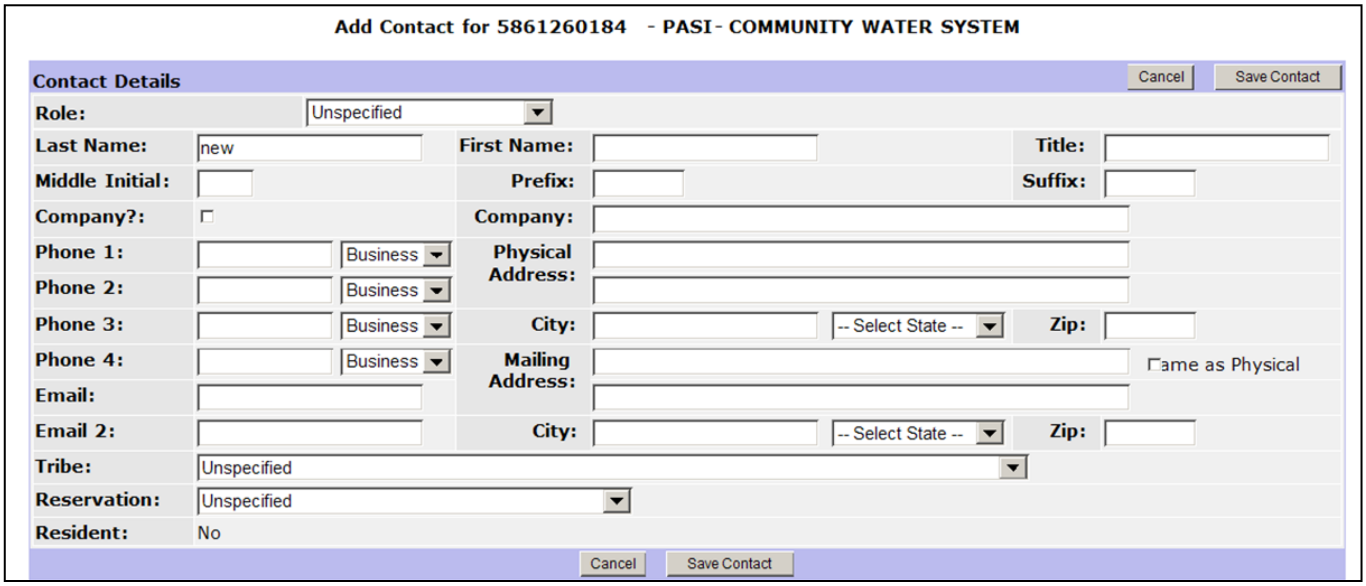


Figure 6-12. "Add contact" screen.

6-6.3.3 Edit a System Contact

The role of a contact listed for a specific system can be changed for that system only. The detail information for a contact can also be changed, and these changes will apply to all STARS applications where the contact is listed.

To edit the role of a contact on a specific system, click on the hyperlinked "Role" description which will open the "Edit Role" screen as shown in Figure 6-13. Choose the new role from the dropdown menu and click on the **Save Contact** button to save the change.

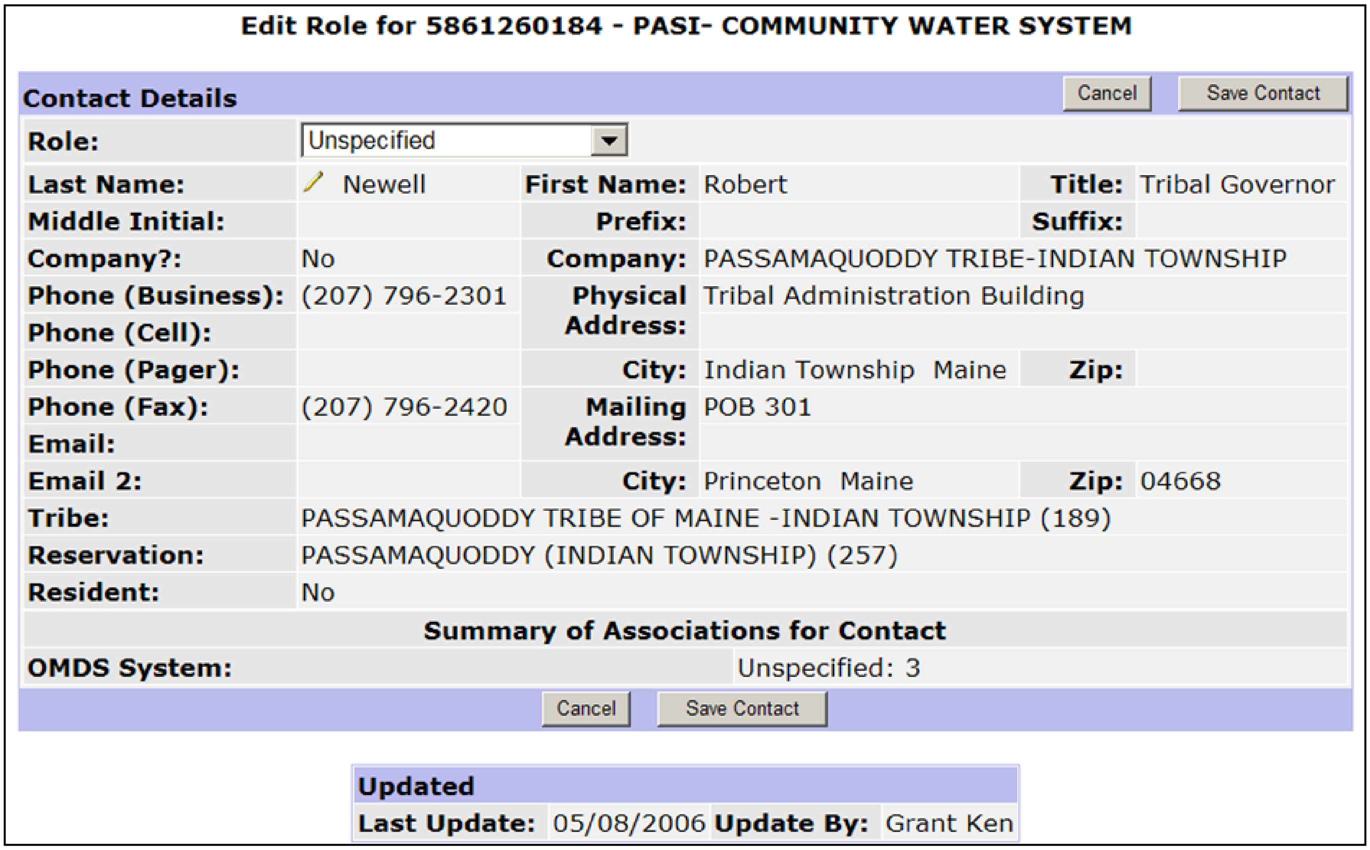
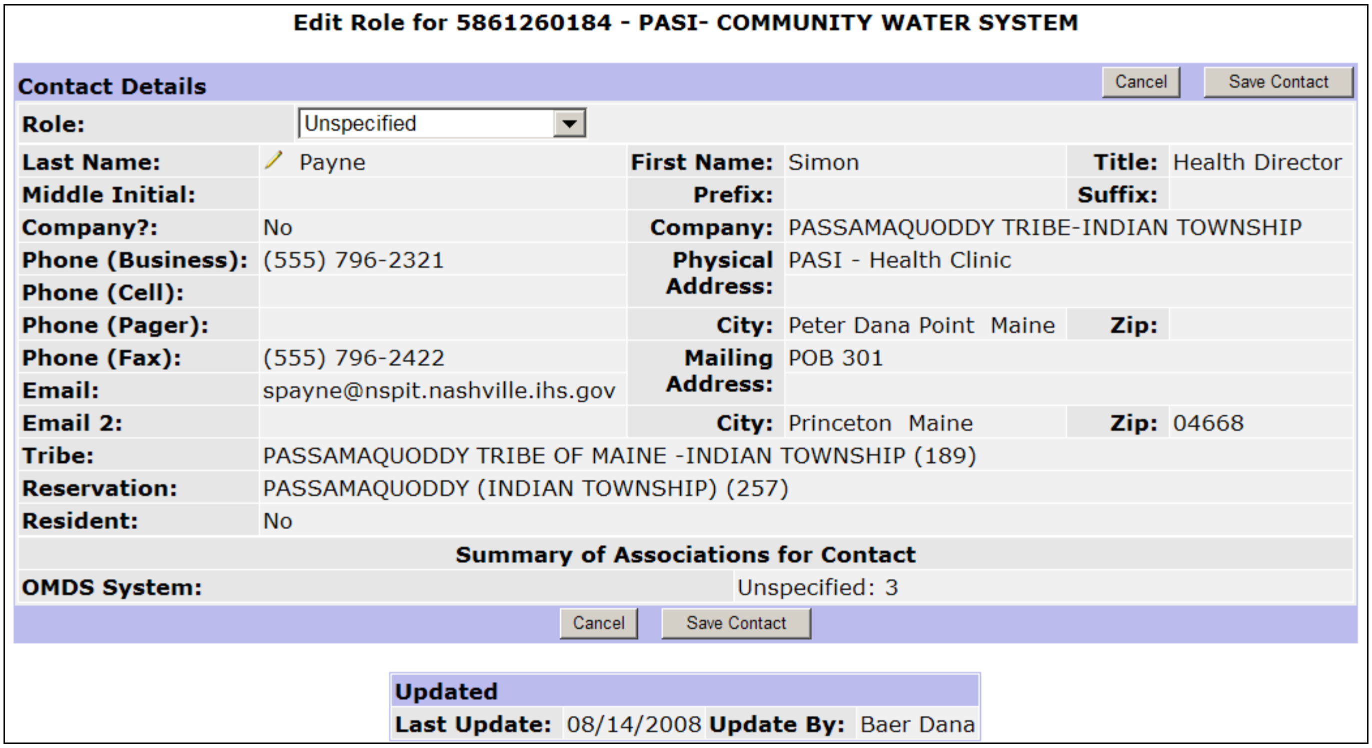


Figure 6-13. "Edit role" screen.

To edit the detail information of a contact, first click on the hyperlinked "Role" description which will open the "Edit Role" screen. Then click on the yellow pencil icon. A window will pop up to describe any all STARS applications that use the details for the listed contact. The "Edit Contact Details" screen is shown in Figure 6-14.



Edit Role for 5861260184 - PASI- COMMUNITY WATER SYSTEM

Contact Details Cancel Save Contact

Role:	Unspecified				
Last Name:	Payne	**First Name:**	Simon	**Title:**	Health Director
Middle Initial:		**Prefix:**		**Suffix:**	
Company?:	No	**Company:**	PASSAMAQUODDY TRIBE-INDIAN TOWNSHIP		
Phone (Business):	(555) 796-2321	**Physical Address:**	PASI - Health Clinic		
Phone (Cell):					
Phone (Pager):		**City:**	Peter Dana Point Maine	**Zip:**	
Phone (Fax):	(555) 796-2422	**Mailing Address:**	POB 301		
Email:	spayne@nspit.nashville.ihs.gov				
Email 2:		**City:**	Princeton Maine	**Zip:**	04668
Tribe:	PASSAMAQUODDY TRIBE OF MAINE -INDIAN TOWNSHIP (189)				
Reservation:	PASSAMAQUODDY (INDIAN TOWNSHIP) (257)				
Resident:	No				

Summary of Associations for Contact

OMDS System:	Unspecified: 3

Cancel Save Contact

Updated			
Last Update:	08/14/2008	**Update By:**	Baer Dana

Figure 6-14. "Edit contact details" screen.

User Tip: Changes made to the "Edit Contact Details" will be seen in all STARS records associated with the listed contact except for "Role" which can be different for each associated record. For example, Don Payne may be assigned the role of "operator" in one water system and the role of "resident" in the HITS data system associated with an application for scattered service to his home. Changing his contact details information in the OMDS system record will simultaneously change his detail information in the HITS system and vice versa.

6-6.3.4 Delete a System Contact

To delete a contact from a system click on the red adjacent to the listed contact you want to remove from the system. A window will pop up and ask for confirmation that you want to delete the listed contact. Deleting a contact will only remove the contact from the current system and not from any other STARS records where it is associated.

User Tip: The contact details information for a contact who is deleted from all STARS records will remain in the contacts database and remain available for use in the future.

6-7 PROJECTS

6-7.1 General Description

The “Projects” tab allows the user to list SDS and PDS projects associated with the system. The SDS projects can be either funded or unfunded, and the PDS projects can be active or inactive. The user can also associate (add) new projects from SDS or PDS in the same community as the system. The program does not automatically associate (assign) projects to a system, rather the user must initially manually associate projects with a system. Once a project has been associated with a system, it will automatically show up under the “Projects” tab for that system. Associating projects with systems will be described in common actions. A sample “Projects” screen is shown in Figure 6-15.

6-7.2 Projects Details

Field Label	Description
Associated SDS Projects	Displays SDS project numbers and names associated with the system. May include funded, unfunded or all projects.
Associated PDS Projects	Displays PDS project numbers and names associated with the system. May include active, inactive or all projects.
	Click on the red X symbol to delete a project.
	Click on the pencil symbol to edit a project.

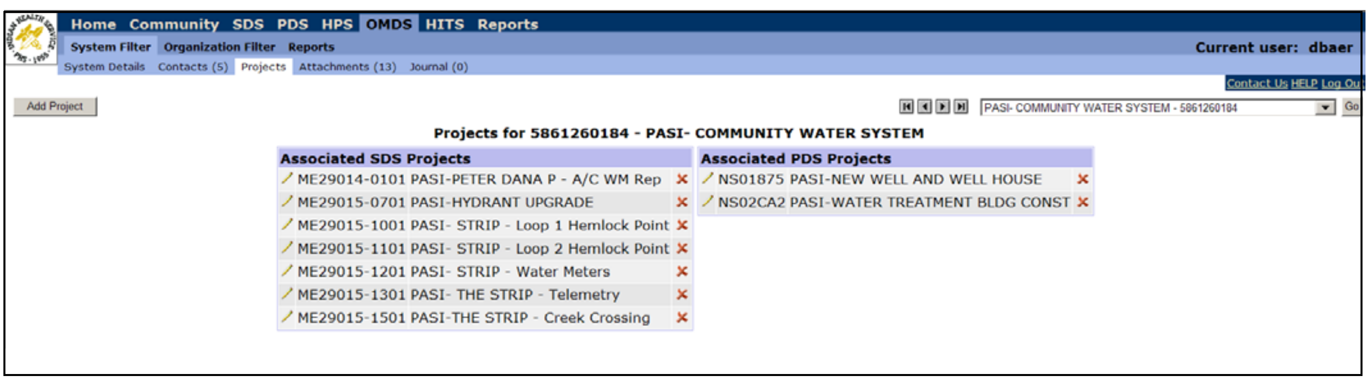


Figure 6-15. “Projects” screen.

6-7.3 Common Actions

6-7.3.1 Navigate to a Project

To get to the project details screen for a listed project, click on the yellow pencil icon. From the project details screen, click on the hyperlinked project number to navigate to the listed project in either PDS or SDS, depending on the type of project. A sample "SDS Project Details" screen is shown in Figure 6-16 and a sample "PDS Project Details" screen is shown in Figure 6-19.

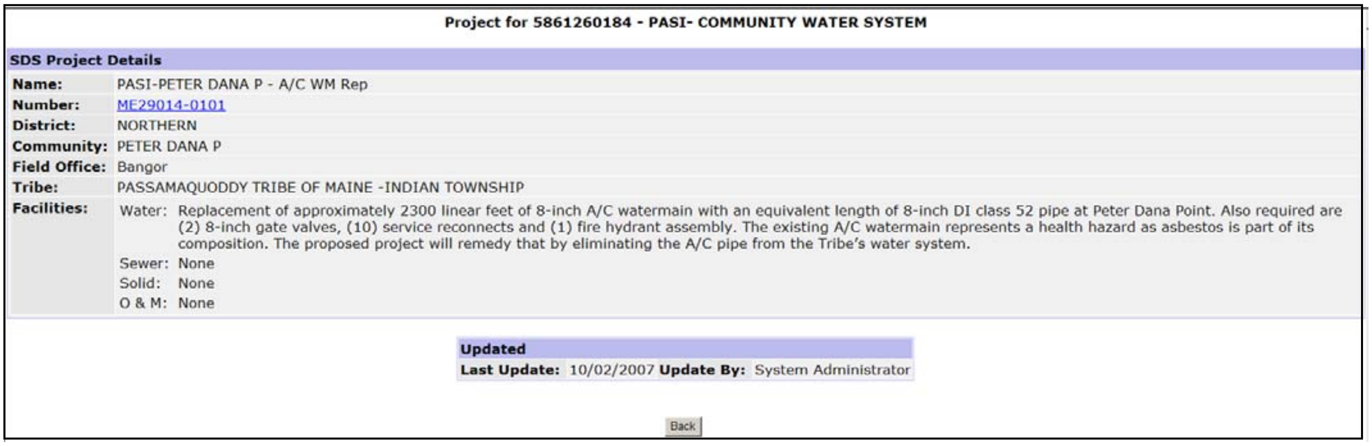


Figure 6-16. "SDS Project Details" screen.

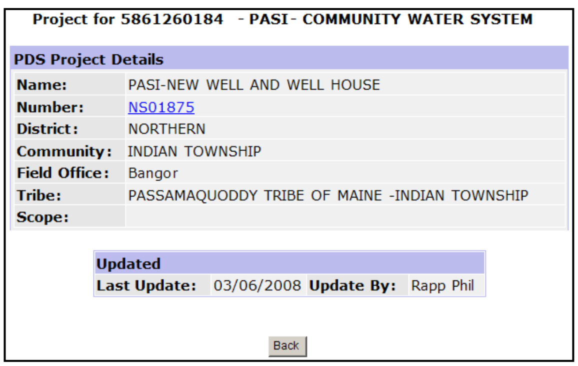


Figure 6-17. "PDS Project Details" screen.

User Tip: Clicking on the back button will take you back to the projects screen. Clicking on the hyperlinked project number will take you to the project details screen in PDS or SDS depending on the type of project.

6-7.3.2 Add an SDS Project to a System

To add (associate) a project to the system of interest, click on the **Add Project** button located in the upper right corner of the Projects screen. The "Add Project" screen will appear. The **Choose Type** option buttons are used to limit the contents in the "Choose Project" dropdown menu. An example of this screen is shown in Figure 6-18.

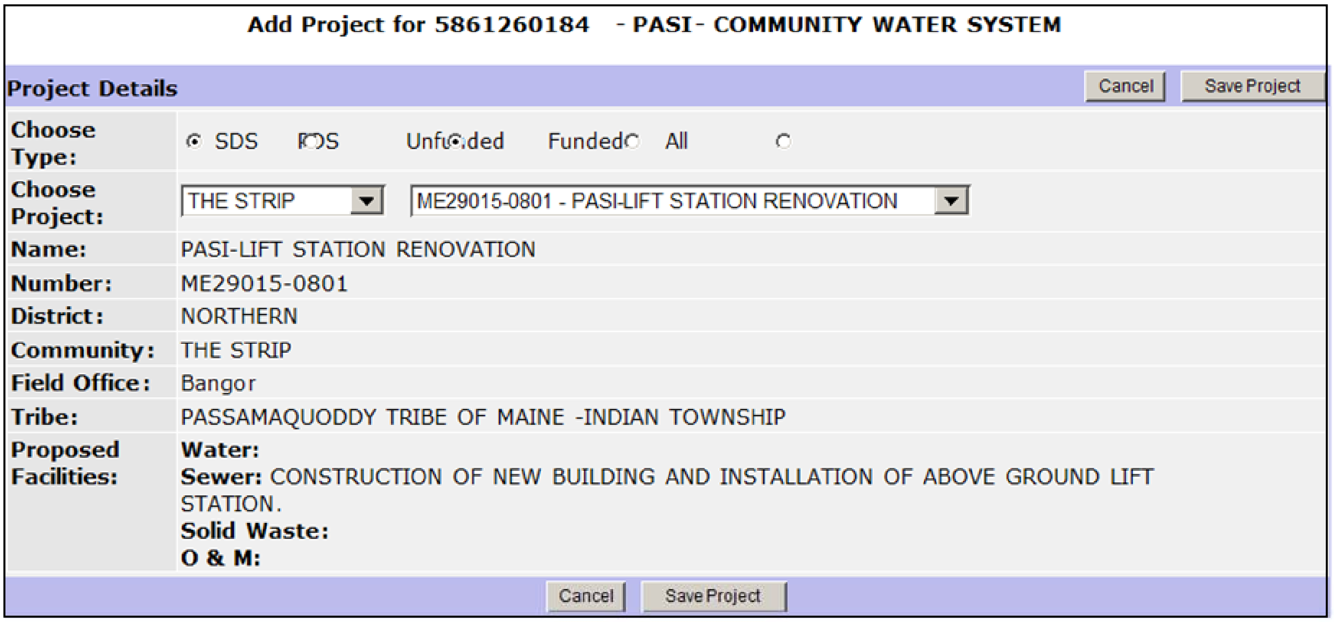


Figure 6-18. "Add Project" screen.

Field Label | **Description**

Choose Type

Defines the filter for SDS projects that can be associated to this OMDS system.

OPTION	EXPLANATION
Unfunded	This is the usual choice. Makes only SDS projects that have not been funded available in the dropdown menu.
Funded	Makes only SDS projects that have been funded available in the dropdown menu.
All	Makes funded and unfunded SDS projects available in the dropdown menu.

Table 6-43. Options for SDS Project Type.

Choose Project

Further defines the filter for SDS projects that can be associated with this OMDS system.

OPTION	EXPLANATION
Community	The first selection box is used to select the community where the SDS project is located. All communities that are associated with this system on the "System Details" screen are available in the dropdown menu.
Project	The second selection box is used to select the SDS project. Only SDS projects that meet the type and community criteria are available in the dropdown menu. Once a project is selected and associated with the system it will no longer appear on the dropdown menu.

Table 6-44. More options for SDS Project Type.

User Tip: The following descriptive fields are automatically filled when the "Choose Type" and "Choose Project" are completed.

Name — Name of the SDS project that meets the "Choose Type" and "Choose Project" criteria.

Number — Number of the selected SDS project.

District — IHS district where the selected SDS project is located.

Community — Community where the selected SDS project is located.

Field Office — Field office where the selected SDS project is assigned.

Tribe — Tribe served by the selected SDS project.

Proposed Facilities — Scope description from the "Proposed Facilities" fields on the "Details" screen of the selected SDS project.

6-7.3.3 Add a PDS Project to a System

To add a project click on the **Add Project** button located in the upper right corner of the "Projects" screen. The "Add Project" screen will appear. The "Choose Type" option buttons are used to limit the contents in the "Choose Project" dropdown menu. An example of this screen is shown in Figure 6-19.

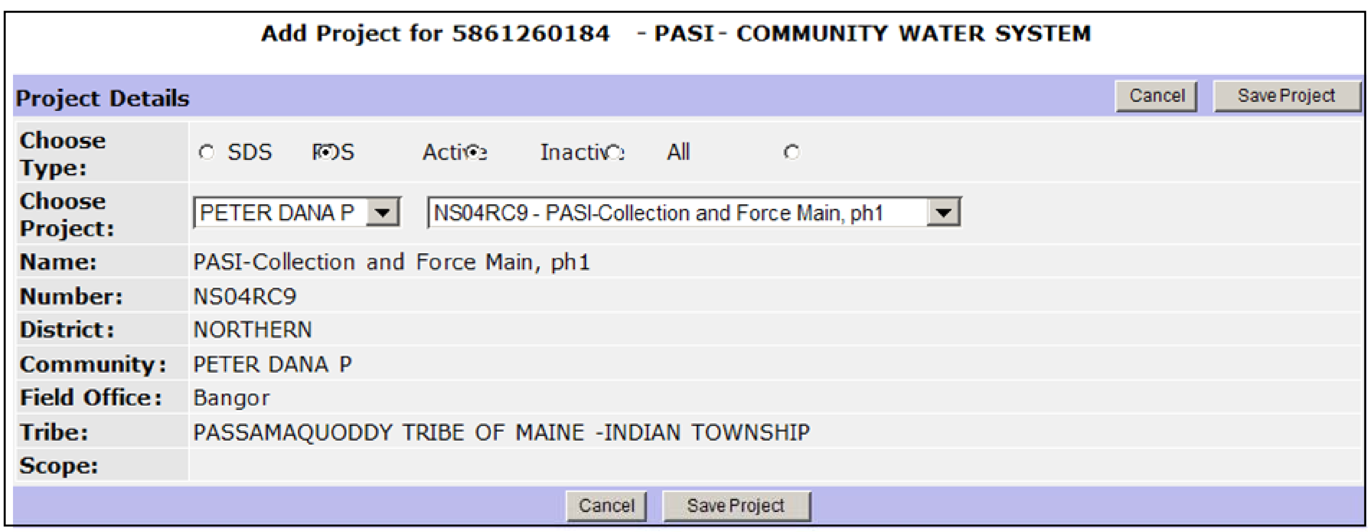


Figure 6-19. "Add PDS Project" screen.

Field Label **Description**

Choose Type Defines the filter for PDS projects that can be associated to this OMDS system.

OPTION	EXPLANATION
Active	This is the usual choice. Makes only PDS projects that are active available in the dropdown menu. Active projects do not have a published final report.
Inactive	Makes only PDS projects that are not active available in the dropdown menu. When the final report is published and the final report milestone date entered into PDS, a project automatically becomes inactive.
All	Makes funded and unfunded SDS projects available in the dropdown menu.

Table 6-45. Options for PDS Project Type.

Choose Project Further defines the filter for PDS projects that can be associated to this OMDS system.

OPTION	EXPLANATION
Community	The first selection box is used to select the community where the PDS project is located. All communities that are associated with this system on the "System Details" screen are available in the dropdown menu.
Project	The second selection box is used to select the PDS project. Only PDS projects that meet the type and community criteria are available in the dropdown menu. Once a project is selected and associated with the system it will no longer appear on the dropdown menu.

Table 6-46. Options for PDS Project.

User Tip: The following descriptive fields are automatically filled when the "Choose Type" and "Choose Project" are completed.

Name Name of the PDS project that meets the "Choose Type" and "Choose Project" criteria.

Number Project number of the selected PDS project.

District IHS district where the selected PDS project is located.

Community Community where the selected PDS project is located.

Field Office Field office where the selected PDS project is assigned.

Tribe Tribe served by the selected PDS project.

Scope Scope description from the “Scope” field on the “Project Details” screen of the selected PDS project.

6-7.3.4 Edit a Project on a System

To edit a project associated to a system through the “Project Details” screen for a listed SDS or PDS project, click on the yellow pencil icon on the left side of the appropriate project number. From the “Project Details” screen, click on the hyperlinked project number to navigate to the listed project in either PDS or SDS, depending on the type of project. A sample “SDS Project Details” screen is shown in Figure 6-16 and a sample “PDS Project Details” screen is shown in Figure 6-17.

6-7.3.5 Delete a Project on a System

To delete a project from a system, click on the red **X**. A window will pop up to ask to confirm the deletion. Click **OK** to delete the project from the system.

User Tip: Deleting a project from a system will remove the project-system association but will not delete the project from PDS, SDS, or any other STARS record to which the system is associated.

6-8 SYSTEM ATTACHMENTS

6-8.1 General Description

The “Attachments” tab displays any related documents, drawings or pictures added to the system, as shown in Figure 6-20. The number of current attachments is displayed in parenthesis after the word “Attachments” at the top of the screen.

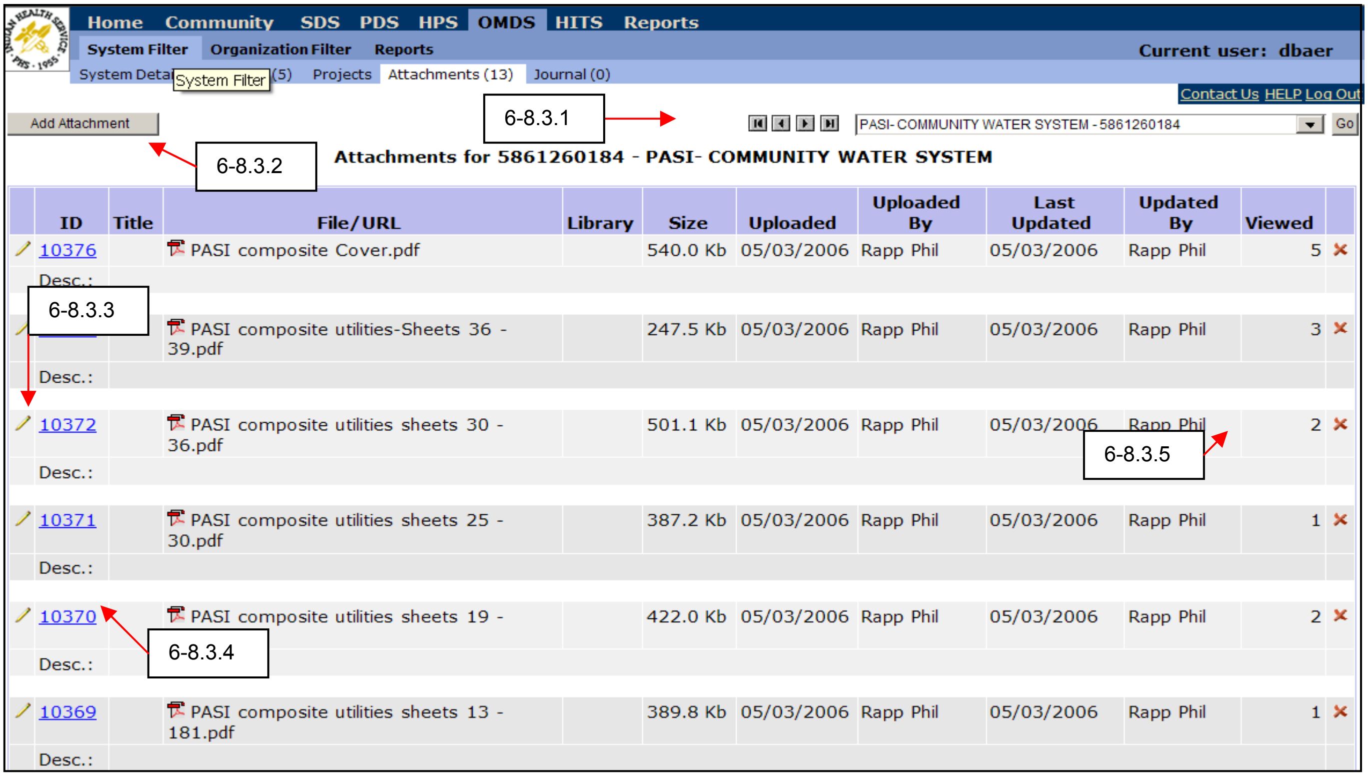


Figure 6-20. “Attachments” screen.

6-8.2 Attachments Field Descriptions

<u>**Field Label**</u>	<u>**Description**</u>
ID	Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment.
Title	Displays the user defined attachment title.
File/URL	Displays the attachment file name and type or URL.
Library	Displays whether or not a copy of the attachment is stored in the library. See Chapter 1 for more information about the STARS library.
Size	Displays the attachment size.
Uploaded	Displays the attachment upload date.
Uploaded By	Displays the name of the user who uploaded the attachment.
Last Updated	Displays when the attachment was last updated.

Updated Displays who last updated the attachment.

Viewed Displays the number of times the attachment has been viewed.

Click on the red **X** symbol to delete an attachment.

Click on the pencil symbol to edit an attachment.

6-8.3 Common Actions

6-8.3.1 Navigate to a Different System

See Section 6-5.5.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other systems within the filter results.

6-8.3.2 Add a New Attachment

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The "Attachment Details" screen will be displayed, as shown in Figure 6-21.

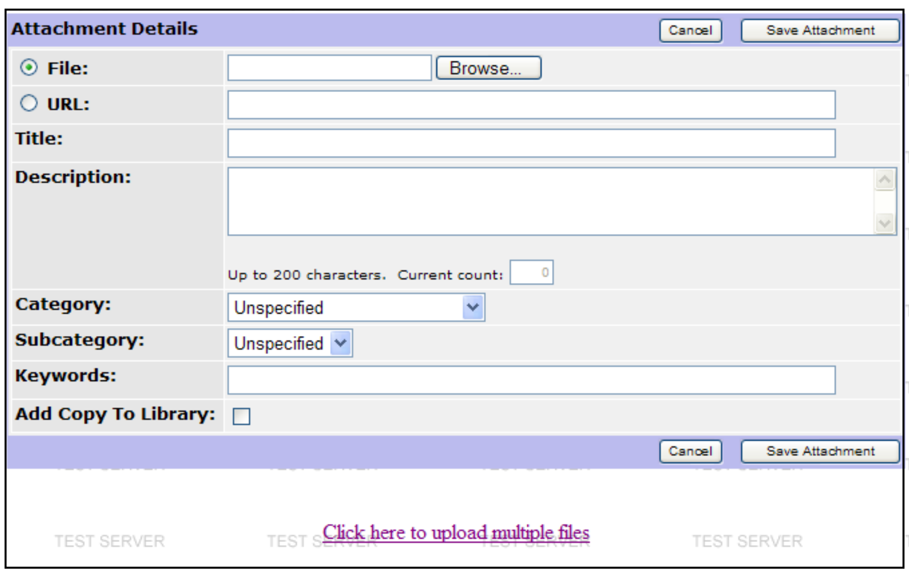


Figure 6-21. Attachment Details - New attachments.

Field Label	**Description**
File	To attach a file, select the button to the left of the word "File." Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot.

URL To attach a URL, select the button to the left of the word URL. Enter the URL to be attached.

Title Enter an attachment title.

Description Enter an attachment description, if desired. The description field is limited to 200 characters.

Category Select an attachment category. The available categories to select from are listed in Appendix H.

Sub-Category Select an attachment subcategory. The subcategory choices are dependent on the category selected. The sub-categories to select from are listed in Appendix H.

Keyword Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.

Add Copy To Library Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library.

Cancel To return to the main attachments screen without saving the new attachment, click on the **Cancel** button.

Save Attachment To save a new attachment, select the **Save Attachment** button.

To attach multiple files to the project at the same time, select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 6-22.

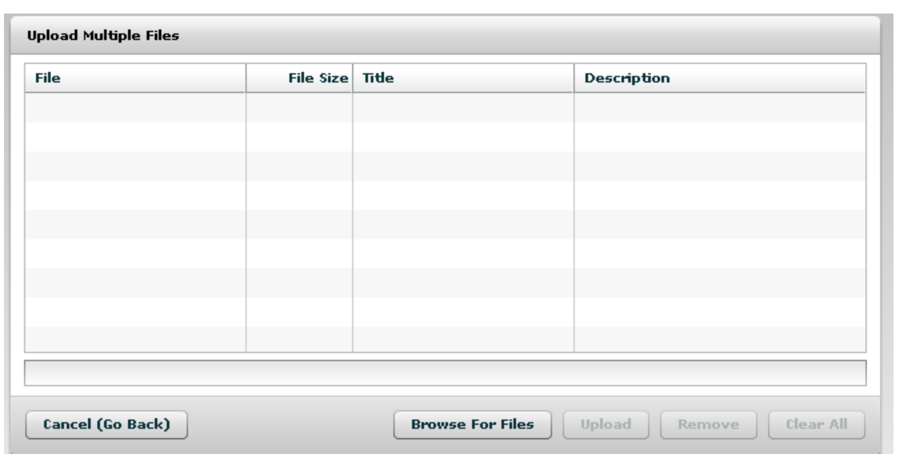


Figure 6-22. "Upload Multiple Files" screen.

User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.

6-8.3.3 Edit Existing Attachment Details

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. The "Attachment Details" screen will be displayed, as shown in Figure 6-23.

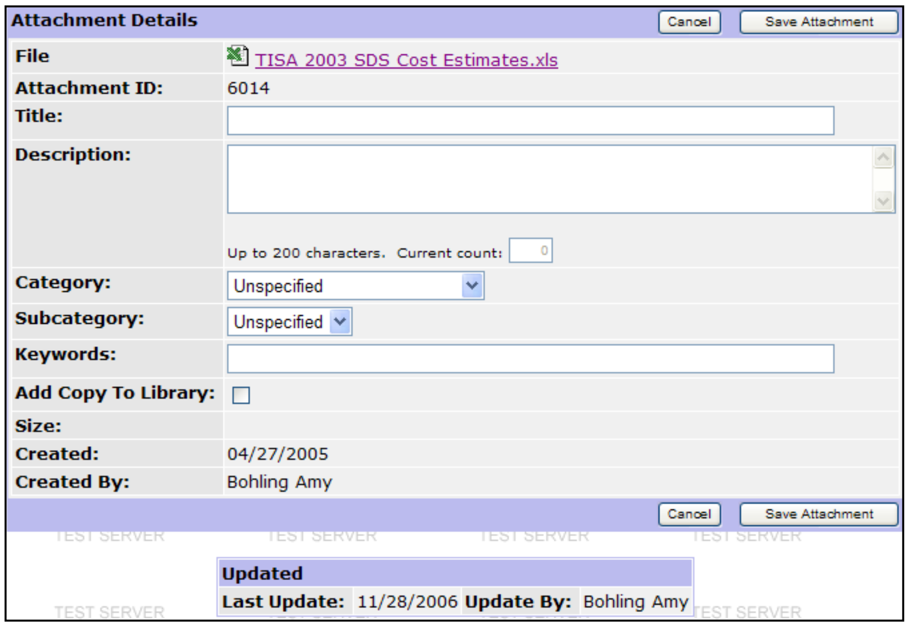


Figure 6-23. "Attachment Details screen" - Edit attachments.

Field Label	Description
File	To view the attached file, click on the file name.
Attachment ID	Displays the ID number assigned to the attachment The attachment ID number is system generated.
Title	Enter or edit the attachment title.
Description	Enter or edit the attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category. The available categories to select from are listed in Appendix H.

Sub-Category	Select an attachment subcategory. The subcategory choices are dependent on the category selected. The sub-categories to select from are listed in Appendix H.
Keyword	Enter a key word or phrase for the attachment to assist a user when searching for this document in the library.
Add Copy To Library	Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library.
Size	Displays the attachment size.
Created	Displays the date the file was originally attached.
Created By	Displays the name of the user who originally attached the project file.
Cancel	To return to the main attachments screen without saving the new attachment, select the **Cancel** button.
Save Attachment	To save a new attachment, select the **Save Attachment** button.
Last Update	Displays when the attachment was last updated.
Updated By	Displays who last updated the attachment.

6-8.3.4 View an Existing Attachment

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

6-8.3.5 Delete an Existing Attachment

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

6-9 SYSTEM JOURNAL

6-9.1 General Description

The “Journal” tab displays any journal entries written for the system. Journal entries can include the scope of work, any project accomplishments, plans and general comments. The “Journal” tab assists the reviewer by summarizing the history of the system and the system’s status. A sample “Journal Entry List” is shown in Figure 6-24.

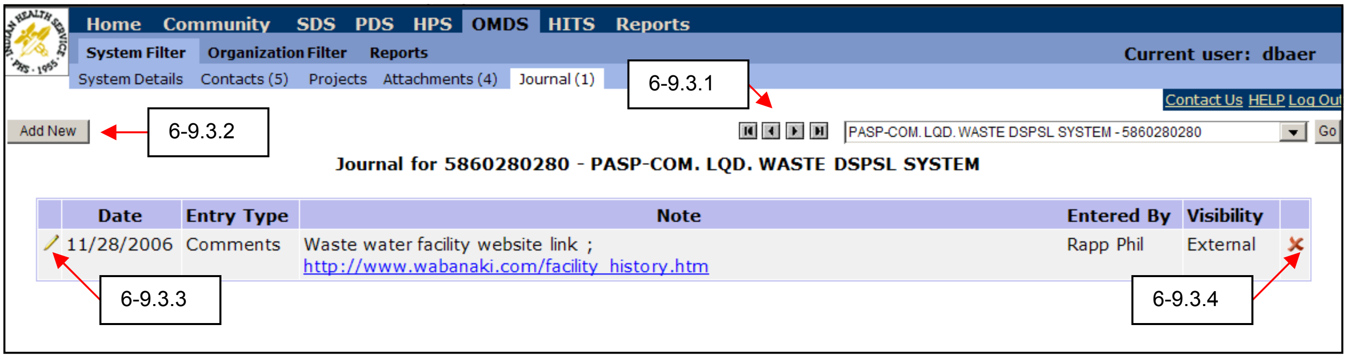


Figure 6-24. Sample "Journal" screen.

6-9.2 Journal Field Descriptions

Field Label	**Description**
Date	Displays when the journal entry was created or edited.
Entry Type	Displays the type of journal entry. See Table 6-47 for a description of journal entry types.
Note	Displays the journal entry text.
Entered By	Displays who submitted or edited the journal entry.
Visibility	Displays whether the entry is for internal or external viewing. This function is useful when generating progress reports by allowing either internal or external journal entries to be listed in the report.

6-9.3 Common Actions

6-9.3.1 Navigate to a Different System

See Section 6-5.5.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other systems within the filter results.

6-9.3.2 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The "Journal Entry" screen will be displayed, as shown in Figure 6-25, allowing a new journal entry to be created and added to the system.

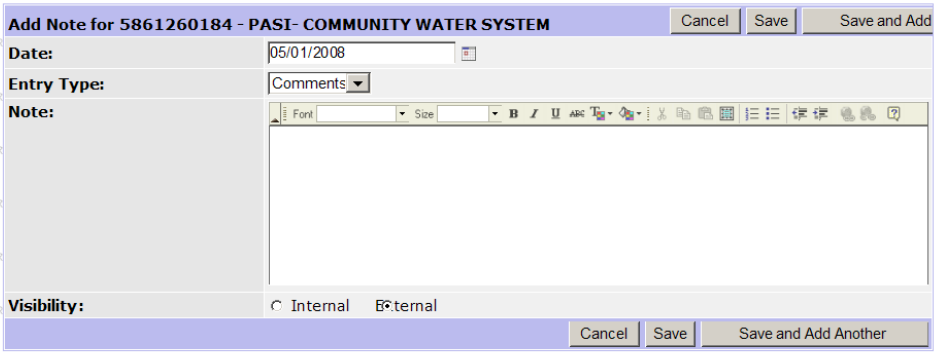


Figure 6-25. "Journal Entry" screen.

Field Label	**Description**
Date	Enter the journal entry date. The date can be typed in or selected by clicking on the calendar.
Entry Type	Select an entry type from the dropdown list. The entry types are shown in Table 6-47.

ENTRY TYPE	WHEN TO USE
Accomplishments	Something completed and measureable.
Comments	Statements about project related items not necessarily measureable.
Original Scope	The original scope when the project was originally funded.
Plans	What is expected to be completed during the next quarter. Plans should be updated on a quarterly basis, at a minimum. Previously entered plans should be deleted when new plans are entered.
Scope Adjustment	Any change in the project that significantly changes the scope of work.

Table 6-47. Journal Entry Types.

Note	Enter the journal entry text. The external journal entries are included Progress Reports (Section 4-3.2.4).

User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as Project Engineer, Construction Inspector, IHS, etc., rather than I, me, we, etc.

User Tip: The Note field allows for various text formatting options. Be aware that when generating reports using the journal entries, the journal entries will be displayed with the formatting options chosen. If journal *entries within one system are formatted differently, a generated report will have various text formats and may result in an unprofessional looking document.*

Visibility	Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report. Future STARS functionality will allow an administrator to determine which journal entries a user will be allowed to view.
Cancel	To return to the journal entry list without adding a new journal entry, click on the **Cancel** button.
Save	To save the journal entry and return to the journal entry list, click on the **Save** button.
Save and Add Another	To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button.

6-9.3.3 Edit an Existing Journal Entry

To edit a journal entry, select the pencil icon to the left of the journal entry date. The "Journal Entry" screen will be displayed, as shown in Figure 6-25. See Section 6-9.3.2 for a description of the fields in the "Journal Entry" screen.

6-9.3.4 Delete an Existing Journal Entry

To delete an existing journal entry, click on the red **X** on the right side of the screen corresponding to the journal entry to be deleted.

6-10 ORGANIZATION FILTER

6-10.1 General Description

The general function of the organization filter is the same as the system filter described in Section 6-2.1. Click on the "OMDS" tab at the top of the screen to begin working in OMDS. To get to the "OMDS Organization Filter" screen click on the "Organization Filter" menu item on the second row of menu options. An example of this is shown in Figure 6-26.

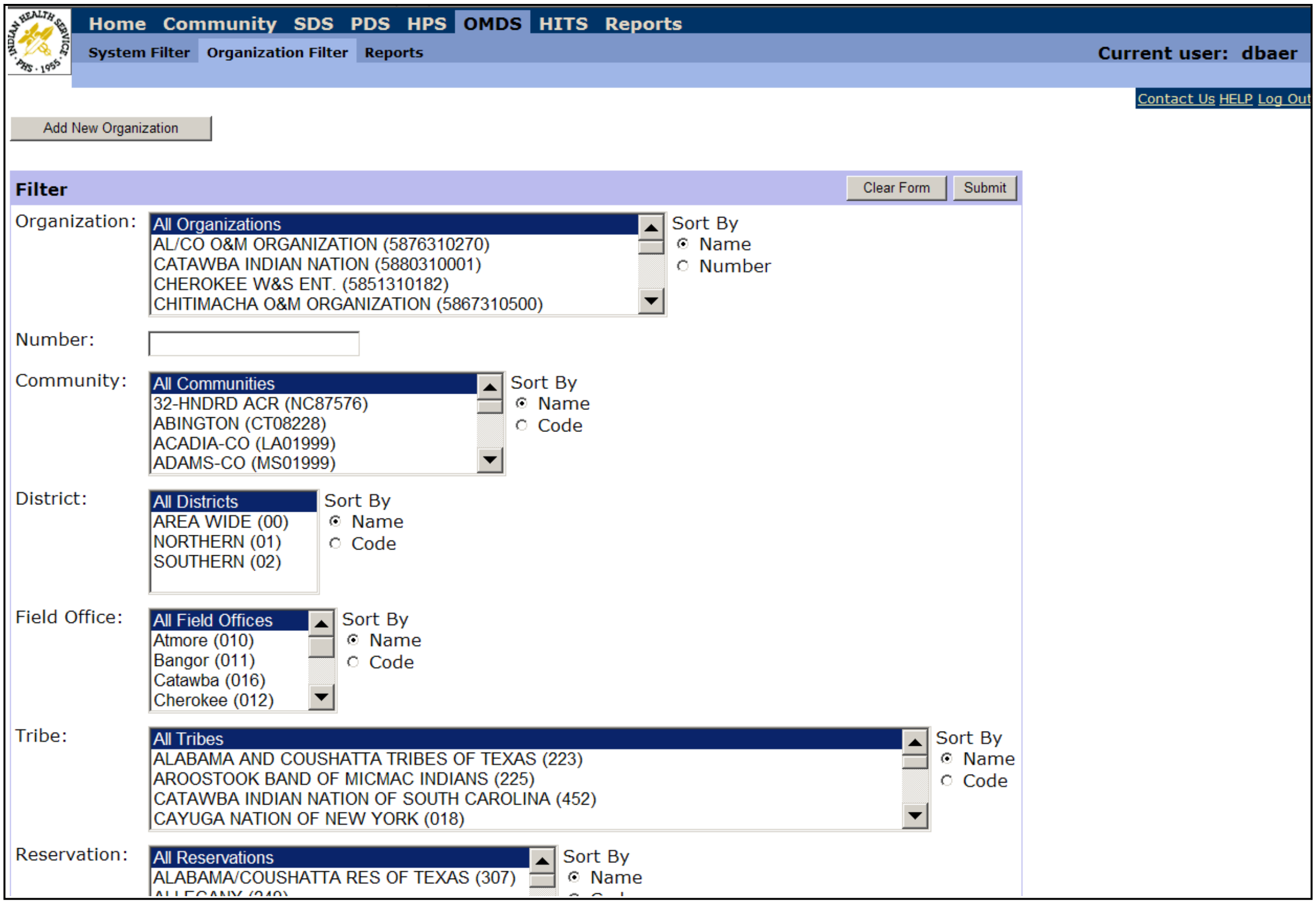


Figure 6-26. "OMDS organization filter" screen.

6-10.2 Specifying the Organization Filter Criteria

The OMDS organization filter page allows the user to filter organizations based on several different filtering criteria. To view a list of organizations, enter the appropriate search criteria on the organization filter and select **Submit** to view a list of organizations in the database that meet the search criteria. (Figure 6-28). If no filter is applied, all organizations in an Area will be included in the results list. The selection of several filters will result in a shorter list of results. The field options within each criterion will show all the options a user's assigned permissions allow access. For most of the criteria, the user can select on option, all options or more than one option by clicking on an option, holding down the *Shift/Ctrl* key. When selecting a group of options, the selected options will all appear highlighted in the criteria box.

Organization Filter options are as follows:

Sort By

Most of the filtering criteria allow the user to sort the results by "Name or by Number" (FDS for system). Table 6-48 shows sorting options for the criteria fields. The default sequence is alphabetical order and this is the most common option. The filter results can be sorted by any of the filter criteria. The default option is “System.”

SORT OPTION	*EXPLANATION*
Sort by Name	Select this button to see the list of options in alphabetical order.
Sort by Number (FDS for Systems field)	Select this button to see the list of options in ascending order by code or FDS number for the “Systems” field.

Table 6-48. Organization Filter Sort Order.

Organization
Select the organization of interest by name. The default sequence is alphabetical order and this is the most common option.

Number
The organization number is a 10-digit identifier similar to the FDS number remaining from legacy data systems. The first four digits are the service unit code, the second two digits indicate an O&M organization; and the last four digits are a unique identifier for a particular organization. Entering organization numbers will show all systems that contain the sequence of entered numbers.

Other Filter Criteria
The remaining filter criteria are community, district, field office, Tribe, Reservation, service unit, and system. These function identically to the same filter criteria described in Section 6-2.

System
Select the system of interest by name. The default sequence is alphabetical order and this is the most common option.

Sort By
The filter results can be sorted by “Organization Name”, “Organization Number”, or “Attachments” by selecting the criteria on the dropdown menu. The default option is “Organization Name.”

Sort Order
Once the filter criteria have been selected, the resulting list of organizations can be displayed in either ascending or descending order based on the sorting criteria selected in Section 6-10.2.1.

6-10.3 Common Actions

6-10.3.1 Add a New Organization

To add a new organization to OMDS, select the **Add New Organization** button in the upper left-hand corner of the screen. The “Add Organization” screen will be displayed, as shown in Figure 6-27.

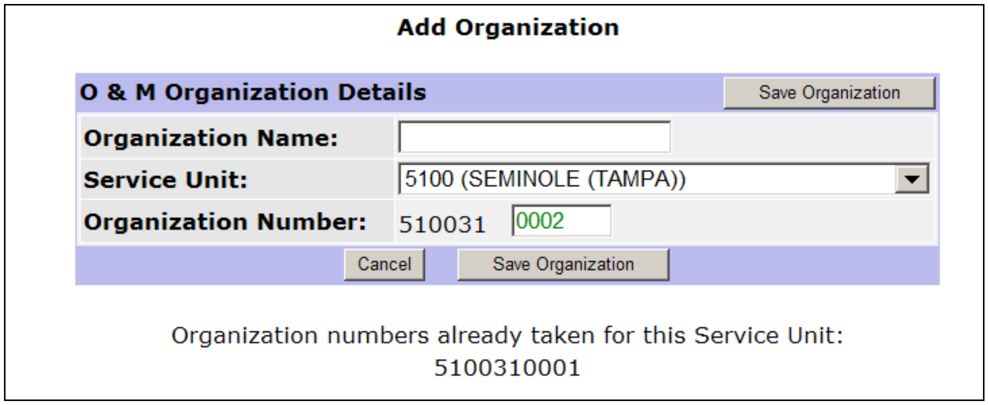


Figure 6-27. “Add Organization” screen.

Organization Name	Enter the name of the organization.
Service Unit	Select the service unit in which the organization is located. If the organization serves multiple service units, enter the service unit where the organization headquarters or main office is located.
Organization Number	Enter an organization number’s last 4-digits. Organization number is a 10-digit organization identifier. The first four digits are the service unit code and the second two digits are 31 to indicate this entity is an organization. Enter the last four digits as a unique identifier for the organization. Previously used organization numbers for this service unit are listed below the “Add Organization” box.

6-10.3.2 Submit the Filter Form

Click the **Submit** button to find all organizations that meet all selected filter options. If no filter criteria are set, clicking the **Submit** button will return all organizations.

6-10.3.3 Hide the Filter Form

The **Hide Filter Form** button appears on the top right and bottom right of the filter form after the first use of the Organization Filter. To see the filter results from the previous filter query click on the **Hide Filter Form** button. An example of this is illustrated in Figure 6-28.

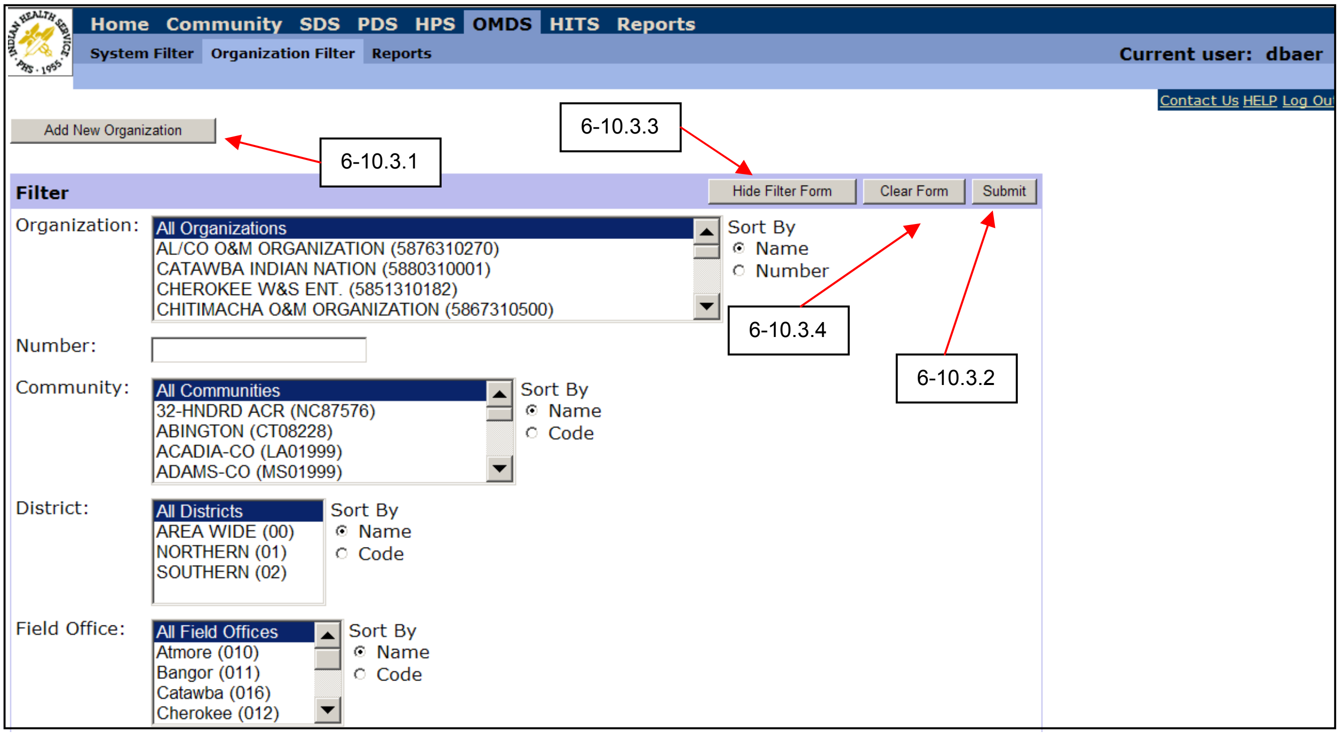


Figure 6-28. “Common Actions Organization Filter” screen.

6-10.3.4 Clear the Filter Form

Click the **Clear Form** button to clear all selected filter options and restore the filter defaults. Unless new filter criteria are set, clicking the **Submit** button after clicking the **Clear Form** button will return all organizations.

6-11 ORGANIZATION FILTER RESULTS

6-11.1 Organization Filter Results - Field Descriptions

Field Label	**Description**
Number	Displays the 10-digit organization number unique to the organization.

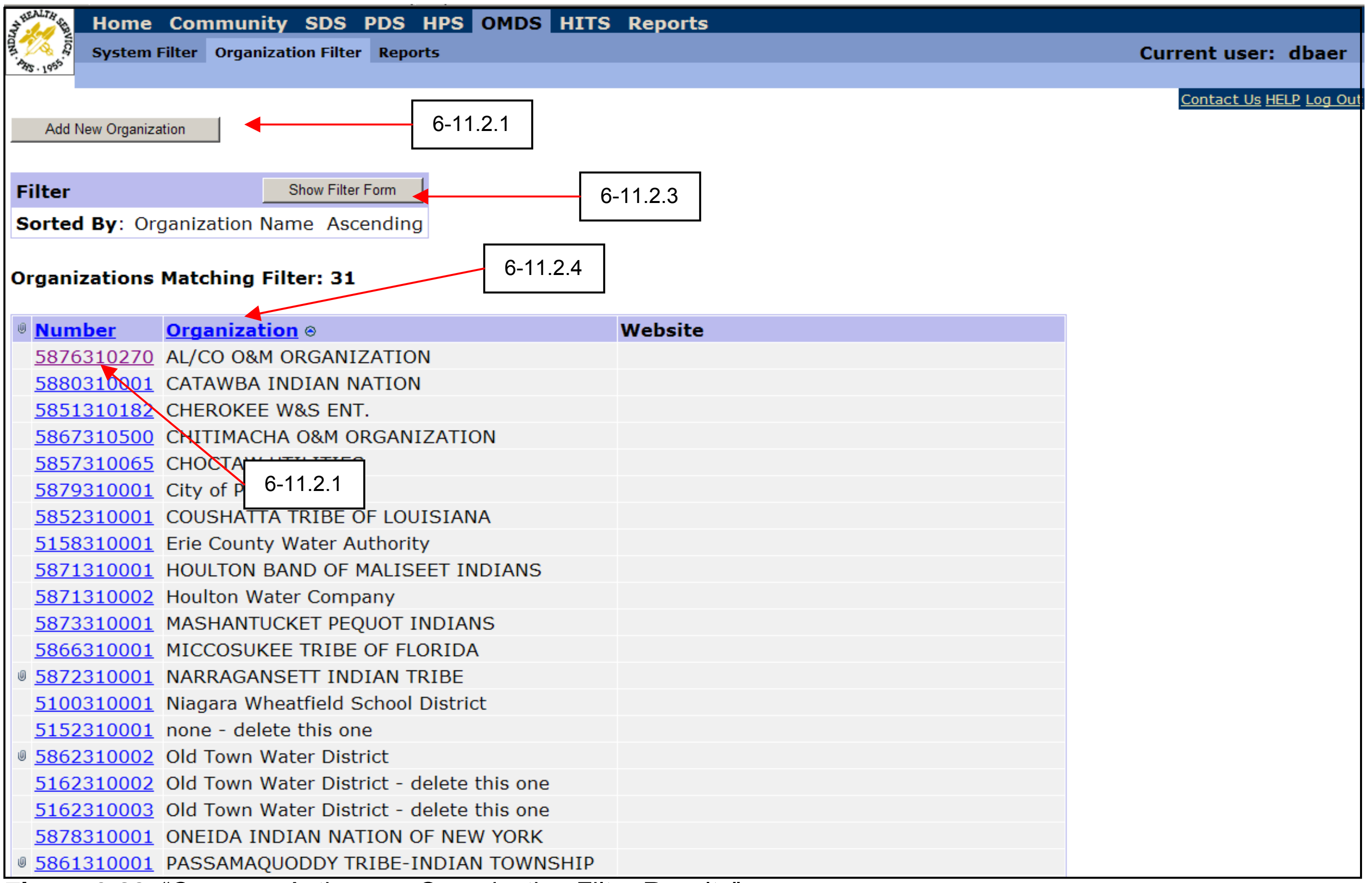


Figure 6-29. "Common Actions on Organization Filter Results" screen

Organization	Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long.
Website	Displays the URL of the organization's website.

6-11.2 Common Actions

6-11.2.1 Add a New Organization

To add a new organization to OMDS, see Section 6-10.3.1.

6-11.2.2 Navigate to an Organization

To go to an organization from the list, click on the desired Organization number (underlined in blue). This will take you to the Organization Details screen for the selected system. See Section 6-12 for a discussion of the "Organization Details" screen.

6-11.2.3 Change the Filter Criteria

If the desired system does not appear in the filter results list, the filter criteria can be changed.

1. Click on the “Show Filter Form” hyperlink.
2. Repeat the steps listed in Section 6-2 “Specifying a System Filter” until the desired system appears.

6-11.2.4 Sort Results by Title Headings

The list of systems can be sorted by any of the fields that have column headers underlined in blue, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

6-12 ORGANIZATION DETAILS

The “Organization Details” tab displays general information about the organization. An example “Organization Details” screen is shown in Figure 6-30.

6-12.1 Organization Details Field Descriptions

Field Label	Description
Organization Number	Displays the 10-digit “Facility Data System” number as described in Section 6-11.
Organization Name	Displays the common name of the O&M organization.
General Description	Displays a complete description of the organization. The description can contain any characters and can be up to 200 characters long. The current count box immediately below the “General Description” field displays the number of characters currently in the descriptive field.
Phone	Telephone number of the organization.
Fax	Facsimile telephone number of the organization.
Website	URL of the website, with hyperlink, if the organization has one. Some organizations will not have a website.
Physical Address	This is the actual location of the organization and is used as the “deliver to” address for package delivery or visitation.
City	The city, town, or community where the organization headquarters is located.
State	The state where the organization headquarters is located.

Zip The postal zip code for the city, town, or community where the organization headquarters is located.

Mailing Address The organization address where mail is delivered.

Same as Physical Checking this box the mailing address will be set automatically matched to the physical address.

City The city, town, or community of the organization where mail is delivered.

State The state of the organization where mail is delivered.

Zip The postal zip code for the city, town, or community of the organization to which mail is delivered.

Adequate Staff % A subjective index that the listed organization has adequate staff to operate and maintain the system(s) it owns. Increasingly adequate staffing is reflected by a higher index value with 100% representing a fully adequate staff.

User Fee % A subjective index that the listed organization collects sufficient user fees to support the operation of the systems it owns. User fees increasingly adequate to financially support system operations and maintenance is reflected by a higher index value. 100% indicates that user fees are sufficient to fully fund system operations and maintenance.

Budget Process Indicator of a workable budget process. See Table 6-49.

CHECKED?	*EXPLANATION*
Unchecked	No legacy data or no budget process in place.
Checked	Yes, a workable budget process in place.

Table 6-49. Options for Budget Process checkbox.

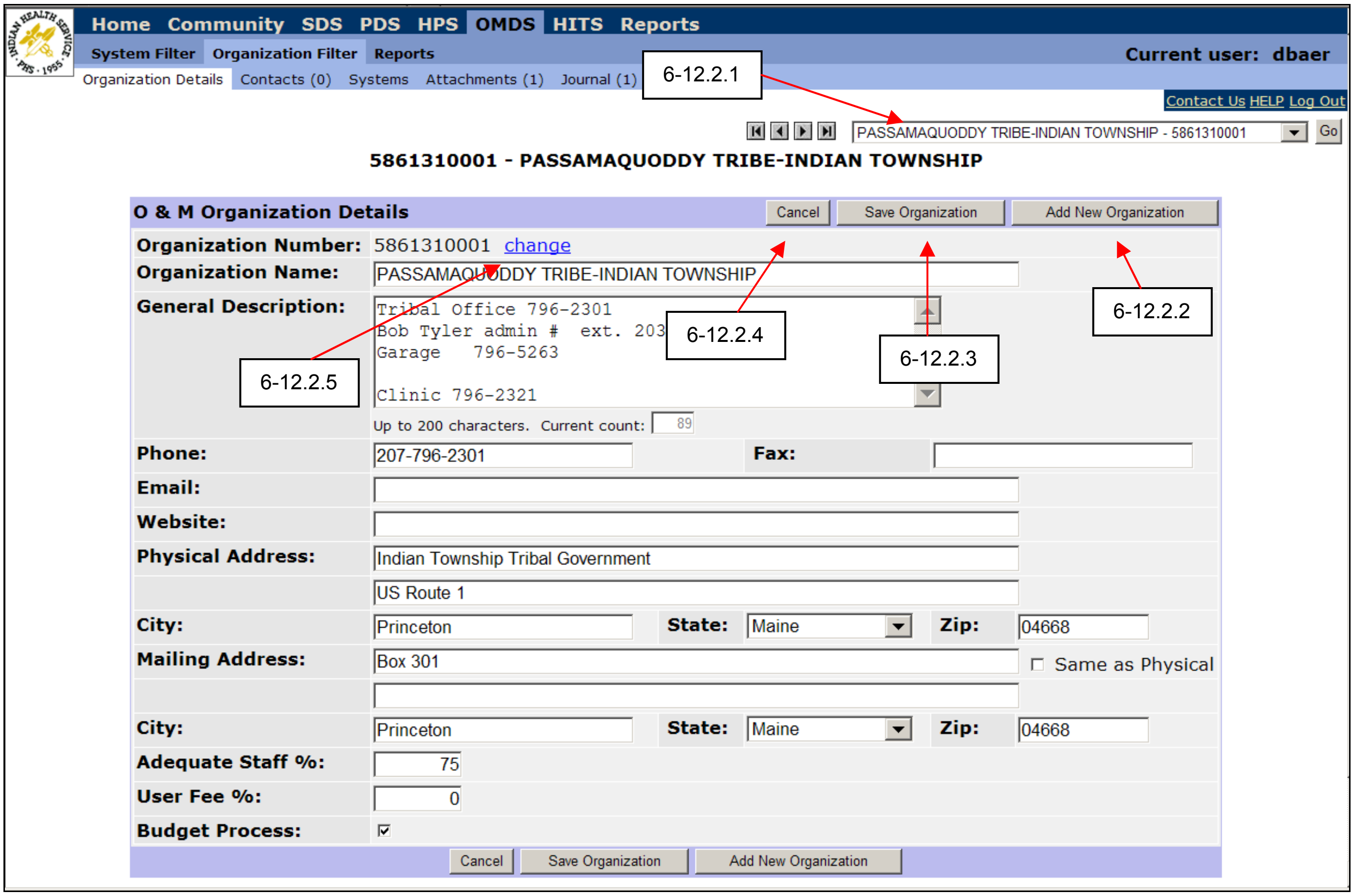


Figure 6-30. "Common Actions on Organization Details" screen

6-12.2 Common Actions

6-12.2.1 Navigate to an Organization

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another system. The navigation bar can be used in different ways to move between systems.

1. Click on the dropdown menu by the system name. Select the desired system from the system list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the system name in the navigation bar) to be directed to the first system in the system list.

3. Click on the left arrow to be directed to the previous system in the system list.

4. Click on the right arrow to be directed to the next system in the system list.

5. Click on the right arrow with the bar to be directed to the last system in the system list.

If the desired system is not contained in the system list, select the Filter tab and attempt to locate the desired system using new filter criteria (Section 6-2).

6-12.2.2 Add a New Organization

See Section 6-10.3.1 above to add a new organization.

6-12.2.3 Save an Organization

Select the **Save Organization** button to create the organization with the selected information.

6-12.2.4 Cancel an Organization

Select the **Cancel** button to return to the filter screen without creating an organization.

6-12.2.5 Change Organization Number

To change the 10-digit organization number, click on the "change" hyperlink adjacent to the organization number. The "Edit Organization Number" will pop up. Only the last 4 digits can be manually changed. The first 4 digits can only be changed by changing the service unit. Existing organization numbers fir the chosen service unit will listed to avoid duplication. An example of the "Edit Organization" screen is shown in Figure 6-31.

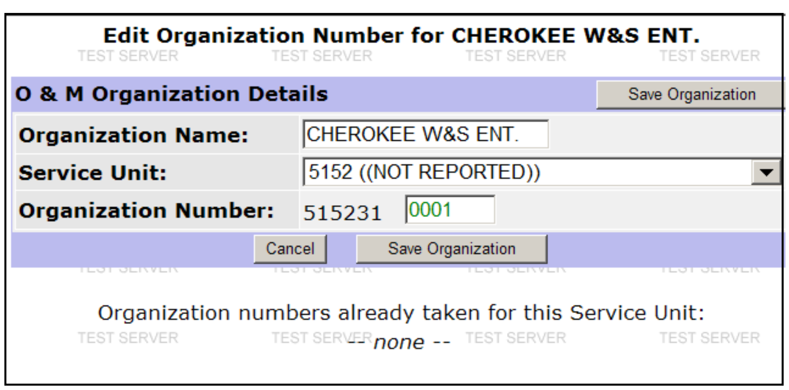


Figure 6-31. "Edit Organization Number" screen

6-13 ORGANIZATION CONTACTS

6-13.1 General Description

The “Contacts” functionality for organizations in OMDS is identical to that for contacts for systems. See Section 6.6 for a complete description.

6-14 SYSTEMS

6-14.1 General Description

The “Systems” screen is a read only screen that lists all systems assigned to the current organization. The association of organizations to systems is made on the “System Detail” screen on a system by system basis. See Section 6-5 for the “System Detail” screen.

6-15 ORGANIZATION ATTACHMENTS

6-15.1 General Description

The “Attachments” functionality for organizations in OMDS is identical to that for attachments for systems. See Section 6.8 for a complete description.

6-16 ORGANIZATION JOURNAL

6-16.1 General Description

The journal functionality for organizations in OMDS is identical to that for journal for systems. See Section 6.9 for a complete description.

6-17 REPORTS

6-17.1 General Description

Currently only solid waste reports are available. Click on the blue dot to the left of the report to be generated. This will pull up a filter screen, as shown in Figure 6-32. Choose the filter criteria necessary to generate the desired report. Once the filter options have been selected, click on the **Display Report** button. A brief description of each report follows. Examples of each type of standard report are provided in Appendix F.

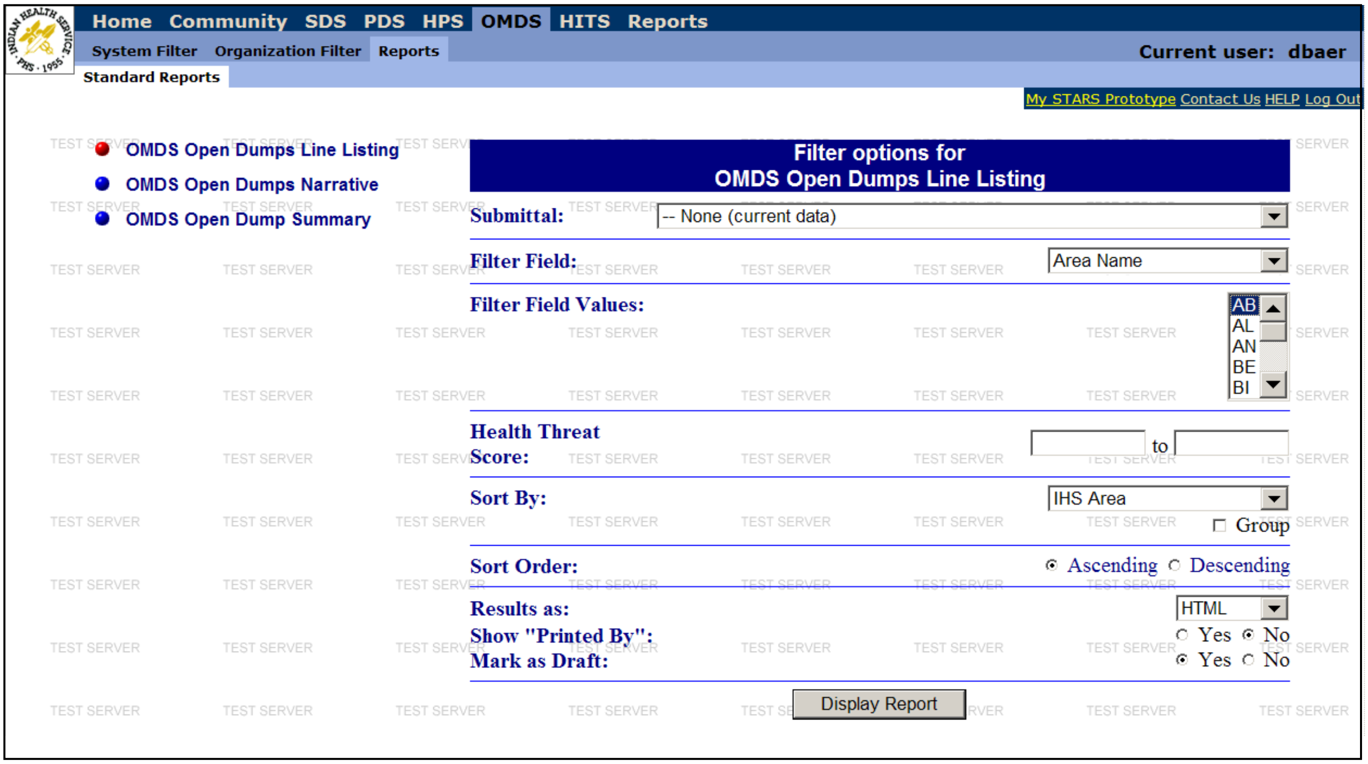


Figure 6-32. "OMDS Standard Reports" screen.

6-17.2 OMDS Open Dumps Line Listing Report

An "Open Dumps Line Listing" report provides a one line summary of open dump facilities, including all of the information that is required for the annual IHS open dumps report to Congress.

6-17.2.1 Print a Report from the "Reports" Tab

"Open Dumps Line Listing" reports can be generated and printed from the "Reports" tab in OMDS. The report will be generated in a separate window. The following categories are displayed for each project: EPA Region, IHS Area, Tribe, Facility Name, System Type, Condition, Health Threat, Health Threat Score, Contents, Surface Area, Latitude, and Longitude.

Adjustments may be needed to print this document. Go to *View – Text Size* and select a smaller text size acceptable for printing. A portion of a sample narrative report is shown in Figure 6-33 along with instructions for reducing the text size.

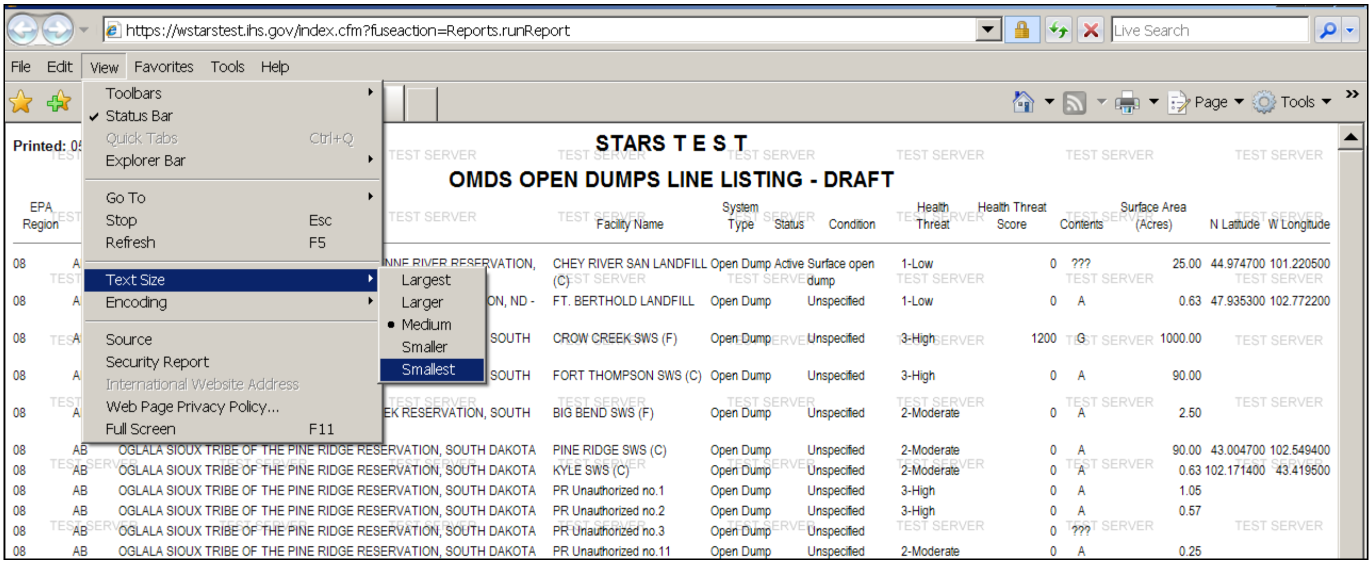


Figure 6-33. Sample "Open Dumps Report."

6-17.3 OMDS Open Dumps Narrative

The OMDS "Open Dumps Narrative" report generates a one-page narrative description for each open dump that falls under the filter criteria.

6-17.4 OMDS Open Dump Summary

The "OMDS Open Dump Summary" report generates a tabular summary of open dumps that fall under the filter criteria. The results are summarized in four tables. The results can be summarized by EPA Region or by IHS Area.

The "Open Dump Condition Summary" table provides a count of *cleaned up*, *closed*, and *upgraded* open dumps. The filter allows the user to set a start date and an end date for this table. The EPA will use this table to track and manage an open dump GPRA measure.

The "Open Dump Health Threat Summary" table provides a count of *high*, *moderate*, and *low* health threats for the dumps that meet the filter criteria.

The "Open Dump Surface Area Summary" table provides a count of dumps by *surface area* groupings that meet the filter criteria.

The "Open Dump Contents Summary" table provides a count of *A*, *B*, *C*, *D*, *E*, *F*, and *G contents* groupings for the dumps that meet the filter criteria.

CHAPTER 7 - HITS

LIST OF FIGURES

LIST OF TABLES

CHAPTER 7 – Home Inventory Tracking System

7-1 BACKGROUND INFORMATION - WHAT IS HITS?

7-1.1 General Description

HITS is the Home Inventory Tracking System for the IHS DSFC. DSFC provides water and sanitation facilities to federally recognized Indian tribes on a community and individual level. Individual tribal members requesting water and sewer facilities are usually served by a scattered “housing” project. HITS data is used to manage information regarding homes, service requests and residents. HITS is an element of the larger STARS (Sanitation Tracking and Reporting System).

HITS was created in June 2007 to provide a unified database tool that could be used to track individual sanitation facilities and/or various housing data. Prior to its inception, information was stored in paper files and varying electronic databases. These data storage methods were inherently more difficult to search and to share between offices.

User Tip: CAUTION! The collection and maintenance of individual homeowner data within HITS is governed by the Privacy Act. See Appendix A and IDG 12.1 in Appendix J for more information.

HITS can be employed by field offices in a number of ways. Information regarding residents requesting service and their homes can easily be recorded and accessed. In this way, the system can be used to help determine service eligibility. It can also generate reports useful in maintaining tribal relationships and managing office workload.

User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.

7-1.2 Residents, Homes, and Service Requests

The HITS system stores information by resident, home, and service request (SR). These records are linked together in a way that facilitates researching previous service and existing facilities.

7-1.2.1 Residents

Resident information primarily consists of contact information. A contact record is created for each resident. In addition, the record is linked to all the homes and SRs associated with the resident. A resident may also be thought of as the applicant applying for sanitation facilities.

7-1.2.2 Homes

Home information consists mostly of location indicators and existing facility information. As with residents, home records can stand alone, but can also be linked to all the related residents and SRs.

7-1.2.3 Service Requests

The SR is the most common type of record. An SR is created each time a resident applies for service. The SR links a resident to a home (or service location) and stores additional information regarding the type(s) of facilities requested.

7-2 SPECIFYING A FILTER

7-2.1 General Description

You must have access to the STARS database to edit or view information HITS. See Chapter 1 for more information on obtaining access to STARS. To enter the STARS system, select the IHS Area office assigned using the clickable map on the right side of the page. Enter login name and password. The selected Area homepage will open. Click the "HITS" tab at the top of the screen to enter HITS. The "SR Filter" screen (Figure 7-1) will open.

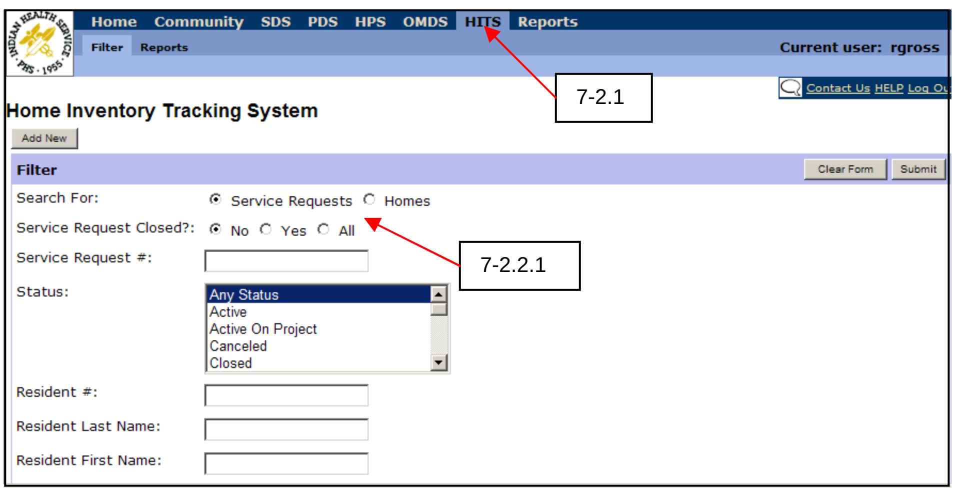


Figure 7-1. "SR Filter" screen.

7-2.2 Specifying a Filter Criteria

The "SR Filter" screen allows for filtering service requests or homes based on multiple criteria.

7-2.2.1 *Filter Choices (Service Requests / Homes)*

To search for SRs or homes using the "SR / Homes Filter" screen:

1. Click the buttons in the "Search For:" field to filter for SRs or Homes. The default setting is SRs. The filter criteria will be displayed, as shown in Figures 7-1 and 7-2.

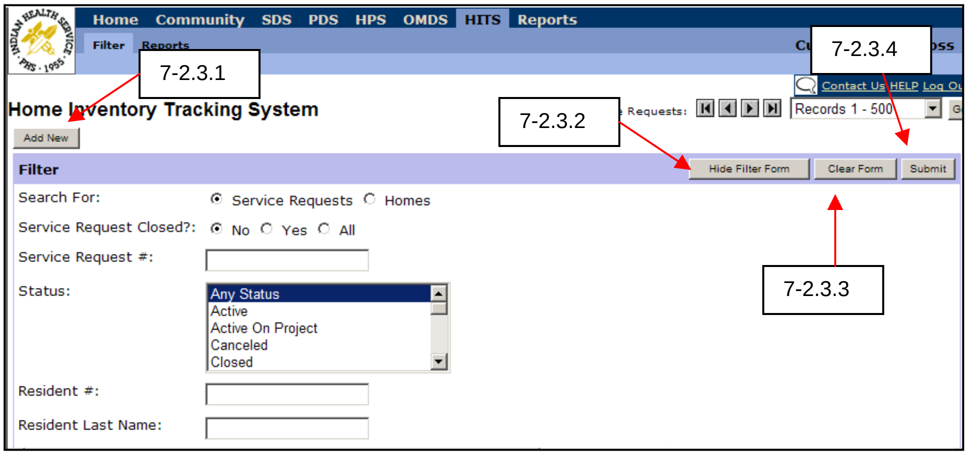


Figure 7-2. "Homes Filter" screen.

2. Enter the desired criteria in the appropriate field, dropdown menu or list item. If the meaning of any of these fields is not obvious, it is likely covered later in this chapter.
3. Click **Submit** to view a list of the service requests in the database meeting the criteria provided.

7-2.3 *Common Actions*

7-2.3.1 *Add New*

Click **Add New** to create a new SR. The "Add New SR – New Record Details" screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

7-2.3.2 *Hide Filter Form*

Click **Hide Filter Form** to minimize the filter form so that the search fields are not visible. This is useful when viewing filter results.

7-2.3.3 *Clear Form*

Click **Clear Form** to reset all filter form fields to the default value.

7-2.3.4 *Submit*

Click **Submit** to generate a list of SRs or homes matching the criteria entered in the filter form.

7-3 FILTER RESULTS

7-3.1 Filter Results Table

The “Filter Results Table” screen (Figure 7-3) displays all of the SRs or homes matching the criteria entered in the filter form.

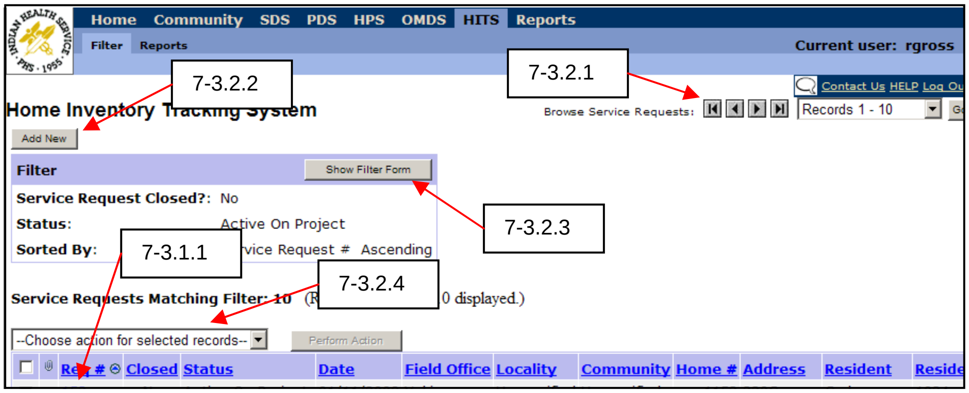


Figure 7-3. “Filter Results Table” screen.

7-3.1.1 Navigating to a Service Request

To open a record from the list, click on the SR number (Req #) of the desired record. The “SR Details” screen (Figure 7-6a & 7-6b) for the selected record will open. See Section 7-4.1 for a detailed discussion of the “SR details” screen.

7-3.2 Common Actions

7-3.2.1 Service Request Navigation Bar

To navigate to different SRs in the list of filter results, use the SR navigation bar. The sorting of SRs on the navigation bar is determined by the settings on the filter screen.

1. Expand the dropdown menu and select the desired resident name.
2. Click **Go**.

If the changes made to the current service request have not been saved, the user will be prompted to save these changes before proceeding.

7-3.2.2 Add New

Click **Add New** to create a new SR. The “Add New SR – New Record Details” screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

7-3.2.3 Show Filter Form

Click **Show Filter Form** to expand the filter form so that all search fields are visible. The filter form is automatically hidden after a search is submitted. This button is used to expand the form to refine the filter criteria after the initial search is performed.

7-3.2.4 Perform Action Dropdown Menu

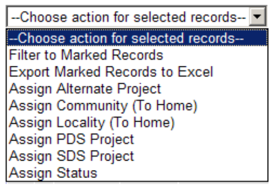


Figure 7-4. "Perform Action" dropdown menu.

The "Perform Action" dropdown menu contains several options that enable the user to manipulate the filter results. To select an action, highlight that option in the dropdown menu (Figure 7-4) and follow the directions below.

Perform Action – Filter to Marked Records

Use this option to filter the list of records removing all records not marked by the user with a check.

1. Click the dropdown menu in the "Choose action for selected records" box and select "Filter to Marked Records."
2. Check the box to the left of the desired record(s) to retain after the filter.
3. Click **Perform Action**. A new filter results list will be displayed, containing only the selected records.

Perform Action – Export Marked Records to Excel

Use this option to export selected records to an Excel spreadsheet.

1. Click on the dropdown menu in the "Choose action for selected records" box and select "Filter to Marked Records."
2. Check the box to the left of the desired records to export.
3. Click **Perform Action**. The "Specify Columns for Excel Export' screen (Figure 7-5) will open.

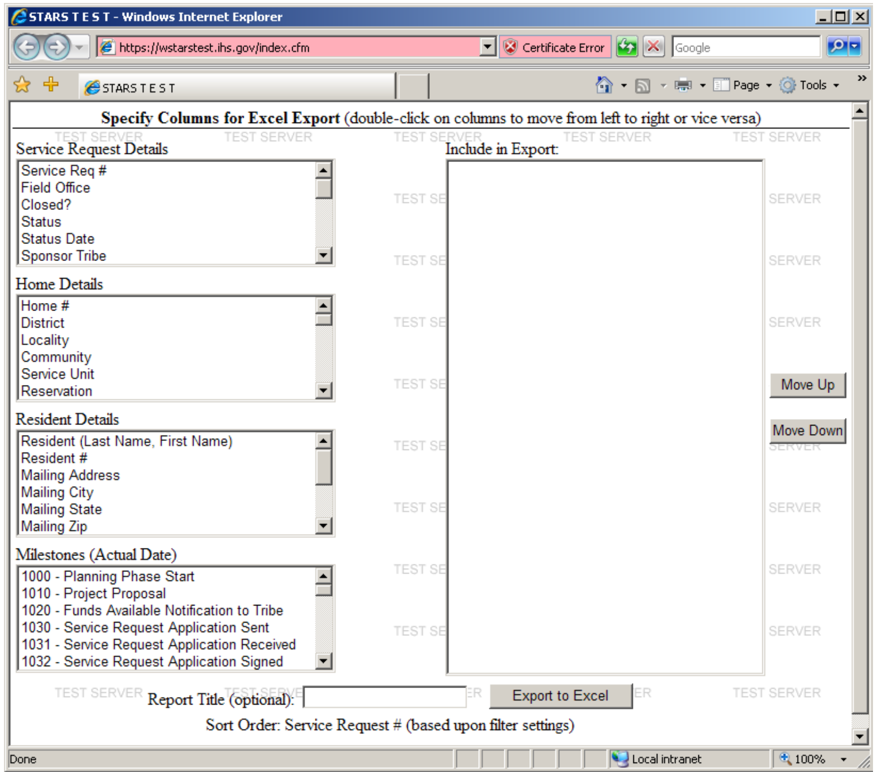


Figure 7-5. "Specify Columns for Excel Export" screen.

4. Select the desired columns to export and the order in which they will appear.

<u>User Tip</u>: To select a column for export, double-click on the name of the column on the left side of the screen.

*<u>User Tip</u>: To change the order of the columns, highlight the name of the column on the left side of the screen and click **Move Up** or **Move Down**.*

5. Enter the title of the table in the text box at the bottom of the screen.
6. Click **Export to Excel**. An Excel spreadsheet will open in a new window of the browser. This can be saved as an Excel spreadsheet, if desired.

Perform Action – Assign Alternate Project

Use this option to assign an alternate project to all selected records.

1. Click the dropdown menu in the "Choose action for selected projects" box and select "Assign Alternate Project."
2. A text box will appear. Enter the desired alternate project number to assign to the record. This number should not be the PDS number, which may be entered through a different command.
3. Click **Perform Action**.

Perform Action – Assign Community (To Home)
Use this option to assign a community to the home records associated with the selected SR record(s).

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Community (To Home).”
2. A selection box will appear. Select the desired community to assign to the home record(s).
3. Click **Perform Action**.

Perform Action – Assign Locality (To Home)
Use this option to assign a locality to the home records associated with the selected SR record(s).

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Locality (To Home).”
2. A selection box will appear. Select the desired locality to assign to the home record(s).
3. Click **Perform Action**.

Perform Action – Assign PDS Project
Use this option to assign a PDS Project to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select “Assign PDS Project.”
2. A selection box will appear. Select the desired PDS Project to assign to the record(s).
3. Click **Perform Action**.

Perform Action – Assign SDS Project
Use this option to assign an SDS Project to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign SDS Project.”
2. A selection box will appear. Select the desired SDS Project to assign to the record(s).
3. Click **Perform Action**.

Perform Action – Assign Status
The option will assign a status to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Status.”
2. A selection box will appear. Select the desired status to assign to the record(s).
3. Click **Perform Action**.

7-3.2.5 Column Headings

The filter results table displays several columns of information for each record. These columns are described below.

Field Label	Description
Req#	Service request number, automatically assigned by HITS.
Closed	Indicates if the service request has been closed.
Status	Status of the service request.
Date	Date of the last status update.
Field Office	Field office managing this service request.
Locality	Locality where the home is located. The exact use of this field will be defined at the area level.
Community	Community where the home is located.
Home #	Home number, automatically assigned by HITS.
Resident	Name of resident (last name, first name).
SDS Project	Sanitation Deficiency System Project number to which the service request is assigned.
PDS Project	Project Data System project number to which the service request is assigned.
Alt. Project #	Alternate project number (other than PDS/SDS project #) which can be assigned to the service request.
Last Update	Date when the service request was last updated.
Last Updated By	Name of the last user to update the service request.

7-4 SERVICE REQUEST DETAILS

7-4.1 Service Request Details – Field Descriptions

Refer to Figure 7-6 a & b for the location of the fields discussed in this section.

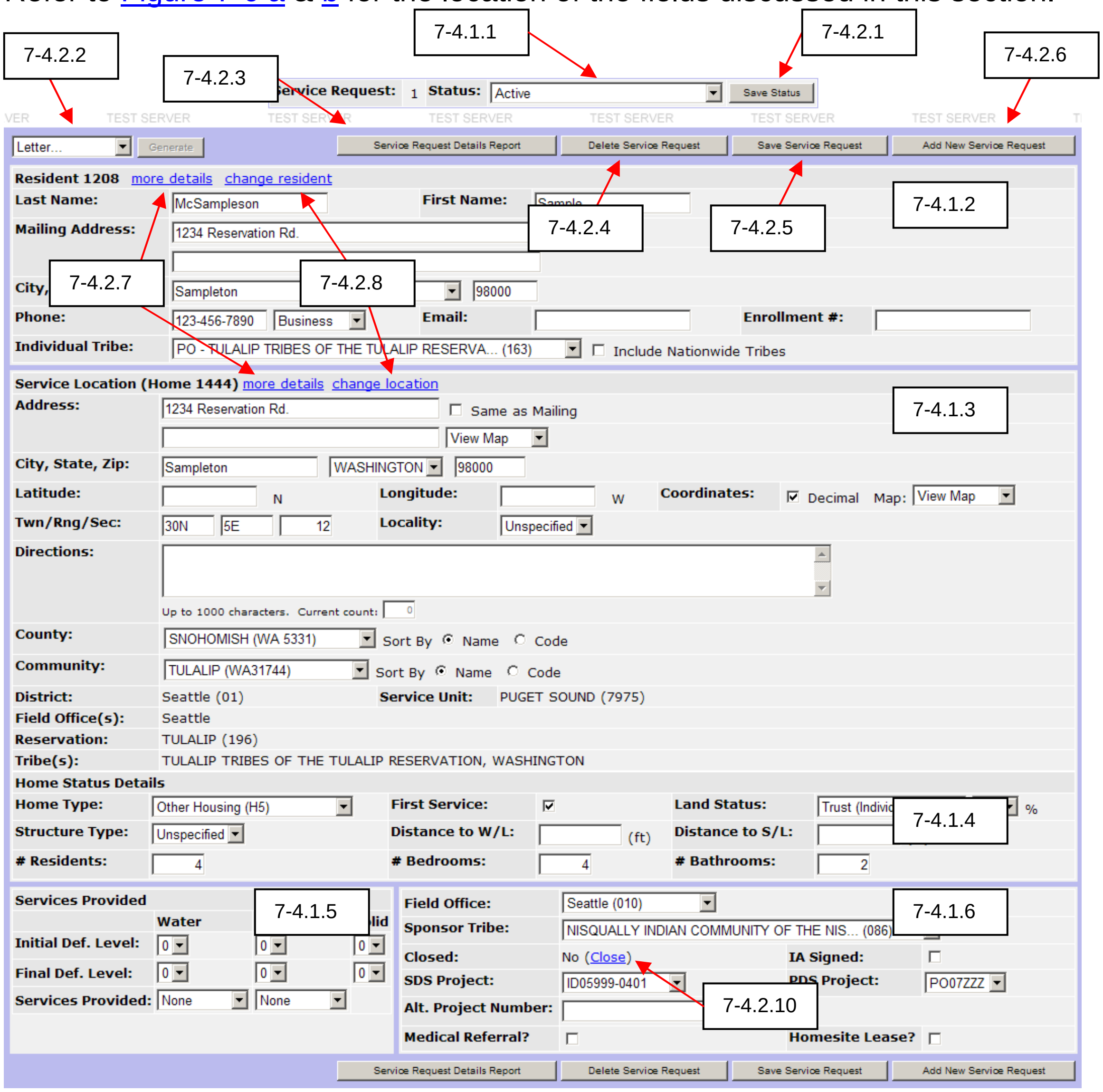


Figure 7-6a. "SR Details" screen (top).

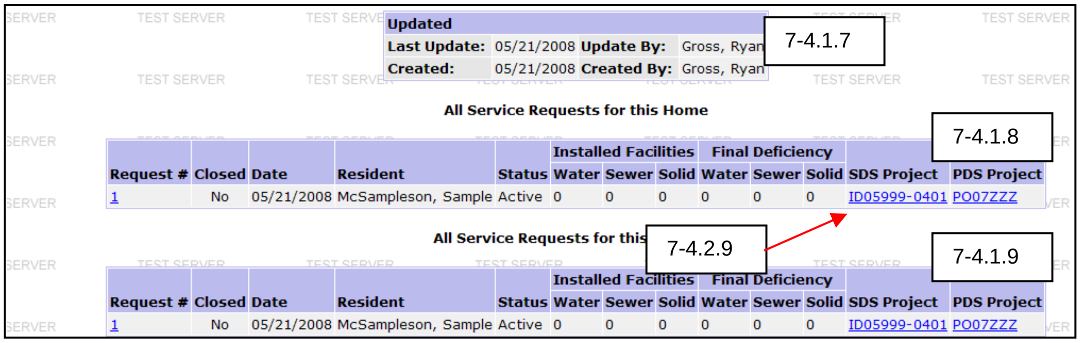


Figure 7-6b. “SR Details” screen (bottom).

7-4.1.1 Service Request Status

The SR status displays the number and the status of the SR. To change the status, update using the selection box. The different status options correspond to milestones in a typical scattered site project. The status options available are determined at the area level.

7-4.1.2 Resident Details Section

The “Resident Details” section displays information from the contact record of the resident.

<u>User Tip:</u> The information in this section pertains to the resident only and not necessarily to the service request or the home. The address provided may be (and often is) different from the home. Also, the tribal information provided is associated specifically with the resident, and may be a different from the sponsor tribe the resident used when applying for service.

7-4.1.3 Service Location Details Section

The “Service Location Details” section displays information from the service location home record. The section includes a variety of information describing the physical location of the home.

<u>Field Label</u>	**<u>Description</u>**
Address, City, State, Zip	Displays the address of the home.

<u>User Tip:</u> To populate this field with the mailing address, click the check box labeled “Same as Mailing.”

<u>User Tip:</u> To view this address using an internet mapping program, click on the dropdown menu labeled “View Map” and select the preferred program.

Latitude, Longitude, Coordinates Displays the latitude and longitude of the home.

User Tip: *To change the entry format from “dd°mm’ss” to decimal, select the “Coordinates” check box.*

User Tip: *The “View Map” feature is also available for the latitude and longitude coordinate fields.*

Twn/Rng/Sec Displays the township, range, and section of the home.

Locality Displays the locality where the home is located.

County Displays the county where the home is located.

Community Displays the community where the home is located.

District, Service Unit, Reservation Displays the IHS district and service unit serving the community and the reservation where the community is located. These fields are populated by STARS automatically after the community information is saved.

7-4.1.4 Home Status Details Section

The “Home Status Details” section displays information from the SR record regarding the service that will be provided to the home.

Field Label **Description**

Home Type Displays the home type designation. The designation is defined by IHS based upon funding source and condition of the home and is summarized in Table 7-1.

HOME TYPE CODE	*TYPE OF HOME*
E1	Existing Homes
E2	Non-Residential Units
E3	Non-Indian Units
H1	HUD Housing
H2	BIA Housing
H3	Tribal Housing
H4	State or Remote Housing
H5	Other Housing
H6	HUD-BIA Housing
H7	HUD Block Grant

Table 7-1. Home type codes.

First Service	The checkbox indicates whether the service request will be the first service to the homeowner.
Land Status	Displays the ownership status of the land where the home is located. Options include Fee, Trust (Tribal), Trust (Individual), Private, Allotted, etc.
Structure Type	Displays the type of structure. Options are determined at the Area level.
Distance to W/L	Displays, in feet, the distance from the home to the nearest existing water line.
Distance to S/L	Displays, in feet, the distance from the home to the nearest existing sewer line.
# Residents	Displays the number of residents who will be occupying the home
# Bedrooms	Displays the number of bedrooms in the existing/ proposed home.
# Bathrooms	Displays the number of bathrooms in the existing/ proposed home.

7-4.1.5 Service Provided

The service provided section provides an overview of the deficiency level and the services provided.

The sanitary deficiency subsection displays the IDL and the FDL for water, sewer, and solid (waste) facilities. For more information on deficiency levels, refer to the STARS User Manual glossary or the Criteria Manual.

The services provided field displays the type of sewer and water facilities installed at this home. The facilities can be described as None, Individual, or Community.

7-4.1.6 Administrative Details

The administrative details section displays administrative information important to IHS.

Field Label	Description
Field Office	Displays the field office managing the SR.

Sponsor Tribe Displays the tribe through which the application for service is submitted.

Closed? Displays whether or not the SR has been closed.

IA Signed Checkbox indicates whether or not an Individual Agreement has been signed.

7-4.1.7 Updated

The “Updated” section displays when, and by whom, the SR record was created and last updated.

7-4.1.8 All Service Requests for this Home

The “All Service Requests for this Home” section displays all SR records associated with the home.

7-4.1.9 All Service Requests for this Resident

The “All Service Requests for this Home” section displays all SR records associated with the resident.

7-4.2 Common Actions

7-4.2.1 Save Status

Update the status of the SR and click **Save Status** to save changes to the status of the SR.

7-4.2.2 Service Request Letter Generator

To generate letters that can be sent to the homeowner, use the “Letter Generator” dropdown menu to select the type of letter to generate. To generate a letter:

1. Click the “Letter” dropdown menu (Figure 7-7).

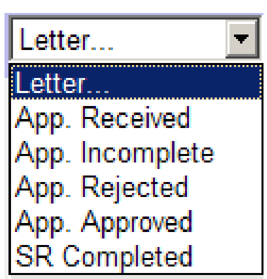


Figure 7-7. “Letter” dropdown menu.

2. Click on the type of letter you wish to generate. The different types of letters are described below. The “Specify Letter Details” screen will appear in a new browser window.

Field Label	**Description**
App. Received	Letter to homeowner acknowledging receipt of an application.
App. Incomplete	Letter to homeowner listing missing application items that must be submitted.
App. Rejected	Letter to homeowner rejecting application and listing reasons for rejection.
App. Approved	Letter to homeowner acknowledging the application has been approved and describing the service process.
SR Completed	Letter to homeowner acknowledging the completion of the facilities provided.

3. Specify the details of the letter. These details most often include the top margin and the format (PDF or HTML).

4. Click **Generate Letter**. The letter will be generated in the same window. The letter can be printed or the text can be copied to a Word document.

7-4.2.3 Service Request Details Report

To produce a printable Service Request Details Report, click **Service Request Details Report**. A new window will open displaying the report (Figure 7-8).

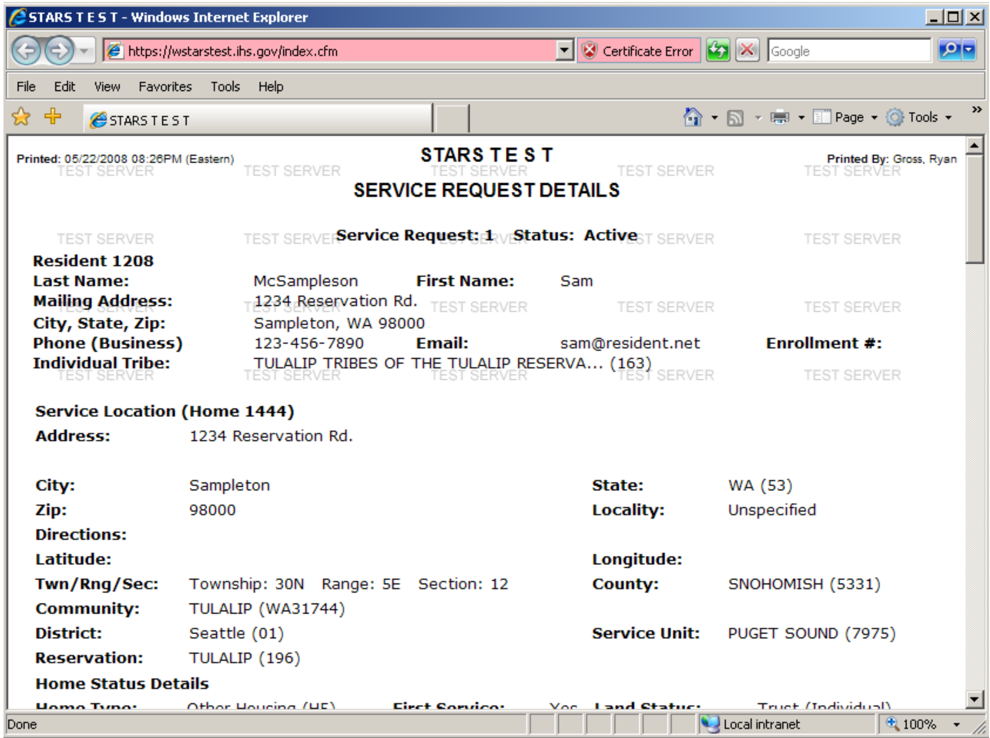


Figure 7-8. "SR Details Report" screen.

7-4.2.4 *Delete Service Request*

Click **Delete Service Request** to delete the SR.

7-4.2.5 *Save Service Request*

Click **Save Service Request** to save any changes to the SR.

User Tip: Any changes made to a record will be lost if the SR is not saved before navigating away from the page.

7-4.2.6 *Add New Service Request*

Click **Add New Service Request** to create a new SR. The "Add New SR – New Record Details" screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

7-4.2.7 *Resident / Location – More Details Hyperlink*

Click the "More Details" hyperlink next to the resident number to display the editable "Contact Details" screen for the resident (Figure 7-9). When a new SR is created, a resident contact record is also created automatically if one does not already exist.

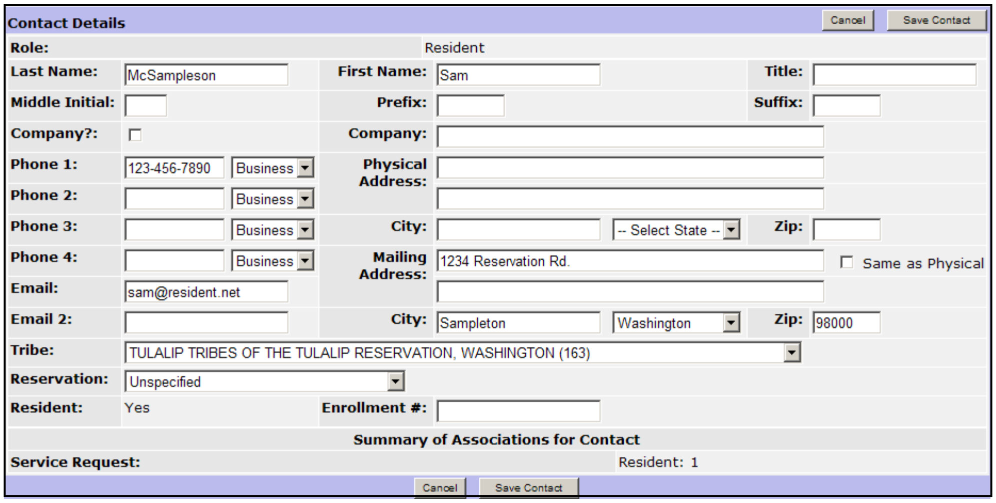


Figure 7-9. Editable “Contact Details” screen.

Click the “More Details” hyperlink next to the home number in the “Service Location Details” section to display the “Home Details” screen (Figure 7-10) for the service location. When a new service request is created, a home record for the service location is created automatically if one does not exist.

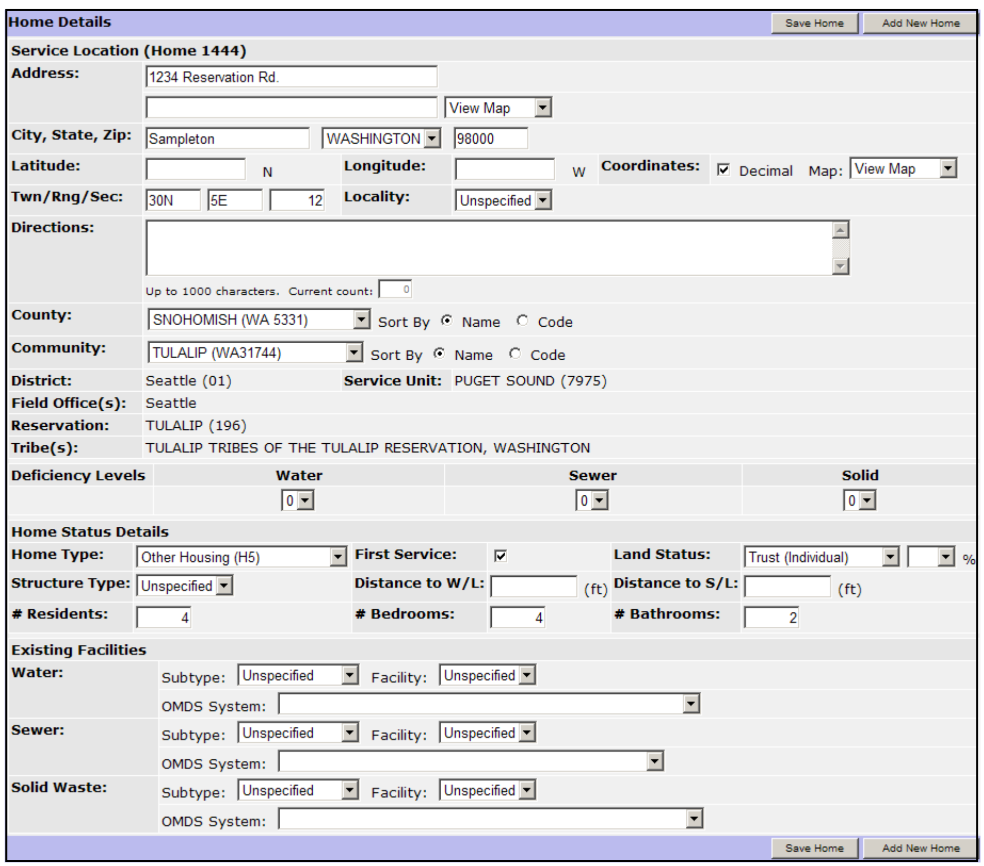


Figure 7-10. “Home Details” screen.

7-4.2.8 *Resident / Location – Change Hyperlink*

Sometimes it is necessary to change the resident or home currently assigned to a SR. To change the resident or the location associated with an SR:

1. Click the "Change Resident" or "Change Location" hyperlink. The "Change SR" screen (Figure 7-11) will open.

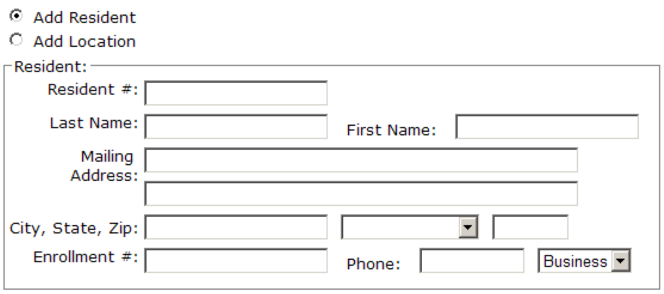


Figure 7-11. "Change SR" screen.

2. Enter the information pertaining to the resident / location to add to the SR. This information will be used as filter criteria to search the existing homeowner record. The results of the filter will be displayed.
3. Select the desired resident / location to associate with this SR.

7-4.2.9 *SDS/PDS Project Hyperlinks*

Click on the "SDS/PDS Project" hyperlink to view more data regarding the SDS or PDS project to which the SR has been assigned. The hyperlinks can be found at the bottom of the "SR Details" screen. The "SDS or PDS Project Summary" screen (Figure 7-12) will open.

PDS Project Summary			
Project:	P007A96 Seattle District Scattered Housing (Active)		
Name:	Seattle District Scattered Housing	**Number:**	P007A96
Area:	PORTLAND	**District:**	Seattle (01)
Community:	SWINOMISH IC (WA29684)	**Field Office:**	Seattle (010)
Tribe:	SWINOMISH TRIBE, WA (158)		
Service Unit:	KALMATH (7000)		
Scope:			

Figure 7-12. "PDS Project Summary" screen.

7-4.2.10 *Close Service Request*

Click on "Close" hyperlink button to close the SR.

User Tip: After a SR is closed, the SR is locked and can only be unlocked by users with the appropriate permissions.

7-5 SERVICE REQUEST FACILITIES

The SR Facilities screen allows the user to enter information regarding the facilities installed in response to this service request. As shown in Figure 7-13, this information includes important descriptive, contracting, and budgetary data.

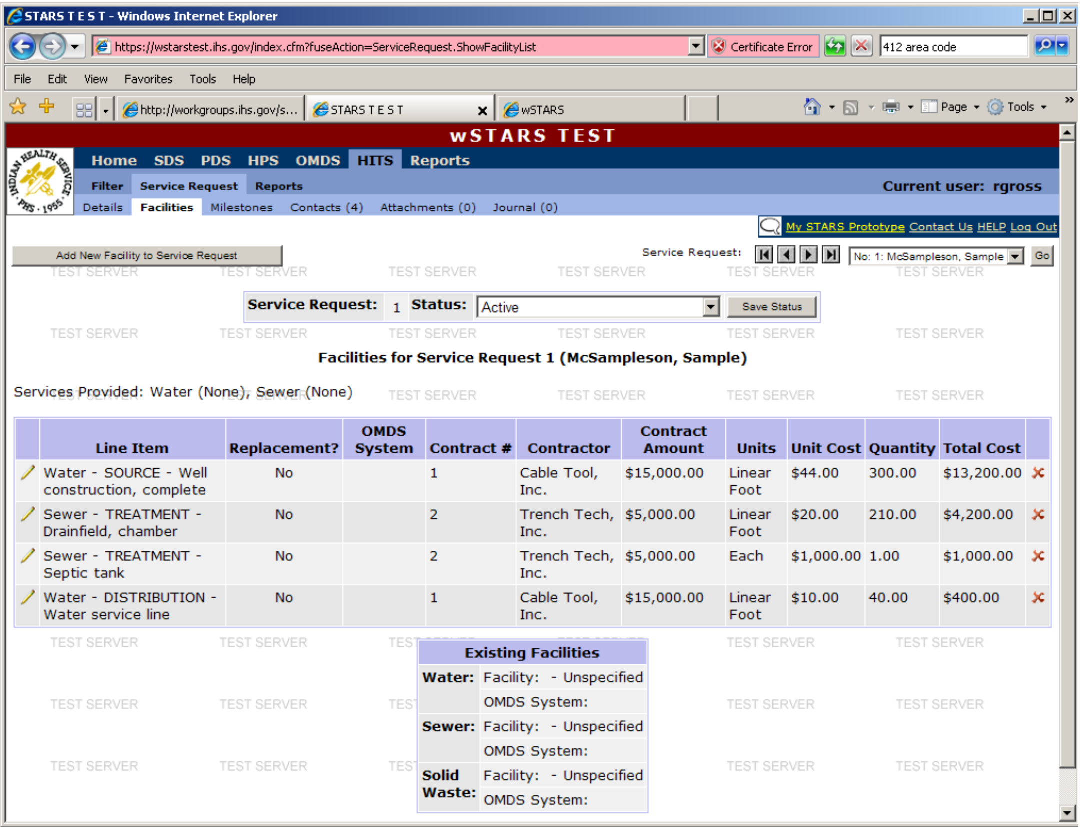


Figure 7-13. “SR Facilities” screen.

7-5.1 Service Request # & Status

This section of the “SR Facilities” screen (Figure 7-13) displays the SR number and status.

7-5.2 Facilities for Service Request

Displays the water or sewer facilities that have been proposed or completed for the resident. The “Services Provided” information comes from “Facilities Provided” section of the “SR Details” screen. Specific items can be entered using the **Add New Facility to Service Request** button.

7-5.3 Existing Facilities

Displays the existing facilities at the service location. The information comes from the “Home Details” screen (Figure 7-10).

7-5.4 Common Actions

7-5.4.1 Add New Facility To Service Request

To add a new facility to the SR:

1. Click **Add New Facilities To Service Request**. The “Add Facility” screen (Figure 7-14) will open.

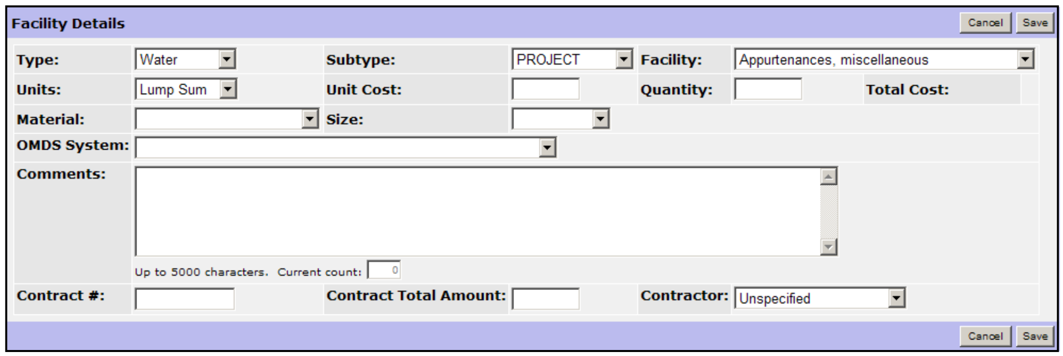


Figure 7-14. Standard “Add Facility” screen.

2. Enter data describing the facility in the appropriate fields and click the **Save** button in the lower right-hand corner of the screen. The facility will be added to the list of facilities.
3. For some types of facilities (i.e. wells, drainfields, etc.), it is helpful to add more information to the facility record. In this case, the “Edit Facility” screen will open when the record is saved. This screen contains a section called “Additional Details” which can be shown or hidden by clicking the **Open Additional Details** and **Close Additional Details** buttons.

User Tip: When adding a septic drainfield to the facility list, the “Edit Facility” screen seen in Figure 7-15 will appear.

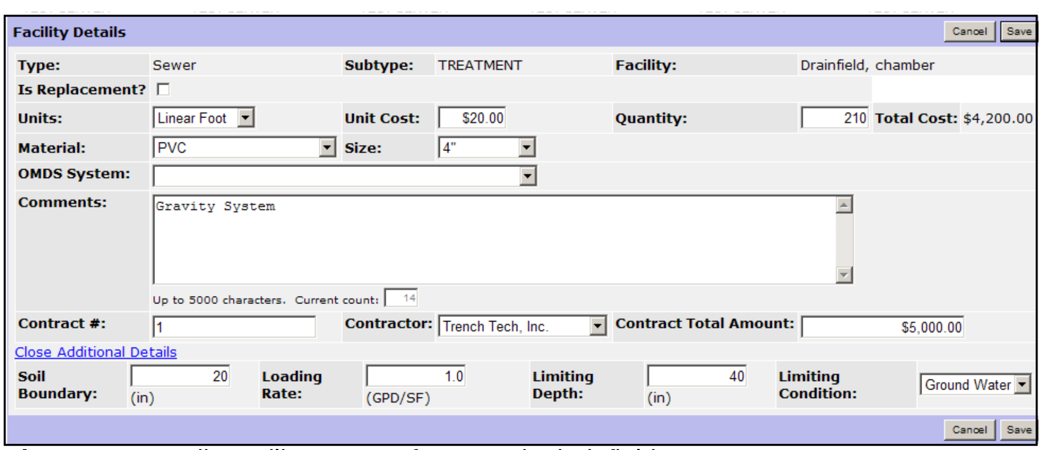


Figure 7-15. “Edit Facility” screen for a septic drainfield.

User Tip: When adding a well to the facility list, the "Edit Facility" screen seen in Figure 7-16 will appear.

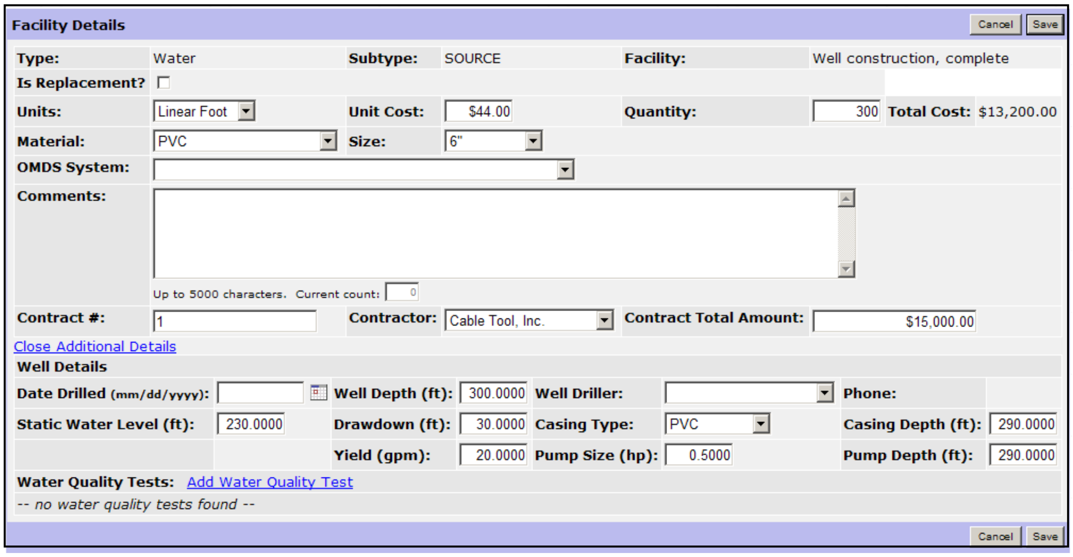


Figure 7-16. "Edit Facility" screen for a well.

7-6 SERVICE REQUEST MILESTONES

The "Milestones" tab displays milestones used to track the progress of the project. The milestones are selected by the user from an extensive list. See Figure 7-17.

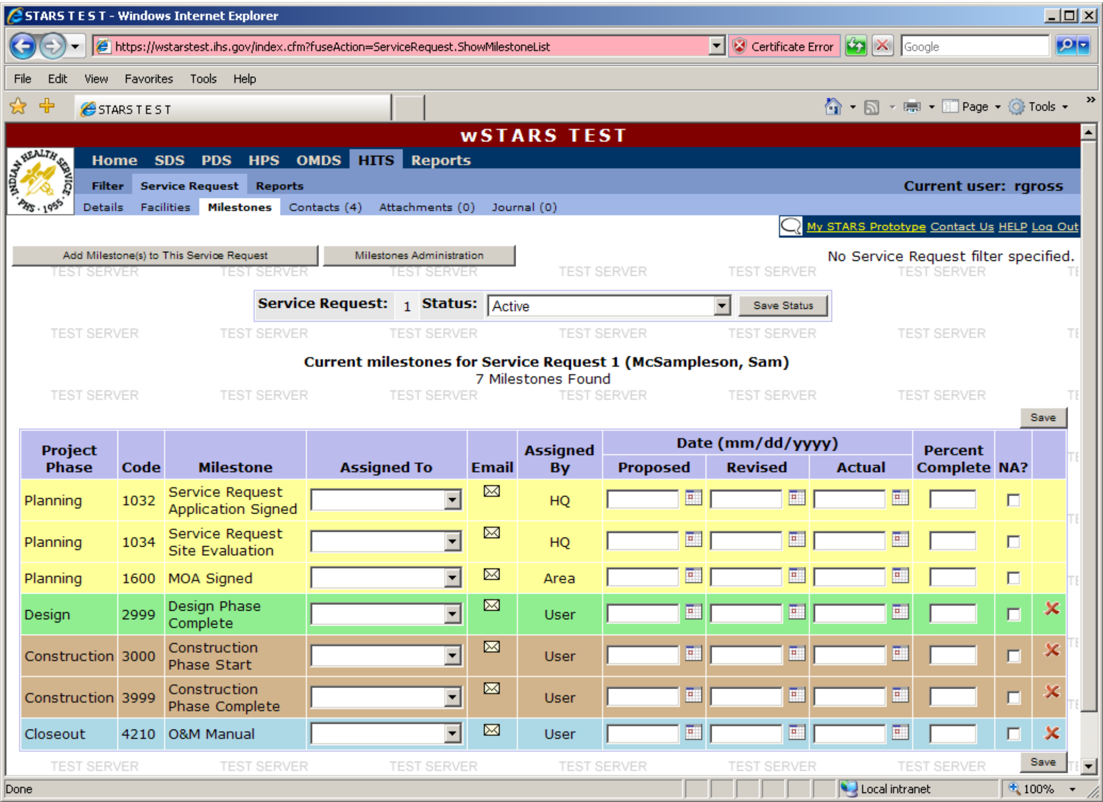


Figure 7-17. “SR Milestones” screen.

User Tip: See Appendix I for a complete list of possible milestones and definitions of the activities/dates that correspond to them.

7-6.1 Field Descriptions

Field	**Description**
Project Phase	Displays the project phase (Planning, Design, Construction, or Closeout) of the milestone.
Code	Displays the code assigned to the milestone.
Milestone	Displays the name of the milestone.
Assigned to	Displays the name of the contact to which the milestone is assigned. The names are drawn from the contact list attached to the SR.
Email	Click on the envelope icon to open the “Send Email” screen (Figure 7-26) and notify recipients of the milestone.
Proposed	Displays the proposed milestone completion date for each milestone.

User Tip: Once the proposed dates are entered and saved, they can only be changed by users with the appropriate permissions.

Revised Displays the revised proposed milestone completion date for each milestone and can be updated as the project progresses.

Actual Displays the actual completion date for the milestone.

Percent Complete Displays the percent of milestone completion.

NA? Indicates if the milestone is not applicable to the project.

User Tip: If an N/A milestone is one of those included on the standard progress report, all dates for that milestone (proposed, revised, and actual) will be reported as "Not Applicable" on the progress report.

7-6.2 Common Actions

7-6.2.1 Add Milestone(s) to This Service Request

A predetermined set of required milestones (set by HQ and/or Area Office) are automatically populated when a service request is created. Additional milestones may be available that do not automatically show up in the list of current milestones. The available standard milestones that have been created are listed in Appendix I. To add one of these "optional" milestones:

1. Click **Add Milestone(s) to This Service Request**. The "Add Milestone(s) to SR" screen (Figure 7-18) will open.

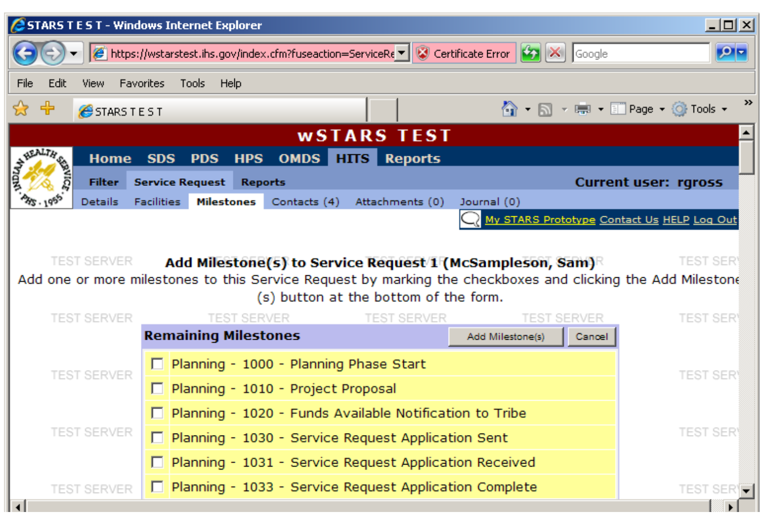


Figure 7-18. "Add Milestone(s) to SR" screen.

2. Check the box next to the desired milestone(s).
3. Click **Add Milestone(s)**. The desired milestones will be added to the milestones list.

7-6.2.2 Milestones Administration

The standard milestone list in STARS currently includes the 120 milestones listed in Appendix I. PDS and HITS use the same milestone list. The milestones that automatically populate when a new HITS SR is created and those available in the **Add Milestone(s) to this Project** button are part of this standard list. Each Area determines which of these milestones are available to users in that Area.

Users with the appropriate permissions can make additional milestones available to a SR. Also, if a desired milestone is not on the list of standard milestones, new milestones can be created. Both of these actions are done by selecting the **Milestones Administration** button at the top of the screen. For more information on Milestones Administration see Chapter 8 (STARS Maintenance).

7-7 SERVICE REQUEST CONTACTS

The "SR Contacts" screen (Figure 7-19) displays the list of contacts associated with a SR.

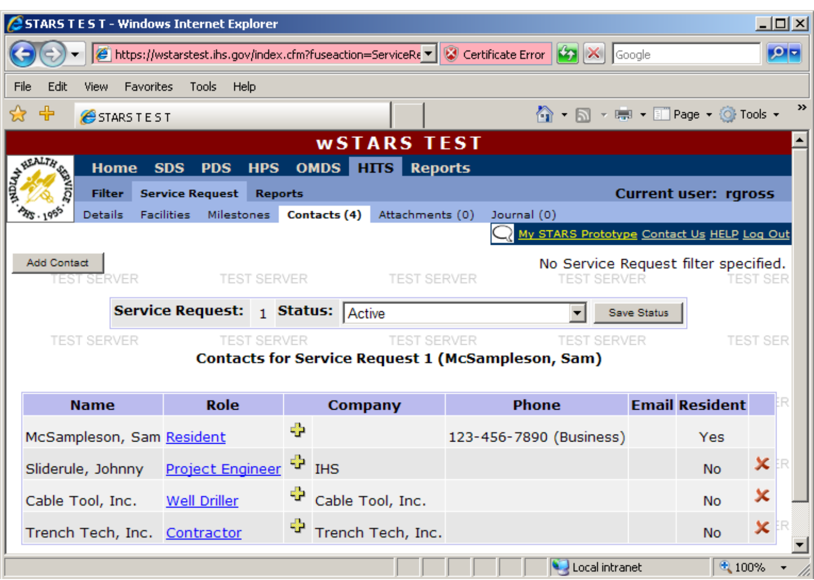


Figure 7-19. "SR Contacts" screen.

7-7.1 Contact Field Descriptions

<u>Field</u> **<u>Description</u>**

Name Displays name of individual or company contact.

Role Displays the contact's role within the SR.

Company Displays the company or agency affiliated with the contact.

Phone Displays the contact phone number.

Email Displays the contact email address.

Resident Indicates whether the contact attached to the SR is the resident.

7-7.2 Designating a New Contact

To view the "Contact Details" screen (Figure 7-21) for any listed contact, click on the associated role. Within the "Contact Details" screen, use the dropdown menu to change the designated role, or click on the pencil icon to open the editable "Contact Details" screen (see Figure 7-9 for example).

7-7.3 Assigning a New Contact

To assign a new contact:

1. Click **Add Contact** in the "SR Contacts" screen (Figure 7-19). This will open the "Add Contact to SR Filter" screen (Figure 7-20).

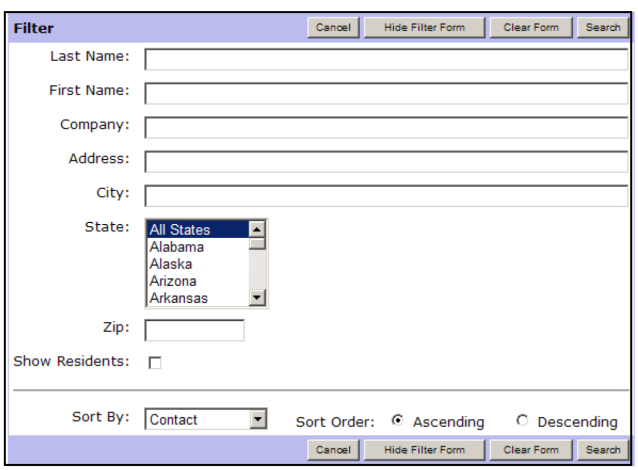


Figure 7-20. "SR Contacts Filter" screen.

2. Enter the filter criteria into the text boxes and click **Search.** The screen will list the results of your search, displaying any existing contacts that match the filter criteria.

3. Select the desired contact from the filter results list by clicking on the contact name. This will open the "Contact Details" screen (Figure 7-21) for the selected contact.

Figure 7-21. "Contact Details" screen.

To create a new contact to associate with the SR, click **Add New Contact** in the screen displaying the filter search results (not shown). This will open the editable "Contact Details" screen (Figure 7-9).

4. Specify the role of this contact in the SR by selecting from the drop box.

5. Click **Save Contact**.

7-8 SERVICE REQUEST ATTACHMENTS

The "SR Attachments" screen (Figure 7-22) displays the documents and files that have been attached to the SR.

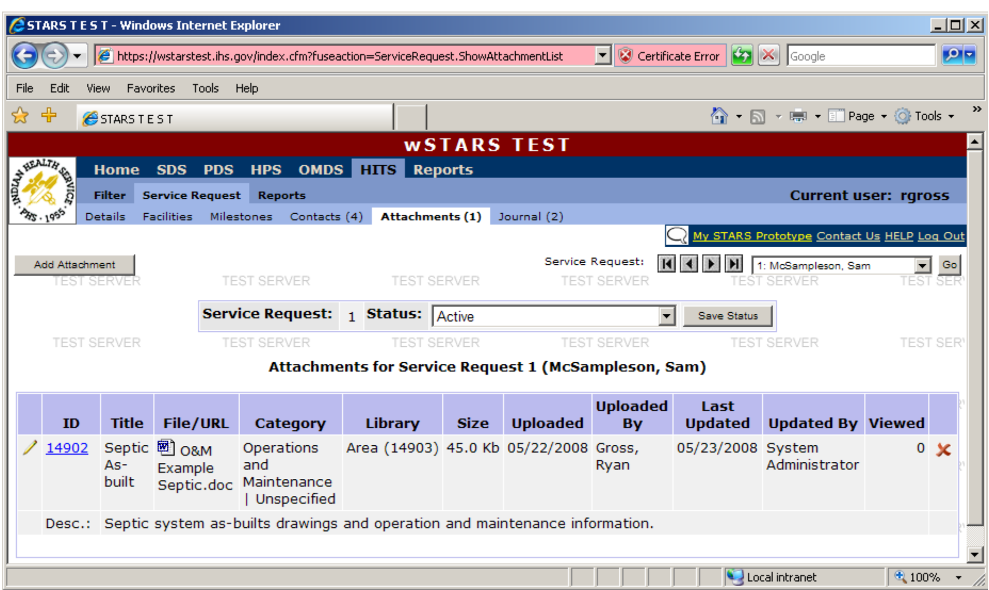


Figure 7-22. "SR Attachments" screen.

7-8.1 Field Descriptions

Field	**Description**
ID	Displays the attachment ID number. The ID number is generated by HITS.
Title	Displays the attachment title entered by the user.
File/URL	Displays the file or URL title as uploaded.
Category	Displays the assigned attachment category. See Appendix H for a complete list of the available categories.
Library	Displays what library(s), if any, the attachment has been added and the attachment ID number within the library.
Size	Displays the attachment size.
Uploaded	Displays the date when the attachment was uploaded.
Uploaded By	Displays who uploaded the attachment.
Last Updated	Displays the date when the attachment was last updated.
Updated By	Displays who last updated the attachment.
Viewed	Displays the number of times the attachment has been viewed.
Desc.	Displays an attachment description entered by the user.

7-8.2 Adding Attachments

To add a document or file to the SR, click on the **Add Attachment** button in the upper right hand corner of the screen. The "Attachment Details" screen (Figure 7-23) will open.

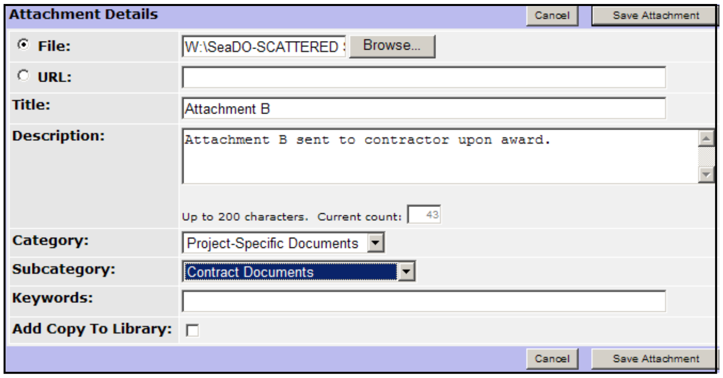


Figure 7-23. “Attachment Details” screen.

Field Label	**Description**
File	To attach a file, select the option button to the left of the word ”File.” Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name.
URL	To attach a URL, select the option button to the left of the word “URL.” Enter the URL to be attached.

User Tip: *Hyperlinks and Web addresses can be attached to the SR by entering them into the URL: field.*

Title	Enter an attachment title.
Description	Enter an attachment description, if desired. The description field is limited to 200 characters.
Category	Select an attachment category. The available categories to select from are listed in Appendix H.
Subcategory	Select an attachment subcategory. The subcategory choices are dependent on the category is selected. The available subcategories to select from are listed in Appendix H.
Keywords	Enter a key word or phrase for the attachment to assist a user when searching for the document in the library.
Add Copy To Library	Check the box to add a copy of the attachment to the STARS Library. See Chapter 1 for more information about the STARS library.
Cancel	To return to the main attachments screen without saving the new attachment, select the **Cancel** button.

Save Attachment To save a new attachment, select the **Save Attachment** button.

7-8.3 Function of the Library

Files, documents, hyperlinks, and Web addresses can be copied to the STARS library by selecting the check box on the "Attachments Details" screen. Items copied to the library are available for reference by others either in the select Area or nationwide.

7-9 SERVICE REQUEST JOURNAL

The "SR Journal" screen (Figure 7-24) displays journal entries associated with a SR. Each entry includes the date entered, type of entry, entry content, user name or entry source, and the visibility level (internal or external).

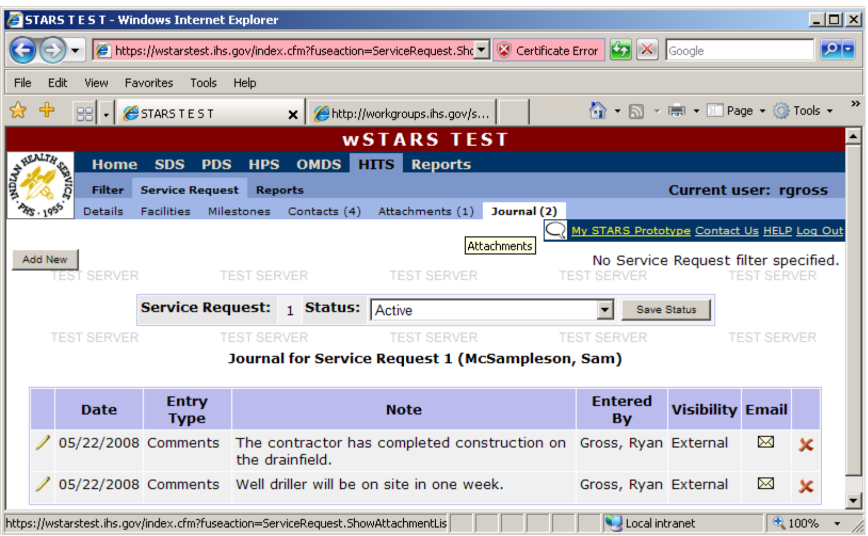


Figure 7-24. "SR Journal" screen.

7-9.1 Field Descriptions

<u>Field</u> **<u>Descriptions</u>**

Date Displays the date when the journal entry was entered.

Entry Type Displays the type of journal entry. The type is selected from a drop box when the user enters the entry.

Note Displays the content of the entry.

Entered By Displays who entered the entry.

Visibility Indicates the level of visibility attributed to the entry when the entry was entered. Externally visible entries are visible to all users. Internally visible entries are visible to only certain users.

Email Click on the envelope to email the journal entry.

7-9.2 Adding a New Journal Entry

To add a new journal entry:

1. Click **Add New** to open the "Add Note for SR" screen (Figure 7-25).

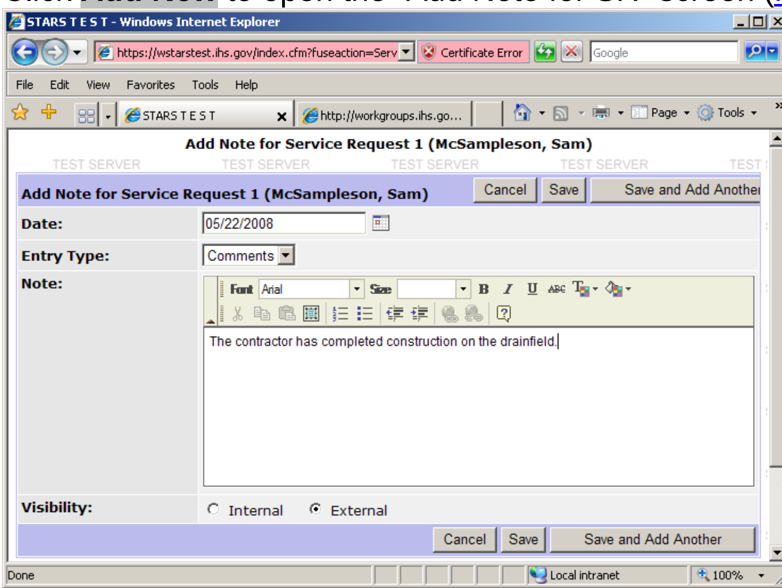


Figure 7-25. "Add Note for SR" screen.

2. Enter the journal entry text.

3. Select whether the entry will be visible internally or externally. This is a permission setting that can be defined on a user's profile.

4. Click **Save**.

7-9.3 Emailing Journal Entries

To email a journal entry to an email address:

1. Click on the envelope icon in the column labeled "Email" for the desired journal entry. The "Send Email" screen (Figure 7-26) will open.

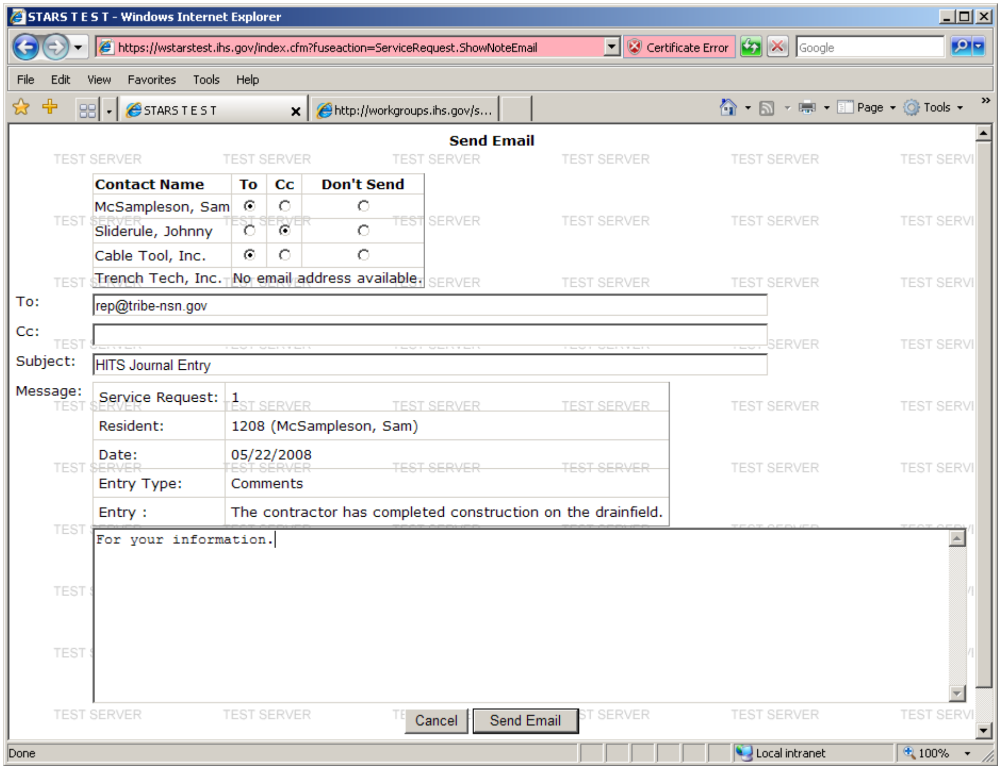


Figure 7-26. "Send Email" screen.

2. Enter the email addresses for the desired recipients.

3. Enter text of email message.

4. Click **Send Email**.

7-10 DEVELOPING A SERVICE REQUEST

Creating and maintaining service application records is the key to making HITS a useful tool for field personnel. Carefully and properly entering new applications is the best way to streamline the application process and avoid duplicating information for residents and homes.

7-10.1 Homeowner Application for Service

The scattered site process begins when a resident submits an application (Figure 7-27), through their sponsor tribe or directly through a local field office.. The application form is the source of most information used to create an SR.

APPLICATION
For
Individual Site Sanitation Facilities
Portland Area Indian Health Service
SEATTLE DISTRICT OFFICE

HOMEOWNER INFORMATION

1. Name(s): ____________________
2. Home Phone: __________ Work Phone: __________ Fax: __________
3. Current Mailing Address: ____________________

HOMESITE INFORMATION

4. Site Address: ____________________
5. Directions to/location of home to be served: *(from Seattle)* ____________________
6. Best time of day for IHS to do site evaluation during normal working hours : *(Please make site accessible, vehicles and heavy equipment moved, and animals confined if necessary)* ______am ______pm
7. Type of Home: Wood ____ Frame ____ Masonry ____ Mobile Home ____ Other ____
8. Number of years at location: __________ 9. Number of bedrooms: __________

Figure 7-27. Sample IHS Scattered Site Application.

7-10.2 Adding a New Service Request

To create a new SR:

1. Click **Add New** on the "SR Filter" screen (Figure 7-1). The "Add New SR – New Record Details" screen (Figure 7-28) will open.

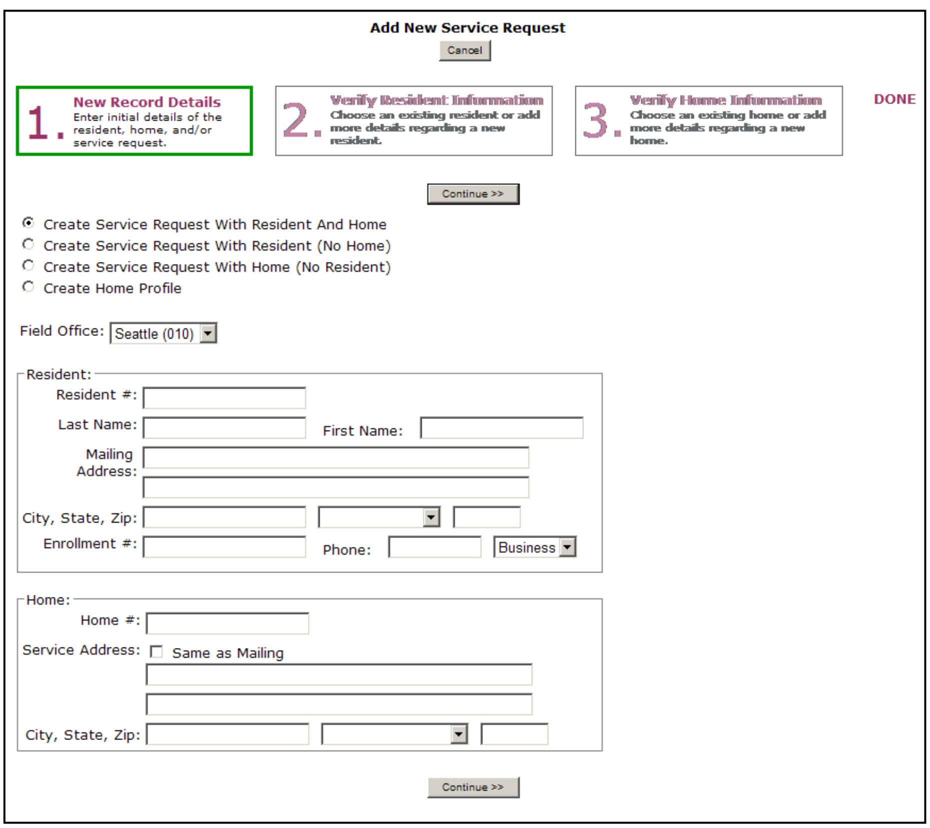


Figure 7-28. "Add New SR – New Record Details" screen.

2. Use the option buttons to select what type of SR to create. SRs may be created with a resident and a home, with only a resident, or with only a home. “With Resident And Home” is the default (and most common) option.

3. Enter the field office, resident, and home information from the application. For new residents and homes, the Resident # and Home # fields will be empty.

4. Click **Continue>>**. The “Add New SR – Verify Resident Information” screen (Figure 7-29) will open. The screen displays the database search results of resident records fitting the information entered. If no residents are found, the new resident has not been previously entered in HITS.

User Tip: *Information entered in the “Add New SR – New Record Details” screen (Figure 7-28) is used to search the database for existing residents or existing homes matching that description to avoid duplication. Therefore, it is advantageous to be somewhat general when entering information. It is best to enter only the resident’s last name and the home’s street number and city.*

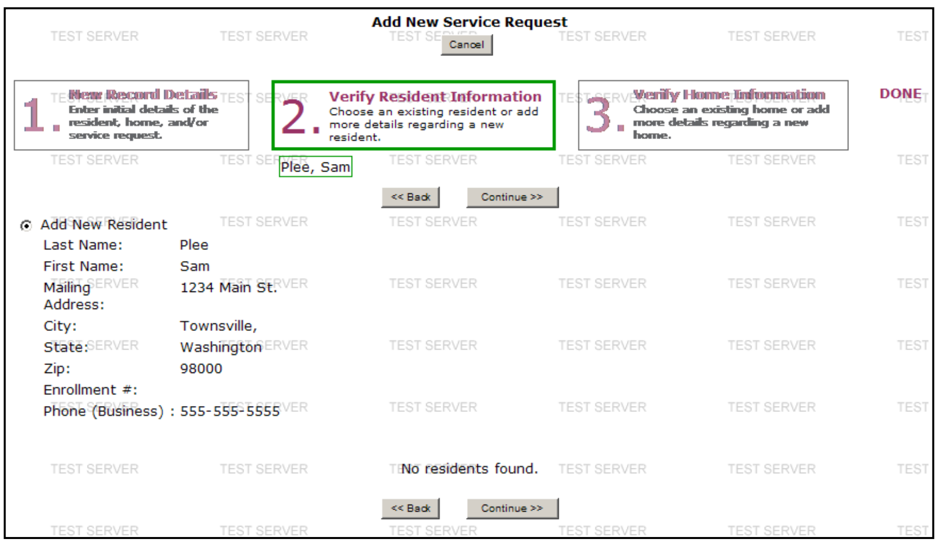


Figure 7-29. “Add New SR – Verify Resident Information” screen.

5. Click **Continue>>**. The “Add New SR – Verify Home Information” screen (Figure 7-30) will open. The screen displays the results of a search for home records matching the address. If no homes are listed, the address has not previously been entered in HITS..

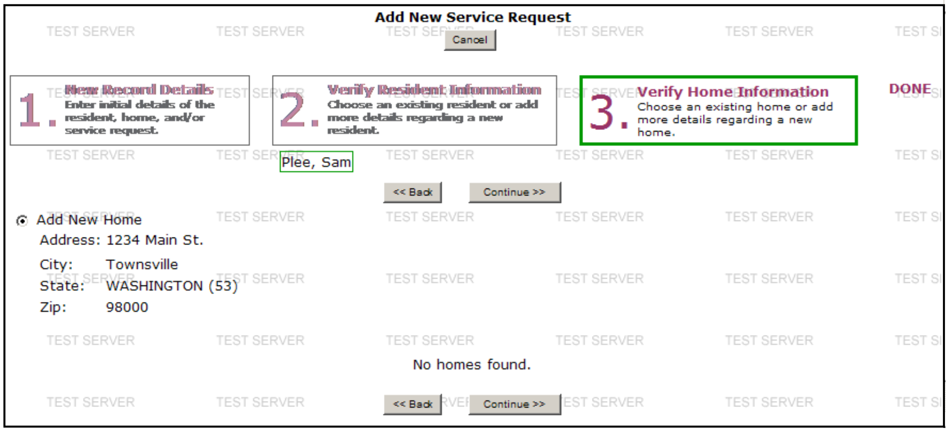


Figure 7-30. "Add New SR – Verify Home Information" screen.

6. Click **Continue>>**. A new SR is created. The "SR Details" screen (Figure 7-6a & Figure 7-6b) will open. Using the information provided in the application, fill in as many of the fields as possible.

<u>User Tip:</u> Don't forget to save the SR before moving to a different screen or all new data will be lost.

CHAPTER 8 – STARS Maintenance

To be provided at a later date.

APPENDIX A – TERMS & CONDITIONS OF USE

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This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 552a for individuals supplying information as data input to the Indian Health Service (IHS) Sanitation Tracking and Reporting System (STARS).

The collection and maintenance of records contained in STARS is done in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a. Broadly stated, the purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from Federal agencies' collection, maintenance, use, and disclosure of personal information about them.

Although documents are safeguarded from unauthorized use, there is some potential for information to be erroneously stored or unjustifiably viewed. In the event that a user discovers protected information, such as Social Security numbers, tax records or bank account information, he or she should immediately contact their supervisor regarding the error so that corrective measures can be taken. The supervisor must contact the IHS Area Office Sanitation Facilities Construction (SFC) Director and the agency's Chief Information Security Officer. Any employee who knowingly and willfully discloses personal information to other persons or agencies not entitled to receive it shall be guilty of a misdemeanor and may be fined up to $5,000.

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RULES OF BEHAVIOR

The IHS Rules of Behavior provide common rules on the appropriate use of all IHS technology resources and information for users, including federal employees, interns and contractors. Procedures in this section are the minimum Rules of Behavior (RoB) for all users, and shall be followed by anyone requesting any type of access to the IHS systems. Users should realize that these "Rules of Behavior" apply even if they do not take the time to read them. Users who do not comply with the prescribed RoBs are subject to penalties that can be imposed under existing policy, regulations, and laws. The IHS may enforce the use of penalties against any user who violates any IHS or federal systems security and related policy, regulation, or law as appropriate.

The employing personnel officer, and/or the immediate supervisor or project manager of the employee have the joint responsibility for insuring that employees are briefed on the security policies and procedures regarding information technology systems to which the employee will have access.

IHS has established procedures for disciplinary actions for security violations of its Rules of Behavior. These disciplinary actions may be based on the sensitivity of information involved and the number of prior offenses.

Users Shall:

√ Adhere to the IHS Standards of Conduct and abide by all Department and IHS policies, and standards operating procedures (SOPs), directives, standards, guidelines, business controls, security rules, other expectations, and applicable laws.

√ Complete annual security awareness training before accessing an IHS system and on an annual basis thereafter.

√ Complete annual privacy training on their responsibilities to protect sensitive information.

√ Complete annual emergency management program and incident response training and participate in any exercises conducted as part of this program

√ Receive additional role-based education and awareness training commensurate with their duties.

√ Notify supervisor or IT department if access to resources is beyond what is actually needed to perform the job assigned, this is referred to as least privilege.

√ Report suspected incidents and work with the IHS Security Team (including local security team members) when called upon for assistance.

√ Protect the data, particularly personally identifiable information (PII), protected health information (PHI) and other sensitive information on their information systems, portable devices, removable media, and network resources by using approved encryption and secure transfer/data sharing processes and abide by the physical and environmental protection controls relating to storage of sensitive data.

√ Protect government property including equipment, intellectual property, paper and electronic records, software, data, and information/work products from theft, destruction, alteration, or misuse.

√ Only use sensitive information for the purposes for which it was collected and defined in conditions set forth by stated privacy notices and published system of record notices., and access sensitive information over the Internet only with prior approval from appropriate management official.

√ Ensure the accuracy, relevance, timeliness, and completeness of PII, as is reasonably necessary, to assure fairness in making determinations about an individual.

√ Obtain prior approval before using IHSALL or similar large e-mail distribution lists.

√ Use caution with all e-mail attachments and do not open e-mails or attachments from unknown sources or with unusual subject lines.

√ Show courtesy and basic e-mail etiquette when conducting business through e-mail.

√ Follow Records Management policies and guidelines for the storage and archival of e-mail and its contents; clear out file storage areas, media, and e-mail at least quarterly. For more information contact your local IHS Records Management Officer.
√ Be aware when navigating through the Internet, one may be moving from an area of controlled access into an area of unknown security controls.
√ Use only IHS approved Instant Messaging (IM).
√ Change passwords a minimum of every 90 days, and do not reuse passwords until at least six other passwords have been used.
√ Create passwords with a minimum of eight characters using a combination of alpha, numeric characters with at least one uppercase letter, one lower case letter, and one number. It is recommended, when possible, to use a special character. Obtain a waiver for any deviation.
√ Change vendor-supplied passwords and codes immediately.
√ Commit passwords and user identifications (IDs) to memory or store them in a safe place; do not post them or share them.
√ Ensure that security features and controls are activated when processing data.
√ Ensure that software has been appropriately authorized and is free of malicious code before it is installed or used on IHS systems.
√ Dispose of all electronic storage media such as CD-ROMS, memory, diskettes, or other re-writable media and hard copy media in accordance with IHS sanitation and disposal procedures which includes destroying hard copies of sensitive data by pulping, burning, or cross-cut shredding.
√ Use and maintain virus protection software; scan all files including e-mail attachments before opening; use write-protected diskettes.
√ Sign in and be escorted the entire time when present in a limited access room such as computer rooms or facility if they are not on the access roster.
√ Read and keep current about all virus notifications, Computer Security Notices, Security Newsletters, etc. sent from the IHS Security Team.
√ Ensure any system used for remote access to IHS resources or sensitive information is current with the latest releases and fixes; industry best security configurations, current VPN Client software with two-factor authentication; application and OS updates, antivirus software and local firewall restrictions.
√ Utilize a time-out function for remote access and mobile devices that requires re-authentication after no more than 30 minutes of inactivity.
√ Ensure where applicable, a Business Associate Agreement (BAA) and Interconnect Security Agreement (ISA) must be in place before connecting to the IHS network.
√ Ensure that appropriate management officials have approved information for public dissemination and place only non-sensitive mission-oriented information on a public access system, including Internet Web pages, forums, and news groups.
√ Immediately report any of the following to their ISSO:
• Any potential, suspected or actual theft or loss of equipment, software or sensitive information.
• If a system's sensitivity level it thought to require additional protections such as new patches or updates.
• Any compromise, password guess or other suspected loss or change to a password;
• Unusual or suspicious activity such as probes, malicious code (viruses, worms, Trojan horse, etc.)
• Known or suspected information security policy violations or compromises, inappropriate usage or suspicious activity such as:

Sending spam, e-mail threats, or making illegal copies of software, unauthorized access or data alterations, Web site defacements, loss/theft of equipment, unauthorized use of passwords, and use of packet sniffers and other inappropriate usage or activity.

Users Shall Not:
X Cause congestion, delay, or disruption of service to any government system or equipment. This includes "Push" technology and other continuous data stream technology, except where approved.
X Encourage, allow, compel, or pressure, either explicitly or implicitly, operations staff and users to make or distribute unauthorized software or hardware on IHS systems without obtaining written approval
X Use network monitoring, cracking, or hacking type tools unless specifically authorized in writing to do so as part of job duties.
X Use another person's account or identity or share another's access for any purpose.
X Direct or encourage others to violate IHS policies and procedures.

X Knowingly or willingly conceal, remove, mutilate, obliterate, falsify, or destroy information for personal use for self or others.
X Use, store, transmit, download, copy, or distribute intellectual property – including but not limited to: music, videos, software, documentation, and other copyrighted materials without permission or license from the copyright owner.
X Exceed authorized access to sensitive information
X Transport, transfer, email, remotely access, or download sensitive information, inclusive of PII, unless such access is explicitly permitted by the manager or owner of such information and with approved and appropriate safeguards in place.
X Transmit or store sensitive information in email or portable devices such as laptops, personal digital assistants (PDA), external disks including CDs/DVDs, zip drives, etc., and universal serial bus (USB) drives or on remote/home systems without authorization and appropriate safeguards such as FIPS 140-2 approved encryption software such as Pointsec.
X Send or forward chain letters, junk e-mail, inappropriate messages, unapproved newsletters/broadcast messages, or spam.
X Send or post threatening, obscene, harassing, intimidating, abusive, or offensive material to or about others in public or private messages or forums, or on voicemail.
X Attempt to break into or introduce malicious code to another electronic device or into another's voicemail account.
X Send, retrieve, store, view, display, or print sexually explicit, suggestive text or images, or other offensive material.
X Use government systems or networks for games, chat rooms, auctions, gambling, and other personal or non-productive use except as permitted by IHS policy.
X Use common words found in any dictionary as a password.
X Use obvious readable passwords or passwords that incorporate personal data elements (e.g., user's name, date of birth, address, telephone number, or social security number; names of children or spouses; favorite band, sports team, pets or automobile).
X Use personally-owned information systems or portable media for official U.S. Government business involving the processing, storage, or transmission of federal information without explicit approval in writing in accordance with IHS procedures related to personally-owned information systems and software.
X Reconfigure equipment, software, or computers, or circumvent the anti-virus, firewall, and other security controls or safeguards of the system or override technical or management controls except as authorized
X Incur more than minimal additional expense, such as using non-trivial amounts of storage space or bandwidth for non-work related files such as personal files or photos.
X Copy, loan, or distribute software or its accompanying documentation, programs, applications, data, codes, and manuals without permission or a license from the copyright owner.
X Make, import, possess, or deal with articles intended to facilitate the removal of any technical means applied to protect the hardware or software program.
X Modify software without the written approval as outlined in IHS procedures.

APPENDIX B – CDP REPORTS

NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.

B – 1 SDS Community Deficiency Profile

Printed: 06/23/2008 10:07AM (Eastern)

wSTARS

SDS COMMUNITY DEFICIENCY PROFILE for FOUR BEARS (ND27412) - DRAFT

Community	Comm. Code	District	Field Office(s)
FOUR BEARS	ND27412	01 - Minot	Minot (100.00%)

Reservation	Service Unit	EPA	EPA PWS ID(s)
FORT BERTHOLD	1012 - FORT BERTHOLD	EPA Region 08	None

Tribe(s)	Threshold Unit Cost	Homes w/o Potable Water
THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN (100.00%)	$45,500	0

Descriptive Information

FOUR BEARS IS LOCATED WEST OF NEW TOWN ON THE WEST SHORE OF LAKE SAKAKAWEA. FOUR BEARS CONTAINS THE MAIN TRIBAL OFFICES, AND THE IHS SERVICE UNIT AND CENTRAL CLINIC. ALSO INCLUDES THE DRAGSWOLF VILLAGE AND BAKERSFIELD HOUSING DEVELOPMENTS.

Homes

Location Description	Home Type	Number Homes	Water I.D.L.	Sewer I.D.L.	Solid I.D.L.	Comments
Four Bears	E1 - Existing Homes	45	2	1	1	
FOUR BEARS	H1 - HUD Housing	116	2	1	1	

	ALL UNITS					INDIAN UNITS (No E2 or E3)				
	1	2	3	4	5	1	2	3	4	5
Water	0	161	0	0	0	0	161	0	0	0
Sewer	161	0	0	0		161	0	0	0	
Solid Waste	161	0	0			161	0	0		
	Total Homes				161	Total Homes				161

B – 2 SDS Community Deficiency Profile-One Line Listing

Printed: 06/23/2008 10:20AM (Eastern)

wSTARS

SDS COMMUNITY DEFICIENCY PROFILE-ONE LINE LISTING - DRAFT

COMMUNITY NAME	COMMUNITY-STATE CODE	No. CDP Homes at Each Deficiency Level for Water (W), Sewer (S), Solid Waste (SW): 0 OR 1			2			3			4			5			TOTAL HOMES	WATER COST	SEWER COST	SOLID WASTE COST	OPERATION & MAINT. COST	TOTAL IHS Regular PROJECT COST	NUMBER OF PROJECTS IDENTIFIED
		W	S	SW	W	S	SW	W	S	SW	W	S	SW	W	S	SW							
Reservation: FORT BERTHOLD																							
DUNN-CO	ND13999	0	348	0	0	0	0	181	0	348	167	0	0	0	0	0	348	$4,980,000	$0	$0	$0	$4,980,000	4
FOUR BEARS	ND27412	0	161	161	161	0	0	0	0	0	0	0	0	0	0	0	161	$1,755,000	$0	$1,000,000	$599,000	$3,354,000	4
MANDAREE	ND27414	0	141	141	141	0	0	0	0	0	0	0	0	0	0	0	141	$2,750,000	$0	$0	$185,000	$2,935,000	2
MCKENZIE-CO	ND27999	36	121	0	15	0	0	35	0	136	35	0	0	15	15	0	136	$4,369,000	$0	$0	$0	$4,369,000	9
MCLEAN-CO	ND28999	0	108	0	102	0	0	0	0	108	6	0	0	0	0	0	108	$2,291,000	$0	$0	$0	$2,291,000	2
MERCER-CO	ND29999	0	29	0	0	0	0	7	0	29	22	0	0	0	0	0	29	$1,050,000	$0	$0	$0	$1,050,000	1
MOUNTRAIL-CO	ND31999	0	91	0	24	0	0	57	0	96	10	0	0	5	5	0	96	$234,000	$0	$0	$0	$234,000	1
NEW TOWN	ND31446	260	0	260	0	0	0	0	260	0	0	0	0	0	0	0	260	$0	$437,000	$0	$0	$437,000	1
PARSHALL	ND31447	138	138	144	0	0	0	0	0	0	0	0	0	6	6	0	144	$0	$0	$0	$0	$0	0
TWIN BUTTES	ND13390	0	0	95	0	0	0	0	88	0	88	0	0	7	7	0	95	$2,405,000	$0	$0	$0	$2,405,000	2
WHITE SHIELD	ND28427	0	71	118	71	0	0	34	34	0	0	0	0	13	13	0	118	$1,570,000	$753,000	$0	$0	$2,323,000	2
TOTALS:		434	1,208	919	514	0	0	314	382	717	328	0	0	46	46	0	1,636	$21,404,000	$1,190,000	$1,000,000	$784,000	$24,378,000	28

(*s*) - Community is shared by multiple field offices or tribes

APPENDIX C – SDS SAMPLE REPORTS

NOTE: Some sample reports may not be shown in their entirety, and the content of the report generated will vary depending of the filtering criteria used.

C-1 Sample SDS Community Summary Report

Printed: 07/09/2008 10:48AM (Eastern)

wSTARS

SDS COMMUNITY SUMMARY for KESHENA (WI40937) - DRAFT

Project WI40937-0S01: Phase I - Keshena I/I Analysis

Funding Comments:

Housing Groups:

Group	Community	Home Type	Nbr. Homes	IDL	FDL	First Svc.	Water Svc.	Sewer Svc.	Solid Svc.	O&M Svc.
A	KESHENA	Existing Homes	219	3	3	N	N	Y	N	N
	Comments:									
B	KESHENA	HUD Housing	137	3	3	N	N	Y	N	N
	Comments: Homes are eligible for IHS funding since they are not the cause of the deficiency. Project is intended to provide Tribe with a report on the condition of the sewer gravity system.									

Facilities:

Housing Group	Facility Description	Qty.	Unit	Unit Cost (Overridden)	Total	Funding Source
A,B	Community Sewer	1	Ls.	$129,000.00 (N)	$129,000	IHS Regular
	Special Requirements: none	Comments:				
				Subtotal for Project WI40937-0S01:	$129,000	

Project WI40937-0S02: Keshena - Co-op Lift Station Replac

Funding Comments:

Housing Groups:

Group	Community	Home Type	Nbr. Homes	IDL	FDL	First Svc.	Water Svc.	Sewer Svc.	Solid Svc.	O&M Svc.
A	KESHENA	Non-Residential Units	11	2	1	N	N	Y	N	N
	Comments:									

Facilities:

Housing Group	Facility Description	Qty.	Unit	Unit Cost (Overridden)	Total	Funding Source
A	Community Sewer	1	Ls.	$200,000.00 (N)	$200,000	Other
	Special Requirements: none	Comments: Lift station serves non-residential connections and therefore is not eligible for IHS funds.				
				Subtotal for Project WI40937-0S02:	$200,000	
				Total for KESHENA (WI40937):	$329,000	

C-2 Sample SDS Narrative Report

Printed: 07/09/2008 10:56AM (Eastern)

wSTARS

SDS NARRATIVE - DRAFT

Project/Phase Name: KB - Dump Sites and Transfer Sta.	**Number:** MI07011-0C01 (Not Funded)	**Priority:** 30	**Econ Feasible:** Y
Area: BEMIDJI	**Community Name:** BARAGA	**Project:** 0C	**Feasibility Overridden:** N
Tribe: KEWEENAW BAY IND COMM OF THE L'ANSE RESERVATION, MICHIGAN	**District:** RHINELANDER	**Phase:** 01	**IHS Reviewed:** P
EPA PWS ID:	**Field Office:** RDO 2	**Self Gov Code:** C	

Engineer: Willoughby, Brian **Last Updated By:** Willoughby **Last Update:** 07/08/2008

DEFICIENCY LEVELS

Initial: 3 **Final:** 1

RATING SCORES

Health Impact: 15	**Capital Cost:** 4	**Tribal:** 16
Deficiency: 12	**O & M Capability:** 12	**Other Considerations:** 0
Previous Service: 0	**Contribution:** 0	**Total Score:** 59

	Community State Code	Home Type	Eligible	Number of Homes	Initial Def. Level	Final Def. Level	First Service	Water Service	Sewer Service	Solid Waste Service	O & M Service
A	MI07012	E1	Y	130	3	1	N	N	N	Y	N
B	MI07011	E1	Y	301	3	1	N	N	N	Y	N
C	MI07012	E1	Y	25	3	1	N	N	N	Y	N
D	MI07012	E1	Y	9	3	1	N	N	N	Y	N
E	MI07999	E1	Y	140	3	1	N	N	N	Y	N
F	MI07011	E1	Y	15	3	1	N	N	N	Y	N
G	MI07999	E1	Y	5	3	1	N	N	N	Y	N
H	MI07999	E1	Y	1	3	1	N	N	N	Y	N
I	MI07999	E1	Y	1	3	1	N	N	N	Y	N
J	MI07012	E1	Y	18	3	1	N	N	N	Y	N
				Total: 645							

COST DATA	IHS Cost	IHS Unit Cost	Eligible Cost	Eligible Unit Cost	Allowable Unit Cost	Contributions	Ineligible Cost	Total Cost
Water:	$0	$0	$0	$0	$16,975			$0
Sewer:	0	0	$0	$0	$16,975			$0
Solid:	505,000	783	$505,000	$783	7,275			$505,000
O & M:	0	N/A	0	N/A	N/A			$0
Total Cost:	$505,000	$783	$505,000	$783	$48,500	$0	$0	$505,000

Special Requirements: none

EXISTING DEFICIENCIES:

Water:

Sewer:

Sol. Wst.: Tribe has documented 25 sites. See Tribal report and estimate dated June 21, 2004. Scattered white goods, tires, etc. and some assesment funds for potential haz waste sites. Tribe has developed and approved a Solid Waste Management Plan.

O & M:

PROPOSED FACILITIES:

PROPOSED FACILITIES:

Water:

Sewer:

Sol. Wst.: Clean dump sites by hauling white goods, etc. to appropriate facilities and assess potential hazardous waste sites. Construct a transfer station to handle solid waste including recyclables and hazardous waste.

O & M:

ATTACHMENTS:

Title	File/URL	Category	Description	Library Size	Created	Created By	Last Update	Update By
Cost Estimate	Dump Sites and Transfer Station.xls	Data systems | STARS		46.5 Kb	07/16/2008	Snell, Scott	07/16/2008	Snell, Scott
KB Solid Waste Proposal 2008	KB SW Proposal.pdf	Data systems | STARS	Application for 2008 Tribal Solid Waste Management Assistance Project	2909.8 Kb	07/16/2008	Snell, Scott	07/16/2008	Snell, Scott
Tribal Priority Documentation	Tribal Priority.PDF	Unspecified | Unspecified		174.1 Kb	07/10/2008	Willoughby	07/10/2008	Willoughby
	SolidWasteFinal_January_17_06.pdf	Unspecified | Unspecified		1587.9 Kb	06/18/2007	Willoughby	06/18/2007	Willoughby
	Dump Site List from KB Modified (TLW 6-11-07).doc	Unspecified | Unspecified		74.0 Kb	06/18/2007	Willoughby	06/18/2007	Willoughby

C-3 Sample SDS Project Listing Report

Printed: 07/09/2008 11:43AM (Eastern)

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SDS PRIORITY LISTING - DRAFT

SDS Project Number	Project Name	Water No.Homes Unit Cost	Water Tot.Cost %Allow	Sewer No.Homes Unit Cost	Sewer Tot.Cost %Allow	Solid Waste No.Homes Unit Cost	Solid Waste Tot.Cost %Allow	O&M No.Homes Unit Cost	O&M Tot.Cost %Allow	Def I	Def F	Scores CC	Scores OM	Scores TOT	Area Allowance Priority	Area Allowance Unit Cost	Total Contributions HUD Other	Total Cost (IHS Regular Costs) Project	Total Cost (IHS Regular Costs) Cumulative
WI27305-0C03	ho chunk Ind Miss/Sand Pillow w/ext	101 $2,277	$230,000 4%	0 $0	$0 0%	0 $0	$0	0 $0	$0	2	1	14	16	67	12	$51,000	$0 $0	$230,000	$230,000
WI57325-0S01	Indian Hts. RSF Control Panel Repl.	0 $0	$0 0%	35 $2,943	$103,000 6%	0 $0	$0	0 $0	$0	2	1	12	16	61	26	$51,000	$0 $0	$103,000	$333,000
WI57325-0W01	Ho-Chunk Ind Hts Tank Improvements	35 $486	$17,000 1%	0 $0	$0 0%	0 $0	$0	0 $0	$0	2	1	16	16	51	58	$51,000	$0 $0	$17,000	$350,000
WI27999-0S01	Ho-Chunk Scattered Site	0 $0	$0 0%	1 $30,000	$30,000 59%	0 $0	$0	0 $0	$0	4	1	-20	16	40	104	$51,000	$0 $0	$30,000	$380,000
WI27999-0S04	Onsite Phase III	0 $0	$0 0%	8 $6,250	$50,000 12%	0 $0	$0	0 $0	$0	2	1	4	10	29	154	$51,000	$0 $0	$50,000	$430,000
WI27999-0C04	ho chunk blk river falls pow-wow	1 $0	$0 0%	0 $0	$0 0%	0 $0	$0	0 $0	$0	3	1	-20	16	23	172	$51,000	$0 $40,000	$0	$430,000
WI27305-SW01	Black River Falls Area Composting	0 $0	$0 0%	0 $0	$0 0%	1 $0	$0	0 $0	$0	2	1	-20	16	20	185	$51,000	$0 $54,000	$0	$430,000
WI57010-0W01	Ho-Chunk Village Pumphouse Upgrades	0 $0	$0 0%	0 $0	$0 0%	0 $0	$0	56 $625	$35,000	1	1	-20	16	-4	232	$51,000	$0 $0	$35,000	$465,000

C-4 Sample SDS Grouped Listing Report

Printed: 07/09/2008 11:49AM (Eastern)

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SDS GROUPED LISTING - DRAFT
(Listed by State, Reservation and Community)

NUMBER	NAME	TOTAL SCORE	COMMUNITY	DEF LEVEL INIT	DEF LEVEL FINAL	TOTAL HOMES	TOTAL (IHS REGULAR COSTS)
STATE: MICHIGAN							
RESERVATION: BAY MILLS - SUGAR IS.							
COMMUNITY NAME: BAY MILLS							
MI17021-0S03	BM - Lift Stations Back-up Power	50	BAY MILLS	2	1	42	$30,000
MI17021-0W01	BM - Pumphouse Upgrades	70	BAY MILLS	3	1	153	$166,000
TOTAL FOR COMMUNITY: BAY MILLS							**$196,000**
TOTAL FOR RESERVATION: BAY MILLS - SUGAR IS.							**$196,000**
TOTAL FOR STATE: MICHIGAN							**$196,000**

C-5 Sample SDS Score Listing Report

Printed: 07/09/2008 12:00PM (Eastern)

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SDS SCORE LISTING - DRAFT

	DEF. LVL.			SCORES											
PROJECT NUMBER	I	F	SDS PROJECT NAME	TRIBE CODE	HEALTH IMPACT	DEF. LEVEL	FIRST SERVICE	CAPITAL COST	O & M CAP.	OTHER CONSD.	CONTR.	T.P.	TOTAL SCORE	Area Priority
MI17999-0W01	2	2	ST - Pumphouse Upgrades Phase I	249	15	6	0	16	14	0	8	16	75	3
MI49815-0W02	2	1	ST - Community Wells Abandonment	249	10	6	0	16	14	0	0	8	54	44
MI17999-0W02	3	3	ST - Pumphouse Upgrades Phase II	249	0	12	0	16	14	0	0	12	54	46
MI17999-0S01	3	1	ST - Individual Scattered Sites	249	18	12	4	-12	10	0	0	4	36	126
MI17999-0W04	3	2	ST - Odenaang New Water Source P2	249	15	12	0	-6	14	0	0	0	35	127
MI17999-0W03	3	3	ST-Odenaang New Water Source P1	249	15	12	0	-12	14	0	0	0	29	151
MI49815-0W01*	2	1	ST-St. Ignace Water System Upgrade	249	0	6	0	-8	10	0	0	0	8	227

C-6 Sample SDS Summary Report

Printed: 07/09/2008 11:54AM (Eastern)

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SDS SUMMARY (1 PAGE) - DRAFT
Tribe: LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

GENERAL TRIBE INFORMATION

Number of Projects:	
Total Data Base:	9
Current Agency Funding Plan:	5
Total Project Costs (IHS Regular):	
Total Data Base:	$1,976,500
Current Agency Funding Plan:	$498,500
Estimated Number of Homes Without Potable Water (Excluding E2, E3, and X1 homes)	0
Estimated Number of Homes at Deficiency Levels 4 and 5	0
Estimated Number of Homes at Deficiency Levels 2 through 5	559
Estimated Number of Homes at Deficiency Levels 1 through 5	685
Estimated Number of Homes at Deficiency Levels 0 through 5	685
Number of Communities in Deficiency Profile	1

DEFICIENCY LEVEL INFORMATION

DEFICIENCY LEVEL	0	1	2	3	4	5
Homes	0	126	435	124	0	0
Percent Eligible Homes	0.00	22.54	77.82	22.18	0.00	0.00
Number of Projects		3	4	2	0	0
Estimated Cost (IHS Regular):						
Total Data Base:		$734,000	$322,500	$920,000	$0	$0
Curr. Funding Plan:			$322,500	$176,000	$0	$0

TYPE OF SERVICE INFORMATION

TYPE OF SERVICE	WATER	SEWER	SOLID WASTE	O & M
Homes at IDL 0	*0*	*0*	*0*	*N/A*
Homes at IDL 1	*126*	*646*	*685*	*N/A*
Homes at IDL 2	*435*	*39*	*0*	*N/A*
Homes at IDL 3	*124*	*0*	*0*	*N/A*
Homes at IDL 4	*0*	*0*	*N/A*	*N/A*
Homes at IDL 5	*0*	*0*	*N/A*	*N/A*
Homes at IDL 2 - 5	559	39	0	N/A
Percent of Eligible Homes	100.00	6.98	0.00	N/A
Estimated Costs (IHS Regular):				
Total Data Base:	$1,210,000	$109,500	$0	$657,000
Curr. Funding Plan:	$466,000	$32,500	$0	$0

C-7 Sample SDS Solid Waste Report

Printed: 07/09/2008 11:57AM (Eastern)

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SDS SOLID WASTE - DRAFT
(Listed by Reservation and Community)

NUMBER (TRIBE)	NAME/DESCRIPTION	TOTAL SCORE	DEF LEVEL INIT	DEF LEVEL FINAL	SOLID WASTE COST (IHS Regular)		
RESERVATION NAME: MICHIGAN POTOWATOMI							
COMMUNITY NAME: HANNAHVILLE							
MI55031-SW01 (HANNAHVILLE INDIAN COMMUNITY WISCONSIN POTAWATOMIE INDIANS OF MICHIGAN)	HA - Transfer Station Improvements	48	3	1	$55,000	* A	$0
	Existing: Unresricted access to existing transfer station. There is no fence to prevent unauthorized dumping. Also, no provision for rolloff dumpsters.					* B -	$0
	Proposed: Install fence to secure facility and prevent unauthorized dumping after hours. Fence will also help retain waste that is blown from the dumpsters. Install concrete pads and raised unloading docks for dumping of waste.					* C	$55,000
TOTAL FOR COMMUNITY: HANNAHVILLE							**$55,000**
TOTAL FOR RESERVATION: MICHIGAN POTOWATOMI							**$55,000**

C-8 Sample SDS One-Line Listing Milestones Report

Printed: 07/09/2008 12:00PM (Eastern)

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SDS SCORE LISTING - DRAFT

PROJECT NUMBER	DEF. LVL. I	DEF. LVL. F	SDS PROJECT NAME	SCORES: TRIBE CODE	HEALTH IMPACT	DEF. LEVEL	FIRST SERVICE	CAPITAL COST	O & M CAP.	OTHER CONSD.	CONTR.	T.P.	TOTAL SCORE	Area Priority
MI17999-0W01	2	2	ST - Pumphouse Upgrades Phase I	249	15	6	0	16	14	0	8	16	75	3
MI49815-0W02	2	1	ST - Community Wells Abandonment	249	10	6	0	16	14	0	0	8	54	44
MI17999-0W02	3	3	ST - Pumphouse Upgrades Phase II	249	0	12	0	16	14	0	0	12	54	46
MI17999-0S01	3	1	ST - Individual Scattered Sites	249	18	12	4	-12	10	0	0	4	36	126
MI17999-0W04	3	2	ST - Odenaang New Water Source P2	249	15	12	0	-6	14	0	0	0	35	127
MI17999-0W03	3	3	ST-Odenaang New Water Source P1	249	15	12	0	-12	14	0	0	0	29	151
MI49815-0W01*	2	1	ST-St. Ignace Water System Upgrade	249	0	6	0	-8	10	0	0	0	8	227

C-9 Sample Non-Project RRM Report

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NON-PROJECT RRM - DRAFT

O&M data is currently available at area or higher level only.

Tribe	Profile Days	SDS Project Days	O&M Days	Total Staff Days	Staff Years
FOREST COUNTY POTAWATOMI COMM OF WISCONSIN POTAWATOMI INDIANS, WISCONSIN	021.00	015	--	036	0.16
			Totals:	**036**	**0.16**

C-10 Sample HQ Comparison Report

Printed: 07/09/2008 12:09PM (Eastern)

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HQ COMPARISON - DRAFT

Based upon IHS Regular Costs

Cost and Number of SDS Projects - Total and Current Funding Plan

Current Data				
Tribe	**Total DB Cost**	**Total DB Projects**	**Feasible Cost**	**Feasible Projects**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	445,125	5	344,625	4
Totals	**445,125**	**5**	**344,625**	**4**

- :				
Tribe	**Total DB Cost**	**Total DB Projects**	**Feasible Cost**	**Feasible Projects**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	569,275	6	26,275	3
Totals	**569,275**	**6**	**26,275**	**3**

Difference				
Tribe	**Total DB Cost**	**Total DB Projects**	**Feasible Cost**	**Feasible Projects**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	-124,150 -21.8 %	-1 -16.7 %	318,350 1,211.6 %	1 33.3 %
Totals	**-124,150 -21.8 %**	**-1 -16.7 %**	**318,350 1,211.6 %**	**1 33.3 %**

Cost of SDS Projects by Type of Service (Feasible)

Current Data					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	185,250	15,375	144,000	0	344,625
Totals	**185,250**	**15,375**	**144,000**	**0**	**344,625**

- :					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	6,750	19,525	0	0	26,275
Totals	**6,750**	**19,525**	**0**	**0**	**26,275**

Difference					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	178,500 2,644.4 %	-4,150 -21.3 %	144,000 --	0 --	318,350 1,211.6 %
Totals	**178,500 2,644.4 %**	**-4,150 -21.3 %**	**144,000 --**	**0 --**	**318,350 1,211.6 %**

Cost of SDS Projects by Type of Service (Total Database)

Cost of SDS Projects by Type of Service (Total Database)

Current Data					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	185,250	15,375	144,000	100,500	445,125
Totals	**185,250**	**15,375**	**144,000**	**100,500**	**445,125**

2008 - IHS National					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	6,750	487,525	0	75,000	569,275
Totals	**6,750**	**487,525**	**0**	**75,000**	**569,275**

Difference					
Tribe	**Water**	**Sewer**	**Solid Waste**	**O & M**	**All Services**
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	178,500 2,644.4 %	-472,150 -96.8 %	144,000 --	25,500 34.0 %	-124,150 -21.8 %
Totals	**178,500 2,644.4 %**	**-472,150 -96.8 %**	**144,000 --**	**25,500 34.0 %**	**-124,150 -21.8 %**

C-10 Sample HQ Comparison Report (continued)

Number of SDS Projects by Deficiency Level (Total Database)

Current Data						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	1	3	0	1	0	5
Totals	**1**	**3**	**0**	**1**	**0**	**5**

2008 - IHS National						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	2	2	0	2	0	6
Totals	**2**	**2**	**0**	**2**	**0**	**6**

Difference						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	-1 -50.0 %	1 50.0 %	0 --	-1 -50.0 %	0 --	-1 -16.7 %
Totals	**-1 -50.0 %**	**1 50.0 %**	**0 --**	**-1 -50.0 %**	**0 --**	**-1 -16.7 %**

Cost of SDS Projects by Deficiency Level (Total Database)

Current Data						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	100,500	329,250	0	15,375	0	445,125
Totals	**100,500**	**329,250**	**0**	**15,375**	**0**	**445,125**

2008 - IHS National						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	249,000	12,025	0	308,250	0	569,275
Totals	**249,000**	**12,025**	**0**	**308,250**	**0**	**569,275**

Difference						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	-148,500 -59.6 %	317,225 2,638.0 %	0 --	-292,875 -95.0 %	0 --	-124,150 -21.8 %
Totals	**-148,500 -59.6 %**	**317,225 2,638.0 %**	**0 --**	**-292,875 -95.0 %**	**0 --**	**-124,150 -21.8 %**

C-10 Sample HQ Comparison Report (continued)

Cost of SDS Projects by Deficiency Level (Feasible)

Current Data						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	0	329,250	0	15,375	0	344,625
Totals	**0**	**329,250**	**0**	**15,375**	**0**	**344,625**

2008 - IHS National						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	0	12,025	0	14,250	0	26,275
Totals	**0**	**12,025**	**0**	**14,250**	**0**	**26,275**

Difference						
Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	0 --	317,225 2,638.0 %	0 --	1,125 7.9 %	0 --	318,350 1,211.6 %
Totals	**0 --**	**317,225 2,638.0 %**	**0 --**	**1,125 7.9 %**	**0 --**	**318,350 1,211.6 %**

Number of Communities in SDS Community Deficiency Profile

Tribe	Current Data	2008 - IHS National	Difference	% Diff.
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	3	3	0	0.0 %
Totals	**3**	**3**	**0**	**0.0 %**

C-10 Sample HQ Comparison Report (continued)

Number of Homes by Deficiency Level (Total Database)

Current Data

Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	0	170	0	1	0	171
Totals	**0**	**170**	**0**	**1**	**0**	**171**

2008 - IHS National

Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	98	61	0	13	0	172
Totals	**98**	**61**	**0**	**13**	**0**	**172**

Difference

Tribe	DL 1	DL 2	DL 3	DL 4	DL 5	Total
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	-98 --	109 178.7 %	0 --	-12 -92.3 %	0 --	-1 -0.6 %
Totals	**-98** **--**	**109** **178.7 %**	**0** **--**	**-12** **-92.3 %**	**0** **--**	**-1** **-0.6 %**

Number of Homes (Community Profile) by Service Type (Total Database)

Current Data

Tribe	Water	Sewer	Solid	OM
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	60	1	169	0
Totals	**60**	**1**	**169**	**0**

2008 - IHS National

Tribe	Water	Sewer	Solid	OM
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	61	16	0	0
Totals	**61**	**16**	**0**	**0**

Difference

Tribe	Water	Sewer	Solid	OM
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	-1 -1.6 %	-15 -93.8 %	169 --	0 --
Totals	**-1** **-1.6 %**	**-15** **-93.8 %**	**169** **--**	**0** **--**

C-10 Sample HQ Comparison Report (continued)

Number of Homes without Potable Water

Tribe	Current Data	2008 - IHS National	Difference	% Diff.
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN	0	0	0	--
Totals	**0**	**0**	**0**	**--**

C-11 Sample HQ Report 1

Printed: 07/09/2008 12:14PM (Eastern)

wSTARS

HQ REPORT 1 - DRAFT

Area	State	Project No.	Project Name	Area Priority	Project Costs (IHS Regular)	Cumulative Project Costs (IHS Regular)
BE	MINNESOTA	MN69247-OS01	BF-Vermilion Main LS	1	65,000	65,000
BE	WISCONSIN	WI64986-0W04	ldf - AC Watermain Replace	2	176,000	241,000
BE	MICHIGAN	MI17999-0W01	ST - Pumphouse Upgrades Phase I	3	99,600	340,600
BE	WISCONSIN	WI04887-0W03	RC North Pumphouse (NEW PROJECT)	4	250,000	590,600
BE	MICHIGAN	MI51003-WS01	Individual Site Well and Septic	5	12,000	602,600
BE	MINNESOTA	MN03056-WS01	WHITE EARTH - WE Scattered	6	276,650	879,250
BE	MINNESOTA	MN03056-1001	White Earth Lagoon Riprap - Phase 1	7	282,600	1,161,850
BE	MICHIGAN	MI17021-0W01	BM - Pumphouse Upgrades	8	166,000	1,327,850
BE	MINNESOTA	MN16116-SW02	GP - Landfill Assessment (PH 1)	9	88,000	1,415,850
BE	MINNESOTA	MN09999-OW04	FDL Mahnomen control and safety	10	115,000	1,530,850
BE	WISCONSIN	WI02878-0W01	Bad River - N.O. Well	11	148,827	1,679,677
BE	WISCONSIN	WI27305-0C03	ho chunk Ind Miss/Sand Pillow w/ext	12	230,000	1,909,677
BE	WISCONSIN	WI21915-WS01	SOK - Scattered Sites	13	25,000	1,934,677
BE	WISCONSIN	WI04887-SW02	RC Transfer Sta. (PHASE II)	14	41,450	1,976,127
BE	MINNESOTA	MN09999-OW01	FDL RR control and safety equipment	15	115,000	2,091,127
BE	MICHIGAN	MI55033-0C01	HA - I&I Study	16	52,000	2,143,127
BE	MICHIGAN	MI13172-WS01	Huron - Individual SDS site	17	23,000	2,166,127
BE	MINNESOTA	MN03056-0S02	White Earth Lagoon Riprap - Phase 2	18	203,200	2,369,327
BE	WISCONSIN	WI07989-OW01	StC Hydro. tank Isolation	19	17,000	2,386,327
BE	WISCONSIN	WI58969-0W01	FCP - Stone Lake South Well	20	133,000	2,519,327
BE	MINNESOTA	MN16116-0C01	GP water main valves	21	100,000	2,619,327
BE	WISCONSIN	WI40999-SW03	ME Tribal SW Manage Fac. - Phase 1	22	208,000	2,827,327
BE	WISCONSIN	WI04887-SW01	FUNDED RC Solid WastePlan (PHASE I)	23	10,300	2,837,627
BE	MINNESOTA	MN69245-OW02	BF - Nett Lake Water System Repairs	24	275,000	3,112,627
BE	WISCONSIN	WI57325-0S01	Indian Hts. RSF Control Panel Repl.	25	103,000	3,215,627
BE	MICHIGAN	MI45610-OW02	GT P-town water tower Abandonment	26	10,000	3,225,627
BE	WISCONSIN	WI07999-SW01	StC Solid Waste Plan (PHASE I)	27	13,900	3,239,527
BE	WISCONSIN	WI64986-0K01	ldf - Little Pines & D Loop	28	174,000	3,413,527
BE	MINNESOTA	MN64226-SW01	Lower Sioux Open Dumps	29	51,000	3,464,527
BE	MICHIGAN	MI07011-0C01	KB - Dump Sites and Transfer Sta.	30	505,000	3,969,527
BE	MINNESOTA	MN64226-OS02	Backup Community Well	31	112,000	4,081,527
BE	WISCONSIN	WI59982-0W01	STOCKBRIDGE- Water Tower Renovation	32	62,000	4,143,527
BE	MINNESOTA	MN03056-0S03	White Earth Lagoon Riprap - Phase 3	33	248,700	4,392,227
BE	MICHIGAN	MI27028-0W03	LVD - Water Main Loop (South Loop)	34	33,750	4,425,977
BE	MINNESOTA	MN16999-SW01	COOK-CO - Transfer Station	35	280,000	4,705,977
BE	WISCONSIN	WI04887-SW03	RC closure plan (3 sites PHASE III)	36	50,000	4,755,977
BE	MINNESOTA	MN69247-OW01	BF -Vermilion Water Tower Repairs	37	170,000	4,925,977
BE	MINNESOTA	MN25136-OW02	Water Treatment Plant	38	373,700	5,299,677
BE	MINNESOTA	MN87267-SW01	Solid Waste Assessment	39	69,000	5,368,677
BE	WISCONSIN	WI04887-0W01	RED CLIFF - Well Abandonment	40	19,000	5,387,677
BE	WISCONSIN	WI58969-0101	FCP - Stone Lake N. Insulate Tower	41	111,000	5,498,677
BE	MINNESOTA	MN09999-OS01	FDL Big Lake San Sewer	42	1,035,000	6,533,677
BE	MINNESOTA	MN16116-0H01	GP elevated storage	43	770,000	7,303,677
BE	MICHIGAN	MI49815-0W02	ST - Community Wells Abandonment	44	24,000	7,327,677
BE	WISCONSIN	WI07893-0A01	FUNDED (danbury) community sewer	45	125,000	7,452,677
BE	MICHIGAN	MI17999-0W02	ST - Pumphouse Upgrades Phase II	46	115,000	7,567,677
BE	WISCONSIN	WI21916-0O01	SOK - Back-up Emergency Generators	47	116,000	7,683,677
BE	WISCONSIN	WI40937-0S01	Phase I - Keshena I/I Analysis	48	129,000	7,812,677

C-12 Sample HQ Report 5

Printed: 07/09/2008 12:17PM (Eastern)

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HQ REPORT 5 - DRAFT

BE Area (IHS Regular Costs)

Project/Phase	Community	IDL	FDL	Priority	Feasible?	Homes	Water UC	Cumulative Water UC	Water AUC	Sewer UC	Cumulative Sewer UC	Sewer AUC	Solid Waste UC	Cumulative Solid Waste UC	Solid Waste AUC	Threshold Unit Cost
MI07012-0W01	LANSE	2	1	221	No	18	34,111	34,111	9,700	0	0	9,700	0	0	4,850	48,500
MI07012-0W02	LANSE	2	1	135	Yes	101	7,584	41,695	9,700	0	0	9,700	0	0	4,850	48,500
MI17999-0W01	CHIPPEWA-CO	2	2	3	Yes	139	717	717	9,700	0	0	9,700	0	0	4,850	48,500
MI17999-0W02	CHIPPEWA-CO	3	3	46	Yes	139	827	1,544	16,975	0	0	16,975	0	0	7,275	48,500
MI17999-0W03	CHIPPEWA-CO	3	3	151	Yes	59	14,356	15,900	16,975	0	0	16,975	0	0	7,275	48,500
MI17999-0W04	CHIPPEWA-CO	3	2	126	Yes	59	11,085	26,985	16,975	0	0	16,975	0	0	7,275	48,500
MI27028-0W01	WATERSMEET	4	1	50	Yes	1	0	0	24,250	15,375	15,375	24,250	0	0	0	48,500
MI27028-0W03	WATERSMEET	2	1	34	Yes	27	1,250	1,250	9,700	0	15,375	9,700	0	0	4,850	48,500
MI27028-0W04	WATERSMEET	2	1	63	Yes	58	2,612	3,862	9,700	0	15,375	9,700	0	0	4,850	48,500
MI28999-0102	GRD TRAVERSE	1	1	195	No	65	0	0	0	0	0	0	0	0	0	48,500
MI28999-0103	GRD TRAVERSE	1	1	94	No	137	0	0	0	274	274	0	0	0	0	48,500
MI37027-0W01	MT PLEASANT*	3	2	55	Yes	48	12,604	12,604	16,975	0	0	16,975	0	0	7,275	48,500
MI37027-0W02	MT PLEASANT*	2	2	119	No	31	11,387	23,991	9,700	0	0	9,700	0	0	4,850	48,500
MI37027-0W03	MT PLEASANT*	2	2	52	Yes	164	2,829	26,821	9,700	0	0	9,700	0	0	4,850	48,500
MI37027-0W04	MT PLEASANT*	2	1	142	No	282	10,812	37,633	9,700	0	0	9,700	0	0	4,850	48,500
MI45610-OW01	PESHAWBESTN	2	1	108	No	23	9,783	9,783	9,700	0	0	9,700	0	0	4,850	48,500
MI45610-OW02	PESHAWBESTN	2	1	26	Yes	124	88	9,870	9,700	0	0	9,700	0	0	4,850	48,500
MI49815-0W01	ST.IGNACE	2	1	227	No	59	12,458	12,458	9,700	0	0	9,700	0	0	4,850	48,500
MI49815-0W02	ST.IGNACE	2	1	43	Yes	59	407	12,864	9,700	0	0	9,700	0	0	4,850	48,500
MI55033-0S01	WILSON	1	1	241	No	115	0	0	0	0	0	0	0	0	0	48,500
MI55033-0S03	WILSON	4	1	132	Yes	3	0	0	24,250	22,000	22,000	24,250	0	0	0	48,500
MI55033-0S04	WILSON	4	1	95	No	3	0	0	24,250	32,000	54,000	24,250	0	0	0	48,500
MN03055-0S01	PONSFORD	2	1	92	Yes	81	0	0	10,500	2,280	2,280	10,500	0	0	5,250	52,500
MN03055-0S02	PONSFORD	2	1	130	Yes	24	0	0	10,500	1,058	3,339	10,500	0	0	5,250	52,500
MN03056-0S02	WHITE EARTH	3	3	18	Yes	122	0	0	18,375	1,666	1,666	18,375	0	0	7,875	52,500
MN03056-0S03	WHITE EARTH	3	1	33	Yes	122	0	0	18,375	2,039	3,704	18,375	0	0	7,875	52,500
MN04064-0101	LITTLE ROCK	2	1	88	Yes	224	7,437	7,437	10,500	0	0	10,500	0	0	5,250	52,500
MN04064-0102	LITTLE ROCK	2	1	67	Yes	127	4,105	11,541	10,500	0	0	10,500	0	0	5,250	52,500
MN04068-SW02	RED LAKE	3	1	148	Yes	686	0	0	18,375	0	0	18,375	1,428	1,428	7,875	52,500
MN04068-SW03	RED LAKE	3	1	71	Yes	1594	0	0	18,375	0	0	18,375	521	1,949	7,875	52,500
MN04306-0W01	BUCK LAKE	2	1	156	Yes	30	8,433	8,433	10,500	0	0	10,500	0	0	5,250	52,500
MN04306-0W02	BUCK LAKE	2	1	205	No	10	21,200	29,633	10,500	0	0	10,500	0	0	5,250	52,500
[illegible]	CARLTON CO	2	1	207	No	22	26,250	26,250	10,500	0	0	10,500	0	0	5,250	52,500

C-13 Sample HQ Report 6

Printed: 07/17/2008 01:58PM (Eastern)

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HQ REPORT 6 - Landscape - DRAFT

Tribe: LAC COURTE OREILLES BAND OF LAKE SUPERIOR CHIPEWA INDIANS, MICHIGAN

										Community Profile Deficiency Levels											
		Area	Total	Proj.	Average	Num	Type of Project			Water				Sewer				Solid			
Project	Project Name	Priority	Score	IDL	Home IDL	Homes	Water	Sewer	Solid	1	2	3	4	1	2	3	4	1	2	3	5
WI58024-0S01	LCO WWTP Upgrades (Phase 1)	73	47	3	3.0	93		X													
		Community		IDL	Grp	Homes															
		WI58024		3	C	59		X		72	0	0	0	0	0	72	0	72	0	0	0
		WI58024		3	D	13		X		72	0	0	0	0	0	72	0	72	0	0	0
		WI58012		3	E	21		X		58	0	0	0	58	0	0	0	58	0	0	0
WI58024-0S02	LCO WWTP Upgrades (Phase 2)	114	38	3	3.0	93		X													
		Community		IDL	Grp	Homes															
		WI58024		3	A	59		X		72	0	0	0	0	0	72	0	72	0	0	0
		WI58024		3	B	13		X		72	0	0	0	0	0	72	0	72	0	0	0
		WI58012		3	C	21		X		58	0	0	0	58	0	0	0	58	0	0	0
WI58846-0201	lco (indian trail) iga sewer	171	22	2	2.0	18		X													
		Community		IDL	Grp	Homes															
		WI58846		2	A	14		X		14	0	0	0	0	14	0	0	14	0	0	0
		WI58846		2	B	4		X		14	0	0	0	0	14	0	0	14	0	0	0
WI58965-0W03	LCO Reserve AC WM Replace	174	21	2	2.0	25	X														
		Community		IDL	Grp	Homes															
		WI58965		2	A	25	X			20	25	0	0	45	0	0	0	45	0	0	0

C-14 Sample SDS Summary by State Report

Total Database Eligible Costs

State	State Name	Water	Sewer	Solid Waste	O & M	Total
MI	MICHIGAN	$ 2,328,120	$ 1,345,360	$ 301,000	$ 200,000	$ 4,174,480
WI	WISCONSIN	$ 8,308,030	$ 10,203,368	$ 1,032,000	$ 549,095	$ 20,092,493

Feasible Database Eligible Costs

State	State Name	Water	Sewer	Solid Waste	O & M	Total
MI	MICHIGAN	$ 917,720	$ 276,760	$ 301,000	$ 0	$ 1,495,480
WI	WISCONSIN	$ 3,981,530	$ 1,969,368	$ 682,000	$ 0	$ 6,632,898

C-15 Sample HQ Data Checks Report

Printed: 07/17/2008 02:01PM (Eastern)

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HQ DATA CHECKS - DRAFT

1.0 Duplicate SDS Project Numbers

Area	Community (Code)	SDS Project Number	Project Name	Funded?

2.0 Duplicate Community Profiles

Area	Community (Code)

3.0 Project Housing Groups with No Homes or IDL = 0

Area	Community (Code)	SDS Project Number	Project Name	Funded?
BE	BUCK LAKE (MN04306)	MN04306-0W01	Buck Lake Water Improvements Ph 1	N
BE	BUCK LAKE (MN04306)	MN04306-0W02	Buck Lake Water Improvements Ph 2	N
BE	LOWER SIOUX (MN64226)	MN64226-0S01	Activated Sludge Treatment Plant	N
BE	VINELAND (MN48189)	MN48189-0S01	Vineland Infiltration Study	N

4.0 Project Cost Inconsistencies

Area	Community (Code)	SDS Project Number	Project Name

4.5 Total Score Inconsistencies

Area	Community (Code)	SDS Project Number	Project Name	Stored Score	Calculated Score

5.0 Duplicate Tribal Priority Scores

Area	Score	Tribe	Community (Code)	SDS Project Number	Project Name
BE	4	HO CHUNK	JACKSON-CO (WI27999)	WI27999-0S04	Onsite Phase III
BE	4	HO CHUNK	JACKSON-CO (WI27999)	WI27999-0S01	Ho-Chunk Scattered Site
BE	8	HO CHUNK	BLK RV FALLS (WI27305)	WI27305-SW01	Black River Falls Area Composting
BE	8	HO CHUNK	INDIAN HEIGHTS (WI57325)	WI57325-0W01	Ho-Chunk Ind Hts Tank Improvements

6.0 Community Profiles w/IDL >= 2 and No Projects

Area	Community (Code)

7.0 Incomplete Community Profiles with Projects

Area	Community (Code)

8.0 Communities with Only E2, E3 Homes

Area	Community (Code)
BE	SUGAR ISLAND (MI17959)
BE	TURTLE LAKE (WI03005)

9.0 Projects with Homes and No Corresponding Costs (Service Type Undefined)

Area	Community (Code)	SDS Project Number	Project Name

10.0 Arsenic Projects w/o Special Requirements

Area	Community (Code)	SDS Project Number	Project Name	Funded?
BE	INGER (MN31155)	MN31155-0W02	Inger Arsenic Removal	N

C-16 Sample Eligibility Conflicts Report (Sample not provided. No longer used.)

C-17 Sample Unsynchronized Projects Report

Printed: 07/17/2008 02:22PM (Eastern)

STARS T E S T

UNSYNCHRONIZED PROJECTS for ASHLAND-CO (WI02999) - DRAFT

Community	Comm. Code	District	Reservation	Service Unit
ASHLAND-CO	WI02999	02 - RHINELANDER	BAD RIVER, LA POINTE	1100 - (NOT REPORTED)

Field Office(s)	Tribe(s)
Ashland	BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

Project Type	Project #	Project Name	District	Reservation	Service Unit	Field Office	Tribe
PDS	BE94093	BAD RIVER HUD	RHINELANDER	BAD RIVER, LA POINTE		Ashland	BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS
PDS	BE04C80	Bad River Scattered	RHINELANDER	BAD RIVER, LA POINTE	WISCONSIN URBAN	Ashland	BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS
PDS	BE04C97	Planning of water facilities	RHINELANDER	BAD RIVER, LA POINTE	WISCONSIN URBAN	Ashland	BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS
PDS	BE03C70	Water loss program	RHINELANDER	BAD RIVER, LA POINTE	WISCONSIN URBAN	Ashland	BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

APPENDIX D – PDS SAMPLE REPORTS

NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.

D-1. Sample Progress Report

Indian Health Service
Division of Sanitation Facilities Construction
Project Data System (PDS) - *Progress Report
Reporting Period: 10/01/2007 to 09/30/2008

*DISCLAIMER
Data provided in this report is specific to the IHS project number indicated and is used for general reporting purposes only. Do not base any financial decisions or attempt to aggregate or summarize data generated by this report or collections of reports for any purpose. This includes, but is not limited to, financial, homes, milestones and deficiency level data.

General Infomation

IHS Project Name	Trenton Housing	**State**	ND
IHS Project #	AB07H86	**District**	Minot
Project Type	Housing Project - new or renovated homes	**Community**	WILLIAMS-CO
IHS Contact	Rudd Rachel	**EPA Region**	08
Field Office	Minot	**SDWA/CWA Issues**	None
Tribe	TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS, TURTLE MOUNTAIN INDIAN RES., ND	**PWS ID #**	N/A
Reservation	TRENTON	**NPDES #**	N/A

Interagency Documents

Agency Name	Agency Contact	Agency Document #	Document Dates		
			Signed	Start	End
No records					

Milestones

Milestone	Proposed	Revised	Actual	Percent Complete
Project Summary			06/19/2007	100
Initial Environmental Review Determination	04/15/2007		06/19/2007	100
Design Phase Start			06/01/2007	100
Design Phase Complete			06/01/2007	100
Construction Phase Start			08/08/2007	100
Final Inspection	12/01/2007			0
Construction Phase Complete				0
Transfer Agreement	01/01/2008			0
Final Report Published	05/01/2008			0

Proposed Project Homes

Community	Estimated Homes To Be Served	Actual Homes Served To Date	Deficiency Levels		Type of Service			
			Initial	Final	Water	Sewer	Sol. Waste	O & M
WILLIAMS-CO	4	0	4	1	X	X		
WILLIAMS-CO	0	1	4	1		X		
WILLIAMS-CO	0	1	4	1	X	X		
WILLIAMS-CO	0	1	4	1		X		
WILLIAMS-CO	0	1	4	1	X			

Journal Entries
from 10/01/2007 to 09/30/2008

Original Scope Install individual water and sewer facilities for new or like-new homes at scattered sites within the Trenton Indian Service Area.

Scope Adjustment *-- no entries found --*

D-1. Sample Progress Report *(Continued)*

Accomplishments

11/03/2007
Work Order #2 for H86MOA1 was issued on November 2, 2007 with a completion date of November 24, 2007.

08/16/2007
Work Order #1 for H86MOA1 was issued on August 15, 2007 with a completion date of September 12, 2007.

08/10/2007
The preconstruction meeting for H86MOA1 was held on August 10, 2007 in Minot, ND. Those present for the meeting included representatives from the Indian Health Service, the Trenton Indian Service Area and Storms Construction.

07/09/2007
The bid opening for H86MOA1 was held on June 26, 2007. There was only one responsive bidder. The contract was awarded to Storms Construction. Funding from AB-04-R29 and AB-06-H80 will also be included in this contract.

Comments

-- no entries found --

Plans

03/27/2008
A final inspection will be held in the spring of 2008 for the work completed under H86MOA1.

Financial Information

	Estimated Project Costs								
Funding Source	**Water**	**Sewer**	**Solid Waste**	**O&M**	**Total**	**FY**	**Funding Received**	**Estimated Expenditures**	**Estimated Balance**
IHS Housing	$30,500.00	$30,500.00			$61,000.00	2007	$61,000.00	$61,000.00	$0.00
TOTALS	**$30,500.00**	**$30,500.00**	**$0.00**	**$0.00**	**$61,000.00**		**$61,000.00**	**$61,000.00**	**$0.00**

D-2. Sample PDS Narrative Report

Printed: 06/30/2008 09:24AM (Eastern) | **wSTARS** | Printed By: Rudd Rachel

PDS NARRATIVE

Project Details

Project Location

Community:	WILLIAMS-CO
Service Unit:	TRENTON
Reservation:	TRENTON
District:	Minot
Field Office:	Minot
Tribe:	TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS, TURTLE MOUNTAIN INDIAN RES., ND

Project Details

PDS Number:	AB07H86
SDS Project(s):	
Name:	Trenton Housing
Engineer:	Rudd Rachel
Deliver Method:	IHS Direct Service
Eng Only:	0

Project Scope

Proj. Type: Housing Project - new or renovated homes

Scope: Install individual water and sewer facilities for new or like-new homes at scattered sites within the Trenton Indian Service Area.

Estimated Costs

Water:	$ 30,500
Sewer:	$ 30,500
Solid Waste:	$ 0
O & M:	$ 0
Total:	$ 61,000

Project Journal

Plans	03/27/2008	Rudd Rachel	A final inspection will be held in the spring of 2008 for the work completed under H86MOA1.
Accomplishments	11/03/2007	Rudd Rachel	Work Order #2 for H86MOA1 was issued on November 2, 2007 with a completion date of November 24, 2007.
Accomplishments	08/16/2007	Rudd Rachel	Work Order #1 for H86MOA1 was issued on August 15, 2007 with a completion date of September 12, 2007.
Accomplishments	08/10/2007	Rudd Rachel	The preconstruction meeting for H86MOA1 was held on August 10, 2007 in Minot, ND. Those present for the meeting included representatives from the Indian Health Service, the Trenton Indian Service Area and Storms Construction.
Accomplishments	07/09/2007	Rudd Rachel	The bid opening for H86MOA1 was held on June 26, 2007. There was only one responsive bidder. The contract was awarded to Storms Construction. Funding from AB-04-R29 and AB-06-H80 will also be included in this contract.

Updated

Last Update:	04/03/2008
Update By	Rudd Rachel

Attachments

Attachment Name	Created	Created By	Last Update	Update By
H86 ERD.pdf	07/10/2007	Bohling Amy	07/10/2007	Bohling Amy
H86 MOA.pdf	07/10/2007	Bohling Amy	07/10/2007	Bohling Amy
H86 PR.pdf	07/10/2007	Bohling Amy	07/10/2007	Bohling Amy
H86 PS.pdf	07/10/2007	Bohling Amy	07/10/2007	Bohling Amy

User Defined Attributes

Local Code: 016 - Rachel Rudd

D-2. Sample PDS Narrative Report *(Continued)*

Project Milestones

20 Milestones Found

Project Phase	Code	Milestone	Required By	Proposed	Estimated	Actual	Percent Complete
Planning	1000	Planning Phase Start	HQ			01/08/2007	100
Planning	1010	Project Proposal	HQ			01/08/2007	100
Planning	1200	Project Summary	HQ			06/19/2007	100
Planning	1310	Initial Environmental Review Determination	HQ	04/15/2007		06/19/2007	100
Planning	1600	Memorandum of Agreement (MOA)	HQ	04/30/2007		07/02/2007	100
Planning	1999	Planning Phase End	HQ			07/02/2007	100
Design	2000	Design Phase Start	HQ			06/01/2007	100
Design	2400	Right of Way	HQ	05/01/2007		06/01/2007	100
Design	2510	Bid Opening	Area			06/26/2007	100
Design	2999	Design Phase Complete	HQ			06/01/2007	100
Construction	3000	Construction Phase Start	HQ			08/08/2007	100
Construction	3100	NTP (Notice to Proceed)	Area	06/15/2007		08/08/2007	100
Construction	3110	Preconstruction Meeting	Area			08/10/2007	100
Construction	3900	Final Inspection	HQ	12/01/2007			0
Construction	3999	Construction Phase Complete	HQ				0
Closeout	4000	Closeout Phase Begin	HQ				0
Closeout	4110	As-built/Record Drawings	HQ	12/01/2007			0
Closeout	4200	O&M Training Provided	Area				0
Closeout	4600	Transfer Agreement	HQ	01/01/2008			0
Closeout	4999	Final Report Published	HQ	05/01/2008			0

Project Homes

Housing Group	Community	Home Type	IHS Eligible	Number Homes	IDL	FDL	First Service	Type of Service: Water	Sewer	Sol. Waste	O & M	Comments
A	WILLIAMS-CO	H2 - BIA Housing	X	4	4	1		X	X			Original Estimate
B	WILLIAMS-CO	E1 - Existing Homes	X	0	4	1			X			C. Donovan
C	WILLIAMS-CO	E1 - Existing Homes	X	0	4	1	X	X	X			L. Teske
D	WILLIAMS-CO	E1 - Existing Homes	X	0	4	1	X		X			M. Trowbridge
E	WILLIAMS-CO	E1 - Existing Homes	X	0	4	1		X				R. Grimmer

Total Homes: 4

Project Line Items

Facility Type	Funding Source	Eligible?	Funding Year	Housing Groups	Estimated Qty	Estimated Unit Cost	Estimated Cost	Actual Qty	Actual Unit Cost	Actual Cost
Water, Other - General Estimate, Water	IHS Housing	Yes	2007	A,C,E	4	$7,625.00	$30,500.00	2	$6,650.88	$13,300.00
Special Requirements: Comments:										
Sewer, Other - General Estimate, Sewer	IHS Housing	Yes	2007	A,B,C,D	4	$7,625.00	$30,500.00	3	$15,899.42	$47,700.00
Special Requirements: Comments:										

Estimated Total: $61,000.00 **Actual Total: $61,000.00**

Project Fund Advice

Funding Source	Funding Year	Allowance	CAN Number	Appropriation	Location	Amount	Date of Entry	In IHS Finance?	RRM Eligible Amount
IHS Housing	2007		458H86	75X0391		$61,000.00		Yes	$61,000.00

Amount Total: $61,000.00

D-3. Sample PDS Project Listing Report

Printed: 06/30/2008 09:17AM (Eastern)

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PDS PROJECT LISTING - DRAFT

Project	Project Name	Project Class	Engineer	Last Update	Total Cost*	Homes	MOA Date	Const. Start	Const. Complete	Final Report
AB00A78	Trenton HIP	H - Housing Project - new or renovated homes	Rudd Rachel	06/14/2004	$130,000.00	10	03/07/2000	06/09/2000	12/03/2001	
AB00E08	Falcon Coulee Water & Sewer	E - EPA Funded Project	Rudd Rachel	07/24/2007	$630,000.00	19	02/29/2000	08/22/2006	07/17/2007	
AB01588	Trenton WW Upgrade	R - Regular Project - existing homes	Rudd Rachel	10/30/2007	$593,500.00	112	08/06/2001	06/14/2007		
AB01H01	Trenton Scattered	H - Housing Project - new or renovated homes	Rudd Rachel	05/17/2005	$80,000.00	6	03/05/2001	11/19/2001	09/16/2003	
AB02R04	Trenton Scattered	R - Regular Project - existing homes	Rudd Rachel	03/27/2008	$155,000.00	13	05/01/2002	09/23/2002	08/22/2006	
AB03H34	Trenton Scattered	H - Housing Project - new or renovated homes	Rudd Rachel	03/16/2007	$100,000.00	13	05/14/2003	09/29/2003	08/22/2006	
AB03R19	Trenton Solid Waste	R - Regular Project - existing homes	Sorum Jack	03/19/2007	$150,000.00	183	07/16/2003	08/25/2003		
AB04R29	Trenton Scattered	R - Regular Project - existing homes	Rudd Rachel	07/24/2007	$156,000.00	10	04/09/2004	10/11/2004		
AB05H58	BIA Home Improvement & TISA Housing	H - Housing Project - new or renovated homes	Rudd Rachel	03/26/2008	$85,000.00	7	04/19/2005	08/08/2005	10/27/2006	
AB05R49	Trenton Individual Water Treatment	R - Regular Project - existing homes	Rudd Rachel	07/24/2007	$203,000.00	30	09/30/2005			
AB06H80	Trenton HIP Project	H - Housing Project - new or renovated homes	Rudd Rachel	03/27/2008	$100,000.00	8	08/15/2006	11/16/2006	08/24/2007	
AB06R60	TISA Solid Waste Phase 1	R - Regular Project - existing homes	Rudd Rachel	03/26/2008	$1,025,000.00	277	09/13/2006			
AB07H86	Trenton Housing	H - Housing Project - new or renovated homes	Rudd Rachel	03/27/2008	$61,000.00	4	07/02/2007	08/08/2007		
AB07R69	Trenton Elevated Tank	R - Regular Project - existing homes	Rudd Rachel	04/03/2008	$690,000.00	197	09/26/2007			
AB08C03	Trenton Housing	H - Housing Project - new or renovated homes	Rudd Rachel	05/22/2008	$100,000.00	7	05/14/2008			
AB08D17	Trenton Water Users Building	O - Funded with other contributions	Rudd Rachel	06/18/2008	$368,000.00	161	05/27/2008			
AB08R80	Trenton Scattered	R - Regular Project - existing homes	Rudd Rachel	06/03/2008	$189,000.00	10	05/22/2008			

Total Cost values in italics are "uncalculated total costs"

D-4. Sample PDS Fund Advice Report

Printed: 06/27/2008 05:08PM (Eastern)

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PDS FUND ADVICE - DRAFT

Funding Year 2000

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB00A78	ND53999	Trenton HIP	H	2000	$130,000.00	$130,000.00	05/05/2000	
AB00E08	ND53520	Falcon Coulee Water & Sewer		2000	$284,600.00	$284,600.00	08/17/2000	
AB00E08	ND53520	Falcon Coulee Water & Sewer	H	2000	$14,400.00	$14,400.00	05/05/2000	
				Total:	**$429,000.00**	**$429,000.00**		

Funding Year 2001

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB01588	ND53520	Trenton WW Upgrade	R	2001	$270,000.00	$270,000.00	08/16/2001	
AB01H01	ND53999	Trenton Scattered	H	2001	$80,000.00	$80,000.00	04/19/2001	
				Total:	**$350,000.00**	**$350,000.00**		

Funding Year 2002

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB02R04	ND53999	Trenton Scattered	R	2002	$155,000.00	$155,000.00	05/17/2002	
				Total:	**$155,000.00**	**$155,000.00**		

Funding Year 2003

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB03H34	ND53999	Trenton Scattered	H	2003	$100,000.00	$100,000.00	06/10/2003	
AB03R19	ND53520	Trenton Solid Waste	R	2003	$75,000.00	$75,000.00	07/30/2003	
				Total:	**$175,000.00**	**$175,000.00**		

D-4. Sample PDS Fund Advice Report *(Continued)*

Funding Year 2006

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB06H80	ND53999	Trenton HIP Project	H	2006	$100,000.00	$100,000.00		
AB06R60	ND53999	TISA Solid Waste Phase 1	R	2006	$513,500.00	$513,500.00		
				Total:	**$613,500.00**	**$613,500.00**		

Funding Year 2007

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB01588	ND53520	Trenton WW Upgrade	R	2007	$53,500.00	$53,500.00		
AB06R60	ND53999	TISA Solid Waste Phase 1	R	2007	$25,000.00	$25,000.00		
AB07H86	ND53999	Trenton Housing	H	2007	$61,000.00	$61,000.00		
AB07R69	ND53999	Trenton Elevated Tank	R	2007	$690,000.00	$690,000.00		
				Total:	**$829,500.00**	**$829,500.00**		

Funding Year 2008

Project	Community	Project Name	Fund Type	Funding Year	Amount	RRM Eligible Amount	Date Entry	Description
AB08C03	ND53520	Trenton Housing	H	2008	$100,000.00	$100,000.00		
AB08R80	ND53520	Trenton Scattered	R	2008	$189,000.00	$189,000.00		
				Total:	**$289,000.00**	**$289,000.00**		

Grand Total For Amount: $3,616,000.00
Grand Total For RRM Eligible Amount: $3,616,000.00

D-5. Sample PDS RRM Listing Report

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PDS RRM LISTING - DRAFT
Fiscal Year: 2008

Project	Project Name	Funding Year	Funding Source	RRM Eligible Amount	Staff Days	Staff Years
AB01582	S Grand River RW Ext	2004	Tribal	$583,000.00	41.49	0.19
AB02E57	Rock Creek Tank	2005	IHS Regular	$150,000.00	42.50	0.19
AB02R02	Kenel Pipeline	2006	DOI-BOR	$1,500,000.00	118.00	0.54
AB03R14	Fort Yates Sewage Treatment	2004	EPA	$141,200.00	47.22	0.21
AB03R18	Cannonball Reservoir	2005	Other	$325,000.00	125.00	0.57
AB04E93	Lantry Water System Improvements	2005	EPA SDWA Set-Aside	$506,000.00	346.50	1.58
AB04E93	Lantry Water System Improvements	2005	IHS Regular	$500,000.00	125.00	0.57
AB04H42	Standing Rock Housing Support	2004	IHS Housing	$450,000.00	199.50	0.91
AB04H52	Cheyenne River Scattered	2004	IHS Housing	$450,000.00	199.50	0.91
AB04R40	Wakpala Water Intake Improvements	2004	Other	$50,000.00	42.00	0.19
AB05H56	Standing Rock	2005	IHS Housing	$300,000.00	270.00	1.23
AB05H61	Cheyenne River	2005	IHS Housing	$525,000.00	351.25	1.60
AB05R43	SGR Main Extensions	2005	IHS Regular	$170,000.00	190.00	0.86
AB05R44	Mni Waste' 24-inch Main Phase1	2005	IHS Regular	$800,000.00	420.00	1.91
AB05S06	Little Eagle Well Field	2005	IHS Regular	$25,000.00	45.00	0.20
AB05S06	Little Eagle Well Field	2006	DOI-BOR	$67,000.00	26.80	0.12
AB06H70	Standing Rock HIP Project	2006	IHS Housing	$175,000.00	78.00	0.35
AB06H77	Cheyenne River Scattered	2006	IHS Housing	$450,000.00	133.00	0.60
AB06H81	Standing Rock Housing	2006	IHS Housing	$114,000.00	53.60	0.24
AB06R52	Mni Waste' Intake	2006	BIA	$1,000,000.00	188.00	0.85
AB06R52	Mni Waste' Intake	2006	IHS Regular	$1,000,000.00	60.00	0.27
AB06R56	Little Eagle Water Storage	2006	IHS Regular	$350,000.00	118.00	0.54
AB98554	Kenel Water Storage	2005	Tribal	$200,000.00	82.50	0.38
Totals:				**$9,831,200.00**	**3302.86**	**15.01**

D-6. Sample PDS Data Checks Report

Printed: 06/27/2008 04:54PM (Eastern)

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PDS DATA CHECKS - DRAFT

Project	Project Name	Funding Source	Fund Year	CAN Number	RRM Eligible Amount	FRS Obligated Amount
AB00A78	Trenton HIP	IHS Housing	2000	J454A78	$130,000.00	$121,600.00
AB00E08	Falcon Coulee Water & Sewer	EPA	2000	J456E08	$284,600.00	$284,600.00
		IHS Housing	2000	J454E08	$14,400.00	$14,000.00
		IHS Regular	2005	J458E08	$331,000.00	$320,218.01
AB01588	Trenton WW Upgrade	IHS Regular	2001	J458588	$270,000.00	$261,435.81
		IHS Regular	2007	J458588	$53,500.00	no data
AB01H01	Trenton Scattered	IHS Housing	2001	J458H01	$80,000.00	$80,000.00
AB02R04	Trenton Scattered	IHS Regular	2002	J458R04	$155,000.00	$155,000.00
AB03H34	Trenton Scattered	IHS Housing	2003	J458H34	$100,000.00	$100,000.00
AB03R19	Trenton Solid Waste	IHS Regular	2003	J458R19	$75,000.00	$75,000.00
AB04R29	Trenton Scattered	IHS Regular	2004	J458R29	$156,000.00	$117,270.02
AB05H58	BIA Home Improvement & TISA Housing	IHS Housing	2005	J458H58	$85,000.00	$76,045.00
AB05R49	Trenton Individual Water Treatment	IHS Regular	2005	J458R49	$203,000.00	$9,886.43
AB06H80	Trenton HIP Project	IHS Housing	2006	J458H80	$100,000.00	$99,000.00
AB06R60	TISA Solid Waste Phase 1	IHS Regular	2006	J458R60	$513,500.00	$364,927.00
		IHS Regular	2007	J458R60	$25,000.00	no data
AB07H86	Trenton Housing	IHS Housing	2007	458H86	$61,000.00	no data
AB07R69	Trenton Elevated Tank	IHS Regular	2007	J458R69	$690,000.00	no data
AB08C03	Trenton Housing	IHS Housing	2008	J458C03	$100,000.00	no data
AB08R80	Trenton Scattered	IHS Regular	2008	J458R80	$189,000.00	no data

2.0 Projects with Homes and No Corresponding Costs (Service Type Undefined)

Area	Community (Code)	PDS Project Number	Project Name
AB	WILLIAMS-CO (ND53999)	AB07R69	Trenton Elevated Tank

D-7. Sample PDS Construction Complete and Durations Report

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PDS CONSTRUCTION COMPLETE AND DURATIONS - DRAFT

Construction Complete Date Range: 01/01/2007 to 12/31/2007

Area	District	Field Office	Engineer	Project	Project Name	Class	Total Est. Cost	Homes	MOA Date	Const. Start	Const. Complete	Final Report	Duration (yrs)
AB	Minot	Minot	Snell Chad	AB00577	Four Bears Reservoir	R	$764,000	115	01/26/2001	05/01/2006	10/17/2007		6.73
AB	Minot	Minot	Rudd Rachel	AB00E08	Falcon Coulee Water & Sewer	E	$630,000	19	02/29/2000	08/22/2006	07/17/2007		7.38
AB	Minot	Mobridge	Rasmusson Matt	AB02R02	Kenel Pipeline	R	$1,900,000	48	08/13/2002	08/29/2006	11/29/2007		5.30
AB	Minot	Mobridge	Rasmusson Matt	AB02R06	Cannonball Booster Station	R	$500,000	300	08/13/2002	06/29/2006	06/08/2007		4.82
AB	Minot	Mobridge	Rasmusson Matt	AB03E76	Little Eagle BIA Sewer	O	$212,000	8	06/10/2003	04/23/2004	11/29/2007		4.47
AB	Minot	Minot	Neset Kris	AB04R10	RWS Booster Station	R	$261,000	50	05/07/2004	09/12/2007	10/10/2007		3.43
AB	Minot	Belcourt	Pihlaja Krista	AB05H57	Turtle Mountain	H	$500,000	30	08/05/2005	08/23/2005	06/01/2007		1.82
AB	Minot	Minot	Snell Chad	AB05R47	Fort Berthold Scattered	R	$230,000	15	10/03/2005	06/07/2006	06/15/2007		1.70
AB	Minot	Mobridge	Rasmusson Matt	AB06H70	Standing Rock HIP Project	H	$175,000	16	04/03/2006	06/06/2006	12/31/2007		1.75
AB	Minot	Minot	Rudd Rachel	AB06H80	Trenton HIP Project	H	$100,000	8	08/15/2006	11/16/2006	08/24/2007		1.02
AB	Minot	Mobridge	Rasmusson Matt	AB06H81	Standing Rock Housing	H	$114,000	8	09/27/2006	06/26/2006	09/03/2007		0.93
AB	Minot	Minot	Snell Chad	AB07H82	Fort Berthold Housing	H	$200,000	12	06/18/2007	08/01/2007	11/30/2007		0.45
AB	Minot	Minot	Neset Kris	AB07H84	Fort Totten Housing	H	$200,000	12	06/19/2007	08/03/2007	11/15/2007		0.41
												Average (Mean) Duration:	3.09
												Median Duration:	1.82
												Total Completed Projects:	13
												Total Included* Projects:	13

NOTE: Project duration is calculated as the difference between the Construction Complete date and the MOA date.

* Projects with no MOA date, with durations less than one day, or which are "engineering only" projects are excluded during the calculation of averages.

D-8. Sample PDS Completed Milestones Report

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PDS COMPLETED MILESTONES - DRAFT

Milestone Complete Date Range: 07/15/2007 to 07/31/2007

						Milestone			Date (mm/dd/yyyy)				
Area	District	Field Office	Engineer	Project	Project Name	Phase	Code	Milestone	Proposed	Revised	Actual	Percent Complete	Variance (Days)
AB	Minot	Minot	Rudd Rachel	AB00E08	Falcon Coulee Water & Sewer	Construction	3900	Final Inspection			07/17/2007	100	No Sched.
AB	Minot	Minot	Rudd Rachel	AB00E08	Falcon Coulee Water & Sewer	Construction	3999	Construction Phase Complete			07/17/2007	100	No Sched.
AB	Minot	Minot	Rudd Rachel	AB00E08	Falcon Coulee Water & Sewer	Closeout	4200	O&M Training Provided			07/17/2007	100	No Sched.
AB	Minot	Minot	Rudd Rachel	AB01588	Trenton WW Upgrade	Construction	3100	NTP (Notice to Proceed)			07/16/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB04H41	TAT Housing Support	Construction	3900	Final Inspection			07/19/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB04H41	TAT Housing Support	Closeout	4000	Closeout Phase Begin			07/19/2007	100	No Sched.
AB	Minot	Minot	Neset Kris	AB04R33	Rolling Hills Elevated Tank	Construction	3100	NTP (Notice to Proceed)			07/16/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB05H54	Fort Berthold	Construction	3900	Final Inspection			07/19/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB05H54	Fort Berthold	Closeout	4000	Closeout Phase Begin			07/19/2007	100	No Sched.
AB	Minot	Minot	Rudd Rachel	AB05H58	BIA Home Improvement & TISA Housing	Construction	3900	Final Inspection			07/17/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB05R47	Fort Berthold Scattered	Construction	3900	Final Inspection			07/19/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB05R47	Fort Berthold Scattered	Closeout	4000	Closeout Phase Begin			07/19/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB06H78	Fort Berthold HIP Project	Construction	3900	Final Inspection			07/19/2007	100	No Sched.
AB	Minot	Minot	Snell Chad	AB06H78	Fort Berthold HIP Project	Closeout	4000	Closeout Phase Begin			07/19/2007	100	No Sched.
AB	Minot	Minot	Neset Kris	AB07D05	FT Water System Easement Surveys	Planning	1010	Project Proposal			07/24/2007	100	No Sched.
AB	Minot	Minot	Neset Kris	AB07H84	Fort Totten Housing	Planning	1999	Planning Phase End			07/15/2007	100	No Sched.
AB	Minot	Minot	Neset Kris	AB07H84	Fort Totten Housing	Design	2000	Design Phase Start			07/16/2007	100	No Sched.

D-9. Sample PDS Overdue Milestones Report

Printed: 06/27/2008 04:37PM (Eastern)

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PDS OVERDUE MILESTONES (Active Projects) - DRAFT

Milestones Overdue as of: 06/27/2008

						Milestone			Date (mm/dd/yyyy)			
Area	District	Field Office	Engineer	Project	Project Name	Phase	Code	Milestone	Proposed	Revised	Percent Complete	Days Overdue
AB	Minot	Belcourt	Pihlaja Krista	AB05E98	Turtle Mountain Scattered	Closeout	4600	Transfer Agreement	12/01/2007			209
AB	Minot	Belcourt	Pihlaja Krista	AB05E98	Turtle Mountain Scattered	Closeout	4999	Final Report Published	06/01/2008			26
AB	Minot	Belcourt	Pihlaja Krista	AB05E99	Belcourt WW Treatment Ph 2	Design	2400	Right of Way	12/31/2007			179
AB	Minot	Mobridge	Rasmusson Matt	AB06R56	Little Eagle Water Storage	Construction	3000	Construction Phase Start	06/01/2008			26
AB	Minot	Minot	Rudd Rachel	AB06R60	TISA Solid Waste Phase 1	Design	2999	Design Phase Complete	03/31/2008		20	88
AB	Minot	Minot	Rudd Rachel	AB06R60	TISA Solid Waste Phase 1	Construction	3000	Construction Phase Start	06/01/2008			26
AB	Minot	Minot	Rudd Rachel	AB07H86	Trenton Housing	Construction	3900	Final Inspection	12/01/2007			209
AB	Minot	Minot	Rudd Rachel	AB07H86	Trenton Housing	Closeout	4110	As-built/Record Drawings	12/01/2007			209
AB	Minot	Minot	Rudd Rachel	AB07H86	Trenton Housing	Closeout	4600	Transfer Agreement	01/01/2008			178
AB	Minot	Minot	Rudd Rachel	AB07H86	Trenton Housing	Closeout	4999	Final Report Published	05/01/2008			57
AB	Minot	Minot	Rudd Rachel	AB07R69	Trenton Elevated Tank	Design	2400	Right of Way	10/01/2007			270
AB	Minot	Minot	Rudd Rachel	AB07R69	Trenton Elevated Tank	Design	2510	Bid Opening	06/01/2008			26
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Planning	1310	Initial Environmental Review Determination	08/15/2007		25	317
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Planning	1999	Planning Phase End	12/01/2007		15	209
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Design	2000	Design Phase Start	10/15/2007			256
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Design	2999	Design Phase Complete	06/01/2008			26
AB	Minot	Mobridge	Rasmusson Matt	AB07R71	Solen Rural Water Connection	Design	2000	Design Phase Start	11/01/2007			239
AB	Minot	Mobridge	Rasmusson Matt	AB07R71	Solen Rural Water Connection	Design	2999	Design Phase Complete	06/01/2008			26
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Design	2400	Right of Way	08/30/2007		10	302
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Construction	3000	Construction Phase Start	05/30/2008			28
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Construction	3100	NTP (Notice to Proceed)	06/01/2008			26

D-10. Sample PDS Upcoming Milestones Report

Printed: 06/27/2008 04:28PM (Eastern)

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PDS UPCOMING MILESTONES (Active Projects) - DRAFT

Milestones Due By 11/30/2008:

						Milestone			Date (mm/dd/yyyy)		Percent
Area	District	Field Office	Engineer	Project	Project Name	Phase	Code	Milestone	Proposed	Revised	Complete
AB	Minot	Mobridge	Rasmusson Matt	AB06R56	Little Eagle Water Storage	Construction	3999	Construction Phase Complete	11/01/2008		
AB	Minot	Mobridge	Rasmusson Matt	AB06R56	Little Eagle Water Storage	Closeout	4600	Transfer Agreement	11/01/2008		
AB	Minot	Minot	Rudd Rachel	AB07R69	Trenton Elevated Tank	Construction	3000	Construction Phase Start	07/01/2008		
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Design	2510	Bid Opening	07/01/2008		
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Construction	3000	Construction Phase Start	07/30/2008		
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Construction	3900	Final Inspection	11/01/2008		
AB	Minot	Minot	Sorum Jack	AB07R70	Fort Berthold Solid Waste Phase II	Construction	3999	Construction Phase Complete	11/15/2008		
AB	Minot	Mobridge	Rasmusson Matt	AB07R71	Solen Rural Water Connection	Construction	3000	Construction Phase Start	07/15/2008		
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Construction	3900	Final Inspection	10/01/2008		
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Construction	3999	Construction Phase Complete	10/15/2008		
AB	Minot	Minot	Neset Kris	AB07R72	RW Ext St. Michael to HWY 20 PH 1	Closeout	4000	Closeout Phase Begin	10/15/2008		
AB	Minot	Minot	Neset Kris	AB08C02	Fort Totten Housing	Design	2999	Design Phase Complete	11/01/2008		
AB	Minot	Minot	Neset Kris	AB08R79	Devils Heart / Ross Acres WM Ext.	Design	2999	Design Phase Complete	11/01/2008		

D-11. Sample IHS/EPA Interagency Document – Clean Water Act Projects Report

Printed: 06/18/2008 03:47PM (Eastern)

STARS T E S T

IHS/EPA Interagency Document - Clean Water Act Projects
Reimbursement Costs for the ABERDEEN Area for FY 2007 - DRAFT

AllProjects.StaffYears: 83.7030145455

JProjects.StaffYears: 4.34954545455

Project	Project Name	Funding Year	RRM Eligible Amount	Staff Days	Staff Years	Personnel Costs
AB04R32	Rosebud	2004	$215,000.00	227.50	1.03	$123.54
AB04R36	Evergreen Sewermain Replacement	2004	$100,000.00	120.00	0.55	$65.17
AB04R38	Fort Thompson Lagoon Expansion	2004	$600,000.00	370.00	1.68	$200.93
AB05E98	Turtle Mountain Scattered	2005	$347,000.00	86.20	0.39	$46.81
AB05E99	Belcourt WW Treatment Ph 2	2005	$316,000.00	111.20	0.51	$60.39
AB05R45	Calico - Rural Water Line Extension	2005	$140,000.00	14.00	0.06	$7.60
AB05R47	Fort Berthold Scattered	2005	$85,000.00	28.00	0.13	$15.21
Totals (for 7 projects):			**$1,803,000.00**	**956.90**	**4.35**	**$519.64**

I certify that the above articles were delivered and/or the services performed as stated and that the payment requested is correct to the best of my knowledge and should be paid and charged to the appropriations as indicated.

Mark Calkins, Director DSFC
ABERDEEN Area Indian Health Service

Date

D-12. Sample Combined RRM Report

Printed: 06/27/2008 04:12PM (Eastern)

wSTARS

FY 2008 Combined RRM (Staff Years) - DRAFT

Area	Project RRM	Non-Project RRM	Total RRM	Percentage
AB	80.97	13.39	94.36	100.00 %
Totals:	**80.97**	**13.39**	**94.36**	**100 %**

D-13. Sample PDS Report

wSTARS

PDS Homes Summary - DRAFT

(Excludes E2, E3, and X1 homes types and Special/Emergency projects)

Detail for 2008

		First Service								
Fiscal Year	**Area**	**TOTAL**	**Existing Homes**	**Total**	**HUD**	**HIP**	**Tribal & Other**	**Total Upgrades - E1**	**Total Upgrades - Other**	**Total- All Homes**
2008	AB	20.0	0.0	20.0	0.0	9.0	11.0	678.0	774.0	1,472.0
	TOTALS	**20.0**	**0.0**	**20.0**	**0.0**	**9.0**	**11.0**	**678.0**	**774.0**	**1,472.0**

All Fiscal Years

	First Service								
Fiscal Year	**TOTAL**	**Existing Homes**	**Total**	**HUD**	**HIP**	**Tribal & Other**	**Total Upgrades - E1**	**Total Upgrades - Other**	**Total- All Homes**
2008	20.0	0.0	20.0	0.0	9.0	11.0	678.0	774.0	1,472.0
2007	107.5	0.0	107.5	0.0	28.0	79.5	699.0	619.0	1,425.5
2006	158.5	2.0	156.5	27.0	8.0	121.5	2,319.5	1,492.0	3,970.0
2005	307.5	49.5	258.0	0.0	73.0	185.0	1,281.0	436.5	2,025.0
2004	279.5	9.0	270.5	0.0	116.5	154.0	1,612.5	866.5	2,758.5
2003	311.5	1.5	310.0	0.0	145.5	164.5	1,011.5	477.0	1,800.0
2002	260.5	12.5	248.0	0.0	140.0	108.0	1,509.5	388.5	2,158.5
2001	227.0	71.5	155.5	0.0	15.5	140.0	1,308.0	748.5	2,283.5
2000	290.5	28.0	262.5	0.0	41.5	221.0	658.0	364.0	1,312.5
1999	364.5	0.0	364.5	11.0	74.5	279.0	1,029.0	289.5	1,683.0
1998	215.5	1.5	214.0	9.0	46.0	159.0	1,244.0	103.0	1,562.5
1997	459.0	73.5	385.5	108.0	144.5	133.0	3,249.5	273.0	3,981.5
1996	482.0	80.0	402.0	148.0	91.0	163.0	753.0	196.0	1,431.0
1995	328.5	71.0	257.5	86.5	75.5	95.5	801.0	83.0	1,212.5
1994	315.0	53.5	261.5	113.0	40.5	108.0	1,031.5	57.0	1,403.5
1993	368.0	66.0	302.0	92.5	82.5	127.0	1,320.0	137.5	1,825.5
1992	184.0	38.0	146.0	15.0	63.5	67.5	772.5	125.0	1,081.5
1991	580.5	249.5	331.0	80.0	214.0	37.0	1,006.0	27.0	1,613.5
1990	241.0	0.0	241.0	92.5	145.5	3.0	0.0	1.0	242.0
1989	313.5	49.0	264.5	65.0	190.0	9.5	16.0	3.0	332.5
1988	592.5	139.0	453.5	286.5	160.5	6.5	510.5	278.5	1,381.5
1987	65.5	0.0	65.5	0.0	65.5	0.0	52.0	92.0	209.5
1986	426.0	3.0	423.0	207.0	215.0	1.0	541.0	135.5	1,102.5

D-13. Sample PDS Report *(Continued)*

1985	100.0	0.0	100.0	35.0	65.0	0.0	408.0	81.5	589.5
1984	173.0	107.0	66.0	10.0	46.0	10.0	21.0	38.0	232.0
1983	170.0	57.0	113.0	0.0	113.0	0.0	1,498.0	48.0	1,716.0
1982	82.5	0.0	82.5	12.0	70.5	0.0	142.5	4.5	229.5
1981	997.0	1.5	995.5	916.0	72.0	7.5	801.0	432.5	2,230.5
1980	300.5	87.0	213.5	161.5	52.0	0.0	893.5	160.0	1,354.0
1979	605.0	73.0	532.0	478.0	38.0	16.0	363.5	44.5	1,013.0
1978	321.5	43.5	278.0	269.0	9.0	0.0	717.0	79.5	1,118.0
1977	911.5	384.5	527.0	457.5	41.0	28.5	362.5	94.5	1,368.5
1976	459.5	30.0	429.5	373.0	56.5	0.0	852.5	257.5	1,569.5
1975	351.5	92.0	259.5	138.0	68.5	53.0	593.0	65.0	1,009.5
1974	295.5	57.0	238.5	138.5	12.0	88.0	892.0	65.5	1,253.0
1973	545.0	271.5	273.5	192.0	81.5	0.0	255.0	158.5	958.5
1972	683.5	207.0	476.5	377.0	72.5	27.0	77.0	108.0	868.5
1971	940.5	82.0	858.5	766.0	92.5	0.0	365.5	30.0	1,336.0
1970	407.0	33.5	373.5	279.0	85.5	9.0	0.0	101.5	508.5
1969	931.0	295.0	636.0	160.0	161.0	315.0	0.0	0.0	931.0
1968	543.0	187.0	356.0	232.0	84.0	40.0	0.0	0.0	543.0
1967	215.5	109.5	106.0	55.0	51.0	0.0	0.0	0.0	215.5
1966	571.5	46.5	525.0	120.0	28.0	377.0	89.0	69.5	730.0
1965	92.5	52.5	40.0	40.0	0.0	0.0	0.0	0.0	92.5
1964	364.0	290.0	74.0	74.0	0.0	0.0	0.0	0.0	364.0
1963	254.0	234.0	20.0	0.0	20.0	0.0	0.0	0.0	254.0
1962	215.0	215.0	0.0	0.0	0.0	0.0	0.0	0.0	215.0
1961	34.0	34.0	0.0	0.0	0.0	0.0	95.5	0.0	129.5
1960	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTALS	**17,462.0**	**3,988.0**	**13,474.0**	**6,624.5**	**3,505.0**	**3,344.5**	**31,829.5**	**9,805.5**	**59,097.0**

D-14. Sample Unsynchronized Projects Report

Printed: 06/18/2008 03:57PM (Eastern)

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UNSYNCHRONIZED PROJECTS for ABERDEEN (SD06540) - DRAFT

Community	Comm. Code	District	Reservation	Service Unit
ABERDEEN	SD06540	01 - Minot	STANDING ROCK	1018 - STANDING ROCK

Field Office(s)	Tribe(s)
	STANDING ROCK SIOUX TRIBE OF THE STANDING ROCK RES. NORTH & SOUTH DAKOTA

Project Type	Project #	Project Name	District	Reservation	Service Unit	Field Office	Tribe
PDS	AB02E22	ND TUC	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB02E55	Source Water Coordinator	Unspecified	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB00E31	EPA - Areawide	Unspecified	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB00E36	EPA 8 Training	Unspecified	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB97891	EPA, Region 8, IAG	Aberdeen	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB03E84	Solid Waste Officer	Unspecified	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB03E65	Region 7-Operator Cert Trng	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB03E77	Region 7-PWS Vuln. Assessment	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB03E80	Region 8-PWS Vuln. Assessments	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB04E79	Region 7-PWS Vuln. Assessments	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB05S10		Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB07D00	Fluoridation Upgrades - Phase IV	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified
PDS	AB07R62	Geographic Information System	Area Wide	Unspecified	Unspecified	Unspecified	Unspecified

APPENDIX E – HPS REPORTS

E-1 HPS Summary Report

NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.

E – 1 HPS Summary Report

wSTARS

FY 2008 HPS SUMMARY - DRAFT

	Housing Status*					
Area	**A**	**B**	**C**	**D**	**E**	**Total**
AB	365,000	749,000	4,672,000	2,235,000	0	$8,021,000
TOTALS	**$365,000**	**$749,000**	**$4,672,000**	**$2,235,000**	**$0**	**$8,021,000**

*__*Housing Status Legend*__:

A BIA HIP

B New Homes - completed

C New Homes - to be completed

D Like-New Homes

E Medical Referrals

<u>APPENDIX F – OMDS SAMPLE REPORTS</u>

<u>NOTE</u>: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.

F-1 OMDS Open Dumps Line Listing Report

Printed: 07/11/2008 11:18AM (Eastern)

wSTARS

OMDS OPEN DUMPS LINE LISTING - DRAFT

EPA Region	IHS Area	Tribe	Facility Name	System Type	Status	Condition	Health Threat	Health Threat Score	Contents	Surface Area (Acres)	N Latitude	W Longitude
02	NS	SENECA NATION OF NEW YORK	SENE-ONOVILLE SOL WASTE	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	2.02	42.000000	79.000000
02	NS	SENECA NATION OF NEW YORK	SENE-HIGHBANKS CAMP	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	10.12	42.000000	78.900000
02	NS	SENECA NATION OF NEW YORK	SENE-HIGHBANKS TIRES	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	A	1.01	42.000000	78.900000
02	NS	SENECA NATION OF NEW YORK	SENE-STEAMBURG TIRES	Solid Waste Disposal Site	Active	Open Dump - Surface	3-High	0	B	1.01	42.100000	78.900000
02	NS	SENECA NATION OF NEW YORK	SENE-STEAMBURG OLD 17-1	Solid Waste Disposal Site	Active	Open Dump - Surface	1-Low	0	A	1.01	42.100000	78.900000
02	NS	SENECA NATION OF NEW YORK	SENE-STEAMBURG OLD17-2	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	0.51	42.100000	78.900000
02	NS	SENECA NATION OF NEW YORK	SENE-JIMTOWN OLD 17 PIT	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	20.24	42.100000	78.800000
02	NS	SENECA NATION OF NEW YORK	SENE-JIMTOWN N OF OLD 17	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	3.04	42.100000	78.800000
02	NS	SENECA NATION OF NEW YORK	SENE-KILLBUCK	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	3.04	42.100000	78.700000
02	NS	SENECA NATION OF NEW YORK	SENE-CARROLLTON S OF RR	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	3.04	42.100000	78.700000
02	NS	SENECA NATION OF NEW YORK	SENE-SALAMANCA MUNICIPAL DUMP	Solid Waste Disposal Site	Inactive	Open Dump - Surface	3-High	0	A	10.12	42.100000	78.700000
02	NS	SENECA NATION OF NEW YORK	SENE-OIL SPRINGS	Solid Waste Disposal Site	Active	Open Dump - Surface	1-Low	0	A	0.51	42.200000	78.300000
???	NS		SENE-TIS-2 (@TREES)	Solid Waste Disposal Site	Inactive	Open Dump - Surface	2-Moderate	0	D	0.51	42.500000	79.000000
02	NS	SENECA NATION OF NEW YORK	SENE-TIS-2 (@CREEK)	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	1.01	42.500000	79.000000
02	NS	SENECA NATION OF NEW YORK	SENE-INDIAN HILL @ EATON ROAD	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	A	0.30	42.500000	79.000000
02	NS	SENECA NATION OF NEW YORK	SENE-BEYOND GORDON DRIVE	Solid Waste Disposal Site	Active	Open Dump - Surface	3-High	0	D	2.53	42.500000	79.000000
02	NS	SENECA NATION OF NEW YORK	SENE-BUFFALO ROAD - WEST	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	0.51	42.500000	79.100000
02	NS	SENECA NATION OF NEW YORK	SENE-UPPER SULFUR SPRINGS	Solid Waste Disposal Site	Active	Open Dump - Surface	2-Moderate	0	D	0.41	42.500000	79.000000
04	NS	POARCH BAND OF CREEK INDIANS OF ALABAMA	CREE- HWY 21 Open Dump	Solid Waste Disposal Site	Active	Open Dump - Surface	3-High	0	???			
06	NS	ALABAMA AND COUSHATTA TRIBES OF TEXAS	ALAC-NEAR ROUTE 8806	Solid Waste Disposal Site	Inactive	Open Dump - Surface	2-Moderate	0	A	1.00	30.700000	94.000000
04	NS	EASTERN BAND OF CHEROKEE INDIANS OF NORTH CAROLINA	CHER-EBCI 8 MI N OF TRIBAL UTIL BLD	Solid Waste Disposal Site	Active	Open Dump - Surface	3-High	0	A	0.50	35.500000	83.200000
02	NS	SENECA NATION OF NEW YORK	SENE - Burning Springs Open Dump	Solid Waste Disposal Site	Active	Open Dump - Surface	3-High	0	D	0.32	42.536000	79.033000

F-2 OMDS Open Dumps Narrative Report

Printed: 07/11/2008 11:31AM (Eastern)

wSTARS

OMDS OPEN DUMPS NARRATIVE - DRAFT

General Information		
Facility Name: SWDS-COLD SPRING		**FDS Number:** 6111300001
EPA ID:	**IHS Area:** CALIFORNIA	**EPA Region:** 09
Tribe: COLD SPRINGS RANCHERIA OF MONO INDIANS OF CALIFORNIA		
Reservation: NON-RESERVATION(INDIAN) (997)		**Community:** FRESNO-CO (CA10999)
State: CALIFORNIA	**County:** FRESNO	
IHS Service Unit: (NOT REPORTED) (6400)	**IHS District:** Sacramento	**IHS Field Office:** Fresno (022)

Solid Waste System Details		
Solid System Type: Solid Waste Disposal Site	**System Status:** Active	
Condition: Open Dump - Surface	**Condition Date:**	
Land Status: Trust (Tribal)	**N Latitude:** 36.972222	**W Longitude:** -119.322222
Surface Area (acres): 2.02	**Surface Volume (cubic yards):**	
Open Dump Health Summary		
Open Dump Health Threat: Low	**Health Threat Score:** 0	**EPA Threat Concurrence:** No
Open Dump Health Summary:		

Hazard Factors	
Contents: Special and Hazardous Waste (B and C)	
Rainfall:	
Site Drainage and Leachate Potential:	**Flooding Potential:**
Frequency of Cover: Never	**Frequency of Burning:**
Fenced Site? No	**Controlled Access:** Effectively controlled access
Public Concern:	

Proximity Factors	
Vertical Distance to Drinking Water Aquifer:	**Horizontal Distance to Surface Water Bodies:**
Distance to Homes:	

F-3 OMDS Open Dump Summary Report

Printed: 07/11/2008 11:34AM (Eastern)

wSTARS

OMDS OPEN DUMP SUMMARY - DRAFT

OMDS Open Dump Condition Summary

IHS Area	Total Open Dump Inventory	Number of Sites (Active and Inactive) by Open Dump Status 01/01/2007 to 12/31/2007		
		Cleaned Up	Closed	Upgraded
CA	307	0	0	0
TOTAL	**307**	**0**	**0**	**0**

IHS Open Dump Health Threat Summary

IHS Area	Total Open Dump Inventory	Number of Sites (Active Only) by Health Threat			
		High	Moderate	Low	Unknown
CA	307	2	22	246	27
TOTAL	**307**	**2**	**22**	**246**	**27**

IHS Open Dump Surface Area Summary

IHS Area	Total Open Dump Inventory	Number of Sites (Active Only) by Surface Area						
		Less than 1/2 Acre	1/2 to 1 Acre	1 to 3 Acres	3 to 5 Acres	5 to 10 Acres	Greater than 10 Acres	Unknown
CA	307	71	22	37	12	9	31	115
TOTAL	**307**	**71**	**22**	**37**	**12**	**9**	**31**	**115**

IHS Open Dump Contents Summary

IHS Area	Total Open Dump Inventory	Number of Sites (Active Only) by Contents Category							
		A (Municipal)	B (Special)	C (Hazardous)	D (A + B)	E (A + C)	F (A + B + C)	G (B + C)	Unknown
CA	307	7	8	1	112	2	90	47	30
TOTAL	**307**	**7**	**8**	**1**	**112**	**2**	**90**	**47**	**30**

APPENDIX G – HITS REPORTS

NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.

G-1 Resident Report

Printed: 08/11/2008 12:43PM (Eastern)

STARS T E S T

RESIDENT REPORT - DRAFT

Sponsor Tribe: HOOKSACK INDIAN TRIBE OF WASHINGTON

SR	SR Status	PDS Project	Resident	App Received
490	Active	N/A	Ample, X.	
145	Closed	N/A	Amples, MABEL	
32	Closed	N/A	Csample, MIKE	
381	Closed	N/A	Csompl, KAREN	
201	Closed	N/A	Ejemplo, BONITA	
489	Active	N/A	Lee, Sam P	
488	Active	N/A	Mcsampleson, John	
462	Active	N/A	Nernie, BERT	
380	Closed	N/A	OSample, BRANDY LEE	
345	Closed	N/A	Prueba, JOHN	
382	Closed	N/A	Psaampil, STUART	
31	Closed	N/A	Psample, Carmen	
67	Closed	N/A	Saampl, Jesse	
114	Closed	N/A	Sampel, KERRIE	
34	Closed	N/A	Sample, Rex	
1	Closed	N/A	Sample, VELMA	
30	Closed	N/A	Sampleson, Sonita	
36	Closed	N/A	Samplez, Rose	
68	Closed	N/A	Saympl, JULIE	
146	Closed	N/A	Sempal, CARRIE	
379	Closed	N/A	Sompol, BETTY	
71	Closed	N/A	Zample, ELAINE	
480	Active	PO04A64	Frazier, Sample	07/09/2007
35	Closed	PO04A64	McSample, Doe	

G-2 Service Request Details

Printed: 08/11/2008 12:47PM (Eastern)

STARS T E S T

SERVICE REQUEST DETAILS - DRAFT

Service Request: 480 **Status: Active**

Resident 1200

Last Name:	Frazier	**First Name:**	Sample
Mailing Address:	1234 Reservation Rd		
City, State, Zip:	Tulles, WA 98271		
Phone (Home)	360-555-1576	**Email:**	**Enrollment #:**
Individual Tribe:	TULALIP TRIBES OF THE TULALIP RESERVA... (163)		

Service Location (Home 1436)

Address:	1234 Reservation Rd		
City:	Tulles	**State:**	WA (53)
Zip:	98271	**Locality:**	Unspecified
Directions:			
Latitude:		**Longitude:**	
Twn/Rng/Sec:	Township: 25N Range: 5E Section: 25	**County:**	WHATCOM (5337)
Community:	NOOKSACK (WA37220)		
District:	Seattle (01)	**Service Unit:**	NORTHWEST WASHINGTON (7580)
Reservation:	NOOKSACK (123)		

Home Status Details

Home Type:	Unspecified (???)	**First Service:**	No	**Land Status:**	Unspecified
# Residents:		**# Bedrooms:**		**# Bathrooms:**	

Services Provided

	Water	Sewer	Solid				
				Field Office:	Seattle (010)		
				Sponsor Tribe:	HOOKSACK INDIAN TRIBE OF WASHINGTON (088)		
Initial Def. Level:	0	0	0	**Closed:**	No	**IA Signed:**	No
Final Def. Level:	0	0	0	**SDS Project:**		**PDS Project:**	PO04A64
Services Provided:	None	None		**Medical Referral?**	No	**Homesite Lease?**	No

Last Update: 08/11/2008 **Update By:** Gross Ryan
Created: 09/11/2007 **Created By:** Data Migration

All Service Requests for this Home

Request #	Closed	Date	Resident	Status	Installed Facilities Water	Sewer	Solid	Final Deficiency Water	Sewer	Solid	SDS Project	PDS Project
480	No		Frazier, Sample	Active	0	0	0	0	0	0		PO04A64

G-2 Service Request Details (cont.)

All Service Requests for this Resident

Request #	Closed	Date	Resident	Status	Installed Facilities Water	Installed Facilities Sewer	Installed Facilities Solid	Final Deficiency Water	Final Deficiency Sewer	Final Deficiency Solid	SDS Project	PDS Project
480	No		Frazier, Sample	Active	0	0	0	0	0	0		PO04A64

Facilities for Service Request 480 (Frazier, Sample)

-- *none* --

Existing Facilities

Water: Facility: - Unspecified
OMDS System:

Sewer: Facility: - Unspecified
OMDS System:

Solid Waste: Facility: - Unspecified
OMDS System:

Current milestones for Service Request 480 (Frazier, Sample)

3 Milestones Found

Project Phase	Code	Milestone	Assigned To	Assigned By	Date (mm/dd/yyyy) Proposed	Revised	Actual	Percent Complete	NA?
Planning	1031	Service Request Application Received		User	07/09/2007		07/09/2007	100	No
Planning	1036	Service Request Approved and Added to Project		User	07/31/2007		07/31/2007	100	No
Construction	3999	Construction Phase Complete		User	03/17/2008		04/08/2008	100	No

Contacts for Service Request 480 (Frazier, Sample)

Name	Role	Company	Phone	Email	Resident
Douma, Johnnie	Service Request Manager	IHS	206-615-2782 (Business)		No
Gross, Ryan J	Project Engineer	IHS	206-555-2805 (Business)		No

Attachments for Service Request 480 (Frazier, Sample)

-- *none* --

Journal for Service Request 480 (Frazier, Sample)

Existing Notes

Date	Entry Type	Note	Entered By	Visibility
09/11/2007	Comments	RESOURCE from HITS Data-Loading: JD	Data Migration	Internal
09/11/2007	Comments	UPDATES/COMMENTS from HITS Data-Loading: as of 06/12/07, design done. Preparing pricing package to submit to installers.	Data Migration	Internal

G-3 Letter- Application Received

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Received Application, Service Request No. 480

Dear Sample Frazier:

Thank you for submitting your application for sanitation facilities on July 9, 2007. Your completed application and supporting documents will allow our office to evaluate your eligibility for assistance and in determining the type of project you may qualify for.

Please be aware that this letter does not constitute approval of your application for sanitation facilities. Approval of your application for sanitation facilities is dependent upon your application meeting all eligibility requirements and the availability of project funds. In addition, a site evaluation conducted by our office will determine the suitability of your location to receive services. We will be contacting you soon regarding an appropriate time to schedule a visit.

If you have any questions about your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

G-4 Letter- Application Incomplete

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Incomplete Application, Service Request No. 480

Dear Sample Frazier:

Thank you for submitting your application for sanitation facilities on July 9, 2007. A review of your application has determined that the following item(s) are required before eligibility for services can be determined.

- ☐ Applicant Signature
- ☐ Applicant Certification of Degree of Indian Blood (CDIB)
- ☐ Tribal Representative Signature
- ☐ Proof of legal claim to the land. Provide a copy of your allotment, lease, or deed. If lease has been applied for, or is pending, please so state.
- ☐ Legal Description
- ☐ Locate property corners and proposed home location with stakes/flags, etc.
- ☐ Please notify this office when you know when your mobile home will be on-site or construction will start on your new home.
- ☐ Other:

____

____

____

Please send the necessary information to this office, or contact us when the necessary items have been completed. If you have any questions regarding your application, please feel free to contact me. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

G-5 Letter- Application Rejected

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Decline of Application for Services, Service Request No. 480

Dear Sample Frazier:

Thank you for your request for service from the Indian Health Service, Division of Sanitation Facilities Construction. Your application for sanitation facilities was received by our office on July 9, 2007.

Unfortunately, we are unable to provide you service for these facilities at this time. Certain criteria are required for service and, regretfully, your application did not meet these criteria. The required criteria pertaining to your application include:

- ☐ It is the policy of this office to provide sanitation facilities services only once. Our records show that you have previously received services from the Indian Health Service
- ☐ A valid Certificate of Degree of Indian Blood (CDIB) from a federally recognized tribe is required.
- ☐ Proof of legal claim to the land. Copy of your allotment, lease, or deed. If lease has been applied for, or is pending, please so state.
- ☐ The property must be your primary residence
- ☐ The property shall be both Indian owned and Indian occupied
- ☐ Other:

If you have any questions about your application or need to update your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

G-6 Letter- Application Approved

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Approved Application, Service Request No. 480, Project No. PO04A64

Dear Sample Frazier:

This letter is to notify you that your application has been approved for sanitation facilities service from the Indian Health Service (IHS) as of July 31, 2007. Your project representative is Johnnie Douma, Engineering Technician. The representative can be reached at 206-615-2782 should you have any questions regarding your site.

Please remember that the time needed to plan and construct sanitation facilities is variable. Our office attempts to provide these services in a timely manner, however these projects often require planning and coordination with other agencies that may cause delays.

If you have any questions about your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

G-7 Letter- SR Completed

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Service Request Completion, Service Request No. 480, Project No. PO04A64

Dear Sample Frazier:

This letter is to provide a record of the sanitation facilities completed at your site on April 8, 2008. The following documents are provided for your records.

- ☐ As-built drawing
- ☐ Individual agreement
- ☐ Operation and Maintenance Manuals
- ☐ Contractors' Invoices
- ☐ Well log/documentation
- ☐ Water quality analysis
- ☐ Soil Testing Information
- ☐ Signed Copy of Individual Agreement
- ☐ Signed Copy of Memorandum of Agreement
- ☐ Other:

____

____

____

It is recommended that you keep this information in a safe place, so you can refer to it if repairs and maintenance are necessary. Please refer to the operation and maintenance manual to ensure proper maintenance of your new sanitation facilities. With regular maintenance, the facilities constructed should serve you for years to come.

Please do not hesitate to contact this office if you have any questions.

Sincerely,

Ryan Gross,
Field Engineer

APPENDIX H - ATTACHMENT CATEGORIES & SUBCATEGORIES

H-1 Categories and Subcategories for Attachments Saved to the Library

H-1. Categories and Subcategories for Attachments Saved to the Library

In the following table, the category names are bolded with the corresponding subcategories listed below the category name.

CATEGORIES & SUBCATEGORIES FOR ATTACHMENTS SAVED TO THE LIBRARY	
Civil Service	**Project-Specific Documents (Continued)**
Awards	Cost Estimate
EPMS	Drawings/Specifications
ITAS	Environmental Documentation
Commissioned Corps	Final Report
Awards	Interagency Agreements
COER	MOA & Amendments
EPAC	Other
Mentoring	Preliminary Design Documents
OFRD/Readiness	Project Development Strategy
Recruiting	Project Proposal
Data systems	Project Summary & Amendments
Microsoft project	Transfer Agreement
RPMS	**Regulatory**
TIMS	Environmental
UFMS	Labor
WEHBRS	Solid Waste
wSTARS	Wastewater
Federal Agencies	Water
Bureau of Indian Affairs	**Technical**
Bureau of Reclamation	Architectural
Department of Agriculture	Electrical
Department of Labor	General
Environmental Protection Agency	Mechanical
Program	Pumping
Administrative	Solid waste collection
Budget	Solid waste disposal
GPRA/performance	Solid waste transfer
Policy	Standard details
Travel	Standard Specifications
Project Management	Wastewater collection
Contract Templates	Wastewater treatment
Design	Water distribution
Drawings	Water source
Estimating	Water storage
Finance	Water treatment
Mapping	**Tools**
Project Management Office	General
Project-Specific Documents	Solid Waste
Contract Documents	Wastewater
Contracting	Water

APPENDIX I - STANDARD MILESTONES

I-1. Planning Phase Milestones

Project Phase	*Code*	*Milestone*	*Is Available?*		*Is Required?*		*Owner*	*Date Definition*
			PDS	*HITS*	*PDS*	*HITS*		
Planning	1000	Planning Phase Start	Yes	Yes	HQ		HQ	Date that the project began.
Planning	1010	Project Proposal	Yes	Yes	HQ		HQ	Date that the tribe dated the Project Proposal (Project Request).
Planning	1020	Funds Available Notification to Tribe	No	Yes			HQ	Date that the Funds Available Notification was sent to the tribe.
Planning	1030	Service Request Application Sent	No	Yes			HQ	Date that the Service Request Application was mailed to the tribe or homeowner.
Planning	1031	Service Request Application Received	No	Yes			HQ	Date that the Service Request Application was received.
Planning	1032	Service Request Application Signed	No	Yes		HQ	HQ	Date that the Service Request Application was signed by the tribe or homeowner.
Planning	1033	Service Request Application Complete	No	Yes			HQ	Date that the Service Request Application was complete (all eligibility documentation was received).
Planning	1034	Service Request Site Evaluation	No	Yes		HQ	HQ	Date that the Site Evaluation was performed.
Planning	1035	Service Request Notice Sent for Project Approval	No	Yes			HQ	Date that a Service Request Notice was sent for project approval.
Planning	1036	Service Request Approved and Added to project	No	Yes			HQ	Date that the Service Request was approved and added to the project.
Planning	1037	Service Request Approval Notice Sent	No	Yes			HQ	Date that the Service Request Approval Notice was sent to the tribe or homeowner.
Planning	1038	Service Request Dropped from Project	No	Yes			HQ	Date that the Service Request was dropped from the project.
Planning	1040	Service Request Assigned	No	Yes			HQ	Date that the service request was assigned to the Service Request Manager.
Planning	1100	Preliminary Design Report	No	Yes			HQ	Date that the preliminary Design Report was completed.
Planning	1200	Project Summary	Yes	Yes	HQ		HQ	Date of last signature.
Planning	1210	PS Amendment #1	No	Yes			HQ	Date of last signature.
Planning	1220	PS Amendment #2	No	Yes			HQ	Date of last signature.
Planning	1230	PS Amendment #3	No	Yes			HQ	Date of last signature.

I-1. Planning Phase Milestones *(Continued)*

Project Phase	Code	Milestone	Is Available? PDS	Is Available? HITS	Is Required? PDS	Is Required? HITS	Owner	Date Definition
Planning	1300	Environmental Review and Documentation	No	Yes			HQ	Date of last signature.
Planning	1310	Initial Environmental Review Determination	Yes	Yes	HQ		HQ	Date of last signature.
Planning	1320	Amended Env Review Determination	No	Yes			HQ	Date of last signature.
Planning	1330	Environmental Assessment and FONSI	No	Yes			HQ	Date of last signature.
Planning	1340	Environmental Impact Statement	No	Yes			HQ	Date of last signature.
Planning	1350	Archeological Clearance	No	Yes			HQ	Date that the site was cleared by the SHPO/THPO.
Planning	1400	Planning Agreement	No	Yes			HQ	Date of last signature.
Planning	1500	Interagency Agreement (IAG)	No	Yes			HQ	Date of last signature.
Planning	1600	MOA Signed	Yes	Yes	HQ		HQ	Date of last signature.
Planning	1610	Construction Project Agreement (SG 638 T5)	No	Yes			HQ	Date of last signature.
Planning	1620	Project Funding Agreement (SG 121)	No	Yes			HQ	Date of last signature.
Planning	1630	Applicant Notified of Approval	No	Yes			HQ	Date that the applicant was notified of approval.
Planning	1700	Agreement Amendment #1	No	Yes			HQ	Date of last signature.
Planning	1710	Agreement Amendment #2	No	Yes			HQ	Date of last signature.
Planning	1720	Agreement Amendment #3	No	Yes			HQ	Date of last signature.
Planning	1995	Planning Phase Management	No	Yes			HQ	Date that the Planning Phase Management is complete.
Planning	1999	Planning Phase End	Yes	Yes	HQ		HQ	Date that all items of the Planning Phase were completed.

I-2. Design Phase Milestones

Project Phase	Code	Milestone	Is Available?		Is Required?		Owner	Date Definition
			PDS	HITS	PDS	HITS		
Design	2000	Design Phase Start	Yes	Yes	HQ		HQ	Date that the Design Phase began.
Design	2050	Design Review Meeting	No	Yes			HQ	Date that the Design Review Meeting was held.
Design	2100	Design Development	No	Yes			HQ	Date that design Development began.
Design	2105	Soil Analysis	No	No			HQ	Date that the Soil Analysis was completed.
Design	2110	Geotechnical Investigation	No	Yes			HQ	Date that the Geotechnical Investigation was completed.
Design	2120	Hydrogeologic Investigation	No	Yes			HQ	Date that the Hydrogeologic Investigation was completed.
Design	2130	Hydraulic Analysis	No	Yes			HQ	Date that the Hydraulic Analysis was completed.
Design	2140	Stormwater Management Plan	No	Yes			HQ	Date that the Stormwater Management Plan was completed.
Design	2150	Solid Waste Plan	No	Yes			HQ	Date that the Solid Waste Plan was completed.
Design	2160	Pilot study	No	Yes			HQ	Date that the Pilot Study was completed.
Design	2200	Surveying	No	Yes			HQ	Date that the Surveying was completed.
Design	2300	Design	No	Yes			HQ	Date that the Design was completed.
Design	2310	Design Package 50%	No	Yes			HQ	Date that the Design Package was at 50% completion.
Design	2320	Design Package 95%	No	Yes			HQ	Date that the Design Package was at 95% completion.
Design	2330	Design Package 100%	No	Yes			HQ	Date that the Design Package was 100% complete.
Design	2340	Engineers Estimate	No	Yes			HQ	Date that the Engineer's Estimate was Completed.
Design	2400	Right of Way	Yes	Yes	HQ		HQ	Date that the Right-of-Way was obtained.
Design	2500	Procurement Package Solicitation	No	Yes			HQ	Date that the Procurement Package was advertised.
Design	2510	Bid Opening	Yes	Yes	Area		HQ	Date of the Bid Opening.
Design	2520	Construction Contract Award	No	Yes			HQ	Date that the Construction Contract was awarded to the Contractor.
Design	2600	Facilities/Materials Order	No	Yes			HQ	Date that the Facilities/Materials were ordered.
Design	2995	Design Phase Management	No	Yes			HQ	Date that the Design Phase Management is complete.
Design	2999	Design Phase Complete	Yes	Yes	HQ		HQ	Date that all items of the Design Phase were completed.

I-3. Construction Phase Milestones

Project Phase	Code	Milestone	Is Available?		Is Required?		Owner	Date Definition
			PDS	HITS	PDS	HITS		
Construction	3000	Construction Phase Start	Yes	Yes	HQ		HQ	Date that the Construction Phase began.
Construction	3100	NTP (Notice to Proceed)	Yes	Yes	Area		HQ	Date of the Notice to Proceed.
Construction	3110	Preconstruction Meeting	Yes	Yes	Area		HQ	Date of the Preconstruction meeting.
Construction	3120	Submittals Review	No	Yes			HQ	Date that the submittals were reviewed.
Construction	3200	Stakeout	No	Yes			HQ	Date that the construction staking was completed.
Construction	3250	Contractor Mobilization	No	Yes			HQ	Date that the Contractor mobilized to the site.
Construction	3300	Well	No	Yes			HQ	Date that the Well was completed.
Construction	3310	Water Mains (Buried)	No	Yes			HQ	Date that the Buried Water Mains were installed.
Construction	3311	Water Mains (Surface)	No	Yes			HQ	Date that the Surface water mains were installed.
Construction	3315	Haul System (Water)	No	Yes			HQ	Date that the Water Haul System was completed.
Construction	3320	Booster Station	No	Yes			HQ	Date that the Booster Station was completed.
Construction	3330	Pumphouse	No	Yes			HQ	Date that the Pumphouse was completed.
Construction	3335	Water Intake	No	Yes			HQ	Date that the Water Intake was completed.
Construction	3340	Water Treatment Plant	No	Yes			HQ	Date that the Water Treatment Plant was completed.
Construction	3350	Water Tank	No	Yes			HQ	Date that the Water Tank was completed.
Construction	3400	Lift Station	No	Yes			HQ	Date that the Lift Station was completed.
Construction	3401	Vacuum Plant	No	Yes			HQ	Date that the Vacuum Plant was completed.
Construction	3402	Haul Systems (WW)	No	Yes			HQ	Date that the Wastewater Haul System was completed.
Construction	3410	Force Main	No	Yes			HQ	Date that the Force Main was installed.
Construction	3420	Sewer Mains (Buried)	No	Yes			HQ	Date that the Buried Sewer Mains were installed.
Construction	3421	Sewer Mains (Surface)	No	Yes			HQ	Date that the Surface Sewer Mains were installed.
Construction	3450	Lagoon	No	Yes			HQ	Date that the Lagoon was completed.
Construction	3455	WW Outfall Main	No	Yes			HQ	Date that the Wastewater Outfall Main was completed.
Construction	3460	Wastewater Treatment Plant	No	Yes			HQ	Date that the Wastewater Treatment Plant was completed.
Construction	3470	Community Septic Tank	No	Yes			HQ	Date that the Community Septic Tank was installed.
Construction	3475	Community Disposal Field	No	Yes			HQ	Date that the Community Disposal Field was installed.

I-3. Construction Phase Milestones *(Continued)*

Project Phase	*Code*	*Milestone*	*Is Available?*		*Is Required?*		*Owner*	*Date Definition*
			PDS	*HITS*	*PDS*	*HITS*		
Construction	3500	Solid Waste Transfer Station	No	Yes			HQ	Date that the Solid Waste Transfer Station was completed.
Construction	3510	Landfill	No	Yes			HQ	Date that the Landfill was completed.
Construction	3520	Landfill/Open Dump Closure	No	Yes			HQ	Date that the Landfill/Open Dump closure was completed.
Construction	3600	O&M Equipment Procured	No	Yes			HQ	Date that the O&M Equipment was Procured.
Construction	3700	Access Road	No	Yes			HQ	Date that the Access Road was completed.
Construction	3710	Individual Water Services	No	Yes			HQ	Date that the Individual Water Services were installed.
Construction	3715	Individual Water Wells	No	Yes			HQ	Date that the Individual Water Wells were completed.
Construction	3720	Individual Septic Systems	No	Yes			HQ	Date that the individual septic systems were completed.
Construction	3725	Individual Sewer Service Lines	No	Yes			HQ	Date that the Individual Sewer Service Lines were installed.
Construction	3750	Utilidor Complete (AK)	No	Yes			HQ	Date that the Utilidor was completed.
Construction	3755	In House Plumbing	No	Yes			HQ	Date that the In-House Plumbing was completed/verified.
Construction	3760	Washeteria	No	Yes			HQ	Date that the Washeteria was completed.
Construction	3770	Construction Inspection	No	Yes			HQ	Date that the Construction inspection was completed.
Construction	3800	Pre-Final Inspection	No	Yes			HQ	Date that the Pre-Final Inspection was completed.
Construction	3810	Startup of Facilities	No	Yes			HQ	Date that the Startup of Facilities occurred.
Construction	3850	Contractor Demobilization	No	Yes			HQ	Date that the Contractor Demobilized from the site.
Construction	3900	Final Inspection	Yes	Yes	HQ		HQ	Date of the Final Inspection.
Construction	3999	Construction Phase Complete	Yes	Yes	HQ		HQ	Date that all items of the Construction Phase were completed.

I-4. Closeout Phase Milestones

Project Phase	Code	Milestone	Is Available? PDS	Is Available? HITS	Is Required? PDS	Is Required? HITS	Owner	Date Definition
Closeout	4000	Closeout Phase Begin	Yes	Yes	HQ		HQ	Date that the project closeout phase began.
Closeout	4100	As-built Survey	No	Yes			HQ	Date that the as-built survey was completed.
Closeout	4110	As-builts/record Drawings	Yes	Yes	HQ		HQ	Date that the as-built/record drawings were completed or received.
Closeout	4200	O&M Training	No	Yes	Area		HQ	Date that the O&M training was held.
Closeout	4210	O&M Manual	No	Yes			HQ	Date that the O&M Manual was delivered to the tribe or homeowner.
Closeout	4300	APLC: Affidavit of Punch List Completion	No	Yes			HQ	Date of last signature.
Closeout	4305	Beneficial Use	No	Yes			HQ	Date that the project was ready for beneficial use.
Closeout	4310	Contract Closeout Requirements	No	Yes			HQ	Date that the Contract Closeout Requirements were completed.
Closeout	4400	Interagency Agreement (IAG) Closeout	No	Yes			HQ	Date of last signature.
Closeout	4500	Warranty Inspection	No	Yes			HQ	Date that the Warranty Inspection was completed.
Closeout	4600	Transfer Agreement	Yes	Yes	HQ		HQ	Date of last signature.
Closeout	4605	Final Individual Agreement Signature	No	Yes			HQ	Date of last signature.
Closeout	4610	Tribal Closeout Letter	No	Yes			HQ	Date that the Tribal Closeout Letter was mailed to the tribe.
Closeout	4700	Financial Reconciliation	No	Yes			HQ	Date that the project Financial Records were reconciled.
Closeout	4900	Draft Final Report	No	Yes			HQ	Date that the Draft Final Report was completed.
Closeout	4995	Closeout Phase Management	No	Yes			HQ	Date that the Closeout Phase Management is complete.
Closeout	4999	Final Report Published	Yes	Yes	HQ		HQ	Date that the Final Report was published. See IDG 20.2 in Appendix J on when this date is to be entered.

APPENDIX J – SELECTED IDGs

12.1 IDG for Individual Homeowner Project Files

20.2 IDG for Final Reports – Distribution and Project Records Maintenance

Indian Health Service
Sanitation Facilities Construction
Interim Guidance Document for the
Criteria for the Sanitation Facilities Construction Program, June 1999
No. 12.1

Title: Individual Homeowner Project Files

Purpose: This Interim Guidance Document (IGD) clarifies the Individual Homeowner Project Files policy in the Criteria for the Sanitation Facilities Construction Program (Criteria), June 1999; Chapter 8, Methods of Program and Project Implementation; Section I - Direct Service, page 7. Since the Criteria was written, the IHS added the Home Inventory Tracking System (HITS) to its Sanitation Tracking and Reporting System (STARS). As a result, the IHS has established the Sanitation Facilities Construction Individual Applicant Records (SFCIA) system of records that includes STARS (and HITS) and paper-based Individual Homeowner Project files. The SFCIA contains information obtained from American Indian and Alaska Native people who request or receive sanitation facilities services from the IHS.

Guidance:

The IHS Area Office Sanitation Facilities Construction (SFC) Director or designee is the System Manager for the SFCIA for all SFC officers located within their respective IHS Area. The SFC Director will ensure that:

1. Access to the SFCIA system of records is restricted to persons who must view those records as part of their official duties.
2. SFCIA paper records (homeowner files) are stored in locked file cabinets or other secure storage systems.
3. SFCIA electronic records (STARS) remain on computer servers and are never copied and stored on laptops or desktop personal computers.
4. All IHS personnel who make use of records contained in SFCIA (STARS, HITS, etc.) are aware of their responsibilities under the provisions of the Privacy Act and are required to maintain Privacy Act safeguards with respect to such records.
5. Appropriate security measures are taken when the SFCIA records are in use; e.g., minimizing computer screens or covering paper records when unauthorized individuals may be in a position to see the screen or the paper records.
6. SFCIA records will be archived and disposed of according to IHS Records Disposition Schedule 3, section 11, Item No. 11-11 (attached).

People seeking access to information about themselves contained in this system may make a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location.

More specific responsibilities are listed in the attached Federal Register notice on the SFCIA system of records.

Background - Justification

The Criteria states that establishment and maintenance of homeowner files is not a Headquarters requirement for the Sanitation Facilities Construction Program. If an Area SFC Program determines that homeowner files are essential for effective management of their program, the Area should contact the Area person responsible for compliance with the Privacy Act. The Privacy Act requires the establishment of a system of records in accordance with the Privacy Act and Department of Health and Human Services requirements, for any group of records or files that allows access based on a person's name or other personal identifier. IHS policy states that it shall provide for efficient, economical, and effective controls over the creation, organization, maintenance, use, and the ultimate disposition of all IHS records in all physical formats (Indian Health Manual Part 5, Chapter 15 Records Management Program).

The IHS has established the SFCIA system of records that includes homeowner files or individual applicant records. By creating HITS, access to and control of STARS is governed by the Privacy Act, because the HITS module in STARS contains electronic Individual Applicant Records that may include names, home and mailing addresses, e-mail addresses, telephone numbers, Social Security Numbers, and Tribal roll/census numbers.

In accordance with the requirements of the Privacy Act of 1974, the IHS published its intention to create a new system of records in the Federal Register at Vol. 73, No. 40; February 28, 2008; page 10789. No comments were received in response to the Federal Register notice, and effective April 7, 2008, the IHS established a new system of records titled, "Sanitation Facilities Construction Individual Applicant Records (SFCIA), System No. 09-17-004." A copy of the Federal Register notice is attached.

Approval

Recommended: 19 AUGUST 2008 Date — Ronald C. Ferguson, Director, DSFC

Approved: 28 AUGUST 2008 Date — Gary J. Hartz, PE, Director, OEHE

Effective Date: AUG 28 2008

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IHS RECORDS DISPOSITION SCHEDULE

SCHEDULE 3. PROFESSIONAL SERVICES SECTION 11 - ENVIRONMENTAL HEALTH		
ITEM NO.	**TITLE AND DESCRIPTION OF RECORD**	**DISPOSITION AUTHORITY**
11-11	**SANITATION FACILITIES CONSTRUCTION (SFC) INDIVIDUAL APPLICANT FILES.** This record series contains all professional and administrative material necessary to document individual sanitation facilities provided by the IHS and/or requested by the individual. It contains documentation regarding the individuals eligibility for sanitation facilities under P.L. 86-121. It contains, in written and graphic form, documents related to sanitation services provided or requested.	
	a. Sanitation services provided. All related correspondence and documents.	Transfer to the FRC when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC.
	b. Sanitation services not provided (e.g, ineligible)	Transfer to the FRC when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC

8/18/08 Page 3 of 3

scholarship support and scholarship award payments will be discontinued.

A. Recipient's Enrollment and Initial Progress Report

Within thirty (30) days from the beginning of each semester or quarter, scholarship grantees must submit a Recipient's Enrollment and Initial Progress Report (Form F–02 of the student handbook).

B. Transcripts

Within thirty (30) days from the end of each academic period, i.e., semester, quarter, or summer session, scholarship grantees must submit an Official Transcript showing the results of the classes taken during that period.

C. Notification of Academic Problem/Change

If at any time during the semester/quarter, scholarship grantees are advised to reduce the number of credit hours for which they are enrolled below the minimum of 12 (or the number of hours considered by their school as full-time) for a full-time student or at least 6 hours for part-time students; or if they experience academic problems, they must submit this report (page F–04 of student handbook).

D. Change of Status

• Change of Academic Status.

Scholarship Grantees must immediately notify the IHS Area Scholarship Coordinator if they are placed on academic probation, dismissed from school, or voluntarily withdraw for any reason (personal or medical).

• Change of Health Discipline.

Scholarship Grantees may not change from the approved IHS Scholarship Program health discipline during the school year. If an unapproved change is made, scholarship payments will be discontinued.

• Change in Graduation Date.

Any time that a change occurs in a scholarship grantee's expected graduation date, they must notify their IHS Area Scholarship Coordinator immediately in writing. Justification must be attached from the school advisor.

VII. Agency Contacts

Please address application inquiries to the appropriate IHS Area Scholarship Coordinator. Other programmatic inquiries may be addressed to RADM Robert E. Pittman, Director, Division of Health Professions Support, Indian Health Service, 801 Thompson Avenue, Suite 120, Rockville, Maryland 20852; Telephone (301) 443–6197. (This is not a toll free number.) For grants information, contact the Grants Scholarship Coordinator, Division of Grants Operations, Indian Health Service, 801 Thompson Avenue, Suite 120, Rockville, Maryland 20852; Telephone (301) 443–0243. (This is not a toll-free number.)

VIII. Other Information

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of *Healthy People 2010*, a PHS-led activity for setting priority areas. This program announcement is related to the priority area of Education and Community-Based Programs. Potential applicants may obtain a copy of *Healthy People 2010*, (Full Report; Stock No. 017–001–00474–0) or *Healthy People 2010* (Summary Report; Stock No. 017–001–00473–1) through the Superintendent of Documents, Government Printing Office Washington, DC 20402–9325 [Telephone (202) 783–3238].

Interested individuals are reminded that the list of eligible health and allied health professions is effective for applicants for the 2008–2009 academic year. These priorities will remain in effect until superseded. Applicants for health and allied health professions not on the above priority list will be considered pending the availability of funds and dependent upon the availability of qualified applicants in the priority areas.

Dated: February 15, 2008.

Robert G. McSwain,

Acting Director, Indian Health Service.

[FR Doc. 08–864 Filed 2–27–08; 8:45 am]

BILLING CODE 4165–16–M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

Privacy Act of 1974; Report of a New System of Records; Sanitation Facilities Construction Individual Applicant Records

AGENCY: Department of Health and Human Services (HHS), Indian Health Service (IHS).

ACTION: Notice of a New System of Records (SOR).

SUMMARY: In accordance with the requirements of the Privacy Act of 1974, we are proposing to establish a new system titled, "Sanitation Facilities Construction Individual Applicant Records (SFCIA), System No. 09–17–004." Under the provisions of the Indian Sanitation Facilities Act, Pub. L. 86–121 (42 U.S.C. 2004a), IHS is charged with carrying out the functions to determine basic individual and home eligibility for sanitation services. The primary purpose of this system is to determine eligibility of individuals and homes for sanitation services; budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities; to monitor, track and report status and progress of services provided; to maintain records on and to verify individuals' eligibility for services; and to link with the IHS Resource and Patient Management System (RPMS) for purposes of verifying and determining individuals' eligibility.

Information retrieved from this system may be disclosed to: (1) Congressional offices in response to a verified inquiry; (2) other Federal agencies or Tribes that provide funding for or are involved in providing sanitation facilities to individuals or communities, and may be disclosed to individuals or communities, and may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorities, Tribal utilities, contractors, State and local entities and consultants; (3) support litigation involving the agency; (4) referrals to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order; (5) HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records; (6) other Federal or Tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by these entities to detect or curtail fraud and abuse in similar types of program services; and (7) appropriate Federal agencies and Departmental contractors in the event of data breaches either suspected or confirmed.

Effective Dates: IHS filed a new system report with the Chair of the House Committee on Oversight and Government Reform, the Chair of the Senate Committee on Homeland Security and Governmental Affairs, and the Administrator, Office of Information and Regulatory Affairs, Office of Management and Budget (OMB) on February 28, 2008. To ensure that all parties have adequate time in which to comment, the new SOR, including routine uses, will become effective 40 days from the publication of the notice, or from the date it was submitted to OMB and the Congress, which is later,

unless IHS invites comments on all portions of this notice.

ADDRESSES: The public should address comments to: Mr. William Tibbitts, IHS Privacy Act/Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer, Division of Regulatory Affairs, Office of Management Services, 801 Thompson Avenue, TMP Suite 450, Rockville, MD 20852–1627; call non-toll-free (301) 443–1116; send via facsimile to (301) 443–2316, or send your e-mail requests, comments, and return address to: *William.Tibbitts@ihs.gov.*

FOR FURTHER INFORMATION CONTACT: Mr. Ronald C. Ferguson, Director, Division of Sanitation Facilities Construction, Office of Environmental Health and Engineering, 801 Thompson Avenue, TMP Suite 610, Rockville, MD 20852–1627, Telephone (301) 443–1046.

SUPPLEMENTARY INFORMATION: Under the provisions of 25 U.S.C. 1632, it is IHS policy that all Indian communities and Indian homes, new and existing, shall be provided with safe and adequate water supply systems and sanitary sewage waste disposal for preventive health measures.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

09–17–0004

SYSTEM NAME:

Indian Health Service Sanitation Facilities Construction Individual Applicant Records, HHS/IHS/OEHE.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Each Indian Health Service (IHS) Area and local Sanitation Facilities Construction (SFC) office. (See Appendix 1).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals requesting and/or receiving services from sanitation facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, home and/or mailing address, e-mail address, telephone number, Social Security Number, Tribal roll/census number, request for service application to obtain sanitation facilities and all pertinent documents necessary to determine eligibility for such services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

- Indian Health Care Improvement Act, Pub. L. 94–437, as amended.
- The Indian Sanitation Facilities Act, Pub. L. 86–121; 42 U.S.C. 2004a.
- Indian Lands Open Dump Cleanup Act, 25 U.S.C. 3901 *et seq.*
- Section 321 of the Public Health Service Act as amended, 42 U.S.C. 248.
- Department Regulation, 5 U.S.C. 301.
- Privacy Act of 1974 as amended, 5 U.S.C. 552a, and
- Federal Records Act, 44 U.S.C. 2901.

PURPOSE(S):

The purposes of this system of records are:

1. To determine basic individual and home eligibility for sanitation services provided by the SFC Program under Pub. L. 86–121.
2. Budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities.
3. To monitor, track and report status and progress of services provided.
4. To maintain records on and to verify individuals' eligibility for services.
5. To link with the IHS RPMS for purposes of verifying and determining individuals' eligibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a (b), other routine uses are as follows:

1. IHS may disclose records to a Congressional office in response to a verified inquiry from the Congressional office made at the written request of the subject individual.
2. IHS may disclose records to other Federal agencies or Tribes that provide funding for or are involved in providing sanitation facilities to individuals or communities. In addition, records may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorizes, Tribal utilities, contractors, State and local entities and consultants.
3. IHS and/or HHS may disclose information from this system of records to the Department of Justice (DOJ), or to a court or other tribunal, when (a) HHS, or any component thereof, or (b) any HHS employee in his or her official capacity, or (c) any HHS employee is his or her individual capacity where the DOJ (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigations is likely to affect HHS or any of its components, is a party of litigation or has an interest in such litigation, and HHS determines that the use of such records by the DOJ, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case, HHS determines that such disclosure is compatible with the purpose for which the records were collected.
4. In the event that a system of records maintained by the IHS to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.
5. IHS may disclose records contained in this system of records to HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records in the system. Contractors maintain, and are also required to ensure that subcontractors maintain, Privacy Act safeguards with respect to such records.
6. Pursuant to applicable legal authority, IHS may disclose records contained in this system of records to other Federal or tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by these entities to detect or curtail fraud and abuse in similar types of program services.
7. To appropriate Federal agencies and Departmental contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records, and the information disclosed is relevant and necessary for that assistance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in folders and/or ledgers. Electronic records are stored on computer servers.

RETRIEVABILITY:

Records, which identify individual persons, are indexed by name; address;

phone number; Social Security Number; Tribal/Census or SFC identification numbers.

SAFEGUARDS:

Records are accessed by persons responsible for servicing the record system in performance of their official duties. Paper records are stored in locked standard file cabinets. Electronic records are stored on servers and access or updates to information require a system password, thereby preserving the integrity of the data. All IHS personnel who make use of records contained in this system are made aware of their responsibilities under the provisions of the Privacy Act and are required to maintain Privacy Act safeguards with respect to such records.

RETENTION AND DISPOSAL:

For individuals who receive IHS sanitation facility services, the proposed IHS Records Disposition Authority (Schedule 3, section 11, Item No. 11–11a) states the following: Transfer to the Federal Records Center (FRC) when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to FRC.

For individuals who do not receive IHS sanitation facility services, the proposed IHS Records Disposition Authority (Schedule 3, section 11, Item No. 11–11b) states the following: Transfer to the Federal Records Center (FRC) when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC.

SYSTEM MANAGERS AND ADDRESSES: SEE APPENDIX 1.

POLICY COORDINATING OFFICIAL:

Director, Division of Sanitation Facilities Construction (DSFC), Office of Environmental Health and Engineering (OEHE), IHS, 801 Thompson Avenue, TMP–610, Rockville, Maryland 20852. The IHS Area Office Sanitation Facilities Construction (SFC) Director or designee is the System Manager for all SFC officers located within their respective IHS Area. Each SFC Office Manager is the System Manager for the respective local IHS SFC office within an Area and is the point of contact for written request(s) from the individual of the record. The local IHS SFC Office Manager will process the written request by locating all or parts of the records stored either physically or electronically.

NOTIFICATION PROCEDURES:

For information, assistance, or inquiry about the existence of records, send a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/census ID and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should make a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/Census ID and signature.

CONTESTING RECORD PROCEDURES:

Send a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/census ID and signature.

Provide a reasonable description of the record, and specify the information being contested, the corrective action sought, and the reasons for requesting the correction, along with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

RECORD SOURCE CATEGORIES:

Information will be collected from the following sources:

- From the individual and/or a by individual's family member or designated representative.
- RPMS.
- Tribal governments and/or organizations.
- Tribal housing authorities.
- Tribal utilities.
- Other Federal and/or non-federal agencies, including but not limited to the Bureau of Indian Affairs, State or local governments or non-governmental entities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

Appendix 1: System Managers and IHS Locations Under Their Jurisdiction Where Records Are Maintained

Director, Aberdeen Area IHS, Attention: Division of Sanitation Facilities Construction, 115 4th Avenue Southeast, Aberdeen, South Dakota 57401.

Director, Belcourt Hospital IHS, Attention: Sanitation Facilities Construction, P.O. Box 160, Belcourt, North Dakota 58316.

Director, Martin Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box F, Martin, South Dakota 57551.

Director, Minot Field Office IHS, Attention: Sanitation Facilities Construction, Federal Building Room 302, Minot, North Dakota 58701.

Director, Mobridge Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 159, Mobridge, South Dakota 57601.

Director, Pierre Field Office IHS, Attention: Sanitation Facilities Construction, 420 South Garfield, Suite 200, Pierre, South Dakota 57501.

Director, Rosebud Hospital IHS, Attention: Sanitation Facilities Construction, P.O. Box 400, Rosebud, South Dakota 57570.

Director, Sioux City Field Office IHS, Attention: Sanitation Facilities Construction, 6th and Douglas, Room 207 Box 19, Sioux City, Iowa 51101.

Director, Alaska Area Native Health Service, OEHE-Division of Sanitation Facilities Construction, 4141 Ambassador Drive, Suite 300, Anchorage, Alaska 99508.

Director, Albuquerque Area IHS, Attention: Sanitation Facilities Construction, 5300 Homestead Road, NE., Albuquerque, New Mexico 87110.

Director, Albuquerque Service Unit IHS, Attention: Sanitation Facilities Construction, 801 Vassar Drive, NE., Albuquerque, New Mexico 87106.

Director, Santa Fe Service Unit IHS, Attention: Sanitation Facilities Construction, 1700 Cerrillos Road, Santa Fe, New Mexico 87505.

Director, Southern Ute Service Unit IHS, Attention: Sanitation Facilities Construction, 322 Buckskin Charlie, Ignacio, Colorado 81137.

Director, Bemidji Area IHS, Attention: Sanitation Facilities Construction, 522 Minnesota Avenue, NW., Room 216, Bemidji, Minnesota 56601.

Director, Ashland Field Office IHS, Attention: Sanitation Facilities Construction, 2800 Lake Shore Drive East, Ashland, Wisconsin 54806.

Director, Minnesota District Office IHS, Attention: Sanitation Facilities Construction, 522 Minnesota Avenue, NW., Room 216, Bemidji, Minnesota 56601.

Director, Rhinelander District Office IHS, Attention: Sanitation Facilities Construction, 9A South Brown Street, Rhinelander, Wisconsin 54501.

Director, Sault St. Marie Field Office IHS, Attention: Sanitation Facilities Construction, 2847 Ashmun Street, Suite 1, Sault Ste. Marie, Minnesota 49783.

Director, Billings Area IHS, Attention: Sanitation Facilities Construction, 2900 4th Avenue North Box 36600, Billings, Montana 59107.

Director, PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 760, Browning, Montana 59417.

Director, Crow Agency PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 9, Crow Agency, Montana 59022.

Director, Wind River Service Unit IHS, Attention: Sanitation Facilities Construction, #76 Black Cole Drive, Box 128, Fort Washakie, Wyoming 82514.
Director, Harlem PHS Indian Hospital, Attention: Sanitation Facilities Construction, RR1 Box 67, Harlem, Montana 59526.
Director, Lame Deer PHS Indian Health Center, Attention: Sanitation Facilities Construction, Lame Deer, Montana 59043.
Director, Wolf Point PHS Indian Health Center, Attention: Sanitation Facilities Construction, Chief Redstone Health Center #729, Wolf Point, Montana 59201.
Director, California Area IHS, Attn: Division of Sanitation Facilities Construction, 650 Capitol Mall, Suite 7–100, Sacramento, California 95814.
Director, Arcata Field Office IHS, Attention: Sanitation Facilities Construction, 1125 16th Street, Suite 100, Arcata, California 95521.
Director, Escondido District Office IHS, Attention: Sanitation Facilities Construction, 1320 West Valley Parkway, Suite 309, Escondido, California 92029.
Director, Fresno Field Office IHS, Attention: Sanitation Facilities Construction, 1551 East Shaw Avenue, Suite 117B, Fresno, California 93710.
Director, Redding District Office IHS, Attention: Sanitation Facilities Construction, 1900 Churn Creek Road, Suite 210, Redding California 96002.
Director, Ukiah Field Office IHS, Attention: Sanitation Facilities Construction, 609 South State Street, Suite A, Ukiah, California 95482.
Director, Nashville Area IHS, Attn: Division of Sanitation Facilities Construction, 711 Stewarts Ferry Pike, Nashville, Tennessee 37214–2634.
Director, Atmore Field Office IHS, Attention: Sanitation Facilities Construction, 5811 Jack Springs Road, Atmore, Alabama 46502.
Director, Bangor Field Office IHS, Attention: Sanitation Facilities Construction, 304 Hancock Street #3H, Bangor, Maine 04401-6573.
Director, Opelousas Field Office IHS, Attention: Sanitation Facilities Construction, 2341 Larkspur Lane, Suite 2, Opelousas, Louisiana 70570.
Director, Manlius Field Office, Attention: Sanitation Facilities Construction, 122 East Seneca Street, Manlius, New York 13104.
Director, Navajo Area IHS, Attn: Director, Division of Sanitation Facilities Construction, P.O. Box 9020 (Physical Address: Hwy 264 & St. Michael Road), Window Rock, Arizona 86515.
Director, Crownpoint Health Care Facility, Attention: Sanitation Facilities Construction, P.O. Box 680, Crownpoint, New Mexico 87313.
Director, Farmington Field Office IHS, Attention: Sanitation Facilities Construction, 300 West Arrington, Suite 121, Farmington, New Mexico 87401.
Director, Flagstaff Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box KK, Flagstaff, Arizona 86002.
Director, Fort Defiance Indian Hospital, Attention: Sanitation Facilities Support Center, P.O. Box 648, Fort Defiance, Arizona 86504.
Director, Gallup Indian Medical Center IHS, Attention: Sanitation Facilities Construction, 3412 East Highway 66, Gallup, New Mexico 87301.
Director, Kayenta Indian Health Center, Attention: Sanitation Facilities Construction, P.O. Box 368, Kayenta, Arizona 86033.
Director, Many Farms Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 694, Many Farms, Arizona 86538.
Director, Northern Navajo Medical Center IHS, Attention: Sanitation Facilities Construction, P.O. Box 160, Shiprock, New Mexico, 87420.
Director, Tuba City Regional Health Care Center, Attention: Sanitation Facilities Construction, P.O. Box 600, Tuba City, Arizona 86045.
Director, Winslow Indian Health Care Center, Attention: Sanitation Facilities Construction, 500 N. Indiana Avenue, Winslow, Arizona 86047.
Director, Oklahoma City Area IHS, Attn: Director, Division of Sanitation Facilities Construction, Five Corporate Plaza, 3625 NW., 56th Street, Oklahoma City, Oklahoma 73112.
Director, Clinton Field Office IHS, Attention: Sanitation Facilities Construction, Route 1, Box 3060, Clinton, Oklahoma 73601.
Director, Holton Field Office IHS, Attention: Sanitation Facilities Construction, 324 New York Avenue, Holton, Kansas 66436.
Director, Lawton Indian Hospital IHS, Attention: Sanitation Facilities Construction, 1515 Lawrie Tatum Road, Lawton, Oklahoma 73507.
Director, Miami Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 1498, Miami, Oklahoma 74354.
Director, Okmulgee Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 67, Okmulgee, Oklahoma 74447.
Director, Pawnee Field Office IHS, Attention: Sanitation Facilities Construction, 1201 Heritage Circle, Pawnee, Oklahoma 74058.
Director, Shawnee Field Office IHS, Attention: Sanitation Facilities Construction, 14106 Highway 177, Shawnee, Oklahoma 74804.
Director, Phoenix Area IHS, Attn: Director, Division of Sanitation Facilities Construction, Two Renaissance Square, Suite 720, 40 North Central Avenue, Phoenix, AZ 85004–4424.
Director, Elko Field Office IHS, Attention: Sanitation Facilities Construction, 557 W. Silver Street, Suite 204, Elko, Nevada 89801.
Director, Fort Duchesne Indian Health Center, Attention: Sanitation Facilities Construction, P.O. Box 489, Fort Duchesne, Utah 84026.
Director, Eastern Arizona District Office IHS, Attention: Sanitation Facilities Construction, 5448 S. White Mountain Road, Suite 220, Lakeside, Arizona 85929.
Director, Hopi Health Care Center, Attention: Sanitation Facilities Construction, P.O. Box 4000, Polacca, Arizona 86042.
Director, San Carlos PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 208, San Carlos, Arizona 85550.
Director, Reno District Office IHS, Attention: Sanitation Facilities Construction, 1395 Greg Street, Suite 101, Sparks, Nevada 89431.
Director, Western Arizona District Office IHS, Attention: Sanitation Facilities Construction, 1553 West Todd Drive, Suite 107, Tempe, Arizona 85283.
Director, Whiteriver PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 860, Whiteriver, Arizona 85941.
Director, Fort Yuma PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 1368, Yuma, Arizona 85364.
Director, Portland Area IHS, Attn: Director, Division of Sanitation Facilities Construction, 1220 SW., Third Ave., Room 476, Portland, Oregon 97204.
Director, Olympic District Office IHS, Attention: Sanitation Facilities Construction, 4060 Wheaton Way, Suite E, Bremerton, Washington 98310.
Director, Fort Hall Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 717—Mission Road, Fort Hall, Idaho 83203.
Director, Port Angeles Field Office IHS, Attention: Sanitation Facilities Construction, 1601 East Front Street, Building B, Suite C, Port Angeles, Washington 98362.
Director, Western Oregon Service Unit IHS, Attention: Sanitation Facilities Construction, 3750 Chemawa Road NE., Salem, Oregon 97305.
Director, Seattle District Office IHS, Attention: Sanitation Facilities Construction, 2201 Sixth Avenue, Room 300, Seattle, Washington 98121.
Director, Spokane District Office IHS, Attention: Sanitation Facilities Construction, 1919 E. Francis Ave., Spokane, Washington 99208.
Director, Tucson Area IHS, Attn: Director, Division of Sanitation Facilities Construction, 7900 S.J. Stock Road, Tucson, Arizona 85746–7012.
Director, Western District Office IHS, Attention: Sanitation Facilities Construction, 2250 North Pinal Avenue, Suite 4, Casa Grande, Arizona 85222.
Director, Sells Service Unit IHS, Attention: Sanitation Facilities Construction, P.O. Box 548—Mesquite Street, Sells, Arizona 85634.

Dated: February 15, 2008.

Robert G. McSwain,

Acting Director, Indian Health Service.

[FR Doc. 08–865 Filed 2–27–08; 8:45 am]

BILLING CODE 4165–16–M

Indian Health Service
Sanitation Facilities Construction
Interim Guidance Document for the
Criteria for the Sanitation Facilities Construction Program, June 1999
No. 20.2

Title: Final Reports –Distribution and Project Records Maintenance

Purpose: This Interim Guidance Document (IGD) clarifies the Final Reports policy in the Criteria for the Sanitation Facilities Construction Program (Criteria), June 1999; Chapter 8, Methods of Program and Project Implementation; Section I - Direct Service; Project Closeout Phase; Final Report, Distribution and Project Records Maintenance, page 11. Since the Criteria was written, the IHS added the capability of uploading project documents to the Sanitation Tracking and Reporting System (STARS), which includes the Project Data System (PDS) where final report completion is documented.

Guidance:

The Criteria requirement to submit two copies of final reports to IHS Headquarters is rescinded. Headquarters will no longer scan final reports onto compact disks and archive the original documents.

Each IHS Area Sanitation Facilities Construction (SFC) program will scan or convert completed final reports including attachments and appendices into a Portable Document Format (PDF) electronic file. The final report PDF file will be uploaded and attached to the completed PDS project for which it was written in the STARS database. The Area SFC program may use any software program to produce the PDF file as long as the uploaded file can be read by the software used by Headquarters SFC staff.

1. The name of the uploaded final report file must be in the format "FR-project#.pdf" as in "FR-OK05P39.pdf". The format is important for future data queries.

2. The Area SFC Director will enter the final report completion date into PDS when the final report is uploaded to STARS/PDS.

The Area Office continues to be the repository for original, signed project documents such as final reports. The IHS record management policy is detailed in the Indian Health Manual, Part 5, Chapter 15 Records Management Program. The disposition of final reports is in IHS Records Disposition Schedule 3, section 11, Item No. 11-9 (attached), which provides guidance on when records should be transferred to a Federal Records Center.

Background - Justification

The Criteria states that two copies of final reports should be submitted to Headquarters, and Headquarters would scan the reports onto compact disks, send a copy of the disks to the

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respective Areas, and archive those final reports. This is no longer necessary because all Areas have the capability to scan documents and software to convert documents into the Portable Document Format (PDF) electronic files that can be transmitted or uploaded to databases and read by anyone with the appropriate software. Area SFC programs will upload PDF versions final reports with <u>all</u> required attachments into STARS and attach the uploaded file to the PDS project for which it was written.

<u>Approval</u>

Recommended: 19 August 2008 — Date — Director, DSFC

Approved: 28 August '2008 — Date — Director, OEHE

Effective Date: AUG 28 2008

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IHS RECORDS DISPOSITION SCHEDULE

SCHEDULE 3. PROFESSIONAL SERVICES SECTION 11 - ENVIRONMENTAL HEALTH		
ITEM NO.	**TITLE AND DESCRIPTION OF RECORD**	**DISPOSITION AUTHORITY**
11-9	**ENVIRONMENTAL HEALTH PROGRAMS CONSTRUCTION PROJECT RECORDS.** Legal documents pertaining to the administration of the program, periodic and special reports, final reports (narrative booklets) describing projects, problems, summary of costs, tribal participation on task force studies and surveys relating to health effects of economic and industrialization on Indian reservations. Official correspondence in connection with P.L. 86-121, housing, health centers, hospitals, water and sewage.	**PERMANENT.** Cut off files every 3 years. Transfer to the FRC when administrative value ends, or when 10 years old, whichever is sooner. Transfer to the National Archives when 20 years old.