

USERVOICE TECHNICAL INSTRUCTIONS

Dialogue Description

The National Academy of Public Administration appreciates your critical input into our study of preparedness integration and FEMA's regional offices. Please feel free to post as many of your ideas related to each forum's theme as you wish. We encourage you to review the responses of other forum participants, provide any comments on their responses, and indicate your level of agreement through casting votes.

SIGN UP PROCEDURES

To begin, go to:

http://www.napawash.org/pc_management_studies/FEMA/index.html.

From this page, click on <http://napafema.uservoice.com> to initiate the sign up procedures.

Screenshot #1 Academy Dialogue Homepage

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION®

HOME OF GOOD GOVERNMENT

FEMA Preparedness Integration Study

STATE-LEVEL STAKEHOLDER DIALOGUE IS NOW OPEN

To enter the state dialogue, please click the following link:
<http://napafema.uservoice.com/session/new>

Call for Views Open through Midnight on Friday, July 3rd

At the request of Congress, the National Academy of Public Administration is conducting a study of FEMA's implementation of key provisions of the Post-Katrina Emergency Management Reform Act of 2006. Established in 1967 and chartered by Congress, the National Academy is a non-profit, non-partisan coalition of top public management and organizational leaders who tackle the nation's most critical and complex challenges.

As part of this study, the National Academy is holding two online dialogues to gain stakeholder input into several critical issues facing emergency management at all levels throughout this nation. The first dialogue for state-level stakeholders will remain open through midnight on Friday, July 3rd. The second dialogue will be for local-level stakeholders and will be open in early July. The National Academy is utilizing UserVoice as the platform to engage, collect, and prioritize ideas and comments.

Participants are asked to submit their ideas—and to respond to the ideas of others—in three forums (please click the links below to access each forum):

Technical Instructions for the Dialogue
[Click here](#) for detailed instructions.

Privacy Policy
[Click here](#) for the dialogue's Privacy Policy.

Dialogue Contact Information
For technical questions and other issues, you may e-mail:
femadialogue@napawash.org.

About the Study and the Academy
[Click here](#) for additional information about the study.

Upon entering the forum, you will be able to observe existing ideas, comments, and votes, but you must sign-up before you are able to fully participate in the dialogue. If you enter an idea without having signed-up first, the system will prompt you to sign-up before your idea can be posted to the dialogue. We are asking three questions.

New Screenshot #2 Entering the Forum

The screenshot displays the FEMA National Preparedness Integration Study State-Level Stakeholder Forum. At the top, the header includes the National Academy of Public Administration logo and the study title. Below the header, a navigation bar contains three topic buttons: "Preparedness Improvement", "Stakeholder Engagement", and "State-Regional Office Partnerships". The "Preparedness Improvement" forum is selected, showing a "Feedback Forum" with a submission form titled "My idea is..." and a "Search" button. A "Log in or Sign up" button is highlighted with a red circle and a "Click here" callout box. A "Forums" callout box points to the navigation bar. A "10 votes left!" notification is visible on the right side of the forum post.

The first time you enter the dialogue, you will need to sign up. On the UserVoice Log in/Signup page, click the word “**Signup**” on the lower right hand side. **Ignore the third party account options on the left hand side. Do not try to enter login information on this page unless you already have a UserVoice account.** After you have clicked “**Signup**,” you will be taken to a page where you can create your own username, and enter an e-mail address and password.

Screenshot #3 UserVoice Log in/Signup Portal

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

FEMA National Preparedness Integration Study

STATE-LEVEL STAKEHOLDER FORUM

You can begin submitting and voting on ideas by clicking the topics below.

Preparedness Improvement Stakeholder Engagement State-Regional Office Partnerships

Preparedness Improvement Feedback Forum

Log in or Sign up | English

Login or signup recommended

Select one of these third-party accounts

facebook twitter

Google YAHOO!

OpenID myspaceID

More providers

Powered by

OR

Login using a UserVoice account

Username or Email

Password (Forget your Password?)

Remember me

Login

Want a UserVoice account? [Signup](#)

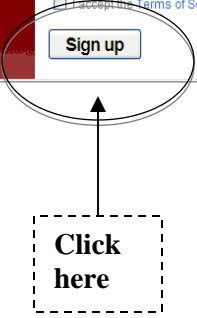
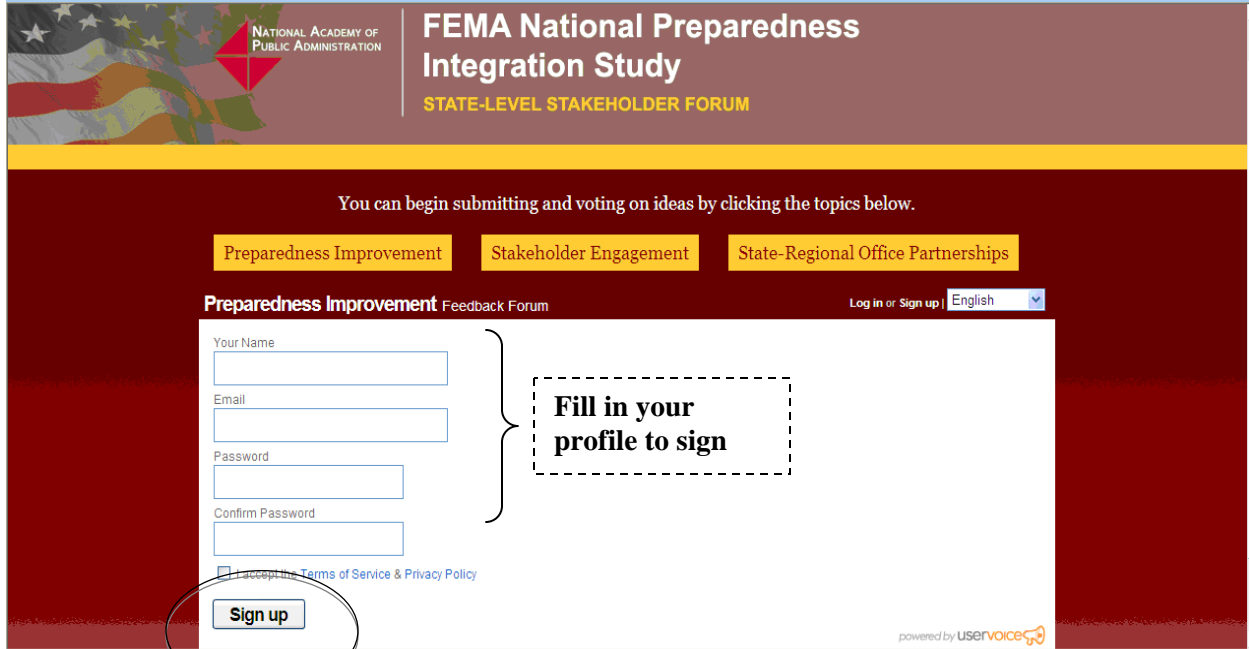
Ignore third party account options.

Click either one

Click either one

On the signup screen, fill in your information. You may use an unidentifiable name as your username, if you wish to remain anonymous. You must include a valid e-mail address and create a password. Check the box to accept the terms of service & privacy policy and **click “Sign up.”**

Screenshot #4 UserVoice Log in/Signup Page



The name you enter will appear along with any comments that you post in the dialogue.

Screenshot #5 How Chosen Usernames Appear in the Dialogue

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

FEMA National Preparedness Integration Study

STATE-LEVEL STAKEHOLDER FORUM

Forums

You can begin submitting and voting on ideas by clicking the topics below.

Preparedness Improvement Stakeholder Engagement State-Regional Office Partnerships

Preparedness Improvement Feedback Forum Anonymous Settings English Log out

Based on your experience, how can preparedness be improved? (Post as many ideas as you want, with explanatory text in comments section.)

My idea is...

- Identify your idea (explain why in the comments section)

top ideas hot new 1 accepted completed

1 votes vote **Establish a vision for preparedness integration.** 1 comment | joe.p.mitchell2007 | spam duplicate inappropriate | created on 06.25.2009

Username is visible

10 votes left! What happens if I run out?

Preparedness Improvement activity feed

Contact Support

Forums

VOTING

After you log in, you will automatically be sent to the first of the three forums in this dialogue (Preparedness Improvement Feedback). As a new user, you will have 10 votes in each forum to express your relative support for the ideas contained therein. The other two forums (Stakeholder Engagement; State-Regional Office Partnerships) are listed along the center of the page under the heading “State-level Stakeholder Forum.” You may comment on existing ideas, use your votes to support existing ideas, or put those votes towards your own original idea. In addition, you may input your own idea, as discussed on page 7 of these technical instructions. Screenshot #6 shows an example of existing ideas/comments, the votes that idea has received (on the left-hand side), and the number of votes you have remaining (in the red box on the right-hand side).

Screenshot #6 Example of Existing Votes

The screenshot displays the FEMA National Preparedness Integration Study State-Level Stakeholder Forum. At the top, the header includes the National Academy of Public Administration logo and the study title. Below the header, a navigation bar offers three forum categories: Preparedness Improvement, Stakeholder Engagement, and State-Regional Office Partnerships. The main content area is for the Preparedness Improvement Feedback Forum, where users can submit ideas and vote. A sidebar on the right shows the user's remaining votes (10) and a list of forum topics. A red box highlights the '1 votes' count for an idea titled 'Establish a vision for preparedness integration.'

Existing
vote(s)

Screenshot #7 shows an example of what the screen looks like when you cast vote(s) for an idea (on the left-hand side).

Screenshot #7 Example of Casting a Vote on an Existing Idea



Vote for an existing idea here (you may give the idea 1, 2, or 3 votes).

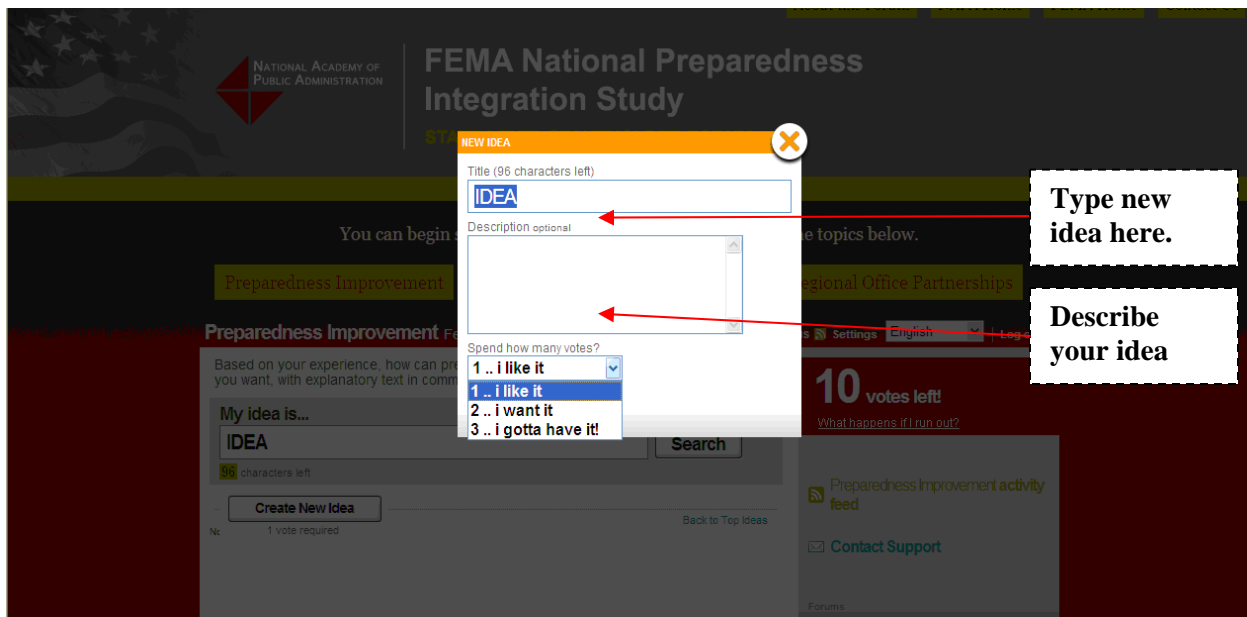
INPUTTING A NEW IDEA

If you want to input an idea, as you begin to type the title of your response in the dialogue box, there is an automatic search function to identify similar ideas. If you determine your idea is not a duplicate, **click “Create New Idea”** and capture the essence of your idea in a brief summary in the “Description” box. Assign 1, 2 or 3 votes to the idea, as you deem appropriate, based on the following scale:

- 1 = “I like it”
- 2 = “I want it”
- 3 = “I gotta have it!”

To submit your idea, **click “Suggest it!”** Your idea will now be posted along with your username.

Screenshot #8 Inputting a New Idea



The system requires that you give each of your new ideas at least one vote. Therefore, to create a new idea, you must have at least one vote remaining. (You may always alter the number of votes you have given to previous ideas, including reducing votes for a particular idea or ideas to zero. By doing so, you will be able to enter as many new ideas as you wish.)

We encourage you to visit all three forums, to add your own ideas, comment on others, and vote on ideas you like. While the dialogue is open, you may re-enter the forums as often as you would like to review ideas, add comments, and update your votes. Again, you have 10 votes per forum.

FOR ADDITIONAL TECHNICAL ASSISTANCE

If this guide does not answer your technical questions, please contact femadialogue@napawash.org. A National Academy staff member will respond to your email quickly. You may also call Shanette Lawrence at (202) 347-3190.

Again, thanks for participating in this important stakeholder dialogue!