IQCS User Guide

MODULE 5: QUALIFICATIONS MANAGEMENT

OVERVIEW

Welcome to the Managing Competencies module. In this module, we will discuss how you can manage responders' competencies within the Incident Qualifications and Certification System (IQCS). This includes the Competencies, Experience, Position Task Book, Responder Training, Licenses and Certificates, and Trouble Shooting pages.

A responder's competencies record could be considered their qualification control table. IQCS compares the responder's competencies to the business requirements implemented in the Role Table to determine if a responder is qualified for a position. Competencies are added to a responder's record automatically when most other additions are made: when training is added to the training record, when a task book is added or certified, when a licenses/certificate is added to the licenses and certificates page. When experience is added to the experience record, the Expiration Date is updated on the Incident Qualifications page.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

NEW July 2018

- Combined the Experience by Group and Experience by Incident page into a single Experience by Incident page. The Experience by Group page deactivated.
- Combined the Task Book and Certification tabs on the Position Task Book page into a single display.
- Updated the Position Task Book Evaluation page to better reflect the hard copy evaluation.

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COMPETENCY MANAGEMENT

USE OF COMPETENCIES IN IQCS

IQCS uses competencies to document the attainment of position qualification requirements. When the Show Qual Card Details, or Run Qual Process, button is clicked on the Incident Qual Card page the online qualification process is ran. During this process IQCS checks the requirements of the position against the responder's Competencies record to see if they meet the requirements for each position they have on their Incident Qual Card page.

In the example below, there are eight active required competencies for ICT4 qualification (per the PMS 310-1: NIMS Wildland Fire Qualification System Guide) that a responder has on their Incident Qual Card page. The competency record for the responder shows she has attained 143 competencies in her record. The application will compare the requirement of the NWCG0 ICT4 control table to the responder's competency control table and identify a qualification status for the position on the responder Incident Qual Card page.

COMPETENCIES

A responder's competency record serves as the historical record for all competencies that a responder has achieved.

IQCS compares the competencies in a responder's competency record to the business requirements to ensure that the responder is qualified for the position. The agency position guides are implemented in an IQCS Control Table on the Setup Roles component.

In short, the competency table is a key defining table in IQCS organizes position requirements identified by policy documents. Types include:

- **Position** (code reflect qualification policy guides). i.e. ,SITL, ICT3, EDSP.
- **Training** (includes a hyphen). i.e., S-300, ICS-400, D-312.
- **Position Task Book** (position code ends with TB). i.e., HECMTB, AOBDTB, DIVSTB.
- **Licenses/Certificates** (code ends with LC). i.e., FAL3LC, PARALC.
- **Complex Competencies** (code ends with CPX or TPX). Complex competencies represent instances where prerequisite position (i.e. experience) and/or training are defined by more than one way/path to meet the requirement. Any time there is an "**or**" statement on a policy position qualification sheet in the prerequisite experience for a position or training, a complex competency is built.
    - Position complex requirements (code ends with CPX).
        - o i.e., ATGSCPX, HEB2CPX, TFLDCPX.
    - Training complex prerequisite (code ends with TPX).
        - o i.e., ADAMTPX, ATBMTPX .

The competency record will maintain multiple rows of historic data.
- In the **Update/Display** mode, the user will only see the most recent effective-dated row.
- All rows of data can be viewed in the **Include History**.
- Edits to the **Competencies** page can be made by only select users in the Correct History mode.

HOW COMPETENCIES ARE SYSTEM ADDED

Generally speaking, competencies are added and/or updated on a responder's competency record automatically when related changes are made in the system.
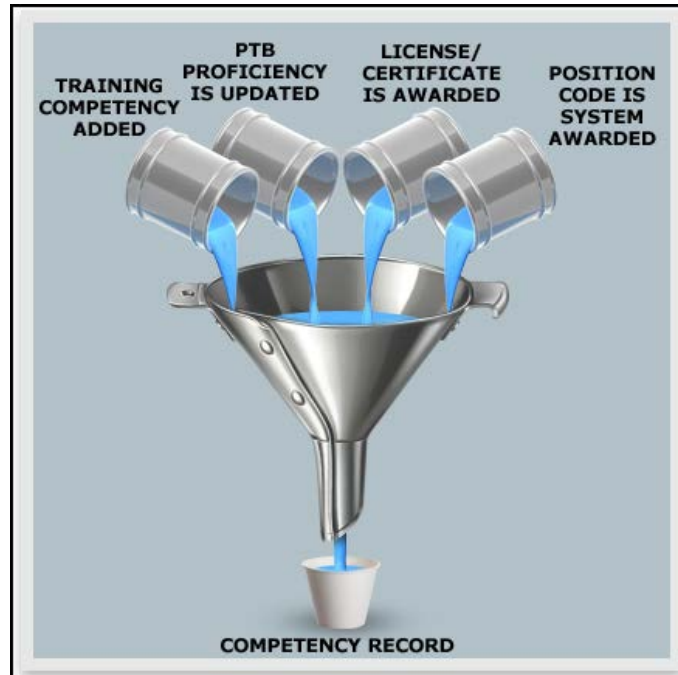
The following are examples of changes that can occur and the triggers for the change:

- A training competency is added on the Competencies page when the Responder Training page is updated.
- A Position Task Book (PTB) competency is added on the Competencies page when a PTB is initiated on the Position Task Book page.
- A PTB proficiency is updated on the Competencies page when the PTB expires or is certified on the Position Task Book page.
- A position competency is system awarded on the Competencies page when a PTB is certified on the responder's Position Task Book page.
- A license/certificate competency is added or updated on the Competencies page when the responder's Licenses and Certificates page is updated.
- Complex competencies are system awarded when a responder meets one of the multiple-position requirement paths.

MANUALLY AWARDING COMPETENCIES

There may be circumstances that require you to manually award competencies:

- To accurately reflect the responder's paper record.
- Award a position qualification that does not have/require a Position Task Book (PTB).
- Historically recognize an attainment in accordance to the responder's agency policy.

Competencies are generally system awarded when:

- A position prerequisite (position CPX or training TPX) is met.
- A PTB is initiated.
- A certified PTB is completed.
- A training record is added in a completed status.
- A license/certificate is added.

Prior to manually awarding a position code, first check to see if there is an active PTB for the position at the responder's Position Task Book page. If the responder does have an active PTB for the position, the user may be able to delete the PTB if it meets the deletion criteria as set by the agencies. Active PTBs with evaluation records **cannot** be removed/deleted from IQCS.

Although the process for manually awarding competencies can be used for any competency (position CPX, training TPX, PTB, training, licenses/certificates, etc.) **it is not encouraged or recommended** in all circumstances. The responder's competency record is established and maintained at other screens and, in most cases, IQCS will automatically update the responder's competencies screen. These are all added from the individual source page and should be maintained from the source pages.

Technical Specialist positions are not represented in the NWCG PMS 310-1 but are cataloged in the Federal Wildland Fire Qualifications Supplement and DOI Incident Positions Qualification Guide (IPQG). These positions may not have a PTB and thus the position code competency must be manually awarded.

INSTRUCTIONS - MANUALLY AWARDING COMPETENCIES

Use the process below to manually awarding a competency to a responder's Competencies page.

1. Navigate to **Qualification Management** > **Competency Management** > **Competencies**.
2. Search and select responder.
3. Select the Manually Award Comps tab.
4. At the **Competency** field, search and select the desired competency by clicking the **Lookup** icon. Pay attention to the category. For example, FAL2 is a position, FAL2LC is a recurrent certificate, FAL2TB is a task book.
5. Enter **Effective Date** for the competency.
6. **Expiration Date**. (This step is optional).
   - **Do not enter an expiration date for position competencies.** If entered, they will be removed via a nightly batch process since position do not expire, they lose currency; the requirements of the position (training, certification, etc.) expire.
7. **Proficiency**. Depending on the competency, the selection options for proficiency will differ. The proficiency below is recommended when manually awarded the competency.
   - Position: Attained.
   - Training: Attained.
   - Licenses/Certificates: Active.
   - Position Task Book: Admin Action.
   - CPX or TPX: Attained.
8. **Awarding Official**. Select the person authorizing the Administrative Action.
9. **Justification**. Enter a narrative statement in the Justification field that documents fully the Administrative Action. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.
10. **Award & Save.** Select this button to the left of the justification field to save and award competency. Select the **Clear Values** button to clear all entered data from this screen.
11. **Click** Save.

POSITION TASK BOOKS

A feature in IQCS is the ability to manage PTBs for a responder. Once the responder meets all prerequisites policy, a PTB can be issued to that responder per their home unit direction. Successful completion of all critical tasks required for the position, as determined by the evaluator(s), will be the basis for recommending certification. The final evaluator signs the PTB as completed and recommends certification. The Certifying Official will determine if certification is appropriate. Refer to NWCG PMS 310-1, Federal Wildland Fire Qualification Supplement, DOI IPQG and your agency's policies for specifics on qualifications and PTB management.

When an individual participates in an incident assignment and was evaluated in an active PTB position, the evaluation level can be documented for the PTB in the application. For a PTB to be certified in the application, a successful (#1 level) evaluation record must be entered.

Besides documentation and building a historical record, this information is used for verifying prerequisite experience and for maintaining currency. The PTB Evaluation Report can assist Certifying Officials to assess progress and plan further training assignments for their responders.

POSITION TASK BOOK TRIANGLE

PTBs link to two different pages within IQCS, and changes are automatically made to them when changes are made on the PTB page.

When a PTB is initiated and saved, IQCS simultaneously places the active task book competency on the responder's Competency page and places the position on the Incident Qual Card page with a status of Trainee.

When a PTB is ultimately certified and saved, IQCS simultaneously updates the status of the task book competency to Certified and adds the position competency in the status of Attained on the Competency page. The status on the Incident Qual Card page will change from Trainee to Qualified if all other position requirements are met. If not all requirements are met, then the status will be changed from Trainee to Unqualified.

INITIATING A POSITION TASK BOOK

Issuing a PTB is the means within IQCS of assigning a new position on the Incident Qual Card page in a trainee qualification status. The system will monitor all the position requirements (competencies) for qualification.

When a PTB is entered in IQCS, the application will set an expiration date 3 years from the date of initiation per agency direction. Once the first experience record in the position is recorded, at the responder's Experience by Responder page, the 3-year period is reset from the arrival date of the experience record.

Responder Task Books	Delete History										

Empl ID: 00000000165 Smith,Sally P   Refresh

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Task Book

	Position	SetID	Description	Initiate Date	Status	Expire Date	Evaluation	Certifier ID	Name	Certifying Date	Certify TB	
1	EDRC	NWCG0	Expanded Dispatch Recorder	08/30/2017	Active	08/30/2020	Evaluation					+ −
2	SCKN	NWCG0	Status/Check-In Recorder	02/17/2016	Certified		Evaluation	00000000161	Leader,Julie D	02/13/2017	✔	+

If a responder has an active PTB and are issued an additional PTB of the same position code, the system will expire the previous PTB.

Responder Task Books	Delete History										

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Task Book

	Position	SetID	Description	Initiate Date	Status	Expire Date	Evaluation	Certifier ID	Name	Certifying Date	Certify TB	
1	EDRC	NWCG0	Expanded Dispatch Recorder	08/30/2017	Expired	05/01/2018	Evaluation					+ −
2	EDRC	NWCG0	Expanded Dispatch Recorder	05/01/2018	Active	05/01/2021	Evaluation					+ −
3	SCKN	NWCG0	Status/Check-In Recorder	02/17/2016	Certified		Evaluation	00000000161	Leader,Julie D	02/13/2017	✔	+

INSTRUCTIONS – INITIATE PTB

To initiate a PTB for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **plus** (**+**) button to add a new row.
4. Enter or look up the **Position Code** the PTB is being issued.
5. Confirm that the **Set ID** is correct. It will fill in with the **Set ID** listed on the Job Data page, but account managers may edit the field if needed.
6. Select the **Initiate Date** field and enter the initiate date for the PTB.
7. The **Status** of the PTB will default to **Active**.
8. Select the **Save** button.

POSITION TASK BOOK EVALUATIONS

The IQCS application is able to record the responder position task book evaluations to reflect the hard copy record for tracking and certification. It is important to remember that once the first experience, not an evaluation record, is entered for the position, the PTB expiration date will be adjusted per agency PTB completion timeframes.

A responder's task book record must have a successful evaluation entered in order for the PTB to be certified in the application. The recording of earlier position performance evaluations must follow your agency's policy.

When entering a PTB Evaluation it is important to keep the following in mind.
- A search for Incident ID will only return the experience records from the responder's Experience by Responder page that match the position code of the PTB and with an arrival between the initiation and expiration date of the PTB.
- A search for Evaluator ID will only return those evaluators that are currently or previously qualified in the position of the PTB. If no matching value is found for the evaluator, you have the option of manually entering the evaluator's information in the section below the

Evaluator ID field. This is common when state responders are evaluators on incidents because states do not use IQCS.

- Keep in mind that the recording of earlier position performance evaluations must follow your agency's policy.

INSTRUCTIONS – ENTERING PTB EVALUATIONS

To document a Position Task book (PTB) performance assignment for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **Evaluation** button for the PTB being evaluated.
4. Select the **Evaluation Dt** field and enter the date on which the evaluation took place.
5. Enter or look up the **Evaluator ID** for the responder who conducted the evaluation.
   - If no matching values are found for the evaluator, you have the option of manually entering the evaluator's information. This is common when state responders are evaluators on incidents because states do not use IQCS. In this case, enter the evaluator's name, address, and phone number in the field where it says: "Or . . . if Evaluator is not in the IQCS System." The **Address** and **Telephone** fields will appear once a name is entered.
6. Lookup or enter the **IQCS Incident ID** for the incident experience during which the evaluation took place. It is very important to keep the following in mind:
   - An experience record for the PTB position code **must** be exist at the Responder Experience page.
   - The arrival date of the experience record **must** fall between the initiated date and expire date of the PTB for the record to be displayed.
7. Select the radio button that corresponds to the PTB evaluation rating.
   - For the PTB to be certified, the PTB record <u>must</u> have an evaluation record entered at the top level (number 1) indicating that all tasks have been performed.
8. To add another evaluation, simply select the **plus** (+) button.
9. Select the **Save** button.

CERTIFYING A POSITION TASK BOOK

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

	Position	SetID	Description	Initiate Date	Status	Expire Date	Evaluation	Certifier ID	Name	Certifying Date	Certify TB	
1	FAL2	NWCG0	Intermediate Faller	06/25/2015	Active	05/10/2020	Evaluation					+
2	FAL3	NWCG0	Basic Faller	06/24/2015	Certified		Evaluation	00000000161	Leader,Julie D	10/20/2015	☑	+
3	FFT1	NWCG0	Firefighter Type 1	05/24/2017	Active	05/24/2020	Evaluation					+ −

Responder Task Books / Delete History — Empl ID: 00000000055 Shovel,Tommy K — Refresh — Personalize | Find | First 1-3 of 3 Last — Task Book

For the PTB to be certified, the PTB record <u>must</u> have an evaluation record entered at the successfully level (number 1) indicating that all tasks have been performed.

Certification of the PTB changes the status of the PTB on the responder's competency record and awards the position competency to that responder. Because these functions are tied together, once the Certify TB box is checked and the record saved, you will not be able to edit this information. If you have mistakenly certified a PTB and need these competencies removed, contact the IQCS Help Desk.

If the responder has attained all the position requirements, the Incident Qual Card is updated to a qualified status for that position. If not all position requirements have been attained, then the status is updated to Unqualified.

INSTRUCTIONS – CERTIFYING A PTB

To certify a PTB for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **Certification** tab.
4. Select the **Refresh** button if the Certifying ID field for the PTB you are certifying is not displayed.
5. A successful evaluation must be entered for the Certifying ID field to open and the PTB to be certified.
6. Enter or look up the **Certifier ID** for the responder who certified the PTB.
7. Select the **Certifying Date** field and enter the date on which the PTB was certified.
8. Select the **Certify TB** checkbox.
9. Select the **Save** button.
10. Select the **Task Book** tab to confirm that the **Status** has been updated from **Active** to **Certified**.

DELETING A POSITION TASK BOOK

If a responder's task book meets PTB delete criteria (identified below) as set by the CMB, the row minus button will be available and the user will be required to enter an authorizing official and justification for the removal. The deleted PTB and authorization information will be stored and available for viewing on the **Deleted Task Book History** tab. DO NOT use to 'clean' up a qualification a responder no longer wants in their record.

- ✓ PTB is in an active status
- ✓ The issue date is less than two (2) years in the past.
- ✓ No experience for PTB position code exists.
- ✓ No evaluations entered for PTB position code.

If the PTB delete criteria is not met, the minus button will not be displayed and the user must submit an IQCS help ticket. Prior to removal by IQCS staff, the request will be assigned to the responder's IQCS Agency Lead for reviewed and approved. Each agency has specific guidance on PTB removal; become familiar with the requirements of your agency.

INSTRUCTIONS – DELETING A RESPONDER PTB

1. Select the **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **minus** (-) button at the end of the task book row to delete. The **minus** (-) button will **only** be available it the following criteria is met:
   - PTB is in an active status.
   - The issue date less than two (2) years in the past.
   - No experience for position code exists.
   - No evaluations entered for position code.
4. Select OK to confirm the PTB delete upon save. Search and select the Authorizing Official.
5. Select the Justification button to enter a justification for removal. Select the OK button when complete.
6. Select the OK button after confirming the responder, task book and authorizing official are correct.

7. The PTB row will be removed from view. You must save the transaction for it to be completed. Selecting the **Refresh** button will return the PTB to the status it was when you first opened the page and your justification will be lost.
8. Select the **Save** button. Upon **saving**, the application will perform the following actions:
    *   Add the deleted PTB and justification information to the Deleted Task Book History tab.
    *   Remove the task book competency.
    *   Remove the position from the responder's Incident Qual Card page if the position is not being populated from another source, e.g. position code was manually award at the Competencies page.

TECHNICAL SPECIALIST POSITIONS

According to the NWCG PMS 310-1 and DOI IPQG, Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training in established standards. These personnel may perform the same duties during an incident that they perform in their regular job and may receive supplemental training in order to use their specialized skills in the incident environment.

Agencies that utilize positions not contained in the NWCG PMS 310-1, broadly referred to as Technical Specialists, typically establish minimum standards for these positions in the agency-specific manuals or guides.

IQCS has made the attainment of most Technical Specialist positions a manual award process if there is no PTB requirement identified on the position qualification sheet for qualification. If a responder must have a Technical Specialist position on their incident qualification card, it is necessary to add that position competency to the responder's Competencies page and document why you are awarding this position competency.

The Federal Wildland Fire Qualifications Supplement and the DOI IPQG have specific requirements for many of the Technical Specialist positions. These requirements have been added to the IQCS system, which will check to see if the responder meets all these requirements. While these additional requirements have been added to agency-specific Set ID jobs, the system will still require that the position competency be awarded to the responder.

INSTRUCTIONS – AWARDING A TECHNICAL SPECIALIST POSITION

To manually award a Technical Specialist position, that does not require a PTB, follow the following process.

1. Navigate to **Qualification Management** > **Competency Management** > **Competencies**.
2. Search and select responder.
3. Select the **Manually Award Comps** tab.
4. At the **Competency** field, search and select the desired competency by clicking the **Lookup** icon. Pay close attention that you are awarded a position competency.
5. Enter **Effective Date** for position competency.
6. **Expiration Date**. Leave blank.
    - **Do not enter an expiration date for position competencies.** If entered, they will be removed via a nightly batch process since position do not expire, they lose currency; the requirements of the position (training, certification, etc.) expire.
7. **Proficiency.** Set to Attained. DO NOT leave blank or set to Not Attained.
8. **Awarding Official**. Search/Select or enter the EmplID of the Awarding Official authorizing the Administrative Action.
9. **Justification**. Enter a narrative statement in the Justification field that documents fully the Administrative Action. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.
10. Click the **Award & Save** button to the left of the Justification field or select the **Clear Values** button to clear all entered data from this screen.
11. **Click** Save.
12. Confirm that technical specialist position competency has been awarded to responder record by selecting the **Competencies** tab.
13. Position code will be added to responder **Incident Qualification Card** page. If responder meets position requirements they will be system qualified. If they are missing position requirements, they will be identified as unqualified. To determine why they are unqualified, simply select the **Reason** button.

For a list of all active positions in IQCS, including technical specialist, please refer to the IQCS Position List article on the IQCS website under the Business menu item.

RESPONDER TRAINING
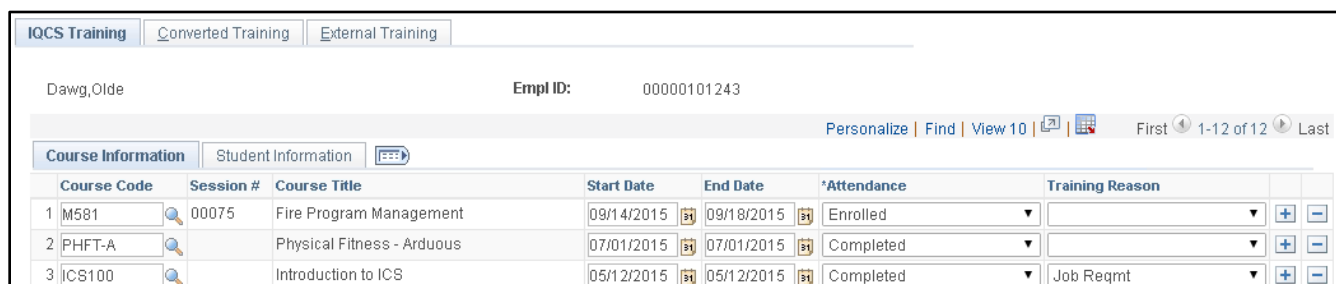
There are two ways to give a responder credit for having attended a course:

- **Couse Session Administration**
- **Manually Crediting**. Adding the completed training to the responder's training record on the **Responder Training** page.

Remember, **do not create a course session if you did not host the course session**. If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course at the Responder Training page. If your responder has completed a session that has not been completed in the application, contact the course session coordinator to have them close out the session.

Most training will be added under the default IQCS Training tab.
- The **IQCS Training** tab is for recording training for courses that have been identified in the course table. Training required for a qualification will be added under this tab and will award competencies if attendance status is 'Completed'. These records can be manually entered or system entered by Session Management.
- The **Converted Training** tab is for training which was migrated from the legacy systems. View Only.
- The **External Training** tab is used to record training that is not identified on the course table and will not award a competency.

	IQCS Training	Converted Training	External Training							

| Dawg,Olde | | | Empl ID: | 00000101243 | | | | | |

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Course Information   Student Information

	Course Code	Session #	Course Title	Start Date	End Date	*Attendance	Training Reason		
1	M581 🔍	00075	Fire Program Management	09/14/2015	09/18/2015	Enrolled ▼	▼	+	−
2	PHFT-A 🔍		Physical Fitness - Arduous	07/01/2015	07/01/2015	Completed ▼	▼	+	−
3	ICS100 🔍		Introduction to ICS	05/12/2015	05/12/2015	Completed ▼	Job Reqmt ▼	+	−

INSTRUCTIONS - MANUALLY CREDITING COURSE COMPLETION

To update manually award training to a responder that was not managed by session administration in IQCS, follow the process below.

1. Navigate to **Qualification Management> Competency Management > Responder Training.**
2. Search and select responder.
   - Once you have selected a responder, the training page will appear with the responder's data and their attendance (Enrolled, Completed, No Show, etc.) record for each course.
3. Select the tab that you will be entering training information under.
   - Most training will be added under the default IQCS Training tab.
4. Select the **plus** button to add a new row.

5. Enter or look up the C**ourse Code**; Session number will not be entered.
6. Enter or select the start and end dates for the course.
7. Change **Attendance** to **Completed** if you have a training certificate on file.
8. **Training Reason.** Not a required field but is for tracking purposes only.
9. Select the **Save** button.

If the course has competencies associated with it, the responder's competency record will be automatically credited with the competencies.

LICENSES AND CERTIFICATES

There are certain positions that require a responder to hold external certifications, licensing, warrants, and/or agency-defined specialties. IQCS will track information that applies to position qualification and certification because the expiration of a license or warrant will result in the loss of a qualification.

If a position qualification requires an external license or certification, IQCS can document the responder's completion of and/or currency in the license or certificate. Additionally, IQCS will keep track of any possible expiration dates for the license or certificate. This will relieve the account manager of having to track the expiration date outside of IQCS. It will also check the dates and when the expiration date has passed, it will unqualify the position on the Incident Qual Card page.

Keep in mind, however, that even though IQCS can document these external licenses and certificates, the specifics for completing and maintaining them are governed by the authorizing entities.

IQCS allows us to associate licenses and certifications with competencies (like positions, training/courses, and PTBs). This allows the following two processes to occur:

1. A license/certificate competency can be added to the position's Role–Competencies (requirements for the position) control table.
2. An established competency corresponding to a license/certificate will be automatically awarded to the responder's competencies record upon entering a record on the Licenses and Certificates page.

INSTRUCTIONS – ENTERING A LICENSES AND/OR CERTIFICATE

1. Navigate to **Qualification Management** > **Competency Management** > **Licenses and Certificates**.
2. Search and select responder.
3. Select the **License/Certificate Code**.

4. Enter the required **Issue Date**.
    *   The issue date is displayed as the **Attained Date** at the responder competencies page.
5. Enter the required **Expiration Date**.
6. Enter all other available information.
    *   It must be entered to reflect the expiration date for the license or certificate. This expiration date is displayed at the responder competencies page.
7. Select the **License Verified** check box, once all information is verified.
8. Select the **Save** button.

Licenses and Certificates entered at this screen will automatically maintain the license or certificate competency at the responder's competencies page if an associated competency has been tied to the license or certificate. To view if a competency has been awarded, navigate to the responders Competencies page.

Navigate to **Qualification Management** > **Competency Management** > **Competencies**

Competency	Description	Effective Date	*Proficiency	Expiration Date	Justification	
EDRC	Dispatch Recorder	06/30/2015	Attained			−
EDRCTB	Dispatch Recorder PTB	04/01/2015	Certified			−
EDSDTB	Support Dispatcher PTB	07/01/2015	Active	07/01/2018		−
FAL3	Basic Faller	04/01/2015	Attained		Justification jsupervisor	−
FAL3LC	Basic Faller Certification	04/01/2014	Active	04/01/2017		−
ICS-100	Introduction to ICS (ICS-100)	03/13/2015	Attained			−
ICS-200	Basic ICS (ICS-200)	03/13/2015	Attained			−
IS-700	NIMS An Introduction	03/13/2015	Attained			−

Competencies | Manually Award Comps

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Competency Evaluation   Find | View All   First ◀ 1 of 1 ▶ Last

Evaluation ID/Type: 01   Approved

Assigned Competencies   Personalize | Find | View All | 🗗 | 🏛   First ◀ 1-8 of 8 ▶ Last

INCIDENTS

To credit a responder experience on an incident, the incident must first exist in the IQCS Incident Setup control table. It is important to keep in mind that the Incident Setup control table is merely a place-holder for very basic incident information as IQCS is not the system of record for incidents. IQCS is the system of record for responder qualifications and experience.

In the spring of 2017, IQCS connected to the Integrated Reporting of Wildland-Fire Information (IRWIN) application to begin pulling nine (9) incident header fields into IQCS to populate the Incident Setup control table. As the result of this interface, the look and feel of the Incident Setup Page changed for consistency across user entered incidents and IRWIN pulled incidents. In addition, incident complexity and size is no longer recorded on the Incident Setup Page.

The incident status in IQCS will always be active even if the incident end date has been entered. This allows updates/corrections to responders' experience on the incident, if necessary.

There are two methods for an incident to exist in the Incident Setup table:

1. User entered
   - Are editable.
   - Unique Incident ID (previously called Incident Number) auto populated from the Begin Date, Unit ID and Local Incident ID fields.
   - Incident Year auto populated from Begin Date.
   - Event Category limited to the subcategory of the selected Event Kind.
   - Will **not** sync/merge to an IRWIN pulled incident.
2. Imported from IRWIN
   - Will display an IRWIN ID and a Last Updated date/time.
   - Are not editable.
   - Data pulled (new and updates) once every 24 hours during nightly batch.
   - Assigned an IQCS Incident ID.
   - Will **not** sync/merge to an existing user entered incident.

When you create a new incident, IQCS will automatically assign the next available IQCS Incident ID number. This number is not the Unique Incident ID (previously Incident Number). It is a unique IQCS number assigned by the application to every incident entered into the IQCs application in order to avoid errors should an incident number/name be reused in the future.

INSTRUCTIONS - CREATING A NEW INCIDENT

To create a new Incident Data record, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup**.
2. Select the **Add a New Value** tab.
3. If a number has populated in the **IQCS Incident ID** field, clear it.
4. Select the **Add** button.

5. **IQCS Incident ID:** Identified as NEW. Once information has been entered and the incident saved, a unique IQCS Incident ID will be assigned.
6. **IRWIN Incident ID:** Will be identified as **N/A-Incident was entered by user**.
7. **Incident Name:** Enter the full name of the incident. **Required**.
8. **Unique Fire (Incident) ID:** Will be generated from information entered in the **Begin Date** (step 9)**, Unit ID** (step 12) and **Local Incident ID** (step 13) fields. Example: 2017-ID-BOD-000001
9. **Begin Date:** Enter the date on which the incident began. **Required**.
10. **End Date:** Enter the end date if known. Leave blank for unknown.
11. **Incident Year:** Populated from Begin Date.
12. **Unit ID:** Enter/select the **Unit ID**.
13. **Local Incident ID:** Enter the <u>Local Incident Identifier</u>. Example: 000235.
    - If no number has been assigned, you can enter the event category (example: RX, JT, PC, etc.).
14. **Event Kind**: Enter/lookup for the incident.
15. **Event Category**: Enter/look up the category.
    - Only those that are a sub-category to Event Kind will be selectable.
16. **State**: Enter the state code.
17. **Fuel Model**: Enter/lookup the appropriate primary fuel.
18. Select the **Save** button. An **IQCS Incident ID** will be automatically assigned.

INSTRUCTIONS - VIEW/EDITING INCIDENT DATA

To view or edit Incident Data, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup.**
2. Search for your desired incident.
3. View and/or make any changes.
    - **IRWIN Pulled Incident**.
        - ✓ Cannot be updated.
        - ✓ Will display an **IRWIN Incident ID**.
        - ✓ **Last Updated** will display the last time IQCS pulled/received an update.
    - **User Entered Incident**.
        - ✓ Will not have an IRWIN Incident ID.
        - ✓ Are editable.
        - ✓ 'Fuel Type' changed to 'Fuel Model' the spring of 2017 and the selection will now reflect the 13 models.
4. Select the **Save** button or select the **Return to Search** button.

RESPONDER EXPERIENCE

One of the main uses of IQCS is the ability to record a responder's incident experience as it applies to his or her agency qualifications. A responder's incident experience establishes prerequisite position experience for upward progression in the organization, updates currency, and provides the responder with a permanent record of qualification incident experience over time. The experience record is also used when documenting Position Task Book evaluations.

When entering an experience record, the Incident, Arrival Date and Operational Period can be the same as another entry as long as the Position is different.

There are two pages used to record responder experience in IQCS.

1. **Experience by Responder**

2. **Experience by Incident**

INSTRUCTIONS - ENTER EXPERIENCE BY RESPONDER
To enter an experience record for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Responder**.
2. Search and select responder.
3. Review responder experience record to confirm experience does not already exist. Sort columns if necessary or use the Find link.
4. Select the **+** button to add a new row.
5. Click on the **Search** button and enter search parameters to find the incident.
6. The **Unique Incident ID**, **Incident Name**, **Year**, **Begin Date** will auto populate from the **Incident Setup** Page.
7. **Position Code.** Enter or look up the position that the responder performed during the incident.
   - Only the positions on the responder's Incident Qual Card are available for selection.

- Incident, arrival date and operational periods can be the same as long as the position code is different.

8. **Experience Status**. Select the dropdown menu and select the qualification status the responder was deployed as. This will Qualified or Trainee.
9. **Arrival Date**. Select the field and enter the date the responder arrived at the incident.
10. **Operational Periods.** Select the field and enter the number of operation periods the responder was deployed to the incident.
11. **Complexity**. Select the field and enter the Management Level for the incident when the responder was deployed to the incident.
12. **Size Class.** Select the field and enter the incident size when the responder was deployed to the incident.
13. **Fuel Model.** Accept, add or change the Fuel Model to reflect the type when the responder was assigned to the incident.
14. **Event Type**. Will populate automatically from data entered on the Incident Setup page.
15. Select the **Save** button.

INSTRUCTIONS - ENTERING EXPERIENCE BY INCIDENT

The Experience by Incident page is for users to enter responder experience on an incident record for an individual responder or a group of responders. Experience entered on this page will populate the responder's experience record.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Incident**.
2. Search and select the incident.
3. The **IQCS Incident ID**, **Unique Incident Number**, **Incident Name**, **Begin Date**, **Year** and **Event Category** will be displayed above the table.
4. Enter experience records by:
   - **Individual responder**
     1. Select the + button in the grid to add a new row.
     2. **Empl ID**. Search and select responder.
   - **Load Responders by Group**
     1. **Unit ID**. Enter or search and select the Unit ID of the group.
     2. **Group ID.** Enter or search and select the Group ID.
     3. **Load Responders.** Select the **Load Responders** button to add the pre-established responders from the selected Group ID.
     4. Once the group is loaded, individual responders can be removed/deleted from the grid until a save occurs.
5. **Position Code.** Enter or look up for the position that the responder performed during the incident. Only the positions on the responder's Incident Qual Card are available.
6. **Experience Status.** Select the dropdown menu and select the qualification status the responder was deployed as. This will qualified or trainee.
7. **Arrival Date.** Select the field and enter the date the responder arrived at the incident.

8. **Operational Periods.** Select the field and enter the number of operation periods the responder was deployed to the incident.
9. **Complexity.** Select the field and enter the Management Level for the incident when the responder was deployed to the incident.
10. **Size Class**. Select the field and enter the incident size when the responder was deployed to the incident.
11. **Fuel Model.** Accept, add or change the Fuel Model to reflect the type when the responder was assigned to the incident.
12. Select the **Save** button. Once saved,
    - The experience row will be added to the responder's Experience by Responder page.
    - The record cannot be deleted from this page but it must be deleted from the Experience by Responder page.
    - The system will not add a duplicate experience record. A notification will be presented if a duplicate entry exists.

CURRENCY REQUIREMENTS

All positions in IQCS have currency requirements. The maximum time allowed for maintaining currency is established by agency policy.

As defined in the NWCG PMS 310-1, the Forest Service Fire and Aviation Qualifications Guide (FSFAQG) and the DOI IPQG, the maximum time allowed for maintaining currency is 3 years for air operations, faller, and dispatch positions and 5 years for all other.

Currency for a position can be maintained by successful performance in that position within the given timeframe, or successful performance in positions identified in this guide.

Please refer to the NWCG PMS 310-1, FSFAQG, DOI IPQG, or your agency manual for specifics on currency requirements.

IQCS TROUBLE SHOOTER

IQCS has a built-in function to match the attainments of a responder to the requirements of a position. The Responder to Position page can be used to determine what the responder is missing for qualification or futuring.

The Reason button on the responder's Incident Qual Card page will also identify why the responder is not naturally qualified in a position.

INSTRUCTIONS – RESPONDER TO POSITION TROUBLE SHOOTING

1. Navigate to Qualification Management > Trouble Shooting > Responder to Position Matching.
2. Search and select responder.
3. Enter or search for a position to match the responder too.
4. Set ID (Business Unit). Will auto populate based on the responder's Set ID agency and that agency's Set ID Process Mapping.
   - Use NWCG0 for positions covered in [NWCG Wildland Fire Qualification System Guide (PMS 310-1)](#) or technical specialist positions used by multiple agencies.
   - Use AF000, BIA00, BLM00, FWS00, FS000, NPS00 or TNC00 for agency-specific.
   - Use AH000 for DOI [Incident Position Qualification Guide (IPQG)](#).

5. **As of Date**. Will auto populate to determine the position criteria against which to check the position.
   - If the responder has the position, will be equal to attain date.
   - If responder does not have position, will be equal to current date.
6. Select the **Do Matching** button to run matching and open Competency Match tab.
   - The Competencies identify the requirements of the position per the Set ID.
   - To view complex competencies (TPX or CPX) or equivalencies select the icon displayed on same row.
   - Green filled dot indicates requirement has been met.
   - Yellow partially filled dot indicates position task book is active.
   - Red unfilled dot indicates requirement has not been met.
   - Training Schedule indicates if responder is enrolled in training.
   - Expire Date indicated when the recurrent training will or has expired.
7. To run match again, select the Select for Match tab.

NEEDS ASSESSMENT

The Needs Assessment function of the IQCS is part of Workforce Analytics and has been designed to assist Local, Geographic Area, and National Levels to reveal shortages and surpluses of resources.

Once data has been entered or an Organization or Unit ID and upon running a needs analysis report, the application will compare the identified target to the current organizational number. However, **prior to running a needs analysis report, the user must run the Update by Year.** This will gather the current data of qualified and trainees for population on the reports.

UNIT NEEDS

Identifying the targeted number of qualified individuals needed in each position for a Unit ID. Once entered and upon running a needs analysis report, the application will compare the identified target to the current organizational number. However, **prior to running a needs analysis report, the user must run the Update by Year.** This will gather the current data of qualified and trainees for population on the reports.

INSTRUCTIONS – UNIT NEEDS

1. Navigate to **Qualification Management** > **Needs Assessment** > **Unit Needs**.
2. Enter or search for **Unit ID**.
3. Navigate to the appropriate year using the First and Last arrows or links.
4. **Group Type ID**. Enter or lookup the Group Type ID for each position. (optional)
5. **Number needed**. Enter the target number of qualified responders for each position.
6. **Save**.

ORGANIZATIONAL NEEDS

Identifying the targeted number of qualified individuals needed in each position for an organizational code. Once entered and upon running a needs analysis report, the application will compare the identified target to the current organizational number. However, **prior to running a needs analysis report, the user must run the Update by Year.** This will gather the current data of qualified and trainees for population on the reports.

INSTRUCTIONS – ORGANIZATIONAL NEEDS

1. Navigate to **Qualification Management** > **Needs Assessment** > **Organizational Needs**.
2. Select the **Advance Search** hyperlink by the **Search** button.
3. Enter the agency **Set ID**.

4. Enter or search the **Organizational Code**.
5. Navigate to the appropriate year using the First and Last arrows or links.
6. **Group Type ID**. Enter or lookup the Group Type ID for each position. (optional)
7. **Number needed**. Enter the target number of qualified responders for each position.
8. **Save**.

ANNUAL ROLL

For the needs analysis reports to use current data (i.e., current year), the target data will need to be rolled over annually. This process will copy the previous year (i.e., 2017) organizational/unit needs in to the current year (i.e., 2018). This only needs to be done once per year.

INSTRUCTIONS – ANNUAL ROLL
1. Navigate to **Workforce Development > Needs Assessment > Annual Roll**.
2. Enter run control ID or click on and select the Run Control ID.
3. Select "Report run type."
4. Look Up/Select Unit ID if for a Unit Needs.
5. Look Up/Select Set ID if for an Organization Needs.
6. Look Up/Select Organization ID if for an Organization Needs.
7. Enter **From Date** and **Thru Date**.
8. Process using the same procedures as running a Report. This will move data forward and use current information stored in the system for performing the Organizational Needs Assessment.

UPDATE BY YEAR

Prior to running a needs analysis report, the user must run the Update by Year. This will gather the current data of qualified and trainees for population on the reports.

INSTRUCTIONS – UPDATE BY YEAR
1. Navigate to **Workforce Development > Needs Assessment > Update by Year**.
2. Enter run control ID or click on and select the Run Control ID.
3. **From Date**. Select or enter a date to update from.
4. Process using the same procedures as running a Report. This will move data forward and use current information stored in the system for performing the Organizational Needs Assessment.

COMPETENCY MANAGEMENT RELATED REPORTS

The following reports may assist a user in the competency management of responder qualifications. For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the [Reports Module](#).

Reports > Training > Responders	Report Number
License and Certificates	C11
Fitness/RT130 Expiration	C26
Fitness Test Summary	C027
Expiring Recurrent Training	C48
Courses Taken/Not Taken	C170
Training Needs Assessment	C401
Reports > Task Books	**Report Number**
Responder Task Books	C005
Task Book Summary	C104
Task Book Evaluations	C150
Reports > Qualifications	**Report Number**
Responder List	C003
License and Certificates	C11
Responder Master Record	C28
Responder Position Currency	C45
Qualification List	C050
Responder Experience Summary	C152
Responder Experience	C153
Responder to Position	C302
Qual/Competencies Justifications	C333
Org/Unit Full Data	C360
Reports > Needs Analysis	**Report Number**
Workforce Analysis Detail	C163
Time to Position	C331
Reports > Positions	**Report Number**
Position Qual Criteria	C94