To: IQCS Change Management Board
From: Mike Ellsworth, Chair, IQCS Change Management Board
Subject: Implementation of Document Upload feature in IQCS

Purpose: Outline the implementation of the IQCS document upload feature for November 13, 2019 release.

Background: In 2017 IQCS Change Management Board (CMB) determined a business need for uploading qualification documents into the IQCS application. The intent of the request was to create a comprehensive electronic record of all responders qualification records.

The following business rules were identified:
- Document upload feature will be applied to each of the following functional areas: Position Task Books, Responder Training, Certificates and Licenses, Manual Awarded Competencies and Incident Qual Card (Admin Action).
- Add attachment per line of record (i.e., specific PTB or training)
- For more experienced responders, an option will exist to upload an entire hard copy folder into a single historical record folder.
- Ability to download all imported documents for a responder.
- Document uploads will not be required fields until all participating agency policies move to electronic file versus the traditional hard copy file. Once the agency make IQCS the official record for qualifications, the system will require document uploads.

Transition Plan:
On November 13, 2019 IQCS will release the functionality for document uploads for qualification management. Account Managers are encouraged to begin utilizing the document upload feature for all new responders and begin transitioning existing responders with related documents.

Each participating agency will need to develop policy for allowing IQCS electronic document files to become a responders 'official' qualification record versus the current policy that requires,

> "A hard copy file folder will be kept for each employee. The contents will include, but are not limited to training records for all agency required courses, evaluations from assignments, position task book verification, yearly updated IQCS forms, and the Responder Master Record from IQCS" (Redbook Chapter 13, 2019).

The goal is to transition the 'official training record' to the IQCS electronic file within 3 years.

For more information on the document upload feature please contact your IQCS CMB Agency Leads (https://iqcsweb.nwcg.gov/contact-us/cmb-reps).