Add New Person

Person/Org from the green bar or select any person (blue) when you are on the **My Persons** page. Then select "Add New Person" towards the bottom of the box.
Last Name, First Name, Middle: Use upper and Lower Case. Enter at least their middle initial (enter their middle name if their last name is common…like Jones, Smith, Martinez etc…)

IQS ID: Send an email to Susan Burger (azredcards@azsf.gov) with a list of names that need numbers. She will send you a number for each person so you can enter it.
RC ID: Leave blank. This will be their Ross Clearinghouse ID number after the person is registered.

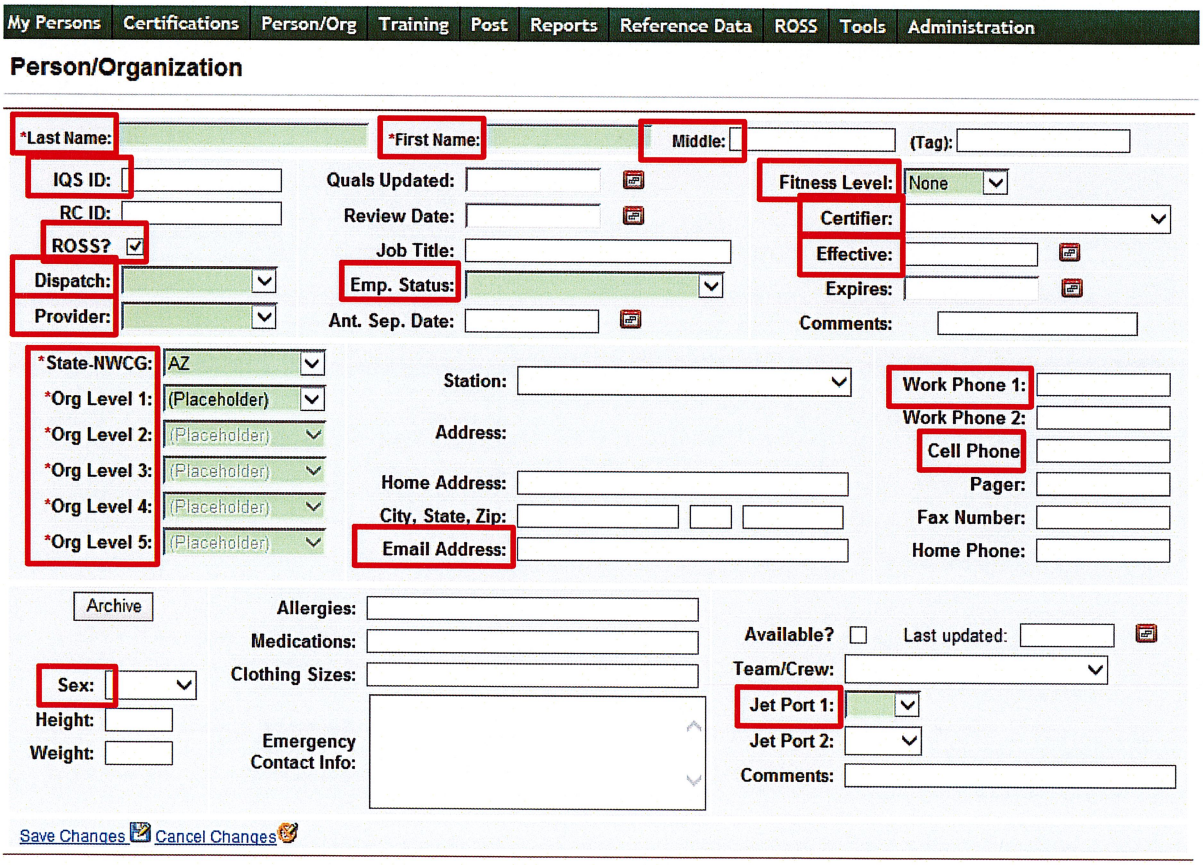
Dispatch: AZADC – Arizona Dispatch Center; AZTDC – Tucson Dispatch Center
Provider: Select the 3 Letter ID for YOUR FIRE DEPARTMENT/DISTRICT

Emp Status: ROSS will only acknowledge the following Employment Statuses: EFF (Casual/Emergency Firefighter); PFT (Permanent Full Time); PPT (Permanent Part Time); SEA (Seasonal)

Fitness Level/Certifier: If the required fitness level is not current, the position will be removed from ROSS and will not print on their qualification card (Red Card).

State-NWCG and Org Levels: Enter this to match the filters for your department/district.

Phone Numbers and email: Yes Yes Yes…this information is sent to ROSS and it is extremely helpful for Dispatchers to contact you.

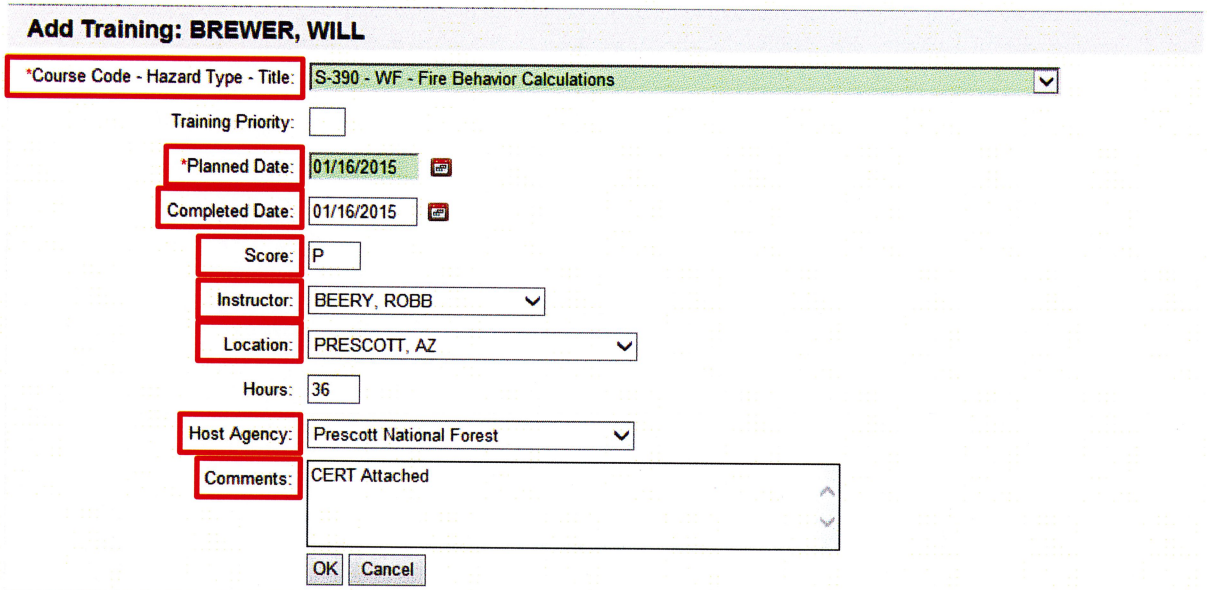


Add Training

Course Code - Hazard Type – Title: The first number is the course code (S-390). The next 2 letters are the Hazard Type (WF – Wildland Fire. AH – All Hazard). The last segment is the course title. Any course that has red letters is a discontinued course.

Completed Date: The last day of the course as listed on the Certificate

Score: P for Pass…otherwise they would not have a certificate.



Instructor: If the course instructor is not in the dropdown list there are 3 generic entries that might work: USFS Instructor, BLM Instructor, BIA Instructor. If those don't work please leave the space blank. Do Not use "unknown" – that will soon be removed from the list. If you would like you can put the name in the comments.

> **NOTE:** If the instructor is a State Cooperator and should be added to the list please let Susan Burger know (623-445-0274 x220) so the instructor can be added.

Location: Enter the City where the course occurred. You can add a City to the list (go to Reference Data>Training Locations and then you can add a city). You may notice there are some entries that are not cities…they are being removed. Please do not use them and do not add anything to the list other than a City, State.

Hours: This will automatically populate to the standard as outlined in the Field Managers Course Guide. If the hours were different on the certificate you can type over the automatic entry.

Host Agency: Enter the Agency that hosted the training. Many Cooperators are already on this list as well as Academies and all USFS in Arizona. There are also some generic entries: FIRE DEPT/DIST, USFS, BLM, BIA. You will not have access to adding agencies to this list. Please call Susan Burger if an agency needs to be added.

Comments: Indicate the source of the documentation. Usually this will be a CERTIFICATE, it could also be a course roster (as long as it is signed by the instructor), or a transcript.

(Qualification Tab) Add Qualifications that have no Taskbook

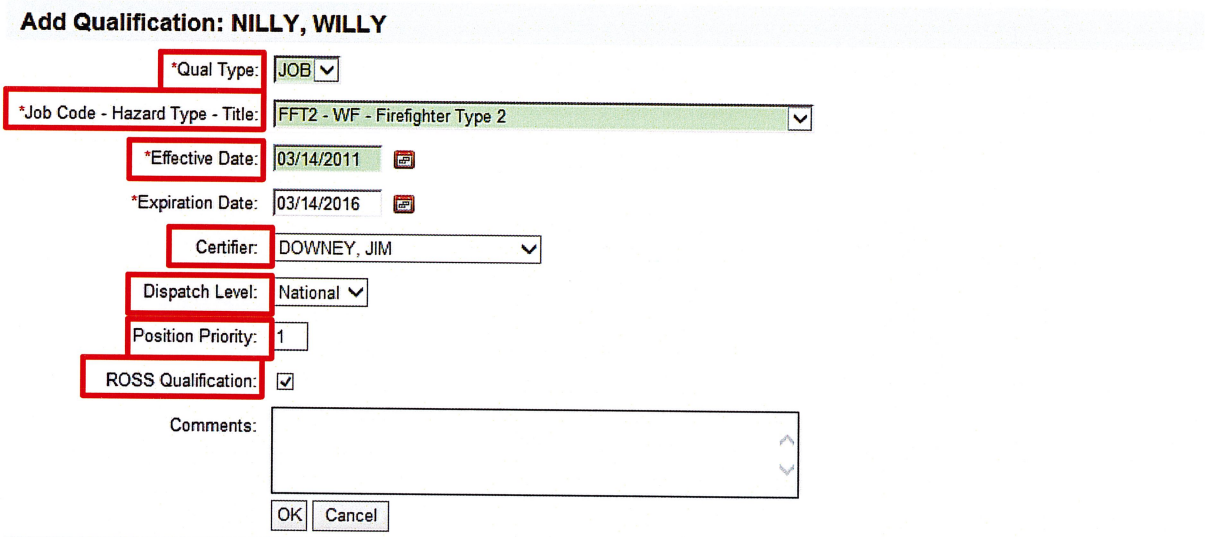
When there is **no taskbook** for a position (FFT2, EMTB, EMTP, ATVO) it is appropriate to enter the qualification using the Qualification Tab.

Qual Type: JOB means fully qualified. TRN – is for trainee. Skill – This field is not used often.

Job Code – Hazard Type – Title: The first pneumonic is the job code (FFT2). The next 2 letters are the Hazard Type (WF – Wildland Fire. AH – All Hazard). The last segment is the job title.

Effective Date: The date the person completed all requirements to be qualified. On an EMT Basic or Paramedic Card it is 2 years prior to the expiration date listed on the card.

Expiration Date: Most qualifications expire 5 years after the last assignment. Aircraft, Dispatch, Chainsaw Qualifications all have a 3 year expiration date, EMT expire after 2 years (the date will be on the card). The expiration date will automatically populate. BE ADVISED – the expiration date is often incorrect for the EMT qualifications. This has been submitted for correction to the IQS programmers. In the meantime you will need to type over the default date.



Certifier: Enter the person or agency who has the authority to say the person is qualified. You will find AZ Dept of Health and National Registry in the dropdown for EMT Cards. For a FFT2 qualification this would often be the Fire Chief or your training officer.

Dispatch Level: Select National for qualifications that have a national standard. Select the State option for qualifications that are State only qualifications, Region for region only, and Agency for Agency only. For most of the position you enter you will select National. The Agency category is useful if your agency wants to use IQS to track Positions or Skills that are not in ROSS or are not used by the State of Arizona.

Position Priority: This is a number that represents the priority order of the qualifications. Leaving this field blank will result in the qualification not printing on the Incident Qualification Card.

ROSS Qualification: You must check this box for the qualification to be in ROSS.

Add Trainee Position w Taskbook (Taskbook Tab)

Job Code – Hazard Type – Title: The first pneumonic is the job code (FFT1). The next 2 letters are the Hazard Type (WF – Wildland Fire. AH – All Hazard). The last segment is the job title.

Initiated Date: Enter the date on the front cover of the task book. Once the person has started working in their book, the initiation date can be revised to the date of their first evaluation.

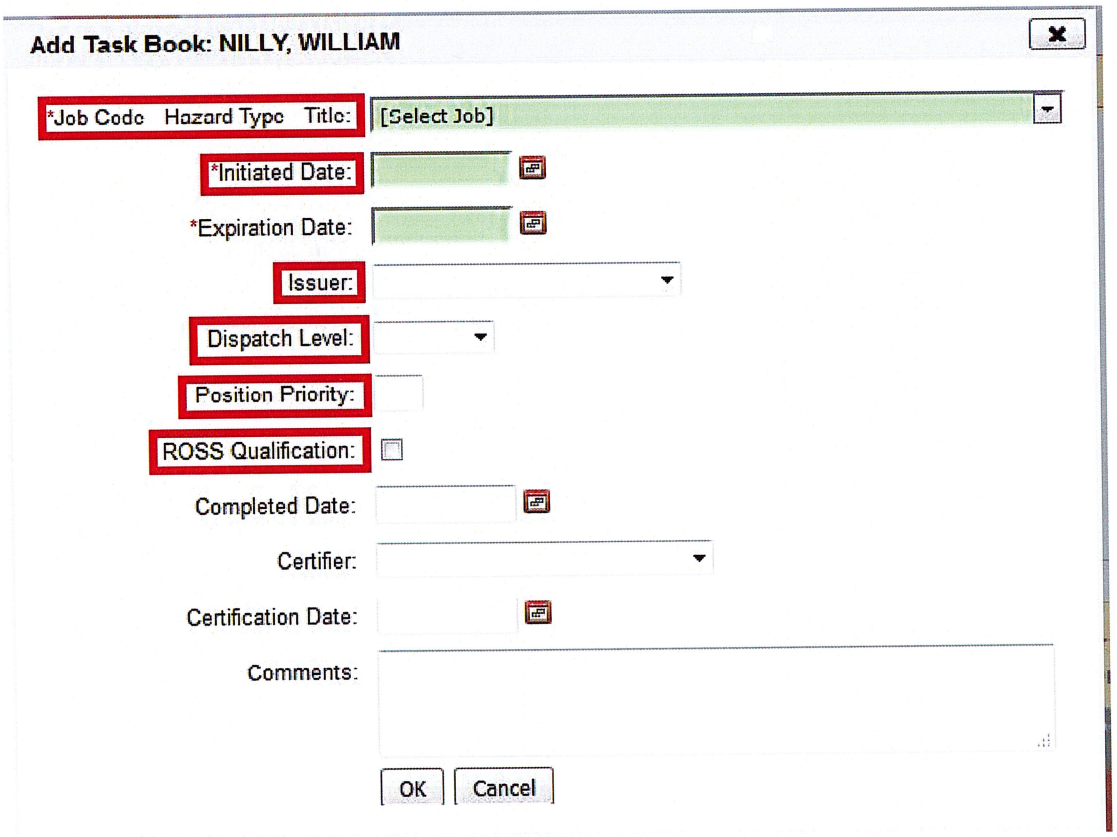
Expiration Date: Task books expire 3 years after their initiation date. This field will automatically populate when you enter the Initiated Date.

Issuer: Enter the person listed on the front cover of the task book. Call Susan Burger (623-474-1451) if a person needs to be added to this list

Dispatch Level: Select National for qualifications that have a national standard. Select the State option for qualifications that are State only qualifications, Region for region only, and Agency for Agency only. For most of the positions you enter you will select National. The Agency category is useful if your agency wants to use IQS to track Positions or Skills that are not in ROSS or are not used by the State of Arizona.

Position Priority: This is a number that represents the priority order of the qualifications. Leaving this field blank will result in the qualification not printing on the Incident Qualification Card.

ROSS Qualification: You must check this box for the qualification to be in ROSS.



ADD EXPERIENCE

In the green bar select Post>Incidents/Experience
Enter the incident name from your assignment in the Search Box and select GO. When the incident appears on the list select Post Experience from the far right column

Person: Type in your last name or Select your name from the drop down list

Experience Type: JOB – Fully Qualified in the Position (**Updates Qualification**)
TRN – Trainee in the Position (**Does Not** update Quals)
OJT – On the Job Training (**Does Not** update Quals)

Job Code – Hazard Type – Title: The first pneumonic is the job code (CRWB). The next 2 letters are the Hazard Type (WF – Wildland Fire. AH – All Hazard). The last segment is the job title.

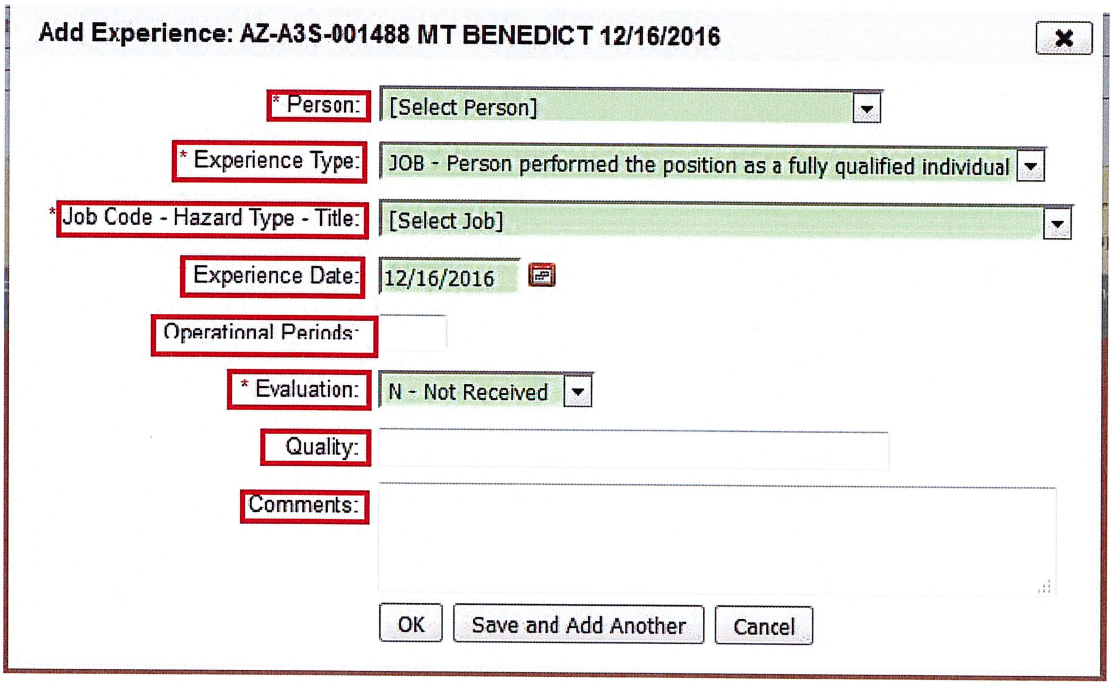
Experience Date: Enter the Actual Date they arrived on the Incident

Operational Periods: Enter the number of Operational Periods worked (for Data Purposes an operational period is a shift, or combination of shifts, that lasted between 10-16 hours)

Quality: Enter the Fuel Types worked on the incident.
Capital Letters, separated by comma with no spaces
In the Following Order:

G – Grass	(Fuel Type 1,2,3)
B – Brush	(Fuel Type 4,5,6,7)
T – Timber	(Fuel Type 8,9,10)
S – Slash	(Fuel Type 11,12,13)
Slt Cedar	(Beast of its own)
WUI	(Wildland Urban Interface)

Comments: Enter the Incident Management Type; (enter number of hours on the incident if less than 1 op)



Updating Completed Taskbook

The first 4 fields have already been entered.

Edit Task Book: NILLY, WILLY

*Job Code - Hazard Type - Title: FFT1 - WF - Firefighter Type 1

Created By: Susan Burger
Created Date: 02/17/2015

*Initiated Date: 2/6/2013

Updated By:
Updated Date:

*Expiration Date: 2/6/2016

Issuer: DOWNEY, JIM

Completed Date: 08/22/2014

Certifier: DOWNEY, JIM

Certification Date: 10/12/2014

Comments:

OK Cancel

Completed Date: Enter the Date the Final Evaluator Signed on p2 of the completed taskbook

Certifier: Enter the person who Signed the Agency Verification/Certification section on p2 of the completed taskbook

Certification Date: Enter the Date the Agency Verification/Certification section was signed on p2 of the completed taskbook

After you click "OK" you will see the following popup. It is letting you know that the trainee position will be changed to a JOB on the Qualification Tab. It is also asking if you want to delete the "Target Position". That is training for another page but at this point suffice it to say that You Do want to delete the target position. When you see this popup you can click "Continue"

Edit Task Book: NILLY, WILLY

Each Task Book has an associated Qualification and Target Position that may be affected by a change to the Task Book.

Qualification: This person's Trainee Qual will be converted to a Job Qual. The Task Book certifier will be the Qualification certifier. The Task Book certification date will be the Qualification effective date. After completing this operation, go to the Qualifications tab to review/update the Qualification.

Target Position: Target Position exists for this Task Book. If box is checked, it will be deleted.

☑ Delete Target Position

Continue Cancel