How to Enter a Protection Action in ATTAINS

Version: 10/16/2018

Purpose: This document explains how to enter a Protection Approach or Protection Plan "Action" in the Actions module of the ATTAINS User Interface. This document also explains how to associate the Action with the Assessment.

Note: There are several types of "Actions" in ATTAINS, and they may require different data depending upon the type. This document only applies to Protection Plan or Protection Approach Actions.

Access Level Required: Actions may be entered by either States or EPA. Entering an Action in ATTAINS requires the following level of access:
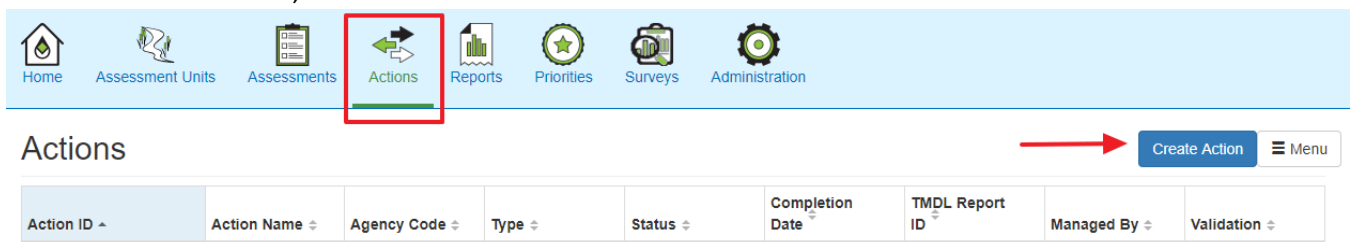
- A state user must have Data Entry or Administrator access for the Actions module
- An EPA user must have Reviewer or Administrator access for the Actions module

How to Enter a Protection Approach (or Protection Plan) in ATTAINS

States may enter a draft Action in ATTAINS and then submit it to EPA for review and approval in the system, or they may send an Action document to EPA outside of ATTAINS and then EPA may enter the approved Action in ATTAINS for the state. The state and region should work together to determine the preferred option.

- **Note:** States may enter draft Actions into ATTAINS for half credit towards the measure, before they are reviewed by EPA. This credit will only be counted once. The State does not need to share a draft report to gain this half credit, but they must associate the appropriate Assessment Unit/Parameter combinations with the Action. Once the Action is approved in ATTAINS, the state will get full credit.

1. Login to ATTAINS.

2. In the "Actions" module, click on the "Create Action" button

Note: An asterisk in ATTAINS denotes a required field.

Action (NEW)

General Information

Action ID*	Action ID
Action Name*	Action Name
Action Type*	Select Action Type ▼
Agency*	○ EPA ○ State ○ Tribe
Comment	action comment...

Organization TEST_ORG_C

Action Status Draft

0 / 4000

Save   Next ❯   Return to List

3. Enter information regarding the Action and then click "Next", to save the information and move to the next screen. (See the screen shot below.)
   a. "Action ID": This identifier is tied to the Action and should be a unique identifier within the Organization (State or Tribe). The Action ID is permanent, and cannot be changed once it has been entered.
      i. Action ID is a character/string field, with a maximum length of 45 characters.
      ii. **Avoid using spaces and special characters other than underscore "_" or dash "-" in the Action ID**.
      iii. Please include the two-letter state abbreviation in the Action ID to allow easier searching.
      iv. The Action ID is a data entry field, rather than an automatically generated number, to allow states to choose Action IDs that have meaning to them. If a Region is entering the Action, they should consult with the state regarding the naming scheme to use for the Action ID.
      v. If the state does not have its own naming scheme, here are some things to consider for your naming convention:
         1. The Action ID should start with the Region (optional) and/or two-letter state abbreviation (required).
         2. Some Regions like to include
            a. An indication of the water(s) or watershed name.
            b. A parameter name in the Action ID for easier searching.
            c. A federal fiscal year in the Action ID.
         3. Some Regions assign a single Action ID to the entire Action document (ex: if an Action document contains multiple Assessment Units and multiple parameters, one overall Action ID can be assigned that applies to all combinations of

Assessment Units and parameters covered by the document), while other Regions prefer to assign an Action ID for the group of Assessment Units associated with a parameter (ex: if an Action covered two parameters, then there may be two Action IDs associated with the document—one for each parameter and the group of Assessment Units covered by that parameter).

b. "Action Name": The name for the Action. This is a character/string field, with a maximum length of 255 characters.

c. "Action Type": Protection Approach (This is the only "Protection" Action Type in ATTAINS, so it is used for a Protection Approach or a Protection Plan that is part of a Protection Approach.)

d. "Agency": To denote if the Action was created by EPA, a State, or a Tribe. (If EPA is entering the Action for the State or Tribe, the Agency would be the State or Tribe.)

e. "Comment": Provide an optional comment about the Protection action.

f. Click on the "Next" button to save the general information about the Action and proceed to the next step to continue entering information about the Action. (The "Save" button will save the information that you entered and generate the Action, but will not take you to the next page.)

Action (NEW)

General Information	
Action ID*	CC_Protection_Example_1
Organization	TEST_ORG_C
Action Name*	Example Protection Approach Action
Action Status	Draft
Action Type*	Protection Approach ▼
Agency*	○ EPA ● State ○ Tribe
Comment	This is an example of how to enter a Protection Approach in ATTAINS.
	68 / 4000

Save   Next ❯   Return to List

4. Add any Assessment Units and Parameters that you would like to associate with the Action. At least one Assessment Unit is required to be associated with the Action. Adding the Assessment Units and Parameters here makes it easier to find the Action that is associated with the waters later.

a. Add the Assessment Unit ID for each water to be associated with the Action. You can search All Waters, or limit to the subset of 303(d) Listed Waters only. With either the "All Waters" option or the "Listed Waters Only" option selected, start typing an Assessment Unit ID in the Assessment Unit field, and ATTAINS will show you options that match. Note: If the organization

(state or tribe) has a lot of Assessment Units, this pick list may take some time to populate. You can also use the Advanced Search functions to find Assessment Units that match your selection.

b. Click the "Add" button to add the selection to the table on the right.

CC_Protection_Example_1

    c.   Repeat this step as needed for additional Assessment Unit and Parameter combinations.

5.   Add any Sources of impairment that you would like to associate with the Action. These are optional. If Sources of impairment do not apply, or you choose not to enter them, click on "Next" to proceed to the next tab. If you choose to include Sources, then the Source name and the Assessment Units affected by that Source are required.

    a.   Enter the Assessment Units that the Source of Impairment is associated with, and the Source name. Click the "Add" button to add it to the table on the right.

    b.   Repeat this step as needed.

6.   Add the document that goes with the Action. **Note**: Any documents uploaded into ATTAINS will eventually be made public. Do NOT submit documents containing sensitive or personally identifiable information.

    a.   Agency Code: Select the Agency that created or performed the Action (Regions: if the State or Tribe created the Action and submitted it to EPA, then select State or Tribe)

    b.   Document Name: Enter the name to be associated with the Document

    c.   Document Type: Select the label(s) that should be associated with the Document

    d.   File: Choose the file to be uploaded

    e.   Document Comment (optional): Provide information about the document

    f.   Click the "Add" button to add it to the table on the right.

g. Repeat this step if you need to add additional Documents to the Action record.

7. Check the Summary tab to see all the information associated with the Action. If there are any warning flags, return to the appropriate section to correct them.

8. When you are finished with the Action, and ready to submit it to EPA, follow these steps:
    a. Click on the Menu button, and then click on Submit.
    b. Once the Action is submitted, the Action Status will change to Final.
        Note: Currently, Actions that are Final may not be edited. So, please double check everything before you submit the Action.
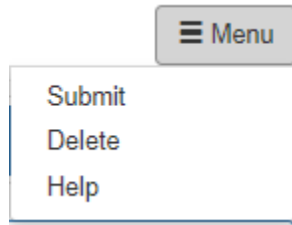
How to Associate the Action with the Assessment

Entering the Protection Action record into ATTAINS is the first step. Now the Action needs to be associated with the Assessment Unit and Parameter combination. This happens separately because Actions are often created and finalized in ATTAINS in between Integrated Reporting cycles. So, the state needs to associate the Action with the Assessment as part of the next Integrated Reporting cycle submission.

1. In the Assessments tab, select the Assessment Unit ID for the Assessment to be updated.
2. Click on the Parameters sub-tab.
    a. If the Parameter of interest has already been added, click on it in the table to the right. (Skip to part 2.c.)
    b. If the Parameter has not been added, select the appropriate Parameter name and Parameter status (Protection Approaches are likely to be based on Parameters that are currently "Meeting Criteria"), and click on the "Add" button. Then click on the parameter in the table to the right.

c. Expand the Association Actions section.

i. Leave the Search Filter set to Recommended, and click on the Search button. An Action field will appear. Click inside the Action field, to see a list of Action IDs that have listed that Assessment Unit ID and Parameter combination in the Action record. (Changing the Search Filter to All Actions would show all the Actions available to the Organization, not just the Actions that list that Assessment Unit and Parameter combination in the Action record.)

ii. Select the appropriate Action ID, and click the "Add" button. The Action record has now been associated with the Assessment.