A Guide to the MIP Case Number Field in the P4 Tool

The Mapping Information Platform (MIP) Case Number is currently not a required field in the Project Planning and Purchasing Portal (P4), since planned projects are not entered into the MIP, and P4 tracks projects from the planning stage on. However, once a project goes from the status “Planned” to “Funded” it is important that the MIP case number is input into P4 for all purchases at the secondary scope level, in some instances the MIP Case Number will be required.

Why MIP Case Numbers Need to be Entered Into the P4 Tool

The MIP Case Number is the unique identifier used to connect data between the MIP and the P4 tool. MIP Case Numbers must be entered into the P4 tool for purchases that have been funded, as soon as a MIP Case Number exists. Through the Secondary Scope Editor, the P4 tool allows users to associate multiple purchases to a project, which means that multiple case numbers can be entered if more than one case number exists for a project in MIP.

Entering the MIP Case Number in P4 means that data can easily be linked between P4 and the MIP allowing FEMA to connect information without having to ask for additional data entry or validation.

Entering Case Numbers into P4

Adding MIP Case Numbers to P4 is imperative to being able to accurately report Risk MAP Projects, which as previously stated will be seen by a wide variety of people, that could potentially include FEMA and FIMA senior executives and members of Congress and their staff. MIP Case Numbers can be added to P4 by accessing the Secondary Scope Item Editor through the Purchase Editor screen.

How to:

Scenario A - MIP Case Number Does Not Exist Yet
1. Choose one of the following from MIP Status field,
   a. New Element
   b. Not yet in MIP, or
   c. Tracked outside MIP (e.g. CNMS validation, RSC support, etc.)
2. As soon as a MIP Case Number is known, it must be entered to the P4 tool at the Secondary level, within the Secondary Scope Item Editor. This is especially important when there are multiple scope elements that require multiple cases to be created in the MIP, such as is the case with the Regulatory and Non Regulatory Products.

Scenario B – MIP Case Number Exists
1. In MIP Status field, select “Tracked inside MIP” to activate the MIP Case Number field (this field will be required dependent on certain selections).
2. Enter the MIP Case Number then in the MIP Case Number field to the right.

In addition to entering the MIP Case Number in the Secondary Scope Editor, the Regulatory (REG) case number should also be entered on the main Purchase Editor screen. Enter your MIP Case Numbers in P4 as soon as you can! The work we do is important and being able to accurately reflect it ensures program credibility.

Benefits of using the MIP Case Number field correctly

Having a data connection between the MIP and P4 tool provides multiple benefits, including:

- Eliminates the need to request information that may exist in one system or the other if the data can be connected through the MIP Case Number. For example, the preliminary data can be pulled from MIP which enables calculation of NVUE attained estimates in the P4 tool.
- Eliminates the need for additional validation efforts in order to understand why the field may be blank or “Not in MIP yet.”
- Saves time and makes reporting efforts more accurate and efficient.

The P4 tool can be accessed by authenticated users at -
http://p4riskmap.com/

The MIP can be accessed by users at -
hazards.fema.gov

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