



Kansas NG9-1-1 GIS Data Maintenance Checklist

A General Planning Guide for Kansas NG911 GIS Data Maintenance and Submissions through the NG911 Program Portal

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Prepared by NG911 GIS Committee

Prepared for NG911 Local agencies

Document Change Log

Date	Author	Change	Reason
12/08/15	Eileen Battles	None	Original release
1/13/16	Sherry Massey	MSAG maintenance	Added training and credentials

This is a planning checklist for local agencies to prepare a GIS data maintenance plan.

1. **Review the Kansas NG911 Geographic Information Systems**

Governance Policy. The current version of the document is available for download from the [Kansas 911 Coordinating Council's website](#). This document articulates the details for GIS data management as it relates to and supports statewide NG911 Governance Policy.

2. **Identify Stakeholders.** The NG911 GIS stakeholder roles and responsibilities are outlined in the Kansas NG911 Geographic Information Systems Governance Plan, Section 6.

The **Local GIS Data Steward** is the person responsible for assuring maintenance is performed on the GIS data for the agency. Every PSAP must designate a Local Data Steward. The Local Data Steward must be a staff person for the City or County responsible for the PSAP, even if a vendor handles the actual data maintenance.

The **Data Maintainer** is the primary person who will be performing the actual maintenance of the GIS data for the agency.

The Local Data Steward may also serve as the Data Maintainer.

Some things to consider when identifying stakeholders:

- Who at your local agency is responsible for making sure the GIS data is being regularly updated and submitted?
- Who will be doing the actual hands-on GIS data maintenance? Will you be editing the data internally or assigning this responsibility to a GIS vendor?

3. **Register on the [NG911 Program Portal](#).** To comply with Kansas NG911 Coordinating Council Security Policy, all NG911 GIS remediation and maintenance data must be submitted through the NG911 Portal.

Access the NG911 Program Portal and Register for an account. Identify the PSAP(s) you represent, as well as your role. Once you have registered, you will receive an email confirmation with your password for log in privileges.

4. **Edit, maintain and validate your NG911 GIS data.** Continuously update your NG911 GIS data in compliance with the [Kansas NG911 GIS Data Model](#), using the [NG911 GIS Data Model Templates](#), and validate your data before each submission using the [NG911 Toolbox](#). The NG911 Toolbox contains a series of data quality assurance checks designed specifically for Kansas NG911 GIS data. The Local Data Steward or Data Maintainer is responsible for ensuring GIS data has been validated using the NG911 Toolbox Validation Tools before each submission.

5. **Submit your NG911 GIS data as needed to GIS Master Repository.** Submit NG911 GIS data updates to the NG911 Program Portal. The frequency of data updates is a local decision to be determined by local needs and the amount and frequency of changes. If no data changes are needed, Local Data Stewards shall submit a “No Changes” statement via the Kansas NG911 Program Portal at least quarterly.

6. **MSAG maintenance.** Determine who is responsible for your agency’s MSAG updates, confirm they have the training and credentials necessary to perform MSAG updates, and develop a workflow to ensure that your MSAG database and GIS data are always synchronized.