

NWCG Data Standard Business Rules

Status: Draft Proposal Approved

Date: 04/25/2023

Name: Wildland Fire Incident Record Standard	
Definition:	Wildland Fire Incident Record is a data set with all details of an Incident, documenting the history of the record from incident creation to certification.
Description:	Wildland Fire Incident Records are managed within the Data Exchange environment inclusive of all data elements and updates to those data elements over the lifespan of the incident.
Business Rules:	
<ol style="list-style-type: none"> 1. A Fire Occurrence Data Record (FODR) Identifier and associated IRWIN ID will be included as data elements exchanged within each incident record managed within the Wildland Fire Information and Technology (WFIT) portfolio. 2. All applications which produce assets such as reports/.pdf/html/electronic records WILL include the IRWIN ID and FODR ID on all reports/files. <ul style="list-style-type: none"> <i>Examples -</i> <ul style="list-style-type: none"> ○ ICS-209 Report/Printed Version ○ CAD .pdf (printout of the Incident Record) ○ IROC Individual Resource Order Form, Incident Record Resource Order Form, IROC Reports ○ WFDSS decisions 	
General Data Exchange	
<ol style="list-style-type: none"> 1. Data exchange is predicated on defined Authoritative Data Source (ADS) which includes an established permission hierarchy based on specific business needs and vary during the lifecycle of an incident record. <ol style="list-style-type: none"> a. Default (CAD) b. SIT/209 c. Fire Reporting d. Certified 2. ADS addresses specific data elements individually and should not be conflated with systems. 3. ALL systems will synchronize ALL common data elements according to ADS. To that end, if a data element is within two or more systems it will be exchanged via IRWIN, participating systems will read and update incident record data elements within their system. 4. A system will update a field when their user edits the field. <p>Capturing Updates to data elements during the lifecycle of an incident record:</p> <ol style="list-style-type: none"> 1. There will be documentation (logging) of all changes to incident data associated with each incident record for the duration of the record. 2. If there is an update to a data element, the date/time and system which made the update will be accessible within a report/file. 	
Associated Business Rules for Special Circumstance Data Element Exchange	
<p><i>Data Exchange for Unique Fire Identifier Data Elements, Name, and Jurisdiction</i></p> <p>Over the course of an incident record's lifecycle there are consequences to updating certain data elements which may have repercussions to fire management or agency administrator decisions, costs, resources, and/or suppression strategy. The following Business Rules address those concerns.</p>	

Unique Fire Identifier Data Element

Unique Fire Identifier is the concatenation of the discovery date year, protecting unit and local incident identifier.

***Statistically, 84% of Unique Fire Identifier updates are made and finalized within the first 48 hours of an incident record's creation. ***

Discovery Date Year

1. Changes to the *Discovery Date Year* data element are acceptable with the stipulation they were entered in error and need to be corrected. The year will not be changed without a compelling reason. The Discovery Date Year has not been identified as an element with persistent issues within integration.
2. General Data Exchange Business Rules apply.

Protecting Unit Data Element

1. The *Protecting Unit* data element may be updated/corrected by the system with the ADS at any time.
IF any of the following:
 - o A FireCode has been generated
 - o An approved 209 submitted
 - o An approved WDFSS decision
 - o There are filled Resource Orders/Requests in IROCCoordinate with the appropriate stakeholders i.e., Current and updated Protecting Unit Fire Management Leadership, Dispatch Center, Incident Business Advisor to ensure impacts to financial systems, acquisition authorities and hiring requirements are respected.
2. Changes to the data elements **will** be reflected within the Unique Fire Identifier data element.
3. Changes will be made in the appropriate system which has ADS respective of permission hierarchy for the Protecting Unit data element
4. General Data Exchange Business Rules apply.

Local Incident Identifier Data Element

Changes to the *Local Incident Identifier* data element are acceptable with the stipulation they were entered in error and need to be corrected. They will not be changed without a compelling reason; having an agency's local identifiers in chronological order is not a justifiable reason and should be handled through alternative methods without manipulating the Local Incident Identifier.

Incident Name Data Element

Incident Names shall comply with NMAC Guidance and NWCG Standards. Guidance regarding Incident Names can be found at: <https://www.nwcg.gov/sites/default/files/publications/910-incident-name.pdf>

Incident Name

1. The *Incident Name* data element may be updated/corrected by the system with the ADS at any time.
If any of the following:
 - o A FireCode generated
 - o An approved 209 submitted
 - o An approved WDFSS decision
 - o There are filled Resource Orders/Requests in IROC
2. Changes to the established Incident Name data element is discouraged but are acceptable with the stipulation they were created against established standards and guidance for incident name and need to be corrected. They will not be changed without a compelling reason.
3. Changes must be communicated and coordinated with the appropriate stakeholders i.e., Protecting Unit Fire Management Leadership, Jurisdictional Unit Fire Management Leadership if different than the Protecting Unit, Dispatch Center, Incident Business Advisor for awareness.
4. Changes will be made in the appropriate system which has ADS respective of permission hierarchy for the Incident Name data element.
5. General Data Exchange Business Rules apply.

***Frequently incident records are given a temporary incident name during initial attack i.e., loc Upper Moose Trail, every effort will be made to have an Incident Name associated with an incident record within the first 48 hours of the fire discovery date and time. ***

AFTER the first 72 hours

1. *Applications must indicate to their users if there has been an update to these data elements:*
 - *Discovery Date Year*
 - *Protecting Unit*
 - *Local Unit Identifier*
 - *Incident Name*
 - *Jurisdictional Unit*
2. *A record of the values and date and times of updates must be maintained.*

**EDG is the system of record source for valid values for this data standard.*

**The change procedures for this data standard must be followed when adding, modifying, deleting, or archiving the meta-data definition or the standard data value list.*