

## Nevada LE Agency NIBRS Transition Readiness Checklist

This document is provided as guide for Nevada LE Agencies to use to ensure a smooth NIBRS transition

| #  | Action   | Description  | Timing      | Notes  |
|----|--|--|-------------|--|
| 1  | Program Communication to Agency Leadership       | Template on Agency transition dates, key activities and expectations                               | T-: 180-360 | <a href="http://nvcrimemapping.com/services">Download Documents from (nvcrimemapping.com/services)</a> |
| 2  | Program Communication To Agency Transition Lead  | Template on Agency Transition dates and responsibilities   | T-: 180-360 | <a href="http://nvcrimemapping.com/services">Download Documents from (nvcrimemapping.com/services)</a> |
| 3  | Agency assigns NIBRS RAC                         | <b>Should be complete. If not ASAP.</b>  | T-:180      |  |
| 4  | Develop Transition Plan and Date with Vendor     | Obtain written plan from vendor  | T-: 180-360 |  |
| 5  | Develop Transition Plan and Date if using Portal |  |             |  |
| 6  | Confirm Transition Date with Agency Leaders      |  | T-: 180-360 |  |
| 7  | Confirm Transition Date to NIBRS Program         | Include alternate date(s) if target date is not obtainable, issues and risks                       | T-: 180-360 |  |
| 8  | Leadership Communication to Agency Staff         | High level NIBRS, Benefits, WIFMs, State-wide program, etc..                                       | T-:180      |  |
| 9  | Agency Lead communication to Agency Staff        | Tactical Action Plan: What/Why NIBRS, Transition Date, Whats Changing, Timing, WIFM, Staff Actions | T-:180      |  |
| 10 | Identify People for NIBRS END USER Training      |  | T-:180      |  |
| 11 | Identify People for NIBRS System Admin Training  |  | T-:180      | <a href="mailto:ucr@dps.state.nv.us">NCJIS Administrative Guide - email: ucr@dps.state.nv.us</a>       |
| 12 | Share Training Plan with Trainees                | Live training dates and CBT  | T-:180      |  |
| 13 | Create Agency Training Tracking Sheet            | Use Program provided template  | T-: 90      |  |
| 14 | Transition date and Training Reminder            | Email to Agency Staff: Actions to take, Where to get help  | T-: 90      |  |
| 15 | Transition date and Training Reminder            | Email to Agency Staff: Actions to take, Where to get help  | T-: 60      |  |
| 16 | Transition date and Training Reminder            | Email to Agency Staff: Actions to take, Where to get help  | T-: 30      |  |
| 17 | Transition date and Training Reminder            | Email to Agency Staff: Actions to take, Where to get help  | T-:7        |  |
| 18 | Transition date and Training Reminder            | Email to Agency Staff: Actions to take, Where to get help  | T-:1        |  |

NOTE: "T" is the time remaining to your agency's NIBRS certification date. For example T-: 180-360 means 180-360 days before your assigned Go-Live

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| 19 | Transition date and Training Reminder    | Email to Agency Staff: Actions to take, Where to get help | T-: 0  |       |
| 20 | Begin using NIBRS                        |   | T-: 0  |       |
| 21 | NIBRS Status Checkpoint with UCR Program | Identify error rate; issues; action plan                  | T+: 30 |       |
| 22 | NIBRS Status Checkpoint with UCR Program | Identify error rate; issues; action plan                  | T+: 60 |       |
| 23 | NIBRS Status Checkpoint with UCR Program | Identify error rate; issues; action plan                  | T+: 90 |       |
| 24 | Receive NIBRS Certification              |   |        |       |

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