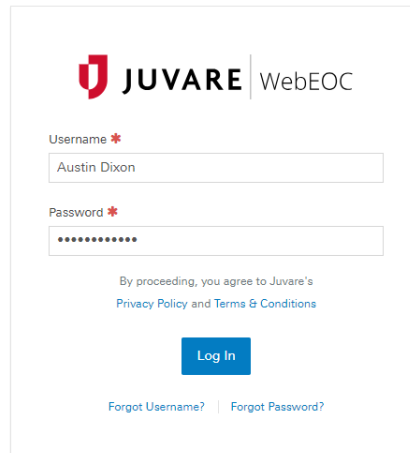
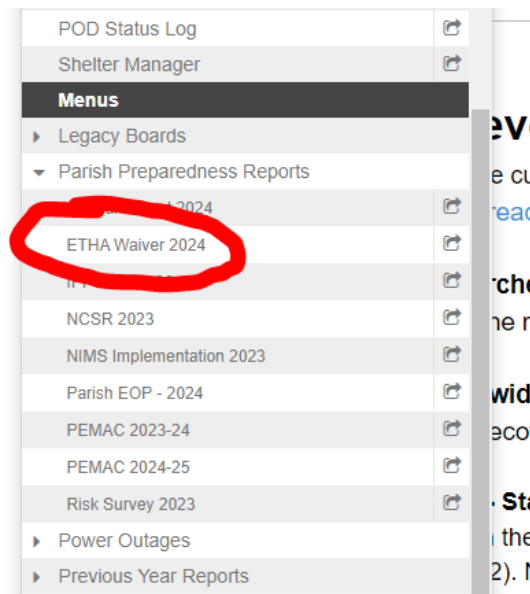


Expedited Temporary Housing Assistance Waiver WebEOC Board Instructions

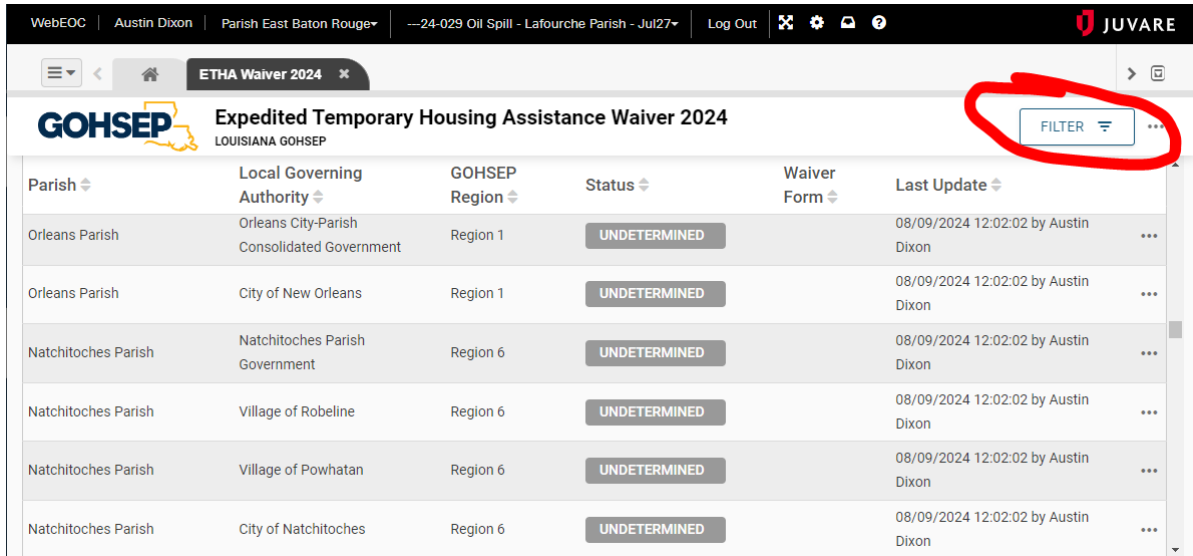
1. Parish OHSEP Director or his/her designee must "Log In" to WebEOC.



2. The Expedited Temporary Housing Assistance Waiver board can be found under the Parish Preparedness Reports menu as "ETHA Waiver 2024."



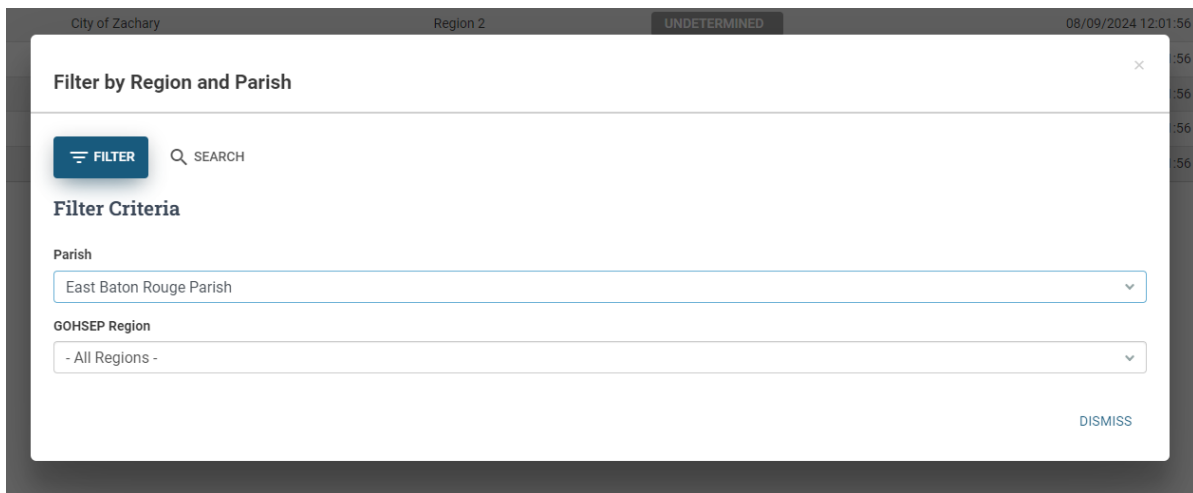
3. After opening the board, click the "Filter" button to search for your parish's governing authorities.



The screenshot shows the GOHSEP dashboard for the Expedited Temporary Housing Assistance Waiver 2024. The dashboard includes a navigation bar with the GOHSEP logo and the title 'LOUISIANA GOHSEP Expedited Temporary Housing Assistance Waiver 2024'. A 'FILTER' button is circled in red in the top right corner. Below the navigation bar is a table with the following columns: Parish, Local Governing Authority, GOHSEP Region, Status, Waiver Form, and Last Update. The table contains seven rows of data, all with a status of 'UNDETERMINED'.

Parish	Local Governing Authority	GOHSEP Region	Status	Waiver Form	Last Update
Orleans Parish	Orleans City-Parish Consolidated Government	Region 1	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon
Orleans Parish	City of New Orleans	Region 1	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon
Natchitoches Parish	Natchitoches Parish Government	Region 6	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon
Natchitoches Parish	Village of Robeline	Region 6	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon
Natchitoches Parish	Village of Powhatan	Region 6	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon
Natchitoches Parish	City of Natchitoches	Region 6	UNDETERMINED		08/09/2024 12:02:02 by Austin Dixon

4. Choose your parish from the list, then click the "Dismiss" button.



The screenshot shows a 'Filter by Region and Parish' dialog box. The dialog has a title bar with a close button. Below the title bar is a 'FILTER' button and a 'SEARCH' input field. Under the heading 'Filter Criteria', there are two dropdown menus: 'Parish' (set to 'East Baton Rouge Parish') and 'GOHSEP Region' (set to '- All Regions -'). A 'DISMISS' button is located at the bottom right of the dialog.

5. Select the "... " button next to the governing authority you'd like to update, then choose "Edit."

Parish	Local Governing Authority	GOHSEP Region	Status	Waiver Form	Last Update
East Baton Rouge Parish	City of Zachary	Region 2	UNDETERMINED		08/09/2024 12:01:56 by Austin Dixon
East Baton Rouge Parish	City of Central	Region 2	UNDETERMINED		08/09/2024 12:01:56 by Austin Dixon
East Baton Rouge Parish	City of Baker	Region 2	UNDETERMINED		08/09/2024 12:01:56 by Austin Dixon
East Baton Rouge Parish	City of Baton Rouge	Region 2	UNDETERMINED		08/09/2024 12:01:56 by Austin Dixon
East Baton Rouge Parish	City of Baton Rouge, Parish of East Baton Rouge	Region 2	UNDETERMINED		08/09/2024 12:01:56 by Austin Dixon

6. Select your response for each of the required fields:

- Start with selecting the "Parish".
- Selecting your specific parish will pre-populate the pull down option for "Local Governing Authority Name" field with only the legal names of the specific municipalities or the parish's governing body within that parish. If you do not see one of the agencies, please contact your Regional Coordinator or our WebEOC Administrator and the agency will be quickly added.
- Select your region.
- Select either the "Opt In" or "Opt Out" from the Waiver Status dropdown box.
- Finally, click the "Choose File" upload button under "Waiver of Land Use or Permitting Form" to upload the waiver form.
- Click "Save" in the bottom right corner of the board.

*Parish
East Baton Rouge Parish

*Local Governing Authority Name
City of Zachary

*GOHSEP Region
Region 2

*Waiver Status
Opt In

Waiver of Land Use or Permitting Form
Choose File | No file chosen

CANCEL SAVE

7. You will return to the home page of the ETHA Waiver Board and you can verify all information entered is accurate and update if needed.