

Old HabITS V4 Documentation

This is where you can find all the old documentation, help videos and pdfs for HabITS V4.



IMPORTANT

Before you start, please **read the Reminder below** for vital information regarding data entry and the kind of information it must provide to meet reporting, management, and planning needs.

What to include and keep in mind when entering data in HabITS V4

PROJECT AND ACCOMPLISHMENT NARRATIVES

Providing concise sentences through narratives that allow HQ to better represents the hard work. Please remember to:

- Describe the Service's role and substantial involvement. (No longer required in V5)
- Describe specific project benefits such as reduction of shoreline erosion, enhancement of migratory bird population, protection of specific habitat, and recovery actions.
- If the project is an Agency Priority Goal (e.g. Adaptive Management), describe how the project supports that initiative. Remember to select the initiative under the FWS Initiative section.
- Describe any economic (e.g. jobs/job training) and community (e.g. recreation) benefits created by the project (if applicable).

ACCOMPLISHMENT FINANCIALS

Documenting the all the resource contributions, including monies, in-kind services, and staff days will allow us to better describe the actual resources necessary to implement a project and carry out our mission. Please remember to:

- Provide PFW or CP's contribution (\$\$, in-kind and staff days).
- Provide project partners' contributions (\$\$ and in-kind).

PERFORMANCE HABITAT TYPES

- For in-stream techniques (e.g. structure, j-hook, cross vane, and step-pools), please select stream channel or river.
- For stream bank techniques (e.g. tree planting and fencing), please select shoreline.

ACCOMPLISHMENT BENEFITS

Documenting specific project benefits is becoming increasingly important, especially when evaluating returns of federal investments. Please remember to:

- Identify any trust resource benefits (i.e., primary, secondary, and tertiary).
- If trust species are identified, please select species from the species list.

PROJECT STATUS

- For completed projects, please review the HabITS entry to verify that the following information is provided: Service's role and contribution, the benefit of the project and consistency in acres, miles and funds between the financial tab and the narratives.
- For completed projects, please remember to *uncheck* the planning box of the Mechanism, Project, or Accomplishment, whichever is applicable (see screen captures below). Planning activities are not included in the accomplishment totals (i.e., acres and miles).

Mechanism Properties Planning? <input checked="" type="checkbox"/> All related Projects and Accomplishments will be set to planning.	Project Properties Planning? <input type="checkbox"/>	Accomplishment Properties Planning? <input type="checkbox"/>
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HabITS Data Entry Reminder Sheet

November 13, 2012

For a downloadable Word file of the above, click here: [HabITS Data Entry Reminder_FY13.doc](#)