



U.S. Department of Defense

CIPP Plan System: Viewing Multiple Communities at a Glance with the “My Communities and CIPP Plans” Page

March 2024

Introduction

Whether you are performing Integrated Primary Prevention Workforce (IPPW) duties, are a unit commander/organization leader, or are a community leader, the “My Communities & CIPP Plans” page on the CIPP Plan System serves as a quick reference for the CIPP Plan registrations within your purview. This page can be used to view multiple communities at a glance when working with multiple communities or CIPP Plan registrations. This page is intended to catalog prior-year CIPP Plans and associated registration data as communities archive their CIPP Plans.

What is on the Page

The “My Communities & CIPP Plans” page contains a table of all the CIPP Plan registrations you have access to. Therefore, what you see here depends on your relationship to the CIPP Plan.

If you are performing IPPW duties, you will see:

- Your in-process (draft) CIPP Plan registrations
- Submitted (final) CIPP Plans for your community(ies)

If you are a community leader or a unit commander/organization leader, you will see:

- Submitted (final) CIPP Plans for your community

If you are a Service-Level Administrator, you will see:

- All in-process CIPP Plan registrations within your Service
- All submitted (final) CIPP Plan registrations within your Service

The registrations you have access to are displayed in a table, including key information such as CIPP Plan ID, the plan version (i.e., initial or updated plan for a given year), the community name, and community leader contact information.

Filtering and Searching the Table

Over time, your “My Communities & CIPP Plans” page may become very large. In this case, there are filters you can use to narrow the view to those records you are looking for. For example, you can search for a particular CIPP Plan ID if you are looking for a known CIPP Plan, or you can filter by status to view all registrations that are in-process.

These filters can be used by clicking inside the corresponding text field and typing the desired filter within it. For example, if you wanted to view the registrations of all communities commanded by Chester Nimitz, you would type “Nimitz” in the search field.

- The summary table below includes the registered CIPP Plans associated with your user role.
- IPPW personnel can see “Uploaded” and “Draft” CIPP Plans while community leaders and unit/organization commanders/leaders can only see “Uploaded” CIPP Plans.
- For IPPW personnel, the “Actions” available allow for editing, deleting, and managing user access to a community, as well as uploading and downloading CIPP Plans.
- For community leaders and unit/organization commanders/leaders, the “Actions” available allow for viewing and downloading submitted CIPP Plans and their registrations.
- If you require additional guidance, please review the user resource, Viewing Multiple Communities at a Glance with ‘My Communities and CIPP Plans’ Page.

✕ 🔍

CIPP Plan ID ↕	Actions	Version ↕	Community Name ↕	Community Leader ↕	Community Leader E-mail ↕	Status ↑
PVImYVoh-U	⋮	Updated 2024	DCP Team	Will Cosner	Test@mail.mil	Draft
A7NYzeco-U	⋮	Updated 2024	DCP Team	Will Cosner	Test@mail.mil	Uploaded
A7NYzeco-I	⋮	Initial 2024	DCP Team	Will Cosner	Test@mail.mil	Uploaded
PVImYVoh-I	⋮	Initial 2024	DCP Team	Will Cosner	Test@mail.mil	Uploaded

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1 ▾ of 1 page(s)
Items per page: 10 ▾
Total 4 items

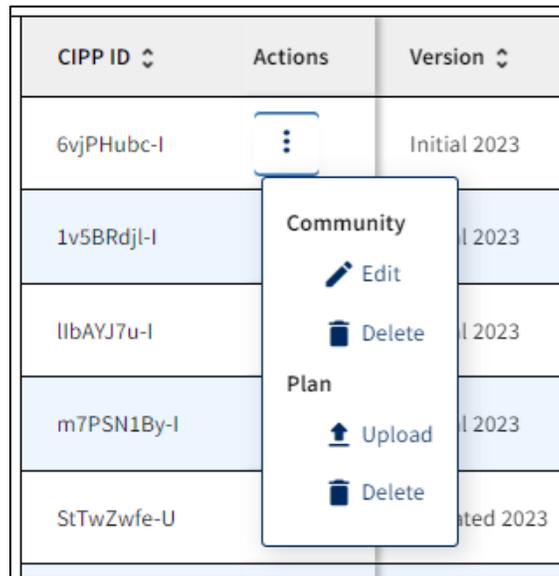
CIPP Plan Registration Actions

In the table, clicking on the three vertical dots under the “Actions” heading reveals icons for particular actions. These actions are limited according to the status of the registration: in-process registrations can be edited and deleted, and final registrations can only be viewed.

For example, if you are a unit commander, the CIPP Plan registration involving your unit may be in-process but will not be visible to you until it is finalized by your community’s IPPW team. At that point, you will see it in the table and can view the entirety of the plan by choosing the “View” action under the three vertical dots.

Ru5mf2mi-U	⋮	Updated
O2Umw4Tp-I	<div style="border: 1px solid #ccc; padding: 5px; margin: 0;"> <p style="margin: 0;">Community</p> <p style="margin: 0; text-align: center;">👁️ View</p> <p style="margin: 0;">Plan</p> <p style="margin: 0; text-align: center;">📄 Download</p> </div>	
k4JKjxS0-U		
zWhNfth3-U		

If you are performing IPPW duties, you can edit an in-process CIPP Plan registration by clicking on the “Edit” action button next to your plan. Doing so will bring you to the initial or updated registration workflow (depending on the type of registration it is) where you can make the necessary edits before saving your progress. The “My Communities & CIPP Plans” page also makes it easy to clean up any draft registrations you may want to delete. Simply identify these CIPP Plan registrations in the table, click the three vertical dots on the corresponding row, then click the “Delete” button. Although you will not be able to delete a final CIPP Plan registration, please ensure you do not delete an in-process registration accidentally.



The screenshot shows a table with three columns: CIPP ID, Actions, and Version. The first row is highlighted in light blue. A dropdown menu is open over the 'Actions' column of the first row, showing options for 'Community' (Edit, Delete) and 'Plan' (Upload, Delete). The table contains the following data:

CIPP ID	Actions	Version
6vjPHubc-I	[Menu]	Initial 2023
1v5BRdjl-I	[Menu]	Initial 2023
llbAYJ7u-I	[Menu]	Initial 2023
m7PSN1By-I	[Menu]	Initial 2023
StTwZwfe-U	[Menu]	Updated 2023

Contacting the Help Desk

For technical assistance regarding the CIPP Plan registration process, reach the help desk at:

- OPA_DCP@DATARECOGNITIONCORP.COM
- 1-833-867-5674

For questions about CIPP Plan System content, reach the help desk at:

- DODHRA.OPA-CCA-SUPPORT@mail.mil