



HSIN | Homeland Security
Information Network

Introduction to HSIN Basics (HSIN 101)



Learning Objectives

- What is HSIN?
- What are Mission Advocates?
- How is HSIN used?
- What are HSIN features?
- How to join HSIN?
- What are HSIN Document Management Best Practices?





Our Mission

HSIN is the nation's focal point for sharing **Sensitive But Unclassified** information. It enables **Federal, State, Local, Tribal, Territorial, International** and **Private sector** homeland security partners to achieve their missions through information sharing.

**TRUSTED
MISSION-BASED
INTEROPERABLE**





HSIN is Driven by Your Mission

MISSION AREAS



Public Health
Prevent. Promote. Protect.



DIVERSE MEMBERSHIP

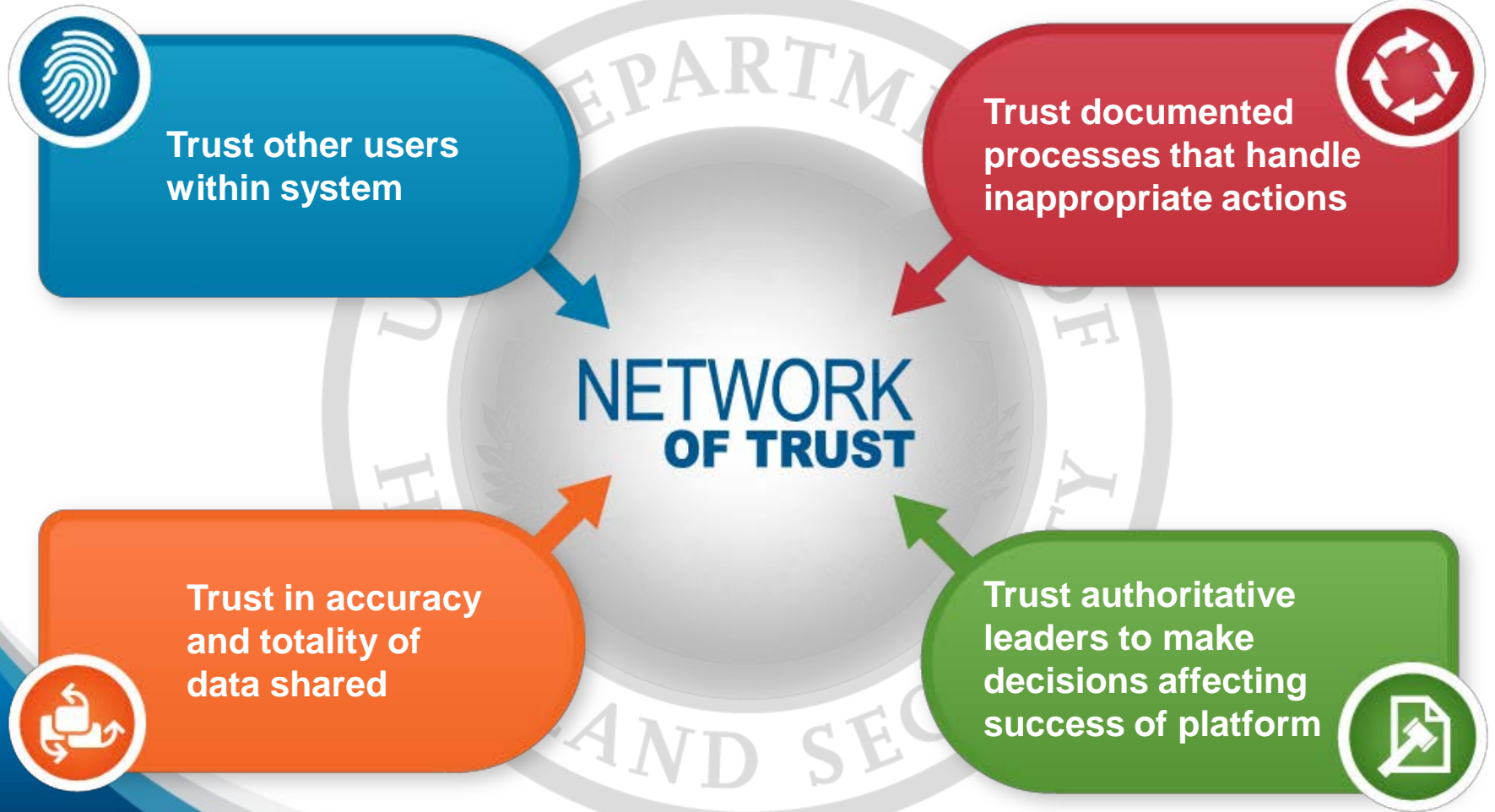


Connecting Homeland Security Partners...

.... Regardless of geographic or jurisdictional boundaries



Delivering a Network of Trust





Operational Support



Role of the Mission Advocate

Portfolio and Project Management

Business Development

Relationship Management

Requirements Management

Technical Configuration

Business Analysis

Operational Training

Events Management



HSIN Real World Success

Mission	HSIN In Use
 <p data-bbox="513 558 900 605">Daily Operations</p>	<ul data-bbox="1051 454 1789 711" style="list-style-type: none">• Kentucky Homeland Security Grant Program• Domestic Highway Enforcement Interstate Drug Trafficking Bust• USNORTHCOM• Operation Strong Safety
 <p data-bbox="513 858 875 905">Planned Events</p>	<ul data-bbox="1051 779 1553 991" style="list-style-type: none">• MLB All Star Week• Kentucky Derby• Super Bowl• National Scout Jamboree• Waste Management® Open
 <p data-bbox="513 1108 944 1155">Incident Response</p>	<ul data-bbox="1051 1048 1789 1219" style="list-style-type: none">• West Virginia Safe Schools• Boston Marathon Bombing• Attempted White House Perimeter Breach• St. Thomas Gas Fire



Supporting Interagency Collaboration

HSIN initiated a pilot project with the U.S. Customs and Border Protection Office of Border Patrol Detroit Sector to stand up the Law Enforcement Operations Network. LEON serves as a trusted information sharing resource while providing a collaborative workspace for law enforcement partners to maximize operational efficiency and promote a whole-of-government methodology.



As a central component of this project, HSIN initiated the development of a de-confliction tool to support collaborative patrolling in the Great Lakes region. This new functionality can serve as a template to provide a similar capability to all HSIN communities that can be adapted and scaled to meet other mission requirements.





Supporting Public Safety and Event Management

Mission Advocates have doubled the number of events supported by the Program. From this experience, HSIN identified a number of best practices to support situational awareness, planning and multi-jurisdictional coordination. HSIN implemented these best practices and made them available to all HSIN communities through the Events and Incident Management Template—a codified tool that makes it possible for users to set up these best practice capabilities in seconds.



This feature incorporates many of the tools HSIN users identified as the most helpful and impactful to their operations, including multi-agency incident tracking, a virtual joint information center, resource request tracker, notifications and a streamlined command- decision/execution capability. With this application, HSIN communities are able to support incident and emergency management operations and provide official personnel the information they need, when they need it, across the entire command structure.

Supporting Real-time Law Enforcement Response

HSIN was created to support information sharing between homeland security mission partners, to help them find the information they need, when they need it. For law enforcement officials, this often means more than simply accessing information; it means securely sharing raw data as it happens to support incident response and investigative operations. Law enforcement officials across the country turned to HSIN to support real-time response operations.





Increased Collaboration between HSIN and Protective Security Advisors

PSAs and HSIN Mission Advocates also work with critical infrastructure partners through the HSIN-Critical Infrastructure community. As the largest community on HSIN, HSIN-CI is used to share critical infrastructure information with stakeholders in the private sector, including infrastructure owners, emergency managers and cybersecurity experts. HSIN Mission Advocates, PSAs and HSIN-CI representatives regularly work together to support events, subject-specific meetings and trainings, and provide feedback on HSIN features.



As part of their regular activities, PSAs regularly perform vulnerability and security assessments on a variety of critical infrastructure to identify security gaps and potential vulnerabilities, as well as coordinate training and support incident management. They serve as a vital channel of communication among government officials and private sector owners and operators of critical infrastructure assets. HSIN supports these activities by providing access to important information, making it easier for PSAs to coordinate activities between regions and among regional partners, and making direct collaboration possible among all partner organizations during incident and event management operations.

6 Easy Steps to Join HSIN



*View the HSIN Registration Quick Reference Guide for step-by-step instructions

HSIN at a Glance

HSIN Chat

provides a secure environment for instant messaging.

HSIN Connect

is a robust web conferencing tool for real-time conferencing and collaboration.

HSIN Box

supports secure, direct communications with other HSIN users.

HSIN Learn

is a comprehensive, computer-based training solution.

HSIN Notify

enables instant communication with large groups at the speed of email.



**Homeland Security
Expertise and Support**



**Real-time Mapping
and Geolocation Data**



**Flexible Online and
Instructor-led Training**



**Secure Live Web
Conferencing
and Archival**



**Adaptable Common
Operating Picture**



**Responsive Program
Management and
Workflow Tools**



**Simple Document
Retrieval
and Notifications**



**Collaborative
Communities of
Interest and Practice**



**Secure Instant
Messaging
Behind Firewall**

HSIN Central

The image shows a screenshot of the HSIN Central website. At the top left is the HSIN logo with the text "Homeland Security Information Network". To the right of the logo are navigation links: "HSIN Central", "My HSIN", and "Memberships". Below this is a blue navigation bar with links for "About", "Governance", "Training", "Partners", "Best Practices", "FAQs", and "Contact". A search bar on the right of this bar says "Search this site...".

The main content area features a large green banner for "NEW HSIN VIDEO!". The video title is "Are YOU in HSIN?". The description states: "In the latest HSIN video, Captain Jackie White with Special Operations at the Albuquerque Fire Department discusses the impact HSIN has had on communications during large-scale events, like the International Balloon Fiesta and Fourth of July celebrations." Below the video is a link: "To watch the video, click here."

On the right side of the main content area, there are two sections: "Partner Access" and "Quicklinks".

Partner Access

	COP Mobile	About	ACCESS ▶
	EPIC	About	ACCESS ▶
	LEEP	About	
	DISNET	About	ACCESS ▶

Quicklinks

- Take a HSIN Class
- Find Geospatial Resources
- View HSIN Communities

A red circle highlights a gear icon in the top right corner of the website. A red arrow points from this circle to a dropdown menu that is open, showing the following items:

- Access Status
- Advanced Search
- Geospatial
- Communications**
- Chat
- HSIN Exchange
- HSINBox
- Web Conferencing
- HSIN Tools**
- Community Directory
- User Directory
- Training**
- HSIN Learn
- Training Info

At the bottom of the website, there are three sections: "HSIN IN THE NEWS", "HSIN ANNOUNCEMENTS", and "HSIN EVENTS".

HSIN Central Navigation

Site Actions

Site Actions -

Banner/Ribbon

Universal Navigation

Global Navigation



HSIN Central | My HSIN | Memberships | Chamece A. Lundy

About Governance Training Partners HUWG Best Practices FAQs Contact Search this site...

Left Navigation

NEW HSIN VIDEO!

Check out the latest HSIN video featuring DHS Intelligence Officer James Cruz from the Mariana Regional Fusion Center in Guam.

To watch the video, click here.

Partner Access

- COP Mobile About ACCESS
- LEEP About
- RISSNET™ About ACCESS
- TRIPwire About ACCESS

Quicklinks

- Take a HSIN Class
- Find Geospatial Resources
- View HSIN Communities

Web Parts

Partners

New to HSIN? Click here to learn how HSIN supports your mission needs!

Read the 2014 HSIN Annual Report

PDF WEB

THE HSIN ADVOCATE

VIEW ISSUES

HSIN IN THE NEWS

2015 Rising Star: Katherine Mullins
11/23/2015 | FCW

HSIN ANNOUNCEMENTS

New Case Study: World Police and Fire Games

HSIN EVENTS

HSIN Scheduled Service Window
12/11/2015 9:00 AM

Community Navigation

The screenshot displays the HSIN (Homeland Security Information Network) interface. Key components are highlighted with yellow callouts:

- Universal Navigation:** Located at the top right, containing links for "Community Admin Panel", "Community Directory", "HSIN Central", "My HSIN", and "Memberships".
- Banner/Ribbon:** A horizontal banner at the top featuring an American flag and the text "Event and Incident Management Sandbox".
- Global Navigation:** A horizontal bar below the banner with a search box labeled "Search this site..." and a "Bulk Validation Queue" link.
- Left Navigation:** A vertical sidebar on the left containing "Libraries" and "Lists".
- Breadcrumbs:** A path indicator showing "HSIN > Event and Incident Management Sandbox".
- Web Parts:** A central area containing several interactive elements:
 - Buttons:** "Add to Incident Tracker" (red), "New Resource Request" (blue), "New RFI (Internal)" (green), "Announcements" (orange), "Calendar" (orange), and "Incident Action Plan" (orange).
 - Active Incidents Table:**

Agency Incident #	Incident	Incident Type	Incident/Event Location Name	Date/Time of Incident	Response Type
There are no items to show in this view of the "Incident Tracker" list. To add a new item, click "New item".					
 - Current Events Table:**

Title	Location	Category	Start Time	End Time
There are no items to show in this view of the "Calendar" list. To add a new item, click "New item".				
 - Resource Requests Table:**

Order Kind	Requested Arrival Date & Time	Estimated Arrival Date & Time	Order Status
There are no items to show in this view of the "Resource Requests (ICS 213RR)" list. To add a new item, click "New item".			
 - Operations Schedule Table:**

Event	Location	Link
There are no items to show in this view of the "Battle Rhythm" list. To add a new item, click "New item".		
 - RFI's Table:**

Title	Requestor	Assigned To	Time In
There are no items to show in this view of the "RFI Tracker" list. To add a new item, click "New item".			



Document Library Best Practices

- Change the default Documents Library name to something meaningful.
- Use metadata to organize, categorize and search documents quickly within libraries.
- Enable versioning on collaborative libraries.
- Limit major and minor versions to optimize storage space.
- Create views to filter and rearrange documents.
- Limit library views to 100 documents per page to optimize page-load time.
- Manage security at the library level whenever possible, and not at the document level.



Naming Convention Best Practices

- Do not place the date in the file name.
- Do not include a version or revision number in the file name.
- Do not add the author's or reviewer's name or initials in the file name.
- Do not including DRAFT, FINAL, etc. to the file name.

Allow default library columns, metadata columns and version control to provide this information.



Metadata Best Practices

No Large Nested Folder Structures!!!



- Use metadata instead of folders to organize and quickly search documents and list items.
- URL has a 255 character limit.
- Nested folders with long folder and file names can break the URL if over 255 characters.
- Documents will not open if the URL exceeds 255 characters.



Things to Consider

- Inventory your existing documents.
- Define the library's purpose.
- Is this library for informational purposes or team collaboration?
- What are the retention policies?
- Is there a business case to have more than one library?
- What metadata and views will be required?





What's In It For Me? (WIIFM)

- Versioning Control and Version History.
- Views organize documents in countless ways without the need of folders.
- Workflows automate approval, collect feedback, and publishing processes.
- Check In and Check Out to ensure one person works on a document at a time, and prevents multiple versions from circulating.
- Co-Authoring allows multiple people to work on different sentences within a single document at the same time, while still preventing multiple versions from circulating.



More Information/Contact HSIN

- Public website: www.dhs.gov/homeland-security-information-network
- DHS-internal website: [http://dhsconnect.dhs.gov/org/comp/mgmt/cio/oat/Pages/Homeland%20Security%20Information%20Network%20\(HSIN\).aspx](http://dhsconnect.dhs.gov/org/comp/mgmt/cio/oat/Pages/Homeland%20Security%20Information%20Network%20(HSIN).aspx)
- HSIN Central (registered users only): <https://hsin.dhs.gov/Pages/Home.aspx>
- Email: HSIN.Outreach@hq.dhs.gov
- HSIN Help Desk: 866.430.0162 or HSIN.Helpdesk@hq.dhs.gov

