

How to Create a Combined Cycle in ATTAINS

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Purpose: To explain how to create a combined Integrated Reporting Cycle in ATTAINS (for example, a combined 2018/2020 cycle). In ATTAINS, a Combined Cycle refers to a single set of Assessment decisions that applies to both cycles without changes. It is accomplished by entering the Assessment decisions for the later of the combined cycles and having the system apply the same decisions to the earlier cycle of the combined cycle.

Audience: State ATTAINS Assessment Administrators

Before Getting Started

Before trying to create a combined Integrated Reporting (IR) Cycle in ATTAINS, steps need to be taken.

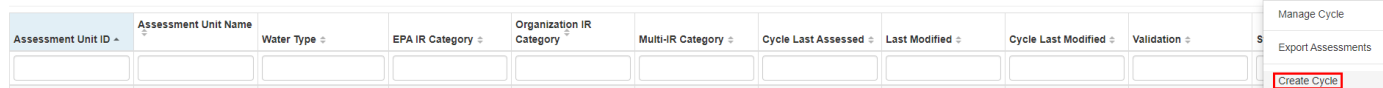
1. Consult with your EPA Regional contact to discuss a potential combined cycle and discuss your reasons with them.
2. Make sure the EPA Regional contact agrees with your request to do a combined IR Cycle.

How to Create a Combined Cycle of Assessments in ATTAINS

The labeling of an Assessment Cycle occurs when the Cycle is created in ATTAINS. Therefore, in order to label the cycle as a combined cycle, the decision needs to be made before either of the cycles to be combined is created in ATTAINS.

1. Make sure that your previous reporting cycle in ATTAINS has reached “EPA Final Action” status. For example, if you want to request a combined 2018/2020 cycle in ATTAINS, then the 2016 Assessment cycle needs to have reached “EPA Final Action” status in ATTAINS.

Assessments 2016 (EPA Final Action)



Assessment Unit ID	Assessment Unit Name	Water Type	EPA IR Category	Organization IR Category	Multi-IR Category	Cycle Last Assessed	Last Modified	Cycle Last Modified	Validation	Menu
										Manage Cycle Export Assessments Create Cycle

2. In ATTAINS, go to the Assessments tab. From the Menu button, select “Create Cycle”.
3. In the Create Cycle screen, enter the **last** cycle of the combined cycle. When you enter a cycle that seems to skip a cycle in ATTAINS, the form will change and provide an option for combining the cycle you entered with any of the skipped cycles.



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2020

Combined Cycle Years:

2018

Create

- Once created, the label in the Assessment tab and the Cycle Selection drop-down box will show the combined cycle label (ex: "Assessments 2018/2020" and "2018/2020", respectively). However, the Cycle data fields (e.g., Cycle Last Assessed, Cycle Last Modified) require a valid 4-digit year. Enter the four-digit year of the latest cycle in the Combined Cycle. For this example, those fields should reflect "2020" since it is the last cycle of the Combined Cycle.