

Instructions for Managing and Submitting Survey Data  
Mobile Data Survey Tool (MDST) v3  
FirstNet Data Collection for Public Safety Entities in California

1. To Manage Survey Submittals for your Agency:
  - a. Ensure you coordinate within your jurisdiction. Whenever survey data is submitted, the Communications Assets Survey & Mapping (CASM) system will send an e-mail notification to the Agency Point of Contact (POC) on file.  
If you are a CASM user, you may log in to CASM at <http://www.publicsafetytools.info>.  
Otherwise, you can contact the CASM support desk at [pstoolshelp@publicsafetytools.info](mailto:pstoolshelp@publicsafetytools.info) to verify or update the Agency POC information on file for your entity.
  - b. Assign a Survey POC to complete and submit the survey on-line for your agency. Upon completion of survey section 1 (PSE info), this individual will become the POC for any/all edits to the survey data for your agency, and will receive, via e-mail notification, a link for re-accessing and editing your agency's survey data, as needed.
2. To Complete and Submit the Data Collection Survey:
  - a. In your browser, launch the webpage [http://www.publicsafetytools.info/mobile\\_data\\_survey/](http://www.publicsafetytools.info/mobile_data_survey/), and then simply click on California in the map, or select California in the pull-down list and click 'GO', to begin.
  - b. The initial screen provides a summary of the information to be collected and also provides a "link" to pre-print the complete set of questions. When ready, click "Take Survey" to begin the survey.
  - c. Complete Section 1: PSE Info first. This is where you define which entity you are representing and provide contact information for yourself as the Survey POC.  
Note: If you can't find your agency, then select -Add New Agency--.
  - d. Once Section 1 is completed, you can use the 'Save for Later' buttons at the bottom of each section, as needed, to save your data and return later to complete.
  - e. You can complete sections 2 through 5 in any order.
  - f. When done, 'Submit Survey' through Section 6: Submit Survey. This will also generate an e-mail notification to the Agency POC on file.
3. Help Resources:
  - Additional information about the survey and questions is available through a free on-line Tutorial for FirstNet Data Gathering, provided by the Texas Public Safety Broadband Program at <https://txlte.freedomlearn.com/LMS/3/Enroll>.
  - Links to FAQs are available on the initial screen (in the upper right corner) at [http://www.publicsafetytools.info/mobile\\_data\\_survey/](http://www.publicsafetytools.info/mobile_data_survey/).
  - For changes or questions about the assignment of or e-mail notifications to the POC, contact the CASM support desk at [pstoolshelp@publicsafetytools.info](mailto:pstoolshelp@publicsafetytools.info).