



United States Department of Agriculture
National Agricultural Statistics Service
Great Lakes Region



TO: Great Lakes Region Field Enumerators and Supervisors
FROM: John Miyares & Alan Erickson, Survey Statisticians
DATE: January 18, 2023
SUBJECT: ARMS Phase III Enumerator Memo

GENERAL INFORMATION & INSTRUCTIONS

	ARMS PHASE III
Stat Contact	Alan Erickson
Stat Phone	517-324-5333
Project Code	904
Sample Size	IN: 1553, MI: 531, OH: 609
Pre-Survey Letter & Questionnaire Mailed	December 27, 2022 and February 7, 2023
Reminder Postcard Mail Dates	None
Enumeration Dates	Early/Mid February – April 17, 2023
Last Day to Send Reports with Data to NPC	April 18, 2023
Last Day to Submit Non-Response in CAPI	April 18, 2023
Release Date	July 28, 2023

NOTES:

- In addition to mini-schools, enumerators are authorized 8 hours of self-study time to review materials in this package, become familiar with the questionnaire, watch training videos, complete quizzes, and go through practice exercises. Enumerators assigned work for more than one version of the questionnaire may be authorized an additional two hours for each additional version assigned. Enumerators who have never worked ARMS III may be authorized an additional 2 hours of self-study. Use project code **904** for the self-study, and designate this time in iSolved by leaving a comment indicating “home study”. Please refer to the training and supporting material on the Purdue/GLR Website for detailed survey information. Data collection may begin once your supervisor has certified you as fully “trained.”, but enumerators are encouraged to wait until after the second mailing to make first contacts.
- Personal enumeration is allowed for ARMS III. Sixteen ARMS III samples have been identified as “impact” records. Please see that ‘High Impact Record’ has been entered in the enumerator notes in CAPI. These records will have a significant effect on the results. Please do your best to collect as much data as possible for these ‘High Impact Records’. Remember that **completes with data must be sent via UPS to NPC in Jeffersonville, IN.** The last day to UPS ARMS III completes with data is April 18.
- Out-of-business records and non-response records (refusals & inaccessibles) must be submitted via CAPI by April 18. Be sure to include comments in CAPI for out-of-business, refusals, & inaccessibles. Also, for out-of-business records, please complete (and send to the office in East Lansing) the out-of-business Screener, and please complete an ARMS III Screening supplement if you have any doubt whether or not the target qualifies for an ARMS III interview. Please do NOT send out-of-business screeners or paper questionnaires containing no usable survey data to NPC.
- Please review your CAPI listing daily for mail/EDR returns and comments. No comment sheets or assignment listings are being provided with your samples.