

2023 ARMS PHASE III

GREAT LAKES REGION FORM MANAGEMENT

This document outlines how to handle ARMS Phase III questionnaires. Hopefully, this will cover all possible scenarios. If you have any questions, please contact Alan, Mike, or Brooke.

- ALL ARMS Phase III completes (with data):
 - Send directly to NPC in Jeffersonville via UPS.
 - Do NOT send to the office.
 - Please do not send any 'extra' papers to NPC.
 - However, useful comments written on blank paper are OK to send along with the questionnaire, if you are not able to write the comments on the questionnaire. Please make sure the state and poic are clearly written on the piece of paper.

*****PLEASE SEND WORK TO NPC OFTEN*****

- Refusal records:
 - Refusals are NOT to be sent to NPC or the office. Refusals will be submitted on the iPads.
 - Please document this on the paper form, as always. The Supervisor should be informed of the situation.
 - Enumerator/Supervisor will submit the record on the iPad as a refusal, and enter the notes from the questionnaire into CAPI.
 - If the Supervisor is able to convert the refusal, then the complete will be sent to NPC with other completes.
- Out-of-business records:
 - If the target was in business for part of 2023, the interview should be completed for the portion of 2023 they were in business. If the target was out-of-business for the entire year of 2023, then that record should be submitted as such on the iPad, with detailed notes. ○ Screening Supplements & OOB Forms should be used and sent to East Lansing.
- Inaccessible records:
 - There should be few inaccessibles, as the data collection period is fairly long.
 - If someone is truly inaccessible, then it should be submitted on the iPad with good notes (just like refusals).

2023 ARMS PHASE III

GREAT LAKES REGION FORM MANAGEMENT

ASSIGNMENT REVIEW

Once you receive your ARMS III questionnaires, please verify that your assignments are correct:

1. All records were mailed a questionnaire, cover letter, EDR instructions, and a business reply return envelope in December.
2. Use the iPad to determine which records in your assignment have been checked in. (These checked in records are mail or EDR returns.)
3. Pull these checked-in paper questionnaires out of your assignments.
4. Hold on to these questionnaires until May 1. Then, SHRED the face page (with the name & address information), and discard the remaining blank questionnaire.

A reminder letter (from NPC) will be mailed on February 6, 2024. Records included in the second mailing will be those not checked in.

Once you begin working, please check the iPad each day for additional mail/EDR returns.

ADDITIONAL NOTES FOR HANDLING OUT-OF-BUSINESS RECORDS

If an ARMS III target went out-of-business prior to January 1, 2023, the record must be submitted on the iPad as out-of-business with a detailed note. Keep in mind that someone may consider themselves retired from farming, but he/she may still qualify for an ARMS III interview. For example, someone who has 'cut way back' on farming, but still has some livestock, hay, CRP, etc., may still qualify for an interview. Probe to find out.

Someone who went completely out-of-business sometime in 2023 (retired after harvest, passed away sometime in 2023, etc.) still qualifies for an interview for the time in 2023 that he/she was in business. These records must be complete with data, refusal, or inaccessible. Please take good notes.

ADDITIONAL NOTES FOR SENDING COMPLETED WORK TO NPC

Please document ALL UPS tracking numbers. Also, document the POIDS that are included in each UPS package. Sometimes there is a 'back log' at NPC, where ARMS III questionnaires are not checked in on a timely basis. When/if this happens, it is much easier to investigate the situation when these details are known.