2023 ARMS III

- General Information
- Survey Procedures
- Form Management/CAPI use
- Miscellaneous
- Due Dates





United States Department of Agriculture National Agricultural Statistics Service

Survey Information – ARMS III

- Project code: 904
- Questionnaires Mailed: December 27 & February 6
- Data collection: Early/mid February mid April
- ARMS 2 Non-Responses Not Removed from ARMS 3 sample

VERSION	CRR (V1)	OATS (V2)/SB (V4)	TOTAL
INDIANA	1424	0/250	1674
MICHIGAN	403	199/200	802
OHIO	395	198/247	840
REGION	2222	397/697	3316





CAPI Listings Available

Please read all comments and notes before contacting the operator. Out-of-date comments should be updated on the paper form.

Phone Numbers:

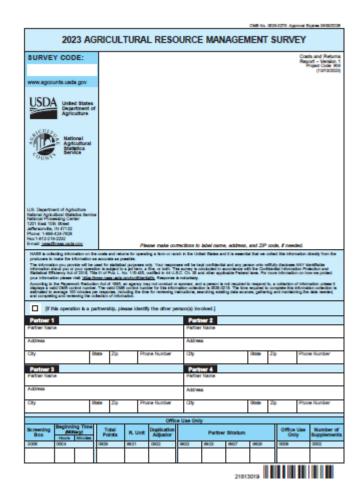
- Not all phone numbers are listed on the front page of the questionnaire. To see all known/potential new phone numbers, review CAPI assignment or your listings.
- If phone #'s or addresses in Enumerator Notes or comments are invalid, make updates on paper questionnaires and mark Office Use box 0009 = 1 on the front page.





What Did the Operator Receive?

- Pre-Survey Letter
- LabeledQuestionnaire
- Respondent Booklet
- Same for the Soybeans/Oats versions







Other Resources Available

- Enumerator Site
 - Questionnaires
 - Pre-Survey Letters
 - Reminder Postcard
 - Brochures and Flyers
 - Testimonials
 - Interviewer's Manual
 - Respondent Booklet
 - Narrated presentations
 - Copy of Quiz

- Cheat Sheets & Hints
- Code Sheets
- Prices and Checkoffs
- Supplements
- Press Releases
- Edit Guide
- Misc items





Key Messages

- Your information is important and helps make better decisions the affect your farm or ranch.
- We appreciate the time you spend to complete your survey.
- Your privacy is assured, and the information you provide will be kept confidential.
- Please Complete your Survey.





Other Considerations

- Avoid acronyms, bureaucratic jargon, office slang
 - "ARMS" "Phase 3"
- This is the only survey that assesses the economic state of the agriculture sector. Policymakers have no other way of knowing the costs incurred by farmers and ranchers.
- If you don't fill out this survey, how else are you represented?
- Review resources to help convince reluctant respondents to complete form.



Use "None" Box When Available

- Dashes should NOT be used!
- Keyers will key from an image of the cell.
 - They won't key from the actual form!
 - Zeroes are sometimes needed, and will be keyed.

EXAMPLE:

Operator has a hog contract, hogs on the operation may be positive, but hogs owned should be zero (0).





Watch for Type of Answer Required

- Pay close attention to the type of answer based on the question being asked.
 - Answers could be:
 - Number of items (dollars, animals, tractors, etc)
 - Losses can be negative
 - Percentage (percent farm use, etc)
 - Decimal Percentage (interest rate on loan)
 - Commodity Code (from the questionnaire or the respondent booklet)
 - Value Codes (from the value code table)
 - Don't Forget: The value code for "none" is "01"
 - Always write with black lead pencil





Use Edit Sheet/Edit Guide to Check Work

After Completing the Questionnaire:

- Does the questionnaire make sense?
- Were unusual situations explained in comments?
- Were "Other Please Specify" situations explained in comments?
- Were all skip instructions followed?
- Were value codes recorded appropriately?
- Were the data relationships across sections considered? (Review Edit Guide)



Form Management – Good Reports

- Good reports with data (not out-of-business) will be sent to NPC (by you or your supervisor).
 - Okay if some items are missing
 - Important notes and name/address updates should be written directly on the questionnaire, if possible.
 - Don't write in the outer margins of the questionnaire.
 All notes should be written within the black boundary.
 - Please do not send extraneous pieces of paper, respondent booklets, post-it notes, etc.
 - Extra sheets to insert? Make Sure State-POID is on Form
 - If you made a name or address update, please put a '1' in cell 0009 (front page).

Forms Management - Non-Response

- Submit All Other Reports in CAPI (Refusal, Inaccessible, Out-of-business, Out-of-scope)
- Include Detailed Notes in CAPI Explaining Situation
- Use Screening Forms and Out-of-business screener to verify no ag activity, changes in operator, or changes in operation since ARMS 1; enter relevant information in CAPI
- Do NOT send screener forms or mostly blank questionnaires that have no usable data to NPC to get keyed. It delays the process.
- Out-of-Business forms go to East Lansing





Forms Management

Use the iPad to manage your assignment.
 Respondents who submit their report on-line, or mail in their questionnaire, will show as 'completed' on the iPad.

 Please see the 'Form Management' document on the website for more details.





Supervisory Review

- Supervisors will review at least one completed questionnaire from each enumerator.
- Supervisors will decide if/when an enumerator starts sending work directly to NPC.
- Each supervisor will conduct at least one quality control contact, either as a follow-up call, or shadowing an interview.
- The office will be contacting supervisors regularly throughout the survey to get a status report.
- Use the CAPI Attempted Contact Log and update your timesheet in iSolved on a daily basis.





Important Target Dates

- March 1: All Records Attempted Once
- March 22: 50% of Samples Complete
- April 5: 75% of Samples Complete
- April 16: Last Day for Data Collection
- April 18:
 - All ARMS III Forms with Good Data Must be in UPS to NPC in Jeffersonville, IN
 - All Non-Response, Out-of-Business, or Out-of-Scope records (with no good data) must be submitted in CAPI





More Questions? Email or Phone!

- Call your Supervisor first!
- NASDA Coordinator:
 - Brooke Morris 614-728-2128 (Brooke.Morris@usda.gov)
- Regional Office Main Line: 517-324-5300
- ARMS III Stat: Alan Erickson (<u>Alan.Erickson@usda.gov</u>)
- ARMS III Backups:
 - Samantha Hendrixon (<u>Samantha.Hendrixon@usda.gov</u>)
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