

# 2023 ARMS III

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**United States Department of Agriculture  
National Agricultural Statistics Service**

Great Lakes Region



# 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 Out-of-date comments should be updated on the paper form.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
- Labeled Questionnaire
- Respondent Booklet
- Same for the Soybeans/Oats versions


OMB No. 0533-0275 Approval Expires 06/30/2018

### 2023 AGRICULTURAL RESOURCE MANAGEMENT SURVEY


**SURVEY CODE:**

Credits and Returns Report - Version 1  
Project Code 908  
(1/18/2023)

www.agcounts.usda.gov



United States Department of Agriculture



National Agricultural Service

U.S. Department of Agriculture  
National Agricultural Statistics Service  
National Processing Center  
1221 East 103rd Street  
Jeffersonville, IN 47137  
Phone: 1-888-424-7629  
Fax: 1-812-276-0222  
Email: [usda@usda.gov](mailto:usda@usda.gov)


Please make corrections to label name, address, and ZIP code, if needed.

NASS is collecting information on the code and return to operating a farm or ranch in the United States and it is essential that we collect the information directly from the producers to make the information as accurate as possible.  
The information you provide will be used to establish acreage only. Your responses will be kept confidential and any person who willfully discloses any identifiable information about you or your operation is subject to a \$5,000 fine, or jail. The survey is conducted in accordance with the Confidential Information Protection and Statistical Efficiency Act of 2016, Title 51 of Pub. L. No. 110-426, certified in 64 U.S.C. Ch. 36 and other applicable Federal laws. For more information on how we protect your information please visit: <https://www.usda.gov/about-usda/privacy>. Response is voluntary.  
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0533-0275. The time required to complete this information collection is estimated to average 100 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

[ If this operation is a partnership, please identify the other person(s) involved. ]

| Partner 1    |       |     |              | Partner 2    |       |     |              |
|--------------|-------|-----|--------------|--------------|-------|-----|--------------|
| Partner Name |       |     |              | Partner Name |       |     |              |
| Address      |       |     |              | Address      |       |     |              |
| City         | State | Zip | Phone Number | City         | State | Zip | Phone Number |
| Partner 3    |       |     |              | Partner 4    |       |     |              |
| Partner Name |       |     |              | Partner Name |       |     |              |
| Address      |       |     |              | Address      |       |     |              |
| City         | State | Zip | Phone Number | City         | State | Zip | Phone Number |

| Office Use Only |                         |         |              |          |                      |                 |      |      |      |                 |                       |
|-----------------|-------------------------|---------|--------------|----------|----------------------|-----------------|------|------|------|-----------------|-----------------------|
| Screening Box   | Beginning Time (Midway) |         | Total Points | R. Units | Duplication Adjustor | Partner Stratum |      |      |      | Office Use Only | Number of Supplements |
|                 | Hours                   | Minutes |              |          |                      | 9601            | 9602 | 9603 | 9604 |                 |                       |
| 0000            | 0004                    |         | 0000         | 0001     | 0002                 | 0003            | 0004 | 0005 | 0006 | 0007            | 0008                  |
|                 |                         |         |              |          |                      |                 |      |      |      |                 |                       |

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# 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 that 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](mailto:Brooke.Morris@usda.gov))
- Regional Office Main Line: 517-324-5300
- ARMS III Stat: Alan Erickson ([Alan.Erickson@usda.gov](mailto:Alan.Erickson@usda.gov))
- ARMS III Backups:
  - Samantha Hendrixon ([Samantha.Hendrixon@usda.gov](mailto:Samantha.Hendrixon@usda.gov))
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