2023 ARMS III

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

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 Out-of-date comments should be updated on the paper form.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

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 (Alan.Erickson@usda.gov)
- ARMS III Backups:
  - Samantha Hendrixon (Samantha.Hendrixon@usda.gov
  - Ben Weber (Ben.Weber@usda.gov)
- Group Leader: Mike Laird (Michael.Laird@usda.gov)
- Deputy Director: Adam Peters (Adam.Peters@usda.gov)
- BAT: Katherine Kimball (Katherine.Kimball@usda.gov)