2024 CEAP Screener User's Guide

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The CEAP Screener is a web application designed to run on the Apple iPad for use in the CEAP Survey. This document describes and illustrates the function, purpose, and meaning of each part of the screening data entry process. This document is intended for users of the CEAP Screener application who use iPads for data entry.

The application serves the following primary purposes:
- It provides a tool to help the enumerator:
  - Identify the field of interest for CEAP sample points
  - Determine if the field is eligible for CEAP data collection
- Data are entered in electronic form to:
  - Reduce data entry errors
  - Reduce paper handling and associated hand delivery requirements
  - Provide easy access to the screener data for all CEAP partners
- If a field is eligible, the application asks enumerators to verify FSA Farm/Tract/Field information and to verify the FSA operator information.

Use of the iPad CEAP Screener application is mandatory for screening. If proper procedures are followed, this application will allow you to screen points in the field regardless of whether a wireless internet connection is available. Please follow the procedures below to ensure that you will be able to screen points in even the most remote locations in the United States.

- **Before leaving for the field, find a location where you have a wireless internet connection.**
  - **Check out all points that you have scheduled for screening during the day (see page 8).**
    - **Points that <u>have</u> been checked out previously can be screened, regardless of whether a wireless internet connection is available in the field.**
    - **Points that <u>have not</u> been checked out previously can be screened only if a wireless internet connection is available in the field, so "when in doubt, check it out."**
- **After returning from the field, find a location where you have a wireless internet connection.**
  - **Return all points that have been screened (see page 28), and check out points scheduled for the upcoming day.**

Note that if a wireless internet connection is <u>not</u> available in the field, only points that have been previously checked out can be screened, all data collected during the screening process will only be saved to the iPad, and points cannot be returned to the database server. When the iPad returns to a location with wireless internet coverage, collected data may be transferred to the database server and points may be returned.

The data collected in the CEAP survey, including the Screener data, are sensitive, confidential information for official use only. They should not be shown to unauthorized persons. No PII should be entered into the Screener.

Screenshot of the CEAP Screener Survey Form within the Screener Application

Note: Within some images in this document, personally identifiable information (PII) has been covered with solid black rectangles in order to protect privacy.

Summary of Changes to the CEAP Screener for 2024

This section provides brief descriptions of the differences between the 2016 and 2024 Screener applications. This section is intended to help NASS & NRCS trainers who are familiar with the 2016 survey more quickly understand the 2024 instrument.

- The CEAP account manager allows users to set up a CEAP account and then to request access to the CEAP applications. These account management functions, along with instructions, are accessed from links on the Screener login page. CEAP users from 2014-2016 can and should use their account from the previous CEAP Survey. If users do not remember their username, they should contact their supervisor in order retrieve it. If users do not remember their password, they can use the "Forgot Password" link on the Screener login page to reset it. Users who have not previously been a part of the CEAP survey should use the "Create a CEAP Account" link on the Screener login page. Once the username and password are established, all users will need to request access to the new version of the screener. After users request access, supervisors will need to approve each user's request for access to the application before they can access the 2024 version of the screener.
- The screening questions have been modified to place more emphasis on getting points with row crops into the survey. Pasture, grassland, and CRP have been deemphasized.
- The screener has been modified to prevent users from checking out the same point in both the Training and Production environments. The purpose of this is to help prevent users from accidentally entering Production data in the Training environment, or vice versa.
- The screener has addtionally been modified to prevent a bug discovered in 2016 where it was possible for data to get copied between Training and Production if a user had the point checked out in the screener in both environments.

Opening the CEAP Screener

Two versions of the iPad Screener Application are provided. One version of the Screener is for training. The second version is for the entry of production data. The training version is clearly labeled with the word "TRAINING" in red at the top of each page and has a purple background. The production version is unlabeled and has a white background. All of the screen shots shown in this document are from the production version.

Users must be careful to ensure they are using each version as intended. A user who mistakenly enters production data into the "Training" site must transcribe the data to the production site. Likewise, a user who uses the production site for training will likely enter invalid or incomplete data into the production database that must be replaced or repaired at some point.

Training link: https://www.nrisurvey.org/ceapTrain/

Production link: https://www.nrisurvey.org/ceap/

Application Startup

Upon entering the application, the user is presented with the following confidentiality notice. Each user must agree to this notice before they are allowed to use the CEAP Screener. Tapping on the "Continue" button confirms your agreement.
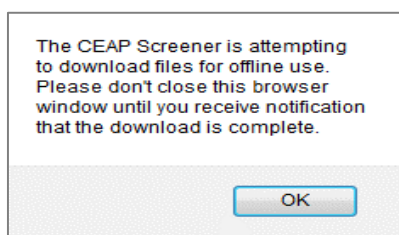

The CEAP Screener web application is downloaded to the iPad and stored for off-line operation. The Safari browser notifies the user with a pop-up window when it is downloading the application files to the iPad. The user should click "OK" when these appear, but must not shut down the web page or browser until this process is complete. It usually takes just a few seconds. The first notice tells the user that the download is in process. The second notice is issued once the download is complete. After the second notice is issued, the user may proceed with normal operation of the web application and the Safari browser. **Note that the second notice will not appear until "OK" is clicked on the first.**

Download Notice
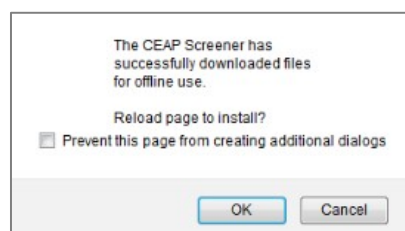
Download Complete Confirmation

When a user enters the CEAP Screener application for the first time, or the first time after the browser cache is cleared, the user will see a small pop-up window asking to increase the database size to 50 MB. When this appears, the user should always agree to the increase by tapping on the "Increase" button. This increase in allowed browser database size should allow the application to store 10 or more checked-out points at one time. CSSM recommends that users avoid checking out more than 5 to 10 points at one time to avoid conflicts with other users.

Increase Database Size?

Do you want to allow "https://www.nrisurvey.org" to use up to 50 MB of storage on your iPad?

Cancel   Increase
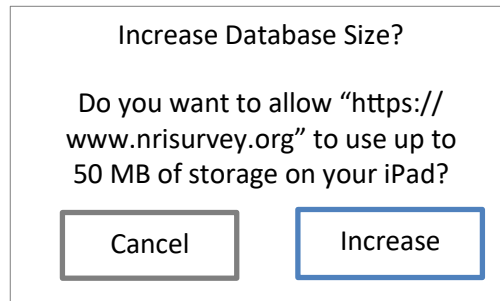
Increase Size Request
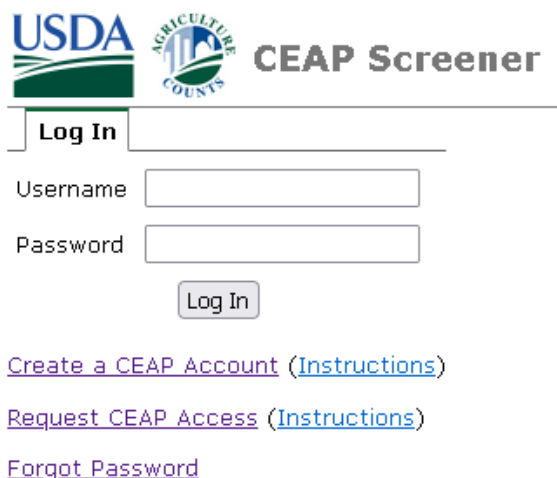
Login & Credential Screens

The "Login" screen, shown below, allows users to log into the Screener application. Log in using the credentials provided before or during CEAP training. Please contact your supervisor if you have questions regarding login credentials.   Users who have not yet created a CEAP account or who have not yet requested access to the 2024 CEAP applications can do so by clicking on the links provided on the "Login" screen. Links to instructions are also available.

After the initial login, users are taken directly to the point "Check Out" screen, shown below.   The username is already filled in and cannot be edited on the point "Check Out" screen.   Users are required to enter the password each time they refresh the CEAP Screener web application in their browser or clear their browser cache.

For purposes of the CEAP Screener, the "Logout" link on the "Check Out" page can be used to logout of the Screener application. This option only appears if no points are checked out. If any points are checked out, the user cannot logout of the application, although the user can simply minimize the application on their iPad and come back later.

The point check out process is described in the next section.
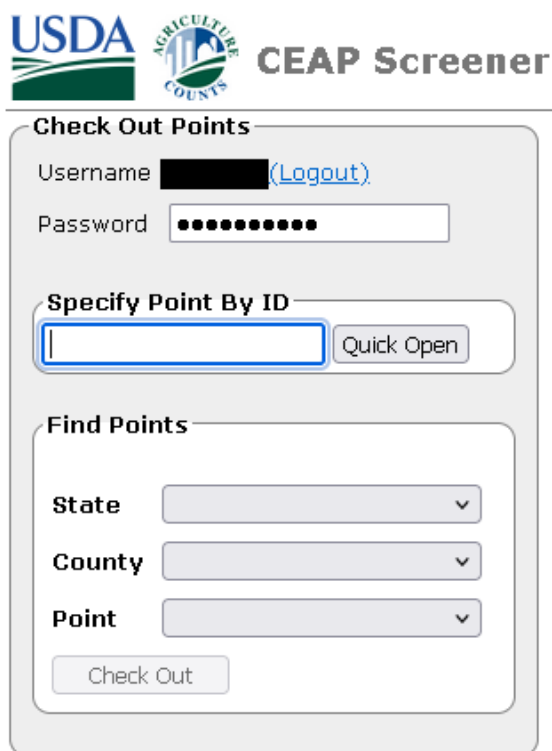
Login Screen   "Check Out" Screen

Using the CEAP Screener

This section describes and illustrates the use of the CEAP Screener web application.

Checking Out Points

The "Check Out" screen is used to select the CEAP point associated with the field of interest for the interview.   A point that is checked out to an iPad is not available for others to check out. A point remains checked out on the iPad until it is returned to the server.   The process of returning points to the server is detailed in the "User Controls" and the "My Points List" sections of this document.

The user must have a valid network connection and be "on-line" to check out a point.   If a network connection is not available, then the "check out" will fail. It is recommended that users "check out" all points they plan to visit in a given day before they leave network coverage.

There are two ways to specify a point: with the Quick Open textbox, and with the State/County/Point lists.

Quick Open

To choose a point via Quick Open, select the Quick Open textbox by tapping inside it. Then simply type the full NRI ID of the point into the Quick Open textbox and click "Quick Open." An example full NRI point ID is "19169_999999R1" (this is a demo point and does not actually exist in the NRI).

Check out screen with point id entered

Selecting State, County, and Point

To choose a point without typing, select the state, county, and point from the lists in the "Find Points" panel by tapping on each list and choosing an item from the pop-up menu. Once a point is selected tap the "Check Out" button. NRI Points are not unique within a state, so please ensure that you choose the correct State and County.

Check out screen with state, county, and point selected

My Points List

When an iPad has points checked out, the "Check Out" screen displays the "My Points" list.

The list shows all points currently checked out to this iPad and the status indicators for each point at the time the checkout screen was opened.   The status shown does not update, like the indicators on the Survey Form.   Users must open the point in the Survey Form to change the status of a point. Tapping on the point ID in the "Point" column opens a point.

Detailed descriptions of the "Stored Locally?" indicator and the "Saved to Server?" indicator are found in section "The Survey Form->Status Indicators" of this document. The "Screener Complete?" indicator tells the enumerator whether all questions required for the Screener questionnaire have been answered. The "Survey Required?" indicator is shown as a "?" until the Screener is complete and then indicates whether an operator survey is required for this point or not. The "Survey Complete?" indicator is applicable only if an operator survey is required. If the operator survey is required, it then remains "N" until the operator survey is completed and the operator survey disposition is set by NASS, at which time it is set to "Y".

A "Return" button is provided for each point in this list.   This button will check in the associated point so that it is no longer checked out by this iPad and then can be checked out by others.   This "Return" button only works if data have been saved to the server and there is currently a valid network connection.   If the button is pressed, but a network connection is not available, then an error will be generated from the "Return" attempt and the point will remain checked out to the iPad.

If data have not been saved to the server, as indicated by "N" in the "Saved to Server?" column, the "Return" button is not shown, but is replaced with "Not Saved".

Return the point to the server?
The point will be removed from your "My Points" list, and any data or imagery stored locally by your browser for this point will be deleted.
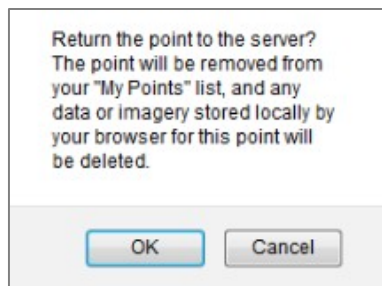
OK   Cancel

Any request to "Return" a point to the server requires user confirmation. The user may tap "OK" to check the point into the server or "Cancel" and the point will remain checked out to the iPad.

The Survey Form

When you have successfully specified and checked out a CEAP point, the web application will switch to the CEAP Screener Survey Form automatically. You will see an image of the area around the point, various controls and status indicators, and the first question of the screener. If you do not want to immediately work on the point just checked out, you can simply tap on the "Close Point" button to get back to your "My Points" screen, where you can check out more points if desired.
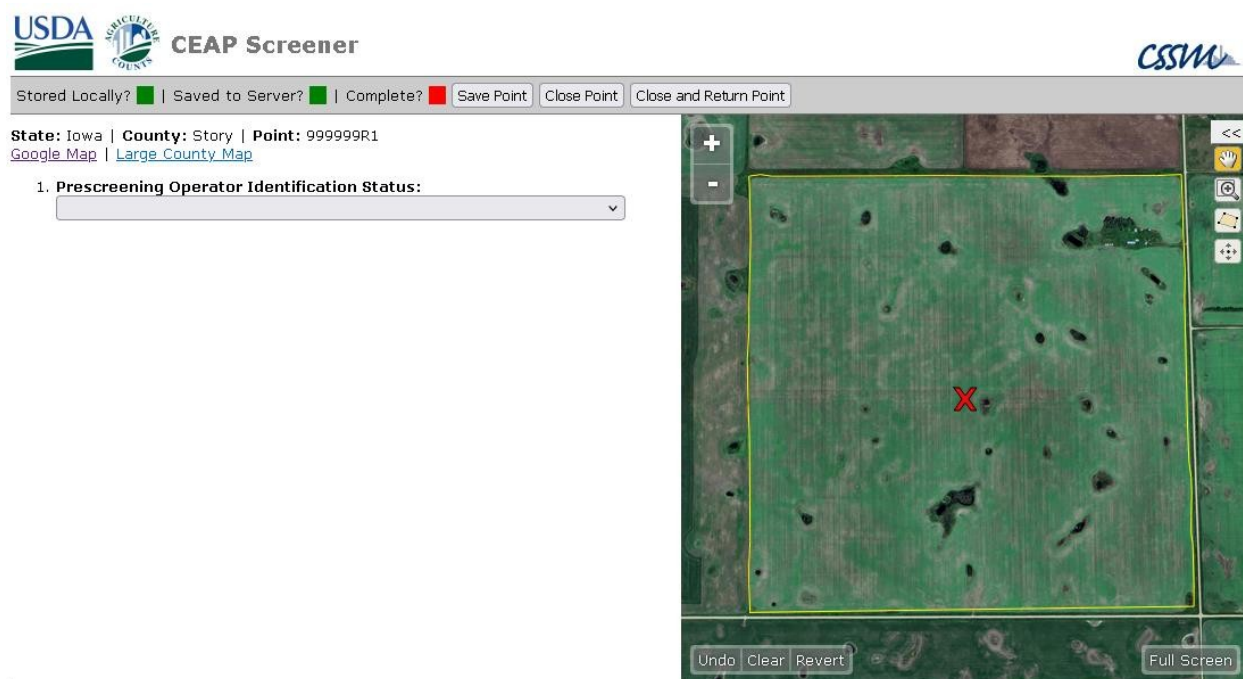
Status Indicators

There are three status indicators in the gray bar near the top of the survey form on the left side of the page. There is a fourth indicator that appears at the bottom of this form after the screener is complete. This fourth indicator tells the enumerator whether an operator survey is required for this point.

- "Stored Locally?" - Indicates whether all data entered into the screener have been saved on the iPad or not. This indicator is green if data have been saved and red if not.   As long as this indicator is green it is safe for a user to navigate away from the current page or close the browser.   Data will be restored when the user returns to the Survey Form.   Saved data remain available on the iPad until the point is returned to the server.

- "Saved to Server?" – Indicates whether all data on the iPad have been transferred to the server or not.   As with the local storage indicator, this is green if data have been transferred and red if not.   Data cannot be transferred to the server unless a network connection is available.   Data entered while a network connection is available are automatically transferred to the server as soon as possible.   Users will observe this indicator switching to red when data are entered and back to green once they have been transferred to the server.   Data entered when a network connection is not available are stored locally until a connection is reestablished. After a connection is reestablished, data are automatically transferred to the server when a point is reopened.   This indicator turns green when the transfer is complete.

- "Complete?" – This indicator remains red until the screener is complete and turns green after all required Screener data have been entered.   This status changes as question answers are edited.

- Operator Survey Indicator – This indicator is provided to guide the enumerator to the next step in the data collection process.   It is shown in green or red lettering directly below the survey questions and is not shown until the screener questions are complete. It shows survey status given the current answers to the screener questions.   An enumerator may change their answers after the screener is complete. Changing answers after a screener is complete may change the status of the screener. This indicator will be removed or changed accordingly. If this indicator is shown it will have one of the following instructions based on the screener question answers:
  - "Unable to collect data for the point. Screening is complete."
  - "Conclude the interview and ask for the respondent's assistance in locating the correct operator."
  - "Not eligible for operator survey. Screening is complete."
  - "Eligible for operator survey. Screening is complete."

The image below shows a completed point that is ready for the operator interview. All data have been stored locally and to the server.

User Controls

Controls are provided to manipulate the status of the point, link to reference materials, manipulate and draw on the image, and complete the survey questions. This section focuses on the first two types of controls. These controls are located in the gray bar next to the status indicator and above the screener questions. The image-related controls are covered below in the section "The Image Window". The survey question controls are covered in the section "Answering the Survey Questions".

- "Save Point" Button – This control is provided for users who are uncomfortable with the auto-save features of this application. Users can be assured their data are saved locally if the "Stored Locally?" indicator is green and transferred to the server if the "Saved to Server?" indicator is green. It is never necessary for a user to push this button and the control can be ignored.

- "Close Point" Button – This control returns the user to the "Check Out" screen.   The point remains checked out and can be seen in the "My Points" list on the check-out screen.
- "Close and Return Point" Button – This control returns the user to the "Check Out" screen, and also "Returns" the point to the server. In other words, it checks the point back in. The point is no longer checked out to the iPad, data are no longer stored locally on the iPad, and the point does not appear in the "My Points" list.   This control has the same behavior as closing the point from the survey form and then clicking "Return" in the "My Points" list. It simply allows the user to do this in one step. Note that since points can be returned to the server only if a network connection is available, this control is not displayed if there is no network connection.
- "Google Map" Link – This link opens a new browser window on Google Maps and places a push pin at the point location.   The user can then use Google Maps to navigate to the location.
- "Large County Map" Link – Opens a new browser window that shows the CEAP county map associated with the open point. This map shows all of the CEAP points in this same county, as an aid in planning work for the county. This same county map is also available from the CEAP Disposition application.

The Image Window

The image is used to identify the field of interest for the interview. Interview questions concern the field containing the point, marked with a red "X" on the image. Working with the operator, the enumerator records the field border and answers screening questions to determine whether a point is eligible for data collection.

Full Screen Mode

Full Screen Mode is provided so drawing the field border is somewhat easier for the user. The "Full Screen" button is located in the lower right portion of the image window. Clicking this button switches to a mode where only the Image window and its associated controls are shown. Users can switch out of this mode using the "Back to Application" button, which replaces the "Full Screen" button when in full screen mode. It is recommended that users enter "Full Screen" to draw the field border.

Recording the Field Border

The field border can be drawn directly on the provided image using the touch interface of the iPad. Tools are provided in the upper right corner to pan, zoom, draw the border, and edit the border. There are also zoom buttons in the upper left corner of the image window and error correction controls in the lower left. As stated above, the button in the lower right controls activation / deactivation of "Full Screen" mode.

The Tools

There are four tools from which to choose in the upper right corner of the image. One of the four is always active, and the active tool controls the touch interface behavior in the image window. Tools are selected by tapping the icons in the upper right portion of the window or through the drop-down menu, indicated by "<<", above them. Selecting through the menu is identical to selecting by directly clicking the icons. The menu is provided to allow users to see simple text descriptions of the tools.

Open or close the menu by tapping "<<". Select a tool by tapping the icon or the menu item. The active tool will show an orange background for the icon.
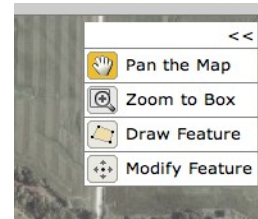
Pan the Map Tool

This tool allows the user to drag the image so other parts of the image are visible in the window. With the pan tool active, simply touch the screen and drag the image as needed.

Zoom to Box Tool

This tool allows the user to specify the minimum extent to show in the image window. The user presses at one corner of the box, drags across the screen to the opposite corner, lifts their finger, and the image zooms so at least one dimension of the box fills the window. This image shows the area of interest as a shaded box with a red border. This tool provides an easy way to zoom to the field of interest.

Draw Feature Tool (Draw the field border)

When the draw feature tool is selected the user can draw a polygon by tracing the field border on the iPad Screen. Note that the "Draw Feature Tool" icon is highlighted in the image below.

The user should start by pressing in the lower left corner of the field, trace the border around the field, return to the end of the curve at the top left of the field, all without lifting their finger, and then complete the polygon by lifting their finger.

Modify Feature Tool (Correct the field border you have drawn)

This tool lets the user change the shape of the field border by moving the vertices after the field border has been created. The user must first select the field border by tapping near the polygon. After selection, the vertices are shown on the polygon line as shaded circles. Pressing inside any circle allows the user to drag that vertex to another location, thus changing the border shape.

Circles with a solid border are the actual vertices, while circles with no border are the mid-point of the line connecting two vertices. New vertices are added when a user drags mid-point circles to a new location. Once moved, the mid-point circle becomes an actual vertex, and the circle that represents it changes to have a solid border. Each time a new vertex is added, two new mid-point circles are added on both sides of the new vertex.

Undo Control

To undo the last field border editing action, you can tap the "Undo" button. In this case, "undoing" a field border modified feature will set the border back to how it was originally drawn, which is shown in the image at the bottom of this page.
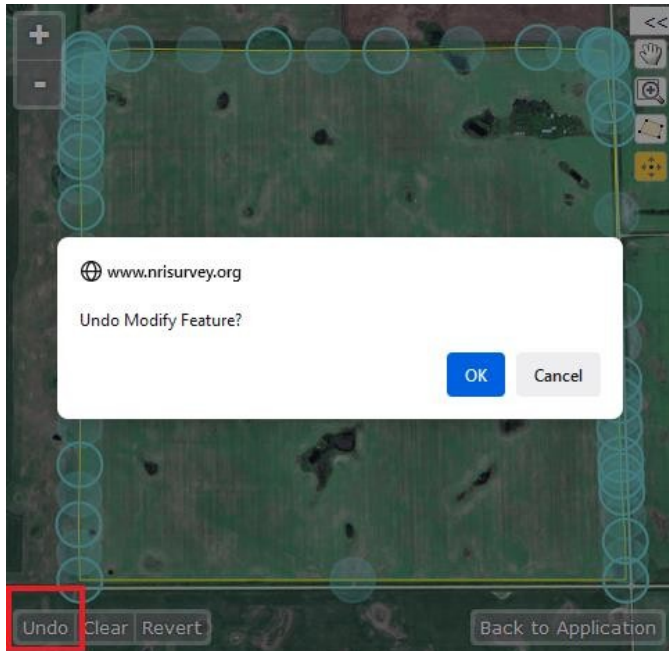
Clearing the Field Border

To redraw the field border from scratch, you can clear the border with the "Clear" button:
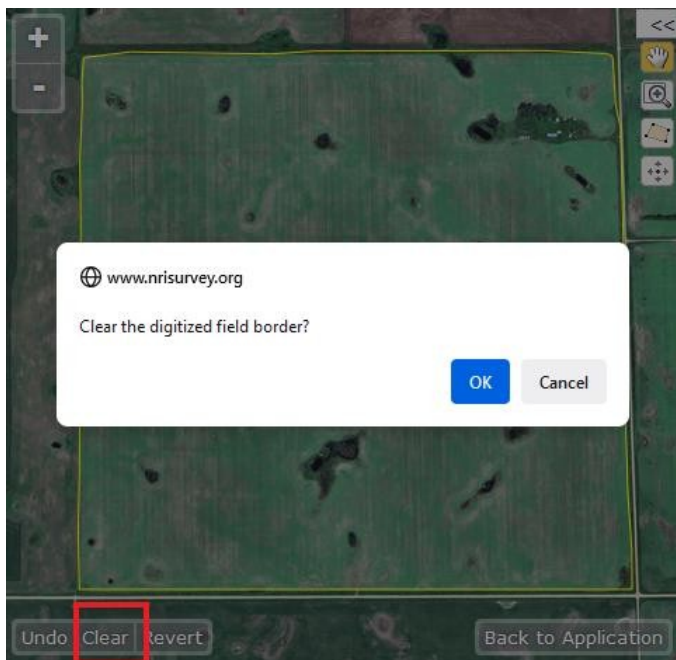
Reverting to the Loaded Field Border

At any time, you can revert to the version of the Field Border that was loaded when you last opened the point. Simply tap the "Revert" button and then tap "OK" in the resulting dialog box:
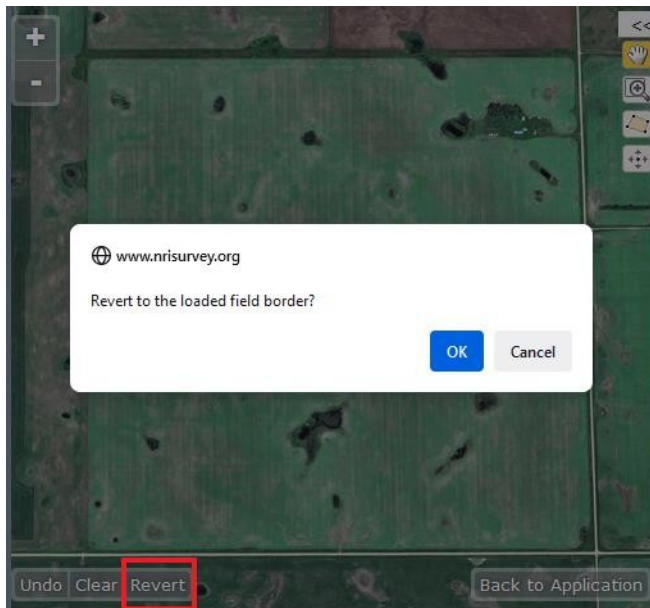
Zoom Buttons

The "+" and "-" buttons provide another option for zooming in or out respectively.   These buttons will zoom around the center of the image window. Simply tapping on the buttons causes a zoom action.

Answering Screener Questions

The screener questions are shown when a point is open and the image window is not in "Full Screen" mode. Some questions are strictly informational, and some are used to determine point eligibility for further data collection. Tapping a response pull down shows the response list for that question. Tapping on the appropriate response answers the question, or tapping the blank clears the question. Answers can be edited or cleared at any time.   A field border status is provided to indicate that the field border has been drawn. Only applicable questions are shown. Additional questions open as questions are answered.   There are a maximum of ten questions to answer and one border to draw.

Point Eligibility for the Operator Survey

When a point is ineligible, a message will appear in red at the end of the list of questions and answers saying the point is not eligible for the operator survey. When a point is determined to be eligible, a message will appear in green saying the point is eligible for the operator survey.

The three examples below show different variations of the iPad Screener survey screen after point eligibility is determined and screening is complete.

State: Iowa | County: Story | Point: 999999R1
Google Map | Large County Map

 1. **Prescreening Operator Identification Status:**

Operator identified but refused screening

You must enter a comment regarding why this point is ineligible.
DO NOT include first or last names, company names, addresses, health information or other Personally Identifiable Information (PII).

Operator indicated he would not do a government survey.

Edit Comment

Unable to collect data for point. Screening complete.

Prescreening – operator refused to participate
No PII should be entered into the Screener comments box.

State: Iowa | **County:** Story | **Point:** 999999R1
Google Map | Large County Map

1. **Prescreening Operator Identification Status:**
   [Potential operator identified and agrees to screening ▾]

   [Show the aerial photography to respondent and locate the sample point. Identify the field associated with the point.]

2. **Did you make any of the day-to-day farming/ranching decisions for the field containing this point in 2024?**
   [Yes ▾]

3. **With the respondent, draw off the entire area that can be identified as the selected field and associated conservation area, then answer the following eligibility question.**

   Field border status: ▮

   In 2024, was any part of this field planted to a crop? (Include hay. Include summer fallow. Exclude orchards, vineyards, permanent pasture, greenhouse and nursery crops):
   [No ▾]

4. **During 2024, was the field idle cropland?**
   [Yes ▾]

5. **Was the field also idle cropland in BOTH 2022 AND 2023?**
   [No ▾]

6. **During 2024, was the entire field enrolled in continuous conservation cover?**
   [**Include** the General or Continuous Conservation Reserve Program (CRP), the Conservation Reserve Enhancement Program (CREP), or any other type of continuous cover conservation program offered by State, local or non-profit organizations.]
   [Yes ▾]

7. **Have you previously been contacted by NASS/NASDA in regards to another field for the 2024 CEAP Survey?**
   [Yes ▾]

8. **Ask the operator for the card given to them during the previous contact. Enter that operator id in the screener and on the name and address sheet. Return the card to the operator when complete.**

   Operator ID: [999-999-999]   [Reset]

   Not eligible for operator survey. Screening is complete.

Screening complete – ineligible for operator survey

State: Iowa | **County:** Story | **Point:** 999999R1
Google Map | Large County Map

1. **Prescreening Operator Identification Status:**
   [Potential operator identified and agrees to screening ▾]

   [Show the aerial photography to respondent and locate the sample point. Identify the field associated with the point.]

2. **Did you make any of the day-to-day farming/ranching decisions for the field containing this point in 2024?**
   [Yes ▾]

3. **With the respondent, draw off the entire area that can be identified as the selected field and associated conservation area, then answer the following eligibility question.**

   Field border status: ■

   In 2024, was any part of this field planted to a crop? (Include hay. Include summer fallow. Exclude orchards, vineyards, permanent pasture, greenhouse and nursery crops):
   [No ▾]

4. **During 2024, was the field idle cropland?**
   [Yes ▾]

5. **Was the field also idle cropland in BOTH 2022 AND 2023?**
   [No ▾]

6. **During 2024, was the entire field enrolled in continuous conservation cover?**
   [**Include** the General or Continuous Conservation Reserve Program (CRP), the Conservation Reserve Enhancement Program (CREP), or any other type of continuous cover conservation program offered by State, local or non-profit organizations.]
   [No ▾]

7. **Is the FSA Farm/Tract/Field information [on the FSA name and address sheet] correct for the field we just identified?**
   [Yes ▾]

8. **Does the owner/operator name on the FSA name and address sheet match the operator for this field?**
   (If **No**, enter the operator name and address in CAPI to provide this information to NASS)
   [Yes ▾]

9. **Have you previously been contacted by NASS/NASDA in regards to another field for the 2024 CEAP Survey?**
   [No ▾]

10. **Select a new operator card from your supply, enter the Operator ID in the screener and on the name and address sheet, and then give the card to the operator.**

    Operator ID: [999-999-999] [Reset]

Eligible for operator survey. Screening is complete.
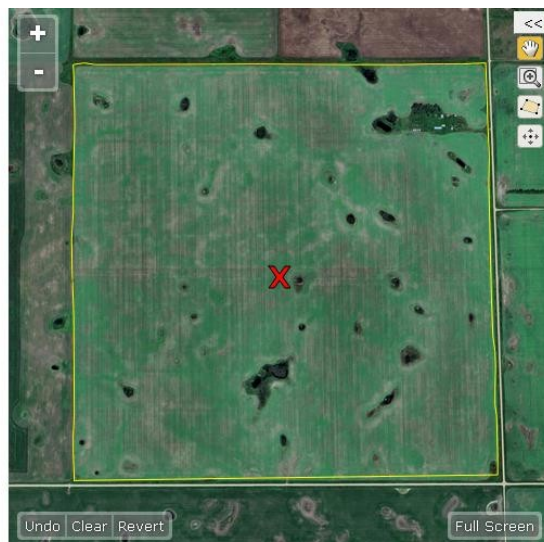
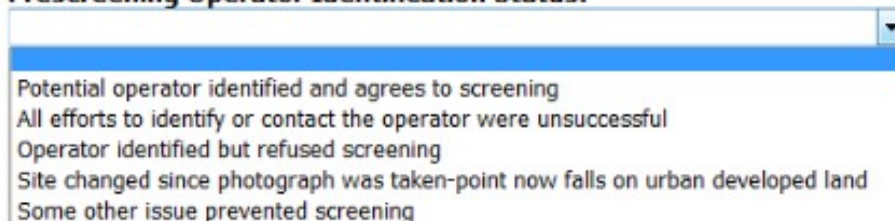Screening complete – Eligible for operator survey

The Questions

The individual screening questions are presented one at a time on the iPad screen. After a question is answered, the next question will automatically be displayed. The next question displayed on your screen can depend on the answer to the previous question. Thus, not all of the possible questions presented below are always displayed and the question numbers on your screen can sometimes be different from the question numbers shown below.

Prescreening Question for Enumerator

The first question is to be answered by the enumerator. When necessary, it provides a way to record reasons why screening could not be completed. If the enumerator determines a potential operator who agrees to participate, the first item in the choice list is selected and screening will continue with the next question. If a potential operator cannot be found or refused to participate, one of the other choices provided is selected and screening does not proceed.

1. **Prescreening Operator Identification Status:**

   - Potential operator identified and agrees to screening
   - All efforts to identify or contact the operator were unsuccessful
   - Operator identified but refused screening
   - Site changed since photograph was taken-point now falls on urban developed land
   - Some other issue prevented screening

The last two choices above can be used if circumstances warrant, but should be used very sparingly. It is the goal of this CEAP screening process that all points will be screened with the operator, whenever an operator is willing. For any choices where the operator does not agree to screening, a comment is required to briefly describe the situation.

Verify Operator

The individual being interviewed is asked to verify that he/she made the operational decisions in 2024 for the field at the point. In the special case where the individual being interviewed did not make any of the day-to-day operational decisions for the field in 2024 and thus answered "No" to question #2, a message is displayed instructing the enumerator to conclude the interview and to locate the correct operator. In this case, after another potential operator is found or all attempts are exhausted, the enumerator should start again with the prescreening question.

[Show the aerial photography to respondent and locate the sample point. Identify the field associated with the point.]

2. **Did you make any of the day-to-day farming/ranching decisions for the field containing this point in 2024?**
   No

Conclude the interview and ask for the respondent's assistance in locating the correct operator. Go back to pre-screening question.

Draw Field Border

Working with the operator, the enumerator should draw the field border on the screener image with the tools provided. The process and tools for doing this are described in a previous section of this guide. After the field border is drawn, the field border status indicator will automatically change from red to green. The field border should be drawn when indicated, before the eligibility questions are answered. A field border must be drawn before screening is considered complete. The image below shows the screen after drawing the field border.

CEAP Eligibility Questions

The next four screening questions determine the eligibility of the point for the CEAP operator survey. They ask if the field was planted to a crop, was idle cropland, or was enrolled in continuous conservation cover.

In 2024, was any part of this field planted to a crop? (Include hay. Include summer fallow. Exclude orchards, vineyards, permanent pasture, greenhouse and nursery crops):

If a field was planted to crop during 2024, it is eligible for the operator survey and the remaining eligibility questions will not be displayed. If the field was not planted to crop during 2024, then the screener will proceed to the next eligibility question.

During 2024, was the field idle cropland?

If the field was not idle cropland during 2024, it is not eligible for the operator survey and the remaining eligibility questions will not be displayed. If the field was idle cropland during 2024, then the screener will proceed to the next eligibility question.

Was the field also idle cropland in BOTH 2022 AND 2023?

If the field was idle cropland during 2022 and 2023, it is not eligible for the operator survey and the remaining eligibility question will not be displayed. If it was not idle cropland during 2022 and 2023, then the screener will proceed to the next eligibility question.

During 2024, was the entire field enrolled in continuous conservation cover?
[**Include** the General or Continuous Conservation Reserve Program (CRP), the Conservation Reserve Enhancement Program (CREP), or any other type of continuous cover conservation program offered by State, local or non-profit organizations.]

If the field was enrolled in continuous conservation cover during 2024, it is not eligible for the operator survey. If the field was not enrolled in continuous conservation cover during 2024, it is eligible for the operator survey. In either case, the eligibility questions are complete.

Verification of FSA Information

The next two screening questions ask the enumerator to verify the FSA information provided for the CEAP survey. These questions are only displayed for points that will be eligible for the operator survey. One question asks if the FSA Farm/Tract/Field information on the name and address sheet is correct. The other question asks if the name and address provided on the FSA name and address sheet matches the name of the operator for the field that is being screened. If not, document the correct operator name and address and provide the information to NASS.

4. **Is the FSA Farm/Tract/Field information [on the FSA name and address sheet] correct for the field we just identified?**
Yes

5. **Does the owner/operator name on the FSA name and address sheet match the operator for this field?**
(If **No**, enter the operator name and address in CAPI to provide this information to NASS)

Operator ID Number Question

The final two screening questions are intended to assign a unique operator id number to each unique farm operator in the 2024 CEAP survey. The purpose of this operator id number is to easily identify operators with more than one eligible sample point once all screening is complete and then systematically reduce the operator survey sample to one point per operator. To facilitate this process, a card with a unique operator id number is to be given to each unique operator, with the operator id number recorded in the Screener. The farm operator should be asked to keep this card until November 1, 2024 in case another CEAP enumerator contacts them about another CEAP sample point.

The following question will be displayed at the end of screening for all points with a "Yes" response to the operator question, regardless of whether the point is CEAP eligible or not.

6. Have you previously been contacted by NASS/NASDA in regards to another field for the 2024 CEAP Survey?

If this "previous contact" question is answered "No", take a new operator number card from your supply, enter the operator id number into the Screener, also write the operator id number on the name and address sheet, and then give the card to the operator asking them to keep the card for future reference in case another enumerator contacts him/her about another 2024 CEAP field. The Screener will display the following message. You should enter the operator id number into the Screener and then tap the "Validate" button to validate the number.

7. Select a new operator card from your supply, enter the Operator ID in the screener and on the name and address sheet, and then give the card to the operator.

Operator ID: [   ] Validate

If this "previous contact" question is answered "Yes", ask the operator if they were given a 2024 CEAP card with an operator id number. If so, have them locate the card previously given to them and enter the operator id number from that card. If the operator has discarded or lost the card received previously, enter 999-999-999 into the Screener and on the name and address sheet. An attempt will be made by NASS RFO to resolve these later. If no card was previously received, provide the operator with a new card after properly recording the operator id number. The Screener will display the following message. You should enter the operator id number into the Screener and then tap the "Validate" button to validate the number.

7. Ask the operator for the card given to them during the previous contact. Enter that operator id in the screener and on the name and address sheet. Return the card to the operator when complete.

Operator ID: [   ] Validate

Completion – Returning points to the database server

After all of the screener questions have been answered, a message will appear saying that screening is complete. At that time, the point can be closed and you will be returned to the "My Points" screen. In this "My Points" list, you will see the point you have just completed, along with any other points you have checked out to your iPad. After the enumerator is finished screening a point, the point can be returned to the database server by tapping the "Return" button on the "My Points" screen, shown below. Returning a point will remove the point from your iPad.

Alternatively, closing a point and returning it to the database server can be done in one step by tapping on the "Close and Return Point" button in the gray bar on the screener survey question page, shown below. Returning a point will remove the point from your iPad. In this case, the "My Points" screen will appear, but the point you just returned to the server will not be in your list of checked-out points.

With either method just described, a wireless internet signal must be present to return points to the server. If the iPad does not detect a wireless signal, the "Return" buttons will not be displayed. In that case, the user will need to wait to return points until he/she has moved to a location where a wireless signal is available.

If points were screened without a wireless signal present in the field, the "My Points" list will show that collected data were not saved to the server and the Return column slot will show "Not Saved" for those points. To save collected screening data to the server for such points, the user will need to reopen each such point when in a location with a wireless signal, which will activate the auto-save feature. After data is saved to the server, the point can then be closed and returned.

Debugging issues with the screener

On occasion, users have difficulty getting the screener to work properly on their iPad. In case this happens, CSSM recommends that the following steps be attempted first before requesting technical support:

- Ensure that JavaScript is enabled in Safari on the iPad. To do this, go to "Settings -> Safari -> Advanced" and verify that the slider next to JavaScript is to the right and has a green background.
- Ensure that Safari is set to allow cookies. To do this, go to "Settings -> Safari -> Block Cookies". The recommended setting for this option is "Allow from Current Website Only". The "Allow from websites I visit" and "Always Allow" options will also work. The "Always Block" option will not work with the CEAP Screener.
- Ensure that Safari is not set to run in "Private Browsing Mode". Normally, the area around the address bar in Safari will be light gray. When Safari is set to run in Private Browsing Mode, the area around the address bar will be a dark gray color. To exit Private Browsing Mode, click on the icon in the upper right hand corner of Safari and ensure that the word "Private" in the upper right is not highlighted.
- Ensure that the iPad is running a supported version if iOS. iOS 17.4.1 is the officially supported version of iOS for 2024 CEAP Screening. Attempts have also been made to verify that the screener works in iOS versions 17.3 through 17.5.1. If an iPad is not working correctly and it is not running iOS version 17, it is recommended that the user contact their supervisor and IT support staff about upgrading their iPad to iOS version 17.
- If the screener gets into an unrecoverable state and the above recommendations have not been effective, users can try to clear their browser cache and reload the screener. Before doing so, users should attempt to return all of their points to the server if possible. Once this is done, the cache can be cleared by navigating to "Settings -> Safari" and choosing "Clear History and Website Data". Any points that were not returned to the server before the cache is cleared will need to be unlocked by a supervisor before they can be checked out again by a user.

Instructions for Creating a CEAP Account

*NOTE: Users are only allowed to create one account in this system. The system is set up in such a way that the same account can be used to log in to many applications. If you forgot your password, navigate to https://www.nrisurvey.org/ceap/accounts and choose the **Forgot Password** option rather than attempting to create a new account. If you forgot your username, please contact your supervisor. They can forward your request to support staff who will be able to retrieve your username.*

1. Open your internet browser and navigate to https://www.nrisurvey.org/ceap/accounts.

2. Click on the link to **Create a CEAP Account**.

Log In

Username [   ]

Password [   ]

[Log In]

Create a CEAP Account (Instructions)

Instructions for requesting access to CEAP Applications

Forgot Password

3. Read the disclaimer about CEAP Account Registration. When you are finished reading, **check the box next to "I'm not a robot"** and click on the **Continue** button to accept the disclaimer. After checking this box, you may be asked to select some images to prove that you are a person. This can be difficult and may require several attempts, but it is necessary for the security of the system.

Create a CEAP Account

CEAP Account Registration is provided for the exclusive use of USDA employees or other persons acting on behalf of USDA in work related to the Conservation Effects Assessment Program and specifically authorized by a signed confidentiality statement from the Director of Resources Inventory Division, NRCS, Beltsville, MD. Access to this application requires supervisor approval. All information provided or inferred from this web application, whether images, maps, spatial representations, inventory measurements and classifications, geographic coordinate values and descriptions, or sample identities are confidential and must be protected from unauthorized modification, destruction, or disclosure, whether accidental or intentional, under United States Code, Title 18, Section 1905; United States Code, Title 7, Section 2276, and United States Code, Title 7, Section 2204.

Please enter the CAPTCHA and click Continue to accept the disclaimer.

Instructions for Creating a CEAP Account

[ ] I'm not a robot
reCAPTCHA
Privacy - Terms

[Continue]

4. Enter your desired **username** and **password** and your **email address**. Your username must be at least five characters long and may only contain letters and numbers. Your password must be between eight and 127 characters long and must contain at least two types of characters (uppercase letters, lowercase letters, numbers, punctuation). You must enter a valid email address. An official government (.gov) or educational (.edu) email address is preferred if you have one. Once you have entered all the information, click on **Create Account**.

Create a CEAP Account

Instructions for Creating a CEAP Account

Choose a Username   ⬅   at least 5 characters (letters and numbers only)

Choose a Password   ⬅   8-127 characters (letters, numbers, punctuation)

Retype Password   ⬅

Your email address   ⬅

Create Account

5. You will see the following page, but **your account is not active yet**. You will receive a confirmation email at the email address you provided on the previous page. If you do not receive this email within 15 minutes of creating your account, check your junk or spam folder. If you still haven't received the confirmation, notify your supervisor so that support staff can address the issue.

Your account has successfully been created, but it is not yet activated.
An email containing a link to activate your account was sent to the email address that you entered. If you do not see the email soon, please check your email spam folder.

6. Open the confirmation email. **Click on the link** in the email to activate your account.

Thank you for creating a CEAP Account with the username notarealuser.

Click on the link below to activate your account:

https://www.nrisurvey.org:443/ceap/createAccount?action=validateEmail&u=notarealuser&e=notarealuser%40iastate.edu&c=vfauo2t7dh7fpt2mctrhvhfbv6ghfm

7. You will be taken to the following confirmation page. Your account is now active. However, you will still be unable to access the CEAP application until you request access and that request is approved by a manager. To request access to CEAP, click on the **Log In** link.   Instructions for requesting access to applications are posted on the Log In page.

Your account has been activated.

You should now log in to request access to your CEAP region.
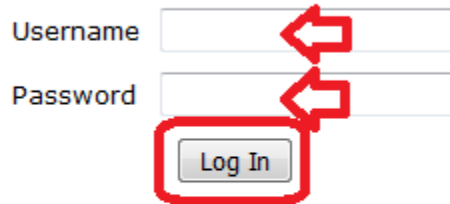
Log In

Instructions for Requesting Access to CEAP

*Note: You must have a CEAP Account before you can request access to CEAP. If you do not have a CEAP Account, please navigate to https://www.nrisurvey.org/ceap/accounts and follow the instructions to **Create a CEAP Account** before proceeding.*

1. Open your internet browser and navigate to https://www.nrisurvey.org/ceap/accounts.

2. Enter your CEAP Account **username** and **password** on the Log In page and click the **Log In** button.

Log In

Username	
Password	

[Log In]
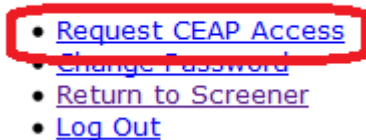
Create a CEAP Account (Instructions)

Instructions for requesting access to CEAP

Forgot Password

3. Click on the link to **Request CEAP Access**.

Choose a Task

- Request CEAP Access
- Change Password
- Return to Screener
- Log Out

4. The resulting page will show a list of CEAP Regions. To request access to your region, **click on the name of the region to which you would like to request access**. Note: if you have already requested access to a given region, the link will be disabled and a note will appear the Request Status column such as *"Requested" or "Approved"*.

Click on your Region Name to request access to CEAP

Home

Request Status	Abbreviation	Region Name	States
	DLR	Delta	Arkansas, Louisiana, Mississippi
	EMR	Eastern Mountain	Kentucky, North Carolina, Tennessee, Virginia, West Virginia
	GLR	Great Lakes	Indiana, Michigan, Ohio
	HLR	Heartland	Illinois, Missouri
	MTR	Mountain	Arizona, Colorado, Montana, New Mexico, Utah, Wyoming
	NER	Northeastern	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
	NPR	Northern Plains	Kansas, Nebraska, North Dakota, South Dakota
	NWR	Northwest	Alaska, Idaho, Oregon, Washington
	PCR	Pacific	California, Hawaii, Nevada
	SOR	Southern	Alabama, Florida, Georgia, South Carolina
	SPR	Southern Plains	Oklahoma, Texas
	UMR	Upper Midwest	Iowa, Minnesota, Wisconsin
	CSSM	CSSM	Iowa State University CSSM employees only
	NASSHQ	NASS Headquarters	NASS Headquarters employees only
	NRCS	NRCS	NRCS employees only

5. Once your request has been made, you will receive the confirmation page below. At this point, you still **do not have access** to the requested application.

Your request has been made. You will be notified by email when your manager has granted you access.

You have been automatically logged out.

Home

6. A manager will receive your request to access the application. Once the manager approves your request, you will receive a confirmation email similar to the one below. **Once you receive the approval email, you will be able to log in to CEAP using your CEAP account.** *Note: you will also receive an email if the manager denies your request. The most common cause of this is that you inadvertently requested access to the wrong region. If this occurs, you will need to submit a new request for the appropriate region.*

Your request to access the CEAP application has been approved.

To log in, visit the CEAP application in your browser.

Instructions for Resetting your CEAP Password

*Note: You must have a CEAP Account and have access to the email account you created it with to reset your password. If you no longer have access to that email account and need to reset your password, provide a new email address to your supervisor and ask them to contact CEAP IT support to update your email address in the account system.   If you do not have a CEAP Account, please navigate to https://www.nrisurvey.org/ceap/accounts and follow the instructions to **Create a CEAP Account**. If you know your password and simply want to change it, you may do so by logging in to the CEAP account interface and choosing **Change Password**.*

1. Open your internet browser and navigate to https://www.nrisurvey.org/ceap/accounts.

2. Click on the **Forgot Password** link.

3. Enter your **Username** and then **check the "I'm not a robot" checkbox**. After checking this box, you may be asked to select some images to prove that you are a person. Then click **Request Password Reset**. (Note: the CAPTCHA can be difficult to enter, but it is necessary to prevent automated attacks against the account system.)

4. Within a few minutes, you should receive an email at the email account that you used to create your CEAP account. Open the email and click on the link to proceed with the password reset.

You have requested to reset the password for user ███████

Click on the link below to proceed:

https://www.nrisurvey.org:443/ceap/resetPassword?action=displayResetPassword████████████████████████

5. Enter your **New Password** twice and click the Reset Password button to reset your password.

Reset your CEAP Password

Username	███████	
New Password		8-127 characters (letters, numbers, punctuation)
Retype New Password		
Reset Password		

6. Once your password has been successfully reset, you will get the confirmation screen below. You can click on the Go button to proceed to the CEAP Account Manager application or you can navigate directly to the CEAP Screener and log in if your account has already been approved for CEAP access by your manager.

Your password was successfully reset.

You can now log in to the CEAP Account Manager with your new password.

Go