

Friday Feedback for Friday, February 24, 2023

iPad Settings – Morris

I have heard that certain iOS updates will trigger settings to go back to company-set settings, and that has caused problems with iPad functionality. We are asking all enumerators to please check your iPad settings, and make sure all of these steps are completed on your iPad. These instructions will also be posted to the GLR Enumerator Website under IPAD INFORMATION – Step-by-step Instructions.

A. **Open Settings on your iPad and make sure all of these are in place.** These are listed in order of how they appear on the left side of the screen:

1. **General – About – Software version should be at least 15.7:** All iPads should have been updated to 16.0, but if not, please hold off on updating. IF you have an iOS version that is less than 15.7, please call your NASDA Coordinator.
2. **General – Software Update – Automatic Updates – Turn Download iPad OS Updates OFF**
3. **General – Keyboard – turn off everything except for “enable caps lock”**
4. **Display & Brightness – Auto Lock – Set to 15 minutes**
5. **Home Screen & Dock – Turn OFF show suggested and recent Apps**
6. **Accessibility – Touch the arrow on the far right of the word “Touch” – Turn OFF shake to undo**
7. **Accessibility – Home Button – Select “Slowest” Click Speed**
8. **Touch ID & Passcode – Enter password used to unlock iPad – Require Passcode = “After 15 min”**
9. **Privacy – Location Services – Location services = ON**
10. **Once Location services is on it should list each of the following:**

CAPI = “While Using”. If CAPI is not listed under location services, open the CAPI app and select the following responses:

- Login to CAPI
- Check boxes next to a couple of assignments
- Touch the mapping icon
- It asks to allow – select “While Using”
- It says “Private/var/containers... - select “OK”
- Logout of CAPI

Maps = “While Using”: If Maps is not listed under location services, open the Maps app. When it asks to “Allow”, select “While Using”, and close the app.

11. **Safari – ensure that Block Pop-ups is OFF:** If left on, then iSolved won’t function correctly

B. **Add a shortcut to the Purdue GLR Enumerator website:**

- **GLR ENUMERATOR WEBSITE: CAPI Dashboard– NASDA-Regions (top right) – Scroll down to GLR region– click link to GLR website-share icon (box with an up arrow) in top right just to left of plus sign – select add to home screen**

C. **Add a shortcut to your WORK Gmail:** (NOTE: Do NOT use the Apple mail App – USE your WORK Gmail on the iPad.)

- **WORK GMAIL: Google Search engine– Search Gmail – Click on the first link Gmail- Google– click on create/sign-in in the upper right-hand corner-login (if you are unsure as to what your password is call your NASDA Coordinator) -share icon (box with an up arrow) in top right just to left of plus sign – select add to home screen**

Mail Delay and Disconnect Reminders – Segelhorst/Miyares

To reduce respondent burden, we have identified several hundred records in the March Survey samples which have a history of completing NASS Surveys by mail or online and changed the CAPI Start Date on those records to March 6. This later start date for these operations should provide sufficient time for those who prefer to complete reports themselves to get them submitted before we start calling them. If you see records in your CAPI listings that are grayed out and not checked in, please wait until at least March 6 before calling on these records.

The procedure for handling disconnects for the March Surveys remain the same as in previous cycles. Please enter “Bad Ph” in the Attempted Call Log for any records where the phone number is bad. We will be querying the CAPI system on Monday March 6 looking for records with “Bad Ph”. Regional Field Office staff will conduct disconnect research on these records. Any updates we find will be updated in the “Enumerator Notes” and should be visible on these records no later than Wednesday March 8. Please do not submit records as “inaccessible” because of a disconnected phone number until research has been complete and we are able to determine that no new numbers are available. If one of the new numbers provided works, please be sure to update the contact information in CAPI. If some of the numbers do not work, please let us know through comments so we can make notes about bad numbers to not send out again.

Fruit Rotational Survey Odds and Ends – Saffell/Rolewicz

For those who were unable to attend the February 22 training conference covering Michigan’s Fruit Rotational Survey, a copy of the presentation, and a recording of the teleconference are now available on the [Purdue GLR website](#). Under the “Paper Surveys” section, click or tap on the bar reading, “Michigan Fruit Inventory – 2022”.

The project code previously posted for this survey is not correct. Please use project code **923** when logging time and/or mileage worked on this survey.

As a reminder, while your survey assignments are in your CAPI listings, there does not exist a CAPI instrument for this survey. All data are to be collected on paper and shipped to the Regional Field Office in East Lansing. If you need UPS shipping labels to send in your work, please submit a request through the order form on the Purdue GLR website at this [LINK](#).

We had heard reports of tree fruit producers who, while completing their census online, were hoping to be able to complete their Fruit Inventory survey at the same time. Unfortunately, there is no web-based version of this survey. To minimize potential for confusion, we changed the settings for this survey so that it should no longer appear visible on the AgCounts website. If operators attempt to use the survey code on the mailing label to complete the survey via the AgCounts website, they will receive an error that says their survey codes are invalid.

Please pay close attention to potential matches with the Fruit Rotational Survey. All operations sampled for the NASS Non-Citrus Fruit PDI Survey were also sampled for the Tree Fruit Inventory Survey. Where possible, please try to complete both surveys at the same time, keeping in mind that data collection for the Fruit PDI survey ends March 17, while the Fruit Rotational Survey continues until April 15.

Thank you in advance for your efforts on this project and please reach out to the Regional Office if you have any questions.

What's the Story on Cash Rents? – Weber/Miyares

The Cash Rents Survey is back in 2023 and will not be taking the Census year off. The approximate sample size is 18,000 for the region. Questionnaires were mailed to respondents this month, and a follow-up mailing is scheduled for early April. Follow-up phoning for non-response will begin in Late April/Early May. Information about the Cash Rent survey should be available on the GLR website within the next week.

Last year, you may recall that we did some matching of Cash Rent forms with ARMS 3 and the March Hog survey. Due to a limited field enumeration budget, we elected to not do that this year. If while completing another survey, you learn that an operator received a cash rents form in the mail, please encourage the operator to mail in those forms on their own, if they haven't already done so rather than to try to complete the Cash Rent survey with the respondent. If the respondent specifically asks for help in completing the Cash Rents survey, please charge any time to the survey you were otherwise contacting the operator about.

For matches with March Crops APS, cash rent questions are asked and integrated with that survey, and usable responses to the cash rent questions will be mapped over to the Cash Rent survey dataset. Due to the timing of the sample availability, it is possible that an operator received both a Crops APS AND a Cash Rents form in the mail. If an operator completes the Crops APS form and answers the cash rent questions on that form, respondents do not need to also complete the Cash Rents form separately. At the same time, operators sampled for Crops APS should all be asked the Cash Rents questions, even if the operator did not receive a Cash Rents form in the mail. The exception would be if the operator is not renting land from others (item code 902 = 0 on page 3 of the questionnaire). If the operator refuses to answer the cash rent questions, please do not enter your own estimates.

Friday Feedback for Friday, February 17, 2023

NASDA Survey Extended Until Monday February 20! – Tolbert/Morris

The Regional Office has created a short anonymous survey to solicit honest feedback from enumerators about various subjects including response rates and CAPI utilization. There is also space within the survey to provide feedback on your own topics or concerns. The survey will be available until February 20 and can be accessed by clicking or tapping on this [LINK](#), or by typing <https://www.surveymonkey.com/r/38RTCM8> into a web browser. After February 20, the results will be summarized and used by regional office staff to develop trainings, policies, and documentation intended to improve internal processes and provide stronger enumerator support. Enumerators may charge up to 15 minutes to a currently active project code to complete the survey. If you have any issues with the link or survey, please contact your NASDA Coordinator. Thank you in advance for your participation in the survey. Your response is vital, and we look forward to your feedback!

March Survey Packets on their Way! – Collom/Courser

UPS Packages containing March Survey materials for enumerators were shipped from East Lansing on Thursday, February 16. Depending upon delays caused by Monday's Federal holiday, enumerators should receive their packages no later than Tuesday, February 21. If you do not receive your package and are expecting work, please contact the Regional Field Office and we will do our best to track it down.

Due to continued paper shortages, the regional office was not able to obtain as many blank March Crops APS as it has in past years. Supplies were rationed based on the number of samples assigned. There are a limited number of Ohio questionnaires left over, but almost all of the Michigan and Indiana forms have been distributed. Enumerators are encouraged to use the paper forms sparingly, possibly using them for scratch notes only before entering completed forms into CAPI.

June Area is Coming! – Goings/Miyares

The June Area Survey will be administered in a similar way to last year, where prescreening activities will be taking place from late March through mid-April in preparation for data collection activities that will take place in late May and early June. Supervisors may be reaching out to you this week to discuss the June Area Survey

assignments. Aerial photographs and survey information will be sent to enumerators during the first few weeks of March, and supervisors will be scheduling mini-schools for the middle of March. Please stay tuned for details as they become available.

Tagged Census Record Reminder – Magen/Samson

The February 6 Deadline for operators to complete the Census of Agriculture has come and gone. To date, we have received just under 50 percent of the census forms, with a large percentage of those forms being completed online.

There are several tagged census records in the field that have yet to be completed. If you dropped off or delivered census forms to operations in your CAPI listing, and those forms are still showing as “Available” in your CAPI listings, then those forms will require follow-up to make sure they are completed. Please be sure you are communicating with your supervisors regarding the status of each of the forms you were assigned so they can let the office know what’s happening with each form. The due date for respondents on the AgCounts website was adjusted to May 31, but we need to get the tagged forms back much sooner than that, as the office must estimate any tagged records where the operation does not respond. Thank you for your continued hard work on this project!

President’s Day Holiday – Tolbert/Kalaus

The Regional Field Office will be closed on Monday, February 20, in observance of the President’s Day Holiday.

Friday Feedback for Friday, February 10, 2023

NASDA Survey is Still Open! – Tolbert/Morris

The Regional Office has created a short anonymous survey to solicit honest feedback from enumerators about various subjects including response rates and CAPI utilization. There is also space within the survey to provide feedback on your own topics or concerns. The survey will be available until February 17 and can be accessed by clicking or tapping on this [LINK](#), or by typing <https://www.surveymonkey.com/r/38RTCM8> into a web browser. After February 17, the results will be summarized and used by regional office staff to develop trainings, policies, and documentation intended to improve internal processes and provide stronger enumerator support. Enumerators may charge up to 15 minutes to a currently active project code to complete the survey. If you have any issues with the link or survey, please contact your NASDA Coordinator. Thank you in advance for your participation in the survey. Your response is vital, and we look forward to your feedback!

2023 Winter Policy Conference Invitation for Enumerators – Morris

NASDA invites all enumerators to virtually join the 2023 NASDA Winter Policy Conference. The commissioners, secretaries, and directors of agriculture from around the nation will gather with federal agencies, congressional leaders, and industry stakeholders to address pressing agricultural and food policy issues.

[Click here](#) for your complimentary registration. You will be sent the link to access the sessions within 24 hours of registering. **Please register by TODAY February 10th** to insure you can access all sessions.

Please note: This link is only for enumerators. Participation is being offered as a voluntary event and enumerators are not allowed to claim time for their participation.

AGENDA (all times are ET)

Monday, February 13th

2:00 PM-3:30 PM	SASDA Regional Meeting NEASDA Regional Meeting
4:00 PM-5:30 PM	MASDA Regional Meeting WASDA Regional Meeting

Tuesday, February 14th

10:00 AM-11:30 AM Opening Plenary Session featuring “Resiliency on the Farm” panel

12:30 PM-1:30 PM Animal Agriculture Committee
Marketing and International Trade Committee
2:00 PM-3:00 PM Plant Agriculture and Pesticide Regulation Committee
Natural Resources and Environment Committee
3:30 PM-4:30 PM Food Systems and Nutrition Committee
Rural Development and Financial Security Committee

Wednesday, February 15th

11:30 AM-1:30 PM Closing Plenary and Business Meeting

ARMS 3 Odds and Ends – Erickson/Miyares

A second round of ARMS 3 questionnaires were mailed to non-respondents this week. For those samples that aren't matched with either March Crops or March Hogs, the next two weeks would be a good time to make contact with each of your sampled operators to either complete the survey or set up an appointment to complete the survey at a later time. Please be sure to maintain communication with your supervisors about your progress.

We've had some enumerators recently reach out to the Regional Office requesting additional blank ARMS questionnaires. At this time, the Regional Office has less than 50 blanks left of each version. Please do your best to conserve the blanks you were sent. If a respondent asks you to send them a new copy of the form, and they should have already received their second mailed copy of the form, please let your supervisor know so we can have NPC print and mail a new labeled copy to the respondent. When submitting a request for a new copy to be mailed, please be sure we have the correct mailing address for the respondent and that we know which version is needed (CRR or Wheat).

As a reminder, operators who complete the voluntary ARMS will have satisfied their obligation to complete the mandatory Census of Agriculture. Operators who refuse ARMS or are inaccessible as of the end of March will be mailed a Census form to complete by early April. However, if you have an operator who tells you, “I'm not doing the ARMS, just mail me my Census form now and I'll do it on my own!” and you believe it would be best to send that census form sooner than April 1, then please reach out to your supervisor. The Regional Office has census forms that can be sent to those respondents if need be.

Being a census year adds one other complicating factor to your ARMS interviews: In past years, we have taught you that if the respondent doesn't provide production expense information in Section 32, then the ARMS might as well be coded a refusal. However, it's possible this year that an incomplete ARMS form might still have enough information to satisfy the census requirements. If you are able to get SOME data, such as the acreage, crop, livestock, and/or demographic information, please still send the questionnaire to NPC as if it were a complete report so what data you were able to collect can get keyed and loaded to our systems and copied over to census if need be. Records submitted on CAPI as refusals should not have any data at all in the questionnaire, but should include detailed notes about the situation. Please avoid submitting records in CAPI as refusals when a paper questionnaire with some data on it was sent to NPC. At the same time, never send a blank questionnaire (inaccessible or refusal) to NPC, as that will slow processing. Long story short, either send the paper forms with some data to NPC, or submit refusals with no data into CAPI; please don't do both. If you have questions as to what to do with partially completed reports, please contact your supervisor.

Upcoming Due Dates

There are a few small, yet important, surveys with due dates coming up very shortly. Please keep in mind the following important dates:

Survey	Enumeration Dates	Project	Team Lead
Bee & Honey Inquiry	December 30 – February 13	196	Janiece Presberry
Turkeys Raised	January 31 – February 16	153	Jack Hiegel
Commercial Floriculture Survey	December 30 – March 1	148	Jim Collom

The complete list of ongoing and upcoming surveys is updated monthly and can be found on the Purdue GLR website at this [LINK](#).

Friday Feedback for Friday, February 3, 2023

NASDA Survey: We want to hear from you! – Tolbert/Morris

The Regional Office has created a short anonymous survey to solicit honest feedback from enumerators about various subjects including response rates and CAPI utilization. There is also space within the survey to provide feedback on your own topics or concerns. The survey will be available until February 17 and can be accessed by clicking or tapping on this [LINK](#), or by typing <https://www.surveymonkey.com/r/38RTCM8> into a web browser. After February 17, the results will be summarized and used by regional office staff to develop trainings, policies, and documentation intended to improve internal processes and provide stronger enumerator support. Enumerators may charge up to 15 minutes to a currently active project code to complete the survey. If you have any issues with the link or survey, please contact your NASDA Coordinator. Thank you in advance for your participation in the survey. Your response is vital, and we look forward to your feedback!

Update to iPadOS 16.3 – Morris

Apple iOS 16.3 is available for download on all iPads. ALL supervisors and enumerators should update their iPads to the new operating system as soon as possible. General instructions are below:

Instructions for Updating Apple iPad iOS 16.3.

1. Plug the iPad into a power source.
2. Verify you have WiFi connected on the top left of the home screen or have a strong cellular service.
3. “Settings” icon, “General”, “Software Update”. If you are on the current iOS (16.3), you are done; if it is anything lower, continue with these instructions.
4. Click on “Download and Install” or “Install Now”
5. Enter your passcode (this is your PASSCODE to log INTO your iPad)
6. Touch on Agree to the Terms and Conditions
7. Wait while the update is downloaded; the iPad will display a spinner, the iPad will power down and then back up and the Apple icon will display again with a progress bar.
8. Allow the iPad to complete the update. (This could take 30 minutes or longer depending on quality of the WiFi connection.)
9. Lastly, once you update - you need to use cell service (do NOT be on WI-FI) to submit a completed record on the next survey you work.

Documentation with pictures of the process can be found on the [GLR Purdue Website](#). Under the “Current Office Information” section, click or tap on “iPad Information”. Under Step-by-Step Instructions – click or tap “[Update the Apple iOS Operating System](#)”.

Census Reminders – Samson/Magen

February 6 is the targeted due date for operators completing their Census of Agriculture forms, whether the record is tagged or not. As of this morning, just under 40 percent of all census records in our region have been checked in. As a general rule, operators who have not mailed back their census form by February 6 will be mailed a second copy of the census and will be asked to complete it within the next few weeks. Follow-up phoning for census non-response will likely begin in late March or early April. Most of the follow-up will take place from the Data Collection Centers (DCCs), but some records will be sent to the field for calling or personal enumeration.

Records that were “tagged” for the census, however, did not receive a questionnaire by mail, nor will they receive one when the second mailing takes place next week. Because of the nature of those operations (multi-state operations, multi-county operations, 3+ operations, and other special operating arrangements), the only contact they receive for the census is through our enumerators visiting the operation to drop off the census forms and/or complete the forms with the operator. As of February 3, less than 20 percent of the tagged Census forms sent to the field for enumeration have been checked in. If these are not complete by February 6, these operators can also have extended time to complete the forms, but your assistance is still needed to make sure those operators meet their census obligations. We know that your workload is going to pick up soon with ARMS 3 starting and March 1 surveys right around the corner. Please maintain regular contact with your supervisors about the status of the tagged records you have been assigned so we can make sure that these important records don’t get lost in the shuffle.

As a reminder, tagged census records, especially for those operations with more than one form to complete, should come back to the regional office for processing and reconciliation; Please note that none of the forms need to be put in sealed postage-paid envelopes addressed to NPC, as we are going to have to open those when they arrive in East Lansing. If an operator elects to mail the forms directly to NPC themselves, they may do so, but please inform your supervisor as to what is going on, as we will still need to keep track of those records carefully.

Upcoming Due Dates

There are several small, yet important, surveys with due dates coming up very shortly. Please keep in mind the following important dates:

Survey	Enumeration Dates	Project	Team Lead
Trout Production Survey	January 17 – February 4	170	Ben Magen
Tagged Census Records	December 30 – February 6	651	Ben Magen
Potato Stocks Inquiry (MI)	January 30 – February 8	195	Ben Magen
Bee & Honey Inquiry	December 30 – February 14	196	Janiece Presberry
Turkeys Raised	January 31 – February 16	153	Jack Hiegel

The complete list of ongoing and upcoming surveys is updated monthly and can be found on the Purdue GLR website at this [LINK](#).