

Friday Feedback for Friday, March 26, 2021

CAPI Production and CAPI Training/iOS Update Heads-up

ONCE we get the go ahead – all enumerators and supervisors will need to re-install CAPI (both Production and Training) through Apps@Work sometime early next week to update some June Area functions. These updates to CAPI should correct problems in the June Area CAPI Instrument identified by enumerators in the process of prescreening. Please do not re-install until we have notified you through the GLR Enumerator Website or through your supervisor.

Apple has released iOS 14.4.2. This is OK to install if enumerators are not yet running 14.4 as they MUST have 14.4 for iSolved to work.

ARMS III – Erickson

March 26 is the ‘50% of your assignment complete’ benchmark for ARMS III (please see the Due Dates document on the Purdue website). As of March 25, about ½ of the Supervisor groups have met this benchmark, and a few other Supervisor groups are close. As a reminder, the ‘75% of your assignment complete’ date is April 9, and data collection ends on April 19. April 20 is the day where all ARMS III completes with data must be in UPS to NPC, and all other records (out-of-business & non-responses) must be submitted on the iPad. Also, please remember to enter a note with each record submitted on the iPad. This note does not have to be lengthy, but please provide a quick summary of your call results.

Disconnect Reminders

The procedures for handling disconnects for the April Surveys (Milk, Colony Loss) 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 between Monday 4/5 and Tuesday 4/6 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 Thursday April 8. For April Labor surveys not matched with Milk Production, disconnect research will begin April 26. 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.

Cash Rent Updates – Morris

Operators who were sampled for both Cash Rents and March Crops APS who were inaccessible for the March Crops Survey will be mailed a Cash Rent questionnaire and contacted to complete the survey in either April or May. If that operator was sampled for April Milk production, those Cash Rent forms were not mailed, but were turned on right away in CAPI so they could complete both surveys at the same time. As a general rule, the Cash Rent form was assigned to the enumerator that had originally attempted the March Crops APS.

Starting Friday April 4, and every Friday after that for the remainder of the data collection period, the Regional Office will be removing records from CAPI listings that were checked in more than week earlier. This is being done in order to minimize clutter in the CAPI listings due to the large number of Cash Rent forms that have already received in the mail. If you have any questions or concerns about this weekly process, please contact Brooke.

Wireless Keyboards for iPads – Miyares/Lawson/Laird

As was mentioned during last week’s June Area teleconferences, NASS has procured a number of wireless keyboards designed to be paired with CAPI iPads. The general idea is that enumerators may find entering

comments or names and addresses of new tract operators into CAPI on an iPad easier to do with a keyboard rather than having to use the pull-up keyboard on the iPad itself. There are limitations to what the keyboard can do, The Regional Field Office does not want to automatically send a wireless keyboard to all enumerators. We recognize that a number of enumerators are doing CAPI data entry on a desktop or laptop computer while others have gotten used to typing on the iPad keyboard and may not want a keyboard. To that end, if you want to have a keyboard shipped to you, please inform your supervisor by **Friday March 26** that you want to have one. The supervisors will then pass that information on to the NASDA Coordinators, and the Regional Office will begin shipping keyboards to enumerators the week of March 29 to those who request them.

June Area Tandem Work – Miyares

NASDA Headquarters published a memo this week containing supplemental guidance for supervisors who want to provide training for new enumerators during June Area Survey Prescreening Activities. A copy of that memo can be found on the Purdue Website at this [LINK](#).

New June Area Video Available – Miyares

In response to questions from the field, a new video was created to address some concerns regarding new segments with prepopulated names in CAPI. It has been labeled as Video #18 under the CAPI Training Videos. The video also addresses why those POIDs are end with a 3, recognizing the bold italic print on names and addresses, understanding “PPT” comments, updating the tract operator name after first having marked that operator as no longer in the segment, finding the Parcel Map on the AgCounts Website, and why we might want to add the name of a potential tract operator, even if we didn’t speak to them, and the consequences of using the big “X” to delete newly added tracts in CAPI.

Using AgCounts to Access Segment Parcel Maps – Miyares

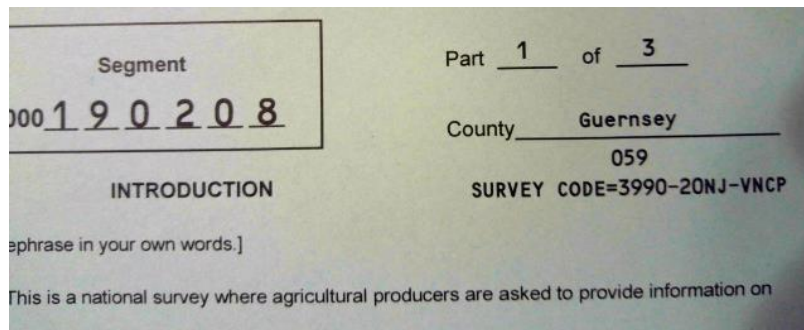
Suppose you are contacting an operator during prescreening who either did not receive a copy of the parcel map or threw their original map away. Electronic copies of the photos are available through the AgCounts Website. Encourage the respondent to go to <http://www.agcounts.usda.gov> and to enter the survey code associated with the segment.

To complete your survey online, you need your unique Survey Code from the address label on the paper questionnaire or letter you received in the mail.


Enter your unique Survey Code then click continue.

3990-20NJ-VNCP	Continue
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The survey code is available on the front of the June Area Survey Screening Forms, right below the county names.



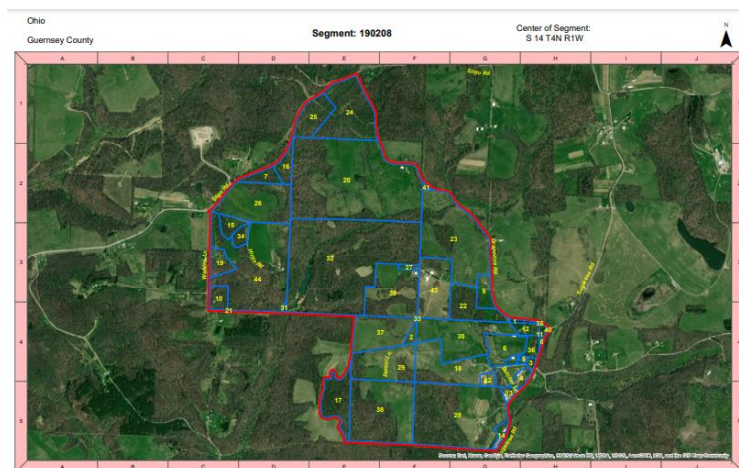
When this code is entered, the respondent should click on the link to access the June Area Segment Master.

Current Surveys For: STATE: 39 SEGMENT: 190208 / - OH - 39	Status	Available	June Area Map
JUNE AREA SURVEY SEGMENT MASTER - 2021-06-01 - 9010 - 540495	Available	From 3/8/2021 To 6/16/2021	

Then, they should click on the picture of the globe



An electronic copy of the segment parcel map should then pop up.



Friday Feedback for Friday, March 19, 2021

From the New Deputy Director – Tolbert

Bill Gates' has a quote I admire; "we all need people who will give us feedback. That's how we improve". After working with NASDA for numerous years as a DCC and Field NASDA Coordinator, I admire and depend upon your feedback, knowledge, and expertise on maintaining relationships with our producers, agricultural trends in your area, improving and maintaining the relationship between NASDA and NASS, and data collection strategies. I am wholeheartedly inviting you to share your feedback, knowledge, and expertise with me as I transition into my new role as Regional Deputy Director. My contact information is: Ty Tolbert, 517-324-5304. I'll be waiting 😊!

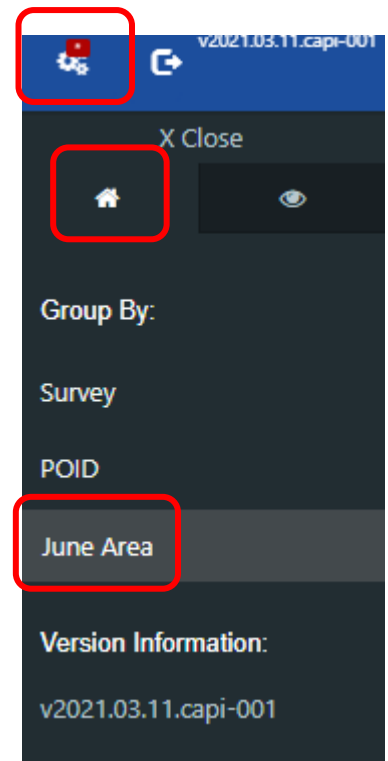
April 1 Survey Packets are on their Way – Courser

April 1 enumerator packets, containing materials for the April Milk, April Labor, Quarterly Colony Loss, and Potato Stock Surveys, have been shipped. Please be on the lookout for these materials arriving within the next few days. If you do not receive your packets by early next week, or if something is missing from your packets that you were expecting, please let your NASDA Coordinator know through your supervisor.

June Area Updates – Miyares

Thanks to everyone who participated in this week's teleconferences for the June Area Prescreening! A few questions popped up that everyone could benefit from.

- Please use **Project Code 124** for all home study and attendance at the training teleconferences. Only use **Project Code 166** for prescreening activities (research, driving, phone calls). There is very little money in the prescreening budget relative to the main data collection budget, so we don't want to spend that money all on training. Additionally, in order to make sure we can track our expenses properly, please be sure you are entering your time and mileage into CAPI every day.
- In order to access the listings of your records in CAPI, you first must click on the Grid Controls icon, which resembles two gears. From there, click on the little house icon and choose that you want to "Group By June Area". At this time, there is no way to be able to see both your regular survey listings and your June Area survey listings in the same grid. These features, and others, are demonstrated in a series of videos that have been posted to the Purdue site.
- Some people have been asking why they did not receive segment envelopes with every photo received. The only segment envelopes that were sent at this time were for the segments being prescreened. Additionally, the only segments that are available in CAPI Production at this time are segments being prescreened. The photos for all segments were sent to the field at this time, partly to save on shipping costs, and partly because we did not have enough photo boxes to do multiple shipments of photos to the field. For now, set those photos aside and we will take care of those in June. Do not do any prescreening work on those old segments for which you do not have an envelope and are not available in your CAPI listings. The segment envelopes for the old segments will be sent to the field in May, after we receive the labeled ag tract questionnaires that go with those forms.

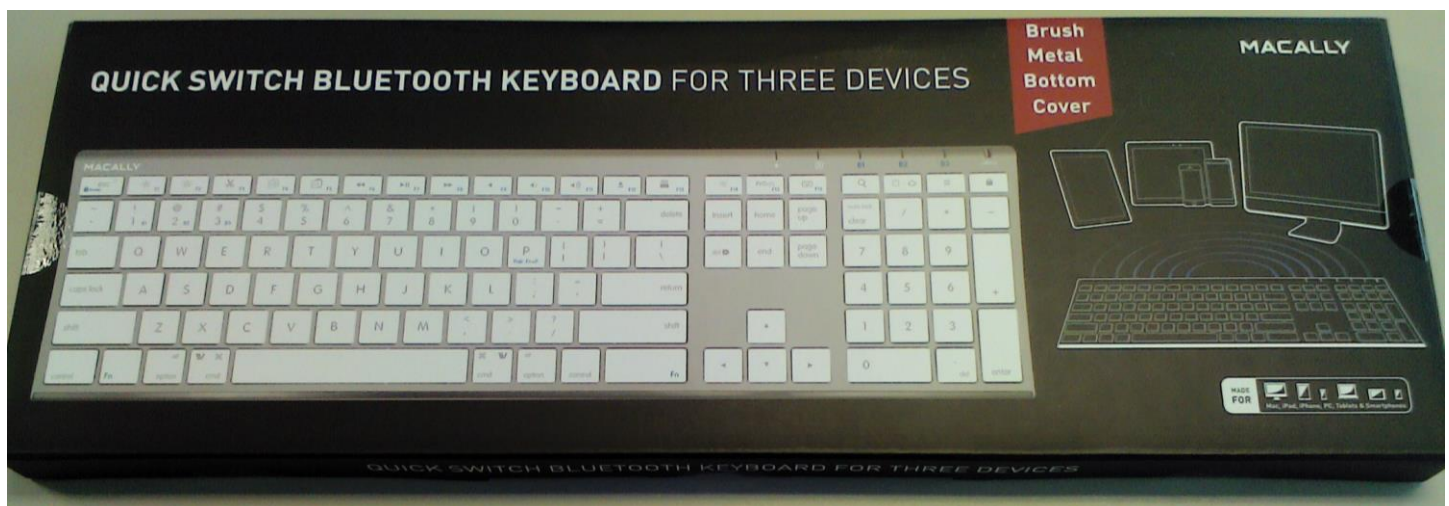


- In CAPI, there is no place to record the tract acres for an agricultural tract on the screening form. It is recommended that you still collect this information and record it on the paper to help you account for all of the digitized acres in the segment, but they can't be recorded in CAPI until the Ag Tract questionnaires become unlocked in late May.
- If you have a parcel map that is showing more than 100 parcels, keep in mind that the June Area instruments can only handle up to 99 tracts. You may need to do some creative combining of non-ag parcels to keep the number of tracts to under 99. It is recommended that you avoid, where possible, having over 80 tracts in any one segment so that there is room to grow over the next five years. Understandably, this might require that we bend the "half-acre rule" a bit in order to make this happen. Additionally, you are allowed to change names and addresses of tract operators for new segments with names prepopulated names in CAPI, and that may be necessary in order to combine those together, knowing that you aren't going to be able to use another tract letter once it has been used. If you aren't sure what the best way to combine those parcels should be, please contact your supervisor, your NASDA Coordinator or the Regional Field Office to discuss your situation.
- When should you use zeroes versus leaving cells blank? As a rule, for sections D through L, if you leave a cell blank, the computer will treat it as a zero; however, you could choose to enter a zero in those cells and it won't affect anything. On some of the practice exercises, I entered a zero into some cells to clarify that the question was asked in an unusual situation. For example, If you have a large number of acres of corn that were all harvested for silage, I might enter a zero for acres harvested for grain so it was clear that the question was asked and not overlooked. For sections M through P, cells that are left blank are assumed to be "Don't Know" rather than zeroes. This will be discussed more as we get closer to June and begin collecting ag tract data.

As questions arise, please bring them up to your supervisor, your NASDA Coordinator, or the Regional Office, and we will do our best to get things answered for you. Please keep monitoring the Friday Feedback and the June Area pages on the Purdue Site for more updates

Wireless Keyboards for iPads – Miyares/Lawson/Laird

As was mentioned during this week's June Area teleconferences, NASS has procured a number of wireless keyboards designed to be paired with CAPI iPads. The general idea is that enumerators may find entering comments or names and addresses of new tract operators into CAPI on an iPad easier to do with a keyboard rather than having to use the pull-up keyboard on the iPad itself. There are limitations to what the keyboard can do, however.



The Regional Field Office does not want to automatically send a wireless keyboard to all enumerators. We recognize that a number of enumerators are doing CAPI data entry on a desktop or laptop computer while others have gotten used to typing on the iPad keyboard and may not want a keyboard. To that end, if you want to have a keyboard shipped to you, please inform your supervisor by **Friday March 26** that you want to have one. The supervisors will then pass that information on to the NASDA Coordinators, and the Regional Office will begin shipping keyboards to enumerators the week of March 29 to those who request them.

Sad News

The Great Lakes Region is sad to report the passing of Donald Fedewa, who served as Michigan's State Statistician for 18 ½ years, on March 14. During his time with USDA, he earned recognition and respect across the state for his work in all facets of Michigan agriculture for his ability to foster interagency cooperation and for his extensive collaboration with Michigan State University's research and education programs. Mr. Fedewa worked for NASS for 43 years before his retirement in 1996. An obituary can be found at this [LINK](#).



Friday Feedback for Friday, March 12, 2021

Cash Rents are Coming! – Morris/Miyares

Enumeration for Cash Rents will be conducted in much the same way as it was in 2020. All together, there are approximately 7000 records which have been coded for local enumeration. In order to not overload the system, samples have been divided into four “buckets”, which will be turned on in CAPI and called at different times during the spring. The first group of records we will focus on include matches with Fruit PDI and Berry PDI, which will be collected between March 10 and March 29. This will be followed up with records that can be called at the same time as the other April 1 surveys (Milk, Colony Loss, and Potato Stocks) between March 30 and April 13. The remaining groups of forms will be turned on in CAPI approximately every two weeks throughout the spring, until the end of May. Starting May 29, any records we have not been successful with to date will be turned back on for a final round of attempts during the first two weeks of June. Please reach out to your supervisor or your NASDA Coordinator if you have any questions.

Due Date Reminders – Weber/Laird

Don't forget that the last day to submit reports for the March Crops Acreage, Production, and Stocks (APS) Survey is March 17 at 11:59 p.m.

Also don't forget that any Commercial Floriculture reports should be shipped to the Regional Field Office in East Lansing by March 17.

June Area Updates – Miyares

Prescreening materials for the June Area survey were sent to all enumerators on March 8. If you have not received your materials, please reach out to the regional office so that we can trace them down. Also, if there are materials that you were expecting that you can't find, or items received that you weren't expecting, please contact the regional office and we can figure it out.

Don't forget about the upcoming teleconferences with the regional office scheduled for this coming week:

- **Indiana Enumerators: Thursday March 18, 10:00 a.m. – 11:30 a.m.**
- **Michigan Enumerators: Thursday March 18, 1:00 p.m. – 2:30 p.m.**
- **Ohio Enumerators: Friday March 19, 10:00 a.m. – 11:30 a.m.**

Dial-in numbers and access codes were provided in the pre-survey kits shipped from East Lansing on March 8. If you are unable to participate in your state's teleconference, please reach out to your supervisor or NASDA Coordinator to discuss participating in a different state's teleconference.

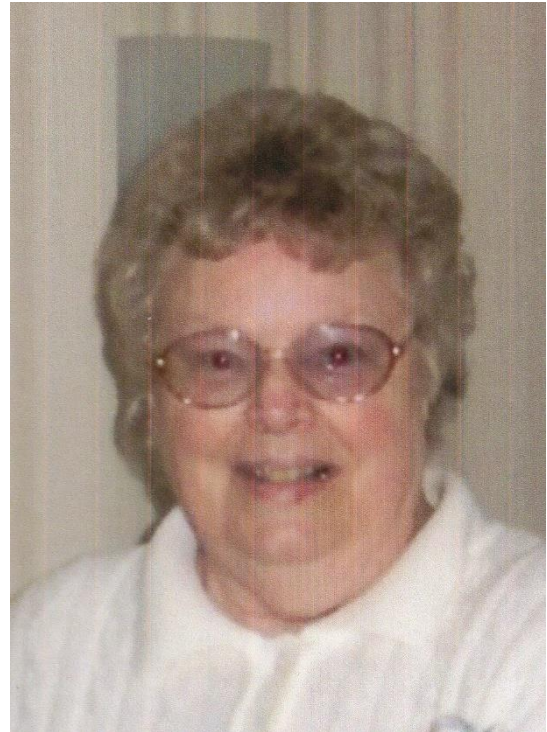
The June Area Pages on the Purdue GLR Website have been updated. There are several training videos which review processes and procedures for prescreening as well as how to enter prescreening information in the CAPI system. Enumerators should plan on spending time over the next week reviewing the interviewer manual, taking the enumerator quiz, watching the videos, reviewing the practice exercise, practicing with the CAPI Training instrument, conducting mock interviews with a partner, and connecting with your supervisor. Unless impossible, the survey materials and the videos on the website should be reviewed BEFORE your state's teleconference.

Your CAPI Listings should now be updated to reflect the samples assigned to you for prescreening. If you aren't sure where to find your listings, or if something doesn't appear to look correct within the listings, be sure you review the first two videos in this list [HERE](#) before contacting your NASDA Coordinator or the regional office.

Enumerators are authorized up to ten hours that can be charged to Project Code 124 for self-study of the June Area materials. Please only use Project Code 166 for actual prescreening activities. Also be sure you are entering your time and mileage into CAPI every day so we can monitor costs carefully.

Sad News

The Great Lakes Region is sad to report the passing of Mrs. Vena Hutton on March 3. Vena worked for NASDA as an enumerator and as a telephone supervisor for over 40 years in the Michigan Field Office prior to regionalization. Even after stepping down as a supervisor, she continued phoning on surveys from home until last year. Vena was 86. An obituary for Vena can be found at this [LINK](#).



Friday Feedback for Friday, March 5, 2021

CAPI Application Update/Push– Laird/Lawson

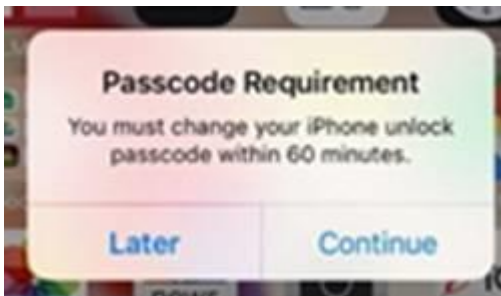
A CAPI application update is scheduled during the overnight hours of [Wednesday, March 10, 2021](#). All enumerators should log out of CAPI by **9:00 pm EST** on this day. They may log back into CAPI the next morning. We will also post an alert to the CAPI Dashboard to help with notifying enumerators.

The version number for this application will be v21.03.11. This push will include both CAPI (Production) and CAPI Training applications. Both CAPI applications will push automatically to each device, and the new applications will replace the current. Enumerators should make sure their device is powered on, and sufficiently charged or on the charger. Enumerators will notice a blue dot under both applications, indicating the update ran successfully. After opening the application once, the dot goes away. Application version should be verified (v21.03.11).

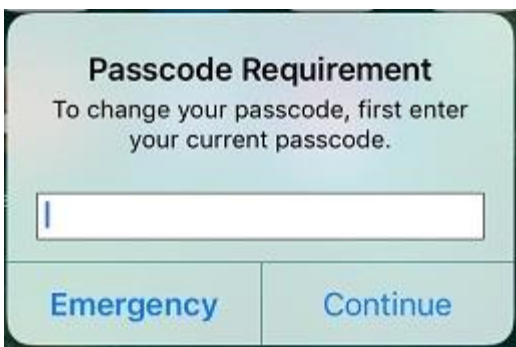
Linda Lawson is on leave until March 15. If you have any questions please contact your supervisor, NASDA Coordinator, or Mike Laird.

iPad Passcode Updates – Laird/Lawson

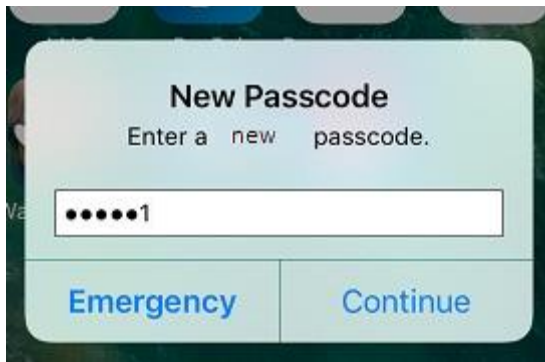
iPad device passcodes expire every 90 days. This is the passcode you enter when you first get into the iPad. When an iPad device passcode expires you will be allowed into the device as normal, but a pop-up window will appear at some point in the near future to let you know you must change your passcode.



It will ask you to first input their current passcode.



A second pop-up will direct you to enter a new passcode **NOTE: YOU MAY ONLY USE the # symbol or \$ symbol as your special character choice!**



A third pop-up will appear asking you to ***re-enter this new*** passcode **NOTE: YOU MAY ONLY USE the # symbol or \$ symbol as your special character choice!**. After successful re-entry of the new passcode you will be back at your HOME screen and good to go. **If you have entered an incorrect passcode too many times, your iPad will display a message that it is disabled.** Please call/e-mail Linda Lawson or Mike Laird before attempting any more password entries if your iPad displays a disabled message or if you have any questions. To sum up, if you receive an alert on your iPad saying that you need to update your passcode, be sure to make the password update right away.

2022 Census Content Test Mailing – Courser

Starting in January 2021, NASS began contacting operations across the nation for the Census Content Test. This survey is used in preparation to the 2022 Census with the purpose of testing several aspects of data collection, including various data collection modes, technological trends, as well as, new content questions. At the request of U.S. farmers and ranchers, NASS is also testing the inclusion of previously reported NASS data in the online questionnaire. The test will ensure continued accuracy and security before going live in the census or other NASS surveys.

For one example, the content test included a completely new mailer – the shortest NASS has ever developed with just a handful of screening questions. It will take those who receive it a minute or two to complete. The mailer will help determine if operations meet the definition of a farm, which will increase the accuracy of our sample list for future surveys and ensure a complete count for the upcoming census. Depending on test results, NASS may adopt the new mailer for future use to increase efficiency for producers.

While we do not expect there to be local data collection for the Census Content test, you may encounter an operation who has received one of these surveys or reminders. Please encourage them to respond by mail or web. If they have questions about completing the form, you can always direct them to the customer service line at 888-424-7828. For your reference, some information including a copy of the pre-survey letters and the questionnaire have been uploaded the Purdue site: [Census Content Test Information](#).

Call Center Surveys – Courser

A new section has been added to the GLR Home Page on the Purdue Site, which contains information about surveys being conducted exclusively by the Call Center. Currently the two surveys listed include the NAHMS Cattle on Feed Survey and the Census Content Test (CCT).

In order to minimize enumerator burden, these surveys are going to be called exclusively by NASS's Data Collection Centers (DCCs). However, in order to reduce respondent burden, any matched surveys were either coded as "Office Holds" or were to be "Mailed Only" with no phone follow up. In some cases, either the NAHMS or the Census Content Test was the one coded as "Mail Only", especially if the respondent was also matched with some longer surveys like ARMS III or Local Foods. If when contacting a respondent for a locally collected survey, a respondent indicates that they also received a NAHMS or Census Content Test in the mail, please refer the respondent to the phone number indicated on the Purdue Site where they can call for assistance.

June Area Updates – Miyares

We are on track to ship out June Area Survey materials early next week to all enumerators. You should expect to receive two packages with the survey materials by Friday March 12. One package will contain training materials and supplemental materials, including the interviewer manual, a blank questionnaire, a plastic bag containing consumable supplies (photo pens and pencils, magic erasers, alcohol wipes, etc), and the segment envelopes for any segments you have been assigned to prescreen. The second package will include all of your June Area photos, whether they are going to be prescreened or not. We are shipping all of your photos at this time in order to avoid multiple shipments, while we're only sending envelopes for those segments requiring prescreening at this time because we do not have labeled ag tract questionnaires for the other ones. Please use proper care when working with the box of photos, as the box we are shipping to you will need to be used to return the photos back to the regional office when the survey is over.

While your package will contain a June Area Practice Exercise, there will only be one June Area Ag Tract Questionnaires included in this shipment, which was printed from the regional office. We expect to receive pre-printed blank Ag Tract Questionnaires before the April 1 Survey Material is shipped to enumerators on or around March 19, and will include some blanks in those packages. Enumerators are encouraged to review the questionnaire to look at the changes made from the last time the survey was conducted in 2019. Some of the changes have been highlighted in the training videos which will be posted to the June Area pages on the Purdue Site.

As mentioned in previous communications, data collected on the June Area Survey will be submitted through CAPI for the first time this year. The Mobile Services Survey Unit at NASS Headquarters in Washington has developed and posted a document titled "CAPI User Guide for the June Area Surveys" to the CAPI Dashboard. A copy of this document will be soon available on the June Area Survey Pages on the Purdue Site. In addition, the GLR has developed a set of videos demonstrating the features of this new CAPI instrument. Those videos will be available on the Purdue site by March 12.

NASDA has published a document titled "Guidance for June Area Survey Prescreening Activities", a copy of which is available on the GLR Home Page on the Purdue Site. More detailed information regarding data collection procedures for June Area Prescreening will be provided through training videos developed by the GLR to be posted on the Purdue Site, and questions will be addressed at each state's enumerator teleconference on March 18 and 19.