

Friday Feedback for Friday, January 5, 2024

Milk/Cattle Mailing Notice – Courser

We wish to inform you of a mail processing error with the January Milk Production survey. While Milk reports that match with Cattle are typically held in January and July due to information in the Cattle report covering milk production, several of these reports were inadvertently mailed out this quarter. Many respondents who were on the sample for both surveys received both forms.

The online respondent portal is only open for Cattle for these producers, and there are no CAPI assignments for Milk for these matches. However, several operators have mailed back the Milk form without completing the Cattle report, and some have expressed confusion at the situation. We apologize for the inconvenience caused to respondents and to enumerators.

If, while completing your Cattle assignments, you speak to a producer who received a Milk survey in addition to a Cattle survey, please assure them that they only need to complete the Cattle form. If they have already completed the Milk form by mailing it in, please try to collect their Cattle data. Again, we apologize for the oversight, and we thank you for your assistance with this matter.

Census of Aquaculture – Magen/Courser

The 2023 Census of Aquaculture is now underway. To clear up any possible confusion, there was a misprinted line on the enumerator letter, “*Please return to your supervisor or the office as soon as possible.*” All completed Aquaculture questionnaires should be submitted through CAPI. Enumerators with Census of Aquaculture assignments should have received a supply of blank questionnaires to be utilized for data collection, however, to streamline data processing please submit all completes through CAPI. As a reminder, samples with a **TROUT** indicator should be completed by February 1, 2024.

ARMS II and FCUS – Thank You – Laird

Thank you all for your hard work and flexibility this year as ARMS II due dates were shifted to accommodate challenging field conditions. Also, thanks for the final push to get FCUS forms completed and sent in. These surveys both require lots of time and technical understanding, as well as the people skills required to go through detailed operation records with operators, and we can’t say thank you enough to those that worked hard to make it a success.

Upcoming Due Date Reminders

Please be mindful of the following due dates:

- Milk Production Report – January: December 30 – January 14
- Cattle Report – January: December 30 – January 15
- Irrigation and Water Management Survey:
 - Livestock Matches: December 30 – January 15
 - Floriculture Matches: December 29- March 1
 - Non-Matches: January 29 – May 15
- Sheep and Goat Report – January: December 30 – January 16
- County Agricultural Production Survey:
 - CAPI Non-Matches: December 6 – January 16
 - CAPI January Matches: December 30 – January 16
- Quarterly Colony Loss: December 29 – January 16
- Census of Aquaculture:
 - Trout Sample (MI Only): December 30 – February 1

- Census of Aquaculture: December 30 – March 1
- Bee and Honey Inquiry: December 29 – February 12
- Commercial Floriculture Survey: December 30 – February 28
- 2023 Census of Aquaculture: December 30 – March 1

Please enter your time and mileage into iSolved every day.

Friday Feedback for Friday, January 12, 2024

W2 Tax Forms – Morris/Kimball

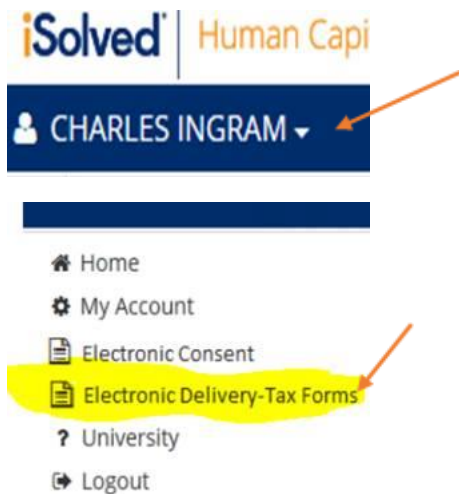
All 2023 W2 Tax Forms will be available in iSolved for all NASDA employees for easy access. You'll get an email from Payroll Network/iSolved when it's ready. Simply log into your iSolved account, head to **Employee Self-Service**, and click the "W2/ACA/1099 Forms" tab to view, download, or print it.

If you haven't signed up for electronic delivery, a paper copy will be mailed by January 31, 2024—no need to request one if you didn't opt for electronic delivery.

We highly recommend choosing electronic delivery—it's quicker, safer, and gives you instant access to your tax documents. **If you have any requests or questions, please contact us at enumeratorsupport@nasda.org**

To opt for electronic W2 delivery or check to see your preference:

1. Log into your iSolved account
2. Click the dropdown menu by your name on the "Welcome page"
3. Select the "Electronic Delivery – Tax Forms" tab from the option
4. A pop-up will display your choice (consent or decline) for electronic W2 delivery



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Friday Feedback for Friday, January 19, 2024

February/ARMS III Survey Materials - Collom

Packets containing assignments and information for the February surveys and pre-school ARMS III information were sent on Thursday, January 18. All enumerators and supervisors expecting work should receive their packages by Tuesday, January 23. If you are expecting work and do not receive your package by then, please contact your supervisor or the office immediately.

ARMS III Training Kits Mailed 1/18/24 – Erickson/Laird

We shipped ARMS III Training Kits to each supervisor and enumerator attending the upcoming ARMS III training schools. We had some extra help in the office to prepare the kits and want to let you know some kits for Indiana and Ohio may not have the small Enumerator Guide included as an enclosure. No good deed goes unpunished as the packets were already out the door when we realized this! We apologize for that, but the Enumerator Guide will be available on the Purdue Site mid to late next week and we will bring copies of it to the schools. Remember, each experienced enumerator can claim 4 hours of home study while each new enumerator can claim 6 hours of home study. The interviewer’s manual and questionnaires are great places to start, and once materials go live on the Purdue site, there will be PowerPoints and videos to watch as well. Happy Training!

W2 Tax Forms – Morris/Kimball

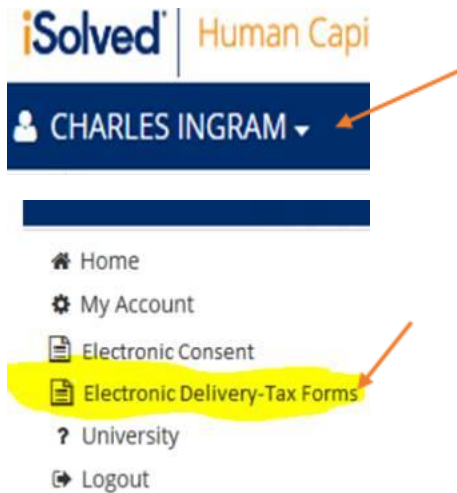
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- Commercial Floriculture Survey: December 30 – February 28
- Potato Stocks Inquiry (MI only): January 31 – February 8
- Turkeys Raised: January 31 – February 19
- Hemp PDI: February 1 – March 7
- ARMS III: February 1* – April 18

Please enter your time and mileage into iSolved every day.

*Enumerators are encouraged to wait until February 15 to begin enumerating ARMS III to allow the second mailing of ARMS questionnaires to arrive. Limited data collection may begin before February 15 with supervisor approval.

Friday Feedback for Friday, January 26, 2024

Acknowledgement of Important Documents in iSolved – Kimball/Morris

As part of our commitment to maintaining high standards of data collection, confidentiality, and information security, NASDA and NASS require all employees to acknowledge and sign the following four documents in iSolved:

- NASDA Enumerator Handbook and State Addendum
- Annual Certification of Confidentiality (NAS-004) Form
- CAPI iPad Acknowledgment Statement on Camera Use
- Information Security Personally Identifiable Information (PII) Form

These acknowledgments are crucial in ensuring that employees are well-informed, adhere to policies, use technology responsibly, and uphold the confidentiality, integrity, and security of the information essential to their roles as enumerators.

Please acknowledge and sign each of these 4 documents by January 31, use Project Code 350. Below are instructions on how to sign/acknowledge the forms, along with a screenshot example:

1. Log into iSolved.
2. On the iSolved Welcome screen, locate and click on either “*Important Company Messages*” or “*Documents Requiring Your Review.*”
3. Scroll down to find the list of forms.
4. Click on “**View Here**” next to each document to read and review the form. Note: The document will upload to your browser and you will have to open the file to view it.
5. Close the window after reviewing the form.
6. **Check the box** below/next to the form.
7. Click on “**Sign Acknowledgement**” to provide your electronic signature.

NASDA Certification of Confidentiality (NAS-004)

Annual Acknowledgement

NASDA Annual Confidentiality Certification 2022

Please review and acknowledge the attached document

Annual Confidentiality Certification 2022 (PDF)

View here 



I acknowledge that I have read and understood this document.



 Sign Acknowledgement



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