NASS Survey Training

Area Survey Training Plan

United States Department of Agriculture
National Agricultural Statistics Service

Great Lakes Region - 2024

What We're Covering Today (1)

- Important Activities for the next few weeks

- Home Study Materials and Resources

- Prescreening Results and What Happens Next

- CAPI Expectations, Minimum Data Requirements, and Other Issues

- Names, Addresses, Comments, Listings

- Reconciling the segment totals

What We're Covering Today (2)

- Changes to Questionnaire and Other Highlights

- Data Collection Tiers and Matches

- CAPI Specific Issues

- Observation/Travel Guidelines and Non-Response

- Budget Reduction in 2024

- Quality Control & Thoughts on Training your Enumerators

- Contact Information for Office Staff

What We're Not Covering

- Marking Up the Photos

- Using Acreage Grids

- Completing Screening Form

- Question by Question Review for Ag Tracts

- Reconciling the Segment

- Entering Data Into CAPI

Videos already do this

Area Activities in May

- Supervisor meeting May 8
  - Will provide blanks and other supplemental materials for training
  - Purdue Site Pages Updated
- Ship Enumerator Packets Week of May 15
  - Will Include Both Area AND other June Survey Materials
- Training: Week of May 15
- Tier 2 Ag Tract Data Collection Begins May 20
  - Horse and Pasture Only, CRP Only, No Row Crops or Grain Stocks, Non-Ag Tracts, No major livestock
- Tier 3 Ag Tract Data Collection Begins May 30
  - Row Crop and Livestock Producers, Positive Grain Storage, Anyone Missed Earlier

Area Activities in June

- Target Date for New Segments:
  - Enumerate through June 5
- Enumeration for ALL Segments
  - Enumerate through June 7
- Last Day to Submit Crops APS: June 14
- Start Shipping Back Paper Forms and Photos after June 21
- All Area Photos Back in Office by June 30
  - Scanned before Sending Out for Objective Yield

A Lot Going On Starting May 30!

- Area Ag Tracts: 5/30 – 6/7
- June Crops APS: 5/30 – 6/14
- June Hog Report: 5/30 – 6/14
- Potato Stocks (MI Only): 5/30 – 6/10
- Cherry Production: 5/30 – 6/5
- June Ag Yield: 5/30 – 6/5
- Cash Rents Low Counties: 5/30 – 6/21*
- Irrigation Census: Due 5/15

Refer to Individual Survey Pages on Purdue Site for More Information on these Other Surveys

Enumerator Expectations

Before Data Collection Begins:

- Read/Review Hard Copy Materials

- Review New Videos and Web-Based Resources

- Complete New Quiz

- Work through Practice Exercises and Mock Interview

- Enter Practice Data into CAPI

Six hours authorized for all for Home/Self-Study

What You Should Take With You

- Enumerator Folders Containing
  - Updated Enumerator Memo,
  - List of Important Dates,
  - Training Checklist,
  - Enumerator Quiz,
  - Practice Exercise,
  - FSA Letter
- Blank Screening Forms
- Blank Ag Tract Forms for Training

What's Coming in UPS?

- Segment Envelopes for Segments Being Enumerated, which should each contain:

- Listing of Segment Assignments

- Specifically Requested Replacement Supplies

- Other June 1 Survey Materials
  - Crops APS, Hogs, Cherry Production, Potato Stocks
  - Ag Yield Paperless

Should Be Shipped from East Lansing Week of May 15

What's in Each Segment Envelope?

- Segment Envelopes for Segments Being Enumerated, which should each contain:
  - Labeled Screener Forms
  - Comment Sheets (segment-level only)
  - Parcel Maps, FSA Maps, and FSA Listings
  - List of anticipated matches with List Surveys by Tract
  - Labeled Ag Tract Questionnaires
    - Attached to envelope for returning segments not prescreened
    - Banded separately for prescreened segments and new segments (if entered into CAPI by 4/18)

Paper / "Hard Copy" Resources

- Most "pre-school" materials already sent to enumerators in March, whether working prescreening or not.

    – Manuals, practice exercises, prescreening quiz, consumable materials, all already in hand

    – Aerial photos for all segments already shipped

- Extra supplies needed? **Can send with other June 1 Survey packets in Late May. Please Request by May 10.**

Purdue Website Resources

- Cross-regional Produced Videos
  - Questionnaire Content and General Procedures
- Electronic copies of Supporting Materials
- Scanned Photos of Segments
- New Quiz (for June Data collection)
  - Quiz Sent in March focused on Prescreening
  - New Quiz focuses on June Data Collection:

Practice Exercise

- Expands on Four-in-One Exercise Sent in March
  - Screening Exercise
  - Marking Photo Exercise
  - Gridding Exercise
  - Full Interview/Mock Interview Exercise
- Encourage entering mock data into CAPI Training
  - If segment unavailable in CAPI Training, Contact Paul, Mike, or Brooke

What was Prescreened

- All New Area Segments: 147
  - 811 Ag Tracts
  - 1,146 Non-Ag Tracts
- Area Segments with at least 3 ag tracts where <u>all</u> ag tracts were non-response in 2023: 28
- Area Segments with More than 60 Tracts: 8
- Non-Ag Area Segments: 46 (Kept in house)

Segment Counts

STATE	AREA – NEW	AREA – OLD PRESCREEN	AREA – OLD NO PRESCREEN	ALL – TOTAL
Indiana	46	16	138	200
Michigan	21	15	112	148
Ohio	80	5	125	210
TOTAL	147	36	375	558

Who was mailed new maps?
(DCMS 760/860)

For Returning Segments Not Prescreened:

- All Operators Identified with Ag Tracts last year
- All "Human" Non-Ag Tracts with Good Addresses

For Prescreened Segments:

- All Tract Operators Screened as "Yes" or "DK" for Ag Activity
- All "Human" Non-Ag Tracts with Good Addresses where an address was entered but the tract was not fully screened

What Did Operators Receive?

- *Cover Letter explaining what we're doing*

- *11 X 17 copy of Aerial Photo with the CoreLogic parcels on it*

- *County Map which will show the relative location of the segment*

- *Survey Code to access electronic copy of segment map*

- **No forms can be mailed back by operators or completed via EDR. All data must be collected by phone or in person with work entered into CAPI.**

Who was not mailed new maps? (DCMS 765/865)

For Segments Not Prescreened:

- All "Non-Human" Non-Ag Tracts
- Any Tract with a Bad/Incomplete Address

For Segments Eligible for Prescreening:

- Non Ag Tract Operators where screening was completed (validated not a farm; submitted or not)
- Non-Human Non-Ag Tracts
- Coded "No Longer in Segment"
- Tracts not entered into CAPI
- Tracts with bad/incomplete addresses

What will appear in CAPI?

EVERYTHING WILL BE IN YOUR CAPI LISTING:

- All Ag and Non-Ag Tracts
- Human/Non-Human
- Good Addresses/Bad Addresses
- Good Phones/Bad Phones
- Good Respondents/Chronic Refusals
- Tract Operators "No Longer in Segment"
- Previously Submitted and Available to Enter

WHY? EVERYTHING MUST BE ACCOUNTED FOR IN THE SEGMENT, AND EVERYTHING MUST BE SUBMITTED AS AG, NON-AG, OR NOT IN SEGMENT

CAPI Listings

- Old Segments Prepopulated with tract operators from 2023
  - Operator Names in <u>old segments</u> CANNOT be changed without Adding a New Tract Letter.

180058	Add		Summary		Status - Pending	
A - 1	1108	180058	290.0	Ag	DAFFY DUCK	CAMDEN, IN
B - 2	1108	180058	220.0	Ag	TAS M DEVIL	LOGANSPORT, IN
C - 3	1108	180058	80.0	Ag	PORKY'S PORK PORKY PIG	LOGANSPORT, IN
D - 4	1108	180058	78.0	Ag	FUDD FARMS ELMER FUDD	CAMDEN, IN
E - 5	1108	180058	5.0	Ag	YOSEMITE SAM	CAMDEN, IN
F - 6	1108	180058	2.1	Non-Ag	NON AG BUGS BUNNY	LOGANSPORT, IN
G - 7	1108	180058	2.0	Non-Ag	NON AG TWEETY BIRD	CAMDEN, IN

CAPI Expectations for Ag Tracts

AG TRACTS:

- Say "YES" to the initial screening question
  - Do you live or operate land inside the red/blue lines?
- Validate Address and Contact Information
- Answer "YES" to at least one Screening Question (Grow Crops, Cut Hay, Raise Livestock, etc.)
- "This qualifies as an Ag Tract"
- Complete Ag Tract Questionnaire in CAPI, either with reported data or observed data (see "Minimum Data Requirements" list on next slide)
- Submit Ag Tract in CAPI

<u>Minimum</u> Data Required for Ag Tracts

- Name and Address of Tract Operator
  - Try to get phone numbers
- Type of Operation (Box 9921)
- Partner Name and Addresses (if available)
- Names of all individuals involved in day-to-day operations
- Completed Section D with Total Tract Acres and how those acres were utilized (even if observed)
- Observations to help complete Sections E and F
- Observations of livestock present in tract
- Office use boxes on back page (response code, respondent code, mode code, enumerator id, date).

What is most critical?

- **A**cres

- **N**ames

- **N**otes

- Section **D**

A. N. N. D.

Ag versus Non-Ag

- A tract will be an <u>agricultural tract</u> if anywhere on the total acres operated, the operation:
  - Produces or raises an agricultural commodity
  - Stores crops
  - Sells agricultural products
  - Receives government payments
  - Meets another criteria of a farm
- A tract will be a <u>non-ag tract</u> if it meets none of the above criteria.

When Completing Forms

- We need <u>complete names</u>, with middle initials, and addresses.
  - Critical to overlapping with the List.
- Make every effort to collect information from the "operator" of the land.
  - Avoid "Unknown Operator" where possible.
- Follow the wording on the screening forms.
- Record acres to the nearest tenth if you see a pre-printed decimal in the cell.

CAPI Expectations for Non-Ag Tracts

NON AG TRACTS:

- Say "YES" to initial screener question
  - Do you live or operate land inside the red/blue lines?
- Complete Screener Form in CAPI
- Validate/Update Address and Contact Information
- Answer NO to all Screening Questions (Grow Crops, Cut Hay, Raise Livestock, Horses, Idle Land, Pasture etc.)
- Enter Minimum Data Requirements (see next slide)
- "This qualifies as a Non-Ag Tract"
- Submit Screener Form

Minimum Data Required for Non-Ag Tracts

- Name and Address of Tract Operator
  - Try to get phone numbers
  - If not human, need SOMETHING for a name
- Acres in the tract (Column 18)
- Land Use (Type in box)
- Potential for Agriculture (Column 20)
- Type of non-ag tract (Column 20a; refer to options on back of screener form)

Important Items to Remember

- Do all of the work on paper <u>first.</u>
- Only answer "NO" to initial screener question in CAPI if they do not operate a farm AND do not live in the segment.
  - Are you crossing the name off the paper screener form?
  - You can always rescreen someone back in if you accidentally screened them out of the segment
  - All Segments MUST have at least one tract
- If you change the name of the operator, you may need to add a new tract
  - Leave a comment in CAPI if you're just fixing the spelling of someone's name

Other CAPI Related Issues

- When Entering Tract Data, Close/Minimize segments you're not working with
  - Very easy to accidentally enter data into wrong segment
- Need to Reassign Segments Partway through Data Collection? Call Brooke or Paul
- Need a resource on how to do something in CAPI? Review Videos or CAPI Manual on Purdue Site
- Make sure the minimum data requirements are met for everything submitted in order to minimize phone calls.
- Can't go over 99 tracts
  - If you need to overlay a tract, call the office.

"CAPI Must Be Broken"

- "It's having me ask these questions, but the Crops-Stocks and Cattle Boxes weren't Checked"

- CAPI Instrument Checks Boxes Behind Scenes, even if you forgot to

- You may not realize it until you enter data into CAPI that the questions were overlooked.

- We don't want to get into a situation where we have to recontact the operator to ask questions that should not have been skipped

When to Check C/S & Cattle Boxes

Is this…

- A new segment? – Check the boxes
- A new tract in old segment? – Check the boxes
- Changing from Non-Ag to Ag? – Check the boxes

Did you…

- Fix the spelling of a name? – Check the boxes
- Changed/corrected operation name? Check boxes
- Changed/corrected/Added/Dropped Partners? – Check the boxes
- Change addresses? – Check the boxes

About Those Names…

- May see a record where you know the name on the list doesn't match name on area
  - If a spouse or other relative is the name on the Area questionnaire, but you know the target should be someone different, then you have options:
    - Drop the tract and add a new one with the correct target.
    - Add the correct target as a partner on the area record (it will overlap)
  - Be Cautious with Nicknames – they may not overlap
  - Always Use Complete Names When Possible

Required Address Information

- Either Mailing or Physical Address are okay.
  - Recording both is good too.
- Person Name better than Operation Name
  - Operation names with no people may not get overlapped to List UNLESS it's a managed operation
  - If it is a managed operation, be sure to indicate this.
- Non-Ag Tracts Need SOMETHING in either Operation Name or Person Name.
  - Don't just leave it blank as "Non-Ag"
  - A contact name, if appropriate, is best.

Pay Close Attention to Comments

- May have some reluctant respondents
- May operate in multiple segments
- May be matched with ongoing surveys
- May have partners that need to be added or dropped (in comments, may ask, "are there other names associated with this operation?")
- May have very old comments no longer relevant that need updating
- May be a comment sheet that will provide research notes from RFOs

Pay Attention to Envelope Label

- **PS-EST:** Entire segment estimated in 2023

- **PS-NEWSEG:** New segment for 2024

- **PS-60TRACTS:** Segment has more than 60 tracts

Monitor CAPI Listings as Well

- Some comments inside CAPI screening forms
- Some Forms Already Submitted During Prescreening
- Some Forms Coded "No Longer in Segment" during Prescreening
- Forms with Separate CAPI Start Dates:
  – May 20: Non Ag Tracts, Horse and/or Pasture Only, CRP Only, No Target Crops, No Storage Capacity
  – May 30: Ag Tracts with history of row crops, small grains, hay, livestock, grain storage

Expectations for Segment Level Records

- For Segment-Level Records, click on SUMMARY:

- All tracts need to be accounted for <u>with positive acreage</u>

- Tract Counts in CAPI MUST MATCH tract counts on paper screeners

- Total Reported Acres between 90 and 110 percent of Digitized Acres, if not closer (between 95 to 105 preferred).

- Do Not SUBMIT Segment Level Record until you are done with the segment.

- Once submitted, Segment Level Record Cannot be Unlocked

Need to Reconcile Totals in Summary

- If Tract counts in CAPI Summary don't match Paper:
  - Was someone coded "No Longer in Segment" that is actually a non-ag tract?
  - Was some tract not submitted?

- If the acres don't match, are too high or too low:
  - Look for miskeyed acreage
  - Look for tracts not "submitted"
  - Look for tracts coded "No Longer in Segment" that should be non ag tracts
  - Look for unaccounted waste acres on the photo (roads, waterways, public lands); use grids if necessary

Summary of Expectations

- All land must be accounted for in the segment, both agricultural and non-agricultural.
- All tract-level records (ag and non ag) must be submitted in CAPI with Minimum Data Requirements Met
  - Exception: Does not operate in segment AND does not live in the segment. Those can be screened out as "No Longer in Segment"
- All segment-level records must be submitted in CAPI after verifying total acres and tract counts
- Don't leave anything untouched
- Provide minimum amount of data, even if refused or inaccessible

As far as names go…

- If partnership – get all partner names, addresses and phone numbers

- If managed, must have the operation name

- Read ALL comments that accompany the questionnaires

- Do not overlay names in CAPI. A new name REQUIRES a new tract

- Name issues → Check Crops/Stocks and Cattle Boxes

Any Questions So Far?

Changes to Questionnaire from 2023

(and other important items to emphasize)

Section D – Crops and Land Use on Tract

- Indiana added Rapeseed (685)

Section D – Other Crops

- "In Use" = acreage planted to crops not replanted every year, such as fruit trees, grape vines, Christmas trees, asparagus, etc.

- CAPI collects only total "Other Crops" – Itemize on paper, add comments as to what the crops are in CAPI

| 13. **Other crops**	Acres planted and to be planted or in use	848 .

ENUMERATOR INSTRUCTIONS: If needed, use the workspace below to record other crops and acres. Record acres planted and to be planted or acres in use, including from crops planted in previous years.

OTHER CROPS	ACRES
Other crop 1	.
Other crop 2	.
Other crop 3	.
Other crop 4	.
Other crop(s)	.
Include total in item code 848 box (Other Crops)	.

Section D – Double Cropped Acres and Dual Utilization (1)

How many acres inside the red boundary were or will be planted to two different crops (including any soybeans reported in item code 602 box) or will have two uses of the same crop in the current year?

Acres

1844
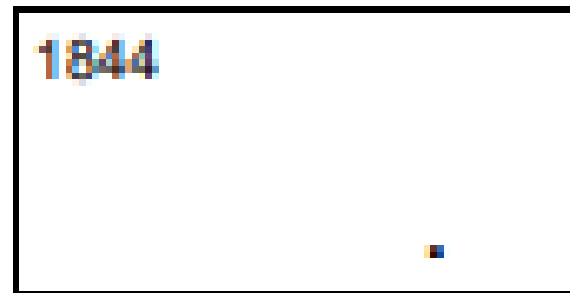
Section D – Double Cropped Acres and Dual Utilization (2)

- Double Cropped Acres
  - Two crops harvested from the same field during the same crop year

- Dual Utilization
  - Two or more different crops are grown, or two different uses are made of the same crops in one growing season

Section D – Double Cropped Acres and Dual Utilization (3)

- Include
  - Soybeans, grain sorghum or other crops planted after a small grain crop is harvested
  - Early season vegetable crops followed by late season vegetable crops
  - Grasses or legumes harvested for hay during the early part of the season, and the regrowth harvested for seed, silage, or greenchop
  - Hay acres cut for both dry hay and haylage or greenchop
  - Any crop planted following a cover crop that was plowed under or abandoned where the second crop is not the same crop as the first crop

Section D – Double Cropped Acres and Dual Utilization (4)

- Exclude
  - Acreage replanted to the same crop due to a poor stand, hail, flood damage, etc.
  - The same acreage cut for hay two or more times
  - Any crop byproduct (such as straw and corn stalks), where no regrowth of the original crop occurs
  - Exclude acreage to be seeded this fall (for the next crop year)

Sections I and J

- No Changes
- Notes are helpful (numbers, types)

SECTION I - SHEEP AND LAMBS

1. On June 1, were any sheep or lambs, regardless of ownership, on the total acres operated?
   (INCLUDE Barbados and all hair breed sheep. Sheep and lambs on grazing land leased on a fee per head or animal unit month (AUM) basis should be included by the sheep owner, excluded by the land owner.)
   670

   ☐ Yes - [Go to Section J.]   ☐ No - [Continue.]

2. Were any sheep or lambs on the total acres operated at any time during the period of January 1, 2023 through May 31, 2023?
   1670

   ☐ Yes - [Go to Section J.]   ☐ No - [Continue.]

3. Will there be any sheep or lambs on the total acres operated from now through December 31, 2023?
   1671

   ☐ Yes   ☐ Don't Know   ☐ No

Section N

- No Changes

- Operations with under $1,000 in sales will still be routed to the normal points page

Section O – Technology Use

- Removed for 2024

Section P – Personal Characteristics

- No changes

Section P, Other Important Items

- Check Names against those in Section A

- Report years using 4 digits, not 2

- Capture ages and year began operating, not how many years someone has been operating

- Operators 2-4 must be at least 16 in the year he/she began this operation or any operation

- Do not guess while editing. If the answer is not known, leave it blank

- If an operator is valid, at least one item besides name must have positive data

Section R

- ➢ Dropped the following item code: 1095.
- ➢ Added the following item codes: 9929, 9917, 9918 and 9920.

1. Contact Information

Operator Email: Operator Phone:

9929	9917 Check to receive results by email ☐	9918 ( ) _____	Check if cell phone ☐

Operation Email: (if different from above)   Operation Phone: (if different from above)

9937	9920 Check to receive results by email ☐	9936 ( ) _____	Check if cell phone ☐

Respondent Name: Respondent Phone (if different from above)

9912 _____	9911 ( ) _____	Check if cell phone ☐	9910 MM DD YY Date: __ __ __

Tier 2 Data Collection (Starts May 20)

- Use DCMS Code to determine who was mailed a map
  - 760/860 = Mailed a Parcel Map
  - 765/865 = Not Mailed a Map
- Non-Ag Tracts (will say "Non-Ag" on screening form):
  - Verify no changes from 2023
  - Update Phone if Needed
  - May need to visibly observe during drive by
- Ag Tracts:
  - Complete Screening Form and Ag Tract Questionnaire
  - Try to observe activity if necessary
  - Contact Regional Office or NASDA Coordinator for Support

Tier 3 Data Collection (Starts May 30)

- Use DCMS Code to determine who was mailed a map
  - 760/860 = Mailed a Parcel Map (almost all)
  - 765/865 = Not Mailed a Map (very few)
- Mostly Ag Tracts:
  - Complete Screener and Ag Tract Questionnaire
  - Try to observe activity if necessary
  - Contact Regional Office or NASDA Coordinator for Support
  - May need to provide link to Parcel Map if they don't have it
  - Contact Office if you need to mail a hard-copy map
- Will Also Include Untouched Records from Prescreening and New Adds to Sample

Submitting Work

- Ag Tracts Should be Submitted in CAPI on a Flow Basis (DAILY)
- Supervisors will dictate what needs to be "Saved for Review" versus "Final Submission"
  - Check that Section D Acres Balance
  - Check that Minimum Data Requirements are Met
- Target Date for Completion of New Segments is **June 5**
- Last Date for Area Enumeration is **June 7** – Try to finish sooner
  - Check Dates on Matched Surveys – Do Early Surveys First
- RFO will be Actively Area Reviewing Data through June 20
- Do not Ship Forms and Photos to RFO until at least June 21
- ALL AREA WORK back to East Lansing by June 30
  - Will send out Photos for OY Later

Handling Matches with Other Surveys

- Sheet with Segment Envelope Indicates Matches
- If List Match not in CAPI, then Check with Office
  - Waiting to divert Cash Rents and Ag Yield until mid-May
- Monitor Area Matches with Different Enumerators
- Monitor Area Matches with Different Supervisors
- Check Comments on BOTH Area and List Record
  - Some list records available in CAPI only because of the comments – some say "Do Not Contact"
- Complete earliest due survey first

Working with Matches

- Paper
  - List with each Segment Envelope will Indicate Matches for Each Tract
  - SOME Blank Questionnaires Available, But Not Labeled
  - Complete Forms on Paper before Entering in CAPI
  - Know your Questionnaire – Common Questions
- CAPI
  - Look for Asterisk (*) Next to POID in Area Listings
  - Look for DCMS 860 or 865
  - System May Not Be Perfect

Know Your Questionnaires!

- Overlap Between Crops APS and Area:
  - Acres Operated, Total Cropland
  - Value of Sales
  - Farm Type
- Stocks asked on both APS and Area, but generally only needed on APS and not Area
- Total Corn and Soybean Acres NOT asked on Area This Year (only tract acres)

Split Segments and Multi-Segment Operators

- Segments Cannot be Split Between Enumerators in CAPI
- If one operator in a segment has a permanent enumerator contact with a different enumerator, work together to complete necessary forms on paper
- Some farmers operate in two or more segments and may also be in List Surveys
- Most assigned to the same enumerator, some are not.
- Supervisors know who they are for the most part.
- Coordinate data collection so operators do not get two calls

Properly Adding Tracts to CAPI

- Have Data On Paper FIRST
- Click "Add" on Gray Bar for Segment
- Verify you want to add a new tract, AND say "YES" the person operates in the segment.
  - This adds a new line in the CAPI Listings and assigns a dummy POID.
- Complete the Screener form all the way to the end
- **If you refresh your listings or log out before the screener is complete, you MAY lose your newly added tract.**

"Lost" Tracts in CAPI

- If you get out of a screener form for a newly added tract before you complete it, you may lose the information in that tract AND lose the ability to use that tract letter.

- If you press the big X on a newly added tract, you will lose the ability to use tract letter.

- If you see a letter skipped when trying to add a tract, that's most likely what happened.

- If you lose a tract, you CANNOT recover it.
  - May require update to photo

CAPI Warnings/Errors

PAY ATTENTION TO ORANGE BANNER WARNINGS OR EXPECT PHONE CALLS FROM THE OFFICE

- Changing the Name of the Tract Operator
  - Requires a comment if it's the same person
- Skipping Section D in Ag Tract Questionnaires
- Submitting Non-Ag Tracts without data from Columns 18, 20 and 20a
- Submitting Segments Without all acres (RA/DA below 90 percent or above 110 percent)

REVIEW CAPI VIDEO FOR DEMONSTRATIONS

Updating Work Previously Submitted

- The Segment Level Record CANNOT be unlocked
- Screener Forms and Ag Tract Questionnaires can be unlocked for resubmission if the entire form needs to be resubmitted
  - Please be the exception and not the rule
- Contact your Supervisor, NASDA Coordinator Brooke Morris, or Regional Field Office right away if you need to update a previously submitted record.
- Minor Updates after data are pulled must be MANUALLY coordinated with the Regional Office by phone

Observation/Travel Guidelines

- Enumerators can take ONE visit to segment during survey proper.
  - A second visit *only* with supervisor approval.
  - 2024 Budget dictates these modifications
- CAN Stop for Interviews
  - Operators, FSA Offices, County Assessors, Businesses
- Leave Door Hangers and Follow-Up by Phone where possible

Large Reduction in Budget

- Budget is tight – **20% reduction is total dollars for June Area data collection in 2024**: Use your visit time wisely

  – Visit Operations, County Offices, Others who can help identify tract operators

  – Plan efficient routes – we need to cut 20% of costs to collect same amount of data

  – Leave Door Hangers with operators you can't reach in person, follow up by phone where possible

  – Enter time into iSolved *DAILY*

Before Leaving Home

- Find the segment on Google Maps
- Review the FSA Map and Parcel Maps for potential Tract Boundaries
- Review FSA and CoreLogic Listings and connect operators to potential tracts
  - Listings will indicate who was mailed a map (boldface, gray background)
- Use Google Street View to get a closer look
- Use web-based resources to identify other names

Estimating for Non-Response

- Contact USDA Service Centers, County Assessor's Offices, or Other Businesses Permitted
- Plan Efficient Routes
- During Visits to Segment
  - Note Landmarks and Road Names to help identify tracts with operators over the phone (if needed)
  - Note landmarks within tracts (ditches, tree lines)
  - Document Non-Ag Tracts with Good Descriptions
  - Observe Agricultural Production (crops planted, livestock barns, storage bins)
  - Do your best to complete Section D (Required)
  - Note addresses on mailboxes or houses

Handling Non-Response Records

- Use Online or Other Resources to Confirm Operator Name and Address

- Complete Tract by Observation

- Complete Minimum Data Requirements on Paper and in CAPI

- Enter Thorough Notes Explaining Situations

- **Never submit a refusal or inaccessible Ag Tract without Section D Acres** (will not be able to submit segment-level record)

- Use Acreage Grids to Estimate Tract Sizes

Quality Control

- Quality Control Worksheet Updated for Segments
  - Expected review of at least one segment
- Telephone Quality Control
  - One completed interview for each enumerator
  - Should be Operator or Spouse
  - Use Updated Telephone Quality Control Forms

Enums Stay on Top of Work

- Make sure you have all your supplies for each segment
- Organize segments based on your observation trips
- Get out early and get done early
- Create note taking system for your observation trip
- Use all the tools available
- Identify Problems Early (Bad Phones, No Phones)
- Don't procrastinate on work – respondents will be waiting for your call/visit
- Talk to your supervisor daily
- If work isn't getting done, your supervisor may reassign it

That Counts for Supervisors Too!

- Keep track of people's progress

- Talk to your people daily

- Give your people support

- Don't let anyone sit on work

- Encourage folks to get out early and get done early

- Don't hesitate to reassign work if it isn't getting done

Coding Time Sheets

- **Please have everyone enter their time and mileage into iSolved every day!**

- Training Activities, Mini-Schools, Home-Study, Meetings like this: Use **Project Code 124**

- Area Prescreening Activities in the field, phoning, data entry into CAPI: Use **Project Code 124**

More Questions? Pick up the phone!

- Office Main Line: 517-324-5300

- Area Survey Stat Paul Goings: 517-324-5337

- Group Leader Mike Laird: 517-324-5313

- Deputy Director Adam Peters: 517-324-5304

- NASDA Coord Brooke Morris 614-728-2128

- NASDA Backup Annika Segelhorst: 517-324-5312

- BAT: Katherine Kimball 517-324-5334

Want to email? Firstname.Lastname@usda.gov

Questions?