

2023 ARMS III Training Guide

Enumerators should:

- devise their own introduction and be able to briefly explain the benefits of ARMS III.
- become familiar with the questionnaire.
- be aware of the type of answer (# of acres, bushels, commodity codes, dollars, percent, hours, value codes, etc.)

It is very important to follow the questionnaire. For example, if Section C, item 1 is 'NO', then the 'NO' box should be checked and the enumerator should skip to Section D. Another example is Section H, item 2 of the Version 01 questionnaire. If item 2 is 'NO', then the enumerator should skip to item 3.

For all items that say 'Other', the enumerator is required to enter a note in the box. See the following items in the Version 01 questionnaire:

- Page 5, item 4
- Page 11, item 3h(v)
- Page 14, items 33, 46, 47, & 53

Enumerators should become familiar with and follow the survey due dates.

Enumerators should follow the Form Management guidelines:

- See the **Form Management** document on the website
- Completes with data are to be sent to NPC, via UPS
- Refusals, Inaccessibles, & Out-Of-Business records will be submitted on the iPad. Notes should be entered in CAPI for every record submitted on the iPad. These notes can be brief, but should explain the situation.

CAPI should be used to manage the enumerator's assignment. CAPI should be checked daily for EDR/Mail returns. All UPS tracking numbers should be documented. Also, a record should be kept of each POID sent to NPC. Sometimes, NPC is slow when it comes to checking in forms. So, the more information we have, such as UPS tracking numbers, when a particular form was sent, etc., the better the chance we have to research issues.

There is a lot of material on the website for ARMS III - PowerPoints, videos, publicity materials, price information, etc. It is very important that the enumerators become familiar with those items.

The ARMS III questionnaire is very complex. So, it is important to be aware of the many data relationships. Some basic data relationships are as follows (Version 01):

- Acres rented for cash? What was the cash rent paid? What is the Land value for the rented acres?
- Cash crops grown? What was the cash sales, contract sales, accounts receivable, asset on hand?
- Cash crops grown? Associated expenses – seed, fertilizer, chemicals, fuel, repairs, etc.
- Livestock grown? Associated expenses – livestock purchases, feed, vet services, etc.
- Debt used on the farm? What was the interest expense?
- Cash wages reported (Section I, item 24/25)? Associated Labor items (page 20) filled out correctly?
- Off farm hours (Item 13, page 20)? Associated value codes in item 1a, page 22)
- Many, many others.