Performance Results System

July 23, 2008

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PRS Features and Training

- Permits users to establish and maintain user profiles
- Collects data on conservation plans and practices
- Permits users to do account set up and role assignment
- Customer information management
- Shares info with other service centers
- User chooses a focused worklist, such as only those in profile county, or generates worklist to own specifications
- Data entry helps catch errors
- Generates impact information from practice data
- Generates outcomes based on a logic model
- Uses SCIMS as the source of customer information
- Extracts practice-based information from Toolkit
- Tracks Board Membership
- Provides extensive reports
- Collects national program data, such as cultural resources

Training Materials (Current and Archived)

Presentations and Teleconferences

Presentations and teleconferences are developed as necessary and posted online (http://ias.sc.egov.usda.gov/help/prs/prs.htm).

None currently available for 2008.

None currently available for 2007.

Conservation System Guide (CSG)-PRS training 2006

- CSG-PRS training 2006 Powerpoint files
- CSG-PRS training 2006 video files - Recommended

Guides and Documentation

The most current printable documentation is available on the PRS Home Page (http://ias.sc.egov.usda.gov/PRSHOME/) and includes:

- Performance Results System Manual
- Performance Measure Business Definitions
- Performance Measure Business Calculations

Note: Users guides and quick references focus on instructions for operating applications. The business definitions focus on policy relating to when and how data is entered and reported.

What's New

New in 2008

- The development of the PRS Goals Application for entering State and Field level performance measure goals.
- The addition of a Project Name data entry line in the CNMPs Written data entry screen.

New in 2007

- The addition of a State Program choice list for PRS reports 1.1, 1.2, and the 2 series (2.1 through 2.22).
- The addition of a State Program choice for PRS Data Viewer Summary Reports and the Customer Query Tool.

New in 2006

- The addition of the "Customers Missing RSNOD Data" Report to the Performance Results System (PRS) Tools webpage under Quality Assurance Tools.
- CSG Data Checker query has been implemented on to assist with verification of the impact related performance measures
- PRS Data Viewer has been enhanced to include new features with queries for viewing NCP data that has been reported through PRS and or Toolkit
- The Data Checker's View Practices utility has been updated to use fiscal year choice lists, instead of date ranges, for planned and applied dates.
- New report categories enhance the Data Viewer Summary Reports.

New in 2005

- Quick search selections for developing work lists
- Stores tract information and generates work lists by tract
- Tabular access to plan sections allows faster screen processing times
- Ability to delete a plan
- Ability to identify TSPs as performing work on plans
- Reporting page assembles "ready-to-report" data in one location for quick submission
- Ability to edit and maintain Toolkit-originated plans in PRS
- Summary view of plans available online and in printable PDF format
- Exclude Practice indicator on Add/Edit Practice dialog allows information to be stored on nonreportable practices
- Displays Toolkit practice codes in Add/Edit Practice dialog

Accessing IAS Applications

Currently, the PRS program is used by NRCS employees and partners to record performance. All users must have a USDA eAuthentication Level 2 or above account. The minimum browser requirement for PRS is Internet Explorer 6.0 or greater.

Browser settings for PRS:

1. Select **Tools** on the browser window.
2. Select **Internet Options**.
3. Click the **Security Tab**.
4. Choose **Custom Level** and then Miscellaneous.
5. Find Access data sources across domains.
6. Set it to Enable.

PRS Access for Affiliates (including Conservation District Employees)

PRS is an Integrated Accountability System application. You must have a USDA eAuthentication Level 2 account to access IAS applications.

District employee or other affiliate requests account:

1. Obtain a Level 2 login using eAuthentication. Information on obtaining an eAuthentication account can be found at http://www.eauth.egov.usda.gov/eauthCreateAccount.html. Follow the detailed instructions at that site to request your Level 2 account.
2. Fill out the registration form.
3. Create a user ID and password.
4. Respond to the confirmation e-mail the system sends to you.
5. Contact the Local Registration Authority (LRA) in your office (usually the District Conservationist) for identity proofing.

   Note: The system requires that the LRA verify your identify against your government-issued ID and input the expiration date for the identification used (State driver's license, passport, etc.)

The LRA completes your account and processes your access request:

1. Verifies your identity and activates your eAuthentication account.
2. Creates an Affiliate record associating your name with an affiliate organization.
3. Opens the Link Manager in Affiliates.
4. Searches for your last name in the Affiliates list.

5. Binds your Affiliate record to your eAuthentication account.

> *Note: Before you can be added as an affiliate, the affiliate screen must show your name as bound to a web account (step 1).*

6. Saves the record.

After these two processes, you should be able to access PRS using your eAuthentication ID and password.

Data Entry Basics

Screen Layouts and Menu Navigation

Screen layouts vary throughout the program based on their function.

Screen components:

Banner - The banner at the top of the screen identifies the IAS application, Performance Results System. In the Tools and Reports menu, some options will take you to related sub-applications. You can tell when you are in a sub-application, because the banner will change.

Main Menu bar - lists the main divisions of the application: Home, Data Entry, Reports, Tools, What's New, FAQ, Help, and Contact Us. Click the menu item to select it.

Status/Identification Row - The date, user information, and Session information are shown below the main menu bar.

Left Side Menu Options - Options within a main menu are selected from the list of choices on the left side of the standard screen.

Content Area - The screen information and data entry fields are shown in the content area to the right of the left side menu.

Footer - The application footer is shown at the bottom of the screen. Links to other sites that appear on the bottom open a new window to prevent loss of your data entry work.

Standard Menus

The standard application screen consists of a banner, a main menu bar, a user identification and session status bar, a left side options menu, a body of text, and a footer. The Brief Technical Assistance Screen has a standard menu.

Tabular Menus

Tabular menus are used to access the data entry screens within a Conservation Plan. The Summary Tab is shown below.

The sections of the plan are listed on tabs across the top of the plan. They are: Plan, Land Unit, Map, Practice, Reporting, Impact and Summary.

To access a plan section:

1. Select a plan from your PRS Worklist or from the Customer's list of plans.

2. Click on a tab title to open that section.

Filters for selecting lists and reports

Filters are used to select data to be returned to the screen in the form or a list or a report.

List Selection

The PRS Worklist is a sample of a List Selection filter.

To use a list selection filter:

1. Define the items to be listed by choosing criteria for one or more entry fields.

   Note: Most list filters require at least one criterion to be selected. That criterion may have a default value.

2. Click Search button or other screen-specific button to activate list processing.

   Note: Selection criteria are cumulative. In other words, for a match to be found, the item must match all the entered criteria, not just one of the criteria. For example, if you select state = "Iowa" and practice="Alley Cropping (ac) (311)", the list will only include plans in Iowa that include alley cropping as one of the practices.

Report Selection

Report selection filters operate similarly to list selection filters, with one major difference: filters may be hidden. The graphic below shows an expanded filter section.
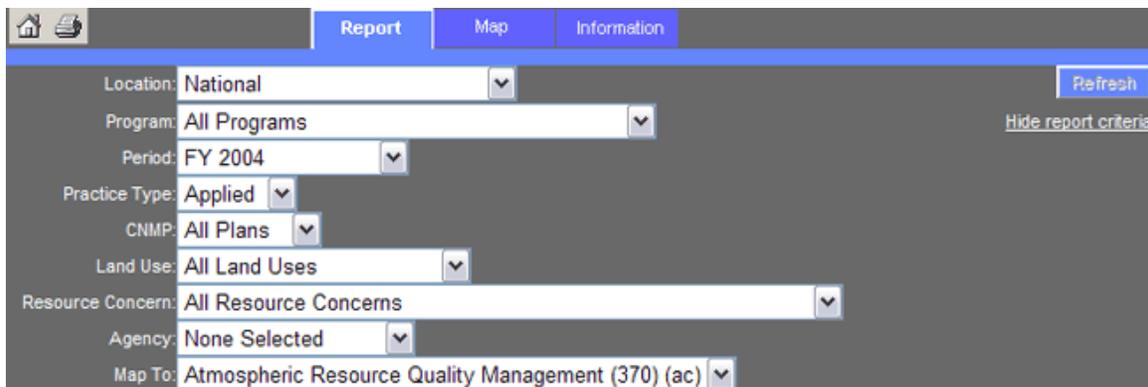
Note: The banner will show PRS Reports when using the Reports subapplication.

To use the report selection filters:

1. Click the Report tab to select it, if not already displayed.

2. Define the items to be reported by choosing criteria for one or more entry fields.

3. Click Refresh. The report will be displayed below the filters.

Note: If you wish to print the report page, you can hide some of the filters to streamline your printout.

To hide the filters:

1. Click Hide report criteria, listed below Refresh button.

2. The filter area will reduce to one or two lines.

Dialogs

Several places throughout the application data entry is performed through popup screens, or dialogs.
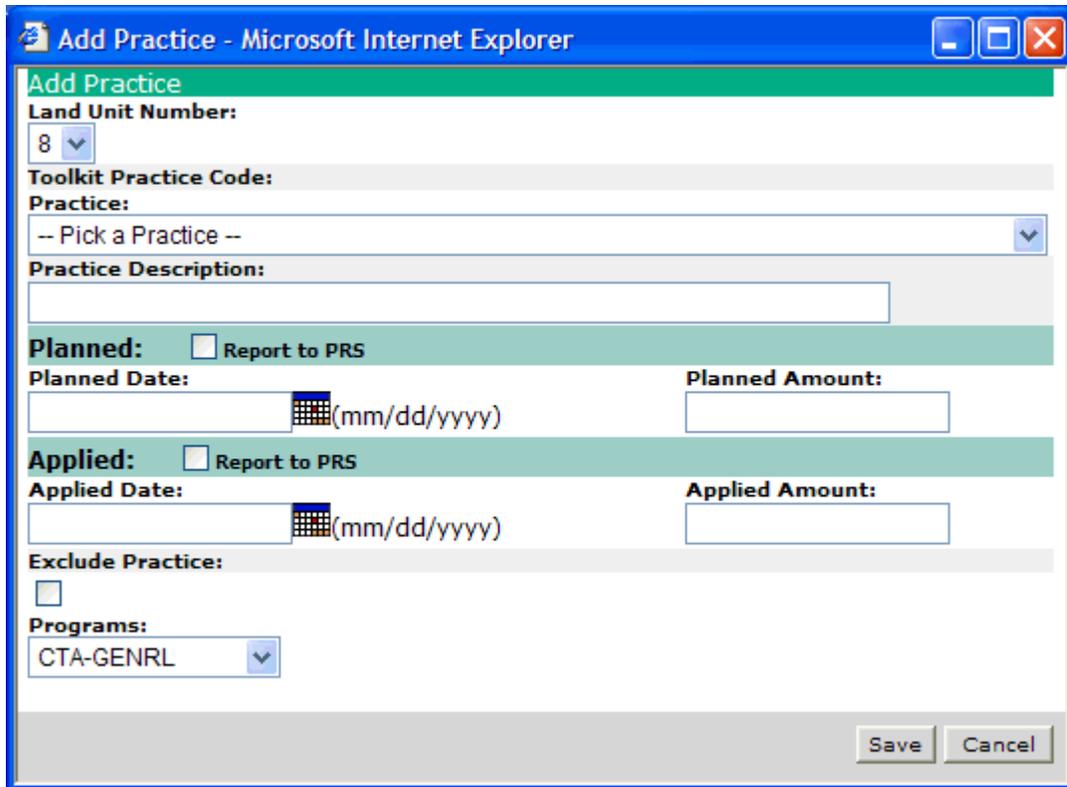
Adding data through a dialog:

1. Complete data fields.

2. Click Save to save and return to calling screen, or click Cancel to close and return to calling screen.

Editing data through a dialog:

1. Complete or revise data in editable fields. (Frequently, edit dialogs contain some previously entered data that cannot be changed after saving.)

2. Choose action.
   - **Save** to update record and return to calling screen
   - **Cancel** to close without saving and return to calling screen
   - **Delete** (only available when editing previously saved data) to delete data and close dialog

   Note: When you return to the calling screen, any deleted information that was displayed on the calling screen will be gone.

Fields, Buttons, and Links

Text entry fields

Text fields allow you to type in information.

Drop-down lists

Drop-down boxes allow you to select from a longer list of choices than typically shown with radio buttons or check boxes. Click the down arrow on the right side of the drop-down box. Scroll until your choice is highlighted. Click to select it.

Sample:

--Select an option-- ▼

Checkboxes

Check boxes allow you to select one or more choices. Click in the box beside each of your choices.

Sample:

☐ Choice 1 ☐ Choice 2 ☐ Choice 3

Radio buttons

Radio buttons allow you to select one of a number of choices. Click in the circle (radio button) of your choice. Only one selection can be made.

Sample:

○ Yes ○ No

Buttons

Buttons allow you to take action (search, save, cancel, print, submit), or to navigate (continue, select a specific page).

Sample:

Click Button
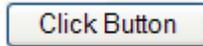
Hyperlinks

Hyperlinks (usually underlined text, often blue) allow you to navigate to another page or to another location in the same page.

Sample:

Top

Sorting Tables by Column

Several screens in PRS allow you to search for records and return a list of results, such as a list of customers, plans, or practices. Often, the results list is very long. The sort feature allows you to locate records of interest quickly. The information by which you can sort the records is specific to each table.

1. View the column headings to identify the sortable columns. In this case, the column headings for Primary Customer, Plan Name, Plan Date, and Creation Date appear differently than those for State, County, and Source, There are also different than the overall Conservation Plans heading. The different headings are hyperlinks that trigger the sort function.

   Note: Every table has a default sort order (usually one of the first columns). In this case the table is sorted in ascending order (alphabetically) by Primary Customer.

2. Click the column you want to sort by to reorder the list.

3. Click the Primary name column twice to reverse the sort order.

4 records found.

Conservation Plans		
Primary Customer ▼	Plan Name	State
TOM JOHNSON	📄 Johnson, Tom -------------consplan	Iowa
STEVE JONES	📄 Jones, Steve ------------consplan	Iowa
JACK SMITH	📄 Jack Smith -------------consplan	Iowa
EUGENE MILLER	📄 Eugene Miller -------------consplan	Iowa

Note: The arrow changes direction.

Selecting Dates on the Calendar

Dates can be input or selected from a popup calendar. Entry fields for dates are typically shown followed by the calendar icon and the required date format in parentheses.

Plan Approval Date:❉ [   ] ▦ (mm/dd/yyyy)

To use the calendar:

1. Click the calendar icon . The calendar dialog will appear.

2. Three regions on the calendar allow you to locate the day desired.
    - Choose the month and year from the drop-down lists
    - Choose the month and year with the the < > arrows on either side of the small calendar heading
    - Choose one of the date preselects: Today, 1 day earlier, 1 week earlier, or 2 weeks earlier
3. Click the specific date collection. The dialog will close and the date will be entered in the date field in the proper format.

Finding Customers and Plans

Finding a Customer

1. Log in to PRS.
2. Select **Data Entry** from the top menu bar.
3. Select **Practice Data Entry** from the left side options.
4. Use one of three search methods:
    - Name/County Search
        - Enter the customer's last name.
        - (Optional) Choose a county from the drop-down list.
        - Click the Search PRS button.
    - SCIMS ID Search
        - Enter the customer's SCIMS ID.
        - Click the Search SCIMS by ID button.
    - Full SCIMS Search
        - Click the SCIMS Full Search button. This opens the SCIMS Search Window.
        - Use the new window to search SCIMS.
        - Search results are listed at the bottom of the screen.
        - Click the customer name or the Select This Customer button to display a list of conservation plans for that customer.
2. Click on a hyperlinked plan icon or plan name in the list to open an existing plan for this Customer.
    - Clicking the plan icon requests a PDF file of the plan summary. The PDF can be viewed or printed.
    - Clicking the plan name opens the plan in the tabular view.

Looking Up a Customer in SCIMS

Looking up a customer in the Service Center Information Management System (SCIMS) is an optional way to find a customer.

1. Use the Finding a Customer procedure and click on the **SCIMS Full Search** button. This opens the SCIMS Search Window.

2. Select any combination of search options:
   - State options
     - Select the State from the drop-down list.
     - Click the National Search checkbox to search all states.
   - Service Center options
     - Select an office from the drop-down list.
     - Click Service Center Details for office contact and agency information.
   - Customer Type options
     - Individual/Business/Both
     - Active/Inactive and Active
   - Name options
     - Starts with/Exact match
     - Last or Business Name
     - First Name
   - Tax ID options
     - Type the full tax number
     - Select the ID from the drop-down list

3. Click the **Search** button. A list of matching SCIMS customers is displayed on the Finding a Customer screen.

4. Select a customer from the list by clicking the Common Name. The Customer information appears in a Search Result window.

Creating a PRS Worklist

Locate existing customers or conservation plans by creating a PRS worklist:

1. Log in to PRS.

2. Select Data Entry from the top menu bar.

3. Select PRS Worklist from the left side options.

4. Select at least one search criterion:
   - Quick Search by Plan Type

None Selected

A. Plans that have been changed or created this fiscal year and have unreported progress.

B. Plans that have been changed or created within 30 days in the selected profile county (default)

C. Plans in my profile counties

D. Plans that do not have a plan approval date.

E. Plans that have a plan approval date this fiscal year and have practices that are not reported as planned

F. Plans that have a practice reported as planned

G. Plans that have a practice scheduled for application this fiscal year and not reported as applied

H. Plans that have a practice reported as applied

I. Plans that have all practices reported as applied.
   - Primary Customer
   - Tract
   - State (select from drop-down list)
   - County (select from drop-down list)
   - Practice (select from drop-down list)
   - Program (select from drop-down list)
   - Planned Date (enter the From and To dates in MM/DD/YYYY format or select dates on calendar)
   - Applied Date (enter the From and To dates in MM/DD/YYYY format or select dates on calendar)

5. Click the **Search** button to begin the search. Matching results are listed at the bottom of the screen.

Note: Adjust number of records to display in results area by changing number by Search button.

6. Click the hyperlinked plan name in the list to open an existing plan for this Customer.

   Note: The search criteria may return a large number of records. You can either define more criteria to narrow your search, or sort the results by Primary Customer, Plan Name, Plan Date, or Creation Date.

   - Clicking the plan icon requests a PDF file of the plan summary. The PDF can be viewed or printed.
   - Clicking the plan name opens the plan in the tabular view.

   Tip: Has your county information disappeared from the drop-down box? It is not a program error. This indicates that your session has timed out. You can see the worklist, but to associate selections with your profile you need to log in again.

Entering New Plan Data

Adding a New Conservation Plan

New plans can be added in either PRS or Toolkit. They should not be added in both. Note: The preferred method of entering a new conservation plan is using ArcGIS and Toolkit. Plans should be land based. Users should not create more than one plan for a given land unit.

1. Follow the procedure for finding a customer (Practice Data Entry) to locate the person for whom you wish to enter a plan.

2. Click the hyperlinked Customer Name to select the correct customer from the list on the Find Customer screen, if your search returns multiple names.

   Note: Check the list of existing plans for the customer to prevent duplication.

3. Click the **Add Plan** button to open the Add/Edit Conservation Plan screen.

Add/Edit Conservation Plan

Conservation Plan for JACK SMITH	
Plan Name*	
Plan Description:	
Plan Approval Date:*	▦ (mm/dd/yyyy) Practice Details
State*	Iowa
County*	WORTH
Work Performed By*	☐ Conservation District ☐ Other ☐ State Agency
	☑ NRCS ☑ RC and D Council ☐ TSP

Save Delete

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4. Enter the information for the new plan:
   - Plan Name (required)
   - Plan Description
   - Plan Approval Date (required)--Click the calendar icon to choose the date from the calendar dialog.

     Note: The plan approval date is the date that the producer formally accepts the plan. There is only one plan approval date per plan while there is a practice planned date for every practice.
   - State (required)--Select state from the drop-down list, if not correct. State is preselected according to your profile, but can be changed if you have additional states in your profile.
   - County (required)--Select county from the drop-down list.

     Note: You must change state before county, if not correct. Otherwise, you will not have the correct county list.
   - Work Performed By (required)--Check all boxes that apply.
     - Conservation District
     - Other
     - State Agency
     - NRCS
     - RC and D Council
     - TSP
3. Click **Save** to add the conservation plan.

Adding New Conservation Plan Details

After adding a plan, the PRS application presents the plan in the tabular view. Each tab accesses a portion of the plan. Some tabs must be completed in sequence. For example, land units must be identified before practices can be added. Conservation management systems must be identified before impacts can be assessed. The sequence is logical. Working through the tabbed pages from left to right will help you stay in order.

Follow this high-level process:

1. Add a conservation plan.
2. Add land units.
3. Add practices planned and applied to the land units.
4. Report planned and applied practices.

Two additional tabs allow you to evaluate and review as you work on the plan.

- Impacts allow you to view effects of planned and applied practices against the selected conservation management system guide.

- Summary allows you to view or print the full plan in a single screen format.

Adding Land Units to the Map

Land units are added to the plan by marking the land unit position on a map. There are two ways to access the map, from the Land Unit tab or from the Map tab.

To access the map from the Land Unit tab:

1. Add the plan.

2. Select the Land Unit tab. (Use this method when you want to check existing land units before proceeding.)

3. Click the **Add Land Unit** button.

To access the map directly:

1. Add the plan.

2. Select the Map tab. (Use this method when you add land units to a new plan.)

To add the land unit from the map:

1. Click 📍+ to select the locator pin, then click on the approximate location of the land unit on the map. This sets the approximate location of the land parcel and opens the *Add Land Unit* dialog.

   You can also use the following map tools to help you specify the land unit:

   - Click ✋ to select the pan tool, then recenter the map by clicking the mouse or by holding down the mouse button and dragging the map.

   - Click 🔍 to select the zoom in tool, then click on the map to enlarge the view to twice its current size. At a scale of approximately one mile, the map changes to an aerial photograph. (The scale is displayed on a bar at the bottom of the map.)

   - Click 🔍 to select the zoom out tool, then click on the map to shrink the current view to half its current size.

   - Click 📍M to select the pin move tool, then click and drag the pin you wish to move to the new location.

   - Click 📍- to select the pin remove tool, then click on the pin you wish to remove.
     Note: This method is not recommended for pins that have associated land units. Deleting the pin will delete the associated land unit information.

- Click 🔍 to find the correct map using a map place search.

- In the *Add Land Unit* dialog, enter the Tract Number and Land Unit Number (required prior to reporting).

- Select the Land Use from the drop-down list (required prior to reporting).

- Select the System Guide from the drop-down list (required).

  Note: The list is specific to the map location.

5. Select the Management System (required prior to reporting).

6. Enter a Local Land Use.

7. Enter Acres (required).

8. Click **Save** to save the land unit and close the dialog.

9. Repeat steps 1-8 for each pin added to the map.

To delete a land unit:

1. Open the Land Unit tab.

2. Click the Land Unit number in the appropriate row.

3. Review data to be certain the correct land unit has been selected.

4. Click **Delete** on the *Add Land Unit* dialog.

Adding Practices

1. Click **Add Practice** on the Conservation Plan Detail Screen or select the Practices tab, then click the Add Practice button.

2. Select the Land Unit Number from the drop-down list.

> *Note: Land units must exist on the plan. Make sure that you select the correct land unit number to be associated with this practice.*

3. If the record was loaded from Toolkit, the practice code will be displayed.

4. Select the Practice from the drop-down list.

5. Enter a practice description.

6. Check the Report to PRS box to report the planned data to PRS.

7. Enter the Planned Date. Click on the calendar icon to select the date from a pop-up calendar.

> *Note: The practice planned date is the date that the producer plans to apply or install the practice. There is a practice planned date for every practice.*

8. Enter the Planned Amount.

9. Check the Report to PRS box to report the applied data to PRS.

10. Enter the applied amount.

> *Note: If you are just creating a plan and the practice has not been applied, leave the applied data blank and add it later.*

11. Select the Program from the drop-down list.

12. Click **Save** to close the dialog and return to the Practice Tab.

Exclude Practices

Checking the Exclude Practice box when adding or editing a practice will prevent the record from showing up on the PRS Practice Detail list (Practices Tab). Excluded practices will not show in the Practice Detail list unless the user selects the "Show All Practices" button. The Exclude Practice All check box will exclude all eligible practice records. Note: Checking the Exclude Practice check box on reported practices (planned or applied) does not exclude them from being counted in performance progress reports and as "Overdue Work Per PRS" in the PRS Goals Application.

Exclusion reasons:

- The practice could have been previously reported in PRS.
- The practice could be a re-occurring practice and should not be reported a subsequent time.
- Non standard or inconsistent practice names such as O&M, etc.
- Does not meet a PRS reporting criteria.

Warning: Be careful to not use this box on practices that may need to be reported as applied in future years.

Reporting Practices

Reporting Practices from Toolkit

Planned and applied practices can be reported in Customer Service Toolkit under the Reporting Tab. In order to report from Toolkit the following information must be provided:

- A conservation systems guide must be linked to the land unit
- Each land unit must be digitized or a location pin must be used in the PRS application
- The organization that performed work must be indicated
- Plan approval date must be entered

Reporting Practices from ProTracts

Applied practices can be reported from ProTracts when a practice is certified and completed. Refer to ProTracts (http://prohome.nrcs.usda.gov/) for more information.

Reporting Practices from Add Practices dialog

Planned and applied practices can be submitted when entering by completing all required information in the Add Practices screen and marking the Report to PRS checkboxes. For guidance on reporting practices, refer to the PRS home page (http://ias.sc.egov.usda.gov/prshome/) for the most current Performance Measure Business Definitions.

Reporting Practices Tab Menu

The Reporting Practices Tab presents all of the planned and applied practices that are complete. This method is a shortcut for submitting items as a group.

Evaluating Impacts

- Users can evaluate the physical impacts of the conservation practices reported. These impacts will be used for computing progress towards some performance measures.
- Impacts are shown for each conservation management system used within the conservation plan.
- Cumulative impacts are shown for a conservation system for all land units that use that conservation system.
- Impacts can be modified using the over ride function. Refer to Modifying Impacts.

Checking the New Plan in the Summary

There are two ways to access a plan summary: from the PRS Worklist or from the Summary tab.

To access a plan summary from the worklist:

1. On the Data Entry menu, select PRS Worklist.

2. Select criteria and click Search to generate a worklist.

3. Click the Summary Page icon 📄 in the row identifying the plan you wish to view. A PDF will be generated to display and/or print.

To access a plan summary from the Summary tab:

1. Open a plan from the worklist or the customer's plan list by clicking the plan name.

2. Click the Summary tab to select it. The page displays the summary information.

Editing Existing Plans

Editing Conservation Plan Description

To edit the plan description:

1. Open a plan from the worklist or from the customer's plan list by clicking the plan name. The plan opens at the Plan tab.

2. Click the **Edit Plan** button. The *Add/Edit Conservation Plan* screen opens.

3. Modify the editable fields as needed.

   You can change:

   - Plan Description
   - Plan Approval Date

     Note: The plan approval date is the date that the producer formally accepts the plan. There is only one plan approval date per plan while there is a practice planned date for every practice.

   - Work Performed by

   You cannot change:

   - Plan Name
   - State
   - County

- Click **Save** to save the changes.

To delete the plan:

Note: Delete plans only after careful evaluation.

1. Open a plan from the worklist or from the customer's plan list by clicking the plan name. The plan opens at the Plan tab.

2. Click the Summary tab to open it.

3. Review the content to verify that the plan should be deleted.

4. Click the Plan tab.

5. Click the **Edit Plan** button.

6. Click **Delete** on the *Add/Edit Conservation Plan* screen. A confirmation prompt dialog is displayed.

7. Click **OK** to confirm that you want to delete the plan.

> *Tip: The data missing icon ⓘ alerts you to editing needed before you can complete the plan.*

Editing Land Units

Existing land units appear in list form on the Land Units tab. some edits can be made on the tab page, others must be made in the Add Land Unit dialog.

To edit within the Add Land Unit dialog:

1. Locate and open the plan.

2. Click to open the Land Unit tab.

3. Click the number in the Land Unit column of the appropriate row.

4. Field edits follow the same rules as when Adding a Land Unit, except that the Land Unit number and the Tract No. cannot be changed.

To copy a management system to another land unit on the same plan:

1. Locate and open the plan.

2. Click to open the Land Unit tab.

3. Select the management system that you want to copy.

4. Click the **Copy From** icon.

5. Check the Paste To boxes in the rows to which you want to copy the management system or click the **Paste To All** box.

> *Note: This function is particularly useful when completing a plan started in Toolkit or updating several land units when a management system changes. When new land units are added through the Add Land Units dialog, management systems must be entered before saving the new land unit.*

To delete a Land Unit:

1. Open the Land Unit tab.

2. Click the Land Unit number in the appropriate row.

3. Review data to be certain the correct land unit has been selected.

4. Click **Delete** on the *Add Land Unit* dialog.

> *Tip: Several icons on the land unit page alert you to data problems. Click an icon for more information to help you correct the problem.*

Icon Legend:

- (i) Data Missing or Invalid -- icon displays in the field for which data is missing, such as the Program field.

- (i) Not reportable Due to Data Missing -- icon displays in the status column to indicate that the practice cannot be reported without supplying some missing data.

- ⚲ Latitude/Longitude Data Missing.

- ✔ The checkmark indicates a link to the pin location page.

Editing Practices

| Plan | Land Unit | Map | **Practice** | Reporting | Impact | Summary |

Practices

Plan Name:	Jack Smith-----------consplan											Show All Practices	Add Practice

		Practice		Planned				Applied						
Tract	Land Unit	Code	Name	Date	Amount	Units	PRS Status ☐all	Date	Amount	Units	PRS Status ☐all	Exclude Practice ☐all	Program	Source
8805	8	329B	Residue Management, Mulch Till			ac	(i)			ac	(i)	☐	(i)	PRS
8805	8	412	Grassed Waterway			ac	(i)			ac	(i)	☐	(i)	PRS
8807	7	589C	Cross Wind Trap Strips	1/1994	0.30	ac	R2005	1/1/1994	0.30	ac			CTA-GENRL	PRS
8807	7	342	Critical Area Planting	1/1987	5.00	ac	R2005	11/1/1987	5.00	ac			CTA-GENRL	Toolkit
														Save PRS Status

(i) - Data Missing or Invalid. (i) - Not Reportable Due To Data Missing. ⚲ - Latitude/Longitude Data Missing.

Modifying Reported Practices

| Plan | Land Unit | Map | Practice | **Reporting** | Impact | Summary |

PRS Reporting

Plan Name: Jack Smith ------------consplan	Total Reportable Practices: 0											Save PRS Reporting

		Practice		Planned				Applied					
Tract	Land Unit	Code	Name	Date	Amount	Units	PRS Reporting ☐all	Date	Amount	Units	PRS Reporting ☐all	Program	Source

Modifying Impacts

Use of the override function is not recommended: it is being provided for those rare instances that such action is needed. Refer to the Appendix -CSG Override Guidance for more information.

1. Open a conservation plan screen by locating an existing plan or by creating a new plan and adding a land unit. If opening an existing plan, a land unit must have a conservation system linked to it. This is accomplished on the land unit tab.

2. Click on the **Impact** button.

| Plan | Land Unit | Map | Practice | Reporting | Impact | Summary |

Conservation System Impacts

Plan Name: Jack Smith -------------Consplan

Conservation Management System: R-Pasture :Pasture Renovation Select a Land Unit: 1570/1 ▾ [Override]

	Air Quality- Chemical Drift (Nonmeasurable)	Soil Erosion- Sheet and Rill (tons/ac/yr)
Baseline Condition		10.00
System Effect		3.00
System Impact		7.00

Practice	%	Unit Amt	Reported Applied Extent	Impact	%	Unit Amt	Reported Applied Extent	Impact
Nutrient Management (590)			10		5	0.35	10	3.5
Pasture and Hay Planting (512)			10		25	1.75	10	17.5
Pest Management (595)			10		5	0.35	10	3.5
Prescribed Grazing (528A)			10		50	3.50	10	35

Show Impact Summary by Resource Concerns

3. Select the **Override** button.

4. Select the land unit to override.

5. Enter the changes to the resource concern that is displayed on the screen.

6. Changes for the system impact for a resource concern can be made (if the resource concern is measurable). The allocation of the impact among the conservation practices can also be changed. The user can also Add a Resource Concern which is located next to the Save button.

7. Copy the over ride changes to the appropriate land unit by selecting them in the box with a check mark. By checking the All box the over ride will be copied to all land units with that resource concern.

8. Click the **Save** button to save the override.

The Impact tab also allows you to view the impact summary by resource concern.

1. Select the Impact tab.

2. Click the **View Impact Summary by Resource Concern** button.

Entering Field Level Measures

Brief Technical Assistance

Brief Technical Assistance

Service Details				
Service Date	1/27/2005			
Agency Affiliation	☐ Conservation District	☑ NRCS	☐ Other	
	☐ RC and D Council	☐ State Agency	☐ TSP	
County	WORTH, IA			

Enter Brief Technical Assistance

Element	Amount	Unit	Minimum	Maximum
Number of Brief Contacts		Numbers	1	100

Submit

Definition

Direct request for natural resource information, data, or technical products received through office visits, phone calls, or written/electronic communication. Products requested may include maps, resource information, printed materials, analytical products, and data. Products may be delivered to an external customer directly, through the mail, or electronically. Assistance is generally a single transaction or related to a specific site. Assistance may include a brief site visit and the preparation of an inventory and evaluation for the customer. Informational meetings and presentations should be counted as one instance. Do not record the number of individuals in attendance. Do not include ongoing technical assistance to regular customers which have a case file or plan.

Customer status data is not required when reporting brief technical assistance.

To reduce the reporting burden, you can aggregate individual Brief Technical Assistance customers and report them as a single entry.

Note: Brief Technical Assistance replaces the two previously reported items for "Brief Contacts" and "Inventory and Evaluation".

To record brief technical assistance

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select Brief Technical Assistance from the left-side options

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar .

5. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.

6. Select the County from the drop-down list. Use the county in which this conservation plan unit exists. If the plan unit includes multiple counties, use the county in which the land unit is predominantly located. (This may be different from the county in which the plan is stored or managed administratively.)

7. Enter the number of contacts.

8. Click **Submit**.

> *Note: You can locate submitted records through View Prior Entries.*

CNMPs Written

To record CNMPs Written

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select CNMPs Written from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.

5. Enter Project Name.

> *Note: The intent of this field is to aid the user in identifying which projects have been reported. Users may enter connotative data such as customer name, conservation plan name, etc. into this free form text field. Use of this field is optional.*

6. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.

7. Select the location on the map.

8. Enter the number of CNMPs written.

9. Click Submit.

> *Note: You can locate submitted records through View Prior Entries*

Guidance

Background: 'CNMPs Written' is the name being used for those CNMPs that are planned this fiscal year. The intent of the CNMPs Written data entry screen is to determine how many CNMPs are planned using the EQIP program versus the CTA-GNRL program. This data must be entered in PRS (and cannot be derived from the National Conservation Planning database) because the programs entered for practices reported in PRS and Toolkit are the programs responsible for the implementation of the practices not the planning. For most practices, CTA is the program assumed to be used to plan practices. However, in the case of CNMPs, detailed CNMP planning may occur using EQIP. CNMPs written (or planned) this fiscal year are goaled performance measures for both the EQIP and CTA program. Therefore, the CNMPs Written data entry screen should be used to enter the program used to plan each CNMP.

In PRS, the CNMPs Written data entry screen is available under the "Field Level Measures" heading on the Data Entry menu. Use this screen to report progress toward the CNMPs Written goal that appears in the PRS Series 6 reports under the CNMPs Written performance measure.

Guidance: With reference to *National Bulletin NB.300-8-1, LTP - Environmental Quality Incentives Program - Incentive Payments for Writing Comprehensive Nutrient Management Plans*, the following guidance should be used when reporting CNMPs 100 in FY2008:

Field personnel should enter a "CNMP Written" record in PRS using the "CNMPs Written" data entry screen located under "Field Level Measures" heading on the Data Entry Menu. A CNMP Written should be reported only after a CNMP (code 100) has been reported in the current fiscal year in either PRS or Toolkit. CNMP written plans that are cost shared through EQIP may be

certified and paid through ProTracts *but the CNMP should only be reported through PRS or Toolkit.* Remember, reporting a CNMPs Written is a two step process and also requires that the user populate the "CNMPs Written" data entry screen with the appropriate program used in planning the CNMP.

If a CNMP written plan is inadvertently reported to PRS through ProTracts, the CNMP will be incorrectly reported as applied in PRS when, in actuality, it has only been written. The following process will correct this reporting error:

1) In PRS bring in the appropriate conservation plan, display the practices, and click on the CNMP practice name link. That will open the Add Practice window where you see the CNMP written plan has been reported as applied.

2) Delete the applied amount and the reported applied amount in PRS, and re-report the practice.

3) Report the CNMP as planned in either PRS or Toolkit. Then enter a CNMP written record in PRS using the "CNMPs Written" data entry screen to accurately capture the CNMP written plan.

Please note, CNMPs Written and Applied are reported as a number (no.). With very few exceptions, the reporting amount should be one (1).

Examples:

Both planned (written) and applied CNMPs show up in the PRS reports.

Example 1 shows a CNMP 100 from the practice tab view in PRS. This CNMP is in the NCP database and when it is reported as applied, it will show up in the PRS 2 series reports and also in the PRS 6 series reports as a CNMP applied.

The CNMPs written screen is available under the data entry screens in PRS, it is used only to populate the progress towards the CNMPs written goal that shows up in the PRS 6 series reports under the CNMP written performance measure.

The PRS 2.22 report for CNMP reflects the NCP data on the number of CNMP 100s that are applied.

Note: Users guides and quick references focus on instructions for operating applications. The business definitions focus on policy relating to when and how data is entered and reported.

County Contributions to NRCS

County Contributions to NRCS Programs

Service Details

Service Date	1/27/2005
National Program	CTA-GENRL
County	WORTH, IA

Enter County Contributions to NRCS Programs

County Contributions to NRCS Programs	Financial Assistance	Technical Assistance	Fair Market Value of Equipment
Federal Government			
Tribal Government			
State Government			
Local Government			
Soil and Water Cons District			
Non Government Organization			
Other			

Submit

Definition

The County Contributions screen records contributions to NRCS Conservation Programs on a county-basis. The purpose is to estimate the extent to which NRCS appropriated funds are leveraged by the Conservation Partnership. Contributions include Financial Assistance, Technical Assistance, and Fair Market Value of Equipment. Policy for recording Contributions to NRCS Programs is located in GM.340.408.

Financial Contributions - The total estimated number of dollars contributed by external sources to support agency conservation-related activities and initiatives. This includes all financial contributions made by any other Federal, state, tribal, or local governmental agency, Conservation Partner, private voluntary or non-governmental organization. Amounts are report for Financial Assistance and Technical Assistance. Specific examples include dollars paid to landowners through state cost-share programs that implement NRCS practices, dollars contributed by a state or local government to complete soils mapping or digitizing, or dollars contributed by local or state units of government to conduct Conservation District activities.

Financial contributions include contributions in dollars, such as funds, grants, donations, etc. and can be designated as either Financial Assistance or Technical Assistance. Financial assistance are funds used for cost-sharing or grants. Technical assistance includes funds for salaries and benefits for technical, administrative, or other staff, as well as other operating expenses. As a guide, consider the kinds of expenses paid by NRCS from budget allowances for technical assistance.

In-kind Contributions - The total estimated in-kind (service and property) contributions made by external sources to support agency conservation-related activities and initiatives. This includes all in-kind contributions made by any other federal, state, tribal, or local agency; Conservation Partners, and private or voluntary or non-governmental organization.

Fair market value of equipment or materials includes non-financial contributions that are tangible in nature, such as maps, equipment, etc. Do not include real estate values, buildings, etc. If the building or capital equipment is owned by a contributing partner, include the fair market rental value. If the fair market rental value is $1000 per month, for example. Then the quarterly value would be $3000. Partner funds used to pay rent, purchase equipment, or supplies should be included with the technical assistance funds, since they are non an in-kind contribution.

To enter County Contributions to NRCS

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select County Contributions to NRCS from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.

5. Select the National Program from the drop-down list.

6. Select the County location.

7. For each of the categories enter the dollar amount of Financial Assistance, Technical Assistance, and Fair Market Value of Equipment.

    Note: At least one entry must be made in this section.

8. Click Submit.

    Note: You can locate submitted records through View Prior Entries

Cultural Resources

Cultural Resources

Service Details	
Service Date	5/10/2005 📅
Tribe	Sac & Fox Tribe of the Mississippi in Iowa [>>>] [<<<] No Tribe
Cult Res Treatment Type	No Treatment Type ▼
National Program	CTA-GENRL ▼
Agency Affiliation	☐ Conservation District ☑ NRCS ☐ Other ☐ RC and D Council ☐ State Agency ☐ TSP
County	WORTH, IA ▼

Enter Cultural Resources

All Fields Required, Enter Zero if no data	Numbers	Acres
Undertakings Reviewed	*	*
Undertakings Reviewed that have the Potential to Effect Cultural Resources	*	*
Field Investigations Conducted	*	*
Sites Identified	*	*
Sites Treated (requires treatment type)	*	*

[Submit]

To enter Cultural Resources

1. Select the Data Entry menu.
2. Click **Cultural Resources**.
3. Enter the service date using the calendar 📅.
4. Select Tribe(s), if any, by clicking tribe name(s) in left-hand column.
5. Click the [>>>] button to transfer tribe names to selected list.
6. Select the Cultural Resource Treatment Type from the drop-down list.
7. Select the National Program from the drop-down list.
8. Select the County drop-down list. Choose the county in which the resource exists. If the resource includes multiple counties, choose the county in which the resource is predominantly located.
9. Enter the number and acres for:
   - Undertakings Reviewed
   - Field Investigations Conducted
   - Sites Identified
   - Sites Treated
10. Click Submit.

Watershed or Area-Wide Plans

Watershed or Area-wide Conservation Plans

Service Details				
Service Date	5/6/2008			
Project Name				
National Program	CTA-GENRL			
County	ADAMS, OH			

Enter Watershed or Area-wide Conservation Plans				
CTA Watershed or Area-wide Plans, Developed.	Amount	Unit	Minimum	Maximum
Watershed or Area-wide conservation plans developed, (number), CTA-GEN or CTA-GLC plans only.	*	Numbers	0	1

Submit

1. Select the Data Entry menu.

2. Click **Watershed or area-wide plans** on the left side menu.

3. Enter the service date using the calendar ▦.

4. Enter Project Name.

5. Select CTA-General from the National Program list. Note: RC&D and Watershed Program Plans should be entered in Point not PRS.

6. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.

7. Select the County drop-down list. Choose the county in which the resource exists. If the resource includes multiple counties, choose the county in which the resource is predominantly located.

8. Enter the number of plans developed as indicated. At least one plan entry must be made.

7. Click **Submit**.

Continuous CRP (CCRP), CREP, FWP only

Continuous CRP (CCRP), CREP, FWP only

Service Details				
Service Date	5/6/2008			
County	ADAMS, OH			

Enter Continuous CRP (CCRP), CREP, FWP only				
Continuous CRP (CCRP), CREP, and FWP only	Amount	Unit	Minimum	Maximum
Program Eligibility Determination	*	Numbers	1	10000

Submit

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To record Continous CRP (CCRP), CREP, FWP only

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select Continuous CRP (CCRP), CREP, FWP only from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.

5. Select the County from the drop-down list.

6. Enter the number of the program eligibility determination.

7. Click **Submit**.

> *Note: Submitted records can be located in View Prior Entries*

Entering State Level Measures

Conservation Program Participation

Service Details					
Service Date	1/27/2006				
National Program	CTA-GENRL				
State	Alabama				

Enter Conservation Program Participation - FY 2005					
Group Representation and Disability Information	Amount	Unit	Minimum	Maximum	
Total Group Applicants		Numbers	1	10000	
Total Group Recipients		Numbers	1	10000	
Total Applicants with Disabilities		Numbers	1	10000	
Total Recipients with Disabilities		Numbers	1	10000	

Program Applicants and Participants	Applicants (No.)	Applicants ($)	Recipients (No.)	Recipients ($)
White Male Non-Hispanic				
White Male Hispanic				
White Female Non-Hispanic				
White Female Hispanic				
Black or African American Male Non-Hispanic				

To enter Conservation Program Participation:

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select **Conservation Program Participation** from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.

5. Select National Program from the drop-down list.

6. Select State from the drop-down list.

7. Enter group representation and disability information.

8. Enter program applicants and participants according to RSNOD data.

9. Click **Submit**.

> *Note: Submitted records can be located in View Prior Entries*

Guidance on Program Participation Data

Action Required: National guidance is sent out annually requesting that states enter their data into the Conservation Program Participation data entry screen. The Conservation Program Participation data entry screen is available under the PRS data entry tab under the State Level Measures section. Program participation should be entered for each financial assistance program for which the state had program applicants and or recipients during the requested fiscal year. Data is entered by program for Race, Sex, National Origin and Disability (RSNOD) for number of applicants/recipients and funds applied for and received.

Detailed information for RSNOD for the select NRCS programs is available from PROTRACTS reports 1.7 and 1.8, and this information should be used to assist in completing the Conservation Program Participation screens.

Statewide Contributions to NRCS Programs

Statewide Contributions to NRCS Programs

Service Details	
Service Date	1/27/2005
National Program	CTA-GENRL
State	Alabama

Enter Statewide Contributions to NRCS Programs			
Statewide Contribution to NRCS Programs	Financial Assistance	Technical Assistance	Fair Market Value of Equipment or Materials
Federal Government			
Tribal Government			
State Government			
Local Government			

Definition

The State Contributions screen records contributions to NRCS Conservation Programs on a statewide-basis. The purpose is to estimate the extent to which NRCS appropriated funds are leveraged by the Conservation Partnership. Contributions include Financial Assistance, Technical Assistance, and Fair Market Value of Equipment.

Financial Contributions - The total estimated number of dollars contributed by external sources to support agency conservation-related activities and initiatives. This includes all financial contributions made by any other Federal, state, tribal, or local governmental agency, Conservation Partner, private voluntary or non-governmental organization. Amounts are report for Financial Assistance and Technical Assistance. Specific examples include

dollars paid to landowners through state cost-share programs that implement NRCS practices, dollars contributed by a state or local government to complete soils mapping or digitizing, or dollars contributed by local or state units of government to conduct Conservation District activities.

Financial contributions include contributions in dollars, such as funds, grants, donations, etc. and can be designated as either Financial Assistance or Technical Assistance. Financial assistance are funds used for cost-sharing or grants. Technical assistance includes funds for salaries and benefits for technical, administrative, or other staff, as well as other operating expenses. As a guide, consider the kinds of expenses paid by NRCS from budget allowances for technical assistance.

In-kind Contributions - The total estimated in-kind (service and property) contributions made by external sources to support agency conservation-related activities and initiatives. This includes all in-kind contributions made by any other federal, state, tribal, or local agency; Conservation Partners, and private or voluntary or non-governmental organization.

Fair market value of equipment or materials includes non-financial contributions that are tangible in nature, such as maps, equipment, etc. Do not include real estate values, buildings, etc. If the building or capital equipment is owned by a contributing partner, include the fair market rental value. If the fair market rental value is $1000 per month, for example. Then the quarterly value would be $3000. Partner funds used to pay rent, purchase equipment, or supplies should be included with the technical assistance funds, since they are non an in-kind contribution.

To record State Contributions to NRCS Programs

The Statewide Contributions to NRCS Conservation Programs screen records contributions on a State-basis.

1. Select the Data Entry menu.

2. Click Statewide Contributions to NRCS Conservation Programs.

3. Enter the Service Date in MM/DD/YYYY format by selecting it from the calendar.

4. Select the National Conservation Program from the drop-down list.

5. Select the State from the drop-down list.

6. For each of the funding sources, enter the dollar value of the Financial Assistance, Technical Assistance, or Fair Market Value of Equipment or Materials.

   Note: At least one item must be entered in this section.

7. Click Submit.

   Note: Submitted records can be located in View Prior Entries

Plants Materials Documents and Releases

Plants Materials Documents and Releases

Service Details				
Service Date	5/7/2008			
State	Ohio			

Enter Plants Materials Documents and Releases

PLANTS Performance Measures 3.00 and 3.01	Amount	Unit	Minimum	Maximum
New plant materials released to commercial growers		Numbers	1	10000
Plant materials technical documents prepared and transferred to customers		Numbers	1	10000

[Submit]

To record Plant Materials Documents and Releases

1. Login to PRS.
2. Select Data Entry from the top menu bar.
3. Select Plant Materials Documents and Releases from the left-side options.
4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar ▦.
5. Select the state from the drop-down list.
6. Enter the number of materials or documents. At least one of the fields must be completed.
7. New plant materials released to commercial growers
8. Plant materials technical documents prepared and transferred to customers
9. Click **Submit**.

> *Note: You can locate submitted records through View Prior Entries.*

Water Supply Forecasts Issued

User Access of Water Supply Forecast – Data

Service Details	
Service Date	1/27/2006

Enter User Access of Water Supply Forecast – Data

Water Supply Forecast	Amount	Unit	Minimum	Maximum
User accesses of specific water supply forecast and data reports	*	Numbers	1	9000000000

35

To record Water Supply Forecasts Issued

1. Login to PRS.
2. Select Data Entry from the top menu bar.
3. Select Water Supply Forecasts Issued from the left-side options.
4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar ▦.
5. Select the state from the drop-down list.
6. Enter the number of water supply forecasts issued.
7. Click **Submit**.

> *Note: Submitted records can be located in View Prior Entries*

FRPP Lands Protected by Conservation Easements

FRPP Lands Protected by Conservation Easements

Service Details	
Service Date	5/10/2005 ▦
Project Name	
Agency Affiliation	☐ Conservation District ☑ NRCS ☐ Other ☐ RC and D Council ☐ State Agency ☐ TSP
State	Alabama

Enter FRPP Lands Protected by Conservation Easements				
FRPP Performance Measures	Amount	Unit	Minimum	Maximum
Farmland and grazing lands protected by conservation easement (actual easement acreage)		Acres	0.01	100000.00

To record FRPP Lands Protected by Conservation Easements

1. Login to PRS.
2. Select Data Entry from the top menu bar.
3. Select **FRPP Lands Protected by Conservation Easements** from the left-side options.
4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.
5. Enter the Project Name.
6. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.
7. Select the state from the drop-down list.
8. Enter the actual easement acreage of the protected land.

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9. Farmland and grazing lands protected by conservation easement

10. Prime, unique, or important farmland protected by conservation easement.

11. Click **Submit**.

Note: Submitted records can be located in View Prior Entries

GRP Lands Protected by Conservation Easements

GRP Lands Protected by Cons. Easements

Service Details	
Service Date	5/7/2008
Project Name	
Agency Affiliation	☐ Conservation District ☑ NRCS ☐ Other ☐ RC and D Council ☐ State Agency ☐ TSP
State	Ohio

Enter GRP Lands Protected by Cons. Easements				
GRP Performance Measure 6.10	Amount	Unit	Minimum	Maximum
Farmland and grazing lands protected by conservation easements (actual easement acreage)		Acres	0.01	100000.00

Submit

To record GRP Lands Protected by Conservation Easements

1. Login to **PRS**.

2. Select **Data Entry** from the top menu bar.

3. Select **GRP Lands Protected by Conservation Easements** from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar ▦.

5. Enter the **Project Name**.

6. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.

7. Select the state from the drop-down list.

8. Enter the actual easement acreage of the protected land.

9. Farmland and grazing lands protected by conservation easement

10. Click **Submit**.

Note: Submitted records can be located in View Prior Entries

WRP Wetlands Protected

WRP Wetlands Protected

Service Details				

Service Date 5/7/2008 🖩

Project Name [   ]

Agency Affiliation ☐ Conservation District ☑ NRCS ☐ Other
☐ RC and D Council ☐ State Agency ☐ TSP

State Ohio ▾

Enter WRP Wetlands Protected				
WRP Performance Measure 6.10	Amount	Unit	Minimum	Maximum
Wetlands protected by 30 or permanent easements (actual wetland acreage do not include uplands)	[ ]	Acres	1.00	100000.00

Submit

To record WRP Lands Protected

1. Login to PRS.

2. Select Data Entry from the top menu bar.

3. Select **WRP Wetlands Protected** from the left-side options.

4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar 🖩.

5. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.

6. Select the state from the drop-down list.

7. Enter the acreage of the WRP Wetlands Protected. Only include actual wetlands, do not include upland acres.

8. Acres of Wetlands enrolled in WRP 30 year or permanent easements.

9. Click **Submit**.

   Note: Submitted records can be located in View Prior Entries

HFRP Lands Protected

HFRP Lands Protected

Service Details				
Service Date	5/7/2008			
Project Name				
Agency Affiliation	☐ Conservation District ☑ NRCS ☐ Other			
	☐ RC and D Council ☐ State Agency ☐ TSP			
State	Ohio			

Enter HFRP Lands Protected				
HFRP Performance Measure 6.10	Amount	Unit	Minimum	Maximum
Forestland protected by 10 year cost share agreement (actual acreage)		Acres	1.00	100000.00
Forestland protected by 30 - 99 year easement (actual acreage)		Acres	1.00	100000.00

Submit

To record HFRP Lands Protected by Conservation Easements

1. Login to PRS.
2. Select Data Entry from the top menu bar.
3. Select **HFRP Lands Protected** from the left-side options.
4. Enter the Service Date in MM/DD/YYYY format or select it from the calendar.
5. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.
6. Select the state from the drop-down list.
7. Enter the actual cost share or easement acreage of the protected land.
8. Acres of HFRP enrolled in 10 year cost share agreements.
9. Acres of HFRP enrolled in 30 to 99 year easements.
10. Click **Submit**.

> *Note: Submitted records can be located in View Prior Entries*

Board Membership

The Board Member selection displays the Affiliates application accessed from PRS. It has its own help system and user guide that can be found by clicking help on the Affiliates menu bar. Basic information for viewing board membership is described below. If a Board Member needs to be added or modified, refer to the Affiliates documentation listed below:

Affiliates Online Help System

Affiliates Quick Guide

Note: A new version of Affiliates was released on January 24, 2006

Board Membership

Search Criteria

State:	Colorado
Organization Type:	Conservation District Board - NRCS
Organization:	FORT COLLINS CONSERVATION DISTRICT
Results Per Page:	20	Search

To enter view Board Membership:

1. Select the Data Entry menu.

2. Click **Board Membership**.

3. Select the State from the drop-down list.

4. Select the Organization Type.

5. Modify the number of Results Per Page, if desired.

6. Click **Search**.

   > *Note: The Search Results list the Board Member Name, Gender, Ethnicity, and Disability. If you need to modify member information, add, or delete a board member, refer to the Affiliates documentation.*

Managing Accounts, Roles, and Profiles

Looking Up Accounts

Account Lookup

Find User — Search Criteria

User Type:	⦿ NRCS Employees ○ Affiliates ○ Customers ○ All Accounts
Search For	Last Name:	
	First Name:	
	Login ID:	
		Search

The Account Lookup function lets coordinators and other managers locate users, check roles, and resolve account discrepancies.

1. Select Tools from the top menu bar.

2. Select **Account Look Up** from the left side options.

3. Select a User Type by clicking a single radio button.

4. Complete at least one of the search criteria fields:

   - Last Name
   - First Name
   - Logon ID

- Click **Search**. Matching results are displayed at the bottom of the screen (ID, Last Name, First Name, Type, Location, State Agency, Office Name).
- Click the **ID number** to display the IAS Roles dialog. This dialog lists more detailed information including phone, address, log-in, email, assigned roles, scope of each role, and scope value.
- Click the **Print** button to print the information in the window.

Editing IAS Roles:

1. Users with permission can edit and print information in the IAS Roles dialog.
2. Click **Edit** to open an editable version of the IAS Roles dialog.
3. Click **Add Role** to add a new role for the user. [This will display if you have appropriate access to add a role.]
4. Click the **Edit** button beside the record for an existing role to edit the role. This opens the Roles Assignment Maintenance dialog that lets you select states from a list and specify the start and expiration date of the role.

Viewing My Account

Name	Type	Login	Phone	EMail	Office Name	Address
	Employee			@itc.nrcs.usda.gov	FT COLLINS SERVICE CENTER & NATURAL RESOURCES RESEARCH CTR	2150 CENTRE AVE FORT COLLINS, CO 80526-8116

Application	Role	Scope Type	Scope Values	Role for Application	Start Date	Expiration Date
Integrated Accountability System	My.NRCS National Content Manager	NATIONAL	National		Oct 1 2003	
Integrated Accountability System	POINTS Screen Builder	NATIONAL	National		Oct 1 2003	
Integrated Accountability System	Leadership Level for CIS	NO SCOPE	No Scope		Oct 1 2003	

The My Account option gives you a read-only view of your account status in each IAS application for which you have an account.

You cannot change any information in this view. Incorrect information (phone, office name, address) must be changed in EmpowHR.

To display your account information:

1. Select Tools from the top menu bar.
2. Select My Account from the left side options.

Creating an IAS Roles Report

Profile Name ▲	Location(s)	County(s)	Service Center (s)	Is Default?	
wo048868	Colorado	CO, ALAMOSA; CO, ARAPAHOE; CO, ARCHULETA; CO, BACA; CO, BENT; CO, BOULDER; CO, BROOMFIELD; CO, CHAFFEE; CO, CHEYENNE; CO, CLEAR CREEK; CO, CONEJOS; CO, COSTILLA; CO, CROWLEY; CO, CUSTER; CO, DELTA; CO, DENVER; CO, DOLORES; CO, DOUGLAS; CO, EAGLE; CO, EL PASO; CO, ELBERT; CO, FREMONT; CO, GARFIELD; CO, GILPIN; CO, GRAND; CO, GUNNISON; CO, HINSDALE; CO, HUERFANO; CO, JACKSON; CO, JEFFERSON; CO, KIOWA; CO, KIT CARSON; CO, LA PLATA; CO, LAKE; CO, LARIMER; CO, LAS ANIMAS; CO, LINCOLN; CO, LOGAN; CO, MESA; CO, MINERAL; CO, MOFFAT; CO, MONTEZUMA; CO, MONTROSE; CO, MORGAN; CO, OTERO; CO, OURAY; CO, PARK; CO, PHILLIPS; CO, PITKIN; CO, PROWERS; CO, PUEBLO; CO, RIO BLANCO; CO, RIO GRANDE; CO, ROUTT; CO, SAGUACHE; CO, SAN JUAN; CO, SAN MIGUEL; CO, SEDGWICK; CO, SUMMIT; CO, TELLER; CO, WASHINGTON; CO, WELD; CO, YUMA	BIG THOMPSON CONSERVATION DISTRICTS; FORT COLLINS SERVICE CENTER; NATIONAL INFORMATION TECHNOLOGY CENTER	☐	Delete
WOAKS1	Alabama	AL, BARBOUR	AUBURN AREA OFFICE; BARBOUR CO SOIL & WATER CONSERVATION DISTRICT; CLAYTON SERVICE CENTER	☐	Delete
WOAKS2	Alaska; Idaho; Missouri; South	ID, BANNOCK	OTHER NRCS; POCATELLO	☐	Delete

1. Select Tools from the top menu bar.
2. Select IAS Roles Report from the left side options.
3. Select the IAS Role from the drop-down list.
4. Select the State from the drop-down list.
5. Click **Go**. Matching results appear in list at the bottom of the screen, listing the Location, Name, Role, Phone number, and Email of each assigned role that matches the search criteria.
6. (Optional) Click the column header for Profile Name or Location to sort the profiles by that column.

Editing the IAS Profile

1. Select Tools from the top menu bar.
2. Select Edit IAS Profile from the left side option
3. Click the column header for Profile Name, Location(s), or County(ies) to sort the profiles by the column.
   - To set a profile as default, click the checkbox for that profile.
   - To delete a profile, click the Delete button on the right side or the screen.
   - To add a profile, click the Add button at the top of the page. This opens the Create/Modify Profile dialog. (See "Adding or Editing a Profile" below.)
   - To edit an existing profile, click on the profile name. This opens the Create/Modify Profile dialog. (See Adding or Editing a Profile below.)
   - To return to PRS, select Return to PRS from the top menu bar.

Adding or editing a profile

Use the Create/Modify Profile dialog to create new or edit existing profiles.
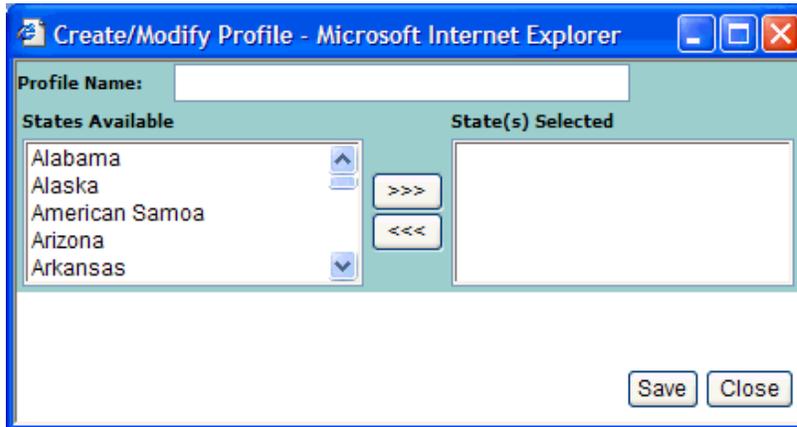
To add a profile:

1. Click a state on the States Available List.
2. Click the [>>>] button to select the state. A selection list of counties available for that state appears below.
3. Click a county on the Counties Available list. Click the [>>>] button to select the county. A selection list of service centers available for that county appears below.
4. Click on a service center on the Service Centers Available list.
5. Click the [>>>] button to select the service center.
6. Repeat this process for each state/county/service center that needs to be in the profile.
   - Hold down the Ctrl key while clicking to make multiple selections from the lists.
   - Use the [<<<] buttons to deselect states/counties/service centers.
   - To edit an existing profile, use the [>>>] and [<<<] buttons to add or delete states/counties/service centers from the selection lists for the profile.

Selecting an IAS Profile

This option changes your profile for the current session.

1. Select Tools from the top menu bar.
2. Select IAS Profile from the leftside options.

3. Select a profile from the available profiles in the drop-down list.

4. Click **Change Profile for Current Session**.

Quality Assurance Utilities

Customers Missing RSNOD Data

Customers Missing RSNOD Data

Plan State: None Selected

Plan County: --- None selected ---

(State and County are required.)

Search

1. Select **Plan State** from drop-down list.

2. Select **Plan County** from drop-down list.

3. Click **Search**.

Customers Missing RSNOD Data

Plan State: Colorado

Plan County: ADAMS

(State and County are required.)

Search

1 records found.

Download Data to Excel	Download Data in XML

Customer	Plan Name	Race	Gender	Ethnicity	State	County
JOSEPH	EQIP	White	Male	MISSING	Colorado	ADAMS

The returned data indicates which information is missing.

View Data Errors

Data Errors in reported practice records can occur in the NCP and PRS. The data errors shown on the "View Data Errors" report require corrective action. Action is required by the users before September 30th for all errors, if progress is to be counted for the current fiscal year. Some of the problems will require further investigation to determine the cause.

View Data Warehouse Errors

Plan State: None Selected

Plan County: --- None selected ---

Customer Name:

Plan Name:

Plan Record Source: None Selected

Search

Errors can happen when reported records are subsequently changed causing the previously reported records to be un-reportable in PRS. Errors are being trapped and presented in PRS by running the "View Data Errors" utility in the PRS – Tools - Quality Assurance Tools.

Below is a summary of Error messages from the report with a brief description and corrective action from the PRS UI.

Note: All efforts are being made to address these errors from within the various software packages. Many are generated from legacy data from earlier software versions and continue to reside in the system. Many of these conditions are temporary and will be resolved as legacy data is repaired, reported and warehoused.

Practices reported with Errors that prevent inclusion on PRS reports

Error Message	Description	Cause	Corrective Action	Corrective/Preventive Measures
Plan Approval Date is not within the current fiscal year or is NULL	Practices reported as planned, but plan approval date no longer in the current fiscal year	User modifies the Plan Approval Date to outside the FY, after Planned Practices were reported for the current FY.	PRS - From View Error report, click on plan name. Modify Plan approval date to be with FY range.	In SP-2: Toolkit now provides a warning when plan approval date is changed to outside the FY, and planned practices have been reported for the current year. If they choose to continue with the date change, practice records will be unreported.
Applied Date is not within the current fiscal year or is NULL	Practice reported as applied, but practice applied date no longer in the current fiscal year	User modifies the Applied Date to outside the FY, after the Applied Practices were reported for the current FY.	PRS - From View Error report, click on plan name. Click on practice tab. Find practice reported as applied where applied date is outside of FY range. Edit applied date.	In SP-2: Toolkit will not allow the Applied Date to be changed once it has been reported as Applied, unless the practice record is first unreported in PRS.
Latitude /Longitude is null	The latitude and longitude on the land unit is NULL. All reported practices on land unit are affected.	First Cause: Caused by bug in web service logic for special data conditions. Second Cause: Inferred lat/long is lost when parent tract is deleted.	PRS – From View Error report, click on plan name. Go to the map tab and pin the lat/long. If the values are correct, click Save button.	First Cause: Web Service has been fixed to correct this problem Second Cause: Needs to be addressed in PRS.
Lat/long is invalid (out of range)	The lat/long is a UTM or other projection not usable in the Spatial Data Engine (SDE). All reported practices on land unit are	In some cases this may be due to importing a legacy shapefile, created in TK 4.1, using an incorrect .prj file.	PRS – From View Error report, click on plan name. Go to the map tab and re-pin the lat/long. If the values are correct, click Save	TK Tech Note 10 has been developed and distributed to TK Coordinators, to address issues with Importing Legacy Shapefiles, in

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	affected.	This situation applies to offices that use geospatial data in multiple zones.	button.	offices that use geospatial data from multiple zones, (or multiple projections).
Incomplete Location derived from latitdue/longitude	Lat/long is present but Cause is under investigation. All reported practices on land unit are affected.	Cause is under investigation, but it appears that this condition exists when a TK 4.1 plan database containing mapped land units was checked in, but the corresponding legacy shapefile was not imported in the NCP.	PRS – From View Error report, click on plan name. From land unit tab, click on green check mark to verify location values for the lat/long. If there is an error, go to the map tab and re-pin the lat/long. If the values are correct, click Save button.	TK web services have been modified to return all location values derived from the lat/long.
Land Unit has an invalid land use	The land use is missing or not a current value. All reported practices on land unit are affected.	Appears to be related to checking in a Toolkit 4.1 mdb file with the Check In Wizard, over an existing plan layer in the NCP.	PRS - From View Error report, click on plan name. Click on land unit tab. Find land unit with missing data indicator icon. Click on land unit to edit. Select land use.	Web services have been modified that will prevent a user from checking in a plan from TK 4.1, when the plan layer already exists in the NCP.
Invalid Land Unit	Land units that have lost their attribution; including land unit number, acres, lat/long and land use. All reported practices on land unit are affected.	Caused by merging two mapped land units in Toolkit. One land unit is attributed, the other is not. Unattributed land unit is selected as the record to preserve during the merge process.	PRS – will show new message in View Error report as of 9/14/2005, "Invalid land unit." Previously shown on report with misleading message, "Land Unit has an invalid land use." Toolkit – re-attribute the land unit in arc-GIS and then re-establish the CSG link. More guidance will be forthcoming soon.	SP:2: Corrective action has been taken in the Toolkit application that forces the user to select the attribute record from the attributed field when merging with an unattributed field.
Practice does not have program	Practice reported as applied or planned but program is missing.	First Cause: Using the Save icon, or Folder-Close menus, on the Practice Schedule, rather than using the Save button at the bottom of the practice schedule. Second Cause: Business Rule had not been implemented that required Program Code for Applied Practices.	PRS - From View Error report, click on plan name. Click on practice tab. Find practice reported as applied where program is missing. Edit practice and add program. If all programs are visible, Save changes to validate the program codes.	Solution for First Cause: SP-2: All TK Save functions now work correctly on the practice schedule. Solution for Second Cause: SP-2: TK now enforces the business rule that requires a Program Code for all Planned and Applied practice records.
Land unit does	Land unit has reported	Caused by bug in	PRS - From View Error	Web Service has been

not have CSG	practices but has lost the CSG and Management System link.	web service logic for special data conditions.	report, click on plan name. Click on land unit tab. Find land unit with missing data indicator icon. Click on land unit to edit. Select CSG and Management System.	fixed to correct this problem.
Practice has multiple Programs	Practice record has multiple program records.	Multiple Programs selected on legacy plans, created prior to the enforcement of the single program rule.	PRS - From View Error report, click on plan name. Click on practice tab. Find practice reported as applied where program has data missing or invalid icon. Edit practice and select one program.	This was corrected in Toolkit Build 66. The practice schedule now only allows one Program Code to be saved for each practice record.
Plan does not have Affiliation	Plan record has practices reported as planned or applied but there is no indication of who did the work on the plan record.	Appears the user unselects the Affiliate after the practice had been reported.	PRS - From View Error report, click on plan name. Modify Affiliation to indicate all the agencies who did work on the plan, NRCS, TSP, RC&D, Conservation Districts, etc. Select all that have participated.	TK forces the user to select an Affiliate before reporting practice records. If user unselects an Affiliate after a practice has been reported, the user will be warned that the practice record will be unreported if they Save without an Affiliate designation.

It has come to our attention that it is possible to corrupt PRS reported records, causing them to become unreportable. This corruption happens through Toolkit by modifying reported records by combining land units or changing the applied date to a fiscal year that is outside the current fiscal year. The sequence of events is a practice record is reported either through toolkit or PRS, both applications validate to make sure that all necessary data is entered and the data is in the correct date range, before the practice record can be reported to PRS. Then users made a change in the practice record through Toolkit by combining land units or by changing the applied date to a date outside of the fiscal year. To locate and fix these problems, PRS has created a "View Data Errors" menu item under the PRS Tools menu selection. PRS is currently trapping two error conditions, one where the "Land use is not a valid land unit" and "applied date is not Current FY". Users should become accustomed to checking for data errors in their profile counties and fixing them as appropriate.

Corrective action will be programmed into Toolkit to prevent (or notify the user) when PRS required data is being overwritten or deleted from within toolkit.

Situation one: Applied Date is not in Current FY

A practice is reported as applied in PRS or Toolkit. PRS and the Reporting Tab in Toolkit both require the practice applied date to be within the fiscal year. Subsequently a Toolkit user checks the plan out. The practice applied date is changed to a date outside of the fiscal year by using the schedule tab in Toolkit which does not enforce the Application Date = Current Fiscal Year rule. (Toolkit sponsors are considering changes to either prevent the user from entering a date outside of the fiscal year for a reported record or give the Toolkit user an error message.) The result of changing the applied date to one outside of the fiscal year is that the practice is no longer reportable and the progress for that practice is no longer reflected in PRS reports.

The error condition is shown on the "View Data Errors" utility under PRS – Tools - Quality Assurance Tools with the error message "Applied Date is not Current FY." Correct the error by clicking on the plan name listed in View Data Errors. Go to the Practice tab; click the "Show All Practices" button. Scan for the practice that has reported in the applied column and does not have an applied date within the fiscal year. Correct the applied date.

Situation two: Invalid Land Unit

Using Toolkit, a Planner creates some land unit layers, attributes at least one of the land units, (some land units are not attributed). The Planner creates a practice schedule for the attributed land unit and reports the practices planned or applied in PRS by using PRS or the reporting tab in Toolkit. Later on the user uses arc-GIS and causes the land unit to lose its attributes; including land unit number, acres, land use and CSG. The Toolkit team is still investigating the different ways this can occur. One known case is to merge the attributed land unit that has practices reported with a non-attributed land unit. During the merge, choose to keep attributes for the "un-attributed" field, thereby eliminating the land use of the land unit since it was on the original attributed land unit. This removes the land use identity of the merged land unit; consequently the practice records that were linked to the land unit are no longer reportable. (Note: This is one instance of how the error is generated, there may be others. The Toolkit team is actively working on this issue and will have more guidance soon.)

This error is shown on the "View Data Errors" function under PRS – Quality Assurance Tools and with the new error message "Land Unit is invalid." This condition used to have the misleading error message of "Land Unit has an invalid land use." Click on the plan name with the error condition, then view the summary tab and look for reported practices that do not have a land unit or tract number. Toolkit sponsors and developers are determining how to keep this problem from occurring, until then users should not merge land units where progress is reported. Guidance will be available very soon for corrective action in these cases.

Situation three: Plan Approval Date is not in current fiscal year

A user reports a practice as planned in PRS or Toolkit in this fiscal year. Both PRS and the Reporting tab in Toolkit enforce the rule that Plan Approval Date

= Current Fiscal Year. Subsequently the plan approval date is changed to a date outside of the fiscal year. The Toolkit user accomplishes this by changing the plan approval date to a date outside of the fiscal year after they have already reported practices as planned. (Note: Testing to determine how the plan approval date is being changed is in progress. Additional guidance will be available soon.) Toolkit does not enforce the rule for Plan Approval Date = Current Fiscal Year except on the reporting tab. (Toolkit sponsors are considering changes that prevent the user from changing the plan approval date outside of the fiscal year or requiring that the reported planned practices be un-reported). The result of changing the plan approval date to outside of the fiscal year is the reported planned practice is no longer reportable and the progress for that practice is no longer reflected in PRS reports.

View Conservation Plans

View Conservation Plans
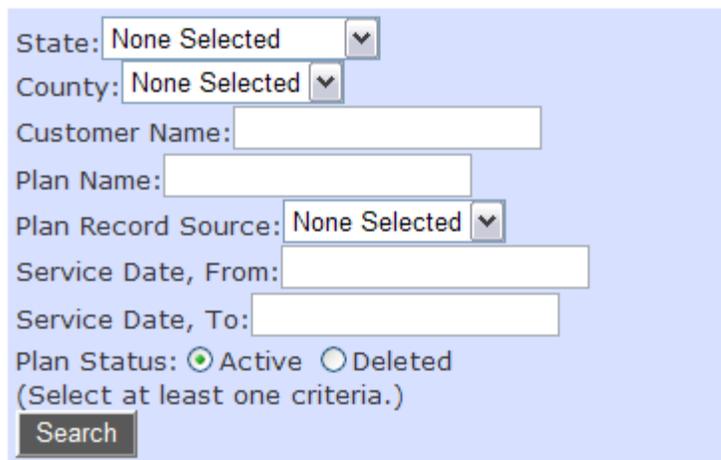
State: None Selected
County: None Selected
Customer Name:
Plan Name:
Plan Record Source: None Selected
Service Date, From:
Service Date, To:
Plan Status: ⦿ Active ◯ Deleted
(Select at least one criteria.)
Search

1. Select **State** from the drop-down list. Several Criteria are listed in the filter section. At least one criteria must be selected.

2. Select **County** from the drop-down list.

3. Enter **Customer Name**.

4. Enter **Plan Name**.

5. Select **Plan Record Source** from the drop-down list.

6. Enter **Service Date** From/To range.

7. Select **Plan Status**. Default is Active.

8. Click **Search**.

View Land Units

1. Select **State** from the drop-down list. Several Criteria are listed in the filter section. At least one criteria must be selected.

2. Select **County** from the drop-down list.

3. Enter **Tract Number**.

4. Enter **Land Unit Number**.

5. Select **Land Use** from the drop-down list.

6. Select **Record Source** from the drop-down list.

7. Select **Land Unit Status**. Default is Active.

8. Click **Search**.

View Practices

1. Select **Plan State** from the drop-down list. Several Criteria are listed in the filter section. At least one criteria must be selected.

2. Select **Plan County** from the drop-down list.

3. Enter **Land Unit State**.

4. Enter **Land Unit County**.

5. Select **PRS Practice** from the drop-down list.

6. Enter **Planned Amount**.

7. Check to indicate **Planned Reported**.

8. Enter **Applied Date From** or select date on calendar.

9. Enter **Applied Date To** or select date on calendar.

10. Enter **Applied Amount**.

11. Enter **Applied Reported**.

12. Enter **Practice Status**. Default is Active.

13. Click **Search**.

View Prior Entries

View Prior Entries is used to locate, edit and delete previously entered performance records. Complete selection criteria to help you locate the record. Then click Search.

This data is non-NPC data stored in the Warehouse.

1. Enter Account ID. Several Criteria are listed in the filter section. At least one criteria must be selected.

2. Select **Customer Name**.

3. Enter **Service Date, From/To** or select dates from calendar.

4. Select **Measure** from the drop-down list.

5. Select **National Program** from the drop-down list.

6. Select **State** from the drop-down list.

7. Select **County** from the drop-down list. (If available, will default to county selected in profile.)

8. Click **Search**.

Pin Location

Pin Location

Latitude: [_____]
Longitude: [_____]

[Go]

1. Enter Latitude.
2. Enter Longitude.
3. Click **Go**.

Data Tools Overview

General

Every night a copy of the production data is captured for data warehousing. Data warehousing allows reports to run against a day old copy of the data rather than competing for the production databases, which would adversely affect the performance of data entry applications.

Data Warehousing has two parts: data marts and summarized totals.

- Data marts are the copies of the source data, somewhat transformed to facilitate reporting, these records are also known as "fact tables."

- The pre-summed totals are stored in "data cubes" which allow reports with totals by county, or program and so forth to run within seconds instead of minutes. Data quality checks are run on "cubed" data to ensure that all the required fields are present and conform to lookup table values.

There are times when it is necessary to run queries against the production database, and therefore some query tools are provided for this purpose. However, the production query tools restrict any adverse performance impacts. Therefore, the filter options are more limited than those you will see in query tools available for the warehouse.

The most flexible query tools with the most options are those that query the warehouse data. The databases being queried are very large and the volume of data being returned may not be appropriate for the destination tools. For example, Excel has a limit of approximately 60,000 records. Pivot tables are limited by the memory capacity of your client machine. Browsers have limitations on the amount of data which can be displayed as well. It is important to use the filter tools to limit the number of records returned as much as possible.

Data Categories and Display Formats

Basic definitions of the following terms will help you understand the data available for reports.

- **Production database** - The production database is used to enter records for PRS.

- **Warehouse database** - The warehouse database is used to store non-NCP data and a day old copy of the NCP database data.

- **NCP database** - The National Conservation Practices database contains information from Toolkit and PRS on the plans and practices both planned and applied that have been reported.

- **Grid tables** - Grid tables are used to display production data, such as practice data as yet unreported to NCP, and non-NCP data, such as performance measure data and state and local measures data.

- **Pivot tables** - Pivot tables present data in a more complex and flexible format than grids.

- **Summary Pivot table** - Summary pivot tables present aggregate data in the pivot table format.

Additional information about each of these terms will be presented in the context of the individual data viewing options.

Production data

Three options on the Quality Assurance Tools menu allow you to view production data. These options are intended for locating small amounts of data and are restricted to minimize the impact of the query on production run times.

Menu Options:

- View Conservation Plans (on Quality Assurance Tools list)

- View Land Units (on Quality Assurance Tools list)

- View Practices options (on Quality Assurance Tools list)

Features:

- Allows you to view practice records that have not been reported and therefore are not in the NCP data base

- Allows you to view records that are less than one day old (i.e., not yet in the data warehouse)

- View data errors reports on errors found in the last version of the data warehouse. Fix in the production NCP and corrections show up in the warehouse the next day

Restrictions:

- Limits the number of plan records returned to 100

- Limits the number of land unit records returned to 100

- Limits the number of practice records returned to 100

- If the quantity of results is too great, the system will return an error message without displaying any results. The message reads:

National Conservation Planning (NCP) database server has timed out due to the heavy server load and the complexity of the query. Please try again by restructuring or simplifying the query or try again later when the NCP database may be less busy.

Recommendations:

- Specify as much detail on the filter screens as possible to obtain less than 100 records
- Use to find single or limited transactions

Warehouse Data presented in Grid Tables

The main function of these tools is to locate data that may need editing.

Menu Options:

- View NCP Data Errors (on Quality Assurance Tools list)
- View Prior Entries (on Quality Assurance Tools list)
- Data Checker (on Quality Assurance Tools list; provides sub-options)
    - View Plans
    - View Land Units
    - View Practices
    - View CSG Impacts (only for Data Checker 2006)

Features:

- Use View NCP Data Errors to locate and identify records with NCP Data Errors
- Use View Prior entries to research non-NCP data.
- Data checker allows queries of NCP data that is not reported
- Data checker returns data to an HTML browser screen. It allows selection of the plan for entry into the data entry application for editing current fiscal year records
- Data Checker allows queries of snapshots of past fiscal year warehouses taken at the end of the fiscal year when data entry was locked for that year.

Warehouse Data presented in Pivot Tables

The main function of these tools is to report and summarize large quantities of records.

Menu Options:

- Data Viewer has options for both PRS non NCP practice data and also NCP data (Data Viewer uses warehouse data for past years non-practice data also)

- PRS Standard Measures

- PRS State and Local Measures

- Summary Reports – pre-summed NCP data from the warehouse stored in cubes

- NCP Reports (Data Viewer 2006)

- Custom Query

Data Viewer Features:

- Data Viewer allows you to query PRS state & local measure data in a pivot

- Data viewer allows you to view the NCP cubes in a pivot

- Data viewer allows you to view NCP practices records in a pivot

- Queries warehoused data

- Allows queries of past fiscal year warehouses.

- Allows you to download data to Excel or to an XML file

- Transaction data (detail data, user-selected cubes) allows customized viewing

  - NCP Reports

- Summary (aggregated) data (summary data, pre-cubed for user) allows reporting of large quantities of records.

  - Summary Reports

- Download options bypass displaying large quantities of records onscreen

Data Viewer Restrictions:

- Only queries reported NCP records – not unreported records

- Only returned records are included on Excel or XML downloads

- Additional fields can be included in downloads such as FIPS code or lat/long that would be useful in other data analysis software packages (e.g. MS Access, Excel or ArcGIS)

- In some cases, the user may receive a timeout error, if the user's query results in an attempt to return an excessive number of records.

- Download options allow large quantities of data to be passed to the user within following constraints:

  - Excel is limited to 65,535 rows, and 255 columns

  - XML files are not limited by file type

  - User hardware (cache and hard drive) can be a limiting factor

  - Excessive download times

Data Checker

Check Data

1. Click the **Tools** tab from the PRS Main Menu.

2. Select **Data Checker** from the Tools Menu.
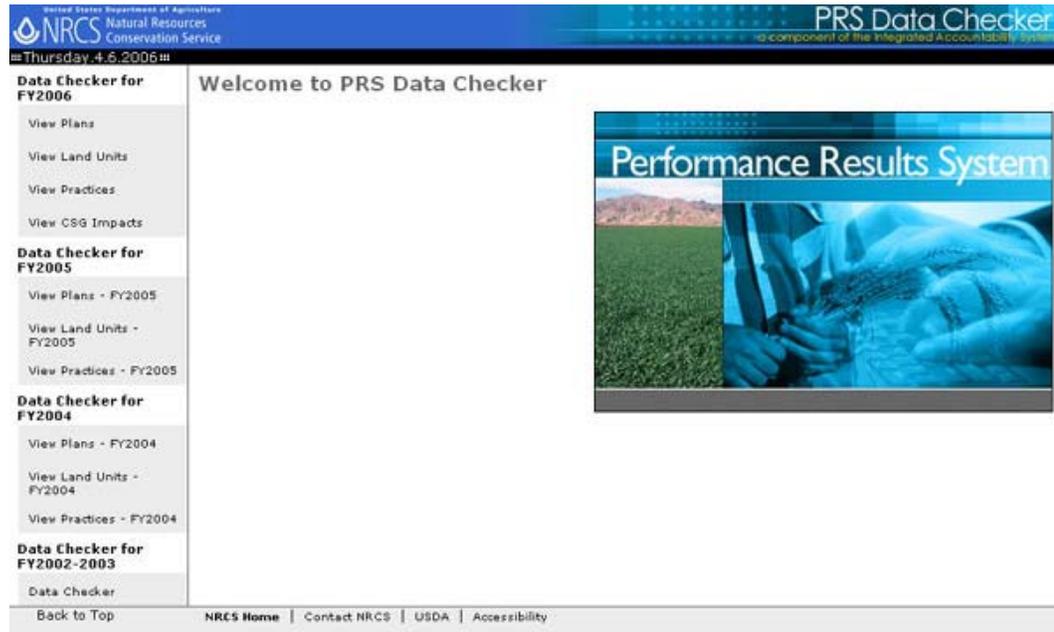
There are four options shown for FY2006 on the leftside menu of data checker. Additional views may be added throughout the year.

To select and display a data checker view:

1. Click the desired view on the leftside menu.

2. Select at least one criteria from the available filters.

> *Note: The more items you specify the shorter your list will be. Selected views must match all criteria.*

3. Click **Search**.

4. Select record or records:

   - Download data to Excel - All listed records are output to an Excel file.

   - Download data in XML - All listed records are output to an XML file.

   - Click the hyperlinked text in a specific record to view its detailed data.

View Plans

1. Select a **Quick search** option from the drop-down list.

    a. Plans with at least one practice reported as planned in this fiscal year.

    b. Plans with at least one practice reported as applied in this fiscal year.

2. Select a **State** from the drop-down list.

3. Select a **County** (Default county is selected based on user profile.)

4. Enter **Customer Name**.

5. Enter **Plan Name**.

6. Select **Plan Record Source** from drop-down list.

7. Enter **Service Date, From/To** or select dates from calendar.

8. Click **Search**.

View Land Units

1. Select a **Quick search** option from the drop-down list.
   a. Land Units with at least one practice reported as planned in this fiscal year.
   b. Land Units with at least one practice reported as applied in this fiscal year.
2. Select a **Land Unit State** from the drop-down list.
3. Select a **Land Unit County** (Default county is selected based on user profile.)
4. Enter a **Tract Number**.
5. Enter **Land Unit Number**.
6. Select a **Land Use** from the drop-down list.
7. Select **Plan Record Source** from drop-down list.
8. Select a **Primary Resource Concern** from the drop-down list.
9. Click **Search**.

View Practices

1. Select a **Plan State** from the drop-down list.
2. Select a **Plan County** from the drop-down list.
3. Select **Land Unit State** from the drop-down list.
4. Select **Land Unit County** from the drop-down list.
5. Select **PRS Practice** from the drop-down list.
6. Select **Program** from the drop-down list.
7. Enter **Planned Amount**.
8. Check for **Planned Reported**.

9. Enter **Applied Date, From/To** or [select dates from calendar](#).

10. Enter **Applied Amount**.

11. Check for **Applied Reported**.

12. Click **Search**.

View CSG Impacts (only Data Checker 2006)

The CSG Data Checker query assists with verification of the impact related performance measures. The query includes data from the CSG database related to applied reported practices.

Data returned from the query includes all the data needed for verification of the performance measure C9: Reduction in the acreage of cropland soils damaged by erosion (erosion to T or below), acres, one of the most difficult to verify.   There is also an option to include practices reported as applied in prior fiscal years for this performance measure. The query should also assist with verifications of the other impact related performance measures.

These are fairly complex, cross database queries. Depending upon the filter options selected, the time of day the query is run, and the load on the datamart, you might experience an occasional timeout or a few minutes wait on the queries. Tuning your query filter options, trying at a different time, or simple repetition may render success.   Regardless, using the query saves hours of finding all of this data yourself for each practice impact.

1. Check to **Include practices reported as applied for all prior fiscal years**. Default is Practices reported as applied in the current fiscal year, with impacts for selected resource concern, or any resource concerns.

2. Select a **Land Unit State** from the drop-down list.

3. Select a **Land Unit County** (Default county is based on user profile.)

4. Select a Land Use from the drop-down list.

5. Select a **CSG Practice Impact Resource Concern** from the drop-down list.

6. Select a **Practice** from the drop-down list.

7. Select a **CSG** from the drop-down list. (CSG list is based on prior selections.)

8. Click **Search**.

Data Viewer

Data Viewer Options

Data Viewer options for both PRS non-NCP practice data and also NCP data (only FY2006 options shown below; Data Viewer uses warehouse data for past years non-practice data also)

- PRS Standard Measures

- PRS State and Local Measures

- NCP Cubes Summary Reports – pre summed NCP data from the warehouse stored in cubes

Data Viewer Features:

- Data Viewer allows you to query PRS state & local measure data in a pivot

- Data viewer allows you to view the NCP cubes in a pivot

- Data viewer allows you to view NCP practices records in a pivot

- Queries warehoused data

- Allows queries of past fiscal year warehouses.

- Allows you to download data to Excel or to an XML file

- Transaction data (detail data, user-selected cubes) allows customized viewing

    - NCP Reports

- Summary (aggregated) data (summary data, pre-cubed for user) allows reporting of large quantities of records.

    - Summary Reports

- Download options bypass displaying large quantities of records onscreen

Data Viewer Restrictions:

- Only queries reported NCP records – not unreported records

- Only returned records are included on Excel or XML downloads

- Additional fields can be included in downloads such as FIPS code or lat/long that would be useful in other data analysis software packages (e.g. MS Access, Excel or ArcGIS)

- In some cases, the user may receive a timeout error, if the user's query results in an attempt to return an excessive number of records.

- Download options allow large quantities of data to be passed to the user within the following constraints:

    - Excel is limited to 65,535 rows, and 255 columns

    - XML files are not limited by file type

    - User hardware can be a limiting factor—both cache and hard drive

    - Excessive download times

Choosing Data Viewer Filters

Each data viewer screen has filters. In some cases they are preset.

Opening and Closing the filter region

- Upon entry the filter region is open.
- Upon querying, the filter region closes to allow more display room for the dataset.

Whether you are looking at production data or warehouse data, it is helpful to understand and use the filters available when selecting data sets.

Filters allow you to:

- Develop manageable-sized data sets

- Focus your data queries on the most relevant data

Building a data set from production data

Several options on the PRS Tools menu look directly at production data.

- View Conservation Plans

- View Land Units

- View Practices

Because these options look at production data, they are limited to smaller data sets to minimize the impact of the query on production.

When should you use these options?

Use these options to look up data in the following situations:

- To locate and fix errors that prevent the records from being accepted in the NCP database or displayed as cubed data.

- To view and change prior entries of performance measure data.

What should you know about production data filters?

- Must select at least one criteria in the filter section before searching production records. Some options require more than one filter selection.

- Additional selections, if known, are highly recommended to narrow the scope of the search.

- Only the first 100 records found are returned and displayed. The query stops at 100 records returned.

- There is no paging function that will access additional records that match but were not displayed.

Building a data set from warehouse data

All other options including those under Data Checker and Data Viewer use warehouse data. Data Checker options limit data size more than Data Viewer options. However, it is advisable to use Data Viewer to download large data sets rather than viewing them online. The Data Tools Overview discusses the differences between these options.

When should you use these options?

- When you are dealing with larger amounts of data

- When you are preparing reports

- When you need to download data to an XML or Excel file.

About Pivot Tables

Data Viewer enables the use of pivot tables to display data. Pivot tables are a component of Microsoft Office Web Components.

What are Pivot Tables?

Pivot tables are a very powerful feature used in Excel and other software that enable the user to summarize and analyze large amounts of data in lists and tables. While they may appear to be complex, it is just another way to easily construct dynamic summary tables without cutting and pasting, or writing formulas.

The beauty of pivot tables is that they allow you to look at large amounts of data at the same time in various ways. Why is this important? Because it enables one to identify and analyze trends, and see data gaps that are not easily observed in standard spreadsheets.

Pivot tables can be built directly in Excel or from records selected from outside sources. In PRS, the external data is manipulated by using the various filters in the Data Viewer and Data Checker Tools and executing the "Get Data" button. This process of directly extracting data from external sources is often referred to as a "Data Cube." It is used to develop the source data for the pivot table. This data can then be manipulated directly in PRS or downloaded in either an Excel or XML file format.

Pivot Table Basics

Once created in PRS, rearranging pivot tables can be done simply by clicking attribute fields, dragging and dropping a row, column or summary positions. Additional fields may be added to the table by simply dragging a data element from the Pivot Table Field List and placing it in the appropriate area of the table. Data field can be rearranged or removed by dragging a column or row to a new place or out of the table area for removal altogether.

Data fields can be rearranged or removed by dragging a column or row to a new place or out of the table area for removal altogether.

When used directly in PRS the toolbar above the Pivot table will have several active icons. See table below:

1. Auto filter is on, retains your filters that you used in developing this data

2. Create calculate total and Create calculate detail total

3. Hide details

4. Show details

5. Refresh

6. Export to Microsoft Office Excel

7. Command and options

8. Pivot Table Field list

9. Help

When data is exported to Microsoft Office Excel, a spreadsheet similar to the one below, along with a corresponding "Pivot Table Field List" is generated. Once again, the spreadsheet may be modified by dragging and dropping, removing, etc., the various rows and columns in the spreadsheet. Additional fields may be added to the spreadsheet from the "Pivot Table Field List" by dragging and dropping in the appropriate location.

Microsoft provides extensive help for pivot tables that is available from within PRS. Click the help icon (question mark) on the Microsoft Office Web Components toolbar to access the Microsoft help.

Standard Measures

Data records for standard measures are stored in the NCP database and the warehouse. Data viewer accesses the records in the warehouse.

To specify filters

1. Select **Measure**.

2. Check **FIPS Code** to include it in the data set.

3. Check **Latitude and Longitude** to include in them in the data set.

4. Select **State** from the drop-down list.

5. Select **Type**. (If Type equals County, the County select list is available.)

6. Select **Service Date Range** from drop-down list.

7. Select **National Program** from the drop-down list or accept default of All.

8. Select **Agency Affiliation** from the drop-down list.

9. Click the **Get Data** button.

Note: When data is retrieved, the filters section of the window is closed to allow more room for displaying returned data. To redisplay the filters, click the plus sign before Filters. The +/- toggles the filters display.

To view detail for other elements

When pivot tables are opened, they display a limited amount of data. For example, the Element column will typically display the number of instances reported of a selected measure for the Standard Measures option. The row will show the selected state. Elements can be moved to either the column area or the row area of the table.

1. Drag elements on the pivot table to view more detail.
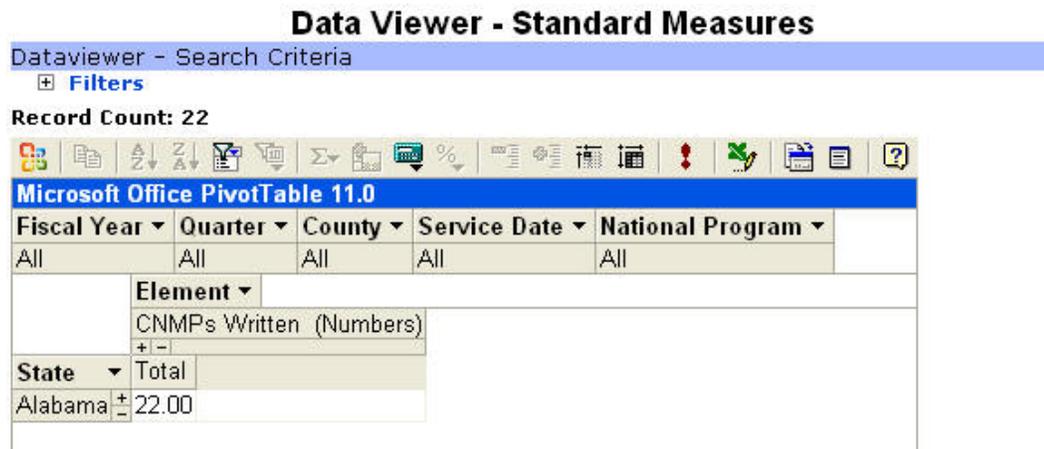
In the example below, National Program, County, have been expanded by moving them to the pivot table.

2. Click the plus (+) sign for a specific row or column to view detail (such as quantity or a measure reported) for specific records.

3. Right-click on an element label for more sort and display options:

State and Local Measures

State and local measures can be reported through this measure.

To view state and local measure data

1. On the PRS **Tools** menu (left side), select Data Viewer.

2. Select **Data Viewer** for desired fiscal year.

3. Select **State and Local Measures**.

4. Select the **State** from the drop-down list.

5. Select the **Measure** from the drop-down list.

6. Complete other selections as desired.

7. Click **Get Data**.

As the screen capture below shows, the default view for the selected **KY-80/20 Technician Progress FY06** measure lists the state in the row and the measure elements as column headings. This can result in a very wide display. The pivot table can be rearranged to make it easier to view items on a single screen.
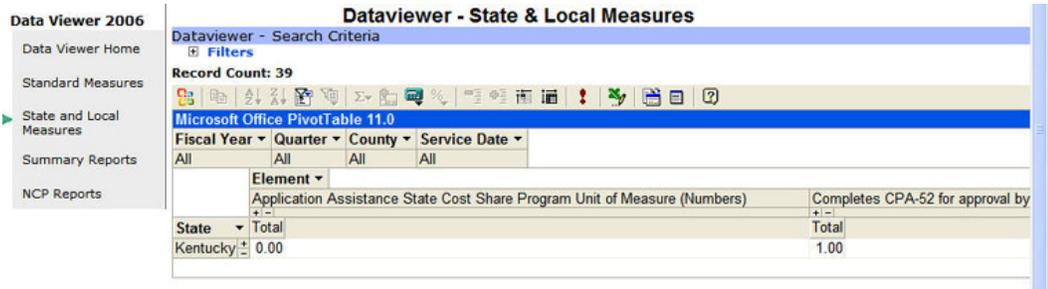
8. Right-click on the **Element** column heading.
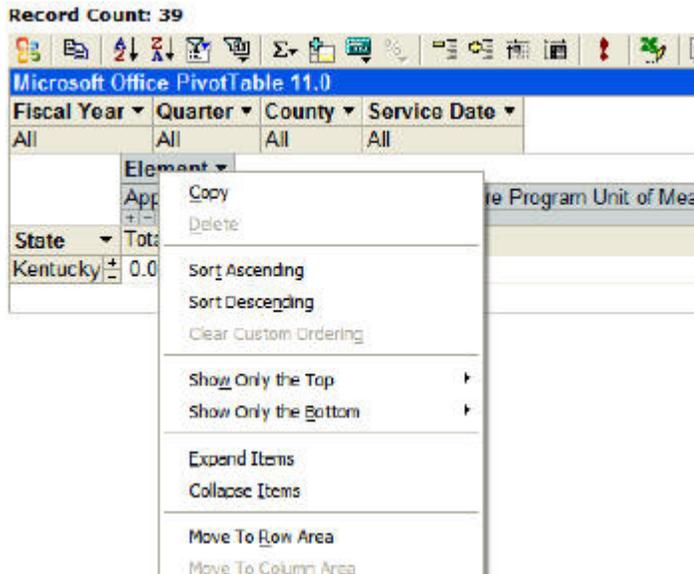
9. Click **Move to Row Area**.

The information is rearranged in a vertical layout that is more easily viewed and printed. The optimum display for a pivot table varies depending upon the information contained in it. Moving other items, such as Fiscal Year or County to either the row or column area also affect the display. Try different layouts to find the one that displays the information you need in the most readable format.

Dataviewer - State & Local Measures

To view row detail:

1. The example below lists 40 instances of "Oversees Construction Activities". You can view detail about this particular element by clicking the plus (+) sign in its row. A window opens in the Quantity column showing the number of Oversight Activities reported on each record submitted for the **KY-80/20 Technician Progress FY06** measure.

2. Click and hold the scroll bar to the right of the Quantity window to view additional data.

Summary Reports

The summary reports are designed for viewing summarized data for large numbers of records. For example, they are useful for looking at aggregate national data. A limited number of summary report categories are available. They include:

- Number of Plans
- Land Unit Acres
- Practice Amounts

There are over 30 million records in the database. In most cases, it is not feasible to search all of those records every time a report is needed. The Summary report groups data. The aggregated data is called a data cube.

To generate a summary report:

1. Select a report from the Performance Measure Summary Totals options.

2. Select report fields.

    The options are dependent on the report selected.

3. Click **Submit**.

4. Scroll to view the rows and columns of the table.

Data Viewer - Summarized Reports

Dataviewer - Search Criteria

☐ Filters

| Performance Measure Summary Totals: | Number of Plans ▾ |
| Report Fields: | Applied ▾ by Location County ▾ by Agency Affiliation ▾ Filtered by Program ▾ |

Submit

☐ Show Chart

Microsoft Office PivotTable 11.0

Program ▾
None Selected

			County	Agency Affiliation ▾									
				None Selected	Conservation District	NRCS	Other	RC and D Council	State Agency	TSP	NRCS Only	Partnership Only	Joint Partnership
Region ▾	Subregion	State	County	Applied	Applied	Applied	Applied	Applied	Applied	Applied	Applied	Applied	Applied
⊞ Central			19310	3814	18235	81	18	728	172	14552	704	3683
⊞ East			11325	2919	10931	154	13	663	174	7856	247	3075
⊞ West			3629	472	3502	21	5	101	74	2988	81	514
Grand Total			34264	7205	32668	256	36	1492	420	25396	1032	7272

5. View summary data in chart form, if desired. Click the plus sign (+) preceding Show Chart.

NCP Reports

The NCP Reports contain transaction data (detail data, user-selected cubes) and allow customized viewing

To select transaction data for NCP Reports

1. Select NCP Reports from the PRS Tools menu.

2. Select as many choices as possible from the drop-down lists to create. A database query is built from the information you supply. It locates and returns only the data that matches all of your selections. If you can focus your query on a small subset of data, the query runs faster and the information is easier to manipulate. If you need to look at a large set of data, consider downloading the data rather than viewing it onscreen.

To select download options

1. Make your filter selections first.

2. Then, click the plus (+) symbol preceding Download Options to display options.

3. Check boxes to select the columns that you want included in the download.

4. Mark either Excel or XML for the download type.

> *Note: The Excel format is limit to approximately 65,000 rows. The data becomes difficult to manipulate before it reaches that volume. Choose XML format for very large data sets. (You will need to use another tool, such as a local database, to view and manipulate the data.)*

Appendices

CSG Override Guidance

PRS User Manual guidance for the over ride of physical effects from a linked Conservation System Guide:

Physical effects and resource concern information is harvested by PRS from the Conservation System Guides (CSG) that are linked to the land unit within the plan. This physical effect data and resource concern information will be summarized within PRS reports (including performance measure goal reports). It is recommended that field personnel generally use the CSG Physical effects and not use the override feature within PRS. This approach is in line with overall efforts to reduce overall field office reporting workload. Where the user has calculated and documented actual effects in the conservation plan and they are significantly different from the CSG values, the user may use the PRS override feature to enter the documented values.

CSG guidance has established that a CSG should be representative of the average physical effects within the common resource area for the land use and conditions that are represented by the CSG linked to the land unit. Since the CSG represents the average condition, it is realized that some values will be higher and some will be lower than actual site specific physical effects. In those situations where the CSG data is consistently overridden, the field staff should work with their state offices to develop representative CSG's.

National Spatial Data Layer Guidance

Purpose

Provide states with the opportunity/capacity to display their PRS data using GIS data layers that the states provide.

Background

The development of national spatial data layers for PRS reporting began in 2002 with Soil and Water Conservation Districts and in 2003 the NRCS Team and Area data layers were developed. A letter was sent to state conservationists requesting specific spatial layers to be created and delivered to the National Cartography and Geospatial Center (NCGC) for aggregation into a national layer. Some states delivered the requested data quickly while others had difficulty allocating resources to complete the requested data. This process created difficult problems in quality control and data management. In order to improve operational efficiencies, a quarterly timeline will be implemented (listed below) to allow states multiple opportunities to update their information for each of the national layers used for PRS reporting. Each state that delivers updates to NCGC by the deadline listed below will have the map layer updated. Any data delivered to NCGC after the deadline will have the data updated in the PRS map no later than the next deadline. The spatial data layer standard and specifications are listed below, states should use these specifications when submitting their data to NCGC, questions regarding the standards and specifications should be directed to Ken Becker at (817) 509-3394.

Update Deadlines for 2007:

Feb 1, 2007

May 1, 2007

Aug 1, 2007

Nov 1, 2007

Description of National Layers

NRCS Area Office - In States of sufficient operational size, area offices exist headed by an area conservationist or assistant state conservationist for field operations (ASTC/FO). The geographic area includes a number of field offices and/or USDA service centers. This spatial layer is a geographic area that represents a grouping of counties or service centers.

Team Administrative Area – This is a spatial area that represents a grouping of counties or service center areas into a Team area. Typically referred to as the team area and consisting of two to three counties or service centers.

Service Center Administrative Area- This is the spatial area that represents the administrative area for the officially approved site where services from NRCS can be obtained. Typically referred to as the service center office and usually aligned on county boundaries. This designation should not be used unless the Service Center Administrative Area and the county boundary are different.

Congressional Districts – This is a spatial layer that represents congressional district boundaries. This information is available from the U.S. Bureau of Census, states do not have to produce this layer.

Soil and Water Conservation Districts – This is a spatial area that represents the boundaries of local soil and water conservation districts.

Tribal Areas – This is a spatial layer that represents the tribal areas serviced by NRCS field offices.

National Layers in PRS:
- SWCD's – 2002 version
- NRCS Administrative Areas
- NRCS Team Administrative Areas
- Congressional Districts 108

New layers for 2004:
- Tribal areas
- Service Center Area
- Administrative Area

Specifications for National GIS Layers

To increase the usability and consistency of spatial base data utilized by NRCS, NCGC is offering a base layer at 1:100,000 from TIGER2000. Digital Raster Graphs (DRG) with the collars removed at 1:24,000 scale to be used

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as the planimetric base plus an image base of county compressed DOQQ files for select counties. The recommendation is to capture program or administrative boundary information at 1:100,000 or a larger scale (i.e. 1:24000, 1:12000, 1:7920 etc.) Please submit the data at the best scale available. A metadata template is attached which should be filled in and delivered to NCGC with the digital data.

Data Collection

NCGC has available for each state 1:100,000 TIGER2000 Enhanced DRG's and DOQ mosaics in ArcInfo compatible format for use in collecting and digitizing national program and base data. This data can be requested by accessing the NRCS Gateway http://lighthouse.nrcs.usda.gov/gateway/ or contacting Ken Becker at kenneth.becker@ftw.usda.gov or by phone at (817) 509-3394.

Data Format

Program data delivered to NCGC should be in one of three digital formats:
- ArcInfo export (.e00) file
- ESRI Shapefile
- Personal Geodatabase

Data Quality and Consistency

All digital data should be free from Node, Label, and Attribute errors.

Attributes

The requested attributes are listed below and should be typed in proper case, first letter of each word upper case and the remaining letters lower case.

Teams:
- Item name: Fips_c Item width: 5 Item type: string
- Item name: Statename Item width: 32 Item type: string
- Item name: Team_ID Item width: 5 Item type: string
- Item name: Team_Name Item width:32 Item type:string

Areas:
- Item name: Fips_c Item width: 5 Item type: string
- Item name: Stfips_A_Z Item width: 10 Item type: string
- Item name: Area_zone Item width: 5 Item type: string
- Item name: Name_A_Z Item width:32 Item type:string
- Item name: Statename Item width: 32 Item type: string

Creating Geo-Spatial Map Products

1. Download County Boundary files from the FTW ftp site
   - ftp ftp.ftw.nrcs.usda.gov
   - enter "anonymous" as username
   - enter your full e-mail address for your password

- Once logged in, change directory to pub/ams/prs and get the zipped shapefile, "uscnty_noclip.zip"
- "cd pub/ams/prs"
- "get uscnty_noclip.zip"
- Close the ftp session with the command "bye"
- Move the zipped file to the desired directory, then open the shapefile with the command "unzip uscnty_noclip.zip", and then access as per normal with ArcMap.

2. Match your Layer boundaries to State boundaries
- Ensure NO overlaps/gaps in line work
- Ensure topologically correct
- Ensure you have a unique field/item identifier (different for each layer)

3. Return completed file to NCGC for insertion into Layer database. Zip and E-mail to:
- Ken Becker - Cartography & Data Services Team
- kenneth.becker@ftw.usda.gov

Metadata

Metadata should be captured following the template provided by NCGC. This template is a subset of FGDC level two, consisting mainly of the data quality and source sections. The template originally created by USGS is designed to give examples of what information should be used in each section. NCGC can provide the full metadata template if requested.

Data Projection Parameters

Data should be delivered to NCGC in either Albers Equal Area using the parameters listed below or in geographic coordinates.

All data delivered to NCGC should have full projection information. If data will be delivered as an ArcInfo coverage be sure to completely define all necessary projection parameters. If the data will be delivered as a Shapefile be sure to include in a separate text file all the required projection information. Data missing this information will require more time to correctly identify the appropriate parameters used. The final coverage assembled by NCGC will follow these projection parameters:
- Projection: Albers Equal Area
- Datum: NAD83
- Spheroid: GRS1980
- Units: Meters
- 1st Standard parallel 29 30 00
- 2nd Standard parallel 45 30 00
- Central Meridian -96 00 00
- Latitude of Origin 23 00 00

- False Easting (meters) 0.000
- False Northing (meters) 0.000

Naming Conventions & Data Transfer

Contact Ken Becker at kenneth.becker@ftw.usda.gov or by phone at (817) 509-3394 for ftp login or zip data and email to rvreeland@ftw.nrcs.usda.gov.

Metadata template
- Point_of_Contact: , (This is who to contact in the state if there are questions about the data set. This information will be used by NCGC if questions arise at a later date. State contacts will not be added to the National Metadata unless specifically requested.)
- Contact_Information:
- Contact_Person: Ken Becker at kenneth.becker@ftw.usda.gov or by phone at (817) 509-3394
- Contact_Organization: Natural Resources Conservation Service
- Contact_Address:
- Address_Type: mailing address
- Address: 501 W Felix, PO BOX 6567
- City: Fort Worth
- State_or_Province: TX
- Postal_Code: 76115
- Contact_Voice_Telephone: 817-509-3394
- Contact_Electronic_Mail_Address: kenneth.becker@ftw.usda.gov
- Data_Quality_Information:
- Logical_Consistency_Report: No additional checks for topological consistency were performed on this data set. (If the data set has not be run through tests for logical consistency)
- Completeness_Report: This data set includes SWCD Names (This section may also contain information on omissions, selection criteria, generalization, minimum sizes, etc. Any projects that are missing names or fund codes should be identified here.)
- Lineage: (The entries in this section describe the source data used to produce the data set.)
- Source_Information: (This section can be repeated as many times as necessary. List all the sources before listing the process steps. Intermediate data sets that require documentation are included in the list of sources. List all the sources used to compile or digitize from when creating the EQIP data set eg., DRG, HUC, TIGER98.)
- Source_Citation:
- Citation_Information:
- Originator: U. S. Bureau of the Census (The producer of the source.)
- Publication_Date: 1998 (Fill in the year or a more complete date.)

- Title: Census TIGER/Line 98 (The name of the source.)
- Publication_Information:
- Publication_Place: Washington, DC
- Publisher: U. S. Bureau of the Census
- Type_of_Source_Media: online (This is the medium of the source. It can be almost anything, such as "paper," "CD-ROM,""online," "electronic mail system", or whatever applies. The metadata standard contains a list of common media.)
- Source_Time_Period_of_Content: (The same guidelines apply here as for the Citation information at the beginning. The entries below are an example.)
- Time_Period_Information:
- Single_Date/Time:
- Calendar_Date: 1998
- Source_Currentness_Reference: publication date
- Source_Citation_Abbreviation: TIGER (The abbreviation should be a short, unique way of identifying a particular file, so the title doesn't have to be repeated in every reference. This is used later on in the Process Step.)
- Source_Contribution: spatial and attribute information (This entry should tell what information the source contributed to the data set.)
- Source_Information: TIGER98 was processed by NCGC to be used as a base layer for Geospatial data creation. (As stated above, this section may be repeated multiple times.)
- Source_Citation:
- Citation_Information:
- Originator: U.S. Bureau of the Census
- Publication_Date: 1998
- Title: na_census_data_ii.dbf
- Publication_Information:
- Publication_Place: Washington, DC
- Publisher: U.S. Bureau of the Census
- Type_of_Source_Media: electronic mail system
- Source_Time_Period_of_Content:
- Time_Period_Information:
- Single_Date/Times:
- Calendar_Date: 1980
- Source_Currentness_Reference: publication date
- Source_Citation_Abbreviation: CEN2
- Source_Contribution: attribute information
- Source_Information:

- Source_Citation:
- Citation_Information:
- Originator: U.S. Geological Survey
- Publication_Date: 1998
- Title: Digital Raster Graphs 1:100,000 Quadrangles
- Publication Information:
- Publication_Place: Reston, VA
- Publisher: U.S. Geological Survey
- Type_of_Source_Media: CD-ROM
- Source_Time_Period_of_Content:
- Time_Period_Information
- Single_Date/Time:
- Calendar_Date: 1980
- Source_Currentness_Reference: publication date
- Source_Citation_Abbreviation: DRG100k
- Source_Contribution: spatial information
- Source_Information:
- Process_Step:
- Process_Description: SWCD boundaries were originally sketched on USGS 1:100,000 quadrangles in pen. (This is a description of how the sources were used and processed to produce the data set. Use layman's terms as much as possible, but include software used and specific commands if appropriate. Multiple process steps may be documented, and the sources used for each listed at the end of the process description. Use separate process steps to describe processing that took place at different times. The standards say each process step should be "information about a single event".)
- Source_Used_Citation_Abbreviation: SWCD (This element can be repeated as many times as necessary. List the Source Citation Abbreviation for all sources used in the process step.)
- Source_Used_Citation_Abbreviation: TIGER (This element can be repeated as many times as necessary. List the Source_Citation_Abbreviation for all sources used in the process step.)
- Source_Used_Citation_Abbreviation: SWCD
- Process_Date: 1998
- Spatial_Reference_Information:
- Horizontal_Coordinate_System_Definition: ((The horizontal coordinate system definition may be described as Geographic (if the coordinates are in latitude and longitude), Planar (if the coordinates are in a projection for which the relationship to geographic coordinates is known), or Local (if the coordinates are in a coordinate system for which the relationship to geographic coordinates is not known). Use ONE of the sets of entries below, and delete the other two. For Planar,

there are multiple possible combinations of entries, see the metadata standard for the appropriate entries for each projection. An example is given below.))

- Geographic:
- Latitude_Resolution: 0.000278
- Longitude_Resolution: 0.000278
- Geographic_Coordinate_Units: Decimal Degrees Planar: (See the metadata standard for valid fields.)
- Map_Projection:
- Map_Projection_Name: Albers Conic Equal-Area
- Albers_Conical_Equal_Area:
- Standard_Parallel: 29.50
- Standard_Parallel: 45.50
- Longitude_of_Central_Meridian: -96
- Latitude_of_Projection_Origin: 23
- False_Easting: 0.0
- False_Northing: 0.0
- Planar_Coordinate_Information: (See the metadata standard for valid fields.)
- Planar_Coordinate_Encoding_Method: coordinate pair (This is used for vector data. Other valid entries are "distance and bearing," "row and column" which is used for rastor data.)
- Coordinate_Representation:
- Abscissa_Resolution: .9999983906745
- Ordinate_Resolution: .9999983906745
- Planar_Distance_Units: meters
- Local: (A local system is what is used for oblique photographs or unrectified satellite imagery, for example.)
- Local_Description: (Describe the coordinate system and its orientation to the surface of the Earth.)
- Local_Georeference_Information: (Describe how the local system is registered to the Earth, i.e. control points, inertial navigation data, etc.)
- Geodetic_Model: (These are parameters for the shape of the Earth. It is important to use the actual values used when producing the data (which should be documented with any processing software), not just the values from some standard reference.)
- Horizontal_Datum_Name: North American Datum 1983 (This entry is the name of the reference system used for defining point coordinates.)
- Ellipsoid_Name: GRS1980
- Semi major_Axis: 6378137
- Denominator_of_Flattening_Ratio: 298.25722

Spatial Layer Guidance
- Purpose
- Background
- Description of National Layers
- Specifications for National GIS Layers
- Creating Geo-spatial Map Products

Glossary

A

Agency: NRCS, Conservation District, Resource Conservation and Development (RC & D), State Agency, Technical Service Provider (TSP), or other conservation partners, as well as Joint Partnership. Joint partnership represents that progress that is achieved by two or more of the affiliations jointly.

C

Comprehensive Nutrient Management Plan (CNMP): A conservation system that is unique to animal feeding operations. It includes a set of conservation practices and management activities that address natural resource concerns dealing with manure and organic by-products, and their potential impacts on water quality. A CNMP addresses the following elements: 1. Manure and Wastewater Handling and Storage; 2. Land Treatment Practices; 3. Nutrient Management; 4. Recordkeeping; 5. Feed Management; and 6. Other Utilization Activities. A CNMP would be constructed to meet specific criteria for the first four elements. The last two elements are planning considerations and do not have a specific set of criteria associated with them.

Conservation Practice: A specific treatment, such as a structural or vegetative measure, or management technique, commonly used to meet specific needs in planning and implementing conservation, for which standards and specifications have been developed. Conservation practices are contained in the FOTG, Section IV, which is based on the National Handbook of Conservation Practices (NHCP).

D

Data Quality and Validation: Data contained within reports are continually undergoing review and validation and are subject to change without notification.

Data Source: The databases and applications used to supply data for a report.

Data Updating Frequency: The frequency with which data used for reporting are updated.

F

Field Office Technical Guide (FOTG or e-FOTG): Technical guides are primary technical references for NRCS. They contain technical information about the conservation of soil, water, air, plant, and

animal resources. Technical guides used in any office are to be localized so that they apply specifically to an identified geographic area. These documents are referred to as Field Office Technical Guides (FOTG's) or, electronically as e-FOTG's.

Fiscal Year: Based on the federal fiscal year of October 1 to September 30. Fiscal year data is also broken into three month increments referred to as quarters (Oct-Dec, Jan-March, April-June, and July-Sept).

G

Geographic Granularity Currently Available: National, region, state, county, 8-digit watershed, conservation district, congressional district, and selected NRCS areas.

I

Information: The date and time the report was generated. The date and time the database was last updated.

L

Land Use: Report selections are provided for official NRCS land use categories. Land use is a term used by NRCS to identify the intent of the client with regard to the purpose to which a land unit is to be put.

Location: The geographic location covered by report data. Selections are available for national, regions, sub-regions where applicable, and states. National will show national grand totals for all data, subtotals for each region and state. Region will show regional total and subtotals for each state in the region. Individual state will show a state total and subtotals for each county worked.

M

Map Description: A shaded polygon map is available on some reports.

N

National Handbook of Conservation Practices (NHCP): An NRCS Document establishing national standards for conservation practices commonly used to treat natural resource problems associated with soil, water, air, plants and animals. These standards are further defined in local Field Office Technical Guides to establish the specific standards for local conditions.

P

Period (Time): Reports are generated for current fiscal year which starts on October 1. Quarterly data can also be selected.

Practice Type: Report selections are provided for practices that are planned, and for practices that are applied. Default is for practices applied.

Program: Official NRCS Federal conservation programs (e.g. Conservation Technical Assistance, Environmental Quality Incentives Program, Grazing Lands Reserve Program).

R

Report Purpose: A description of the data shown in a report.

Resource Concern: Elements of the natural resources that may be sensitive to change by natural forces or human activity. These elements directly impact the conservation planning process. A comprehensive list of resource elements is found on the Conservation Practice Physical Effects matrices in the FOTG. Multiple resource concerns may be present on a land unit. Selections will reflect the resource concern identified as the primary resource concern by the conservation planner.

W

Watershed Protection: Land managed and used specifically for water production into streams, rivers, lakes and aquifers.

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