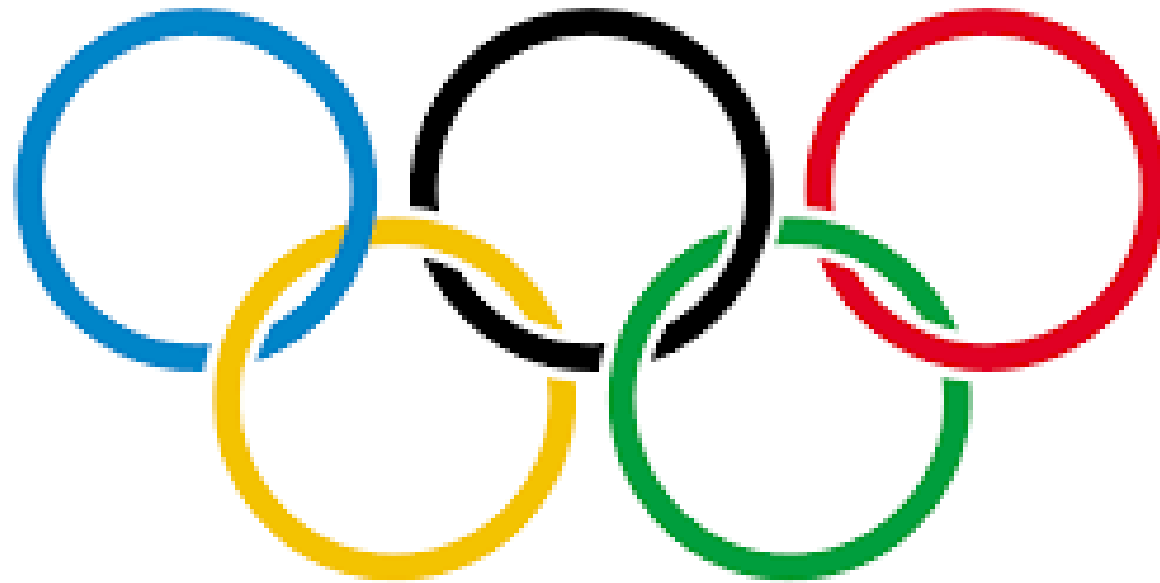




United States Department of Agriculture
National Agricultural Statistics Service



2021 ARMS Phase 3 Data Collection Procedures





Data Collection

- Mailings from NPC (Cover Letters are in Workshop Folder)
 - First Questionnaire Mailing – Dec. 27
 - Pressure Sealed Reminder 1 – Jan. 18
 - Second Questionnaire Mailing – Feb. 7
 - Pressure Sealed Reminder 2 – Mar. 20
- Mail returns were pulled from assignments prior to the workshop



Postcards – An Opportunity!

- Last year, our region asked to be part of a pilot study to see how sending postcards affect cooperation. We requested to do it again this year!
- Whether you use provided postcards or not, these are available to you, so the respondent knows....
 - Who you are
 - That you are there to help
- Postcards are the only OMB approved extra mailing supported by NASS.



Postcards – A Personal Touch

(Front)



(Back)

USDA - NASS
NORTHERN PLAINS REGIONAL OFFICE
100 CENTENNIAL MALL NORTH RM 263
LINCOLN, NE 68508
ADDRESS SERVICE REQUESTED

I am here to help.

Please contact me at:

For more information, visit
www.nass.usda.gov

USDA is an equal opportunity provider,
employer, and lender

OMB NO. 0535-0218, EXP. DATE 11/30/2023

PLACE
STAMP
HERE



Postcards – Now What?

- Example wording:
 - Under “I am here to help”
 - I’m ‘*your name*’ from ‘*town*’. I’ll contact you in the coming weeks to help on the Agricultural Resource Management Survey.
 - Under “Please contact me at:”
 - ‘*your phone or email*’ with questions

USDA - NASS
NORTHERN PLAINS REGIONAL OFFICE
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Which were mailed? Everything*

POID
Op County
OpDom Status
Phone
Scoring Indicator
Supervisor ID
Enumerator ID
Farm County
Sequence No.

ID 203000000000 01 01 3 182 0 00
50 091 00 00 913-555-9999 1 012 066 091
260 0657

SEQ001-00218

Overland Pork ← Operation Name
Harry Hogg ← Target Name
601 Bacon Way
Overland Park, KS 66029-2544

**Those that are
220, 260, 620, 660
were mailed**



Which can we visit in-person?

- On your Assignment Listing, the **Matches** column will say “**IN-PERSON**” if it qualified to be an in-person interview.

Seq #	State Id	Target POID	POID Tract-Subtract	Op Dom Status	Matches	Name and Address Oper Address	Phone/Other/Oper
IN-PERSON							

- In CAPI, there will be a corresponding comment “Qualifies for In-Person Interview.”

Need a new address or phone number?

- Please let your NASDA Coordinator know. They will research and get back to you.








Referencing the questionnaire...

- What if they don't have a copy handy but would like to follow along?
 - Enumerator can provide a blank copy of the questionnaire
 - Enumerator can email an electronic copy (if they are tech savvy)
 - Expect this to be very few as most had 2 copies mailed already

OMB No. 0535-0218: Approval Expires 11/30/2023

2021 AGRICULTURAL RESOURCE MANAGEMENT SURVEY	
SURVEY CODE: <input type="text"/>	Costs and Returns Report – Version 1 Project Code: 904
www.agcounts.usda.gov	
 United States Department of Agriculture	
 National Agricultural Statistics Service	

OMB No. 0535-0218: Approval Expires 11/30/2023

2021 AGRICULTURAL RESOURCE MANAGEMENT SURVEY	
SURVEY CODE: <input type="text"/>	Com Costs and Returns Report – Version 2 Project Code: 904 (10/07/2021)
www.agcounts.usda.gov	
 United States Department of Agriculture	

OMB No. 0535-0218: Approval Expires 11/30/2023

2021 AGRICULTURAL RESOURCE MANAGEMENT SURVEY	
SURVEY CODE: <input type="text"/>	Dairy Costs and Returns Report – Version 4 Project Code: 904 (10/07/2021)

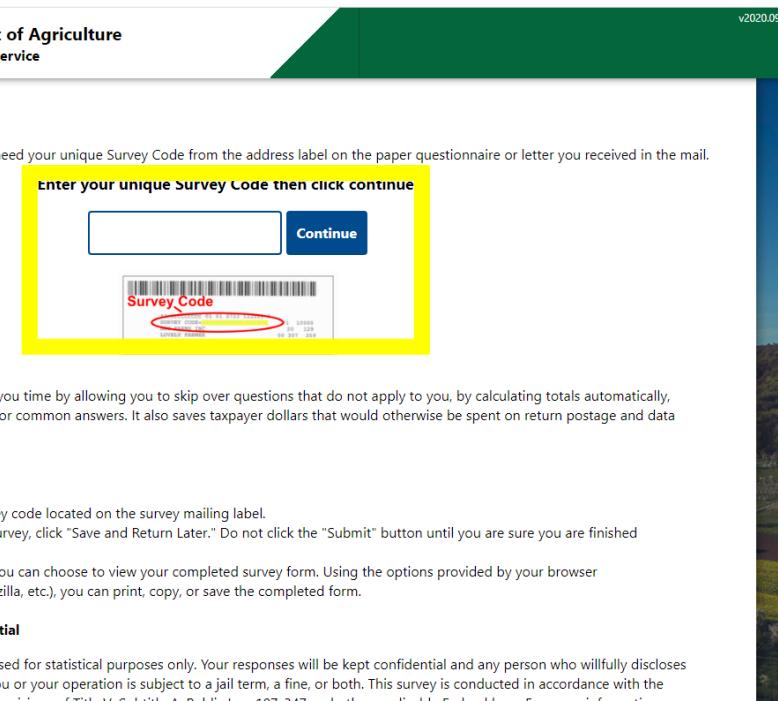
Completing it Online

- We want you to be a resource to the respondent!

Step 1: Go to agcounts.usda.gov

Step 2: Enter 12-digit Survey Code (found on the Questionnaire)





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

Enter your unique Survey Code then click continue

Survey Code

12345-6789

Completing your survey online saves you time by allowing you to skip over questions that do not apply to you, by calculating totals automatically, and by providing drop-down menus for common answers. It also saves taxpayer dollars that would otherwise be spent on return postage and data entry.

Helpful Hints for Online Response

- You will need to enter the survey code located on the survey mailing label.
- To save a partially completed survey, click "Save and Return Later." Do not click the "Submit" button until you are sure you are finished with your survey.
- After you submit your survey, you can choose to view your completed survey form. Using the options provided by your browser (Internet Explorer, Chrome, Mozilla, etc.), you can print, copy, or save the completed form.

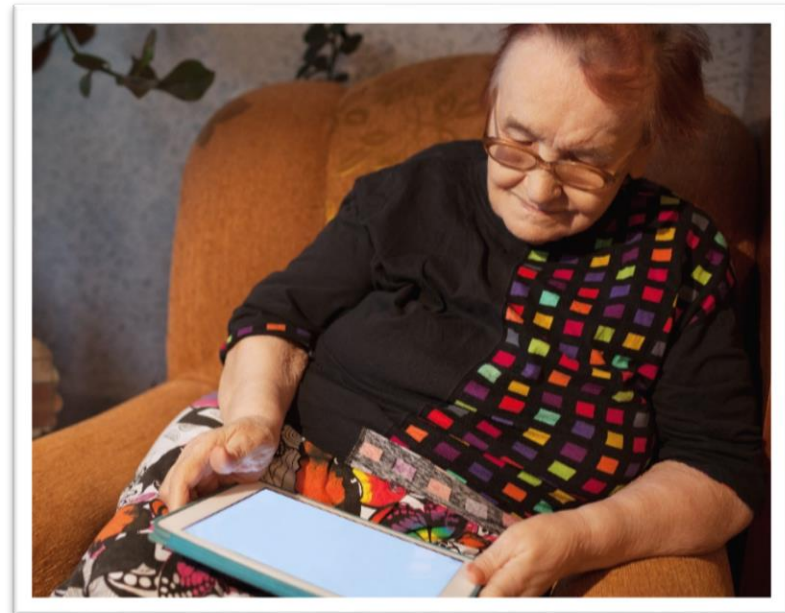
Your survey responses are confidential

The information you provide will be used for statistical purposes only. Your responses will be kept confidential and any person who willfully discloses ANY identifiable information about you or your operation is subject to a jail term, a fine, or both. This survey is conducted in accordance with the

Step 3: click "Continue"

CAPI use only


- We are going to use CAPI
 - This allows us to see data quicker
 - Name and address updates will be handled at our processing center (relieving some logistical challenges)



CAPI – Key Points

- Please enter any Name, Phone Number, or other operation changes into CAPI
- Indicating “None” matters! Reporting None may vary in appearance!

(Sec. A)

☐ None Acres 

(Sec. E)

☐ No Sales

(Sec. M)

Principal Operator Income	Spouse Income	Total Household Income
<input type="text"/>	<input type="text"/>	<input type="text"/>
<div> <div></div> <div> <div>\$0</div> <div>\$1 - 499</div> <div>\$500 - 999</div> <div>\$1,000 - 1,999</div> <div>\$2,000 - 2,999</div> </div> </div>	<div> <div></div> <div> <div></div> <div></div> </div> </div>	<div> <div></div> <div> <div></div> <div></div> </div> </div>

- Pace yourself. Can save and come back later
- Comments are really important
- Screening Supplement comments



Screening Supplement

- Due to a printing shortage, the Screening Supplement will be on buff colored paper or gray colored paper.
- If the respondent reports the operation as out of business (during all of 2021), complete the Screening Supplement
- If items 2, 3, 4 are all “No”, please note the comment below item 6

6. *The selected operation is out-of-business, therefore the questionnaire does not need to be completed.*

Go into CAPI: enter this as an **Out-of-Business record** (Make response: **complete**) and **enter a comment** detailing their involvement in farming (e.g. when they stopped farming, who took over - if provided).

Screening Supplement (cont.)

- Some require a Screening Supplement (noted on assignment sheet with Screening Supplement tucked into the questionnaire)
- For those that are required, specific information is needed in CAPI comments:

[ENUMERATOR NOTE: *After obtaining/verifying all names and addresses associated with each additional operating arrangement, go to the questionnaire and begin the interview with Section A.* **]**

Comments icon



Please write the following information in CAPI comments:

1. Another Farm/Ranch name: Yes (name) / No	
5. If out of business, who is operating the land:	
7. Decisions made by one individual, hired manager, partners (how many)?	
8. Does Target name make day-to-day decisions for another farm or ranch? If so, how many?	

Data Collection

- Check your iPad before beginning each day for
 - any mail returns
 - CAPI Listing will have status “complete”

CAWI
Complete

Mail Complete

- comments
 - No comment sheets were included in questionnaires. Please review CAPI comments before making contact. It is possible that the office staff have added new comments since the previous attempted contact, please check comments before trying to reach out to the respondent again.

What about partially completed records?

- Mail/CAWI completed records needing further info:
 - If it qualifies for in-person interview, we will send to the originally assigned enumerator.
 - If phone only, we will send to designated enumerators for callback



“Will do it” handout

- This has been created for your use and reference to track respondents who said they “did it” or “will do it”.
- Because everything will be going into CAPI, they are not needed back in Lincoln.

“Will do it” document

ARMS 3 Respondents who said they did or will do it by mail or online

Enumerator ID: _____ Enumerator Name: _____

POID	Name	Date of First Contact	Notes (Status, follow-up contact dates, etc.)	Complete on CAPI?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes



“Will do it” handout

“Will do it” document

ARMS 3 Respondents who said they did or will do it by mail or online

Enumerator ID: _____ Enumerator Name: _____

POID	Name	Date of First Contact	Notes (Status, follow-up contact dates, etc.)	Complete on CAPI?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> No

A copy of this has been included in your **Workshop Folder** and in your **Extra Supplies**



Important Dates

(All on Mondays)

- 1 Submitted on CAPI
 - February 14 (KS & NE), February 21 (SD), February 28 (ND)
 - March 21– 1/3 (33%) submitted on CAPI
 - April 4 – 1/2 (50%) submitted on CAPI
 - April 11 – 2/3 (67%) submitted on CAPI
 - April 18 – 100% submitted on CAPI
- (except for those who said they will do it online or hard appointments which are otherwise due April 22)
- May 30 and after – Destroy ARMS 3 materials or use provided envelope(s) and label(s) and ship back to Lincoln to be destroyed

Quality Control

- Supervisors have been provided 2 quality control forms per enumerator in your group
- After you, the enumerator, have completed your first 1 or 2 interviews, schedule a time with your Supervisor to talk over those questionnaires
- All completed questionnaires are to be ***Save for Review*** until your Supervisor tells you that you can choose ***Submit Survey***



NASDA Administrative

- When you have questions
 - Call your Supervisor first
 - Next stop is your NASDA coordinator
 - With 4 states in the Northern Plains Region and multiple versions, we need most questions to go through the Supervisors; then NASDA coordinators

Thank you!

