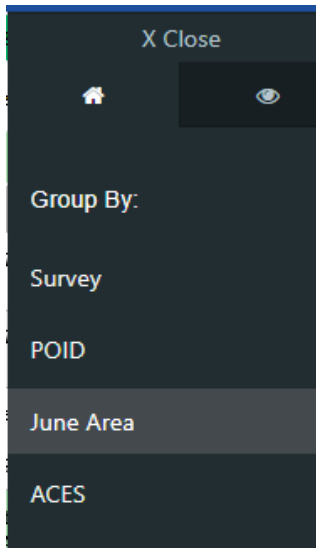



### I. June Area Segment Assignment Listing Basics

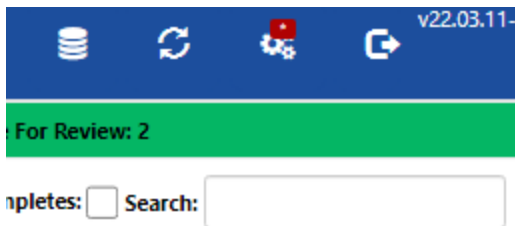
1. After logging into CAPI, enumerators are directed to their regular assignment listing. If there is a star on the “Gears” icon in as shown, you have June Area segments (or ACES 2022) present in your assignment listing.



2. Tap on the Gears icon to select June Area (or ACES) and assigned segments will appear in your listing. You will need to touch “close” for this window as it will not close automatically. To return to your regular survey listing, simply repeat the process, and select “Survey”.



3. Helpful Hints: To gain more viewable area on the iPad screen if desired, tap on the gears icon again. Go to the “eye”  section and deselect certain columns. Also, don't forget about the search box in CAPI to find tracts quickly when needed:



4. Column definitions are as shown:

- POID = Agtract questions access
- Tra = Tract letter-number, Initial access to record
- SegmentID = Segment number
- Acres = Previous year tract acres. **These will not change!**
- Ag/Non AG = previous year tract type until screened
- Status = Status of the AG tract, or Non-Ag when submitted.

INF	CMT	MAP	DEL	ST	CTY	POID	Tra	Sub	OP DOM	DCMS	Stratum	Segment Id	Acres	Ag/Non Ag	Name	Address	Resp Code	Status
9010				48	141	141045	A - 1	0	0 + mgr	400	1051	141045	200.0	Ag	[Redacted]	PO BOX 846 FABENS, TX, 79638 PO BOX 846 FABENS, TX, 79638		Enum Started - SECTION M - LAND VALUES

**II. June Area CAPI Screening Questionnaire Basics:**

1. The same June Area Survey screening rules apply to CAPI with a few variants. Enumerators must first determine if the respondent (existing or new) is an operator of land inside the segment.
  - a. For each tract operator (existing or new), touching on the tract letter/number in the assignment listing brings up an initial in-segment screener. Answer Yes or No.

Screener Question

1. On June 1, did you operate land inside these red lines?
  - Yes
  - No

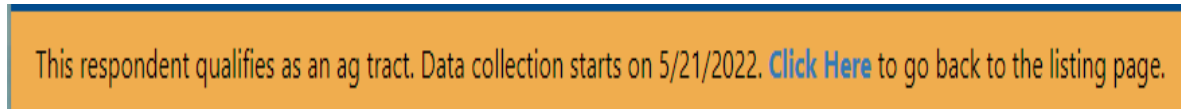
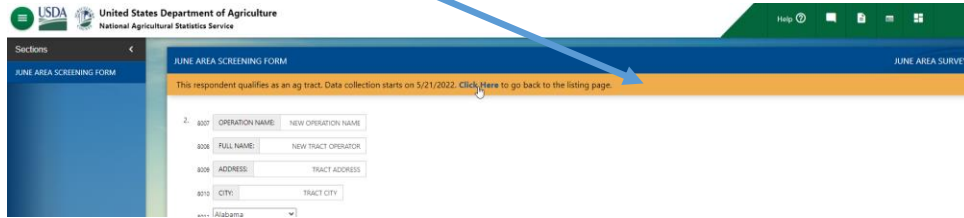
- b. If **Yes**, the enumerator proceeds to enter (newly added tract) or update (previous year tract) the operator’s name and address information. After this is done, as an enumerator, you must ask all screening questions necessary to determine agricultural activity for each tract. The screening questions in CAPI are the same as the paper screening form.

If **No**, the operator does not operate any land inside the segment, and tract is marked as “No Longer in Segment” in the status column. For newly added tracts, answering No does nothing. We will cover more details on these options later.

- c. If Yes, proceed to enter or verify Name and Address information, and answer screening questions. If the operator of the tract qualifies for an Ag Tract (Yes or DK to any screener), you may see a popup appear:

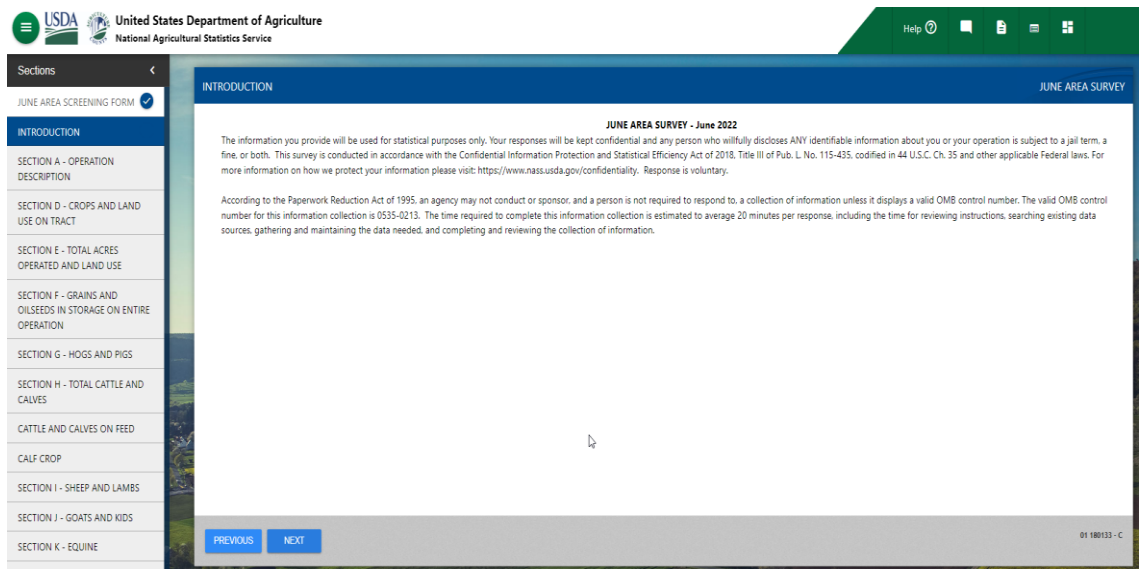
3. On the total acres operated on June 1, have there been or will there be any crops grown, hay cut, livestock, poultry, honey bees or aquaculture raised this year?

- Yes
- DK
- No



- d. This pop means that you cannot enter the Ag Tract questionnaire until a certain date as determined by your RFO. "Click Here" will route you back to the assignment listing. NEXT will do nothing. You can also click the top right assignment listing icon to navigate back to your assignment listing.

- e. If an Ag Tract, and you have reached the start date allowed, you won't see this pop-up, and CAPI will bring you **directly** into the Ag Tract questions to begin answering these. After touching NEXT, you will see the following introduction screen.



- f. Touching NEXT again brings you directly into the Ag Tract questions, Section A-Operation Description. Proceed or go back to your assignment listing and finish later. CAPI remembers where you left off inside the Ag Tract questionnaire the next time you access it.
- g. Once a tract has been screened as an Ag Tract you can also access the questionnaire by tapping on the POID.

2. How do POIDS function in CAPI?

- a. The enumerator will notice that all POIDS start out as non-active (greyed out). POIDS are where the Ag Tract questions reside. Below, the POID is activated for Tract C-3 because it had previously been screened as an Ag Tract. The second POID below was not screened, or screened as NON-AG, and is not active.

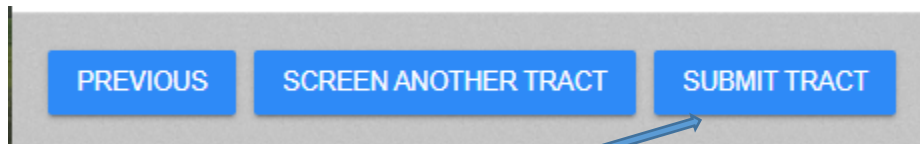
100841720	C - 3	AG tract
100835070	D - 4	Non- AG

3. NON-AG Tract Screening Process in CAPI:

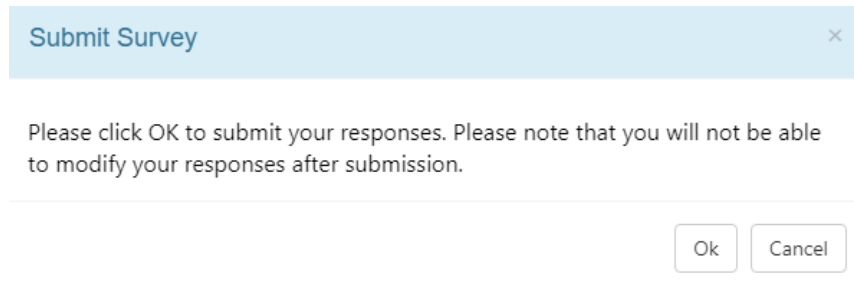
- a. If a tract is determined to be Non-Ag (all screening questions answered No) the operator is asked the acreage, land type, and other questions, and the interview is completed.
- b. These questions match the paper screening form for NON-AG tracts. The POID on the assignment listing remains non-active. You can submit the non-ag tract or choose to screen another tract. Note: If you submit the non-ag tract, a pop-up warning appears. Remember, after Submit Tract, and OK is tapped, the screening form can no longer be modified. Do not submit until sure of your decision.

**Helpful Hint:**

It is good practice to make sure you are happy with all your acreages for your Non-Ag tracts, (Item code 846 contains this acreage) before submitting. You cannot go back and change after submitting. You can call the office to have them reactivate a submitted tract so you can make changes.

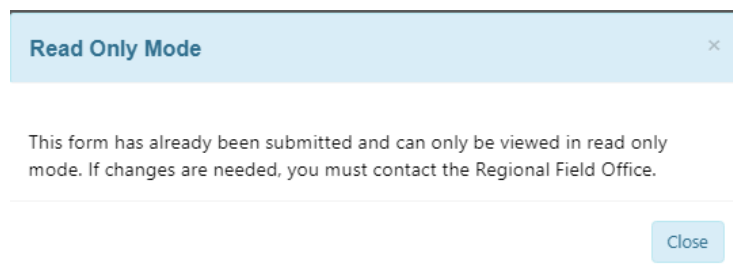


- i. If Submit Tract is chosen above, then touch Ok below.



4. More on Screening Both Ag and Non-Ag Tracts:

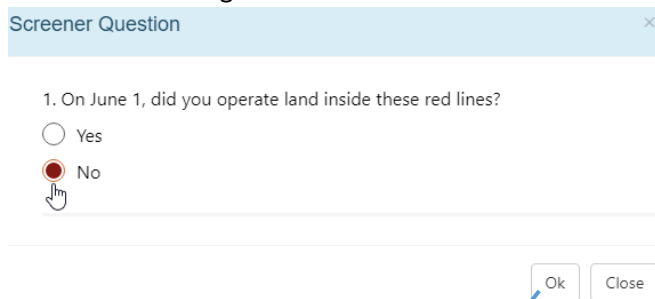
- a. Your RFO may issue detailed instructions on when you can interview Ag Tract operators. They will set these dates as required by the office.
- b. You must go through the screening questions for all tracts, Ag and Non-Ag. This process is mandatory for ensuring the tract is screened correctly.
- c. There should be positive acreage associated with Non-Ag and Ag Tracts as follows:
  - o Non-Ag tract acres - Item Code 846
  - o Ag Tract acres – Item Code 840
  - o These acres are shown in the Summary area. Make sure these acres are positive and you are happy with these acres before submitting the tract. If you submit, and later want to change acres, you can call the RFO to re-activate it to make changes.
- d. If you see this popup when entering a submitted tract, you cannot make any changes, and can only view data:



### III. Screening Previous (Existing) Tract Operators in CAPI:

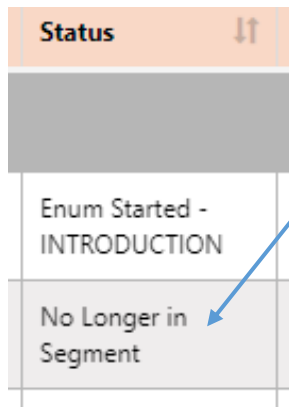
1. Tract operators from previous years are present in CAPI (the exception is PPT tracts, See Section VIII). Existing tracts show in each segment as a placeholder from the previous year. You must screen each of these operators to determine if they still operate land inside the segment.
2. If No to the in-segment screener, the existing tract is assigned a status of “No Longer in Segment” as shown, after touching OK. This is known as “Soft delete” and is like manually crossing out the tract letter & operator name on the paper screening form.
3. The sequence of events to indicate an existing tract operator is no longer operating land in the segment is shown below:

- a. Touch NO to the in-segment screener:



The screenshot shows a light blue dialog box titled "Screener Question" with a close button (X) in the top right corner. The question text is "1. On June 1, did you operate land inside these red lines?". There are two radio button options: "Yes" (unselected) and "No" (selected, with a red dot and a hand cursor icon pointing to it). At the bottom right of the dialog box are two buttons: "Ok" and "Close".

- b. Select OK & status will update:



The screenshot shows a table with a header row labeled "Status" and a double arrow icon. Below the header, there are two rows of data. The first row is "Enum Started - INTRODUCTION" and the second row is "No Longer in Segment". A blue arrow points from the "Ok" button in the previous screenshot to the "No Longer in Segment" row.

Status
Enum Started - INTRODUCTION
No Longer in Segment

- c. The tract will reside in CAPI throughout final submission of the segment.
4. If “Yes” to the in-segment screener, the enumerator is immediately brought into address verification window, then the screener questions to verify agricultural activity.

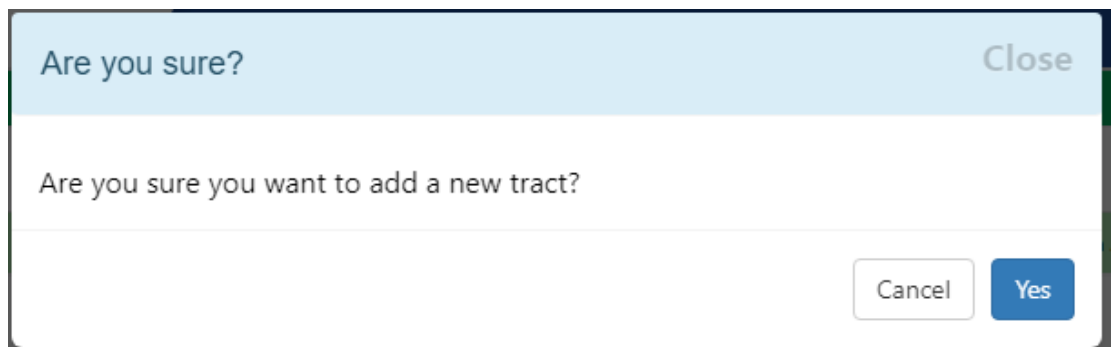
- a) Note: There are strict rules about changing or updating the target operator name field inside the address verification window for existing tract in CAPI! Please see Section V in document section for further details.

#### IV. Working with **New** Tracts in CAPI using “Add” button (new or old segments):

1. To add a new tract in CAPI click the “Add” button in the segment level gray bar. A verification pop up appears, then the in-segment screener question.
2. Answer Yes to both, and a new tract is inserted into CAPI with the next unused tract letter. It will also generate a “dummy” tract POID.
3. The sequence to add a new tract in CAPI is shown below. First, touch “Add”.



- a. You will see the pop up below. Touching Yes will begin the add process for the new tract. **We advise first to screen on paper to ensure that you want to add the new tract. If added then deleted, you will lose use of that letter for future tracts. See Item 4 in this section for more info on deleting new tracts.**



To add the new tract, Tap Yes.

- b. Next answer the in-segment screener Yes or No below, then Ok:

The top part of the image shows a 'Screener Question' dialog box with the following content:

1. On June 1, did you operate land inside these red lines?

Yes

No

At the bottom right of the dialog are 'Ok' and 'Close' buttons. A blue arrow points from the 'Yes' radio button to the 'Ok' button.

The bottom part of the image shows a table row with the following cells:

					48	399	141197090	I - 9
--	--	--	--	--	----	-----	-----------	-------

- a. The new tract is automatically inserted (behind the scenes) and you are taken directly into the survey. If you return to your assignment listing, you will see the newly added tract.
- b. Answering No, then OK, does nothing and will not add the new tract.

The screenshot shows a 'Screener Question' dialog box with the following content:

1. On June 1, did you live or operate land inside these red lines?

Yes

No

At the bottom right of the dialog are 'Ok' and 'Close' buttons. A mouse cursor is pointing at the 'No' radio button.

- c. After adding a new tract, you will be immediately directed to enter the name and address information for the new tract operator.



Enter Name, Address, and Phone number(s) for the new tract (Item 5 below contains more details).

JUNE AREA SCREENING FORM

2. 8007 OPERATION NAME: NEW OPERATION NAME [ ]

8008 FULL NAME: [ ]

8009 ADDRESS: [ ]

8010 CITY: [ ]

8011 Choose State [ ]

8012 ZIP: [ ]

Person Phone: [ ]

Check if the above number is a cell phone  
 Cell phone

Other Phone: [ ]

Check if the above number is a cell phone  
 Cell phone

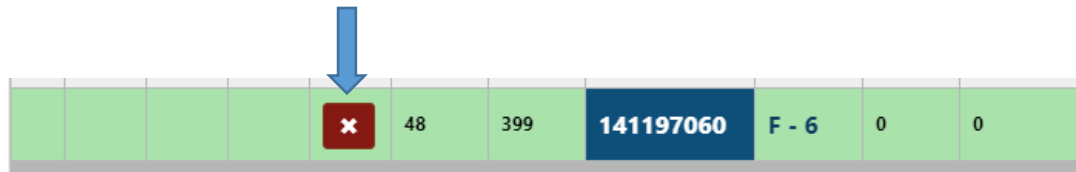
Operation Phone: [ ]

Check if the above number is a cell phone  
 Cell phone

d. After Name & Address entry, proceed to answer the screening questions to determine AG or NON-AG qualification.

4. Deleting Newly Added Tracts in CAPI:

- a. You can only permanently delete a tract in CAPI if it was **added** as a new tract in CAPI using the “Add” button.
- b. To delete a newly added tract, tap the X.



c. **Important!** If a new tract is added by accident, and then deleted using the “X” function, the tract letter cannot be re-used in CAPI. With any subsequent use of the “Add” button, CAPI will select the next letter. Be careful on higher tract counts. The tract limit is 99 tracts.

5. Operator Name and Address Entry for **New** Tract Operators (using Add button):
  - a. After answering the two in-segment screeners and adding the new tract, CAPI will immediately bring you into the new tract name address entry form as was shown earlier.
  - b. Enter the new tract operation name, operator name, address, and all phone number(s) into CAPI for the new tract:

The screenshot shows the 'JUNE AREA SCREENING FORM' interface. At the top, there is a header with the USDA logo and 'United States Department of Agriculture National Agricultural Statistics Service'. The main content area is titled 'JUNE AREA SCREENING FORM' and contains the following fields and questions:

- 2. 8007 OPERATION NAME:
- 8008 FULL NAME:
- 8009 ADDRESS:
- 8010 CITY:
- 8011 Choose State:
- 8012 ZIP:
- Person Phone:
- Check if the above number is a cell phone:  Cell phone
- Other Phone:
- Check if the above number is a cell phone:  Cell phone
- Operation Phone:
- Check if the above number is a cell phone:  Cell phone
- 3. On the total acres operated on June 1, have there been or will there be any crops grown, hay cut, livestock, poultry, honey bees or aquaculture raised this year?
  - Yes
  - DK
  - No

- c. **Google API** is a service used to help find complete operator addresses. After starting to type inside the address window, selectable address options will start to appear. If one of these matches, then select it, and CAPI inserts the Town, State and Zip code. If it is not the address you want, or the correct address, keep typing your address inside the window until complete, then tap outside of the address field. CAPI will save yours. Continue with entering City, State, Zip, and Phone entry. See below.

Keep typing or select an address

2. 8007 OPERATION NAME: IMA FARMER INC

8008 FULL NAME: FARMER BROWN

8009 ADDRESS: 555

8010 CITY: 555 Finch Avenue West North York, ...

8011 STATE: 555 East Orange Show Road San ...

555 Rue Mcarthur Saint-Laurent, QC, ...

555 West 23rd Street New York, NY, ...

8012 ZIP: 555 South 18th Street Columbus, O...

*Hint: Closing the iPad keyboard will also disable Google address search while inside the field.*

- d. After entering operator name and address info, you can proceed to answer **all** screening questions needed to determine if the new tract is Ag or Non-Ag.
- e. Make sure your name and address are correct before final submission of the new tract. After submission you cannot go back and change anything unless you call your RFO.

## V. Working with **Existing** Tract Operators in CAPI:

1. For existing tract operators in CAPI, after answering yes to the in-segment screener question, you will be routed to the address verification window, very similar to regular CAPI surveys. Here you can verify or update information. Touch “Edit Info” to make any updates to the same operator’s information. See below.

Department of Agriculture  
Statistics Service

JUNE AREA SCREENING FORM

1. What were the boundaries of the land operated in...  
(Verify or draw tract boundaries in blue, then cont...

Address verification Verify Address

Operation Information	Current Information
Operation Name:	DOE FARMS INC
Mailing Address:	
Other Address:	
City:	
State:	
Zip:	

Operator Information	Current Information
Operator's Name:	JOHN DOE
Mailing Address:	
Other Address:	
City:	
State:	AL
Zip:	36027

Contact Information	Current Information
Person Phone:	(334) 695 - 6291
Other Phone:	
Operation Phone:	
Person E-Mail Address:	

Return to Listing Edit Info Verify Address

PREVIOUS NEXT

a. You must touch "Save Info" after making updates or they will not save!

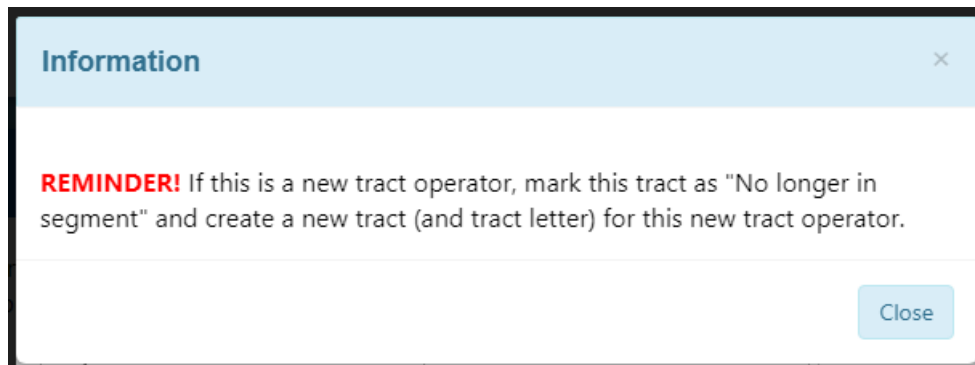
Return to Listing Save Info Verify Address

b. There is one important rule to follow for June Area Surveys:

\*If the enumerator attempts to update the "Operator's Name" field in the address verification area, and attempts to Save Info, they will receive a popup warning; **"REMINDER! If this is a new tract operator, mark this tract as "No Longer in Segment" and create a new tract (and tract letter) for this new tract operator"**. See below:

Operator Information	Current Information	Update if necessary
Operator's Name:		FARMER BROWN
Mailing Address:		213 EDITH DR
Other Address:		
City:	EL PASO	EL PASO
State:	TX	TX
Zip:	79901	79901

\*If updates are made to the Operator's Name field, and after "Save Info" is touched, enumerators will receive this warning.

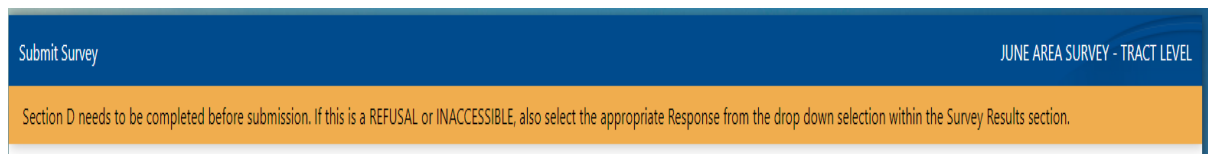


- c. If this is the same exact person or operator, (minor change to the name) the enumerator can close and continue. If this tract now has a **different** target operator, then the correct procedure is to mark this tract letter as "No longer in Segment" by changing the opening answer to the in-segment screener to NO.
- d. This rule has always been in place for June Area. You should not overlay a different operator's name on top of an existing tract letter. Always drop the tract and add a new letter. Use the "Add" button, add a new tract number/letter, and enter the new operator information and corresponding data into the new tract.

## VI. CAPI Ag Tract Questionnaire Basics:

1. Section C in the Ag tract questionnaire is automated in CAPI as last year:
  - a. Enumerators will **not** see Section C in CAPI. The answers to the Section C questions are being handled behind the scenes in CAPI depending on what that actions the enumerator takes in CAPI, or if the Crops/Stocks and Cattle boxes were pre-checked checked on the paper form.
2. When keying data from paper Ag tracts into CAPI, enumerators should follow CAPI routing as it appears when selecting Next for each CAPI page.
  - a. CAPI questions match the paper form. Routing and skips are in place to reduce time. If your paper form has different wording of questions than your CAPI form, please call your RFO.

- Section D - Crops and Land Use on Tract. Field level data are no longer collected. Only collect acreage for the entire tract, and the mix of items and crops in the tract. Acres in tenths are required for all cells. These items should total back to tract acres. Consider double-crop acres when individual items are totaled back to tract acres.
- Complete the rest of the Ag Tract questionnaire like any other CAPI survey.
- Refusals and Inaccessibles for June Area tracts should be handled in CAPI the same way as on paper. Section D tract acres are normally observed for these tracts, and the observed data can be entered for Section D. Please follow your RFO's guidance on tract observation considering any current Covid restrictions.
- If refusal or inaccessible you MUST still enter positive acreage in Item Code 840 inside Section D, and have as much information as possible for the crops included. You will receive a message as follows if Item Code 840 in Section D is left blank, after touching the Submit button.



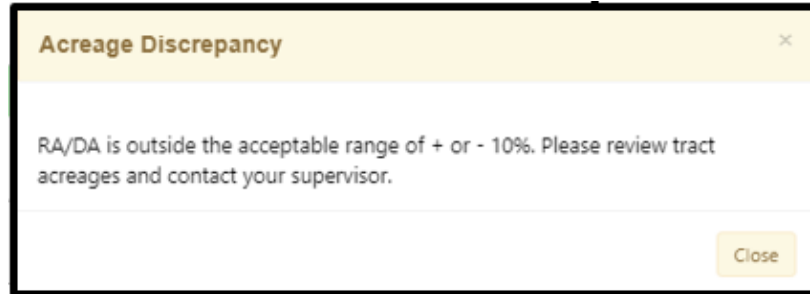
- Tract acres (Item Code 840 in Section D) show in the summary area only. The acres that show in the assignment listing under “Acres” column are last year's acres to use as a reference if needed.  
**Helpful Hint:** If you are missing acres inside the segment summary area, it is likely your acres were left blank for IC 840 in Section D. These acres must be positive for all tracts. This is also needed to accurately show your RA/DA%, and to be able to submit the segment when ready.

## VII. Segment “Summary” Button and Submitting your Segment

- Touch the “Summary” button at any time to obtain a quick status for the entire segment. Enumerators will submit segments inside the summary tab when fully completed. Check this button as often as needed to get an accurate picture of your segment progress.

BELLELO, JIMMY										Assignments: 107		Con	
Grouped By: June Area										Reset Sort			
INF	CMT	MAP	DEL	ST	CTY	POID	Tra	Sub	OP DOM	SEQ. NUM	DCMS	Stratum	S
<input type="checkbox"/>	9010			48	399	141197	Add		Summary			Status - Pending	
				48	399	100835080	A - 1	0	0		400	1453	1
				48	399	100835090	B - 2	0	0		400	1453	1

2. Enumerators must meet these conditions to submit the segment in CAPI:
  - a. Status shows a time stamp.
  - b. **NEW!** Status shows “Saved for Review”. These tracts are allowed to be sent!
  - c. Status shows “No longer in segment”
  - d. If the RA/DA percentage is not within +-10%, a pop-up warning will appear. This rule follows the same guidelines as back page of the paper screening form.



- e. Do not submit segments with RA/DA% outside of the range of +-10% without first contacting your supervisor or the RFO. CAPI will allow you to submit these AFTER you touch Close, but this may cause problems for the Stats in the Office who are attempting to process this segment.
- f. If your segment is not ready or cannot be submitted, you will see this when hovering over the “Submit Segment” button:



- g. If your segment is ready the “Submit Segment” button becomes available (this sample segment shown below only has 2 total tracts).
- h. New for 2022, “Save for Review” tracts will be sent when Submit Segment process is invoked. The status for these will change to a time stamp in CAPI.

Segment Summary Close

Segment: 190958

Tract	Name	Ag/NonAg	Screening Status	Tract Acres	Tract Status
A - 1	0 Bob Smith	Ag	2020-12-07 16:11:54	312.0	2020-12-07 16:16:08
B - 2		NoN Ag	2020-12-07 16:17:54	200.0	2020-12-07 16:17:54

Total Ag	1	Sum of Reported Acreage	512.0
Total NonAg (Col 18)	1	Digitized Acres	512
Total NonAg (PIGA)	0	RA/DA	100.00
Total Tracts	2		

Button becomes available

- i. After submitting your segment, the “Submit Segment” button will disappear, and the status will change on the main segment gray bar to submitted.

The screenshot shows a segment bar for ID 190958 with buttons for 'Add' and 'Summary'. The status 'Status - Submitted' is circled in red. Below the bar is a table of tracts:

Tract	Name	Ag/NonAg	Screening Status	Tract Acres	Tract Status
A - 1	0	Ag	2020-12-07 16:11:54	312.0	2020-12-07 16:16:08
B - 2		NoN Ag	2020-12-07 16:17:54	200.0	2020-12-07 16:17:54

- j. After submitting your segment, you cannot go back in and “Un-Submit” it. You must call the RFO to have this done.

**VIII. Pre-Pre-Screening Tool Basics or (PPT) Tracts (Only Certain States will have PPT. Your RFO will let you know!)**

1. Only a few States will have these segments assigned inside your CAPI listing. Your RFO may assign any number of these, or none of these to be pre-screened. These are normally **new** segments or other segments that meet certain criteria. Consult with your RFO or supervisor for specific details.
2. ALL PPT segments have gone through a newly developed primary “Pre-Pre-Screening” process by your RFO. You will hear these tracts referred to as “PPT” tracts. PPT stands for Pre-Prescreening Tool.



3. When pre-screening assigned segments, you will notice PPT tracts inside your segments loaded in CAPI. All PPT tracts were added by your RFO using the process mentioned above. This process can find potential tract operators of the land inside the red segment boundaries. These are only potential operators of land inside the segment.
4. How do I know if the tract is a PPT tract?
  - a. For **New** segments: These appear with the name and address in ***bold Italics*** as shown. These tracts should be screened accordingly just like any other tract operator. See below.



- b. For **Old** Segments: PPT Tracts appear in old segments at the end of the listing of existing tracts also in ***bold Italics***. Tract operators from previous years will be in regular font.
5. The key difference for PPT tracts; you are allowed to update the current operator's name field or change the name completely. You can change any field in the name and address area for only PPT tracts before submitting. These tracts did not exist previously in the segment, or on our List until they are screened. These are people we found who are tied on some way to your segment.

6. In other words, you can use the current tract letter to screen PPT tracts as you would an existing tract. If the name shown is found to operate land in the segment, answer Yes to the in-segment screener question. The regular name and address verification window appears as it does for existing tracts. Update fields accordingly. You can use this technique for ppt tracts to avoid losing tract letters when using the delete tract (X) function.

7. Below is an example of a PPT tract name and address update:

Address verification
Verify Address

Operation Information	Current Information
Operation Name:	[REDACTED]
Mailing Address:	[REDACTED]
Other Address:	
City:	
State:	
Zip:	

Operator Information	Current Information
Operator's Name:	[REDACTED]
Mailing Address:	[REDACTED]
Other Address:	
City:	[REDACTED]
State:	TX
Zip:	78064

Contact Information	Current Information
Person Phone:	
Other Phone:	
Operation Phone:	
Person E-Mail Address:	

Return to Listing
Edit Info
Verify Address

8. Tap "Edit Info" to make changes.

Address verification
Verify Address





Operation Information	Current Information	Update if necessary
Operation Name:	[REDACTED]	FARMER BROWN INC <span>🗑</span>
Mailing Address:		
Other Address:		
City:		
State:		
Zip:		

Operator Information	Current Information	Update if necessary
Operator's Name:	[REDACTED]	FARMER BROWN <span>🗑</span>
Mailing Address:	[REDACTED] M 536	555 FARM RD <span>🗑</span>
Other Address:		
City:	[REDACTED]	ANYTOWN <span>🗑</span>
State:	TX	TX <span>🗑</span>
Zip:	78064	78064 <span>🗑</span>

Contact Information	Current Information	Update if necessary
Person Phone:		555-555-5555 <span>🗑</span> <input checked="" type="checkbox"/> Mobile <input type="checkbox"/> Check if disconnected
Other Phone:		<input type="checkbox"/> Mobile <input type="checkbox"/> Check if disconnected
Operation Phone:		<input type="checkbox"/> Mobile <input type="checkbox"/> Check if disconnected
Person E-Mail Address:		

Return to Listing
Save Info
Verify Address

9. After updates, tap "Save Info". Failure to do so and your updates will not save! The new info will show inside the assignment listing.

				48	190938053	E - 5	0	0	0	4201	190938	0.0	Ag	FARMER BROWN FARMER BROWN INC	555 FARM RD ANYTOWN, TX, 78064
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10. PPT tracts can be deleted from CAPI, like a newly added tract, but remember, if you delete one of these PPT tracts you **cannot** use the letter again in CAPI.
11. Think of PPT tracts as like a newly added tract. The major point to take away from CAPI PPT tracts is that your RFO added the PPT tract for you to help with screening. The hope is this process helps you find more operators in your segments!

END