

TOTAL – Landlord: Data Collection Processes

- **Operations that are Complete**

- UPS all completed directly to the National Processing Center (NPC).
- How to UPS:
 - Enter tracking number in CAPI contact attempts for all records being shipped.
 - Put all questionnaires in inner security envelope.
 - Place security envelope in shipping envelope and place NPC UPS label on shipping envelope.
- Last day to UPS to the NPC is **April 24**.

- **Operations that are not landlords OR operate their own farm:**

- Enter data into CAPI by April 24.
 - Follow the screening questions to skip to conclusion. Do NOT use 'out of business.'
- Save for Review in CAPI until your coach tells you to Final Submit.
- Hold questionnaire until May 5. Destroy or ship to your regional field office.

- **Operations that are Incomplete:**

Refusal: You are able to contact an operator but they refuse to complete the survey.

Inaccessible: You are unable to contact an operator anyone involved the operation.

- Submitting a record as a refusal or inaccessible will turn off the operator's option to complete online.
 - Enter in CAPI as Refusal or Inaccessible with comments. Save record, DO NOT SUBMIT records until after April 20.
 - Submit records in CAPI by April 24.
 - Hold questionnaire until May 5. Destroy or ship to your regional field office.