UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Offices

FSA State Office Comprehensive Information Management System (CIMS) Access

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Producers have historically provided both RMA and FSA similar information to participate in the crop insurance program and farm programs.

The Farm Security and Rural Investment Act of 2002 (2002 Act), Section 10706, authorized developing CIMS to implement programs administered by RMA and FSA. The 2002 Act instructed FSA and RMA to combine, reconcile, redefine, and reformat current acreage reporting data elements to allow both agencies to use CIMS as a single source of common information.

Notice CP-642 provided that CIMS be made available to Approved Insurance Providers (AIP's) through RMA. AIP's have begun developing processes and software that allows them, their agents, and associated loss adjusters to access FSA data directly.

B Purpose

This notice informs State Offices of:

- the schedule of access to the CIMS Application and User Guide
- reports accessible as determined by logins
- known discrepancies between RMA and FSA data.

Disposal Date	Distribution
July 1, 2010	State Offices

2   CIMS Data

A   Overview

CIMS incorporates multiple data sources and organizes them into reports allowing users to easily ensure accuracy, quality assurance, and timeliness in the data collected between agencies. Data is uploaded to CIMS on a weekly basis.

CIMS also provides a tool that may be helpful to State and County Offices as they review and process information required for the SURE Program. It allows users to mine acreage report data as needed.

B   Discrepancies

In some cases the data or processes may not match between agencies because of current differences between existing policy and procedures. CIMS makes every attempt to resolve these issues when possible.

The following are some known discrepancies that may be found when using CIMS.

- CIMS data is based on processed RMA and FSA data from the previous week.

- The refresh CIMS Load Date will mostly differ between FSA and RMA because of different data conversion processes required for CIMS compatibility. Refresh dates for both agencies should be within the same week.

- RMA acreage is net acres, which are reported acres adjusted by the insured's share.

- RMA data is only for crops that have been insured through the crop insurance program.

- RMA data for nursery, aquaculture, livestock, and adjusted gross revenue are not included at this time.

- FSA and RMA crop tables may be different from the crop categorization table that CIMS references. This could result in some crops not showing up in some reports until it is added to the crop categorization table. CIMS User Guide, Exhibit 1 provides a translation table.

2   CIMS Data (Continued)

B   Discrepancies (Continued)

- FSA and RMA may not use the same county name, designation, or code. CIMS User Guide, Exhibit 2 provides a translation table.

- RMA data is based on producer location county; FSA data is based on administrative county.

- FSA and RMA have different codes for business/entity type. CIMS User Guide, Exhibit 3 provides a translation table.

- FSA and RMA have crops where RMA Reinsurance Year does not correspond to FSA Program/Crop Year. CIMS User Guide, Exhibit 11 provides a translation table.

3   Schedule for CIMS

A   State Office Users

FSA State Office users will have access to CIMS, which includes a User Guide, through the URL **https://extranet4.rma.usda.gov/apps/cims/**.

- Users will access CIMS using their eAuthentication login.

- State Offices will be granted access on or about November 17, 2009.

- After accessing CIMS users should print the User Guide to help navigate through the application.

Note: For assistance with eAuthentication contact your State IT staff or visit **http://www.eauth.egov.usda.gov/**.

B   County Office Users

County Office users will begin gaining access to CIMS after State Office access is complete. Because of the vast number of County Office users, access will be granted using a 3 phase approach. A forthcoming notice will provide further guidance and the timeline for this process.

4   CIMS Report Access

A   State Office CIMS Reports Access

The following CIMS reports will be accessible to FSA State Office users:

- Participation Summary
- Producer Crop/Acreage
- CIMS Report of FSA Commodities
- SURE RMA Data.

Exhibit 1 provides an explanation about each of the reports.

Note: The SURE RMA data may not initially appear in the Reports Menu.

B   County Office CIMS Reports Access

The following reports will be accessible to FSA County Office users:

- Participation Summary
- Producer Crop/Acreage
- SURE RMA Data.

5   Action

A   State Office Action

Applicable State Office users shall:

- review reports available through CIMS
- become familiar with CIMS capabilities
- assist County Office users once access is granted.

B   Notice Contact

If questions about this notice, State FSA CIMS users shall contact Todd Anderson by either of the following:

- e-mail to **todd.anderson@wdc.usda.gov**
- telephone at 202-720-9106.

C   CIMS System Contact

If questions about system availability of the CIMS application, State FSA CIMS users shall contact the RMA Helpdesk by either of the following:

- e-mail to **rmaithelpdesk@rma.usda.gov**
- telephone at 816-926-1126.

Quick Reference Table

The following table identifies some uses of CIMS reports and User Guide references. Users can customize reports through various selection criteria such as year (current or 4 previous), State, county, crop information, and producer information. This information can be used to monitor, manage, and problem solve as it relates to FSA State and county activities.

CIMS Report	FSA Use of Report	CIMS User Guide Reference
Participation Summary	• side-by-side comparisons of FSA and RMA reported information • compare number of producers and reported acreage of RMA and FSA reported cropland • compare FSA and RMA information for individual CIMS crop and/or type • customize report criteria by State, county, crop, type, use, etc. • view RMA dollar amounts for premiums • view RMA producer liability	Part 3; Pages 12-18
Producer Crop/Acreage	• compare producer contact information and crop information reported by FSA and RMA • customize report criteria by year, State, county, tax id, producer name, crop, etc. • access to FSA acreage data thru the CIMS Commodities Report • access to RMA policy and contact information	Part 5; Pages 32-48
CIMS Report of FSA Commodities	• view CIMS version of FSA's 578 data • access APH Report • access Policy Holder Report	Part 6; Pages 49-52

Note: References may change as the CIMS Application and User Guide updates are incorporated**.**