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

For: State and County Offices

Additional MIDAS Farm Records Data Remediation Reports

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

This notice provides instructions for identifying and updating erroneous records in MIDAS Farm Records (MIDAS) because of replication issues due to nonacreage discrepancies between MIDAS and Web Farm Records (FRS).

Notice MIDAS-10 provided instructions for handling data remediation for farms that were migrated with a status of in-creation and farms that are missing one or more CLU's. Notice MIDAS-11 provided instructions for handling data remediation for acreage related discrepancies.

These replication issues may be causing delays in completing program sign-up for the affected farms.

B Purpose

This notice informs State and County Offices about:

- reports that identify farms that have not replicated from MIDAS to FRS
- instructions for reviewing and updating MIDAS.

Disposal Date	Distribution
December 1, 2013	State Offices; State Offices relay to County Offices

2   Reports

   A   Overview

   The following reports are available for County Offices to use when remediating erroneous
   records in MIDAS according to instructions in this notice:

   - Tracts with HEL Determinations Not Consistent with Field NHEL Status
   - Tracts with HEL Determinations Not Consistent with Field HEL Status
   - Active Producers in Farm Records with Missing Legacy Links
   - Customers with Electronic Mail Indicator
   - Death Master File
   - Deceased Producers Not Updated.

   B   Accessing the Reports and Share Point Site

   State and County employees can access the reports on the Common Provisions Branch web
   site at **http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/**.

   The reports are available under the "Farm Records" and/or "Business Partner" Section.

   C   Tracts With HEL Determinations Not Consistent With Field NHEL Status Report

   The Tracts with HEL Determinations Not Consistent with Field NHEL Status Report
   identifies farms that failed to replicate from MIDAS back to FRS because the field NHEL
   status conflicts with the tract HEL determination. A tract cannot have an HEL determination
   of "Determinations not complete" if all fields associated with the tract have an HEL status of
   "NHEL".

   Research the farms listed on the Tracts with HEL Determinations Not Consistent with Field
   NHEL Status Report. Resolve the record by accessing the tracts in MIDAS and taking the
   following actions, as applicable, to update the field status and tract determinations:

   - update the field status based on NRCS-CPA-026 or NRCS-CPA-026e

     Note: Only fields that have a determination documented on either NRCS-CPA-026 or
     NRCS-CPA-026e shall have a field status other than "UHEL".

   - select the correct tract determination

     Notes: MIDAS will automatically provide the tract determination options that are
     applicable based on GIS field statuses.

     If all fields on the tract have the status of "NHEL" MIDAS software will
     automatically set the tract determination to "NHEL: no agricultural commodity
     planted on undetermined fields"

   - CLICK "Save" on the CRM toolbar.

2 Reports (Continued)

D Tracts With HEL Determinations Not Consistent With Field HEL Status Report

The Tracts with HEL Determinations Not Consistent with Field HEL Status Report identifies farms that failed to replicate from MIDAS back to FRS because the field HEL status conflicts with the tract HEL determination. A tract cannot have an HEL determination of "Determinations not complete" or "NHEL: no agricultural commodity planted on undetermined fields" if any field associated with the tract has an HEL status of "HEL".

Research the farms listed on the Tracts with HEL Determinations Not Consistent with Field HEL Status Report. Resolve the record by accessing the tracts in MIDAS and taking the following actions, as applicable, to update the field status and tract determinations:

- update the field status based on NRCS-CPA-026 or NRCS-CPA-026e

    Note: Only fields that have a determination documented on either NRCS-CPA-026 or NRCS-CPA-026e shall have a field status other than "UHEL".

- select the correct tract determination

    Note: MIDAS will automatically provide the tract determination options that are applicable based on GIS field statuses.

- CLICK "Save" on the CRM toolbar.

E Active Producers in Farm Records With Missing Legacy Links Report

The Active Producers in Farm Records with Missing Legacy Links Report identifies farms that have failed to replicate from MIDAS back to FRS for one or more of the following reasons:

- operator, owner, or other producer is active in SCIMS but does not have an active legacy link to the county that administers the farm

- operator, owner, or other producer is inactive in SCIMS.

2   Reports (Continued)

E   Active Producers in Farm Records With Missing Legacy Links Report (Continued)

Research the customers listed on the Active Producers in Farm Records with Missing Legacy Links Report. Resolve the record by removing the producer(s) from the farm, adding a legacy link according 1-CM, subparagraph 179 I, or reactivating the producer according to 1-CM, paragraph 177 or 178.

If a legacy link is added or the producer is reactivated in SCIMS, take the following steps to ensure that the farm is replicated correctly back to FRS after the SCIMS update has been completed:

- access the farm in MIDAS
- SELECT "Edit" on the CRM toolbar
- CLICK "Save" on the CRM toolbar.

F   Customers With Electronic Mail Indicator Report

The Customers with Electronic Mail Indicator Report identifies customers that are in SCIMS with the Receive Mail Indicator "Electronically" checked. Only those customers who have AD-2047 on file indicating that the customer agreed to receive mail electronically shall have the "Electronically" indicator checked in SCIMS.

Review the report and correct any Receive Mail Indicator's that have been improperly updated in SCIMS.

G   Death Master File Report

The Death Master File Report identifies customers who were updated as deceased in Business Partner during the initial migration. This was a one-time process run from the Death Master File (DMF) from the Social Security Administration (SSA) and approximately 1.7 million customers were updated as deceased. County Offices will not receive work list items for customers on this list as all customers were updated with a date of death and the death was automatically confirmed.

The report is broken into 4 reports because of the large amount of data. The reports are:

- Death Master File Report – AK to IA
- Death Master File Report – KS to MT
- Death Master File Report – NC to SD
- Death Master File Report – TN to WY.

2   Reports (Continued)

G Death Master File Report (Continued)

County Offices shall access the report that contains their State records and review the report to ensure that all customers who were updated as deceased are truly deceased. If the customer is not deceased, access the Business Partner record and remove the date of death. No action is necessary if the customer is deceased.

Note: County Offices shall verify that the Social Security Number (SSN) that is associated with the SCIMS/Business Partner record is correct. For those customers found to have been updated incorrectly, the majority were because of an incorrect SSN in SCIMS.

H Deceased Producers Not Updated Report

The Deceased Producers Not Updated Report identifies customers that are included in DMF from SSA but the Business Partner record couldn't be updated because the customer's date of death is before the customer's date of birth.

Review the report to determine whether the date of birth and/or date of death listed on the Deceased Producers Not Updated Report is correct. If the date of birth is not correct, access SCIMS and update the date of birth to the correct date. If the date of death is not correct, access Business Partner and add the date of death to ensure that the customer is marked as deceased. No action is necessary if the customer is not deceased.

Notes: If neither the date of birth nor the date of death can be determined and the customer is verified as deceased, delete the date of birth and record the date of death based on the Death Master File Report.

County Offices shall verify that SSN that is associated with the SCIMS/Business Partner record is correct. For those customers found to have been updated incorrectly, the majority were because of an incorrect SSN in SCIMS.

3   Action

A   State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete data remediation according to this notice
- direct questions to any of the following:

    - Rick Blackwood by either of the following:

        - e-mail at **rick.blackwood@wdc.usda.gov**
        - telephone at 202-720-5422

    - Dan Culli by either of the following:

        - e-mail at **dan.culli@wdc.usda.gov**
        - telephone at 202-690-1942

    - Steve Stark by either of the following:

        - e-mail at **steve.stark@wdc.usda.gov**
        - telephone at 202-260-8063.

B   County Office Action

County Offices shall review the reports listed in subparagraph 2 A and take the appropriate corrective action based on instructions in this notice. County Offices shall contact their State Office Specialists for further assistance.

County Offices are encouraged to complete the actions in this notice as soon as possible to ensure that the affected farms are available for program signup.