

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Acreage and Compliance Determinations 2-CP (Revision 15)	Amendment 84
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 360 A has been amended to update instructions for accessing the National Compliance Review Database.

Subparagraph 361 D has been amended to update National Office contact information for questions or concerns on entering data into the National Compliance Review Database. State Offices shall e-mail Jantrice Williams at jantrice.williams@wdc.usda.gov.

Page Control Chart		
TC	Text	Exhibit
	3-95 through 3-130	

Section 3 National Compliance Review Database**359 General Information****A Purpose**

The National Compliance Review Database is used to collect data and generate reports from compliance review and spot check findings. At the County Office level, access to the database is restricted to data entry only. Reports will be generated at the National Office level. State Offices will be notified of reporting results and any necessary corrective action.

In addition to sharing compliance results with State Offices, PECD will also share reports with other FSA divisions. The reports will consist of an analysis that identifies any discrepancies, noncompliance trends, and common problems, including errors resulting in improper payments and steps taken to reduce them. This information will assist the agency in:

- identifying noncompliance trends
- directing limited resources to known problem areas
- improving the integrity of FSA programs.

B Time of Data Entry

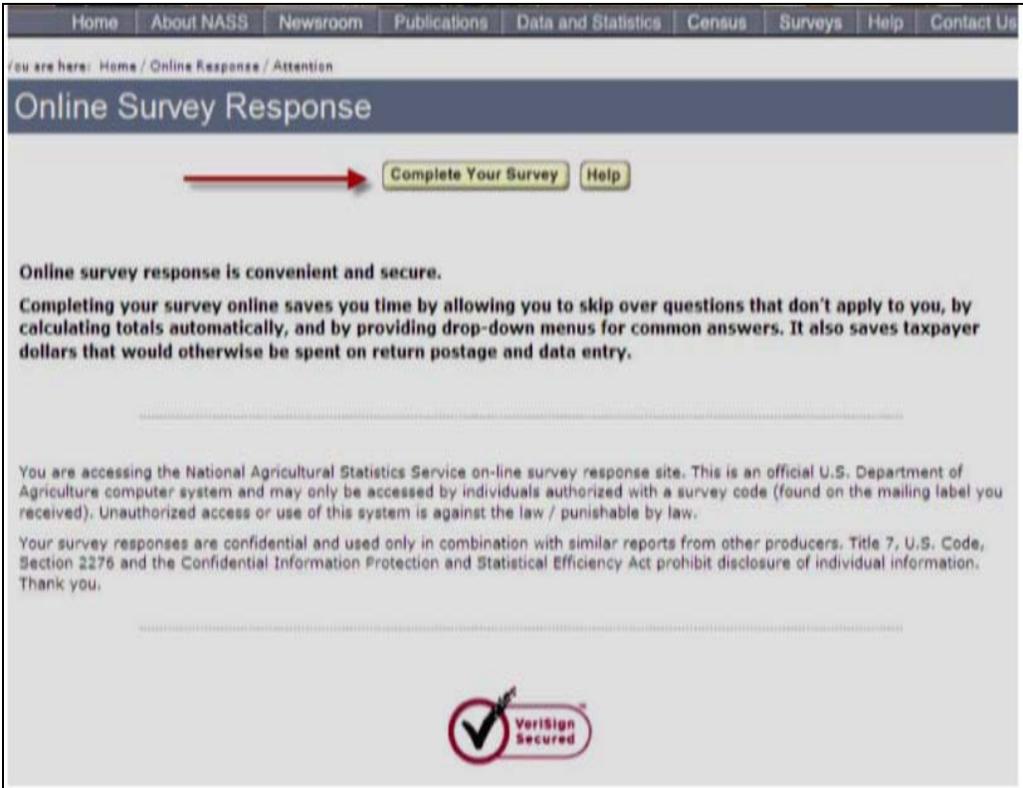
Data shall be entered as soon as compliance reviews and spot checks have been completed. Data for all programs is not required to be entered at the same time. * * *

360 Accessing the National Compliance Review Database

A Instructions for Accessing the National Compliance Review Database

Access the National Compliance Review Database according to the following.

*--

Step	Action
1	<p>Access the National Agricultural Statistics Service Survey Site at http://www.agcounts.usda.gov. The Online Survey Response Screen will be displayed. CLICK “Complete Your Survey”.</p> 

Note: The Welcome to the NASS Internet Survey Site Screen will be displayed.--*

360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

Step	Action
2	<p>Each producer selected for spot check and review will have a unique survey code. The *--survey code for a producer must be entered to load compliance review data. The survey codes for all producers selected for spot check and review will be added and displayed on the national producer selection list posted on the Intranet at http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/cc/default.htm.</p> <p>Producers who participate in FSA programs in multiple States and/or counties will have a different survey code for each administrative State and/or county. County Offices shall ensure that the survey code is used for the applicable administrative--* State/county when recording compliance review and spot check results.</p> <p>Survey codes for producers shall consist of 2 digit number-9 digit number-sequence of 6 characters consisting of both letters and numbers.</p> <p>Example: 01-556677889-ABC123</p> <p>On the Welcome to the NASS Internet Survey Site Screen, enter the appropriate survey *--code for the selected producer. CLICK "Continue".</p> <p>Note: If the survey code is entered incorrectly, then an error message will be displayed. Re-enter the survey code and CLICK "Continue".</p> <div data-bbox="347 1125 1406 1852" style="border: 1px solid black; padding: 10px;"> </div>

360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

Step	Action																																				
3	<p>The Available Survey Screen will be displayed with surveys for all programs for the *--selected producer. County Offices shall CLICK, “Click for Survey” to view the entire results for the applicable survey.--*</p> <div data-bbox="342 470 1466 1423" style="border: 1px solid black; padding: 10px;">     <p style="text-align: center;">Available surveys for: DEMO_USER / DEMO_USER</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Survey Name</th> <th style="width: 20%;">Dates Survey is Available</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK ACRE</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK APH</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK CRP</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK DCP</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK LDP</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK LFP</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK LIP</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK MAL</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK MILC</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> <tr> <td>2010 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL</td> <td>05/06/2010 to 05/06/2011</td> <td style="text-align: center;">Click for Survey</td> </tr> </tbody> </table> </div>	Survey Name	Dates Survey is Available	Status	2010 FSA COMPLIANCE REVIEW SPOT CHECK ACRE	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK APH	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK CRP	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK DCP	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK LDP	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK LFP	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK LIP	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK MAL	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK MILC	05/06/2010 to 05/06/2011	Click for Survey	2010 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL	05/06/2010 to 05/06/2011	Click for Survey
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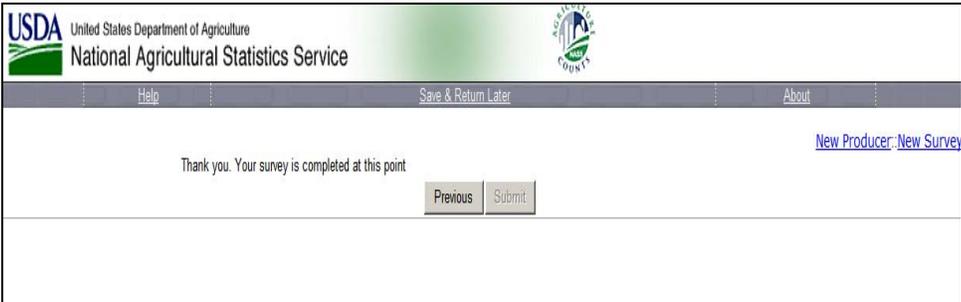
360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

Step	Action
4	<p>The following screen will be displayed with the producer’s name and county. CLICK “Continue with Survey” to proceed to the survey questions for the selected survey. *--</p> <p>*--</p>
5	<p>The selected survey will be displayed. County Office users shall answer the survey questions for the program based on the data collected from the compliance review and spot check.</p> <p>The final question for each program survey is whether the user has another entry for the applicable program. When a user has finished entering data for a specific survey, *--the user shall select “No” to the final survey question and CLICK “Next”. The survey will be automatically saved.--*</p>

360 Accessing the National Compliance Review Database (Continued)

A Instructions for Accessing the National Compliance Review Database (Continued)

Step	Action
6	<p>The following screen will be displayed notifying the user that the survey has been successfully completed and providing the user the option to select a new survey for the selected producer or to select another producer.</p> <p>County Office users shall CLICK:</p> <ul style="list-style-type: none"> • “New Producer” to enter compliance review/spot check results for a different producer • “New Survey” to enter compliance review/spot check results for the same producer but for a different program survey •*--“Previous” to return to the selected survey questions. <p>Note: The submit button will be grayed out and will not be available for selection. No further action is required.--*</p> 

361 Data Entry and Navigation Instructions for the National Compliance Review Database

A Entering Data

*--County Offices may enter compliance review and spot check findings in the National Compliance Review Database throughout the year as reviews and spot checks are completed. All program surveys do not have to be completed at the same time.

If a user has to exit a survey before all data has been entered, CLICK **“Save and Return Later”** located at the top of each survey screen. This will save the data entered and provide County Office users the ability to re-access the survey at a later date and finish entering data.

The **“Not Applicable”** button is available in the upper left hand corner of each program survey. County Offices shall use the **“Not Applicable”** button to indicate that the selected producer did not participate in the program for the year.

Example: If a producer selected for spot check only filed FSA-578’s and participated in DCP, County Offices must document all questions for the FSA-578 survey and the DCP survey. Even though the producer did not participate in any other programs, County Offices shall still access each program survey and CLICK **“Not Applicable”**. This will indicate in the system that the producer did not participate in the program for the year.

In cases where DD’s concur that a selected producer was not farming or participating in any FSA programs for the year according to subparagraph 322 D, County Offices shall access each program survey and CLICK **“Not Applicable”** for each survey.

County Offices shall follow the steps in the following when using the **“Not Applicable”** button.

Step	Action	Result
1	Access the applicable program survey.	Screen will be displayed with all survey questions.
2	CLICK “Not Applicable” in the upper left hand corner of each survey screen.	Check (✓) will be displayed in the box.
3	Scroll down to the last question of the survey and select “No” to the final question.	
4	CLICK “Next” .	A screen will be displayed notifying the user the survey has been successfully completed.
5	CLICK “New Survey” to access a new survey for the producer. CLICK “New Producer” to enter compliance review and spot check results for a different producer.	Available Survey Screen will be displayed allowing user to select another program survey to enter compliance review results. NASS Welcome Screen will be displayed allowing user the option to enter a survey code for a different producer.

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361 Data Entry and Navigation Instructions for the National Compliance Review Database (Continued)

B Navigating Through the Screens

Use the mouse or tab key to move from question to question on a page. Use the scroll bar on the right side of the screen as necessary. CLICK “Next” to move to the next screen.

C Exiting the Database

The survey can be exited at any time, however, CLICK “Save & Return Later” to save the data entered on the current page. To return to a saved survey, go to <http://www.agcounts.usda.gov> and enter the survey code for the applicable producer when prompted. When returning to an individual’s survey, the data previously entered will be displayed. Enter additional data or make changes to the existing data.

D Contact Information

County Offices shall contact their State Office if they are experiencing problems or have *--questions on entering data into the National Compliance Review Database. State Offices can e-mail questions or concerns to Jantrice Williams at jantrice.williams@wdc.usda.gov.--*

361.5 (Withdrawn--Amend. 53)

362, 363 (Withdrawn--Amend. 53)

363.5 (Withdrawn--Amend. 53)

364 (Withdrawn--Amend. 25)

365, 366 (Withdrawn--Amend. 53)

367-374 (Reserved)