

**For:** State and County Offices

**Service Center Information Management System (SCIMS) -  
Generating Potential Duplicate Resolution Reports**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

County Offices were notified in Notice CM-433 to generate and print their Potential Duplicate Report only on the day assigned to their respective State. This notice also informs counties that once potential duplicates are resolved, the Potential Duplicate Resolution Report is not updated immediately.

**B**

**Purpose**

This notice provides State and County Offices with re-emphasized instructions and information about:

- generating the Potential Duplicate Report only on the scheduled day
- the timeframe for resolved potential duplicate records to be refreshed
- State Office responsibilities to ensure that counties comply with this notice and reporting requirements.

<p><b>Disposal Date</b></p> <p>December 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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Notice CM-435

2 **Generating Potential Duplicate Reports**

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A

**Adhering to Potential Duplicate Report Scheduled Day**

County Offices were instructed to access the Potential Duplicate Report according to the schedule below to generate and print their report on the day assigned for their State. Counties **shall not** generate the report except for their scheduled day to ensure that all users have maximum performance when using SCIMS.

County Offices are reminded that the report must build each time it is selected. Building of the report requires SCIMS to search the entire database to identify potential duplicate customers for the county selected. Counties will be notified when access to their Potential Duplicate Report is no longer limited.

The SCIMS reporting database is located on a different server. This database is refreshed **nightly** with the changes that were made that day in SCIMS. If the user updates a customer and then reruns the report on the same day, the changes **will not** appear on the report.

<b>Day</b>	<b>States Accessing and Printing the Potential Duplicate Report</b>
Monday	AL, CO, FL, ID, KS, MS, MO, NM, OK, RI, VI, WI, WY
Tuesday	AK, AZ, CA, GA, GU, HI, MA, MT, NV, NC, ND, OR, SC, SD, UT, WA, AS, MP, PR
Wednesday	AR, CT, DE, LA, ME, MD, MN, NE, NH, NJ, NY, OH, PA, TN, VT, WV
Thursday	IL, IN, IA, KY, MI, TX, VA
Friday	Service Centers that missed their scheduled day because of unavoidable circumstances.  <b>Example:</b> All Service Center employees with access to SCIMS were out of the office on their scheduled day and they were unable to access the report.

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## Notice CM-435

### 2 **Generating Potential Duplicate Reports (Continued)**

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#### **B**

#### **Deadline to Resolve Potential Duplicates**

State Offices shall ensure that County Offices comply with this notice and submit reports according to the following deadlines:

- July 19, 2002, for County Offices to complete the resolution of the potential duplicates for which they are responsible and to report to the State Office
- July 26, 2002, for State Offices to report to the Common Provisions Branch, PECD that their State has completed the resolution of all potential duplicates.

**Note:** Report to Common Provisions Branch, PECD by FAX to 202-720-0051 Attention: Mike Sienkiewicz, Program Specialist, by July 26, 2002, that all duplicates for the State have been resolved.

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