

For: FSA and NRCS State Offices and Service Centers

Service Center Information Management System (SCIMS) Office Information Profile (OIP) Edit
Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Since the deployment of SCIMS and migration of customer data from the System 36 to SCIMS in 2002, certain County Offices have been closed, combined, or are now associated with new Service Centers. SCIMS has been unable to update OIP data since its migration and consequently does not correctly identify and associate some counties with the proper Service Center. Software has been developed by KC, ITSD which will correctly associate counties to their respective Service Centers and also allow for future maintenance.

B Purpose

This notice informs FSA and NRCS State Offices and Service Centers that KC, ITSD **will run a SCIMS OIP edit and maintenance the weekend of March 14, 2009.**

C Contact

State Offices with questions about this notice shall contact Mike Sienkiewicz by either of the following:

- e-mail at **mike.sienkiewicz@wdc.usda.gov**
- telephone at 202-720-8959.

Disposal Date

May 1, 2009

Distribution

State Offices; State Offices relay to NRCS State Offices and Service Centers

Notice CM-634

2 OIP Edit and Maintenance

A OIP Edit

FSA and NRCS have been working with KC, ITSD to edit OIP and SCIMS to detect changes to OIP and update the local reference data in SCIMS accordingly. Updated local reference SCIMS data will include the following:

- corrected “Service Center Details” and “Service Center” information on the drop-down menu on the Customer Search Page
- corrected “Organizational Name” associated with selected county on the Customer Program Participation Screen and in the program participation “Servicing Information” field on the Customer Information Page.

B Maintenance

After the OIP edit is run the weekend of March 14, 2009, there will be some instances where the automated edit was unable to update the local reference SCIMS data for some customers. Users will be required to manually update these records. Some of these instances may include but are not limited to the following:

- current office data was invalid because of incorrect agency or department type code in relation to the offices agency
- no new office is found for a given county for FSA offices
- more than 1 office is found for a given county for FSA offices
- for NRCS and RD, the edit cannot determine a specific county for customers except by looking at the county or counties that the office is servicing.

Example: If the old office services county A and B, but the new office only services county A, the edit will **not** update the program participation records because it cannot determine which are for county A and which are for county B.

3 Action

A Service Center Action

After the OIP edit is run, effective Monday, March 16, 2009, customers that were unable to be updated by the automated edit will display the following error message, “Program Participation Record(s) Using Invalid Servicing Organization”.



The invalid “Servicing Organization Program Participation” field will be highlighted as follows. Users will delete the invalid “Servicing Organization” and “Add” the valid “Program Participation” record if applicable and CLICK “Submit” to update the record.

The screenshot shows the USDA * Program Participation table. The table has five columns: 'Click to Modify', 'Click to Delete', 'Program', 'Servicing Organization', and 'Current Participant'. The first row is highlighted in yellow, indicating an error. The 'Modify' button in the first row and the 'Select for Deletion' buttons in the first two rows are highlighted in yellow.

Click to Modify	Click to Delete	Program	Servicing Organization	Current Participant
Modify	Select for Deletion	AG NRCS	COTTONWOOD FALLS SERVICE CENTER, KS	No
Modify	Select for Deletion	FSA Customer	LYON-CHASE COUNTY FARM SERVICE AGENCY, KS	No
Modify	Select for Deletion	AG NRCS	EMPORIA SERVICE CENTER, KS	No

Note: Not all records will require users to “Add” a new “Program Participation” record.