

For: State and County Offices

SCIMS Clean Up

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

In preparation for migration to MIDAS, several reports are being provided to assist County Offices with correcting and/or updating missing, incorrect, and invalid records in SCIMS. Clean up of these missing, incorrect, and invalid records is essential before migration into MIDAS. If clean up is not completed before migration, the processes in MIDAS may be adversely affected.

County Offices **must** take immediate action to review and update the missing, incorrect, and invalid records in the provided reports.

B Purpose

This notice provides State and County Offices with instructions for correcting and/or updating records in SCIMS in preparation of migration to MIDAS.

2 Reports

A Missing First Names

The Missing First Names Report provides a list of individual customers, by county, that have missing first names in SCIMS. A record for an individual in SCIMS **must** contain a first name.

Some of the records listed on the Missing First Names Report appear to be businesses that were loaded incorrectly in SCIMS as individuals.

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

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2 Reports (Continued)

A Missing First Names (Continued)

Review the records listed on the report and take **1** of the following actions.

IF the record on the report is...	THEN...
not an individual	correct the current year business type in SCIMS to the business type provided by the customer. Load all required information for the selected business type according to 1-CM.
an individual	enter the correct first name.

Notes: If the first name is unknown, enter “**Unknown**” into the first name field.

Some of the records on the report appear to be a combined record for a husband and wife. In this situation, confirm the identity of the spouse who should be recorded in SCIMS, remove first name of the other spouse, and submit the record. If needed, a separate SCIMS record shall be added for the name of the spouse that was removed.

If the customer on the report is “inactive”, State Office assistance may be required.

B Invalid Addresses

The Invalid Addresses Report provides a list of customers, by county, that have invalid addresses in SCIMS. The addresses may be invalid for any of the following reasons:

- missing country code
- missing delivery line
- missing State abbreviation
- missing ZIP Code.

A domestic address **must** contain a delivery address, city, State, ZIP Code, and country.

Review the invalid address entries listed on the report and take **1** of the following actions.

IF the correct information is...	THEN...
known	enter the correct address into SCIMS.
not known	replace the entire address with the Administrative County Office’s address and set the receive mail indicator on the SCIMS record to “ No ”.

Note: If the customer listed on the report is “Inactive”, State Office assistance may be required.

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2 Reports (Continued)

C Invalid Entity Types

The Invalid Entity Types Report provides a list of customers, by county, that have invalid entity types in SCIMS. The following entity types are included on the report:

- “19”, Group of Individuals
- “98”, Other.

Entity type:

- “19”, Group of Individuals, was used by NRCS **only**
- “98”, Other, was used for customers where the entity type was not known.

Note: These entity types are no longer valid and are being removed from SCIMS.

County Offices shall access SCIMS and change the entity type for the listed customer’s to the actual entity type. If the entity type is **not** known, contact the customer to determine the correct entity type and enter it in SCIMS. If entity type cannot be determined, contact the State Office.

Note: If the customer listed on the report is “Inactive”, State Office assistance may be required.

3 Accessing the Reports

A USDA Connect

The reports can be accessed in the MIDAS community at USDA Connect. See Notice MIDAS-1 for information on accessing USDA Connect.

The reports can be found under the “Files” heading. The following reports are available:

- “Missing First Names”
- “Invalid Addresses”
- “Invalid Entity Types”.

B Password

All of the reports are password protected. The following table provides the password for each report.

Report Name	Password
Missing First Names	usda_first
Invalid Addresses	usda_address
Invalid Entity Types	usda_entity

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4 Action

A State Office Action

State offices shall:

- ensure that County Offices immediately take the action outlined in this notice
- assist County Offices with updating inactive customers
- for questions about this notice, contact Alison Groenwoldt by either of the following:
 - e-mail to **alison.groenwoldt@wdc.usda.gov**
 - telephone at 202-720-4213.

B County Office Action

County offices shall:

- follow the instructions in paragraph 2 to correct the records found on the reports
- access the reports according to paragraph 3.