

**For:** State and County Offices

**Schedule for Phase II, Crop Monitoring Course**

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



**1 Overview**

**A Background**

Computer on-line interactivity is the means to deliver the Phase II Training in implementing the goals of the Agricultural Risk Protection Act of 2000 (ARPA). The Phase II, Crop Monitoring Course, provides policy and curriculum guidelines to assist in performing investigative spot checks for completing referrals for RMA.

Training participants in Illinois and North Dakota, and other individuals, were given the task of piloting the on-line course. Piloting assisted in:

- pointing out technical flaws and problem areas
- determining the number of training sessions
- beginning the list of frequently asked questions (FAQ's) and questions and answers (Q&A's)
- formulating a technical text module to assist with navigating through the course.

State and County Offices shall review Notice CP-570 for further background information and access to the course.

**B Purpose**

This notice:

- advises State Offices of the schedule for taking the Crop Monitoring Course
- comments on the altered requirement of the XP operating system
- instructs State Offices to review Notice CP-570 for access to the Crop Monitoring Course.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2004	State Offices; State Offices relay to County Offices

## Notice CP-574

### 2 Course Schedule

#### A Schedule

See Exhibit 1 for the State and County Office participants assigned timeframe to access the Phase II, Crop Monitoring Course. Each State and County Office will be given approximately 1 month to complete the course. Participants are urged to begin the course as soon as possible to ensure completion within the slotted timeframe. Although participants will **not** be locked out of the course at the end of the assigned timeframe, the seats are needed so that remaining States may access the course (as there are limited seats at any 1 time). The software will track the progress and testing scores of each participant.

### 3 Technical Issues

#### A Accessibility

State and County Offices shall review Notice CP-570 for complete accessibility. Users shall access the Phase II, Crop Monitoring Course at <http://151.121.3.224/anonymous/mGenUserAcctreq.asp>.

#### B XP Operating System and Other Technical Assistance

As a result of the piloting:

- it was revealed that participants have the capability to view and take the course without installing the XP operating system

**Note:** Contact the local IT staff for assistance with connectivity and problem areas.

- another module “How to Take the Course,” (Module 1) was added.

**Note:** This module is a compilation of “help texts” for technical guidance throughout the course.

If the technical answer does not reside in the Course Guide (Module 1), Q&A’s, or FAQ’s, participants shall e-mail [support@mgen.com](mailto:support@mgen.com) with questions.

## Notice CP-574

### 4 Weekly Reports

#### A Enrollment and Monitoring Reports

The Crop Enrollment Report and the Crop Monitoring Data Report will be produced weekly and will be electronically mailed to the State Office Point of Contacts (POC's) listed in 4-RM, Exhibit 11. The Crop Enrollment Report will name all persons authorized by user ID's to take the course and will denote who has enrolled in the system. The Crop Monitoring Data Report will display the enrollment date, status of completion, and the final score of the enrollee.

### 5 State Office Responsibility

#### A POC's

SED and POC's shall review 4-RM, Exhibit 11. If POC and/or alternates are different than that listed in 4-RM, SED shall **immediately** notify Jared Burnett at 202-720-2090 or **Jared.Burnett@wdc.usda.gov**.

POC's and/or alternates shall use the reports to monitor the enrollment and progress of the State Office participants to encourage completion within the assigned time.

State and County Office Schedule for Phase II, Crop Monitoring Course

October 20 - November 20, 2003	November 3 - December 1, 2003	November 17 - December 31, 2003
State and No. of Participants	State and No. of Participants	State and No. of Participants
Arkansas - 94	Alabama - 73	Alaska - 6
Colorado - 36	California - 56	Arizona - 12
Georgia - 161	Idaho - 57	Connecticut - 10
Kansas - 216	Iowa - 121	Delaware - 7
Missouri - 174	Massachusetts - 9	Florida & Virgin Islands 37
North Carolina - 124	Nebraska - 159	Hawaii - 5
Rhode Island - 3	Nevada - 6	Indiana - 84
Texas - 195	New Hampshire - 8	Kentucky - 150
	New Jersey - 8	Louisiana - 48
	New Mexico - 30	Maine - 18
	New York - 89	Maryland - 31
	Ohio - 82	Michigan - 44
	Oklahoma - 75	Minnesota - 98
	Pennsylvania - 53	Mississippi - 71
	South Carolina - 45	Montana - 82
	Virginia - 49	Oregon - 19
	Washington - 43	Puerto Rico - 5
	West Virginia - 37	South Dakota - 86
		Tennessee - 76
		Utah - 28
		Vermont - 20
		Wisconsin - 60
		Wyoming 26
<b>Total Participants 1<sup>st</sup> Session 1003</b>	<b>Total Participants 2<sup>nd</sup> Session 1000</b>	<b>Total Participants 3<sup>rd</sup> Session 995</b>