

For: State and County Offices

**Entering Compliance Review Results in the National Compliance Review Database**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

According to 2-CP, paragraphs 360 and 361, County Offices are to access the National Compliance Review Database and enter compliance review results. Many County Offices entering data encountered technical problems with the database. In January 2008, County Offices were advised to stop entering compliance review results until the technical issues had been resolved.

The technical problems with the National Compliance Review Database have been corrected and County Offices can resume entering compliance review results.

**B Purpose**

This notice:

- advises State and County Offices that the technical problems with the National Compliance Review Database have been corrected
- instructs County Offices to enter compliance review results for all reviews that have been completed as quickly as possible with a **March 1, 2008**, expected completion date
- provides additional instructions for entering compliance review results for:
  - farms having more than 10 crops
  - multi-county producers.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2008	State Offices; State Offices relay to County Offices

## Notice CP-625

### 2 Action

#### A County Office Action

County Offices shall:

- resume entering compliance review results into the database according to this notice and 2-CP, paragraphs 360 and 361
- enter compliance review results for all reviews that have been completed by **March 1, 2008**
- contact the State Office with any questions or problems.

#### B State Office Action

State Offices shall:

- ensure that County Offices enter compliance review results for all reviews that have been completed:
  - according to procedure
  - by **March 1, 2008**
- advise Melonie Sullivan, National Office of any problems or concerns with the database or this notice by e-mail to **melonie.sullivan@wdc.usda.gov**.

**3 Additional Instructions**

**A Entering Compliance Review Results for Farms With More Than 10 Crops on the Acreage Reporting Screen**

Currently, the compliance review database only allows users to enter crop acreage compliance review results for 10 crops on a farm. If a farm has more than 10 crops, County Office users shall enter crop acreage data according to this table.

Step	Action	Result
1	Enter crop acreage data for the first 10 crops on the farm.	The database will <b>not</b> let the user add any additional crops. If users check “ <b>Yes</b> ” to the question “ <b>Do you have another crop?</b> ”, no crop code entry box will be displayed.
2	At the bottom of the Acreage Reporting Screen, select “ <b>Yes</b> ” to the question “ <b>Do you have another farm?</b> ” and CLICK “ <b>Next</b> ”.	A new (blank) Acreage Reporting Screen will be displayed.
3	Re-enter the data for the producer for questions 1, 2, 3, and 4. For question 4, enter the same farm number for the producer. Continue to load crop acreage compliance review results for the additional crops on the farm.	This will allow the user to add 10 more crops for the farm.

**Note:** These steps may be followed as many times as necessary to capture all crops on the farm.

**B Entering Compliance Review Results For Multi-County Producers**

If a producer has farming interests in multiple counties, several County Office users will be entering data under the same survey code. Users shall take caution **not** to overwrite compliance review results that have been previously entered. All compliance review results that has been entered and saved for a producer will be displayed on Acreage Reporting Screens.

**Note:** Users should **not** type over any existing entries. Users **must** get to a blank Acreage Reporting Screen for the applicable program area and enter compliance review results into a blank Acreage Reporting Screen.

To navigate to a blank Acreage Reporting Screen, CLICK “**Next**” at the bottom of the current/filled Acreage Reporting Screen. A new Acreage Reporting Screen will be displayed; if there are entries on the Acreage Reporting Screen, continue to CLICK “**Next**” at the bottom of the Acreage Reporting Screen until a blank Acreage Reporting Screen is displayed. On the blank Acreage Reporting Screen, user shall enter the additional compliance review results and CLICK “**Save and Return Later**”.