

For: State Offices

Updating LIP Normal Mortality Rates

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice LDAP-4 provided instructions for:

- establishing normal mortality rates for LIP
- submitting names of the users who will be granted State Office administrative rights to update LIP normal mortality rates in the system.

Software will be available on Thursday, July 9, 2009, to load LIP normal mortality rates.

B Purpose

This notice provides procedure for using the State Office administrative process to load LIP normal mortality rates.

Disposal Date

October 1, 2009

Distribution

State Offices

Notice LDAP-5

2 State Office Access to LIP Web Site

A Accessing the LIP Web Site

Access the LIP Home Page through the FSA Applications page at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Users shall click on the link "LIP-Livestock Indemnity Program" under the "Production Adjustment and Disaster Programs" column.

Note: Internet Explorer shall be used when accessing the LIP Home Page.

B LIP Login Screen

State Office users will be prompted with the following login screen. CLICK “**LIP Login**” to continue.



The screenshot shows the LIP Login Screen. At the top, it features the USDA logo, the text "United States Department of Agriculture", "Farm Service Agency", and "Livestock Indemnity Program (LIP)". Below this is a horizontal strip of agricultural images. A navigation bar contains links: "LIP Home", "About FSA", "Help", "Contact Us", "Exit LIP", and "Logout of eAuth". On the left, a "LIP Menu" box contains "Sign Up" and "LIP Home Page". The main content area has a "LIP" header, followed by a paragraph: "This Farm Service Agency web site is provided for producers to apply for contract benefits for the farm bill for LIP system. LIP provides payments to eligible producers on enrolled farms. This is a new program for 2009. LIP is year specific as mandated by the 2008 Farm Bill." Below this is a "LIP Login" button. A paragraph at the bottom states: "USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern." The footer contains links: "LIP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

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2 State Office Access to LIP Web Site (Continued)

C USDA eAuthentication Warning Screen

After users CLICK “LIP Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “Continue” to proceed, or “Cancel” to end the process.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

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Notice LDAP-5

2 State Office Access to LIP Web Site (Continued)

D eAuthentication Login Screen

On the eAuthentication Login Screen, users **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The LIP User Menu will be displayed.

USDA United States Department of Agriculture
USDA eAuthentication

login : []
password : []

Home About eAuthentication Help Contact Us Find an LRA

eAuthentication Login

User ID: []
[Forgot your User ID?](#)

Password: []
[Forgot your Password?](#)
[Change My Password](#)

Login

What's New

NEW! Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click [here](#) for more information!

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. Click [here](#) for more information!

Important! Employees and Contractors:

- Please update your business email and phone in your profile. Click [here](#) for additional details.

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3 User Menu

A Overview

After users have logged in and have been authenticated, the LIP User Menu will be displayed.

B User Menu Screen

Following is an example of the User Menu Screen.



C Action

State Office administrative users shall CLICK "**Administration**". The Administrator Menu will be displayed.

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4 Administrator Menu

A Overview

The Administrator Menu provides a link to the option that allows State Office administrative users the ability to add, update, modify, and view LIP normal mortality rates.

B Administrator Menu Screen

Following is an example of the Administrator Menu Screen.



C Action

State Office administrative users shall CLICK "**Manage Mortality Rate**". The Mortality Rate Maintenance Screen will be displayed.

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5 State, County, and Year Selection

A Overview

The initially displayed Mortality Rate Maintenance Screen provides for State, county, and program year selection. State, county, and program year **must** be selected **before** continuing.

B Mortality Rate Maintenance Screen

Following is an example of the initially displayed Mortality Rate Maintenance Screen.

USDA United States Department of Agriculture
Farm Service Agency Livestock Indemnity Program (LIP)

LIP Home About FSA Help Contact Us Exit LIP Logout of eAuth

LIP Menu
Alphonse Taylor
Role: State Admin

Mortality Rate Maintenance

Go Back To the Admin Menu

Program Year 2008 ▾
State ▾
County ▾

C Action

User shall use the drop-down boxes to select the applicable:

- State
- county
- program year.

Note: Both 2008 and 2009 will be available for update. Each year **must** be updated individually. 2008 normal mortality rates will **not** be automatically updated to 2009.

CLICK “**Submit**”; the Mortality Rate Maintenance Screen will be redisplayed.

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6 Mortality Rate Maintenance

A Overview

After the State, county, and program year have been submitted, the Mortality Rate Maintenance Screen will be redisplayed, providing for the ability to add, edit, and delete mortality rates by county.

B Mortality Rate Maintenance Screen

Following is an example of the redisplayed Mortality Rate Maintenance Screen.

The screenshot shows the Mortality Rate Maintenance screen. At the top, there is a header for the USDA United States Department of Agriculture, Farm Service Agency, and Livestock Indemnity Program (LIP). Below the header is a navigation bar with links: LIP Home, About FSA, Help, Contact Us, Exit LIP, and Logout of eAuth. On the left, there is a user profile box for Alphonse Taylor, Role: State Admin. The main content area is titled "Mortality Rate Maintenance" and contains a "Go Back To the Admin Menu" button. Below this are three dropdown menus for State (Mississippi), County (Adams), and Program Year (2008). A table displays the current mortality rates for various animal categories. The table has columns for Status, Description, Weight Range, Mortality Rate, and Action. The table lists five entries: Approved Beef cattle - Adult (2.00), Pending Dairy cattle - Nonadult (3.00), Approved Chickens - Layers/Roasters (4.00), Pending Equine - Equine (1.00), and Pending Goats - Slaughter goats/kids (5.00). Below the table is a link to "Add a New Mortality Rate" and another "Go Back To the Admin Menu" button. At the bottom, there is a footer with screen ID, last modified date, and a "Back to Top" link. The footer also contains a list of links: LIP Home Page, Admin Menu, FSA Internet, FSA Intranet, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

USDA United States Department of Agriculture
Farm Service Agency
Livestock Indemnity Program (LIP)

LIP Home About FSA Help Contact Us Exit LIP Logout of eAuth

LIP Menu
Alphonse Taylor
Role: State Admin

Mortality Rate Maintenance

Go Back To the Admin Menu

State Mississippi
County Adams
Program Year 2008

Status	Description	Weight Range	Mortality Rate	Action
Approved	Beef cattle - Adult	Cow	2.00	Edit Delete
Pending	Dairy cattle - Nonadult	400 pounds or more	3.00	Edit Delete
Approved	Chickens - Layers/Roasters		4.00	Edit Delete
Pending	Equine - Equine		1.00	Edit Delete
Pending	Goats - Slaughter goats/kids		5.00	Edit Delete

Add a New Mortality Rate

Go Back To the Admin Menu

Screen ID: LI08Admin100
Last Modified: 06/23/2009 10:14:41 AM

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6 Mortality Rate Maintenance (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions to be taken on the Mortality Rate Maintenance Screen.

Field	Description/Action
State	State to which the user is assigned.
County	County that was selected.
Program Year	Program Year selected.
Status	This field will list either pending or approved. If the rate is in a pending status, applications cannot be taken for that livestock kind, type, and weight range. Applications can only be taken for livestock kinds, types, and weight ranges with approved mortality rates.
Description	Livestock kind and type.
Weight Range	Livestock weight range.
Mortality Rate	Mortality rate that was entered for the livestock kind, type, and weight range.
Action	Users can edit or delete an existing rate. See paragraph: <ul style="list-style-type: none">• 7 for additional information on editing an existing rate• 8 for additional information on deleting an existing rate.
Add a New Mortality Rate	The Add Mortality Rate Screen will be displayed. Users can add additional mortality rates. See paragraph 9 for additional information on adding mortality rates.
Go Back to the Admin Menu	The Administrator Menu will be displayed.

7 Edit Mortality Rates

A Overview

The Edit Mortality Rate Screen provides for editing existing mortality rates for a particular kind, type, and weight range of livestock.

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7 Edit Mortality Rates (Continued)

B Edit Mortality Rate Screen

Following is an example of the Edit Mortality Rate Screen.

USDA United States Department of Agriculture
Farm Service Agency Livestock Indemnity Program (LIP)

LIP Home About FSA Help Contact Us Exit LIP Logout of eAuth

LIP Menu
Alphonse Taylor
Role: State Admin

Edit Mortality Rate

Program Year: 2008
State: Mississippi
County: Adams
Kind: Beef cattle
Type/Weight: Adult Cow
Mortality Rate:

Apply change to other Counties: Select All

<input checked="" type="checkbox"/> Adams	<input type="checkbox"/> Alcorn	<input type="checkbox"/> Amite	<input type="checkbox"/> Attala
<input type="checkbox"/> Benton	<input type="checkbox"/> Bolivar	<input type="checkbox"/> Calhoun	<input type="checkbox"/> Carroll
<input type="checkbox"/> Chickasaw	<input type="checkbox"/> Choctaw	<input type="checkbox"/> Claiborne	<input type="checkbox"/> Clarke

Screen ID: LI08Admin101
Last Modified: 06/23/2009 10:14:41 AM [Back to Top ^](#)

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C Action

User can edit the existing mortality rate by typing the new mortality rate in the “Mortality Rate” box and then do any of the following:

- CLICK “**Save**” to update that mortality rate to the County that is displayed
- CLICK “**Cancel**” to cancel the mortality rate edit
- CHECK (✓) next to “**Select All**” to update the mortality rate to all counties in the State
- CHECK (✓) next to individual counties within the State to update individual mortality rates.

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7 Edit Mortality Rates (Continued)

D Editing Approved Mortality Rates

If an approved mortality rate is edited, the updated mortality rate will be placed in a pending status. The approved mortality rate will continue to be used until the updated mortality rate is approved.

Following is an example of the Mortality Rate Maintenance Screen when an approved mortality rate is edited.



United States Department of Agriculture
Farm Service Agency

Livestock Indemnity Program (LIP)









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LIP Menu
Alphonse Taylor
Role: State Admin

Mortality Rate Maintenance

State

County

Program Year

Status	Description	Weight Range	Mortality Rate	Action
Pending	Dairy cattle - Nonadult	400 pounds or more	3.00	Edit Delete
Pending	Dairy cattle - Nonadult	Less than 400 pounds	3.00	Edit Delete
Approved	Chickens - Layers/Roasters		4.00	Edit Delete
Pending	Equine - Equine		1.00	Edit Delete
Pending	Goats - Slaughter goats/kids		5.00	Edit Delete
Pending	Beef cattle - Adult	Cow	3.00	Edit Delete
Approved	Beef cattle - Adult	Cow	2.00	--

[Add a New Mortality Rate](#)

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8 Delete Mortality Rates

A Overview

The Delete Mortality Rate Screen provides for deleting existing mortality rates for a particular kind, type, and weight range of livestock.

B Delete Mortality Rate Screen

Following is an example of the Delete Mortality Rate Screen.

The screenshot shows the USDA Livestock Indemnity Program (LIP) interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'Livestock Indemnity Program (LIP)'. Below this is a navigation bar with links: LIP Home, About FSA, Help, Contact Us, Exit LIP, Logout of eAuth. A user menu on the left shows 'LIP Menu', 'Alphonse Taylor', and 'Role: State Admin'. The main content area is titled 'Delete Mortality Rate' and displays the following information: Program Year: 2008, State: Mississippi, County: Adams, Description: Beef cattle Adult Cow, and Mortality Rate : 2.00. There are 'Confirm' and 'Cancel' buttons below the information. At the bottom left, it shows 'Screen ID: LI08Admin102' and 'Last Modified: 06/23/2009 10:14:41 AM'. At the bottom right, there is a 'Back to Top ^' link. The footer contains various links: LIP Home Page, Admin Menu, FSA Internet, FSA Intranet, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

C Action

CLICK:

- “**Confirm**” to delete the selected mortality rate
- “**Cancel**” to go back to the Mortality Rate Maintenance Screen **without** deleting the selected mortality rate.

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9 Add Mortality Rates

A Overview

The Add Mortality Rate Screen provides for the ability to add a new mortality rate for each kind, type, and weight range of livestock.

B Add Mortality Rate Screen

Following is an example of the Add Mortality Rate Screen.

USDA United States Department of Agriculture
Farm Service Agency Livestock Indemnity Program (LIP)

LIP Home About FSA Help Contact Us Exit LIP Logout of eAuth

LIP Menu
Alphonse Taylor
Role: State Admin

Add Mortality Rate

Program Year:
State:
County:
Kind:
Type/Weight:
Mortality Rate:

Save Cancel

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C Action

User shall use the drop-down boxes to select the applicable:

- county

Note: The “County” drop-down box includes a “Select Many” option. If “Select Many” is selected, the user has the ability to select more than 1 county to which the rates will apply. See subparagraph D for additional information.

- kind
- type/weight range.

User shall enter the mortality rate applicable to the selected county, kind, and type/weight range.

When users CLICK “Save”, the Mortality Rate Maintenance Screen will be displayed.

Notice LDAP-5

9 Add Mortality Rates (Continued)

D Select Many

If the “Select Many” option is selected from the “County” drop-down box, the following screen will be displayed.

USDA United States Department of Agriculture
Farm Service Agency

Livestock Indemnity Program (LIP)

LIP Home About FSA Help Contact Us Exit LIP Logout of eAuth

LIP Menu
Alphonse Taylor
Role: State Admin

Add Mortality Rate

Warning: Selecting multiple counties will overwrite data if it already exists for that county.

Program Year: 2008
State: Mississippi
County: Select Many
Kind: Dairy cattle
Type/Weight: Nonadult Less than 400 pounds
Mortality Rate: 3

Save Cancel

Apply change to other Counties: Select All

<input type="checkbox"/> Adams	<input type="checkbox"/> Alcorn	<input type="checkbox"/> Amite	<input type="checkbox"/> Attala
<input type="checkbox"/> Benton	<input type="checkbox"/> Bolivar	<input type="checkbox"/> Calhoun	<input type="checkbox"/> Carroll
<input type="checkbox"/> Chickasaw	<input type="checkbox"/> Choctaw	<input type="checkbox"/> Claiborne	<input type="checkbox"/> Clarke

Screen ID: LI08Admin101
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Users can CHECK (✓) next to:

- “**Select All**” to add the mortality rate to all counties in the State
- individual counties within the State to add individual mortality rates.

Notice LDAP-5

10 State Office Administrative Action

A Requesting Access

If State Office administrative access has **not** already been requested for users within a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for LIP State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Report of Normal Mortality Rates

Notice LDAP-4 provided for STC's to:

- establish normal mortality rates for all livestock kinds/types and weight ranges by no later than COB July 13, 2009
- ensure that normal mortality rates are loaded into the normal mortality rate table no later than July 20, 2009.

Each State Office shall provide a written report to Scotty Abbott, Livestock Assistance Program Manager, by no later than COB July 14, 2009, of the normal mortality rates established in their State for each livestock kind/type and weight range. An Excel spreadsheet will be provided for recording the information being reported.

Note: If mortality rates were established for different geographic locations within a State, separate reports shall be provided with a brief description of each geographic location.