

For: State and County Offices

Farm Records Data Remediation for “In-Creation” Farms

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

During migration to MIDAS, all active farms that existed in the Farm Records System (FRS) were migrated to MIDAS and linked to their associated GIS CLU’s, based on the unique combination of administrative State, administrative county, farm number, and tract number attributes.

In some cases, no matching CLU’s could be found for a tract because of:

- an incorrect combination of the administrative State, administrative county, farm number, and tract number attributes in GIS
- CLU’s **not** being delineated.

When these situations occurred, farm records containing tracts with no matching CLU’s were migrated to MIDAS with a status of “In-Creation”.

This data cleanup is an ongoing effort to have accurate, reliable data for the success of continuing integration efforts, and to prepare for implementing the 2014 Farm Bill. Accurate data is necessary to successfully record acreage and inventory reports, and administer programs authorized under the 2014 Farm Bill.

B Purpose

This notice informs State and County Offices of:

- the report that identifies “In-Creation” farms
- instructions for reviewing and updating MIDAS Farm Records, as necessary
- the **August 1, 2014**, deadline for completing updates

Disposal Date	Distribution
September 1, 2014	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose (Continued)

- potential adverse impact to existing payments and contracts associated with farms having a status of “In-Creation” in MIDAS Farm Records and a corresponding status of “Active” in FRS.

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete data remediation according to this notice
- direct questions to any of the following:
 - Daniel Culli by either of the following:
 - e-mail to **daniel.culli@wdc.usda.gov**
 - telephone at 202-690-1942
 - Fritz Matetzsch by either of the following:
 - e-mail to **fritz.matetzschk@tx.usda.gov**
 - telephone at 202-720-0148
 - Steve Stark by either of the following:
 - e-mail to **steve.stark@usda.gov**
 - telephone at 202-260-8063.

B County Office Action

County Offices shall:

- review the In-Creation Status Report (subparagraph 3 B) and take appropriate corrective action, as follows, by **August 1, 2014**:
 - delete invalid farms
 - delineate missing CLU's
 - update incorrectly attributed CLU's
 - delete invalid tracts
- use the Farm Records GIS Data Remediation Spreadsheet A, according to subparagraph 4 D and Exhibit 1

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2 Action (Continued)

B County Office Action (Continued)

- contact the State GIS specialist, Data Remediation Tool (DRT) administrator, or State Farm Records specialist, as applicable, for assistance with instructions in this notice
- obtain COC concurrence for farms or tracts deleted according to the instructions contained in this notice. **Document** farms or tracts deleted in COC minutes.

Note: Farms that were migrated to MIDAS Farm Records with a status of “In-Creation” that are **not** set to “Active” status by **September 30, 2014**, will be deleted from FRS and MIDAS Farm Records.

C GIS DRT Administrator Action

GIS DRT administrators shall:

- review and validate each Farm Records GIS Data Remediation Spreadsheet A submitted by County Offices, according to Exhibit 1, when received
- update attributes for all CLU’s that reside in the correct administrative county dataset
- for CLU’s **not** residing in the correct dataset, submit Farm Records GIS Data Remediation Spreadsheet A (Exhibit 1) to the Farm Records/GIS Data Remediation SharePoint at https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/FR_GIS_data/default.aspx
- ensure that farms are properly set to “Active” status and saved after all CLU’s have been properly attributed
- notify the County Office when actions are complete.

3 “In-Creation” Status Farms

A Farms with “In-Creation” Status

“In-Creation” farms migrated from FRS without complete GIS representations of the farm are addressed by this notice. Newly created “In-Creation” farms should be updated according to Work Instructions previously provided as part of MIDAS Farm Records training.

Farms migrated from FRS that still have an “In-Creation” status in MIDAS Farm Records remain active in FRS; however, do **not** accurately reflect GIS-determined acreages. In addition, farms with an “In-Creation” status do **not** replicate to FRS; therefore, if edits are made to the farm in MIDAS Farm Records, applications reading FRS will **not** receive accurate data. Any valid, “In-Creation” status farms **must** be updated to “Active” status in MIDAS Farm Records.

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3 “In-Creation” Status Farms (Continued)

B Accessing the “In-Creation” Status Report

To access the In-Creation Status Report, go to the Common Provision Branch web site at <http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/cc/>. Under “Farm Records”, CLICK “In-Creation Status (XX-XX-2014)” (XX-XX = most recent month and date).

Note: The report will be updated on a biweekly basis, approximately every other Wednesday, and will contain all farms with an “In-Creation” status.

In addition, County Offices can run a list of “In-Creation” status farms in MIDAS Farm Records, as needed, according to instructions in Exhibit 2.

4 Determining Corrective Action

A Reviewing Migrated “In-Creation” Farms

Migrated farms listed on the In-Creation Status Report should be reviewed to determine if the farm is a valid record, properly delineated, and attributed. Existing MIDAS Farm Records, GIS within the Citrix environment, and FRS tract descriptions and maps contained in program folders will be helpful in the validation process. In addition, County Offices may use the MIDAS Farm Records NCLU layer to assist in determining whether CLU’s have been delineated.

B Deleting Invalid Farms

To determine if the migrated “In-Creation” farm is invalid, COC shall review all available records to determine whether land has been devoted to nonagricultural uses and reclassify as needed. Obtain COC concurrence for the deletion of the farm and **document** the farm deletion in COC minutes.

If COC determines and DD concurs that an entire “In-Creation” status farm is devoted to nonagricultural, commercial, or industrial use according to 10-CM, after verifying that there are **no** existing contracts associated with the farm, delete the farm according to the following steps.

Step	Action
1	Navigate to the farm to be deleted using the MIDAS Farm Records “Search Farms/Bins” option.
2	On the CRM toolbar, CLICK “More”.
3	From the drop-down list, select “ Inactivate Farm ”.
4	For the “Check Acreage Report” pop-up window, CLICK “Yes”.
5	For the “Delete Confirmation” pop-up window, CLICK “Yes”.

Note: Inactivation of a farm **cannot** be reversed. If a farm is deleted in error, the farm will need to be recreated as a new farm with a new farm number and the GIS representation of the farm will need to be redrawn.

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4 Determining Corrective Action (Continued)

C Delineating Missing CLU's

For each valid farm having tracts with **no** associated CLU's, take the following steps to delineate the missing CLU's in GIS.

Step	Action
1	Navigate to the farm in MIDAS and from the Installed Base (iBase) Hierarchy, select the applicable valid tract using the "Tract Number" drop-down list.
2	From the CRM toolbar, CLICK " Edit ".
3	In "GIS Info" block, use the area of interest ("Magnifying Glass" icon) to locate the area where the tract will be delineated and zoom to at least 1:4,800 scale to activate the GIS toolbar "Create a New Tract" tool.
4	From the GIS toolbar, select " Create a New Tract " tool and delineate the area of interest where the tract will be located. Ensure that the area of interest fully encompasses the entire boundary of the tract to be delineated. Note: Do not click the CRM toolbar, "New Tract" button. If the CRM toolbar, "New Tract" button is clicked in error, use the "Trashcan" icon on the "iBase Hierarchy" pop-up window to delete the tract before drawing any CLU's.
5	Delineate tract boundaries within the designated area of interest.
6	Enter required attributes for the tract.
7	From the GIS toolbar, contained within "GIS Info" block, CLICK " Save and Sync ".
8	In "Parties Involved Assignment" block, enter owners of the tract.
9	From the GIS toolbar, select " Split the Selected CLU " tool and subdivide the newly created single CLU tract into additional CLU's and properly attribute CLU's, as necessary.
10	From the GIS toolbar, contained within "GIS Info" block, CLICK " Save and Sync " tool.
11	Repeat steps 1 through 10 for any additional tracts with no CLU's or tract boundary delineated in GIS. Note: Do not continue if there are other tracts on the farm that need attributes corrected according to subparagraph D.
12	In the "iBase Hierarchy" pop-up window, click on the farm when all tracts have been properly delineated and change the farm status from "In-Creation" to "Active" in the farm "General Data" assignment block.
13	From the CRM toolbar, CLICK " Save ".

Note: If it is determined that a tract with no GIS representation is invalid and should no longer be associated with the farm, submit a request to have the tract deleted according to subparagraph E.

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4 Determining Corrective Action (Continued)

C Delineating Missing CLU's (Continued)

If all CLU's are already properly delineated, but do **not** reside in the correct administrative GIS dataset (GIS and MIDAS **not** properly linked), do the following:

- check the farm and tract numbers
- provide the DRT administrator with the correct attributes on the Farm Records GIS Data Remediation Spreadsheet A according to subparagraph D
- repeat, as needed, for additional tracts.

D Updating Incorrectly Attributed CLU's

Take the following steps when all land contained within the tract is delineated in GIS, but 1 or more CLU's are incorrectly attributed.

Step	Action
1	County Offices shall access the Common Provision Branch web site at http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/ under "Farm Records", CLICK " Farm Records GIS Data Remediation Spreadsheet A " to download a blank copy of the spreadsheet.
2	County Offices shall record the administrative State, administrative county, farm number, and tract number in the Farm Records GIS Data Remediation Spreadsheet A for all CLU's in the county that are missing or incorrectly attributed. See Exhibit 1 for additional information and an example.
3	County Offices shall forward completed Farm Records GIS Data Remediation Spreadsheet A's to State GIS specialists every Tuesday, by COB, until all incorrectly attributed CLU's for the county are corrected. Note: Each weekly spreadsheet shall include only CLU's not previously submitted on a spreadsheet. If CLU is submitted, but fails to link to the tract when step 6 is completed, the farm will need to be resubmitted on the spreadsheet.
4	The GIS DRT administrator shall change GIS attributes using GIS DRT as requested for all CLU's except those that are contained in another county's GIS dataset. For CLU's contained in another county's GIS dataset, compile the Farm Records GIS Data Remediation Spreadsheet A received from all counties into 1 Statewide spreadsheet on a weekly basis.

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4 Determining Corrective Action (Continued)

D Updating Incorrectly Attributed CLU's (Continued)

Step	Action
5	<p>The GIS DRT administrator or State GIS specialists shall post the compiled spreadsheets containing CLUs located in incorrect county datasets to SharePoint at https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/FR_GIS_data/default.aspx by COB every Thursday. The compiled spreadsheets shall be posted under “Shared Documents” heading by clicking “Add New Document” link.</p> <p>Note: Each State shall add the State name and date to the file name before posting the spreadsheet to the SharePoint site.</p> <p>Example: “Farm Records GIS Data Remediation Spreadsheet A – MN – 20130521”.</p>
6	The National Office shall correct all incorrectly attributed CLU's submitted on the weekly spreadsheet and notify the State GIS specialist of completion.
7	State GIS specialists shall notify County Offices of completion.

E Deleting Invalid Tracts

If it is determined that an “In-Creation” status farm is a valid farm, but 1 or more tracts are now entirely devoted to nonagricultural, commercial, or industrial use, after verifying there are **no** existing contracts associated with the invalid tract, delete the tract according to the following steps.

Step	Action
1	County Offices shall record the administrative State, administrative county, farm number, and tract numbers to be deleted in Farm Records GIS Data Remediation Spreadsheet A. Include a brief description of why deletion of the tract is being requested.
2	<p>County Offices shall forward complete Farm Records GIS Data Remediation Spreadsheet A to State GIS specialists until all “In-Creation” status farms with tracts that need to be deleted are corrected.</p> <p>Note: Each spreadsheet shall include only farms not previously submitted on a spreadsheet.</p>
3	<p>State GIS specialists shall post the delete object request Farm Records GIS Data Remediation Spreadsheet A to SharePoint at https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/FR_GIS_data/default.aspx daily as received. The spreadsheets shall be posted under “Shared Documents” heading by clicking “Add New Document” link.</p> <p>Note: Each State shall add the State name and date to the file name before posting the spreadsheet to the SharePoint site.</p> <p>Example: “IA_Delete_Object_Request_04252014”.</p>
4	National Office shall delete invalid tracts and notify the State GIS specialist of completion.
5	State GIS specialists shall notify County Offices of completion.

Note: COC and DD concurrence are **required** according to 10-CM, paragraph 27 for all nonagricultural land determinations.

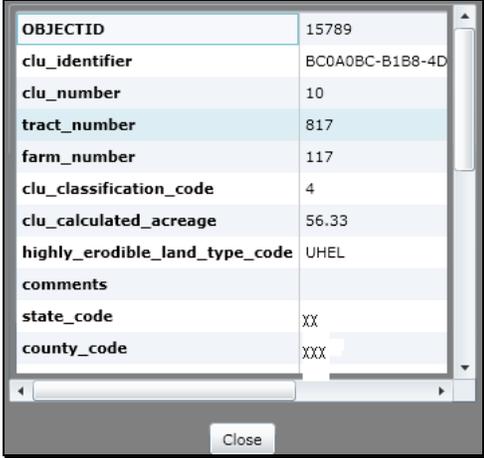
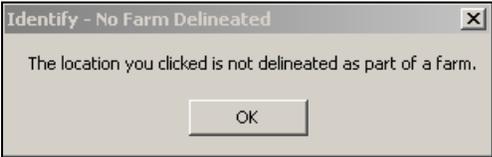
Instructions for Farm Records GIS Data Remediation Spreadsheet A

The Farm Records GIS Data Remediation Spreadsheet A is used to record descriptive information for CLU’s that are incorrectly attributed in GIS. The spreadsheet shall be used when all land contained within the tract is delineated in GIS, but 1 or more CLU’s are incorrectly attributed according to subparagraph 4 D.

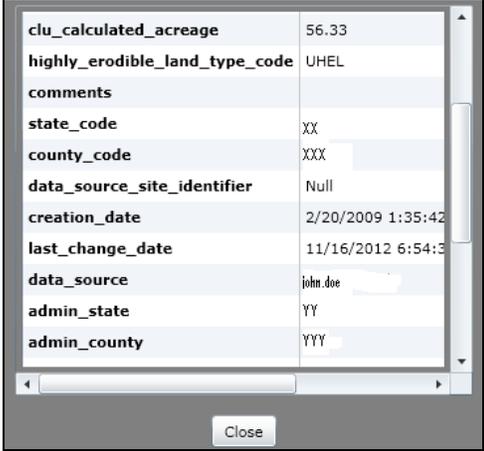
Following are instructions for obtaining the **CRM and GIS attributes** to be entered into Farm Records GIS Data Remediation Spreadsheet A.

Step	Action
1	Log into MIDAS at https://mprdep.fmmi.usda.gov and enter eAuthentication logon information.
2	Obtain the administrative State, administrative county, farm number, and tract number from the following “iBase Hierarchy” pop-up window. <div data-bbox="289 764 773 1203" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
3	Enter the applicable administrative State, administrative county, farm number, and tract number found in step 2 in the Farm Records GIS Data Remediation Spreadsheet A, “ CRM Attributes ” section.
4	On the “GIS Info” block, CLICK “  ”, as displayed in the following example. <div data-bbox="289 1398 773 1906" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>

Instructions for Farm Records GIS Data Remediation Spreadsheet A (Continued)

Step	Action
5	<p>Click CLU to be identified. The following pop-up window will be displayed.</p>  <p>Note: If the following message is displayed, GIS Citrix may have to be used to determine the GIS attributes.</p>  <p>This message will display if either of the following applies:</p> <ul style="list-style-type: none"> • area is not delineated as CLU (follow subparagraph 4 C to delineate CLU) • area is delineated, but CLU exists in a different administrative county dataset. <p>Contact the State GIS specialist for assistance with using GIS Citrix to obtain the GIS attributes, if CLU exists in a different administrative county dataset administrative county.</p>
6	<p>Enter the farm number, tract number, and CLU number found in step 5 in the Farm Records GIS Data Remediation Spreadsheet A, “GIS Attributes” section.</p> <p>Note: Administrative State and administrative county will be entered in step 8.</p>

Instructions for Farm Records GIS Data Remediation Spreadsheet A (Continued)

Step	Action
7	<p>Scroll down in the pop-up window displayed in step 5 using the slider on the right side of the pop-up window. The following will be displayed.</p> 
8	<p>Enter the administrative State and administrative county in the Farm Records GIS Data Remediation Spreadsheet A, “GIS Attributes” section.</p> <p>Note: Administrative State and administrative county are determined using the “admin_state” and “admin_county” line items.</p>

Example: A reconstitution was completed before conversion to MIDAS; however, the GIS attributes were **not** updated to reflect the new farm or tract number.

- Farm 100, tract 100, and Farm 101, tract 101, were combined into Farm 900, tracts 100 and 101, in Farm Records, but the GIS attributes were **not** updated.
- Farm 500, tracts 7000 and 7001, were divided into Farm 1000, tract 7000, and Farm 1001, tract 7001, but the GIS attributes were **not** updated.
- Farm 1500, tracts 300 and 400, were combined into tract 750, but the GIS attributes were **not** updated.
- Farm Records GIS Data Remediation Spreadsheet A should be completed as follows so GIS data can be corrected.

Correct/Desired CRM Attributes				Existing GIS Attributes			
Admin State	Admin County	Farm #	Tract #	Admin State	Admin County	Farm #	Tract #
99	999	900	100	99	999	100	100
99	999	900	101	99	999	101	101
99	999	1000	7000	99	999	500	7000
99	999	1001	7001	99	999	500	7001
99	999	1500	750	99	999	1500	300
99	999	1500	750	99	999	1500	400

Creating the List of “In-Creation” Status Farms From MIDAS Farm Records

County Offices can run a list of “In-Creation” status farms in MIDAS Farm Records, as needed. This list will include both migrated and newly created “In-Creation” farms.

Take the following actions:

- access MIDAS at <https://mprdep.fmmi.usda.gov>, enter eAuthentication logon information, and CLICK “**Search Farms/Bins**”
- in the search criteria, enter **only** the administrative State and administrative county
- CLICK “**Search**” and the Result List will display only 100 farms in the selected State and county
- change the number entered in the “Maximum Number of Results” field until the Result List displays all farms in the selected State and county

Note: All farms in the selected State and county will be displayed when the number of “Installed Bases Found” is less than the number entered in the “Maximum Number of Results” field.

- in the Result List, CLICK “**Farm Status**” column heading
- from the drop-down list, select “In-Creation” and the Result List will be displayed with all farms in the selected State and county with “In-Creation” status

Note: The search results can be exported to Excel, as needed, by clicking the “Export to Spreadsheet” button in the upper-left corner of the Result List.