

For: State and County Offices

AgLearn Crop Monitoring Training Course

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Agricultural Risk Protection Act (ARPA) passed in January 2000, by the 106th Congress specified “crop monitoring” as the means to be used to improve the overall compliance and integrity of the Federal Crop Insurance Program. RMA, FSA, and approved insurance providers have worked together to identify and eliminate fraud, waste, and abuse throughout the crop insurance program.

A significant amount of training has been provided in the past to ensure FSA personnel are able to perform the crop monitoring responsibilities assigned to them. The following is a list of training provided:

- compliance and oversight national training conducted by RMA and FSA in 2001, in Kansas City, Missouri
- loss adjustment training conducted by RMA and FSA in 2001, in 10 regional locations; covering crop insurance provisions, policies, and procedures
- on-line anti-fraud training titled, “The First Line of Defense”, in 2001
- crop monitoring training provided:
 - on-line
 - in 3 different assigned ongoing sessions
 - to all FSA personnel assigned crop monitoring duties.

Note: This training is ongoing. The last update training session was provided to FSA personnel in 2004.

Disposal Date	Distribution
November 1, 2006	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice advises that:

- an updated crop monitoring training course has been developed and will be available to selected employees on-line on the FSA AgLearn web site at <http://www.aglearn.usda.gov>
- the course will be available after May 10, 2006
- all FSA personnel currently assigned crop monitoring duties shall complete the crop monitoring training course by **July 15, 2006**

Notes: The training must be completed even if a previous course was completed.

AgLearn will automatically process the training certification for personnel taking the course when tests are completed. The AgLearn Crop Monitoring Training Course certificate shall be filed in the employee's training folder.

- the crop monitoring training course will be placed in participants AgLearn training portfolio by the State AgLearn Administrator.

C Future Basic Training and Updates for Policy Changes

Future crop monitoring training on AgLearn will provide:

- current crop monitoring policies
- policy changes and updates.

AgLearn crop monitoring courses will be available to train personnel and serve as a reference tool, enabling the completion of FSA functions mandated by ARPA to assist RMA with monitoring insured producers for fraud, waste, and abuse.

Note: Future policy for crop monitoring training will be incorporated in 4-RM.

D Contacts

IF questions about...	THEN contact...
training course subject matter	Whilemenia Duncan, KCCO, by: <ul style="list-style-type: none">• e-mail at whilemenia.duncan@kcc.usda.gov• telephone at 816-823-4669.
AgLearn	AgLearn by: <ul style="list-style-type: none">• e-mail at aglearnhelp@genphysics.com• telephone at 866-633-9394.

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2 Continuation of Crop Monitoring Training

A Who Should Take the Course

Note: This is **not** training for loss adjusters.

The following personnel **must** take the crop monitoring training course to meet Congress' mandate:

- personnel assigned to take the course according to Notice CP-570, Exhibit 1.

Notes: Notice CP-570 was obsolete on February 1, 2004.

Names are contained on the Crop Monitoring Report that will be FAXed to each SED under a separate cover.

- new State FSA Office FSA points of contact (POC's)
- DD's
- County Office personnel with crop monitoring duties not included on the Crop Monitoring Report.

B Accessing Training

FSA personnel shall access AgLearn with eAuthentication user ID's and passwords. Users shall consult their State IT personnel for guidance on eAuthentication. AgLearn is at <http://www.aglearn.usda.gov>.

The following table provides guidelines when navigating through the crop monitoring training after logging into the AgLearn site.

Step	Action
1	Click on "Learning" tab. Courses available for the user will be displayed.
2	Click "Launch Content" for the crop monitoring training. The Online Content Structure/Menu will be displayed. Click the 1st module and continue through the self-paced program until completion. Notes: Users may move backward and forward through any module using the progress bar. However, users cannot move backward once they have started a question slide. When users exit a module, a screen will prompt the user to click on "Return to Content Structure" that will return users to the training modules. If users leave AgLearn in the middle of a module or do not complete all modules within 1 session, they shall return to the last completed module and continue the course. If the user needs to retake any module, restart at that module. If the program takes the user to the first page, then jumps to the last page of that module, PRESS "Rewind" on the Progress Bar to restart the module.

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2 Continuation of Crop Monitoring Training (Continued)

C Modules and Test

The online crop monitoring training consists of 16 modules covering different loss adjustment provisions. The course:

- is designed as an interactive self-paced course
- may be completed in an average of 8 hours
- equals 24 hours of classroom training.

Quizzes are placed randomly throughout the modules to ensure all content of the training is reviewed. A comprehensive test is given at the end of the training. Participants must score at least 70 percent on the quiz and test questions to satisfactorily complete the course.

D Printing the Certificate

Upon satisfactorily completing the test, participants shall print the certificate of completion through AgLearn, as follows:

- click on “Learning History”
- navigate to the crop monitoring course
- click on “print” for the completion certificate for this component
- retain the certificate in participant’s file.

AgLearn will provide a report to the National Office with the names of participants who have completed the course through AgLearn.

3 State Office Responsibilities

A SED Must Verify POC

SED’s shall verify that the names of POC’s and alternates are correctly displayed in 4-RM, Exhibit 11.

If the names are incorrect, SED’s or assigned POC shall do either of the following:

- notify PECD, Common Provisions Branch, Common Processes Section, by FAX at 202-720-0051
- e-mail changes to **david.tidwell@wdc.usda.gov**.

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3 State Office Responsibilities (Continued)

B POC Responsibilities for the Training

POC's shall use the following guidelines to assist participants in completing the course:

- provide the Crop Monitoring Report and any new personnel required to be trained to their State AgLearn Administrator

Note: The State AgLearn Administrator will place the training course in each of the participants' online training folder included.

- ensure that all designated personnel complete the training by **July 15, 2006**.

4 Internet Combined Administrative Management System (I*CAMS)

A Record of Training

Ensure that all training listed in subparagraph 1 A that was completed by the participant, not through AgLearn, is recorded into I*CAMS.

B I*CAMS Questions

Participants shall direct questions about processing in I*CAMS to their State Training Coordinator.