



## National CAPS Committee (NCC) Conference Call

January 5, 2012

### Minutes

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#### Participants

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|------------------|-----------------|------------------|------------------|
| John Bowers      | Piera Siegert   | Nancy Richwine   | Melinda Sullivan |
| Matt Royer       | Joe Collins     | Beth Long        | Eileen Luke      |
| Brian Kopper     | Julie Van Meter | Laurinda Ramonda | Susan Schechter  |
| Kristian Rondeau | Brad Lewis      | Helmuth Rogg     | Dave Prokrym     |
| Joel Bard        | Avi Eitam       | Kathy Handy      |                  |
| Terry Bourgoin   | Chris Pierce    | Lisa Jackson     |                  |

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#### Farm Bill

The suggestion period will open soon. Once the suggestion period opens, requestors will have only about 4 weeks to submit suggestions. The wise submitter of suggestions should be putting information together now for the upcoming suggestion period. Updates will be sent via the PPQ Stakeholder Registry, so make sure you are subscribed to the Farm Bill section of the Registry.

#### Reporting in IPHIS

Before the holidays, I sent a request to the NCC to start talking with their constituency about what reports are needed from IPHIS. If we can identify what we need in a report, then we can make sure that the correct information is being collected and in the correct manner in the first place. What information do you need from surveys that are important to you in order for you to do your job, report efforts and performance measures to supervisors or management, prepare budgets and justifications, and other requirements that you may have? What information does management request, want, or need? These are just a few of the questions you should be thinking about. In essence, we need to be able to explicitly convey for the national, regional, and state perspective exactly the information needed out of IPHIS. Examine your programs and ask yourself, and your constituency, what information you require. Think also outside and beyond what information is available to you now or have used in the past. What information do you always wished you had? If we can answer these questions, then we will know what data we need to collect as a program, and make sure the right data is going in.

Between now and the NCC meeting at the end of January, continue to talk among yourselves, and jot down ideas, phrases, sentences, paragraphs and/or tables. Bring these to Miami and be prepared to discuss this issue.

#### Accountability Report

The CAPS Accountability Report is now on the CAPS R&C site, and can be accessed after login by clicking on the link in the CAPS ribbon under Survey (it is no longer accessible through NAPIS). This is an important tool for the CAPS community, especially as year-end data entry is

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



occurring. Please check to make sure that all data entry requirements are being met in your state. Please address any deficiencies in the year-end report due 90 days after the expiration of the cooperative agreement.

### **Reporting in NAPIS**

Presently there is no protocol in place to distinguish the different funding sources for survey data entered into NAPIS. Kathy and Susan looked at possible ways to distinguish CAPS and Farm Bill surveys with data entry into NAPIS. When one enters data into NAPIS, is there a way through data entry that one would be able to tell if certain data was collected as a result of CAPS or Farm Bill funding? This would be useful in reporting results of funding and performance measures for these programs. The result, for now, was that there may be no discernable way to differentiate funding source in NAPIS at this point. States cannot, do not, or will not distinguish among the different funding sources for reporting or data entry. People may just not know, those conducting the surveys are not part of the agreement process, and vice versa, and/or the data enterer is not the same person who plans and/or does the survey. It was mentioned that this information may be captured in the the new standardized report form and/or the statistical report for the Regions, but if one is not able to differentiate surveys and funding source for data entry, can it be done for reporting as well, and be consistent across all states? Additionally, relying on reporting would always be after the fact; reporting for 2011 has yet to occur. Looking into the future, this question will not go away, and may increase in prominence as budgets and funding decrease. The suggestion is that states look at their budget processes, and start thinking about how various funding sources can be accounted for at the state level for data entry and reporting.

### **APHIS Riverdale – new phone numbers**

The APHIS Riverdale Building (and soon HQ in Washington, D.C.) will have new phone numbers that should be functional the first part of February (at least that is the plan). We are going to a new VOIP protocol. The new numbers for those of us in EDP will be 301-851-2087 (John Bowers), -2108 (John Crowe), -2284 (Kathy Handy), and -2299 (Matt Royer). Please do not call us using these numbers until well into February. The old numbers should still work through February. If the new ones do not work, use the old numbers (yes, we have two phones on our desks for now). If you call others in APHIS in Riverdale (e.g., permit unit) and the DC metro area, just be aware that they also will have new numbers.

The next NCC call will be on **Thursday, March 1, at 11:00 am eastern time.**