



## National CAPS Committee (NCC) Conference Call

October 2, 2014

### Minutes

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#### Participants

John Bowers	Joe Collins	Sherry Aultman	Kathy Handy
Brian Kopper	Julie Van Meter	Laurinda Ramonda	Susan Schechter
Rick Zink	Brad Lewis	Lisa Jackson	Eileen Luke
Terry Bourgoin	Carol Motloch	Melinda Sullivan	Kristian Rondeau
Joel Bard	Lisa Ishibashi	Dan Mackesy	
Piera Siegert	Saul Vaiciunas	John Crowe	

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#### Budget

The federal government was funded for the 2015 fiscal year that started on October 1 with a Continuing Resolution (CR). The CR funds the government through December 11, largely at FY14 levels. Congress will resume budget discussion when the lame-duck session convenes after the mid-term elections. Agreements will be process as in previous years under a CR based on a percentage of the expected final appropriation. Agreements cannot be approved until PPQ receives and distributes the funds to Field Operations.

#### CAPS Strategic Plan

The formal process for developing a CAPS strategic plan is still on hold pending finalization of the PPQ strategic plan. This is expected within the next couple of weeks. The CAPS plan needs to fit under the PPQ plan, so it makes sense to put the process on hold until guidance is available. We do not want to get out ahead of the PPQ plan, and will need to stay within the boundaries laid out in the PPQ plan. In the meantime, the PDMT has been talking among themselves and with others about a future direction, so there will be a basis to start with once the formal process begins.

#### Survey Summary Form & Reporting

Developing reporting functions for the Survey Summary Form will be discussed with Purdue. The current output is a large spreadsheet that needs to be filtered and sorted each time information is sought. Developing ad hoc and/or canned reporting functions will enable the PDMT to obtain needed information from the Survey Summary Form in a more efficient manner. This information is used for planning, activity, and performance measures reporting.

It was brought up in discussion that it would be useful for the states entering information into the Survey Summary Form to be able to see what was entered in past years. This functionality also will be discussed with Purdue. The NCC is encouraged to discuss other reporting needs so that the work can be incorporated into the next cooperative agreement with Purdue.

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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.



## **Changes to Planned Surveys – Important, Must Read**

Information is entered into the Survey Summary Form when work and financial plans are submitted. This is what states plan to do under the next cooperative agreement. This information is then used behind the scenes to 1) populate fields in data entry spreadsheets/templates specific to a particular state under My Surveys in NAPIS, and 2) populate the CAPS Accountability Report that matches surveys under the cooperative agreement with data entry in NAPIS, in addition to Program reporting.

From time to time things happen that change the planned surveys for one reason or another. In an effort to keep the information in the Survey Summary Form up-to-date, the PDMT is requesting that states notify Brian and request approval for any changes in surveys, target pests, or funding. This should be done as soon as possible when the change is known, and not wait to just put the information in the final Accomplishment Report. Brian will then update the information in the Survey Summary Form, which will then be accurately reflected in the My Surveys template and the CAPS Accountability Report. Information pulled from the Survey Summary Form for program purposes also will be up-to-date, and the PDMT will be able to respond to requests with full confidence that accurate activities are being reported. Information in the Survey Summary form must become a living document that serves multiple purposes.

At the end of the cooperative agreement, the information in the final Accomplishment Report (including any changes made during the year) must match the information in the Survey Summary Form. If the Survey Summary Form information is kept up-to-date, then the Program managers, ADODR, and others reviewing the Accomplishment Report can check the CAPS Accountability Report for the required data entry and be assured that all entries are accurate and the work completed.

All states will need to follow this process and communicate changes to planned surveys in a timely manner. PPQ programs are being held more accountable for budget and funds spent, both internally and obligated through cooperative agreements. By using the tools that Purdue has provided, we can be open and transparent about surveys being conducted, pests being targeted, and funding spent for the early pest detection mission.

## **NAPIS – New data fields**

Just a reminder that the three new data fields, Funding Year, Funding Source, and Survey Name, will be required for data entry starting on January 1, 2015. These fields are available now and can be used for data entry in 2014. It is suggested that states start using these field now so that it will not be confusing trying to enter data after January 1. These fields will be required for all target pests under the cooperative agreement, and will help assign data entry to the proper survey in the CAPS Accountability Report. Data entry for pests not a specific target under the cooperative agreement, e.g., state surveys, new pests, etc., that states wish to enter into NAPIS will not have this requirement, but it would be useful to enter the information if known. Using the My Surveys function in NAPIS will help populate fields from the Survey Summary Form.



### **NAPIS – Proposed data fields**

CPHST has proposed adding two additional fields to NAPIS data entry: a field for Trap and another for Lure. Entries will correspond to the naming conventions used in the Approved Methods and in the Survey Supplies ordering System. The reasoning for this addition is to qualify data over years as lures and traps usually improve over time. By being able to see what was used each year, we know the value of the data. For example, the new EAB traps are supposed to be much better. Tracking this over time will help tell the tale. For some targets we have several options of traps and lures. Again, it is important to know which ones were used in case we decide to use just one in the future. Looking back, we can make assessments as to the quality of the data.

The NCC discussed and approved the additional data fields. These fields could be pre-populated in the My Surveys feature in NAPIS that would greatly lessen the burden of this new reporting requirement.

### **NAPIS - My Surveys**

My Surveys have been mentioned several times in these minutes. This is an important feature that will make data entry easier, less time consuming, and more efficient. From the minutes of last month's NCC call:

In NAPIS under Home/My Profile you will notice a link to My Surveys. Clicking this link will allow you to download data entry spreadsheets that will be pre-populated with information specific to the surveys and target pests you identified in the Survey Summary Form for that survey year. This should make preparing data for entry into NAPIS much easier and less time-consuming.

### **CPHST Support Meeting**

A work and planning meeting with CPHST CAPS Support was held September 10-11, 2014 at the CPHST Otis Laboratory on Joint Base Cape Cod in Massachusetts. The purpose of the meeting was to evaluate CAPS support processes and discuss emerging issues. A set of action items was drafted for the coming year that will be discussed at the Annual NCC Meeting.

### **Annual NCC Meeting**

Now is the time for the NCC to discuss with their constituency and bring forward to the NCC any issues, topics, concerns, suggestions, etc., that the NCC needs to discuss. An agenda needs to be developed for approval purposes and to give the constituencies time to discuss the agenda topics and prepare their NCC representative for participation in the meeting.

Tentative dates for the 2-day meeting are in the last week of January 2015. A West Coast host with free meeting space is needed. We will entertain all offers.



## **Farm Bill Update**

The suggestion period currently is open, and will remain open through October 24. Kristian has been hosting a series of help sessions for potential suggestors. Information for these sessions, along with other valuable information can be found on the [APHIS Farm Bill website](#). After the suggestion period closes there will be 2-week window for SPHDs and SPROs to review and comment on suggestions from their state, after which the goal review teams will have 3 weeks to evaluate and rate the suggestions. The result will be a draft spending plan that will be reviewed by the Deputy Administrator in preparation for Departmental approval. One overall goal is to have the funds available earlier than previous years, and to keep trying to align processes with the CAPS time line.

## **Goal 1 Survey**

Brian is leading Goal 1 Survey this year, and would like to expand the review committee to 12-15 people. An SSC or SPHD (preferably from a state with no reviewers already) would be a nice addition to the review team. As a member of the review team you will be asked to evaluate and comment on submitted suggestions in Metastorm, and then rate the suggestions against several criteria in Decision Lens. Several conference calls also will be involved. This is a great opportunity to get a perspective of surveys at the national level. Please let Brian know if anybody is willing to join this group. The process will start in mid to late October and go through November.

## **Survey Supplies**

The Survey Supply Ordering System will open October 15 through October 21. You should have received a message from John Crowe about the open period. Only the following orders can be placed: 2015 CAPS, 2015 PPQ except EAB (EAB Program orders will occur at a later date), and 2014 Farm Bill. The expected ship dates will begin in mid-January. John Crowe will be on TDY on another staff for 120 days beginning October 6. A message will be sent out soon to announce who will be filling in behind him.

## **EDDMapS**

Joel Bard will discuss some issues he has discovered on next month's call.

## **Potpourri**

There have been some reports of things not working quite right with NAPIS 3.0. This is possibly due to a JavaScript error. Susan suggests that you check to make sure that JavaScript is enabled. Otherwise, please call Susan to discuss.

**The next NCC call will be held on Thursday, November 6, 2014, at 1:00 pm eastern time.**

Please forward to your NCC representative any agenda topics for discussion on the October call.