



## National CAPS Committee (NCC) Conference Call

March 3, 2011

### Minutes

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#### Participants

John Bowers	Helmuth Rogg
Matt Royer	Kathy Handy
Rick Zink	Lisa Jackson
Julie Van Meter	Talitha Molet
Avi Eitam	Melinda Sullivan
Chris Pierce	John Crowe
Nancy Richwine	Susan Schechter
Beth Long	Eileen Luke
Laurinda Ramonda	Valerie DeFeo

#### CAPS Conference Documents

All of the information from the CAPS Conference is posted on the CAPS R&C site. This includes breakout session notes, a detailed summary of the evaluations of the CAPS Conference, and a short executive summary of the evaluations: ([http://caps.ceris.purdue.edu/caps\\_con\\_2010](http://caps.ceris.purdue.edu/caps_con_2010)).

#### NCC Minutes & Action Items

The Minutes from the Annual NCC Meeting in Raleigh, as well as Action Items, also are posted on the CAPS R&C site: (<http://caps.ceris.purdue.edu/ncc#>). Many of the Action Items have names associated with them. All should make sure to read over the Meeting Minutes and be familiar with what Action Items have been assigned to them, and then start working on their assigned Action Items. Send updates on Action Items to John. It is important to keep track of how Action Items are progressing to ensure that nothing slips through the cracks.

#### Roles and Responsibilities

NCC Members should directly talk to their constituencies about what was discussed and decided at the NCC Meeting. There will be more than a few changes to the CAPS Survey Guidelines, and new CAPS initiatives as a result of the CAPS Conference and NCC meeting. The CAPS community should be aware of these changes. Discussion needs to occur before the Guidelines are sent out to the entire CAPS community.

Many of the documents posted on the CAPS R&C site also are appropriate to use in discussions at the Regional Plant Board Meetings, as well as in SSC/CAPS breakout sessions. Input, thoughts, comments, and suggestions should be collected from the constituents now.

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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.



## **CAPS 101**

At the NCC annual meeting in Raleigh, the CAPS 101 session at the CAPS Conference was discussed. As there is no user's manual for new SSCs, there was a strong interest that a primer for the CAPS program be developed for the CAPS community (new individuals, state cooperators, PPQ, other program managers, etc.). The purpose of CAPS 101 would be to give new individuals insight into what is going on in CAPS so they are not overwhelmed when first coming into the Program. This may include information on roles and responsibilities of individuals, information on State CAPS Committees (how they are put together, who is on them, how they function), and other components of the Program. The following action item was developed: "...the NCC should outline what is needed for "CAPS 101." They will come up with a list of topics that are needed, and recommend content, presentation, delivery and other issues associated with informing new and not so new members of the CAPS community about the CAPS Program" (page 6 in the NCC minutes).

On today's NCC conference call, we talked about forming a working group to address this action item to initially develop an outline for the content needed for a CAPS 101 primer. The working group will then branch out and look into possible resources, presentation, and other issues associated with delivering the content. We currently are looking for volunteers to serve on this important working group. Please let your constituency know of this opportunity to work with the CAPS program on this important project.

Rick suggested a video format. Rick's group is working with cooperators to develop videos to support diagnostic work on invasive plants; this type of project may be applicable to CAPS 101. Videos are usually focused on a particular protocol, but they can be fairly broad in structure as well. Rick will send information on the specific group they are working with and the cost.

Helmuth suggested a voiced PowerPoint using Adobe Presenter. This allows individuals to go through the entire CAPS 101 or go through certain parts that are relevant to them. This method could be done fairly quickly. Helmuth sent an example the following day, and the technology looked promising.

The NCC agrees that CAPS 101 should involve written material as well. The material should describe the lifecycle of the CAPS Program to help get new individuals oriented.

The content of CAPS 101 needs to be decided before the delivery method. Once the content areas are settled, delivery methods can be discussed. The particular topic may itself suggest the mode of delivery. John will send out an email to the NCC Committee to determine who is willing to serve on a Working Group (WG) for CAPS 101. The CAPS 101 WG will determine what content and components need to be included in CAPS 101. The WG should inform John if they would like to have an area on the CAPS R&C site set aside. Once the group has been assembled, they should determine who their point-of-contact will be.



## **IPHis for CAPS Update**

John, Kathy, and Matt met with Todd Schroeder and the IPHis contractor team on 2/23/11 to discuss development of IPHis for CAPS. Among the topics discussed were the development of a complex for CAPS and reporting. The complex contains all the pest data in IPHis for the CAPS Program, and allows the development of the data entry templates. The complex also will contain all the data validation rules for the entry of negative data. We, as a Program, will need to decide the best way to develop and present the data entry templates for commodity and bundled surveys. Information from the J-3 appendix submitted by the states with their work plans will be used to help populate the pests in the CAPS complex. This will ensure that state discretionary pests are included in the complex. The complex will be updated annually with information from the J-3 appendix as submitted by the states. Going forward, it will be very important to specifically identify in the J-3 appendix spreadsheet all target pests that a state plans to survey for in any commodity or bundled survey under Pest Detection funding. If a state wants to enter data into IPHis, the specific target pest must be specified in the J-3. Defining target pests as 'various,' 'variable,' or in other general, vague, or ambiguous terms will not be acceptable.

When developing the data entry templates, it will be essential to talk to individuals who have completed the IPHis training and get their input. After templates are completed, the plan is to practice data entry with experienced users to make sure that they work efficiently and effectively. We do not want it to be a chore to enter a record in the field. This will be an important step before the templates are officially rolled out for next year.

The question then arises as to what data as a program that we really need to collect. The ISPM 8 lists the minimum amount of data that should be collected in a pest record. The NCC needs to determine what data really needs to be collected in the field. Data collection should be as simple as possible. The NCC should consider who enters the data and who interprets the data and at what levels. Discussion on this topic is coming in the next few months so stay tuned.

## **CAPS 2012 Survey Guidelines**

A page has been set up on the CAPS R&C site for the 2012 Guidelines. Currently, there is nothing on the page now, and only the NCC has access. John, Brian, and Kristian will first update the Guidelines according to the information from the CAPS Conference and the NCC meeting. These documents will then be uploaded to this page of the CAPS R&C site for review by the NCC. The NCC should then review the documents and check to make sure that all appropriate changes have been made. NCC members should inform John, Brian, or Kristian if any other changes should be made. After the 2012 Survey Guidelines have been approved by the NCC, the page will be opened up to the CAPS community, and the Guidelines will be considered published and available.

## **NAPIS - Negative Data Validation Rules Implemented**

On 2/23/11 negative data validation rules were implemented in NAPIS. What this mean is that any negative data that is entered into NAPIS must conform to the CAPS Approved Methods,



otherwise the record will be rejected. Records with pests that do not have approved methods will still be able to be entered. The NCC should discuss this with their constituencies so they are informed of these validation rules.

### **CAPS R&C Site**

A new collaboration module is being developed for the CAPS R&C site. The new module, termed Organic Groups, is part of the Drupal software environment that runs the CAPS site. This will allow more autonomy for users, and enable users to create and manage their own 'groups' for collaboration, i.e., this module will make it easier for users to self-initiate a group. Groups may be selective or not. Selective groups require approval in order to become a member, or even invitation -only groups. There are lots of preferences to configure groups as you need. The organic groups will allow you to attach files, broadcast information, and send emails to the specific group. A separate side bar on the CAPS R&C site will be added to accommodate this new functionality. This should work better than the present file structure for sharing documents in a collaborative project. The new module will be piloted by a southwest pecan survey group, and possibly the CAPS 101 Working Group. Once this is released, Susan will give a webinar to anyone interested explaining how to use the module. Any suggestions or comments should be sent to Susan.

In other items, Susan will send 'hit' statistics for the CAPS R&C site once they are compiled. Screening aids have been updated. The screening aids page now has a sorting option that makes it easier to find specific screening aids.

### **Pest Tracker**

Pest Tracker will be updated in the near future. Maps will include surveys in progress, and will show what states currently are surveying for individual pests. A disclaimer will be added stating that surveys in progress as shown on the maps will be at the state level, not at the county level. The state will stay stippled until the end of the survey period; counties will be filled in as the data is entered. The dates that indicate the time frame for when a survey is in progress were taken from the 2011 J-3 appendix that the states submitted with their work plans. Survey for pests with no dates on the J-3 will be given dates spanning the calendar year. Once again, going forward it will be very important to list the time frame for which a survey will be completed on the J-3 appendix. Information displayed on the Pest Tracker maps will only be as good as the information that the states provide. Also, the legend will include a description that the white area on the map means that no survey data has been entered for that area.

### **Regional Plant Board Meetings and SSC/CAPS Breakout Sessions**

PPQ is under travel restrictions. The PSSs will not be travelling to the regional Plant Board meetings unless they are close to the meeting site. John, Brian, and Kristian also will not be travelling to these meetings. For the meetings that are having SSC/CAPS breakout sessions, John, Brian, and Kristian will be available by phone if needed. The breakout sessions are a good way to let colleagues know what is going on within the CAPS Program.



## **PPQ Outreach Efforts**

There currently are outreach initiatives going on within PPQ as part of the Plant Health Strategies Task Force. It is important to know what these are and if the CAPS program has a role. This will be discussed on a future call.

## **Stone Fruit Outreach: Have Display – Will Travel**

The Stone Fruit Display is packed up and ready to be shipped out to those who may want to make use of it. It is big, orange, and you can't miss it, and is a good eye catcher for any stone fruit outreach efforts. The printed material is almost ready and available (within the next few weeks?) and includes coordinated datasheets for 11 pests, a PowerPoint presentation with notes, and a brochure. The materials coordinate with the display. Initially, 16 states were identified for this outreach initiative; the SPHDS in these states will get hard copies of the materials to share with the SPROs. Materials also will be available on the CAPS R&C site for local download.

## **Other**

Currently, the Pest Detection budget, so far, has not been touched in the Continuing Resolutions, except for the deletion of all earmarks. However, that could change tomorrow as management could look to other line items to make up for shortfalls in other programs. Pest Detection/CAPS will not know of any funding changes until a budget is passed and funds are allocated to the line item.

Also, the 'fix' needed to obtain the Farm Bill funds was not in the next CR. As of now, APHIS has no authority to access the funds.