

April 3, 2006

Performance Results System (PRS) Kansas Task Guide #5

Locating and Updating Missing Race, Sex, National Origin, and Disability (RSNOD) Data

Purpose

In order to meet the Civil Rights mission of the agency, PRS captures RSNOD data from the Service Center Information Management System (SCIMS). The data is used in the PRS Section 3 Reports, including the parity report. In order to have complete and accurate reports, the pertinent SCIMS data must be populated. There is a quality assurance tool within PRS to locate missing RSNOD data for plans with a service date during the current fiscal year.

PRS only checks RSNOD data as plans are serviced through the year. Therefore, the report needs to be checked and any data correction completed at least once a month.

Instructions

1. Access the PRS home page either through links from the Kansas NRCS Web page or by going to <http://ias.sc.egov.usda.gov/prshome/index.aspx>
2. Click on the **Tools** link

United States Department of Agriculture
NRCS Natural Resources
Conservation Service

Performance Results System
a component of the Integrated Accountability System

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Friday, 3/31/2006

Home

Home

Welcome

What is the Performance Results System (PRS)?
The Performance Results System uses direct entry and data extracted from other systems to consolidate performance results.

PRS Training Materials
Several documents have been developed for training. Access them from the links below or from the PRS Help System (button on menu bar).

- [Performance Results System Manual \(Updated 3/24/2006\)](#)
- [Training links in PRS help, including CSG-PRS 2006 Training NEW!](#)
- [FY 2006 PRS Performance Measure Business Definitions, Updated 3-16-2006](#)
- [FY 2005 PRS Performance Measure Business Definitions, Updated 5-4-2005](#)
- [PRS Online Help \(updated 3/23/2006\)](#)
- [PRS PI FY2006 Performance Measure Progress Calculations \(Updated 3-31-2006\)](#)

PRS Reports Update
Today's date is Friday, March 31, 2006.
The PRS reports were updated as of Mar 31 2006 2:21AM.

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- At the Tools menu, you can click on the **Customers Missing RSNOD Data** option along the left-hand column at the bottom.

The screenshot shows the Performance Results System interface. The top navigation bar includes 'Home', 'Data Entry', 'Reports', 'Tools', 'What's New', 'FAQ', 'Help', and 'Contact Us'. The left-hand column contains a 'Tools' menu with options like 'Account Lookup', 'My Account', 'IAS Roles Report', 'Edit IAS Profile', 'PRS Screen Builder', 'Quality Assurance Tools', 'View Data Errors', 'View Conservation Plans', 'View Land Units', 'View Practices', 'View Prior Entries', 'Data Checker', 'Data Viewer', 'Pin Location', and 'Customers Missing RSNOD Data' (circled in red). The main area displays a 'Tool Menu'.

- Use the drop-down boxes to select state and county. You then need to click the **Search** button. A report will be generated showing any customers connected to plans that have missing race, gender, or ethnicity data.

The screenshot shows the 'Customers Missing RSNOD Data' report. The search filters 'Plan State: Kansas' and 'Plan County: CRAWFORD' are circled in red. Below the filters is a 'Search' button. The report indicates '13 records found.' and provides two download options: 'Download Data to Excel' and 'Download Data in XML'. The table below shows the details of the records, with the 'Race', 'Gender', and 'Ethnicity' columns circled in red to highlight the missing data.

Customer Name	Plan Name	Race	Gender	Ethnicity	State	County
RICHARD N	Consplan	White	Male	MISSING	Kansas	CRAWFORD
GERALD	--292125sww-consplan	White	Male	MISSING	Kansas	CRAWFORD
MARY	--312436n2nw-consplan	White	Female	MISSING	Kansas	CRAWFORD
DAN	--272336sese-consplan	White	Male	MISSING	Kansas	CRAWFORD
RICHARD	----302218sw-consplan	White	Male	MISSING	Kansas	CRAWFORD
DAVID	--282414n2se-consplan	White	Male	MISSING	Kansas	CRAWFORD
TIM	292208e2se-consplan	White	Male	MISSING	Kansas	CRAWFORD
DONALD	312408nwnvne-consplan	White	Male	MISSING	Kansas	CRAWFORD
STEPHEN	---282521se-consplan	White	Male	MISSING	Kansas	CRAWFORD
BARBARA	----292515nenene-consplan	White	Female	MISSING	Kansas	CRAWFORD
CHARLES	---292303svnw-consplan	White	Male	MISSING	Kansas	CRAWFORD
DARREN	Consplan	White	Male	MISSING	Kansas	CRAWFORD
BETTY	Consplan	White	Female	MISSING	Kansas	CRAWFORD

5. To input the missing data, you will need to locate the customer in the SCIMS database. You can access SCIMS through my.NRCS under the **Field Tools** tab.



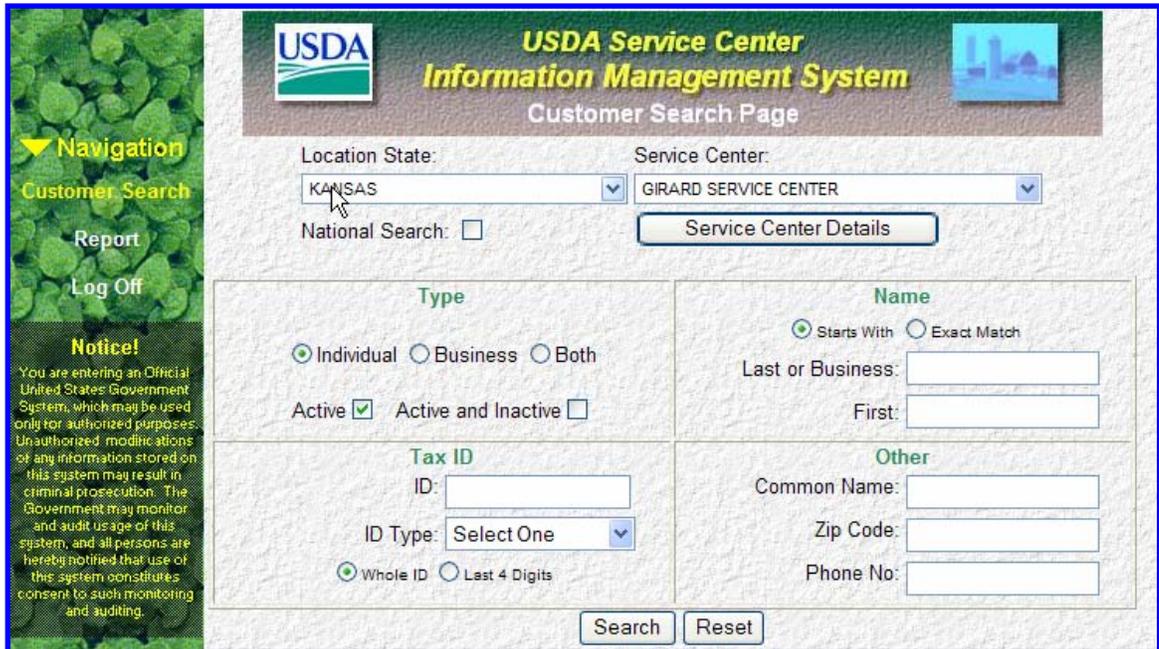
6. At the Service Center Intranet home page, you can click on the **Service Center** link.



- You will need to work through a couple of map screens to get to the page where you can click on the **SCIMS** link.



- At the SCIMS page, you will use the search options to locate the customer identified in the above-mentioned PRS report.



9. On the Search Results page, you will need to click on the appropriate customer name to advance to that customer's information. At the **Customer Information** page, you will need to populate the missing data that is indicated on the PRS report. It will be at least one of the three categories shown below. After populating the data, you will need to click the **Submit** button at the bottom of the screen.

 **Customer Information**

* Gender:
 * Gender Determination:
 Code:

Birth Date: Ex: mm/dd/yyyy
 Birth Date Determination:
 Code:

Citizenship Country:
 Marital Status:

Veteran:
 * Voting District: *

Receive Mail Indicators: FSA NRCS RD
 Language Preference:

Limited Resource Producer:
 Employee Type:

Resident Alien:
 * Ethnicity:
 * Ethnicity Determination Code:

Inactive Customer Indicator:

 *** Race Type**

Click to Modify	Click to Delete	Race Type	Race Determination Code
Modify	Select for Deletion	White. Origins in original peoples of Europe, the Middle East, N Africa	Employee Declared

10. Steps 8 and 9 will need to be completed for each customer listed on the PRS **Customers Missing RSNOD Data** report.