

Performance Results System (PRS) Kansas Task Guide #3

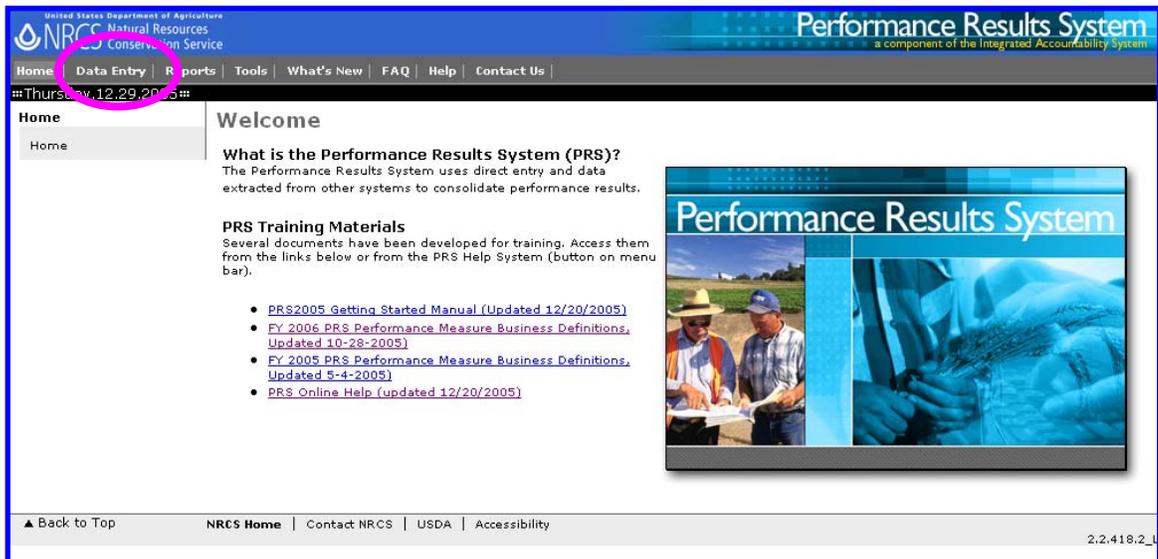
Locating Reportable Progress

Purpose

PRS has several quick search options designed to locate potential progress that has not been captured due to incomplete reporting. District conservationists should use these quick search tools frequently to locate potential reportable progress.

Instructions

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



3. At the Data Entry menu, you can verify that the **PRS Work List** option is selected.



- On the PRS Work List screen, the quick search drop-down list includes several options. The suggested options to use for locating reportable progress are explained in more detail through the remainder of this task guide. After a search option is selected, a county name should be selected from the drop-down list. No other search criteria are necessary. You can click on the **Search** button. If a message appears that all of the records are not shown, you can change the number of records (up to 200) using the drop-down list to the right of the **Search** button.



- The search will list plans meeting the criteria. You can click on a plan link to view the plan information within PRS. Explanations of each suggested search option for locating reportable progress are as follows:

Plans that have been changed or created this fiscal year and have unreported progress in the selected profile county

This search option will select plans that have had a significant change or were created in the current fiscal year. The plans have unreported progress due to various reasons. These reasons could include:

- ✓ Planned or applied practices were not reported.
- ✓ “Work Performed By” is not populated.
- ✓ “Plan Approval Date” is not populated.
- ✓ Conservation management system is missing for applied practices.
- ✓ New practices may have been added to the plan, but the plan approval date was not updated. Was it a significant plan revision?
- ✓ When new plans were created, existing practices were added to the plan with previous fiscal year dates. In PRS, the “Exclude Practice” box can be checked for these practices.

This search option will select many, but probably not all, of the plans with issues discussed in the remaining search options.

Plans that do not have a plan approval date

This search option will select plans that do not have a plan approval date. You can then determine for each selected plan if this was an oversight. If so, the plan approval date can be entered so progress for “Plans Written” can be

captured. However, some plans may just not be approved yet. There may be plans that have no practices or are no longer necessary plans. These plans should be deleted from the National Conservation Planning Database through Toolkit by the district conservationist.

Plans that have a plan approval date this fiscal year and have practices that are not reported as planned

This search option selects plans that have a plan approval date in the current fiscal year but no practices have been reported as planned. With these plans, consider the following:

- ✓ Determine if the plan approval date is correct.
- ✓ Report any newly planned practices.
- ✓ Is the ‘Work Performed By’ option under the **Plan** tab complete? If not, this will prohibit the planned practices from being reported.
- ✓ If no practices are/will be planned, should the plan be deleted?
- ✓ When new plans were created, existing practices were added to the plan with previous fiscal year dates. In PRS, the ‘Exclude Practice’ box can be checked for these practices.

Plans that have a practice scheduled for application this fiscal year and not reported as applied

This search option selects plans with practices that have a scheduled application date for the current fiscal year but the practice has not been reported as applied. A determination can be made if the practice has actually been applied but was not shown as such. This option can also be used as a field office management tool to determine plans with practices scheduled to be applied during the fiscal year.

Plans that have a practice with an applied date this fiscal year and not reported as applied

This search option selects plans that have practices with an applied date entered but the practice was not reported as applied – thus, the associated progress has not been captured. The reason for the applied practice not being reported could include:

- ✓ The applied practice was not reported for progress.
- ✓ A conservation program code is missing.
- ✓ A conservation management system has not been selected for the land unit.
- ✓ Map (latitude/longitude) data is missing.
- ✓ Plan approval date (even if in a prior fiscal year) is missing. If the plan was not approved in the current fiscal year, be certain the date you enter is a prior fiscal year.
- ✓ If the practice is a recurring practice that should not be reported as progress, the ‘Exclude Practice’ box can be checked in PRS.

Additional Note:

When reviewing practices under the “Practice” tab in PRS, the **Show All Practices** and **Show Unreported Practices** buttons can be used as a toggle to view different sets of practices as the names suggest. The **Show All Practices** button will provide the best opportunity to locate any problems with information in a plan.

The screenshot shows the PRS interface for a plan named 'Consplan'. The 'Practice' tab is selected. A pink oval highlights the 'Show All Practices' button. Below the button is a table with columns for Tract, Land Unit, Practice Code, Name, Date, Amount, Units, Rpt Amount, Rpt Units, PRS Status, Date, Amount, Units, Rpt Amount, Rpt Units, PRS Status, Exclude Practice, Program, and Source. Two rows of data are visible, both with a red 'i' icon in the PRS Status column.

Tract	Land Unit	Practice		Planned					Applied					Exclude Practice	Program	Source		
		Code	Name	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Date	Amount	Units	Rpt Amount				Rpt Units	PRS Status
2968	1	329B	Residue Management, Mulch Till	1/1975	142.30	ac		ac		1/1/1975	142.30	ac		ac		<input type="checkbox"/>	CTA-GENRL	Toolkit 5.0
2968	1	330	Contour Farming	1/1975	142.30	ac		ac		1/1/1975	142.30	ac		ac		<input type="checkbox"/>	CTA-GENRL	Toolkit 5.0

The screenshot shows the PRS interface for the same plan 'Consplan'. The 'Practice' tab is selected. A pink oval highlights the 'Show Unreported Practices' button. The table below shows the same two rows of data as the previous screenshot, but with the 'Show Unreported Practices' button highlighted.

Tract	Land Unit	Practice		Planned					Applied					Exclude Practice	Program	Source		
		Code	Name	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Date	Amount	Units	Rpt Amount				Rpt Units	PRS Status
2968	1	329B	Residue Management, Mulch Till	1/1975	142.30	ac		ac		1/1/1975	142.30	ac		ac		<input type="checkbox"/>	CTA-GENRL	Toolkit 5.0
2968	1	330	Contour Farming	1/1975	142.30	ac		ac		1/1/1975	142.30	ac		ac		<input type="checkbox"/>	CTA-GENRL	Toolkit 5.0