



IDEA Task Guide #4

Locating Reportable or Incorrect Progress for PRS using IDEA Reports

August 22, 2014

Abstract

Integrated Data for Enterprise Analysis (IDEA) reports can be used to identify performance measure progress that was overlooked or incorrectly entered. IDEA reports, along with Performance Results System (PRS) reports and tools, and Customer Service Toolkit (Toolkit) allow field office staff to locate and correct inaccurate reporting. The data within IDEA contains sensitive personally identifiable information (PII) and should be protected as your own. Data shall not be shared with non-Natural Resources Conservation Service (NRCS) employees and should be stored in a secure location on the network.

Instructions

IDEA can be accessed from the myNRCS USDA Connect page under Field Tools or at the IDEA homepage at <https://idea.sc.egov.usda.gov/IDEA/Home.aspx>.

Identifying practices that have been applied but not reported for progress

At the IDEA homepage, click the **Reports** button and then click the **Practices not Reportable to PRS** report.

Use the filter options shown below to identify conservation practices that were applied during a fiscal year (FY) but were not reported due to missing information, such as the applied amount. The **Fiscal Year** filter must be set to the current FY and the **Counties** filter may be set to one or many counties.

Practices not Reportable to PRS	
Report Level:	County
States:	Kansas
Counties:	All
IDEA Quick Search:	A. Applied and reported
Fiscal Year:	2014
Display Column:	All
Numeric Format:	Use Commas (exports to Excel as alphabetic)

Identifying incorrectly entered amounts for practices reported as planned or applied

At the IDEA homepage, click the **Reports** button and then click the **Practice Detail Quality Assurance Check Report**.

Use the filter options shown below to identify conservation practices that have questionable planned or applied amounts. This is a statewide report and should be run for each of the options available under the filter for **Find Practice Units Where** as seen in the second screen capture below.

Practice Detail Quality Assurance Check Report	
Report Level:	County
States:	Kansas
Counties:	All
Find Practice Units Where:	Reported Acres > Land Unit Acres

- Reported Acres > Land Unit Acres
- Reported Number >
- Feet = Land Unit Acres
- Reported Number with Decimal

Identifying unreported practices that are scheduled for the current year or prior years

At the IDEA homepage, click the **Reports** button and then click the **PRSGoals Performance Measure Analysis**.

Use the filter options shown below to identify a summary of conservation plans that have work that was planned for implementation but has not been applied. The **Scheduled** column represents acres in the conservation plan that are/were planned for implementation in the FY selected in the filter.

The **Overdue** column represents acres that were planned for implementation in the prior five years. The **Service Centers** filter may be set to one or many service centers.

PRSGoals Performance Measure Analysis	
Report Level:	Service Center
States:	Kansas
Service Centers:	All
Fiscal Year:	2014
Performance Measures:	All
Numeric Format:	Do NOT Use Commas (exports to Excel as numeric)
Summary/Detail:	Summary Report