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**Date:** August 25, 2009

**WASHINGTON BULLETIN WA330-9-1**

**Subject:** MGT - Performance Results System (PRS) Year-end Reporting Activities

**Purpose.** To provide a reminder of year-end activities that must be completed in PRS.

**Expiration Date.** September 30, 2009

**ACTION REQUIRED BY: September 29, 2009**

**Report all FY 2009 accomplishments in Performance Results System (PRS).**

**Option 1:**

The PRS Worklist selections under the Data Entry tab help identify plans and practices that should be reported.

Within PRS, under Quick Search, run search "J. Plans with a practice with an applied date this fiscal year and not reported as applied." This query will return plans that potentially have practices that should be reported as applied. Report practices appropriately.

Within PRS, under Quick Search, run search "E. Plans with a plan approval date this fiscal year and practices not reported as planned." This query will return plans that potentially have practices that should be reported as planned. Report practices appropriately.

Refer to the current business definitions available from the PRS home page.

**Option 2:**

Access Integrated Data for Enterprise Analysis (IDEA) reports from <https://idea.sc.egov.usda.gov/IDEA/Home.aspx>. Information available from IDEA is updated on a weekly basis.

Select the Practice Detail report and use IDEA Quick Search "B. Applied Not reported (Without Recurring Practices)." This report will show the practice records where the practice has been applied, but not reported. Report practices in PRS or CST.

To identify plans that have been written, but not reported, use IDEA Quick Search "E. Planned not reported (Without Recurring Practices)." This will generate a list of

practices that have been planned this year, but not reported as planned. Report practices in PRS or CST.

Refer to the IDEA Helpful Hint-Applied Practices not Reported for IDEA report instructions.

### **Complete all quality assurance reviews of PRS data.**

#### **Option 1:**

The “Tools” tab in PRS provides several tools including “Data Checker” and “View Data Errors” that will help with this process. The View Data Errors report identifies the plans and practices that have been reported, but are missing certain data to make them reportable. Correct the identified errors so that the practices will be reported in the progress reports.

#### **Option 2:**

Use the IDEA report “Practices not Reportable to PRS”. Select IDEA Quick Search “A. Applied and Reported” and “D. Planned and Reported” for the current fiscal year to identify plans and practices with missing information to be able to make corrections to PRS. The missing information is highlighted in red on the report.

Assure that progress has been reported to the correct program. Verify that the reported amount accomplished is in the correct units. Some practices such as field borders are reported in acres rather than feet now. Comprehensive Nutrient Management Plan’s (CNMP) planned are now reported as practice code 102 while CNMP’s applied are reported as practice code 103.

Contact your Area Resource Conservationist, Peter Bautista or June Johnson if you have questions. At year-end the State Conservationist must certify accuracy of the data reported in PRS.

### **Conservation Technical Assistance (CTA) Program - Brief Technical Assistance.**

It is recommended that Brief Technical Assistance be a priority for reporting for all offices (State, Area and Field) in PRS. Brief Technical Assistance can be found in the Data Entry Column tab in PRS under the Field Level Measures (left hand) column. This reportable is used for technical assistance for walk-ins and outreach type activities with customers. Progress reported under this activity will assist to quantify and substantiate time and assistance provided under the CTA program which is a major portion of Natural Resources Conservation Service (NRCS) technical assistance allocations.

**Enter “County Contributions to NRCS Programs” in PRS.** Reference General Manual (GM) Title 340 Part 408. Information is also provided through PRS Help. This data provides critical information on local contributions to conservation and how federal funding is leveraged.

### **Reporting of all completed contract practices.**

Ensure that all completed contracts this fiscal year have their practices properly reported in PRS. Be aware that contracts (ProTracts) approved before June 2006 are not properly linked to Customer Service Toolkit (CST) or PRS, consequently, reporting of implemented practices needs to be done from CST or through the PRS platforms. There apparently have been high incidences of non-reported progress resulting from

this situation. Further more, unreported progress for applied practices from completed contracts will not be given credit in subsequent years.

### **Naming Convention of Plans and Duplicate Plans.**

Conservation plans developed in CST are saved in the National Conservation Planning (NCP) database. Goals for performance measures are determined from the workload reflected in the NCP plans and associated practices. Research conducted through PRS reports has shown that a significant number of plans in the NCP are duplicate plans. Duplicate plans are plans with more than one plan covering the same land unit or tract for participants. Duplicate plans are commonly made when planners create multiple plans for making maps and or developing alternatives during the development of plans and contracts and are saved inadvertently in the NCP. Aside from creating plan management problems duplicate plans may result in double reporting and inaccurate workload numbers in the NCP and PRS systems. In addition, inaccurate and unrealistic goals resulting from duplicate plan workload numbers ultimately create challenges determining performance measure goals and addressing these goals.

Use the IDEA report, “[Duplicate Plan Details](#)”, to retrieve a list of multiple conservation plans for the same tract and land unit. This report may be used to identify plans for National Conservation Planning Database (NCPDB) deletion or clean-up.

The short term fix is to recommend that all planners manage their conservation plans appropriately through a standard naming convention of plans. Creation of duplicate plans for all new plans should be avoided so as to not further exasperate this problem. Plans shall be managed to eliminate any duplicate plans being saved into the NCP through the CST system.

The following naming conventions shall be followed for all new plans developed from this point forward.

1. Naming convention for conservation plans developed for Farm Bill programs: The plan name will be the program acronym followed by the last five characters of the contract number. For example WHIP4A356, EQIP080LB and CSP5A237.
2. For the Conservation Reserve Program (CRP), the plan will be named using CRP followed by the contract number. Example: CRP345.
3. A separate plan will be created for each contract. Consequently there will not be multiple contracts developed from a single plan.
4. For CTA, Resource Management System (RMS) plans, it is suggested that RMS be included in the plan name.
5. For alternative plans, it is suggested that ALT or ALTERN be part of the plan name.

For existing duplicate plans in the NCP database, (Customer Toolkit system), it is suggested that conservation plans be managed through routine cleanup of duplicate plans, so as to decrease to the amount of duplicate plans, which ultimately affects goals and workload estimations. Management of these duplicates plans clean-up

activities should be coordinated with your Team District Conservationists to ensure proper guidance and overall process consistency.

The long term fix for the management of plans will be through the CST platform with built-in flag features for plan management by archiving old plans and making current plans active as well as to delete duplicate or bad plans. Previous years plans saved in the NCP will be addressed through the CST program fix as described above.

Instructions and guidance will be provided when this feature is added to Customer Service Toolkit.

**Fiscal Year (FY) 2009 Close Out Reporting.**

The closeout for FY 2009 performance reporting is close of business (COB), September 29, 2009. Agency performance data must meet Federal Quality of Information Guidelines for accuracy, completeness, and reliability. Correspondingly, States must ensure that all FY 2009 performance data are entered and that data quality reviews and corrections are completed by September 30, 2009. The PRS data will be locked on October 1, 2009. Once locked FY 2009 performance data cannot be updated or edited.

If you have any questions, please contact your Area Resource Conservationist, Peter Bautista, Assistant State Conservationist (Operations), at (509) 323-2941 and June Johnson, Resource Conservationist, at (509) 323-2985.

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ROYLENE RIDES AT THE DOOR  
State Conservationist

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