

Idaho Toolkit Refresher Training

One Plan Concept

“One Plan” Policy

When to Archive/Delete

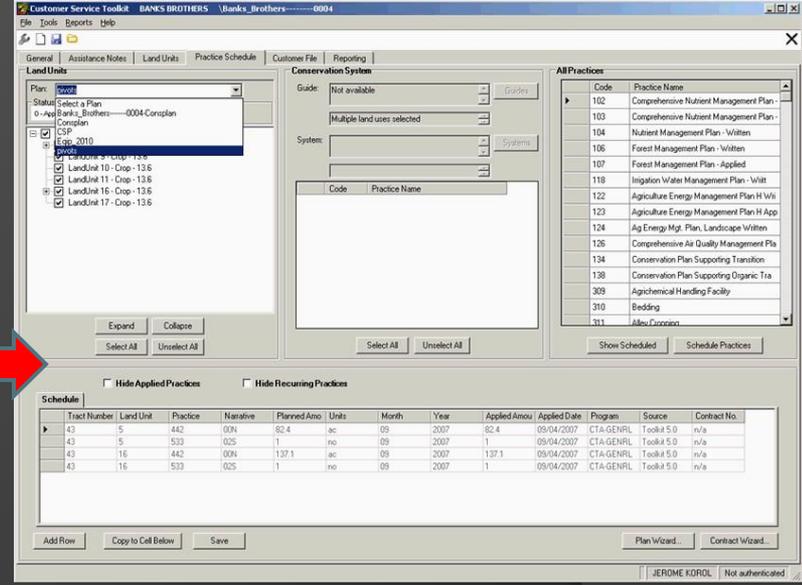
Policy Requirements:

- Any particular land unit should be located in only one Toolkit folder (NO PANCAKING)
- Only one practice schedule will be created per customer folder
- All land unit boundaries must be digitized and attributed in Toolkit using the primary ('Master') plan's land unit layer (exemptions shown below).
- Plans and folders linked to active contracts are exempt from cleanup; CSP also exempt (CSP plans will be located in a different layer in Conservation Desktop)

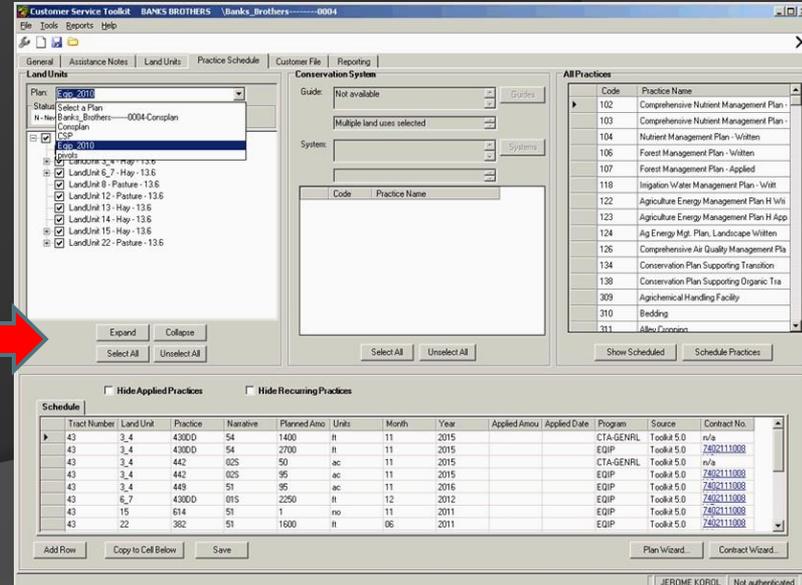
How to Achieve "One Plan"

Always conduct a Tract and Customer/Operator search in Toolkit before adding a new customer folder or adding a new plan

1. Archive any plans in customer folders that are completed



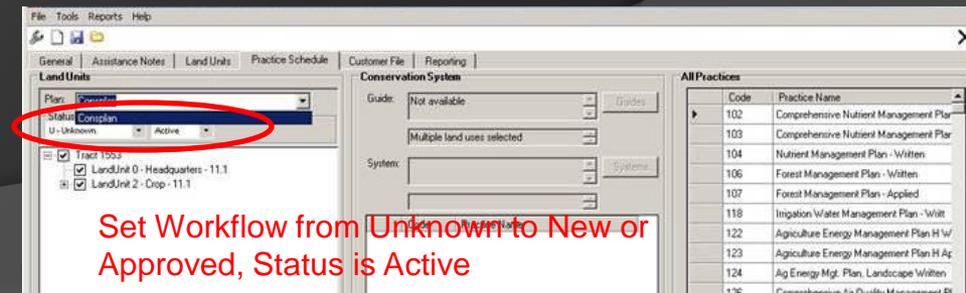
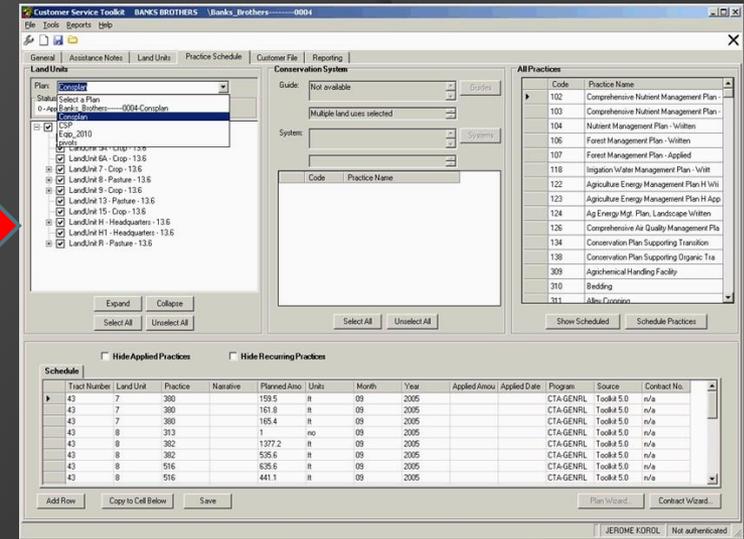
2. Maintain any plans in customer folders tied to contracts – possibly rename as Master Plan if this is the most current plan



How to Achieve “One Plan” (cont)

3. Delete any “empty” plans (make sure they are not new plans under construction) →

4. May need to copy current CRP or CTA practices from “pancaked” plans into the “Master Plan” – new “tool” in Conservation Desktop may facilitate cleanup



Set Workflow from Unknown to New or Approved, Status is Active