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**KANSAS BULLETIN NO. KS340-13-2**

**SUBJECT: SPA–Change in Performance Reporting for “Recurring Practices”**

**Purpose.** To announce changes in the reporting of “recurring practices” and provide guidance on fiscal year (FY) 2013 performance reporting

**Expiration Date.** September 30, 2014

Agency performance measures are aggregated acres of applied conservation practices on land unit/land use combinations that address a specific resource concern. Previously, recurring practices were only counted one time on the same land unit over all fiscal years. Agency leadership has reviewed this business rule and made the decision to lift the restriction on recurring practices.

Beginning October 1, 2013, for FY2014 reporting, conservation practices may be reported each year that technical or financial assistance is provided as established by program rules. Toolkit and Performance Results System (PRS) will be modified to allow for reporting of conservation practices to be done in accordance with their established practice lifespans.

The Toolkit maintenance update that will include the modification of the recurring practice business rule is scheduled for the fourth quarter of FY2013. This change will be noticeable to Toolkit users through the PRS-related checkboxes for recurring practices located on the Reporting tab. These checkboxes will become usable for recurring practices in the same manner as other practices. The timing of the Toolkit maintenance update and the business rule effective date necessitates some quality control at the field level to implement them. Field offices shall limit checkbox usage according to the following:

<b>During FY13, use the PRS-related checkboxes for recurring practices?</b>	<b>YES</b>	<b>NO</b>
CSP activities or enhancements planned	<b>X</b>	
CSP activities or enhancements applied	<b>X</b>	
All other programs, practices scheduled as planned	<b>X</b>	
All other programs, practices certified as applied (continue as in previous years)		<b>X</b>

Beginning October 1, 2013, the checkbox may be used for all programs—planned and applied.

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*(signed)*

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State Conservationist

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