Instructions:
When you click on a date (in a yellow or orange box) or something that is blue and underlined, you will jump to another page.

To return, simply click on the date range in the upper right-hand corner (found in a yellow or orange box).

For ARMS 3, which of the following dates would you like to know more about?

- February – April 12
- April 13 – April 20
Survey Outcome for February - April 12

Complete Out-of-Business

Inaccessible - I know you’re there!
Keep trying! Try different times (visits/phonying)

Inaccessible - I cannot find - Help!
Call NASDA Coordinator or Lincoln for new contact info

Appears “Completed” on CAPI

Said they mailed it in
Fill out “Will do it” document

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

Complete on CAPI?
Yes
No

Said they will do (online/mail-in)

Screening Supplement

Submit on CAPI. Any other Operation changes?

Include CAPI comment

Yes

No

Periodically follow-up with respondent to offer help

Ship to your Supervisor (or Lincoln)

Screening Supplement only

Include CAPI comment
Survey Outcome for April 13 – April 20 (and appointments through April 24)

- Complete
- Out-of-Business
- Inaccessible - I know you’re there!
- Refusal
- Inaccessible - I cannot find - Help!
- Appears “Completed” on CAPI
- Screened

- Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
- Include CAPI comment

- Ship to Lincoln
- Complete Screening Supplement
- Include only with last shipment

- Fill out “Will do it” document
- Include only with last shipment
Complete

- After you have completed your first 1 or 2 interviews, schedule a time to get together with your Supervisor and go over those questionnaires.
- Please ship completes to your Supervisor until your Supervisor tells you to ship directly to Lincoln, NE.
Out-of-Business

- Upon realizing that an operation is Out-of-Business, complete the Screening Supplement. If Questions 1-4 are No, then this Out-of-Business.
- Send the Screening Supplement to your Supervisor (or Lincoln).
- Submit this as Out-of-Business on CAPI with a comment.
- Hold the questionnaire.

February – April 12

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training.
Inaccessible – I know you’re there

• The respondent is elusive!
• Try contacting them at different times of the day using personal visits and phoning.

Inaccessible - I know you’re there!

Keep trying! Try different times (visits/phoning)
Refusal

- After receiving a refusal, enter information into CAPI.
- If there are any Operation changes (address, phone, etc.) please ship that information to your supervisor (or Lincoln).
- Hold onto questionnaire.

Ship to your Supervisor (or Lincoln)

Submit on CAPI. Any other Operation changes?

Yes

No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

February – April 12
Inaccessible – I cannot find – Help!

• The respondent is nowhere to be found!
• Please reach out to your NASDA Coordinator or the Lincoln office so we can do a little research to help.

Inaccessible - I cannot find - Help!

Call NASDA Coordinator or Lincoln for new contact info

February – April 12
Appears “Completed” on CAPI

• This was completed by respondent, hold the questionnaire.

Exception:
• If it was a partially completed questionnaire sent back from Lincoln, NE, then please attempt to collect specified missing data.

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training.

February – April 12
April 13 – April 20
Said they mailed it in

• If the respondent said they mailed it in, please add to the “Will do it” document.

• Hold the questionnaire.

• The “Will do it” will eventually be shipped to Lincoln, NE (with very last shipment).

Said they mailed it in

Hold the questionnaire.

Fill out “Will do it” document

Said they mailed it in

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

United States Department of Agriculture
National Agricultural Statistics Service
Said they will do (online/mail-in)

- If the respondent said they will do it (online or mail-in), please add to the “Will do it” document.
- Hold the questionnaire.
- Continue checking CAPI.
- Until it shows completed, enumerators can periodically check with respondents to see if they need assistance.

Hold questionnaires!
Destroy after May 20 or give to Lincoln staff at June Area training

Complete on CAPI?
- Yes
  - Periodically follow-up with respondent to offer help
- No
  - Fill out “Will do it” document

February – April 12
Complete

• Please ship completes to your Supervisor until your Supervisor tells you to ship directly to Lincoln, NE.

April 13 – April 20
Out-of-Business

- Upon realizing that an operation is Out-of-Business, complete the Screening Supplement. If Questions 1-4 are No, then this Out-of-Business.
- Send the Screening Supplement to Lincoln.
- Submit this as Out-of-Business on CAPI with a comment.
- Hold the questionnaire.

April 13 – April 20
Inaccessibles

- They eluded us this time!
- Enter this into CAPI.
- If there are any Operation changes (address, phone, etc.) please ship that information to Lincoln.
- Hold onto questionnaire.

Ship to Lincoln

Inaccessible - I know you’re there!

Inaccessible - I cannot find - Help!

Submit on CAPI. Any other Operation changes?

Yes

No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training

April 13 – April 20
Refusal

- After receiving a refusal, enter information into CAPI.
- If there are any Operation changes (address, phone, etc.) please ship that information to Lincoln.
- Hold onto questionnaire.

Ship to Lincoln

Submit on CAPI. Any other Operation changes?

Yes

No

Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
Said they mailed it in or will do

- Either the completed questionnaire didn’t make it to the right place or the respondent didn’t get around to completing it.
- Hold the Questionnaire(s).
- Please ship the “Will do it” document in your last shipment so we know about remaining records.

April 13 – April 20

- Hold questionnaires! Destroy after May 20 or give to Lincoln staff at June Area training
- Include Will do it document only with last shipment

Ship to Lincoln