

# Performance Results System (PRS) Hints & Tips

## 6. Rescheduling Practices in PRS

Progress is projected by utilizing various reports created in Toolkit, PRS, IDEA and ProTracts.

To accurately project our goals, practices scheduled in Toolkit should be current. Practices scheduled in prior years and practices not destined for implementation in the current fiscal year should be modified to a future date.

Listed below are the topics covered in this document and instructions on how to perform various searches within PRS as well as how to make the changes in Toolkit and/or PRS.

### A. Important Points to Remember

1. A consplan in PRS is a reflection of a conservation plan in Toolkit. Everything (and more) in Toolkit can be viewed in PRS.
2. Planned practices reported as “planned” in a **prior year** cannot be edited in PRS or Toolkit.
3. Practices reported as applied in the current year CAN be edited until the end of the current fiscal year.
4. ProTracts and Toolkit
5. Editing in Toolkit vs. PRS

### B. Creating searches for outdated practices in PRS

### C. Editing practices in TOOLKIT and

### D. Editing Practices in PRS.

#### **Note:**

Participant Names, Contract Numbers, etc. have been “blocked” to secure Personally Identifiable Information (PII).

## 6. Rescheduling Practices in PRS

### A. Important things to remember:

1. The “consplan” in PRS is a reflection of Toolkit.
2. Practices reported as planned in a prior year, cannot be edited in PRS or Toolkit.
  - e.g. In **Toolkit**, a practice that has been reported is grayed out and cannot be edited.

The practice cannot even be selected. This Toolkit Information window opens explaining that the practice has been reported as applied and is now read-only.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
2164	1	314		1	ac	06	2005	1	12/20/2005	EQIP	Toolkit 4.1
2164	2	314		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 4.1
2164	3	314		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 4.1
2164	4	314		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 4.1
2164	5	314		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 4.1
2164	1	382		1	ac	06	2005	1	12/20/2005	EQIP	Toolkit 5.0
2164	2	382		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 5.0
2164	3	382		1	ac	06	2006	1	12/20/2006	EQIP	Toolkit 5.0
2164	1	520		1	ac	06	2005	1	09/04/2006	EQIP	Toolkit 4.1
2164	1	520		1	ac	06	2006	1	09/17/2007	EQIP	Toolkit 4.1
2164	1	520		1	ac	06	2006	1	09/17/2007	EQIP	Toolkit 4.1
2164	1	520		1	ac	06	2006	1	09/17/2007	EQIP	Toolkit 4.1

- e.g. In **PRS**, a practice that has been reported is grayed out and cannot be edited.
  - **Brush Management** was reported in 2005 as planned and 2006 as applied. (**R2005**) and (**R2006**)

Note: When the “Add Practice” window is opened by clicking on the Practice Name, note that the Planned and Applied Dates are grayed out and un-editable.  
Note: Some practices CAN be deleted

Tract Unit	Code	Name	Date	Amount	Units	Rpt	Rpt	PRS Status	Date	Amount	Units	Rpt	Rpt	Exclude Practice
2164	1	314	6/2005	1.0	ac	1.0	ac	R2005	12/20/2005	1.0	ac	1.0	ac	
2164	1	382												
2164	2	314												
2164	3	314												
2164	3	614												
2164	3	636												
2164	4	314												
2164	5	314												
2164	2	382												
2164	3	382												
2164	1	595												
2164	2	595												

## 6. Rescheduling Practices in PRS

- e.g The applied practice has been reported in 2007. Practice is still editable in FY 2007. Once the FY is over, the practice will become grayed out and UN-editable.

**Note:** Practice is reported as planned in **2006** (prior year) and is **UN-editable**.

Practice is reported as applied in **2007** and is **EDITABLE** because the practice is in the same fiscal year it is reported in.

The screenshot shows the 'Add Practice' form in the USDA-NRCS PRS system. The form is for 'Critical Area Planting (ac) (342)'. It includes fields for Tract Number (2959), Land Unit Number (1), and Toolkit Practice Code (342). The Practice Description is 'Steeply sloped areas will be planted to an NRCS approved ground cover suitable for critical area planting. Materials may be graded and/or sprigged according to recommendations in the Field Office Technical Guide'. The form has sections for 'Planned' and 'Applied' dates and amounts, with 'Report to PRS' checkboxes. A table below the form lists various practices with columns for Tract, Land Unit, Code, Name, Date, and Status. The row for 'Critical Area Planting' is highlighted in red.

Tract	Land Unit	Code	Name	Date	Status
2959	1	590	Nutrient Management	8/2008	
2959	1	590	Nutrient Management	8/2008	
2959	1	580	Streambank and Shoreline Protection	7/2008	
2959	1	342	Critical Area Planting	8/2007	0.6 ac
2959	1	590	Nutrient Management	8/2007	0.6 ac
2959	1	587	Structure for Water Control	8/2008	1.0 no
2959	1	350	Sediment Basin	7/2008	1.0 no
2959	1	350	Sediment Basin	8/2008	1.0 no
2959	1	587	Structure for Water Control	7/2008	1.0 no
2959	1	580	Streambank and Shoreline Protection	8/2008	100.0 ft
2959	1	382	Fence	8/2007	20.0 ft

- Contracts that have been modified needs to be in sync with the conservation plans in Toolkit.

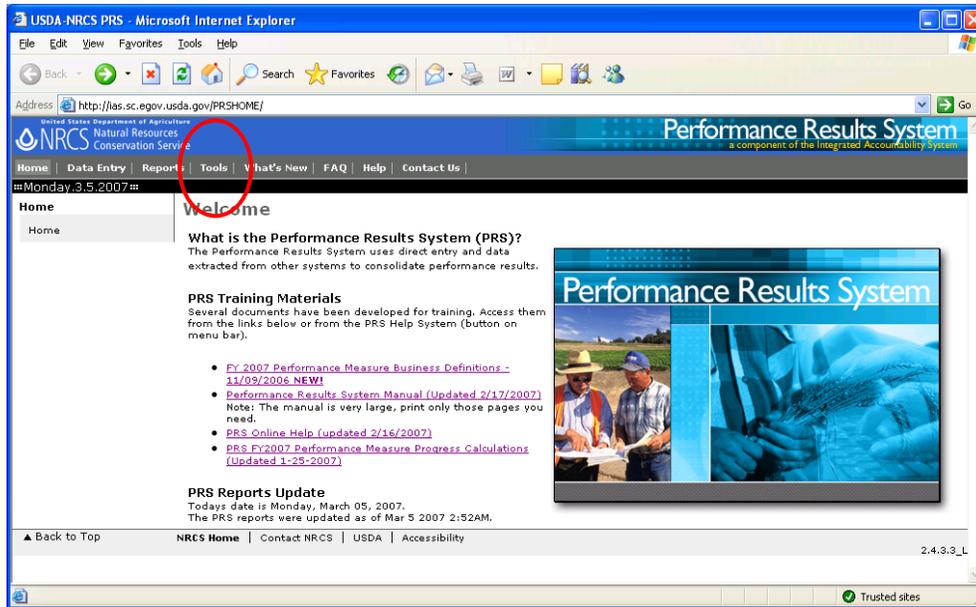
- Contracts created in 2006 and 2007 are linked in ProTracts. Though the Contract Item Numbers (CIN) have been modified in ProTracts, their counterpart practice in Toolkit/PRS is NOT updated.
- Contracts created prior to 2006 and 2007 need to be updated in Toolkit. In other words, when a contract is modified, the planner needs to go into Toolkit and edit the consplan to reflect the changes made in ProTracts.

- Editing in Toolkit vs. PRS

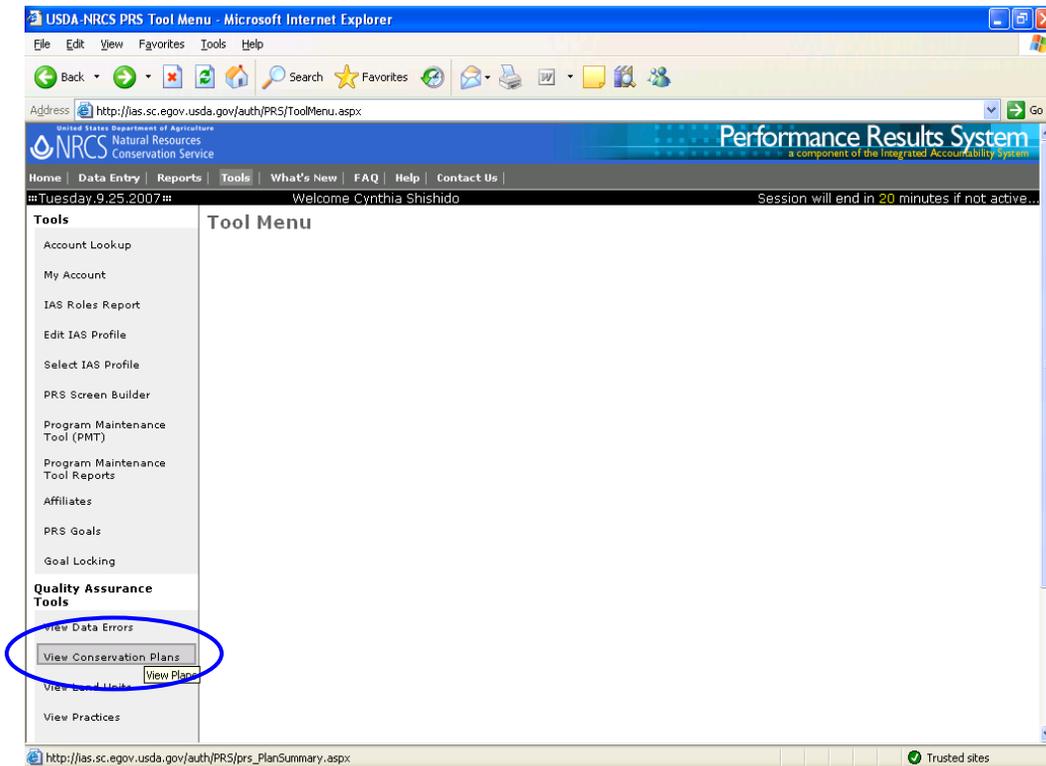
- Editing conservation plans in Toolkit is preferred over PRS but in some instances, previously reported practices can only be edited or deleted in PRS.

## B. Creating Searches for outdated practices in PRS

1. In PRS, click on **Tools**

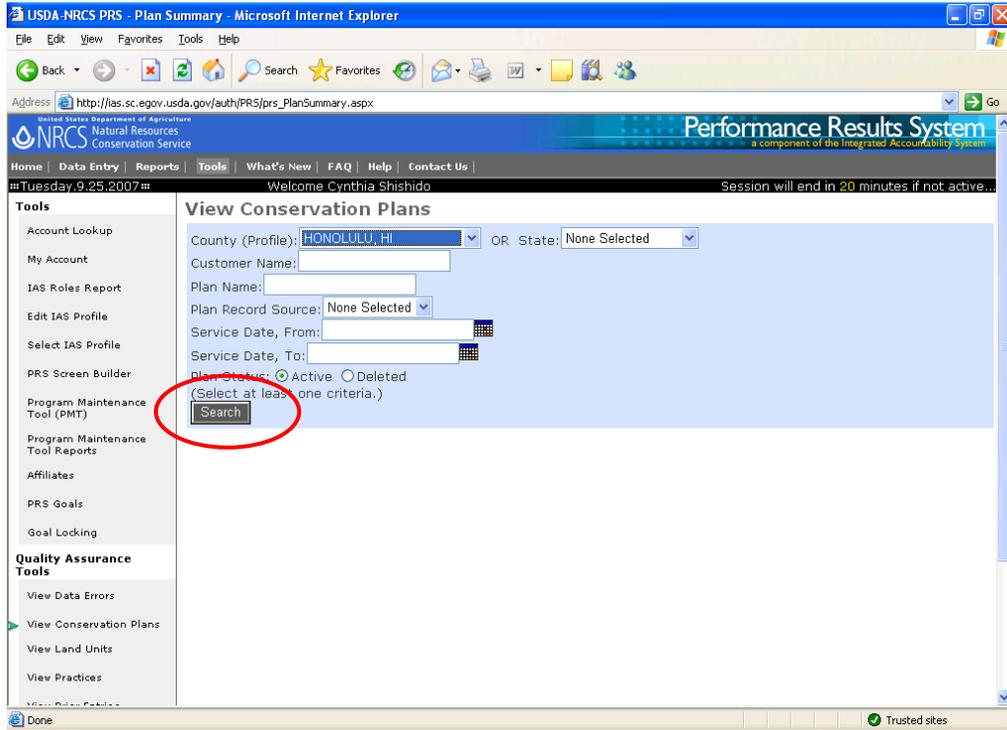


2. Select **“View Conservation Plans”**.

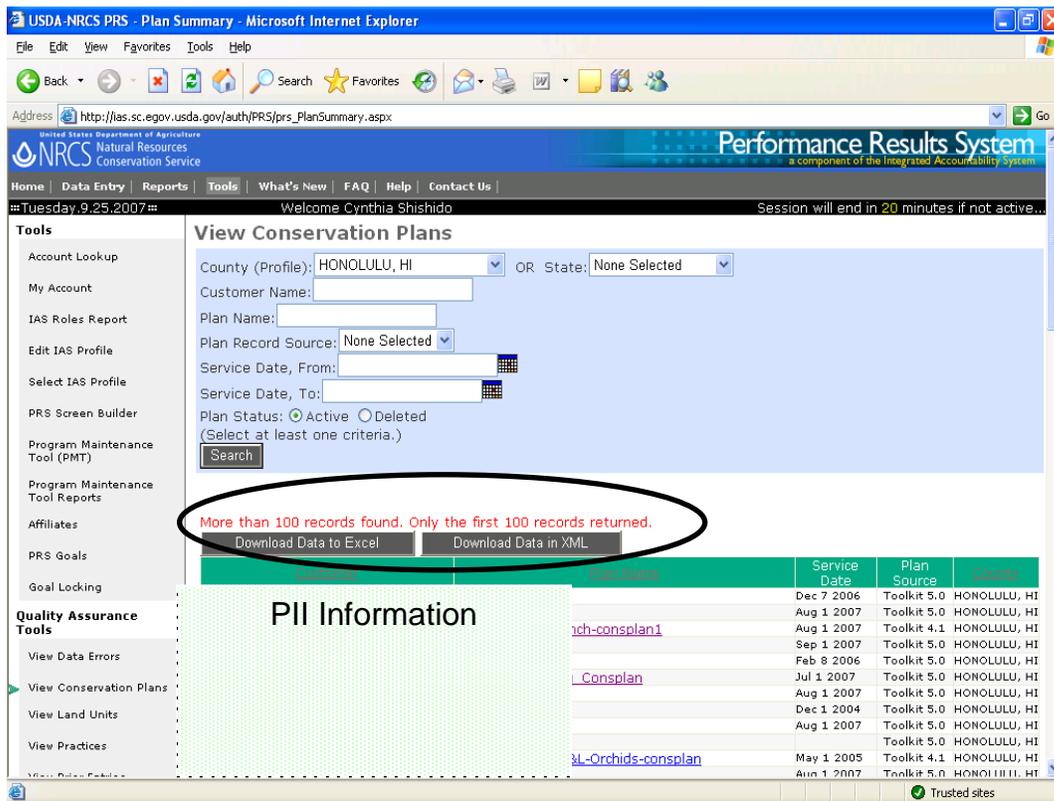


## 6. Rescheduling Practices in PRS

### 3. "Search".



### 4. This search resulted in more than 100 records.



## 6. Rescheduling Practices in PRS

5. Narrow search by entering "Service Date From" for this fiscal year.
6. "Search".

USDA-NRCS PRS - Plan Summary - Microsoft Internet Explorer

Address: http://ias.sc.egov.usda.gov/auth/PRS/planSummary.aspx

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**Tools**

- Account Lookup
- My Account
- IAS Roles Report
- Edit IAS Profile
- Select IAS Profile
- PRS Screen Builder
- Program Maintenance Tool (PMT)
- Program Maintenance Tool Reports
- Affiliates
- PRS Goals
- Goal Locking

**Quality Assurance Tools**

- View Data Errors
- View Conservation Plans
- View Land Units
- View Practices
- View Prior Entries
- Data Checker

**View Conservation Plans**

County (Profile): HONOLULU, HI OR State: None Selected

Customer Name:

Plan Name:

Plan Record Source: None Selected

Service Date, From: 10/01/2006

Service Date, To:

Plan Status:  Active  Deleted  
(Select at least one criteria.)

**Search**

More than 100 records found. Only the first 100 are displayed.

Download Data to Excel | Download Data to XML

Plan Name	Service Date	Plan Source	County
	Dec 7 2006	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 4.1	HONOLULU, HI
	Sep 1 2007	Toolkit 5.0	HONOLULU, HI
	Feb 9 2006	Toolkit 5.0	HONOLULU, HI
	Jul 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Dec 1 2004	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	May 1 2005	Toolkit 4.1	HONOLULU, HI
	Jun 1 2007	Toolkit 5.0	HONOLULU, HI

6. Select a consplan by clicking on a Plan Name.

USDA-NRCS PRS - Plan Summary - Microsoft Internet Explorer

Address: http://ias.sc.egov.usda.gov/auth/PRS/planSummary.aspx

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**Tools**

- Account Lookup
- My Account
- IAS Roles Report
- Edit IAS Profile
- Select IAS Profile
- PRS Screen Builder
- Program Maintenance Tool (PMT)
- Program Maintenance Tool Reports
- Affiliates
- PRS Goals
- Goal Locking

**Quality Assurance Tools**

- View Data Errors
- View Conservation Plans
- View Land Units
- View Practices
- View Prior Entries
- Data Checker

**View Conservation Plans**

County (Profile): HONOLULU, HI OR State: None Selected

Customer Name:

Plan Name:

Plan Record Source: None Selected

Service Date, From: 10/01/2006

Service Date, To:

Plan Status:  Active  Deleted  
(Select at least one criteria.)

**Search**

85 records found.

Download Data to Excel | Download Data to XML

Plan Name	Service Date	Plan Source	County
	Dec 7 2006	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 4.1	HONOLULU, HI
	Sep 1 2007	Toolkit 5.0	HONOLULU, HI
	Jul 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Aug 1 2007	Toolkit 5.0	HONOLULU, HI
	Jun 1 2007	Toolkit 5.0	HONOLULU, HI



## 6. Rescheduling Practices in PRS

- Practices scheduled in prior years need to be rescheduled. If client does not plan on implementing a practice in the year scheduled, reschedule the practice to a future date.

USDA-NRCS PRS - Practice Instance Data Entry - Microsoft Internet Explorer

Address: [http://ias.sc.egov.usda.gov/auth/PRS5/prs\\_Practice](http://ias.sc.egov.usda.gov/auth/PRS5/prs_Practice)

Note: In this instance, practices were sorted by DATE.

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Tuesday, 9/25/2007

Plan | Land Unit | Map | Practice | Reports

Practices

Plan Name: Consplan

Show All Practices | Add Practice

Tract	Land Unit	Code	Practice Name	Date	Planned			Applied			PR Status	Exclude Practice	Program	Source
					Amount	Units	Rpt Amount	Rpt Units	Date	Amount				
663	2	560	Access Road	12/2007	429.2	ft	429.2	ft					CTA-GENRL	Toolkit 5.0
663	2	560	Access Road	12/2007	39.4	ft	39.4	ft					CTA-GENRL	Toolkit 5.0
663	3	330	Contour Farming	12/2008	0.3	ac	0.3	ac					CTA-GENRL	Toolkit 5.0
663	4	330	Contour Farming	12/2008	0.2	ac	0.2	ac					CTA-GENRL	Toolkit 5.0
663	4	441	Irrigation System, Microirrigation	12/2008	0.2	ac	0.2	ac					CTA-GENRL	Toolkit 5.0
663	3	441	Irrigation System, Microirrigation	12/2008	0.3	ac	0.3	ac					CTA-GENRL	Toolkit 5.0
663	1	442	Irrigation System, Sprinkler	12/2008	0.1	ac	0.1	ac					CTA-GENRL	Toolkit 5.0
663	7	350	Sediment Basin	12/2008	1.0	no	1.0	no					CTA-GENRL	Toolkit 5.0
663	6	442	Irrigation System, Sprinkler	12/2008	0.2	ac	0.2	ac					CTA-GENRL	Toolkit 5.0

Save PRS Status

ⓘ - Data Missing or Invalid. ⓘ - Not Reportable Due To Data Missing. ⓘ - Latitude/Longitude Data Missing.

Back to

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Trusted sites

Practices are "past due" and need to be rescheduled.

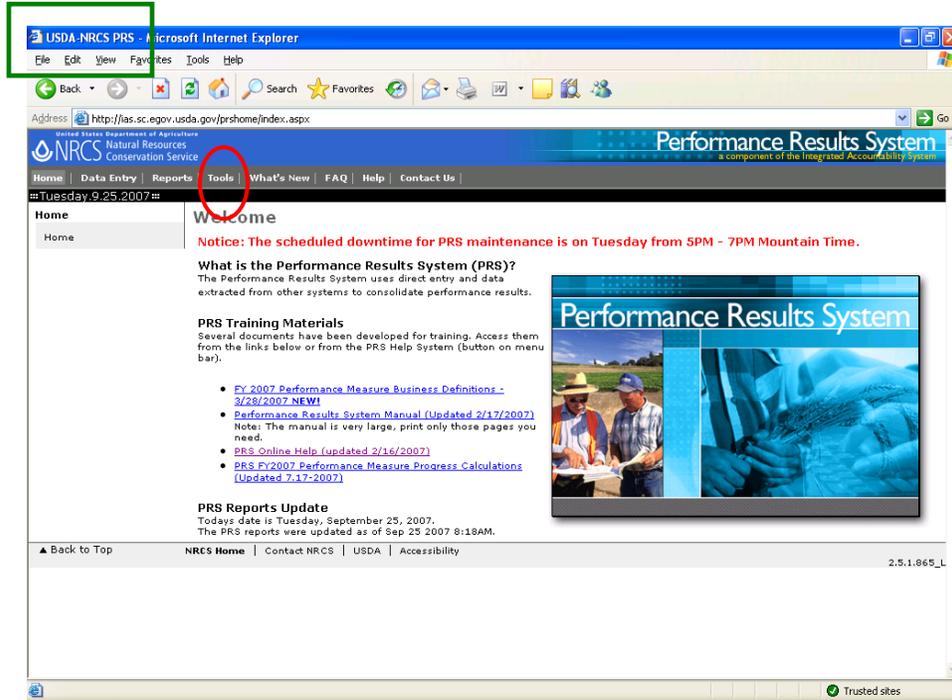
Practices not rescheduled by the end of the fiscal year are "frozen" and will be included in goals projections for the next fiscal year.

## 6. Rescheduling Practices in PRS

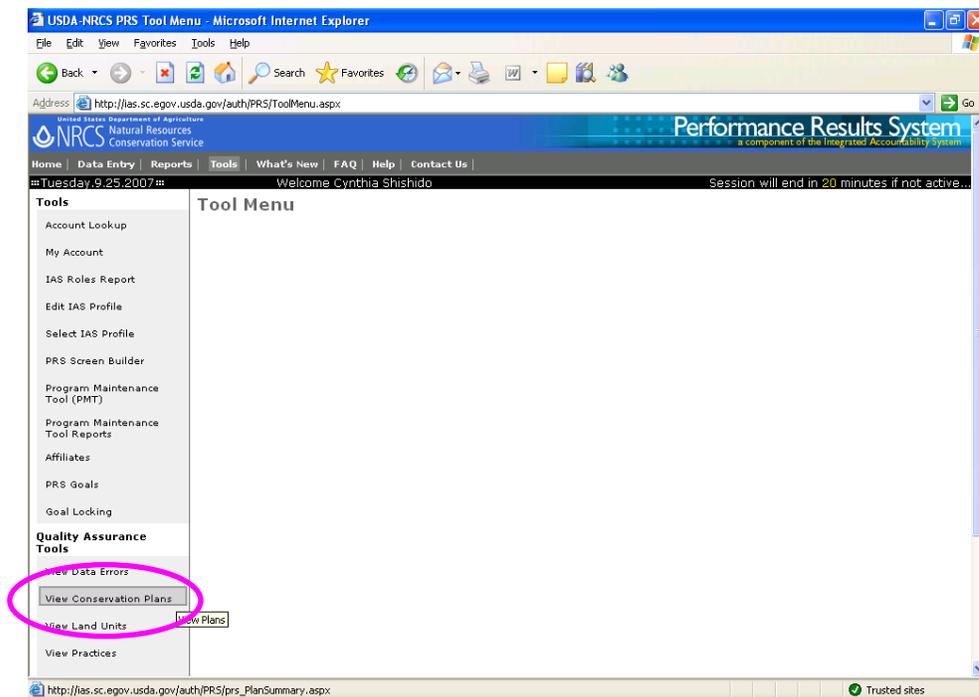
### C. Rescheduling Practices in PRS

Practices should be rescheduled in Toolkit, unless the practice cannot be edited in Toolkit.

1. In PRS, select the **Tools** Tab.



2. Select **View Conservation Plans**



## 6. Rescheduling Practices in PRS

3. Select **County Profile**, **Service Date**, **From**
4. Select **Search**

The screenshot shows the 'View Conservation Plans' page in the USDA-NRCS PRS system. The search criteria are as follows:

- County (Profile): HONOLULU, HI
- OR State: None Selected
- Service Date, From: 10/01/2006
- Plan Status: Active (selected)

The 'Search' button is highlighted with a blue circle.

5. Select a **Plan Name** with practices to reschedule.

The screenshot shows the search results for conservation plans. The results are displayed in a table with the following columns: Customer, Plan Name, Service Date, Plan Source, and County. The table contains 85 records found.

Customer	Plan Name	Service Date	Plan Source	County
ALANI ORO LLC	Consplan	Dec 7 2006	Toolkit 5.0	HONOLULU, HI
ADA INC RANCH	ADA Inc---ADA ranch-consplan1	Aug 1 2007	Toolkit 4.1	HONOLULU, HI
ALANNA O PUNALUU	Alanna O Punaluu Consplan	Jul 1 2007	Toolkit 5.0	HONOLULU, HI
ANDREW DIASO	Consplan	Aug 1 2007	Toolkit 5.0	HONOLULU, HI

## 6. Rescheduling Practices in PRS

6. PRS defaults to the **Summary Tab**. Select the **Practice Tab**.

The screenshot shows the 'View Plan Detail' page for a plan named '\_Consplan'. The 'Practice' tab is selected. The page displays a table of practices for three tracts (663, 1, 2, and 3). The table includes columns for Tract, Land Unit, Acres, Lat/Lon, Management System, and Planned/Rpt Planned amounts. The 'Practice' column lists 'Irrigation System, Sprinkler (442)' and 'Access Road (560)'. The 'Planned' and 'Rpt Planned' columns show values such as 0.1 ac and 429.2 ft (R2007).

7. Select the **Practice Name** to reschedule.

The screenshot shows the 'Practice Instance Data Entry' page. A green note box is overlaid on the page, stating: "Note: Practices planned for the current fiscal or prior years and/or those NOT implemented this fiscal year should be rescheduled to a future date." The 'Practice' tab is selected, and the 'Access Road' practice name is circled in red. The page displays a table of practices for three tracts (663, 2, 3, 4, 4, 3, 1, 7, 6). The table includes columns for Tract, Land Unit, Code, Name, Date, Amount, Units, Rpt Amount, Rpt Units, PRS Status, Date, Amount, Units, Rpt Amount, Rpt Units, PRS Status, Exclude Practice, Program, and Source. The 'Practice' column lists 'Access Road', 'Contour Farming', 'Irrigation System, Microirrigation', and 'Irrigation System, Sprinkler'. The 'Planned' and 'Applied' columns show values such as 429.2 ft and 39.4 ft.

## 6. Rescheduling Practices in PRS

8. The **Add Practice** window opens. Change the Planned Date to a future date. Be sure to reschedule to a realistic date.
  - a. Once October 1<sup>st</sup> of the new fiscal year has arrived, this practice will no longer be editable.
9. **Save**.

**Add Practice - Microsoft Internet Explorer**

**Add Practice**

Tract Number: 663 Land Unit Number: 2

Toolkit Practice Code: 560

Practice: Access Road (ft) (560)

Practice Description: Refinish the existing travelway to control runoff and prevent further erosion, in addition to providing better access to the operation. Consult an engineer prior to construction and refer to the NRCS standard for

Planned:  Report to PRS Current PRS Status: R2007

Planned Date: 12/1/2007 (mm/dd/yyyy) Planned Amount: 429.2 ft Report Planned Amount: 429.2 ft

Applied:  Report to PRS Current PRS Status: No

Applied Date: (mm/dd/yyyy) Applied Amount: ft Report Applied Amount: ft

Exclude Practice:

Programs: CTA-GENRL

Save Cancel Delete

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