

# Performance Results System (PRS) Hints & Tips

## 5. Documenting Recurring Practices as Applied for Farm Bill Program Payments

As part of the existing payment procedure, proper PRS documentation is required before payments will be approved for Farm Bill Program payments effective May 24, 2007.

As stated on page 3 of the “Summary of FY 2011 Revisions to the FY 2010 Performance Measure Business Definitions, updated 1/2011” “Recurring practices are only reported the first year they are applied. It is recognized annual application will continue according to the conservation plan practice schedule in future years.”

Provided below are instructions to document a **recurring** practice that has been reported in the Performance Reporting System (PRS) as applied.

1. At My NRCS, select:

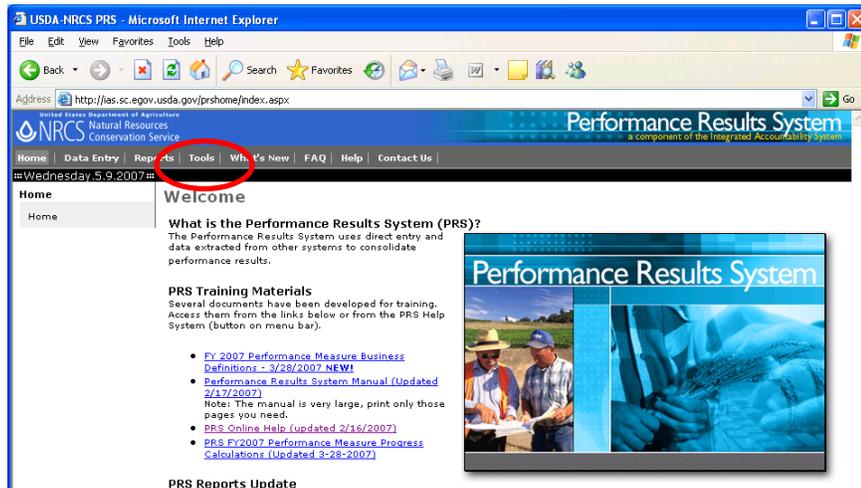
a. **Field Tools**

b. **PRS**

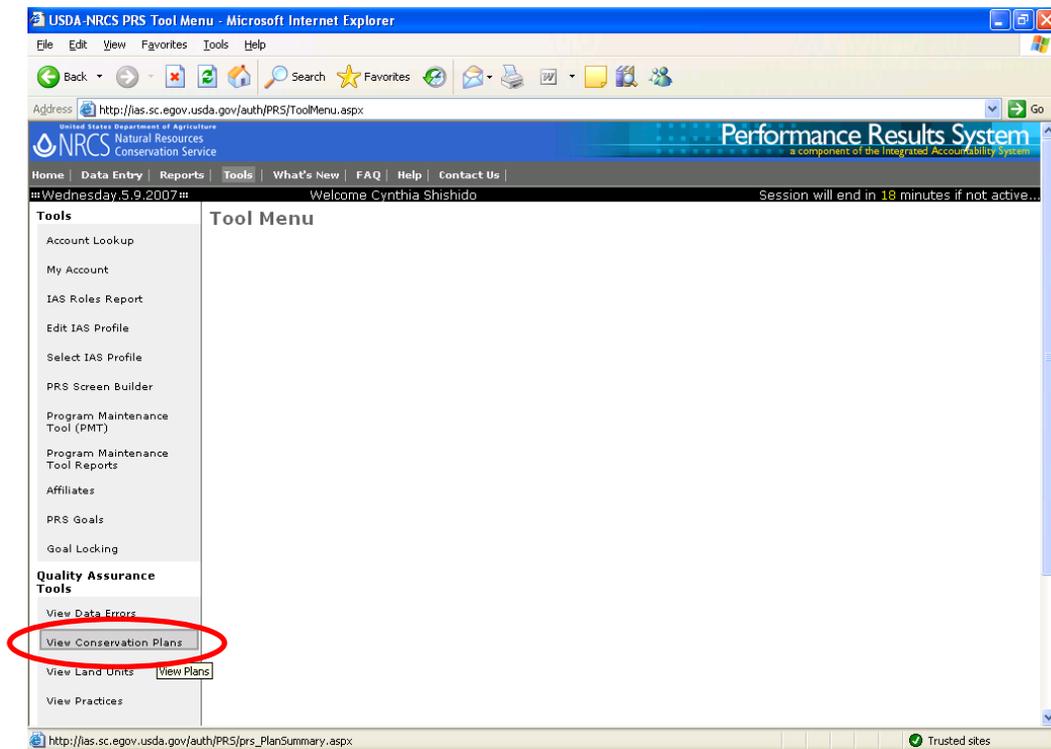
The screenshot shows the my.NRCS Employee Intranet website in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://my.nrcs.usda.gov/emptools.aspx. The page header includes the USDA logo and the text "United States Department of Agriculture Natural Resources Conservation Service". The user is logged in as Cynthia Shishido on Monday, April 16, 2007. The navigation menu includes "NRCS Today", "Programs", "Technology", "Accountability", "Management", "CIS", "Field Tools", and "Bulletin Boards". The "Field Tools" menu item is circled in red. Below the navigation menu, there is a grid of tool icons. The "Performance" icon, which includes the text "PRR", is circled in blue. Other tools visible include ProTracts, Fund Mgr, Program Tracking, Points, Time and Attendance, WebTCAS, eFOTG, Conservation System Guides, CSG, Conservation Practice Standards, CPS, Resource Data, Gateway, Customers, SCIMS, Customer Service Toolkit Permissions, Customer Service Toolkit Home, ProTracts Support Site, Hydraulic Formula Program, Soil Data Viewer CCE Download, Survey Engineering Tool (SET), Pond Design (WinPond), Nutrient Management Planning (AFO Pro), Technical Service Providers, TSP Performance, Workload Analysis (WLA), FSA Compliance Reviews, PLANTS Database, Ecological Sites (ESIS), Soil Data Viewer, Soil Survey, Vegetative Planning and Design (VegSpec), Economic Tools by Landuse, Manure Master, Energy Calculator, and Soil Tillage Intensity Rating (STIR).

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2. Select the **“Tools”** Tab.



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



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4. Fill in “Customer Name” and “County (Profile)”.
5. **Search.**

The screenshot shows the 'View Conservation Plans' page in the USDA-NRCS PRS system. The search criteria are: County (Profile): HONOLULU, HI; Customer Name: [redacted]; Plan Name: [redacted]; Plan Record Source: None Selected; Service Date, From: [redacted]; Service Date, To: [redacted]; Plan Status: Active. A red circle highlights the 'Search' button. Below the search criteria, it says '1 records found.' and shows a table with one record.

| Customer   | Plan Name | Service Date | Plan Source | County       |
|------------|-----------|--------------|-------------|--------------|
| [redacted] | Consplan1 | May 1 2007   | Toolkit 5.0 | HONOLULU, HI |

- a. **County (Profile)** – if you have access to multiple counties, select the appropriate county.
  - b. **Customer Name** – Type in the client’s last name.
- Note:** It is not always necessary to fill in all the boxes, unless you need to narrow your search down.

## 6. Select the Plan Name.

The screenshot shows the 'View Conservation Plans' page with search criteria: County (Profile): KAUAI, HI; OR State: None Selected; Customer Name: [redacted]; Plan Name: [redacted]; Plan Record Source: None Selected; Service Date, From: 06/01/2006; Service Date, To: [redacted]; Plan Status: Active. A callout box states: 'Participant Names, Contract Numbers, etc. have been “blocked” to secure Personally Identifiable Information (PII).'. Below the search criteria, it says '11 records found.' and shows a table with 11 records. A pink box highlights the 'Customer' column in the table, with the text 'PII information' written over it.

| Customer   | Plan Name   | Service Date | Plan Source | County    |
|------------|-------------|--------------|-------------|-----------|
| [redacted] | ni-consplan | Sep 1 2007   | Toolkit 4.1 | KAUAI, HI |
| [redacted] | krbm-       | Jun 1 2006   | Toolkit 4.1 | KAUAI, HI |
| [redacted] | ni-Consplan | Jan 1 2007   | Toolkit 4.1 | KAUAI, HI |
| [redacted] |             | 10 2007      | Toolkit 5.0 | KAUAI, HI |

5. Documenting Recurring Practices as Applied for Farm Bill Program Payments

7. Click on the **Practice** Tab.

**Note:**  
The Customer File automatically opens up in the Summary Tab.

**Avoid creating pdf files through the "Summary" tab. The "Summary" tab lacks sufficient information such as planned and applied dates. Lack of such information may create further delays in payment.**

**Important Note:**  
Progress viewed through the **Tools** Tab is instantaneous. A practice reported through Toolkit is immediately captured in the Tools Tab

8. Click on the **Show All Practices** button.

To alphabetically sort the practices, click on **"Name"**

**Note:**  
The default automatically shows all unreported practices.

| Tract  | Land Unit | Code | Practice Name            | Planned |        |       |            | Applied   |           |      |        | Program | Source |       |             |
|--------|-----------|------|--------------------------|---------|--------|-------|------------|-----------|-----------|------|--------|---------|--------|-------|-------------|
|        |           |      |                          | Date    | Amount | Units | Rpt Amount | Rpt Units | PR Status | Date | Amount |         |        | Units | Rpt Amount  |
| 100000 | 2         | 382  | Fence                    | 4/1999  | 1260.0 | ft    | 1260.0     | ft        | R1999     |      |        |         |        | WHIP  | Toolkit 4.1 |
| 100000 | 2         | 595  | Pest Management          | 4/1999  | 1.5    | ac    | 2.0        | ac        | R1999     |      |        |         |        | WHIP  | Toolkit 4.1 |
| 100000 | 2         | 612  | Tree/Shrub Establishment | 4/1999  | 1.5    | ac    | 2.0        | ac        | R1999     |      |        |         |        | WHIP  | Toolkit 4.1 |

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- Obtain proof that the practice has been completed by printing the practices listed in the **Practice Tab**.

In the box highlighted below are three Upland Wildlife Habitat Management practices scheduled in various years.

The first practice (1) has been applied and **progress reported in FY 2007**, as shown by "**R2007**".

The second (2) and third (3) practices have been applied, but no progress reported because these are recurring practices. (Refer to page 3 of the "Summary of FY 2011 Revisions to the FY 2010 Performance Measure Business Definitions" Updated January 13, 2011)

### Examples 1, 2, and 3

Note that under the heading **APPLIED**, each block in the **Amount** column is filled with the acreages applied (220 ac.), but in "**Rpt Amount**" the blocks are blank except for (1).

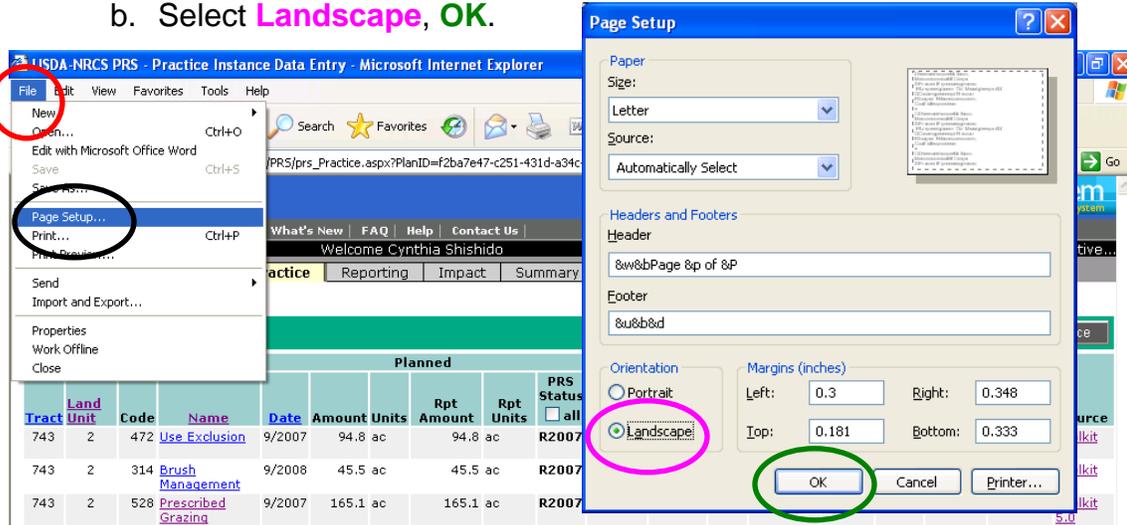
(1) Progress was reported for the 1<sup>st</sup> practice but no progress can be captured for (2) and (3) since they are **recurring practice**, thus the **blank boxes** for the **Rpt amounts**.

| 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 | Source      |
|--------|-----------|------|------------------------------------|--------|--------------|------------|-----------|------------|-----------|--------------|------------|-----------|------------|------------------|---------|-------------|
| 100000 | 2         | 382  | Fence                              | 4/1999 | 1260.0 ft    | 1260.0 ft  |           | R1999      |           |              |            |           |            |                  |         |             |
| 1      | 2         | 595  | Pest Management                    | 5/1999 | 1.5 ac       |            |           |            | 9/30/2005 | 1.5 ac       | 1.5 ac     |           | R2005      |                  |         |             |
| 1      | 2         | 612  | Tree/Shrub Establishment           | 5/1999 | 1.5 ac       | 2.0 ac     |           | R1999      | 1/1/2001  | 0.5 ac       |            |           |            |                  |         |             |
| 100000 | 2         | 612  | Tree/Shrub Establishment           | 4/1999 | 1.5 ac       | 2.0 ac     |           | R1999      |           |              |            |           |            |                  | WHIP    | Toolkit 4.1 |
| 1      | 2         | 645  | Upland Wildlife Habitat Management | 5/1999 | 1.5 ac       |            |           |            | 9/30/2005 | 1.5 ac       | 1.5 ac     |           | R2005      |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2006 | 220.0 ac     | 220.0 ac   |           | R2006      | 12/4/2006 | 220.0 ac     | 220.0 ac   |           | R2007      |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2012 | 220.0 ac     |            |           |            | 3/7/2007  | 220.0 ac     |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2007 | 220.0 ac     |            |           |            | 6/7/2007  | 220.0 ac     |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2010 | 220.0 ac     |            |           |            |           |              |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2009 | 220.0 ac     |            |           |            |           |              |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2008 | 220.0 ac     |            |           |            |           |              |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management | 6/2011 | 220.0 ac     |            |           |            |           |              |            |           |            |                  | WHIP    | Toolkit 5.0 |
| 100000 | 2         | 645  | Upland Wildlife Habitat Management | 4/1999 | 1.5 ac       | 2.0 ac     |           | R1999      |           |              |            |           |            |                  | WHIP    | Toolkit 4.1 |

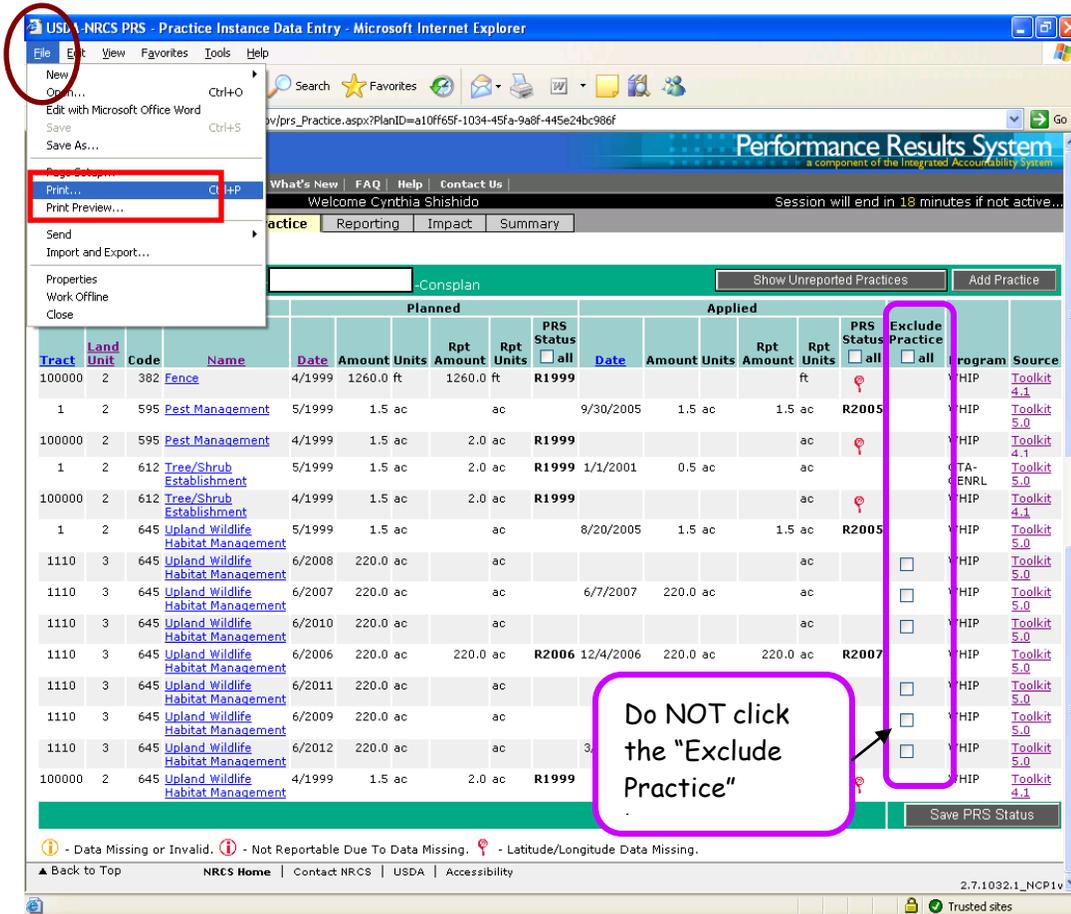
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10. To print the entire page, print the document in Landscape format:

- Click on **File / Page Setup**.
- Select **Landscape, OK**.

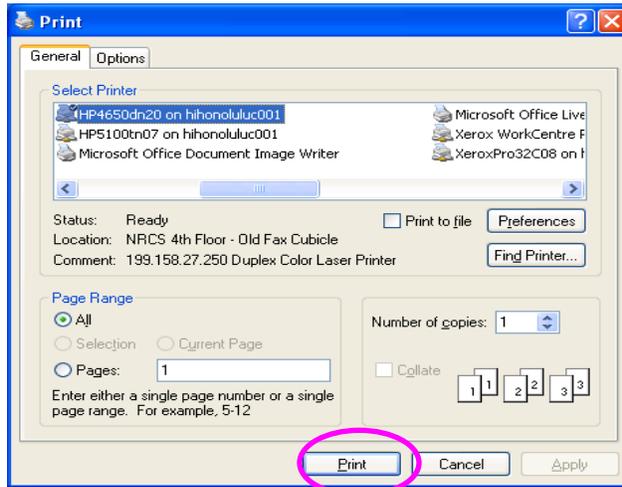


11. Click on **File / Print**.



## 5. Documenting Recurring Practices as Applied for Farm Bill Program Payments

12. At the Print window, click **Print**.



13. On the printed copy, include:

- Contract #**
- Client Name**
- Field Office**
- Identify the Contract Item Number(s) (CIN) to be paid.**
- Identify the recurring practice that was previously reported.**

USDA-NRCS PRS - Practice Instance Data Entry Page 1 of 2

Performance Results System  
a component of the Integrated Accountability System

Home | Data Entry | Reports | Tools | What's New | FAQ | Help | Contact Us |  
 Tuesday, 10/30/2007 10:30 AM Welcome Cynthia Shishido Session will end in 6 minutes if not active...

Plan Land Unit Map Practice Reporting Impact Summary

PII information

Contract #: 7492516A011 Honolulu Field office  
Client name: Eddie Haskell

| Tract  | Land Unit | Code | Practice Name   | Date   | Planned |       |           | Applied   |       |           | Exclude Practice | Program          | Source |                  |
|--------|-----------|------|---|--------|---------|-------|-----------|-----------|-------|-----------|------------------|------------------|--------|------------------|
|        |           |      |   |        | Amount  | Units | Rpt Units | Amount    | Units | Rpt Units |                  |                  |        |                  |
| 100000 | 2         | 382  | Fence   | 4/1999 | 1260.0  | ft    | 1260.0    | ft        | R1999 |           |                  | WHIP Toolkit 4.1 |        |                  |
| 1      | 2         | 595  | Pest Management   | 5/1999 | 1.5     | ac    | ac        | 9/30/2005 | 1.5   | ac        | R2005            | WHIP Toolkit 5.0 |        |                  |
| 100000 | 2         | 595  | Pest Management   | 4/1999 | 1.5     | ac    | 2.0       | ac        | R1999 |           |                  | WHIP Toolkit 4.1 |        |                  |
| 1110   | 3         | 643  | Restoration and Management of Rare and Declining Habitats | 6/2009 | 44.0    | ac    | ac        |           |       |           |                  | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 643  | Restoration and Management of Rare and Declining Habitats | 3/2007 | 22.0    | ac    | ac        | 9/11/2007 | 22.0  | ac        | R2007            | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2010 | 220.0   | ac    | ac        |           |       |           |                  | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2006 | 220.0   | ac    | 220.0     | ac        | R2006 | 12/4/2006 | 220.0            | ac               | R2007  | WHIP Toolkit 5.0 |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2011 | 220.0   | ac    | ac        |           |       |           |                  | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2009 | 220.0   | ac    | ac        |           |       |           |                  | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2012 | 220.0   | ac    | ac        | 3/7/2007  | 220.0 | ac        |                  | WHIP Toolkit 5.0 |        |                  |
| 100000 | 2         | 645  | Upland Wildlife Habitat Management                        | 4/1999 | 1.5     | ac    | 2.0       | ac        | R1999 |           |                  | WHIP Toolkit 4.1 |        |                  |
| 1      | 2         | 645  | Upland Wildlife Habitat Management                        | 5/1999 | 1.5     | ac    | ac        | 8/20/2005 | 1.5   | ac        | R2005            | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2008 | 220.0   | ac    | ac        |           |       |           |                  | WHIP Toolkit 5.0 |        |                  |
| 1110   | 3         | 645  | Upland Wildlife Habitat Management                        | 6/2007 | 220.0   | ac    | ac        | 6/7/2007  | 220.0 | ac        |                  | WHIP Toolkit 5.0 |        |                  |

https://prsnpcde.sc.gov.usda.gov/prs\_Practice.aspx?PlanID=a10ff65f-1034-45fa-9a8f-445e24bc986f 10/30/2007

## 5. Documenting Recurring Practices as Applied for Farm Bill Program Payments

14. Incorporate the PRS Practice Certification Document with the rest of the payment package and post to the Farm Bill Payments folder on the PIA SharePoint under your field office at:

- <https://nracs.sc.egov.usda.gov/west/pia/AO/FBPmts/default.aspx>

**\*Don't forget to name the by the proper naming convention:**

- **Last five digits of contract number, last name of Participant, CIN number(s).**
  - 09057\_Kealoha\_CIN\_1-5, 20

Contact your State PRS Coordinator if you have any questions.