

For: State and County Offices

County Office Comprehensive Information Management System (CIMS) Access

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Producers have historically provided both FSA and RMA similar information to participate in farm programs and the crop insurance program.

The Farm Security and Rural Investment Act of 2002 (2002 Act), Section 10706, authorized development of CIMS to implement programs administered by FSA and RMA. The 2002 Act instructed FSA and RMA to combine, reconcile, redefine, and reformat current acreage reporting data elements to allow both agencies to use CIMS as a single source of common information.

Notice CP-642 provided that CIMS be made available to Approved Insurance Providers (AIP's) through RMA. AIP's have begun developing processes and software that allows AIP's, their agents, and associated LA's to access FSA data directly.

B Purpose

This notice informs State and County Offices of the following:

- known discrepancies between FSA and RMA data
- County Office CIMS access schedule
- CIMS reports accessible to County Office.

Disposal Date	Distribution
September 1, 2010	State Offices; State Offices relay to County Offices

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2 CIMS Data

A Overview

CIMS:

- incorporates multiple data sources and organizes them into reports allowing users to easily ensure accuracy, quality assurance, and timeliness in the data collected between FSA and RMA
- data is uploaded to CIMS on a weekly basis
- provides a tool that may be helpful to State and County Offices as they review and process information required for the Supplemental Revenue Assistance Payments (SURE) Program
- allows users to extract acreage report data as needed.

B Discrepancies

In some cases, the data or processes may **not** match between FSA and RMA because of current differences between existing policy and procedures. CIMS makes every attempt to resolve these issues when possible.

The following are some known discrepancies that may be found when using CIMS:

- CIMS data is based on processed FSA and RMA data from the previous week
- the refresh CIMS Load Date will mostly differ between FSA and RMA because of different data conversion processes required for CIMS compatibility; refresh dates for both agencies should be within the same week
- RMA acreage is net acres that are reported acres adjusted by the insured's share
- RMA data is **only** for crops that have been insured through the crop insurance program
- RMA data for nursery, aquaculture, livestock, and adjusted gross revenue are **not** included at this time
- FSA and RMA crop tables may be different from the crop categorization table that CIMS references; this could result in some crops **not** showing up in some reports until it is added to the crop categorization table (CIMS User Guide, Exhibit 1 provides a translation table)

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2 CIMS Data (Continued)

B Discrepancies (Continued)

- FSA and RMA may not use the same county name, designation, or code (CIMS User Guide, Exhibit 2 provides a translation table)
- RMA data is based on producer's location county; FSA data is based on administrative county
- FSA and RMA have different codes for business/entity type (CIMS User Guide, Exhibit 3 provides a translation table)
- FSA and RMA have crops where RMA reinsurance year does **not** correspond to FSA program/crop year (CIMS User Guide, Exhibit 11 provides a translation table).

3 Schedule for CIMS

A State Office Users

State Office users already have access to the CIMS application and user guide. See Notice CP-655 for additional information.

B County Office Users

County Office users will have access to CIMS that includes a user guide, through URL located at <https://extranet4.rma.usda.gov/apps/cims>.

- Users will access CIMS using their eAuthentication login.
- County Offices will be granted access starting on or about February 23, 2010.
- Because of the vast number of County Office users, access will be issued using a phased in approach comprised of 4 phases. See subparagraph C for a detailed schedule.
- After accessing CIMS, users should print the applicable parts of the user guide for the reports to which they have access. This will provide additional assistance when navigating through the CIMS application.

Note: For assistance with eAuthentication, contact user's State IT staff or go to www.eauth.egov.usda.gov.

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3 Schedule for CIMS (Continued)

C County Office CIMS Access Schedule

The following table identifies, by State and date of implementation, the schedule of County Office access to the CIMS application.

Phase I Northeast	Phase II Southeast	Phase III Midwest	Phase IV West/Southwest
February 23, 2010	February 24, 2010	February 25, 2010	February 26, 2010
Connecticut	Alabama	Illinois	Alaska
Delaware	Arkansas	Iowa	Arizona
Indiana	Florida	Kansas	California
Kentucky	Georgia	Minnesota	Colorado
Maine	Louisiana	Missouri	Hawaii
Maryland	Mississippi	Nebraska	Idaho
Massachusetts	North Carolina	North Dakota	Montana
Michigan	Puerto Rico	South Dakota	Nevada
New Hampshire	South Carolina	Wisconsin	New Mexico
New Jersey	Tennessee		Oklahoma
New York	Virgin Islands		Oregon
Ohio			Pacific Basin
Pennsylvania			Texas
Rhode Island			Utah
Vermont			Washington
Virginia			Wyoming
West Virginia			

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4 CIMS Report Access

A State Office CIMS Reports Access

See Notice CP-655 for CIMS reports accessible to State Office users.

B County Office CIMS Reports Access

The following reports will be accessible and/or visible to County Office users:

- Participation Summary
- Producer Crop/Acreage.

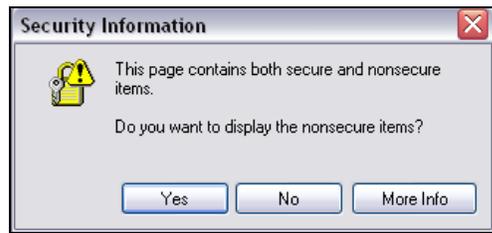
Exhibit 1 explains FSA's use for each of the accessible reports.

Exhibit 2 is a quick reference guide to assist users in maneuvering through the CIMS application.

Note: 2008 SURE RMA Data will **not** initially be accessible in the Management Reports Menu.

C Security Warning Popup Window

Some users may encounter the following Security Information popup window when moving from page to page within the CIMS Application. CLICK "Yes" to continue to maneuver through the application.



Note: This popup window should **not** appear within the CIMS application once migrated to Internet Explorer 7.

5 Action

A State Office Action

Applicable State Office users shall:

- review reports available through CIMS
- become familiar with CIMS capabilities
- assist County Office users once access is granted.

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5 Action (Continued)

B County Office Action

Applicable County Office users shall:

- review reports available through CIMS
- become familiar with CIMS capabilities.

C Notice Contacts

If there are questions about this notice:

- County Office CIMS users shall contact their State FSA CIMS person
- State Office CIMS users shall contact Todd Anderson by either of the following:
 - e-mail to **todd.anderson@wdc.usda.gov**
 - telephone at 202-720-9106.

D CIMS Contacts

If there are questions about CIMS application availability:

- County Office CIMS users shall contact their State FSA CIMS person
- State Office CIMS users shall contact the RMA Help Desk by either of the following:
 - e-mail to **rmaithelpdesk@rma.usda.gov**
 - telephone at 816-926-1126.

Use for Each of the Accessible Reports

The following table identifies some beneficial uses of CIMS reports, with user guide bookmark references. Users can customize reports through various selection criteria, such as year (current or 4 previous), State, county, crop information, and producer information. This information can be used to monitor, manage, and problem solve as it relates to State and county activities.

CIMS Management Reports	Use of Report	County Office CIMS User Guide PDF Bookmark Reference
Participation Summary	<ul style="list-style-type: none"> • Side-by-side comparisons of FSA and RMA reported information. • Compare number of producers and reported acreage of FSA and RMA reported cropland. • Compare FSA and RMA information for individual CIMS crop and/or type. • Customize report criteria by State, county, crop, type, use, etc. • View RMA dollar amounts for premiums. • View RMA producer liability. 	3 rd Bookmark
Producer Crop/Acreage	<ul style="list-style-type: none"> • Compare producer contact information and crop information reported by FSA and RMA. • Customize report criteria by year, State, county, TIN, producer name, crop, etc. • Access to FSA acreage data thru the CIMS Commodities Reports. • Access to RMA policy and contact information. 	4 th Bookmark

Note: References may change as CIMS application and user guide updates are incorporated.

County Office Quick Reference Guide

A Overview

This quick reference guide describes how the CIMS application functions. For detailed instructions access the CIMS User Guide available online at <https://extranet4.rma.usda.gov/apps/cims/Home.aspx>.

List of features covered are as follows:

- CIMS Home Page navigation
- selecting reports
- submitting selection criteria for a report
- access to report options
- accessing lower level reports.

B New Look to the CIMS Home Page

The follow image provides changes to the CIMS Home Page.

The image shows a screenshot of the CIMS Home Page with several callout boxes pointing to specific features:

- Top Navigation Bar:** A box points to the top navigation bar, stating: "The Top Navigation Bar provides access to key sites within the application." The bar includes links for CIMS Home, About CIMS, Newsletter, User Guide, Help, Contact Us, and Logout.
- Summary of Changes:** A box points to the "What's New in CIMS" section, stating: "A summary of recent changes made to the application will be posted here." This section includes a "More" link.
- Management Reports:** A box points to the "Management Reports" navigation panel on the left, stating: "Reports are available off a navigation panel on the left of each web page. Users will only see the reports that they have access to run." The panel lists "Participation Summary" and "Producer Crop/Acreage".
- Footer:** A box points to the footer, stating: "The Footer provides access to key Department and agency web sites." The footer includes links for FSA Home, RMA Home, USDA.gov, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

County Office Quick Reference Guide (Continued)

C Selecting Reports



Under Management Reports, click individual report titles to select a specific report.

D Radio Buttons and Drop-Down Menus



Clicking on the Radio Buttons will provide users with details about the selection listing in the associated drop-down menu.

County Office Quick Reference Guide (Continued)

E Submitting Selection Criteria for a Report

Participation Summary Export Options

Required Criteria
 Year: 2009
 State/Territory: Minnesota County: Morrison

Optional Criteria
 Crop: Corn

When users input required selection criteria for a report, the “Submit” button on the far right of the screen will be enabled. After users “CLICK” “Submit”, the query process will start to extract the data user requested.

CLICK “Reset” to clear all criteria entries to start another query.

F Access to Report Options

Participation Summary Export Options

Required Criteria
 Year: 2010
 State/Territory: Washington

Optional Criteria
 Crop: Canola And Rapeseed

CLICK “Options” to display a list of available report options.

Options

- County Summary
- Crop Summary
- Crop Type Summary

RMA Participation Data - County Summary	FSA Participation Data - County Summary																										
<p>CIMS Load Date: 11/07/2009 Reinsurance Year: 2010 Policy State: Washington Policy County: Adams CIMS Crop/Category Name: Canola And Rapeseed</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Count of Insureds:</td><td style="text-align: right;">1</td></tr> <tr><td>Count of SBIs:</td><td style="text-align: right;">4</td></tr> <tr><td>Count of Policies:</td><td style="text-align: right;">1</td></tr> <tr><td>Count of Insurance Agents:</td><td style="text-align: right;">1</td></tr> <tr><td>Total Premium:</td><td style="text-align: right;">\$5,016.00</td></tr> <tr><td>Total Liability:</td><td style="text-align: right;">\$55,931.00</td></tr> <tr><td>Total Indemnity:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Unit of Measure:</td><td style="text-align: right;">Acres</td></tr> <tr><td>Planted:</td><td style="text-align: right;">256.30</td></tr> <tr><td>Uninsured:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Prevented:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Short Rated:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Reported Producer Acreage:</td><td style="text-align: right;">256.30</td></tr> </table>	Count of Insureds:	1	Count of SBIs:	4	Count of Policies:	1	Count of Insurance Agents:	1	Total Premium:	\$5,016.00	Total Liability:	\$55,931.00	Total Indemnity:	\$0.00	Unit of Measure:	Acres	Planted:	256.30	Uninsured:	0.00	Prevented:	0.00	Short Rated:	0.00	Total Reported Producer Acreage:	256.30	<p>No FSA records found for the selection criteria.</p>
Count of Insureds:	1																										
Count of SBIs:	4																										
Count of Policies:	1																										
Count of Insurance Agents:	1																										
Total Premium:	\$5,016.00																										
Total Liability:	\$55,931.00																										
Total Indemnity:	\$0.00																										
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Prevented:	0.00																										
Short Rated:	0.00																										
Total Reported Producer Acreage:	256.30																										

County Office Quick Reference Guide (Continued)

G Accessing Lower Level Reports

Note: This helpful hint refers to selection criteria and hyperlinks found in the Producer Crop/Acreage Report and **not** in the Participation Summary Report.

EIN	General Partnership	CIMS Commodities
EIN	Partnership	CIMS Commodities
SSN	Unknown/individual for the FSA business type	CIMS Commodities
SSN	Spousal	CIMS Commodities
SSN	Unknown/individual for the FSA business type	CIMS Commodities
EIN	Partnership	
SSN	Unknown/individual for the FSA business type	CIMS Commodities
SSN	Spousal	
SSN	Spousal	
SSN	Unknown/individual for the FSA business type	CIMS Commodities
SSN	Spousal	CIMS Commodities
SSN	Unknown/individual for the FSA business type	CIMS Commodities
SSN	Spousal	CIMS Commodities
SSN	Unknown/individual for the FSA business type	CIMS Commodities
SSN	Unknown/individual for the FSA business type	CIMS Commodities

Hyperlinks, within the management reports, provide user access to other reports and information.