

For: FSA Employees

MIDAS-Related Policy and Procedural Impacts for Release 1.0 Farm Records

Approved by: Administrator



1 Overview

A Background

The initial MIDAS IT deployment included the following functionality:

- Farm Records with GIS Integration
- Business Partner/Fiduciary
- Product Master (CVS/Compliance Crop Table).

Several policy handbooks in support of these areas highlighted will be updated to incorporate revised policies, procedures, and new terminology in support of MIDAS. In addition to new and enhanced automated functionality, another enhancement derived from the execution of the MIDAS solution is the use of online work instructions.

The work instructions provide step-by-step procedures for completing a variety of business related transactions and processes within the MIDAS solution. The work instructions are to be used similar to the way FSA uses automation handbooks in support of FSA’s legacy system. The work instructions provide **detailed instructions with screen prints and simulations** on the “how to” complete transactions in MIDAS.

B Purpose

This notice informs FSA employees of the following:

- policy and procedure changes about the MIDAS deployment
- use and accessibility of online work instructions for processing business process transactions and activities in the MIDAS solution.

Disposal Date	Distribution
January 1, 2014	All FSA employees; State Offices relay to all MIDAS State Trainers and Super Users and County Offices

Notice MIDAS-8

2 Initial MIDAS Release 1.0 Farm Records Policy and Procedure Change Impacts

A MIDAS Release 1.0 Farm Records With GIS Functionality

The initial MIDAS project deployment provides new and enhanced functionality for accessing customer (producers, farmers, and ranchers) data to process farm program business area transactions in support of farm program delivery. The customer data is managed within the Customer Relationship Management (CRM) solution. CRM is integrated and has the ability to provide real time processing. Specific training and details about CRM were provided to FSA employees through Aglearn and hands-on training conducted by State Trainers and Super Users.

The MIDAS Portal is also a key component of the initial deployment. The portal can be referred to as the “entry way” into the MIDAS solution. FSA employees will access the MIDAS Portal using their eAuthentication credentials.

With the initial release of MIDAS, FSA employees will have the following abilities:

- accessing and maintaining Business Partner data from a single system of record for all FSA customers, employees, and contacts
- viewing, processing, and completing farm records business transactions
- viewing and entering GIS information applicable to a customer’s farm within 1 single location within Farm Records
- viewing all FSA products (crops and types) and submitting online requests for new products or intended uses within Product Master.

Notice MIDAS-8

2 Initial MIDAS Release 1.0 Farm Records Policy and Procedure Change Impacts (Continued)

B Key Policy and Procedure Changes

During the MIDAS design phase, several key policy and procedure changes were captured. The key policy and procedural changes for MIDAS Release 1.0 were captured in the areas of Farm Records, Business Partner/Fiduciary, and Product Master.

1-CM and 2-CP will be amended to reflect Business Partner/Fiduciary and Product Master, formerly CVS, policy and procedural changes. A new handbook will be:

- issued to cover the maintenance of 2013 basic farm and tract records
- supported by MIDAS.

A key procedural change involves using online work instructions instead of a MIDAS automation handbook. In the implementation of the MIDAS Project, FSA reviewed farm program business processes, as well as organizational processes, to determine ways to improve and streamline current processes. MIDAS served as a catalyst for modernizing the way FSA creates and delivers instructions and training to FSA employees.

C Online Work Instructions

Beginning with the initial MIDAS deployment, FSA employees will refer to the MIDAS online work instructions for guidance on IT/Automation procedures supporting the functionality. The online work instructions provide MIDAS employees with detailed step-by-step instructions with screen prints for completing business processes and transactions in MIDAS. The online work instructions provide online help capabilities and access to simulations that demonstrate the actual automated scenario supported by the work instructions.

The MIDAS Super Users, State Trainers, and Field Office staff who completed hands-on MIDAS training received guidance and direction on the use of work instructions during the training sessions. The work instructions were also included in the mandatory MIDAS training on Aglearn.