USDA NRCS
Natural Resources Conservation Service

natural resources
conservation service

integrated accountability system

IAS Next Generation

Affiliates (Version 1.0 2-6-2004)

February 2004

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Errata Sheet

The Affiliates guide is in initial draft form. Revisions will be noted as it progresses:

- Initial draft prepared (2/5/2004).
- First posted draft (2/6/2004)

General

The Performance Results System (PRS) is related to other applications that collect data on conservation practices. This includes Conservation Journal, POINTS, WebTCAS, Toolkit, and ProTracts. The goal is to use data from all of these sources in a national database to measure the results of the conservation practices.

Related Applications

As part of using PRS, you may also use these related web applications. (Which applications are available to you depend on the role defined in your profile.)

- **State and Local Programs**—Lets PRS Coordinators to add programs for PRS and WebTCAS reporting.
- **Screen Builder**—Lets PRS Coordinators create custom screens for gathering reporting data for state and local programs.
- **Affiliates**—Lets you identify various types of boards and associate people with these boards. This lets PRS track an individual's board affiliations for reporting purposes.

To minimize download times, the NRCS has given these programs their own user manuals or quick-start guides.

Affiliates and PRS

PRS lets you to track individual's board affiliations for reporting purposes. To do this, you access a customized version of the "Affiliates" web-application. From here you can identify various types of boards and associate people with these boards. This data collection permits reporting on the demographic composition of boards working with NRCS to Congress and others.

Affiliates such as conservation district employees and other types of NRCS partners can obtain web accounts to let them access PRS for data entry.

The Affiliates application lets you select a particular board, review the list of members, and make adjustments to the list. Board memberships are tracked for:

- Soil & Water Conservation District Boards
- RC&D Councils
- State Technical Committees

Rules for adding affiliates include:

- Business and group customers cannot be added to a board.
- Boards must be populated with individuals, since only individual customer records contain demographic data.
- You can view board memberships for any state.
- When you add a customer to a board, you are restricted to customers from the service centers in your profile.

Accessing PRS and other IAS applications

Currently, the PRS program is used by NRCS employees and partners to record performance. Technical Service Providers use an alternative application, TechPRS.

There are some requirements for setting your browser (IE6) correctly to run PRS. Do the following:

1. Select **Tools** on the browser window.
2. Select **Internet Options**.
3. Click the **Security Tab**.
4. Choose **Custom Level** and then **Miscellaneous**.
5. Find “Access data sources across domains.”
6. Set it to **Enable**.
7. Click **OK**, and then **OK** to save settings.

Obtaining an eGov account through eAuth

You must have an e-Government Account to access PRS. If you do not have an account, you can obtain instructions for requesting one at **http:// www.eauth.egov.usda.gov**

Web Accounts for Affiliates—Conservation District Employees and Other Partners

Affiliates such as conservation district employees and other types of NRCS partners can obtain web accounts to let them access PRS for data entry.

Follow these steps to set up an affiliate for PRS access. Do not leave out any step or else the affiliate web account will not work in PRS or other NRCS applications such as Protracts.

1. The affiliate desiring an account must use the eAuth system to register for a level 2 account.
2. The affiliate must go to a Local Registration Authority (LRA) to prove her or his identity.
3. The LRA must give the account level 2 permissions using the eAuth system.
4. The LRA must grant the account and affiliate role using the eAuth system.
5. The LRA must use the Affiliate Link Manager to link the web account to an affiliate record, and create an affiliate record in the process.

If you need to get information about the LRAs in your state please contact the eAuth helpdesk. LRA online training is also available from the eAuth website.

The Affiliate application requires that the type of affiliate be identified. Only certain types of affiliates are allowed to use PRS for data entry:

- Conservation District Employees
- RC&D Employees

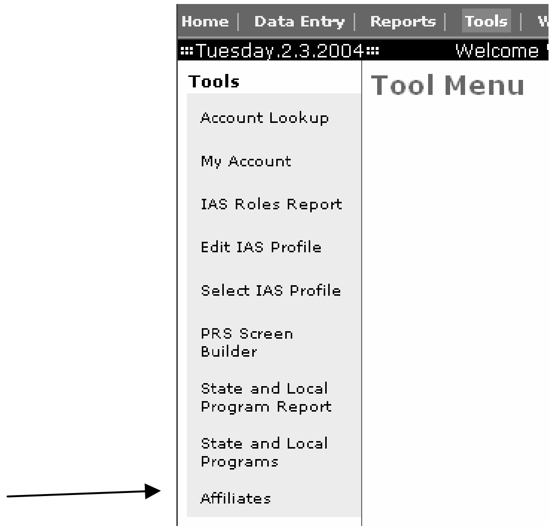
- State Government Employees
- Local Government Employees

When an affiliate logs into PRS data entry for the first time they will not have a profile. They will be asked to set up a profile before they use PRS data entry.

Login to PRS

You must have a valid WebCAAF account in order to access the Affiliates data screens. Depending upon how you enter the PRS system, you may be presented with the WebCAAF Authentication and Authorization screen. Enter your User ID and Password, and then click **Login** to continue.

Starting the Affiliates Application



1. Select **Tools** from the top menu bar.
2. Select **Affiliates** from the left side options. This opens the Affiliates application and displays the *Affiliate List* screen.

You can also access the Affiliates application when you use the Affiliates Link Manager, available from the myNRCS web site.

Affiliates Link Manager

The Affiliate Link Manager lets you find an affiliate and then use the rest of the Affiliates application to link web accounts to an affiliate record and create an affiliate record in the process.

To open the Link Manager

Click the **myNRCS** tab and click on **Affiliates Link Manager** in the USDA eGovernment box. You can use the rest of the Affiliates application, but you cannot access PRS if you start Affiliates from the Link Manager.

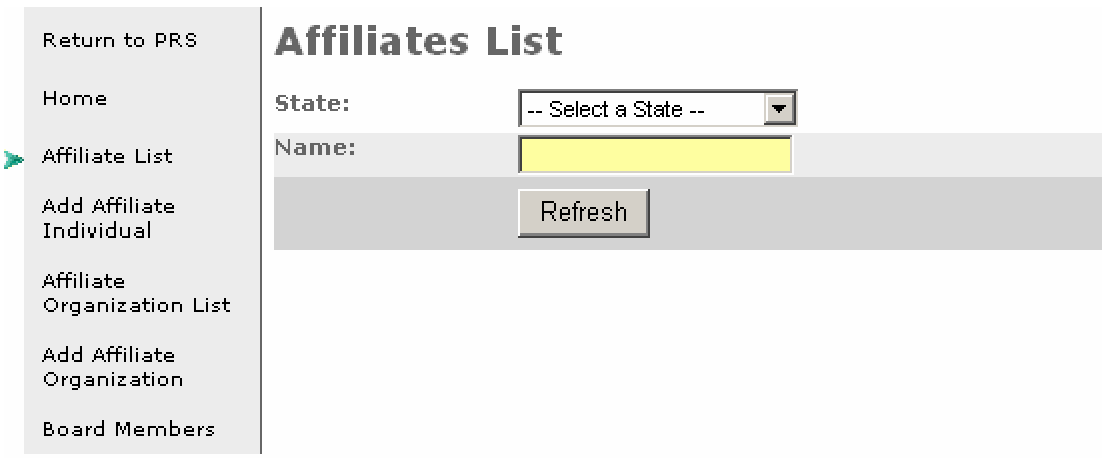
You can also access the Affiliates Link Manager from PRS as follows:

1. Start the Affiliates application (described above).
2. Click the **Home** tab.
3. Click ID Link Manager for Affiliates. This opens the search filter screen (described below).
4. Click Return to PRS on the side menu when you are done using the Affiliates application.

To search for an affiliate

1. Start the Affiliates Link Manager as described above. This opens the search screen.
2. Enter an affiliate name.
3. Click **Search**. This displays a list of matching names.
4. Click on an affiliate's name to open the Add/Edit Affiliate Individual screen. (This screen is described in more detail below.)

Listing Individual Affiliates



1. Click **Affiliate List** from the left-hand menu options. This displays the Affiliates List screen.
2. Type or use the pull-down menus to select any combination of search criteria (**State** or **Name**).
3. Click **Refresh**. Results are listed in a table at the bottom of the screen. Click on any of the column headers to re-sort the table.
4. Click on the Edit button to edit information for an affiliate (see the next section for more information.)

Editing Affiliate Information

1. To edit information for an individual affiliate, list an affiliate, as described above.
2. Click the **Edit** button by the affiliate's name. This opens the *Add/Edit Affiliate Individual* screen.
3. Change the information on the *Add/Edit Affiliate Individual* screen as necessary.
4. Click the **Save** button at the bottom of the screen.

To add an organization for the affiliate:

1. Click **Add** in the *Affiliate Organization* bar. This displays the *Affiliate Organization Search* dialog.
2. Type or use the pull-down menu to select a **State** and an **Organization** name.
3. Click **Search** to display matching results.
4. Click on an organization name to add the organization to the individual affiliate's information.
5. Click the **Save** button at the bottom of the screen.

To add a federal office for the affiliate:

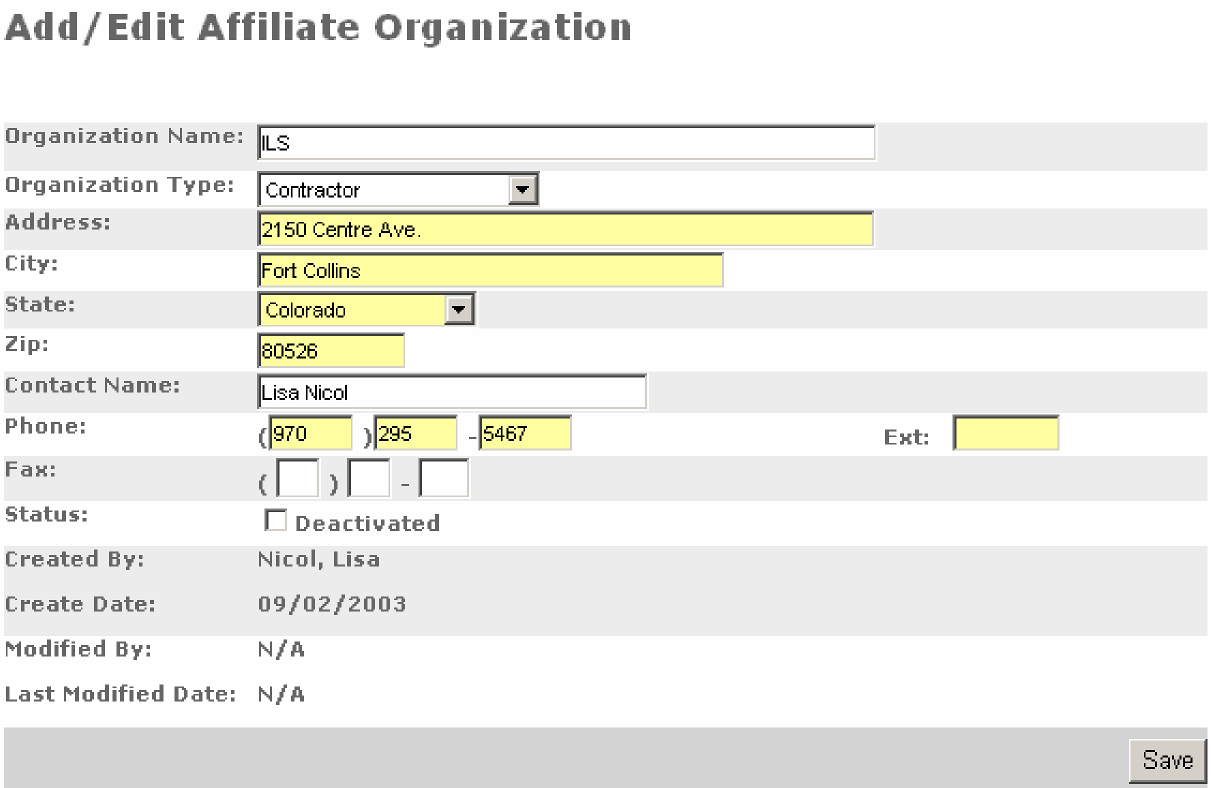
1. Click **Add** in the *Affiliate Organization* bar. This displays the *OIP Search* dialog.
2. Type or use the pull-down menu to select an **Agency** and **State**.
3. Click **Search**. This populates the Organizational Unit list.
4. Use the pull-down menu to select an **Organizational Unit**.
5. Click **Save** to add the office to the individual affiliate's information.

Adding Individual Affiliates

To add an individual affiliate:

1. Click **Add Affiliate Individual** from the left-hand menu options. This opens the *Add/Edit Affiliate Individual* screen.
2. Enter all necessary affiliate information.
3. Click **Save**.

Listing and Editing Affiliate Organizations



Add/Edit Affiliate Organization

Organization Name:	ILS
Organization Type:	Contractor
Address:	2150 Centre Ave.
City:	Fort Collins
State:	Colorado
Zip:	80526
Contact Name:	Lisa Nicol
Phone:	(970) 295 - 5467 Ext:
Fax:	( ) -
Status:	Deactivated
Created By:	Nicol, Lisa
Create Date:	09/02/2003
Modified By:	N/A
Last Modified Date:	N/A

Save

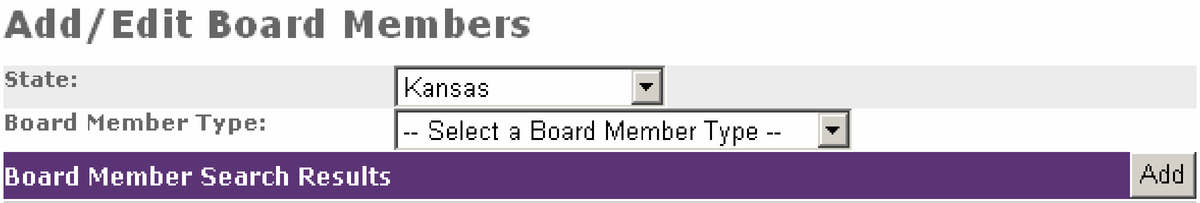
To list an affiliate organization:

1. Click **Affiliate Organization List** from the left-hand menu options. This opens the Affiliate Organizations List screen.
2. Type or use the pull-down menus to select any combination of search criteria:
   - **State**
   - **Name**
   - **Type**
3. Click **Refresh**. Results are listed in a table at the bottom of the screen.
   - Click on any of the column headers to resort the table.
   - Click **Edit** beside an individual record to open the Add/Edit Affiliate Organization screen. You can then edit the affiliate organization information.

Using Board Membership Information

Listing Board Memberships

1. From the PRS Home, click **Data Entry** on the main menu. The Data Entry screen appears and displays the Practice Data Entry Screen.
2. Click **Board Membership** in the left side menu. This starts the Affiliates application and displays the Add/Edit Board Members screen.

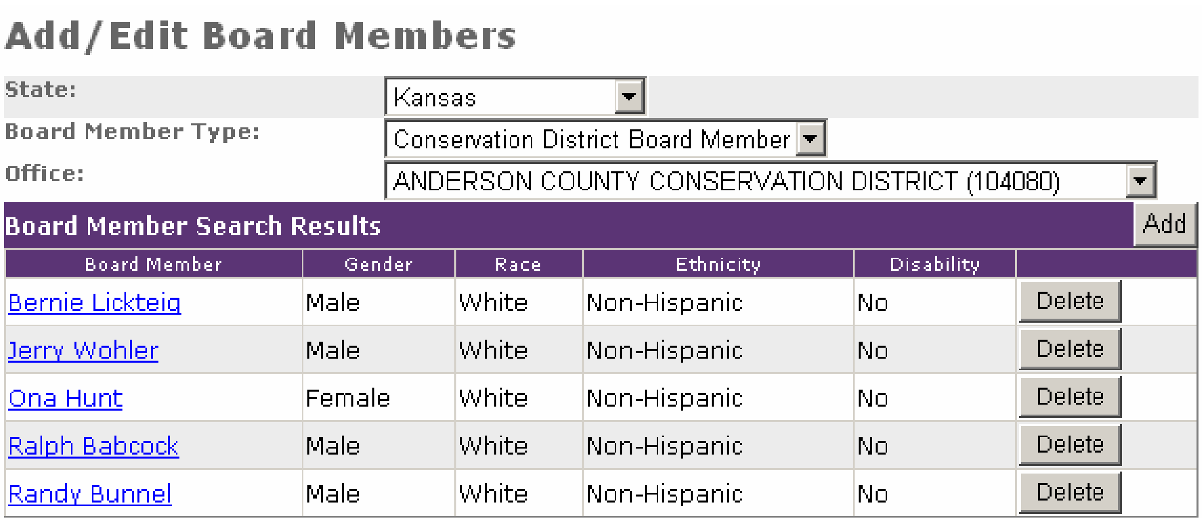

Add/Edit Board Members

State: Kansas

Board Member Type: -- Select a Board Member Type --

Board Member Search Results | Add

3. (Required) Select the state from the drop-down list. By default, the state will be selected based on the state listed in your profile, but you may choose any state.
4. (Required) Select a board membership option from the drop-down list. (Options may vary depending on your user profile.)
   - State Technical Committee (State)
   - Conservation District (OIP) If you select this option, a new selection field appears for the Office. Select the office associated with the board from the drop-down list.
   - RC & D Board
5. Once you have selected the state, type, and offices (if necessary), a list of board members displays at the bottom of the screen.
6. Click **Return to PRS** on the left-hand menu when you are done. The Add/Edit Board Members screen appears:
   - NOTE: Offices for Conservation Districts and RC&D boards are maintained in the OIP system. If there is a problem with this data, you must contact your local state OIP coordinator to resolve this.


Add/Edit Board Members

State: Kansas

Board Member Type: Conservation District Board Member

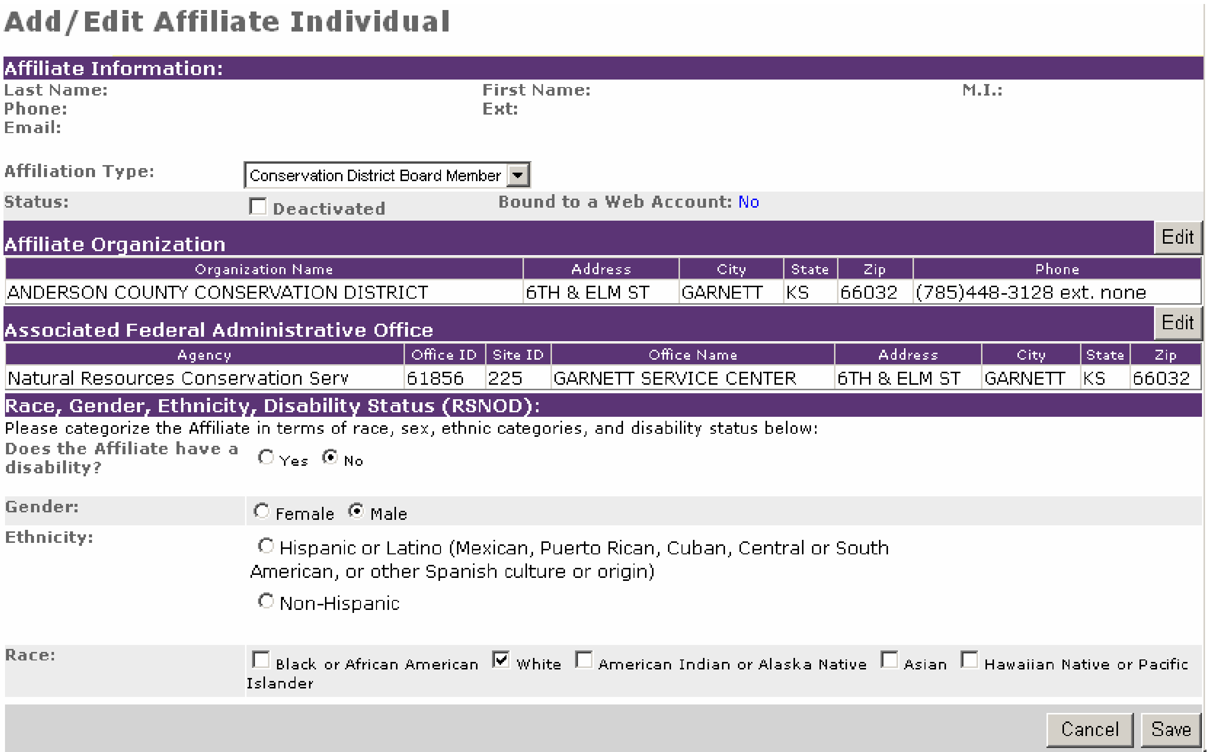
Office: ANDERSON COUNTY CONSERVATION DISTRICT (104080)

Board Member Search Results | Add

Board Member	Gender	Race	Ethnicity	Disability	
Bernie Lickteig	Male	White	Non-Hispanic	No	Delete
Jerry Wohler	Male	White	Non-Hispanic	No	Delete
Ona Hunt	Female	White	Non-Hispanic	No	Delete
Ralph Babcock	Male	White	Non-Hispanic	No	Delete
Randy Bunnel	Male	White	Non-Hispanic	No	Delete

Adding a Board Member

1. Select the state, type, and office as described in the section above.
2. Click the **Add** button. The "Add/Edit Affiliate Individual" screen appears:



Add/Edit Affiliate Individual

Affiliate Information:

Last Name: First Name: M.I.:
Phone: Ext:
Email:

Affiliation Type: Conservation District Board Member

Status: Deactivated Bound to a Web Account: No

Affiliate Organization Edit

Organization Name	Address	City	State	Zip	Phone
ANDERSON COUNTY CONSERVATION DISTRICT	6TH & ELM ST	GARNETT	KS	66032	(785)448-3128 ext. none

Associated Federal Administrative Office Edit

Agency	Office ID	Site ID	Office Name	Address	City	State	Zip
Natural Resources Conservation Serv	61856	225	GARNETT SERVICE CENTER	6TH & ELM ST	GARNETT	KS	66032

Race, Gender, Ethnicity, Disability Status (RSNOD):

Please categorize the Affiliate in terms of race, sex, ethnic categories, and disability status below:

Does the Affiliate have a disability? Yes No

Gender: Female Male

Ethnicity: Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin) Non-Hispanic

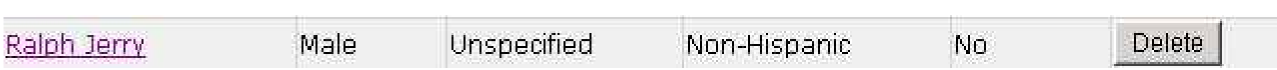
Race: Black or African American White American Indian or Alaska Native Asian Hawaiian Native or Pacific Islander

Cancel Save

3. (Required) Fill in the last name, first name, and the RSNOD[1] data fields.
4. (Optional) The Affiliate Organization and Associated Federal Administrative Office data is pre-filled based on how you selected records on the Board Members screen, but you can change these data items by clicking on the appropriate **Edit** button.
5. Click the **Save** button. (If you leave this screen without first clicking on the "Save" button, your record will not be saved to the affiliates database.)

Editing and Removing a Board Member

1. To edit a board members' information or to remove an individual from the board, first select the state, type, and office as described above.
2. Click on the name of the person you want to edit or remove. (Once a person is added to a board, you cannot edit their name, but you can edit their Affiliate Organization, Associated Federal Administrative Office and RSNOD data.)
3. To remove a person from a board, click on the "Delete" button on the Add/Edit Board Members screen.



Ralph Jerry	Male	Unspecified	Non-Hispanic	No	Delete

[1] Race, Sex, Nationality/Origin, Disability