

## Instructions to Get to a Parity Report Out of ProTracts

1. Login to ProTracts
2. Go to Reports
3. Select Report 1.8 – Conservation Program Application Detailed RSNOD Summary
4. Select the year, the county, and the program. Then click on **GO**

This report will provide a listing of all applications grouped by the various combinations of RSNOD data and shows the number of those applications that have been approved (as contracts). There is not one line for each applicant, it is grouped by like combinations of Race, Gender, Ethnicity, and Disability, and the number of applications (and number of applications approved into contracts) within each grouping is shown.

The RSNOD information in the report is being harvested from the SCIMS information for the record for the applicant(s) associated with each application. Most SCIMS records do not have ethnicity or disability information, therefore that information needs to be updated to more accurately pull the data into this RSNOD Summary Report.

Program Contracts System		ProTracts										NRCS Natural Resources Conservation Service	
Report Selection Options												Print	Export
Fiscal Year:	2004	State:	OK	Location:	ATOKA	Program:	EQIP	Go					
<b>Conservation Program Application Detailed RSNOD Summary</b>													
Fiscal Year: 2004													
State: Oklahoma - County: ATOKA													
Program: EQIP													
Report: 1.8		Generated: Friday, September 03, 2004											
County Name	Race	Gender	Ethnicity	Disability	Application	% Application	Approved Application	% Approved Application	Application Requested Cost	% Application Requested Cost	Approved Application Cost		
ATOKA	Amer Ind/Alaska	Female	No Information		1	1.49%	0	0.00%	\$0.00	0.00%	\$0.00		
ATOKA	Amer Ind/Alaska	Female	Not Hispanic		1	1.49%	1	6.67%	\$1,365.00	0.80%	\$1,365.00		
ATOKA	Amer Ind/Alaska	Male	No Information		1	1.49%	0	0.00%	\$0.00	0.00%	\$0.00		
ATOKA	Amer Ind/Alaska	Org Other	No Information		1	1.49%	1	6.67%	\$17,427.00	10.15%	\$17,427.00		
ATOKA	No Information	Female	No Information		1	1.49%	1	6.67%	\$10,623.00	6.19%	\$10,623.00		
ATOKA	White	Female	No Information		4	5.97%	0	0.00%	\$0.00	0.00%	\$0.00		
ATOKA	White	Female	Not Hispanic		2	2.99%	0	0.00%	\$0.00	0.00%	\$0.00		
ATOKA	White	Male	No Information		44	65.67%	7	46.67%	\$99,092.00	57.72%	\$99,092.00		

## Instructions to Get a List of Applicants Tied to ProTracts Contracts and Applications

Obtaining a list of contracts:

1. Login to ProTracts
2. Go to Contracts
3. Go to Find A Contract
4. Select a program, a year, and the county. Then click on **GO**  
 This will provide a listing of all approved contracts. The Customer Name is the SCIMS record to which the ProTracts application has been attached. The RSNOD information contained within the SCIMS record needs to be updated for each individual customer to ensure accurate entries for the Race, Sex, Ethnicity, and Disability.  
**NOTE: SCIMS records will not be updated by NRCS personnel for entities, businesses, corporations, tribes, trusts, living trusts, revocable trusts, schools, churches, etc.**  
 This list can be printing by selecting the **Print** button and following prompts.

Tools Applications Contracts Cost Lists Forms Funds Reports Help Contact Us Log Off Session ends in 30 minutes if not active.								
EQIP Conservation Program Contracts for Fiscal Year 2004								
View Print Search								
Record: 1 through 14 of: 14								
Customer	Program	Start Year	Contract #	Status	County	Fund Code	Contract Cost	
CHOCTAW NATION OF OKLAHOMA	EQIP	2004	20040229	Active	Atoka	American Indian/Underserved Communities	\$17,427.00	
BILLY FRANK CROW	EQIP	2004	20030124	Active	Atoka	Base Allocation + Locally Led State Priorities	\$8,349.00	
WILLIAM BRENT DAVIS	EQIP	2004	20030158	Active	Atoka	Base Allocation + Locally Led State Priorities	\$14,380.00	
BELINDA FRANKE	EQIP	2004	20030101	Active	Atoka	Base Allocation + Locally Led State Priorities	\$10,623.00	
CARL A HENDERSON	EQIP	2004	20030152	Active	Atoka	Base Allocation + Locally Led State Priorities	\$16,831.00	
TOMMY R JOHNSON	EQIP	2004	20030159	Active	Atoka	Base Allocation + Locally Led State Priorities	\$10,052.00	
JAMES B LAHMAN	EQIP	2004	20030168	Active	Atoka	Base Allocation + Locally Led State Priorities	\$4,268.00	
HERSHEL L LEUTY	EQIP	2004	20030125	Active	Atoka	Base Allocation + Locally Led State Priorities	\$4,424.00	

Obtaining a list of applications that were not approved as contracts:

1. Login to ProTracts
2. Go to Applications
3. Go to Manage Applications
4. Select a program, a location, and a year. Then click on **GO**  
 This report will provide a listing of all pending applications. The Applicant Name is the SCIMS record to which the ProTracts application has been attached. The RSNOD information contained within the SCIMS record needs to be updated for each individual customer. No updates will be made to trusts, corporations, trusts, etc.

Manage EQIP Applications for Fiscal Year 2004											
Applications Search View Application Manage Letters Promote Deferrals Sign Contract Assign Tracking Codes Undo Status Print Export Save											
Record: 1 through 50 of: 52											
County	Fund Code	Ranking Score	Priority	Tracking Code	Contract Number	Applicant	Current Status	New Status	Applicant Signature (s)	Contract Cost	Cumulative Calculated Cost
Atoka	Base Allocation + Locally Led State Priorities	480.00	None		20030169	STORMY LOVINGGOOD	Pending	-- Select a Status --	<input type="checkbox"/> Signed	\$0.00	\$0.00
Atoka	Base Allocation + Locally Led State Priorities	470.00	None		20030171	CURTIS R LAMBERT	Pending	-- Select a Status --	<input type="checkbox"/> Signed	\$0.00	\$0.00
Atoka	Base Allocation + Locally Led State Priorities	470.00	None		20030109	CURTIS LEON SHEFFIELD	Pending	-- Select a Status --	<input type="checkbox"/> Signed	\$0.00	\$0.00
Atoka	Base Allocation + Locally Led State Priorities	460.00	None		20030161	WILLIAM F ERTMAN	Pending	-- Select a Status --	<input type="checkbox"/> Signed	\$0.00	\$0.00
Atoka	Base Allocation + Locally Led State Priorities	455.00	None		20030128	BRENDA ARMSTRONG	Pending	-- Select a Status --	<input type="checkbox"/> Signed	\$0.00	\$0.00

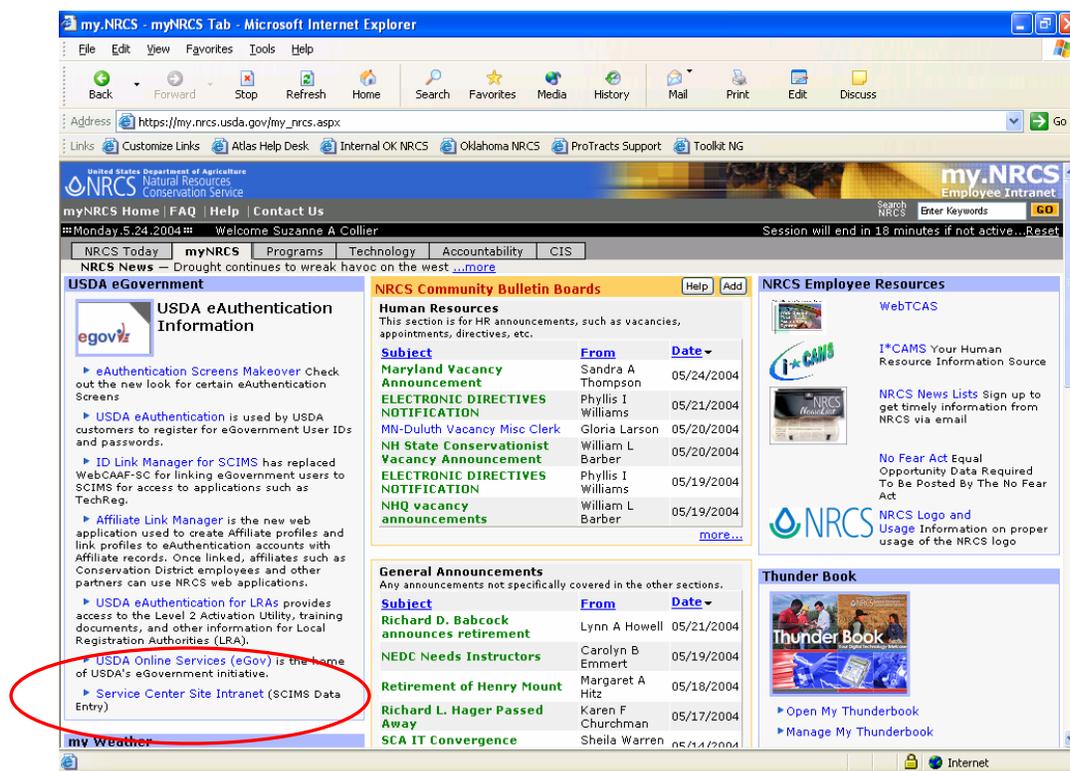
This list can be printing by selecting the **Print** option and following the prompts.

# Reference for SCIMS

## Instructions for Updating RSNOD Information in SCIMS Customer Records

Only field office users who have had SCIMS training and access to SCIMS will be able to update SCIMS records. Users should refer to the SCIMS training notebook, blue section entitled SCIMS Data Entry Process for more specific instructions on accessing the SCIMS database. **NRCS employees are NOT to update, change, or in any way alter SCIMS record data not specifically addressed in this guidance.**

1. Access the national SCIMS database, from the USDA eGovernment section of the my.nrcs.usda.gov link.



2. Search for and open the SCIMS record for the customer. DO NOT add a new record if the person already exists in SCIMS. (Refer to SCIMS guidance for step by step process to access an existing SCIMS record.)

 **Customer Information**

Common Name:  Tax ID:

3. Complete and/or update the following information within the SCIMS record. Do not change other information without consultation with the FSA office.

A. Update, as needed, Gender, Voting District, and Ethnicity.

Update Limited Resource Producer, if the customer has self-certified as being an LRP.

DO NOT add, change or edit citizenship country, veteran, resident alien, birth date, marital status, language preference, or employee type.

\* Gender: Female  
 \* Gender Determination Code: Employee Declared  
 Citizenship Country: UNITED STATES  
 Veteran: Unknown or N/A  
 Receive Mail Indicator:   
 Limited Resource Producer: No  
 Resident Alien: Unknown or N/A  
 Inactive Date:

Birth Date:  Ex: mm/dd/yyyy  
 Birth Date Determination Code: Select One  
 Marital Status: Unknown N/A  
 \* Voting District: OKLAHOMA \* 03  
 Language Preference: English  
 Employee Type: Not an Employee  
 \* Ethnicity: Select One  
 \* Ethnicity Determination Code: Select One

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B. Update race type and disability information, as needed.

Disability information should be entered for all NRCS customers.

**\* Race Type**

Click to Modify	Click to Delete	Race Type	Race Determination Code
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	White. Origins in original peoples of Europe, the Middle East, N Africa	Employee Declared

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**Disability Information**

NO DISABILITY FOR THIS CUSTOMER

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- C. Do not update or change any address or phone information without consultation with the FSA office.

 \* Address Information

Click to Modify	Click to Delete	Address Lines	City, State ZIP Code	Car Rte	Cur Adr
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	5320 E 32ND AVE	STILLWATER, OK 74074-6116	R004	Yes

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 Phone Number

Click to Modify	Click to Delete	Number	Type	Extension	Primary	Unlisted
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	(405)377-3508	Home		Yes	No

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4. DO NOT add, change or edit information under e-mail address, customer notes, or Program Participation.

 E-mail Address

NO EMAIL INFORMATION FOR THIS CUSTOMER

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 Customer Notes

NO NOTES FOR THIS CUSTOMER

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 \* Program Participation

Click to Modify	Click to Delete	Program	Servicing Organization	Current Participant
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	FSA Customer	STILLWATER SERVICE CENTER-FSA	No
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	AG NRCS	STILLWATER SERVICE CENTER-NRCS	No

5. NEVER add, change, or edit Legacy Link information. This information is for FSA use only. NRCS will never modify, add, or delete this information.

Click to Modify	Click to Delete	State	County	Address
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	OKLAHOMA	PAYNE	5320 E 32ND AVE, STILLWATER, OK 74074-6116

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6. Be sure to submit the updates so the changes to the record will be updated.

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\* Required

When the submit and update have been successful the top of the SCIMS record will indicate the record has been updated.

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[E-Mail Addresses](#) | [Notes](#) | [Program Participation](#) | [Legacy Links](#) | [Bottom](#)

**Record Updated**


**Customer Information**