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Computer Assisted Personal Interviewing (CAPI)

Enumerator's Manual

Table of Contents

Chapter 1   Overview

The Computer Assisted Personal Interview (CAPI) is used to collect respondents' data in EDR utilizing an iPad. EDR is an Internet based data collection system designed by NASS in response to the Government Paperwork Elimination Act. Because data is keyed directly into the iPad and transmitted to the State Field Office electronically, CAPI offers several advantages to the traditional paper questionnaires used by NASDA field enumerators to collect data:

- Decreased paper and printing costs
- Decreased UPS/Postal costs
- Improved Data Quality (less key entry chance for error)
- Increased timeliness of the data
- Lengthened data collection window

1.1   Document Layout

This document contains 13 chapters designed to provide an understanding of the layout of the iPad and the CAPI data collection process. Any data collection procedures listed in the Interviewer's Manual for a specific survey should be followed with respect to the content of the questionnaire. Step by step instructions with screenshots are included to assist in learning the systems as well as practice exercises in the back of the manual.

- Chapter 2, Overview of the iPad, shows the various keys, buttons, and screens of the iPad.
- Chapters 3-6 explain various applications/icons available to use when collecting data on the iPad.
- Chapter 7, CAPI training (practice), outlines the difference between this application and live CAPI (production).
- Chapter 8, CAPI, gives a detailed explanation of the CAPI application.
- Chapter 9, Data Collection Procedures, shows the steps to complete during a survey period.
- Chapter 10, Security, outlines security procedures that are in place with regards to equipment and Personally Identifiable Information (PII).
- Chapter 11, Proper Use & Care, provides information on maintaining equipment.
- Chapter 12, Terms & Definitions.

- Chapter 13, Practicing with the iPad, contains exercises to become more familiar with the iPad.

This manual is also available electronically at:

http://www.agcounts.usda.gov/static/CAPI_Enumerator_Manual.pdf

1.2 Contacts

Enumerators' first point of contact should be their NASDA supervisor. If the issue cannot be resolved the supervisor should then contact the NASDA Coordinator or CAPI Point of Contact in their Field Office.

Chapter 2   Overview of the iPad

Power Button

Orientation Lock
A red dot appears when orientation is locked.

Volume Control

Home Button

Slot to insert the power plug

2.1   ON/OFF

ON
Hold in the power button until the Apple Logo appears.
Release the power button and wait for the pass code and
keypad. Next, enter the pass code.

*****If an enumerator attempts to login to an iPad unsuccessfully 5 times in a
row, they should contact the NASDA Coordinator to recover their
password. Repeated login attempts can result in an iPad being disabled.
Ten failed attempts in a row will require the iPad to be shipped to
Headquarters for a reset. *****

OFF
Hold in the power button until a red arrow appears
at the top of the screen. Slide your finger along the
red arrow. A spinning "dial will appear in the center
of the screen. When this dial disappears, press the
home button to verify that it is off.

2.2   Locking/Unlocking the screen

Locking the Screen
After 5 - 15 minutes of inactivity the iPad will enter sleep mode, locking the
screen. Sleep mode can also be activated by pressing the power button once.
This mode pauses the current activity, placing the iPad into a low power state.
During survey periods, enumerators should use sleep mode between interviews
and only power down completely at the end of the day.

Unlocking the Screen (Restore from Sleep Mode)

Press either the power button or the home button.
Slide your finger along the white arrow at the bottom of the screen.
Then touch the keys to enter the pass code.

2.3   Charging the iPad
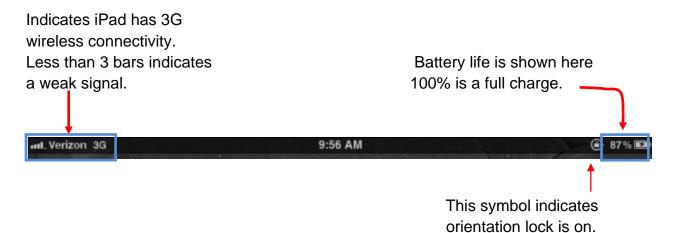
The widest end of the white charging cord has a gray box with a line printed on it.
Plug this end into the slot under the home button with the gray box facing up.

Plug the other end of the white cord into the AC adapter so
that the gray symbol is facing the folded up plug ends.
Fold down the plug ends and insert into any outlet.

Enumerators should charge the iPad each night after their work is complete. The
iPad has a battery life of approximately 10 hours. Unlike a cell phone battery, it
is ok to charge the iPad each night even if the battery is not drawn all the way
down to 0% power. It is also ok to plug the iPad in to charge with the power still
on.

2.4   Information Located at the Top of the Screen

Indicates iPad has 3G
wireless connectivity.
Less than 3 bars indicates
a weak signal.

Battery life is shown here
100% is a full charge.

This symbol indicates
orientation lock is on.

2.5   Keyboard

Touch inside an input area on the screen of the iPad and the keyboard will
automatically display for typing.

The wording on this key will
change depending on what you
are doing. (Go, Search, Return,
Join etc.)

Press this key to **close the
keyboard**

Press either key that has ".**?123**" on it to get the numerical/symbol keyboard.
The keys then change to "**ABC**", press again to toggle back to the letter
keyboard.

Delete text using the **backspace key**:
This will delete the item that is to the left of the cursor.

To delete text that is not directly to the left of the cursor, hold your finger in one place on a word. A magnifying glass will appear, allowing you to choose the exact location to position the cursor.

2.6   Opening Applications

To open an application, press on the desired icon. (An icon is a square looking colorful item on the home page of the iPad.)

Note: Pressing too long on an icon will cause all of the icons to wiggle. If this happens press the home button to stop the wiggling.

2.7   Home Button

Press the home button once to minimize an application. This button always returns the user to the "Home" screen. The previous screen is then reduced to an icon.

Press twice quickly to open the applications dock which displays all apps that are currently running. Lightly touch an icon to return to the application.

2.8   Software Update Notifications

Periodically messages will pop up notifying users of available software updates. **Enumerators should NOT run any updates. All updates will be handled by the Field Offices.** Headquarters must first test the CAPI EDR instrument for compatibility when any new updates are released.

2.9   Carrier Settings Updates

Users may be prompted to update their carrier settings on the iPad periodically. Enumerators can run this update when prompted. The update does not require connecting to a Wi-Fi.

Chapter 3   Safari (Internet)

The CAPI application runs through the internet using Safari, therefore it is vital to understand how Safari works on the iPad. Understanding the functions involved with Safari will make navigating within CAPI much easier.

Touch

Address Field   **Search**
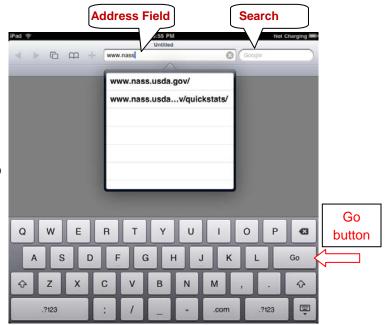
3.1   Open a Webpage

Touch the address field to bring up the keyboard, type the web address, then press "Go" on the keyboard.

Note: As the user types various web addresses start appearing. These are bookmarked pages or recent pages that were opened.

Press on an address to go to that page or keep typing to enter a web address that is not in the list.

Go button

Notice that as a web page is loading a blue bar moves across the address field to show its progress.

Press **X** to clear the text in the box.

Press these arrows   , located in the upper left of the screen, to return to the previous web page or to go to next web page.

3.2 Searching on the Web

Safari uses Google to search the web. Touch the search field and type the word or phrase that describes what you're looking for, then press "Search" on the keyboard. Press the link in the list of search results to open a webpage.

3.3 Bookmarks
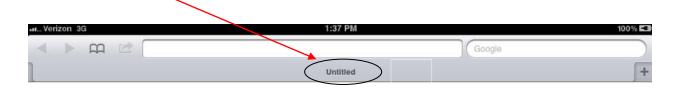
Press this: to see a history of the recently visited web sites or to add a current web site as a bookmark.

Use the icon to add a web site to the personal bookmarks.

3.4 Viewing Multiple Pages

Some links open a new page instead of replacing the current one. There can be up to nine web pages open at a time.
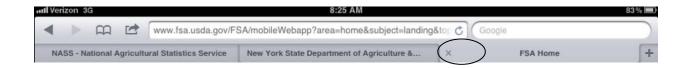
Apple's Operating System 5 uses tabs to distinguish different web pages. The image below shows what Safari looks like when first opened. The first web page is shown as "untitled" until the user either searches or types in a web address.

Below the user typed in the NASS website and has one page open.

Open a new page: Tapping the "+" sign on the far right will bring up a new web page without closing the original page. Below there are three web pages open.

Go to another page: To go to a different page simply touch in the center of a tab and Safari will bring that web page to the front.

Close a page: To close a page, touch the center of that tab (making it the active page) and then touch the "X" to close.

3.5   Scrolling and Zooming

- Double tap on the screen to quickly zoom in and zoom out. In the same way double tap on a webpage to expand the column.

- To zoom in and out, place your fingers on the screen as if pinching a pile of salt then spread your fingers in and out while gliding them on the screen.

- Place your finger on the screen and drag it across the screen to scroll or move around.

- To quickly scroll to the top of the screen, pressing once on the time at the top of the screen.

Chapter 4   Google Maps
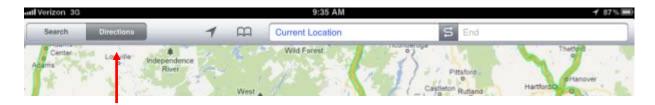
Google maps can be accessed by tapping the maps icon on the home page. This allows users to search addresses and query driving directions.

Search:

Choose search to find a particular location on the map. Touch on the search button on the top left and type the address in the top right cell box.

Directions:

Choose directions to get step by step directions from one location to another. Maps will ask if the user would like to use their current location to start. Choose to either use the current location or type a different address.

Chapter 5   White Pages

Tap the White Pages icon to look up residential numbers and addresses. Users can search by name, address, or reverse search by phone number to find more information on respondents. The White Pages are useful to search phone numbers or physical addresses for operations with only a PO Box listed.

Chapter 6   Yellow Pages

The Yellow Pages are similar to the white pages except that they are used to query businesses instead of people.
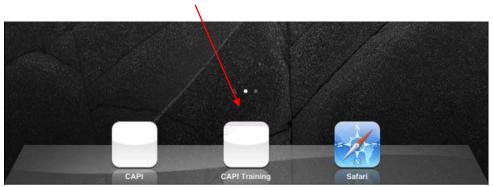
Chapter 7   CAPI Training

CAPI Training performs the same as CAPI. The main difference is that CAPI training is for practice while CAPI is for live data collection (commonly referred to as "production"). When an enumerator first logs into CAPI training, they see a purple banner. Enumerators should ALWAYS make sure they are in CAPI training when practicing or they could inadvertently send practice data as live data to the Field Office.

Prior to the start of a survey, the Field Office sends enumerators notification of an upcoming survey, an assignment listing and copies of the questionnaire. The listing will have IDs and USERKEYS that will allow access to the questionnaires. The Field Office populates the assignments to both the training site and the live site. Enumerators can then login to CAPI training and complete practice interviews. This will help to familiarize them with the instrument and the flow of the questionnaire.
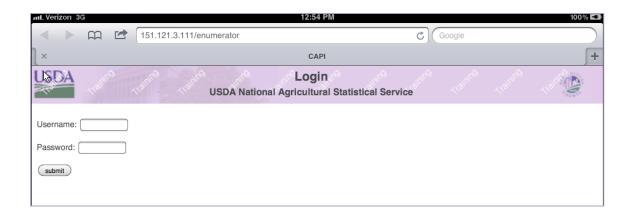
***All pre-survey practice work should be charged to the project code for that survey. ***

The CAPI and CAPI training applications are for the most part identical, and only the differences will be addressed.

1. Tap on the CAPI Training icon.
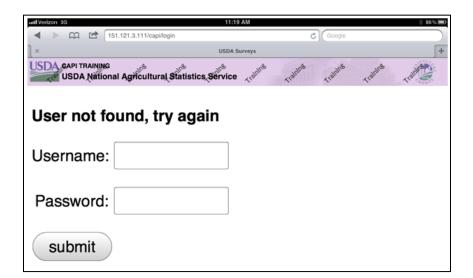
2. The **PURPLE bar** indicates practice mode.
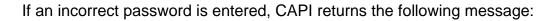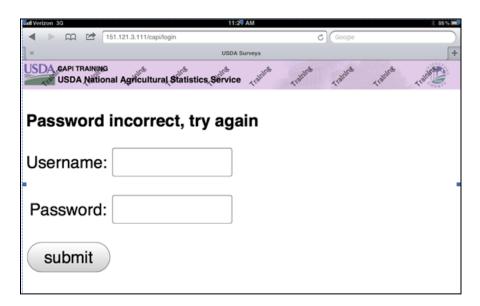
3. Enter the 6 letter username and 5 digit password by tapping inside each box and typing in the keyboard which appears. Tap submit.

   Note: The usernames are not case sensitive.

   If an incorrect username is entered, CAPI returns the following message:

If an incorrect password is entered, CAPI returns the following message:

4. The main difference between CAPI and CAPI training from this point forward is that the operators' names are set to "John & Jane Doe" in training; otherwise the instrument is identical to the "live", production CAPI including using the same USERKEYS (see chapter 8.2).

    For further instruction see Chapter 8 CAPI–EDR Live Data Collection

Chapter 8   CAPI-EDR Live Data Collection
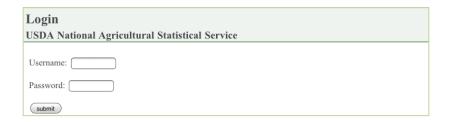
The CAPI icon is used to access live samples during the survey period. Assignments will display once the Field Office loads them to CAPI and will disappear once the close date passes. Field Offices will inform enumerators of the official start and end dates for a survey when they send their list of assignments and USERKEYS.

8.1   Logging into CAPI

- Tap on the CAPI icon.
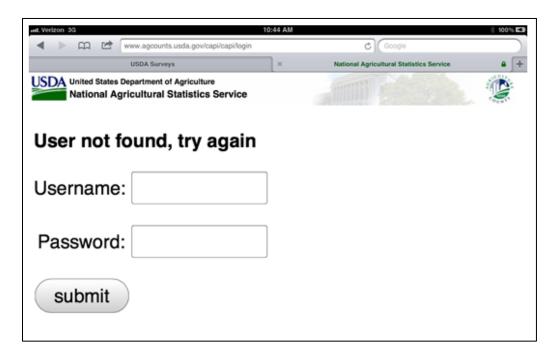
Notice the top of the screen is a light **GRAY/GREEN** when in live CAPI.

- Enter the six letter username and 5 digit password and tap submit. The username is <u>not</u> case sensitive.
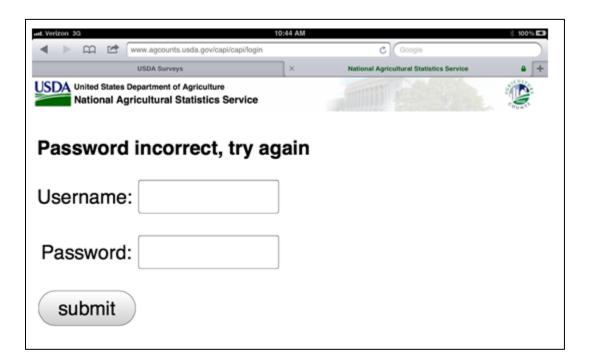
Invalid Username

If the username is not entered correctly, the following message appears:
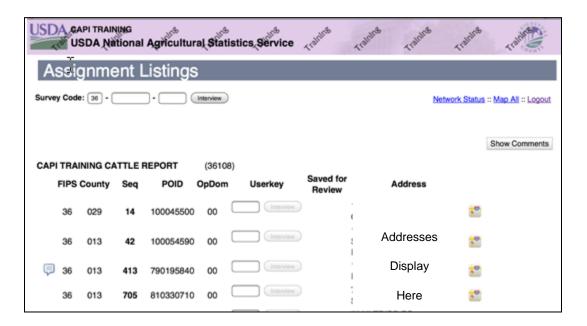
Invalid Password

If the password is entered incorrectly, the following message appears:
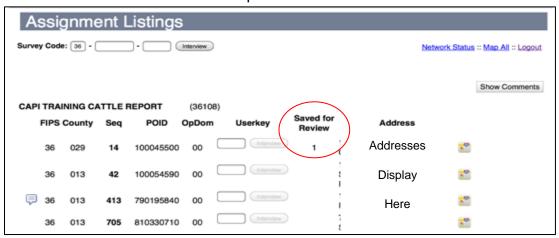
8.2 Enumerator's Assignment List (screen 1)

Once logged in, the enumerator assignment listing displays operations assigned to that enumerator by the Field Office. Listings are sorted in Survey-POID order. Operations that are in more than one survey are displayed under each survey they are sampled for.
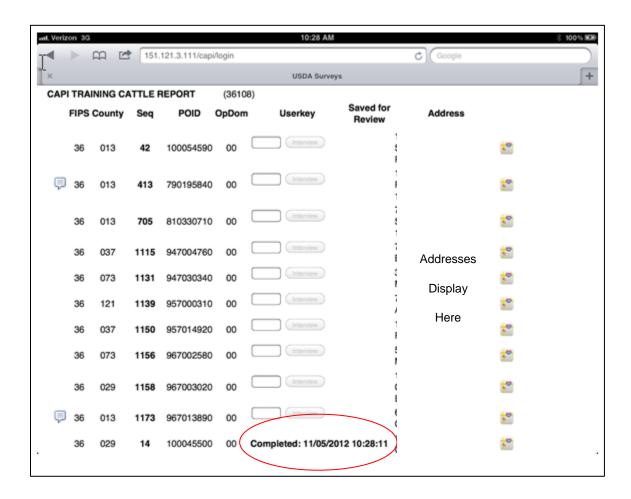
Saved for Review

When an enumerator marks a record "Saved for Review", an indicator =1 shows in the Saved for Review Column for that record. For more information on the Saved for Review feature see Chapter 8.5.
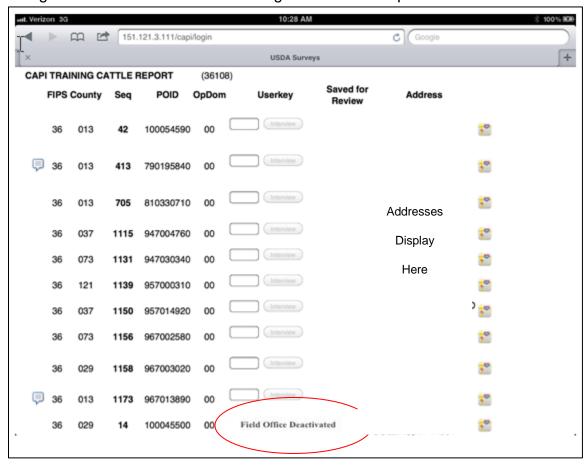
Completed Surveys

As operations are completed by an enumerator, they move to the bottom of the listing and show "Completed: mm/dd/yyyy" where the USERKEY and interview boxes were. For more information on completed surveys see Chapter 8.5.
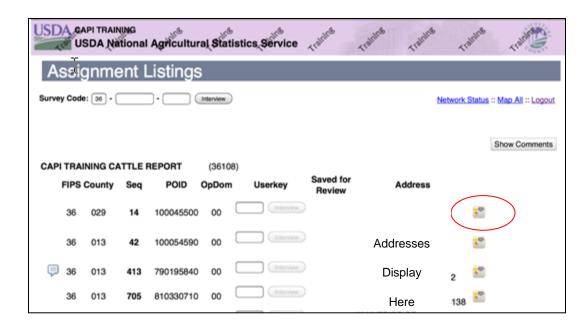
Field Office Deactivated

Records that are received in the mail and checked in by the Field Office show as "Field Office Deactivated". (Shown below) They are moved to the bottom of the listing because the enumerator no longer needs to complete those records.

Map Individual Records
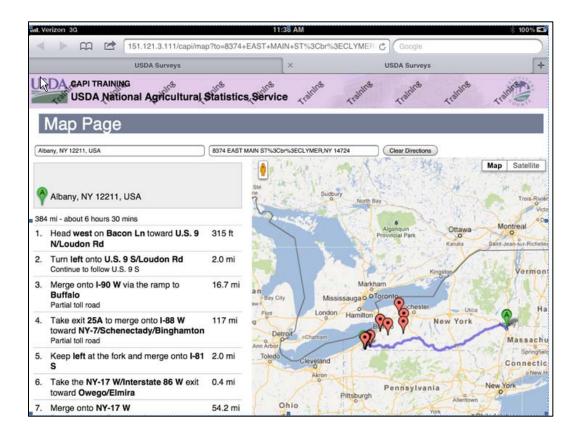
Tap on the map icon to the right of a sample to get directions to a single location.
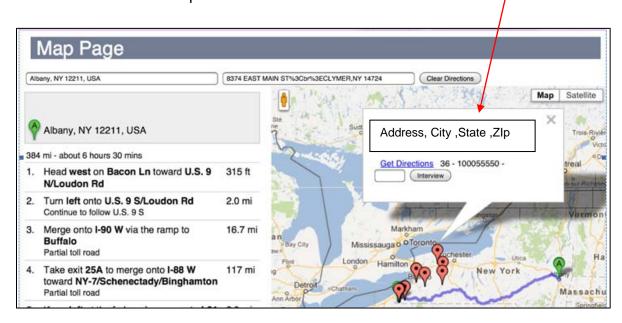
If prompted to use the current location as the starting point, click "ok".

This opens a new Safari page with directions and a map.
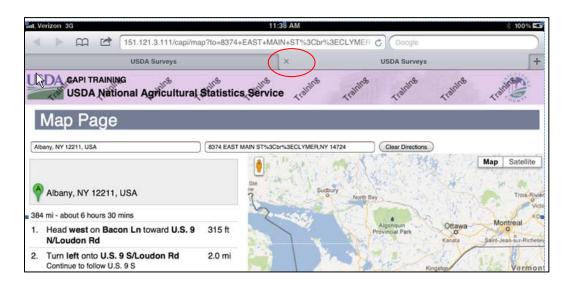
The starting location is denoted by a green maker (pin) with the letter "A", the destination with a pin labeled "B". Touch on any of the red pins to bring up the location box for that sample.
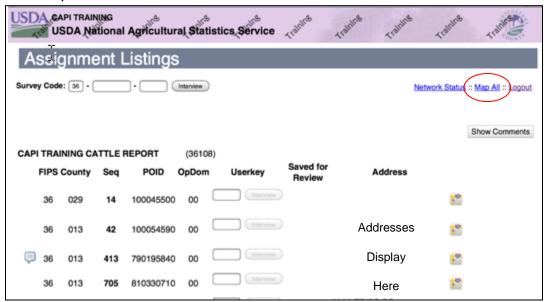
Inside the location box there are the options of entering a userkey to access that operator's survey list (see Chapter 8.4 for more information) or clicking on "Get Directions" to make this operation the new destination "B" and display driving directions.
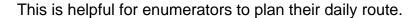
Touch the "x" on the Safari tab of the maps web page to close the map entirely.

Map All

Select "Map All" to open a new Safari page with markers (or pins) dropped on all the sampled locations.

This is helpful for enumerators to plan their daily route.

Note the color coding:
Green= current location

Red = samples not yet completed

Yellow=completed samples

Blue= Saved for Review
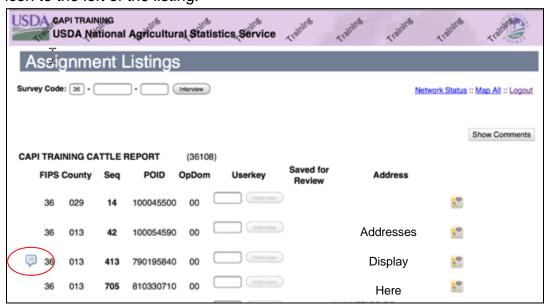
Touch on a pin to bring up the address of that location.

Tap the "x" in the right corner of a location box to close it.

Touch the "x" on the Safari tab of the maps web page to close the map entirely.

Viewing Individual ELMO Comments

Existing ELMO comments can be viewed from the Assignment listing page in two ways. The first is to view each comment individually by touching on the comment icon to the left of the listing.
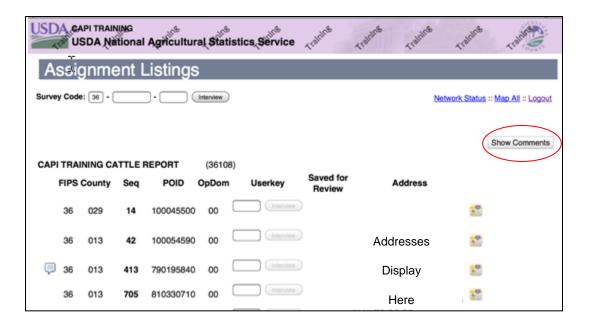
A comment box opens containing the ELMO comment. To close this box touch "Close" in the top right side of the comment box.
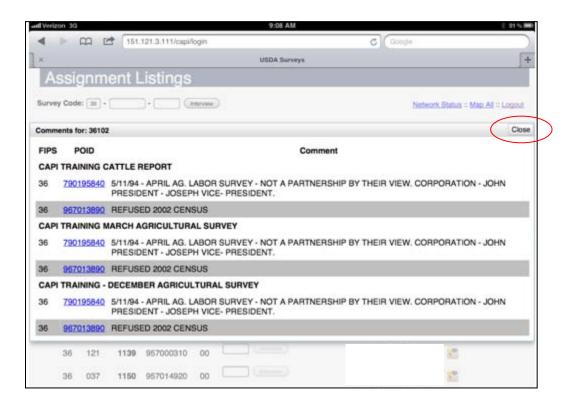
View All ELMO Comments

The second way to view comments is to view all comments for all assigned records. To do this touch on "Show Comments" on the right side of the assignment listing.
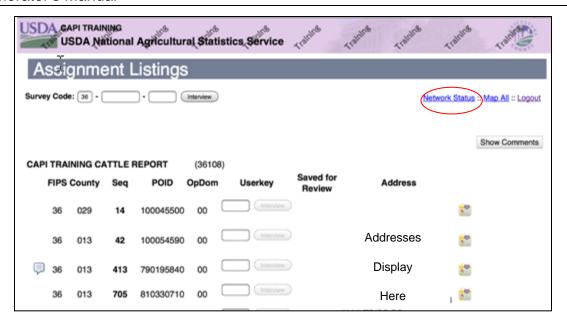
This displays a view of all comments. Note that if an operator is in more than one survey his comments are displayed more than once. Touching on a blue poid will redirect you to the userkey box of that poid back on the assignment listing page. To close the comment listing, touch the "close" in the top right corner of the box.
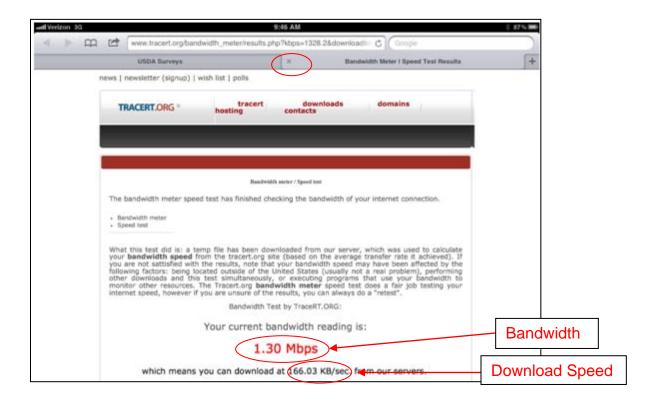
Network Status

Occasionally, enumerators may experience slower than normal performance when trying to use CAPI. When this occurs the Field Office will need enumerators to utilize the "Network Status" link available at the top right of their assignment listing.
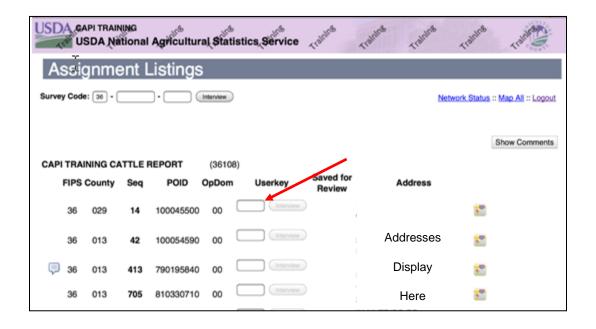
Touch on this link to open a new Safari tab that runs a diagnostic tool measuring bandwidth. Note the results and report the bandwidth and download speed along with the time, poid, and survey to the Field Office. Touch on the "x" in the Safari tab to close this web page.

USERKEYS and Survey Codes
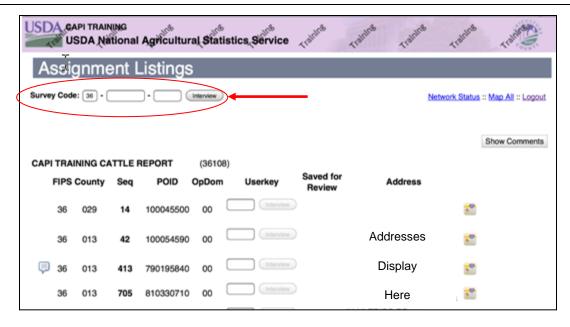
There are two ways to access a respondent's survey(s). If an enumerator is accessing a respondent that was assigned to them by their supervisor and/or Field Office, the POID and address will already be listed.

1. Loading a survey shown on the listing screen: Tap inside the empty box (see below), enter the 6 character USERKEY provided by the Field Office on the assignment listing, and tap interview. (Notice the interview box is grayed out until the user begins typing the userkey). The USERKEY is not case sensitive and is a combination of letters and numbers. Touch "interview" after typing the USERKEY.

2. Manually entering a survey code at the top of the screen: To access a POID not already showing in the listing, enter the entire survey code in the boxes at the top left and touch "Interview".
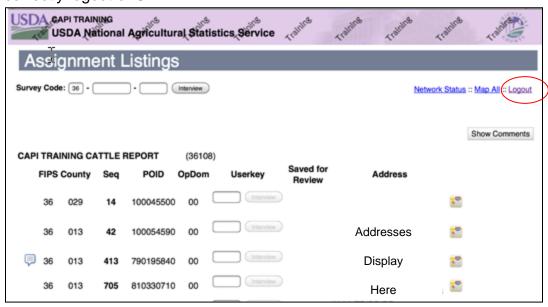
Survey Code = 2 digit state fips code + 9 digit id + 6 character USERKEY
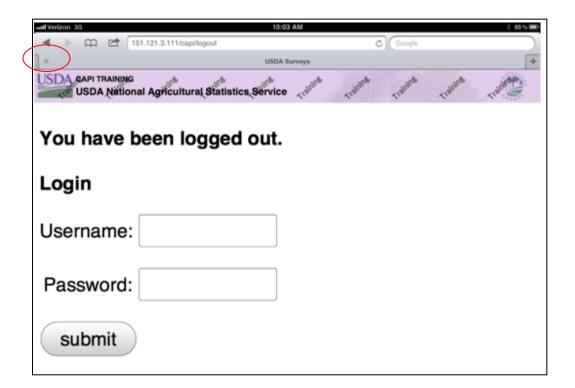
Entering either the USERKEY or the entire survey code and touching interview will open a new screen showing the operator's survey list.

Logout

Each day when finished using CAPI, enumerators must logout of the CAPI system. Touch "Logout" on the top right of the enumerator assignment list to correctly logout of CAPI.
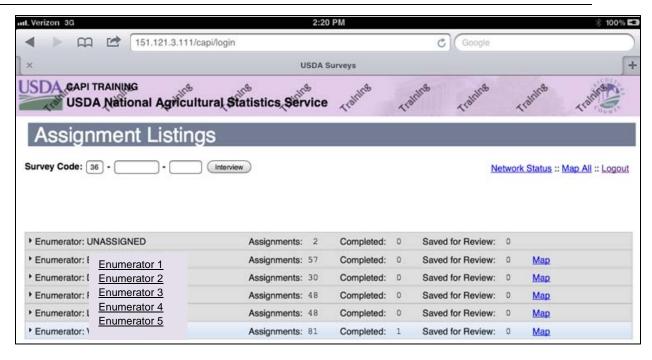
Tap "x" in the Safari tab to close that screen.
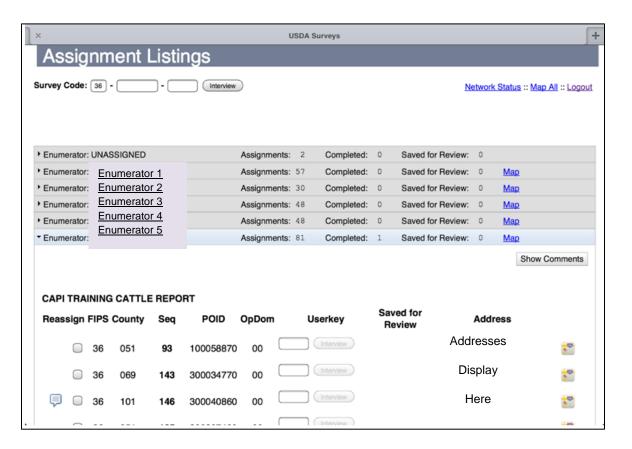
8.3 Supervisor's Assignment List (screen 1)

The supervisor's assignment list is different than an enumerator listing. When a supervisor logs into CAPI, their view is arranged in an accordion style and includes the supervisor, their enumerators, and possibly an unassigned category. Enumerators do not see this same display. The listing shows the number of Assignments, Completed (including Field Office Deactivated records) and Saved for Review questionnaires for each enumerator. These counts are a sum of all active surveys for each enumerator.
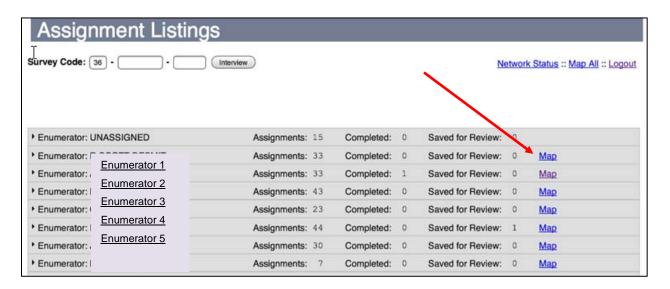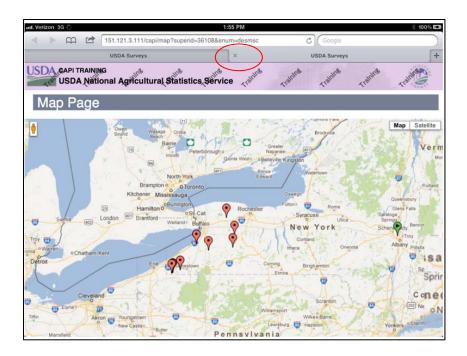
Each gray bar can be touched once to expand and display the listing for that enumerator. Touching the bar again will collapse the listing.

Map Assignments by Enumerator

In addition to the mapping features described in Chapter 8.2, supervisors also have the option of mapping assignments by enumerator. Touch on the "Map" link to the right of the desired enumerator to map an enumerator's entire assignment.

Touch the "x" on the Safari tab of the maps web page to close the map.
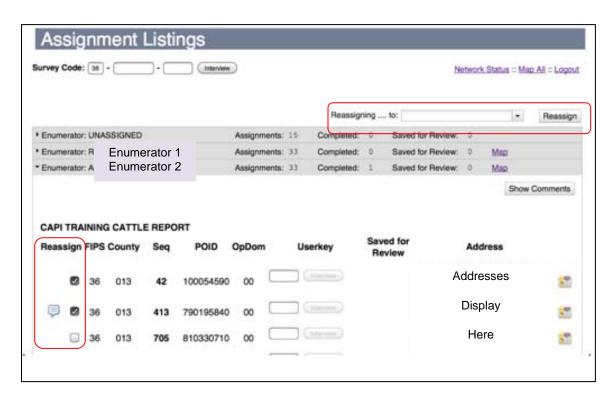
Assigning and Reassigning Samples

All assigning of records should be done in the live CAPI instrument.
Field Offices will give detailed instructions on when to make assignments. For some surveys, assignments may be pushed out for review more than once (for example when a survey has direct to field assignments to complete first and then callouts that need field follow up later). Sometimes it is also necessary to shift work once data collection has begun. This new interface gives Field Offices and supervisors the flexibility to change assignments at any time.
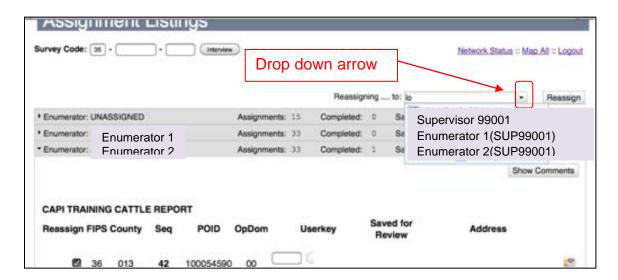
When a supervisor is notified that their assignments are available for review, they should login to CAPI. All assignments for their review will be pre-assigned to their enumerators or listed under a gray bar titled "unassigned". Supervisors should review the assignments, make the necessary updates and alert their Field Office once they are finished. The Field Office will then pull those assignments back and update SMS.

It is important to maintain good communication with the Field Office and to alert them of any assignment changes.   Field Offices will provide guidelines on how and when to communicate any reassignments.

Each enumerator's listing is displayed in survey/poid order. To the far left is a column titled "Reassign". Supervisors can select one or more records to be reassigned to one new enumerator by touching inside those reassign box(es). Once the box(es) are selected, a reassign option comes up on the top right of the page (shown below).
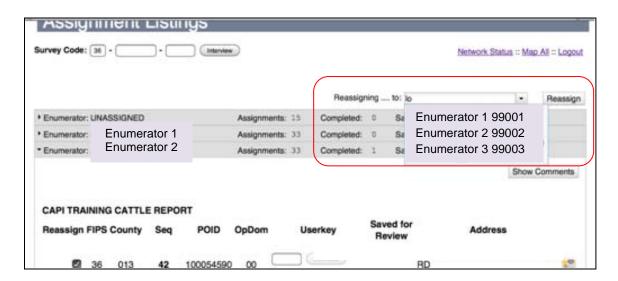
***To cancel a reassignment, uncheck the reassign box on the left of the assignment listing and the "Reassigning to" box will disappear.
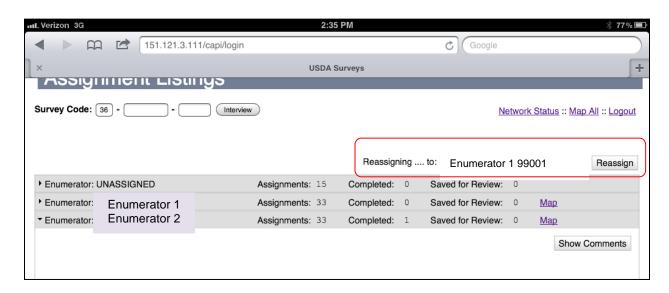
Touch the drop down arrow in the reassign box to display the supervisors and their ids followed by their enumerators with their id and their supervisor id in parentheses. This listing is sorted by supervisor group.

Currently there is no scroll option available. If the desired name is not displayed with the drop down arrow, touch inside the reassign in the top right and begin typing information on the enumerator to assign to. CAPI will find matches on first name, last name, enumerator id or supervisor id.
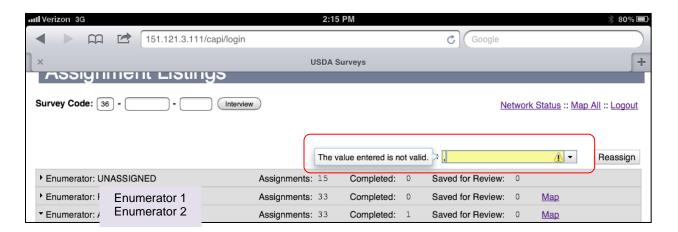
Once the match is displayed touch on it and the drop down box will disappear. Touch on "Reassign" on the far right and that record will move from the original enumerator's listing to the newly assigned enumerator's listing.

Reassigned records are appended to the bottom of the new enumerator's listing in survey-poid order until the page is refreshed or the supervisor logs out and back in again. **It is important to note if an operation is in more than one survey, all assignments for that operation are moved to the newly assigned enumerator.**

Entering an invalid character, name or number will result in the message "The value entered in not valid". Use the backspace to clear the entry and retry.

Assigning across Supervisor Territories

Supervisors have the ability to assign records across supervisor territories. When this is done, the original supervisor always maintains that record and it displays in their listing below their own enumerators. The enumerator will see the additional assignments at the bottom of their assignment list sorted by survey.

8.4   Operator's Survey List (screen 2)

The Operator's Survey list is the second screen that opens in CAPI. It shows the name of the respondent, the surveys available for the selected respondent, the dates the surveys are available, and the survey status. Surveys that are underlined and are in blue text are available to enumerate.

Operator's Survey List

Current surveys for: ANY FARM INC. / JOHN & JANE DOE		
Survey Name	**Status**	**Available**
CAPI TRAINING - DECEMBER AGRICULTURAL SURVEY	Available	Begins: 09/26/2012 Ends: 12/31/2020
CAPI TRAINING MARCH AGRICULTURAL SURVEY	Available	Begins: 10/05/2012 Ends: 05/28/2016
CAPI TRAINING CATTLE REPORT Confirmation Code: 411702 Completed on: 10/08/2012	Completed	Begins: 10/05/2012 Ends: 03/31/2016

Status

The status can be any of the following:
- **Available**   The survey is available to complete.
- **Completed**   The survey has been submitted to the FO.
- **Saved for Review**   The survey has been saved for a supervisor review.
- **Field Office Deactivated**   The survey was completed and returned by mail.
- **Coming Soon**   The survey is not yet open for data collection.
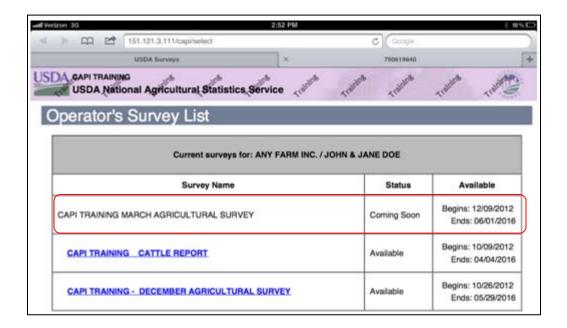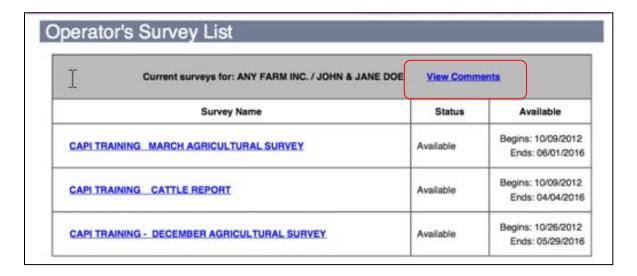
Survey Beginning/Ending Dates

Under the column "Available" the beginning and ending dates of a survey are listed. Surveys are not available to enumerate before the beginning date (the survey will not be underlined and displayed in blue and its status will indicate "Coming Soon").   A survey automatically disappears from the Operator's Survey list once the end date has passed.
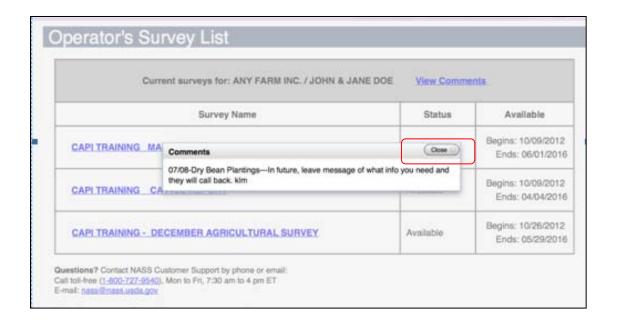
Viewing ELMO Comments

If there are existing comments in ELMO for the operation, there will be an option on this screen to View Comments (in addition to the options already shown on the assignment listing page.)

Tap on View Comments to display the ELMO comment. Enumerators should review comments prior to contacting a respondent as they may contain sensitive information not to be shared with the respondent. Tap "Close" in the comment box to close the comment screen.
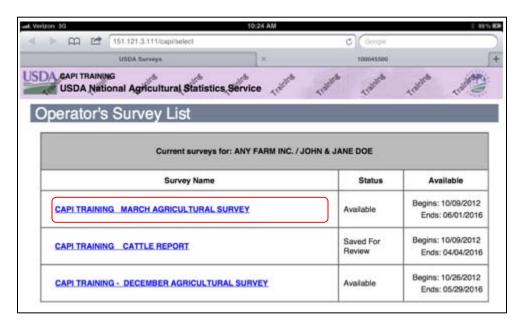
85/45 –Multiple Operations

Multiple operations (Opdom 85/45's) can also be handled through CAPI. For multiple operations CAPI displays both operations in the Operator's survey list with the 85 record's surveys listed first and the 45's listed second. These are two independent interviews and can be completed one after the other.

Operator's Survey List

Current surveys for: ANY FARM INC. / JOHN & JANE DOE	View Comments	
Survey Name	**Status**	**Available**
CAPI TRAINING MARCH AGRICULTURAL SURVEY	Available	Begins: 10/09/2012 Ends: 06/01/2016
CAPI TRAINING CATTLE REPORT	Available	Begins: 10/09/2012 Ends: 04/04/2016
CAPI TRAINING - DECEMBER AGRICULTURAL SURVEY	Available	Begins: 10/26/2012 Ends: 05/29/2016

85 Record

Current surveys for: ANY FARM INC. / JOHN & JANE DOE	View Comments	
Survey Name	**Status**	**Available**
CAPI TRAINING MARCH AGRICULTURAL SURVEY	Available	Begins: 10/09/2012 Ends: 06/01/2016
CAPI TRAINING CATTLE REPORT	Available	Begins: 10/09/2012 Ends: 04/04/2016
CAPI TRAINING - DECEMBER AGRICULTURAL SURVEY	Available	Begins: 10/26/2012 Ends: 05/29/2016

45 Record

8.5 Loading a Survey (screen 3)

Click on the blue underlined survey name to load an individual survey.

Note: Loading a survey requires a cell signal. It is imperative to load surveys before going to visit a respondent. Up to four surveys can be loaded at one time. It is recommended to load once in the morning and once in the afternoon to allow the status to be as up to date as possible. (If a Field Office checks the mail returns in mid-morning, they would be deactivated at that point.)

Verify Operation Information

The first screen of every survey will be the operation information.

Like traditional paper questionnaires, the name and address of the operation should be verified first.

- If no changes are necessary, tap the box on the top left that the operation information was verified. (Note: there is always the option to return to this screen at any point in a survey and make changes).

- To enter changes, tap inside each input cell to be updated and type the corrections. After all changes are entered, tap on the box to verify operation information.

Inaccessible

If the <u>final</u> interview attempt results in an inaccessible, tap here. (This choice is an option on every screen throughout the survey.) The instrument will then route the user to the conclusion page of the questionnaire. The response box will automatically update to inaccessible. Pages 55-58 provide further instruction on completing the remainder of the conclusion page.

If an enumerator encounters a situation where the respondent is not available or cannot do the survey at that time, they can simply save the survey, the screen will automatically close and they can reopen it at another time.

Refusals

If the <u>final</u> attempt results in a refusal, tap here. (This choice is an option on every screen throughout the survey.) The instrument will then route the enumerator to the conclusion page of the questionnaire. The response box will automatically update to refusal. Pages 55-58 provide further instruction on completing the remainder of the conclusion page.
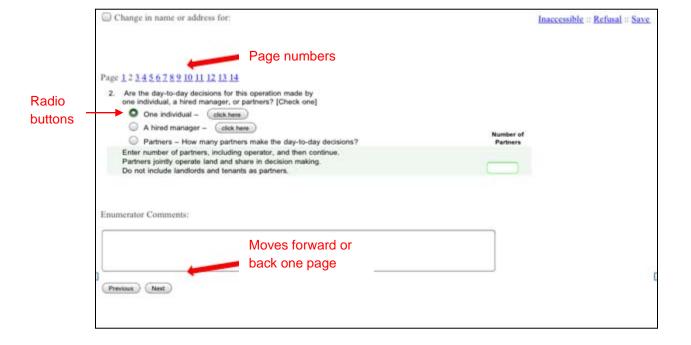
Save

At any time during a survey, the user can tap "Save". This saves the data entered to that point, closes the current Safari screen once the data has transmitted, and returns the user to the operator's survey list screen. Enumerators can then return to that record at a later time.

Entering Survey Data

After verifying the operation information, the first screen of the interview appears. The **page numbers** are listed across the top in blue, with the current page in gray. It is important to note these pages <u>do not</u> correspond to the page numbers in the paper questionnaire. Tapping on these page numbers will jump forward or backward in the questionnaire.   Another option to move from page to page is to tap the **previous or next** buttons at the bottom of each screen.

Some questions require a yes/no response or a selection from a list of choices. In these cases, tap the **radio button** to select a response and then tap "click here". Tapping "click here" allows the instrument to route the enumerator to the next appropriate question or section.
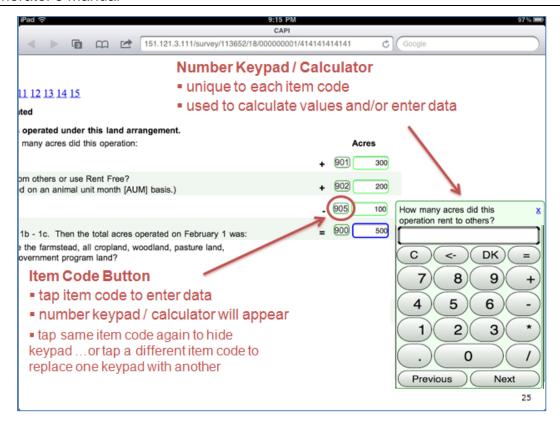
There are two ways to enter information into a cell:

1. The first is to tap on the item code itself. This will bring up a calculator (see below). The calculator can be used to add and enter figures. For example if a respondent is listing off the different acreages he rents, enumerators can add them here as he lists them. The calculator also displays an abbreviated form of the current question to help keep one's place in the questionnaire.

There is also the option of **"DK"** on this calculator. The "don't know" button should be used when a respondent has the item of interest, but is unsure of the number. When a "DK" is entered the system puts a "-1" in the cell. This is the coding needed by the Field Office when editing the data. It is important to note that entering a "-1" using the iPad keyboard is not the same as entering a "DK" using the calculator and should not be done.
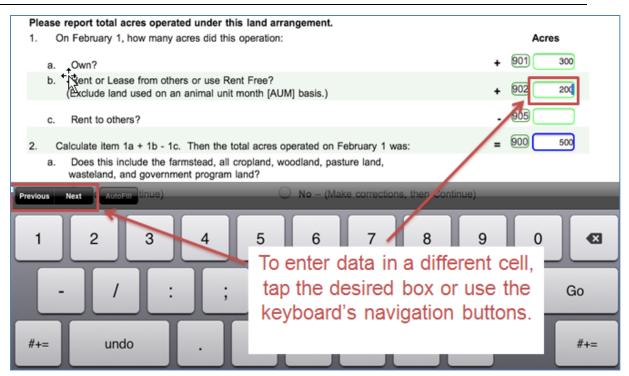
One important difference between CAPI and paper questionnaires is that there is no option to "dash" a cell. If the answer to a question is none or zero enumerators should simply leave that cell blank. **NEVER ENTER ZEROS IN A CELL**.

Once the number has been entered, tap previous or next inside the calculator at the bottom to automatically move to the next (or previous) cell. If an enumerator taps "X" on the calculator after entering a number this will close the calculator but does not place the cursor in the next cell. They must tap the next item code to move the cursor into that cell.

2. The second way to enter data is by tapping inside the empty cell. This brings up the iPad keyboard. This method does not have a "DK" option or any calculator functions.

After entering a number use the "Next" button on the left of the keyboard to move to the next cell. It is important to note the difference between the previous/next cell which is on the keyboard and the previous/next page which is located at the bottom of each page.

Please report total acres operated under this land arrangement.

1. On February 1, how many acres did this operation:
    a. Own?
    b. Rent or Lease from others or use Rent Free? (Exclude land used on an animal unit month [AUM] basis.)
    c. Rent to others?

2. Calculate item 1a + 1b - 1c. Then the total acres operated on February 1 was:
    a. Does this include the farmstead, all cropland, woodland, pasture land, wasteland, and government program land?

To enter data in a different cell, tap the desired box or use the keyboard's navigation buttons.

Notice that a cell will be outlined in red when data is being entered and then will turn green once that data has been transmitted.

Change in Operator

Similar to a paper questionnaire, answering "No" to all the screening questions in a survey will route the enumerator to the Change in Operator page.
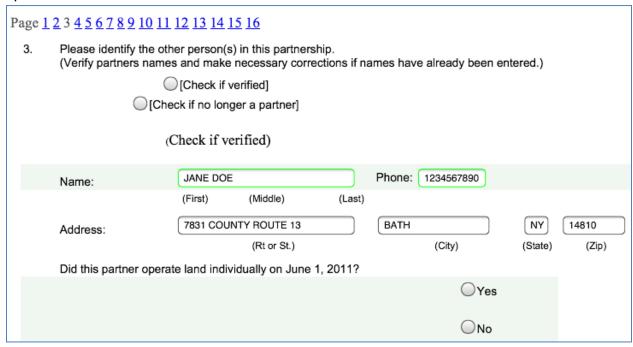
The same procedures used with paper surveys should be followed, allowing for a new operator to be recorded if applicable.

Verifying Existing Partners

If the question "Are the day to day decisions for this operation made by an individual, hired manager or partners?" is answered as partners, the CAPI instrument will automatically route the enumerator to the partner page.
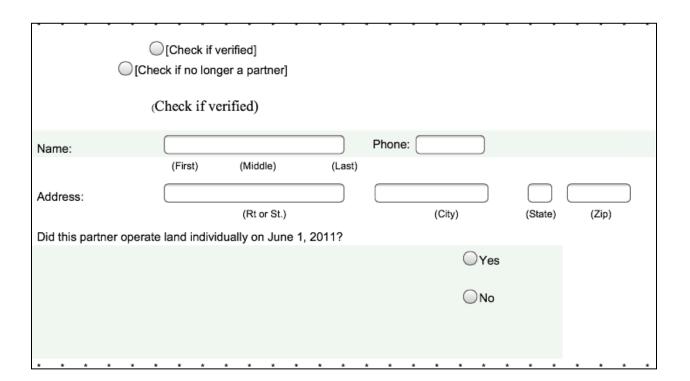
If there are existing partners, the radio button for partners will already be selected and the number of partners will display in the box. The radio button can be changed to individual or managed and the number of partners can be changed if needed. The partners will be listed on the partner page and can be verified, updated or deleted.

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

3. Please identify the other person(s) in this partnership.
(Verify partners names and make necessary corrections if names have already been entered.)
○ [Check if verified]
○ [Check if no longer a partner]

(Check if verified)

Name: JANE DOE   Phone: 1234567890
    (First)   (Middle)   (Last)

Address: 7831 COUNTY ROUTE 13   BATH   NY   14810
    (Rt or St.)   (City)   (State)   (Zip)

Did this partner operate land individually on June 1, 2011?

○ Yes

○ No

- Verify by touching the radio button "Check if verified".

- Update a partner's information by touching inside the box to be updated and typing the correction.

- Delete a partner by touching the radio button "Check if no longer a partner".

Adding Partners

There is also room to add new partners. After any existing partners are listed there will be a blank partner area to add new partners. Touch inside the input cells and type the new partner information.

Concluding an Interview

At the conclusion section of a survey, there is the option of "**Previous"** or "**Finish"**. Select finish to go to the response page shown below. Use the drop down boxes by touching inside the cell and scrolling through the choices for each item.

Response Page

Change in name or address for:

JOHN (315) 822-6647

Response: [Select One ▼]

Respondent: [Select One ▼]

Respondent Name: [   ]

Respondent Mode: [Select One ▼]

Enumerator: [   ]

Comments: [   ]

(Previous) (Save) (Save for Review)

Response:

- Completed
- Refusal
- Inaccessible
- Office Hold
- Refusal-Estimate
- Inaccessible-Estimate
- Office Hold-Estimate
- Known Zero

Respondent:

- Operator/Manager
- Spouse
- Accountant
- Partner
- Other

Respondent Name:

This only needs to be entered if the respondent is someone other than the operator.

Respondent Mode:

Recording the respondent mode accurately is vital to the CAPI project. In order to assess the CAPI program and conduct cost analysis, enumerators must use the correct mode code.

- **Telephone on Paper** – the operation was called, data was recorded on paper and then entered into the iPad later.
- **Face to Face on Paper** – the interview was done in person on paper and then entered into the iPad later.
- **Telephone on iPad** – the operation was called and the data was entered directly into the iPad.
- **Face to Face on iPad** – the interview was done in person with data entered directly into the iPad.

Enumerator:

The state fips code + enumerator id must be entered at the end of each survey. This id will remain in place unless manually changed regardless of whether a supervisor reviews the record on not.

For further information on coding response and respondent please refer to the Interviewer's manual for each survey.
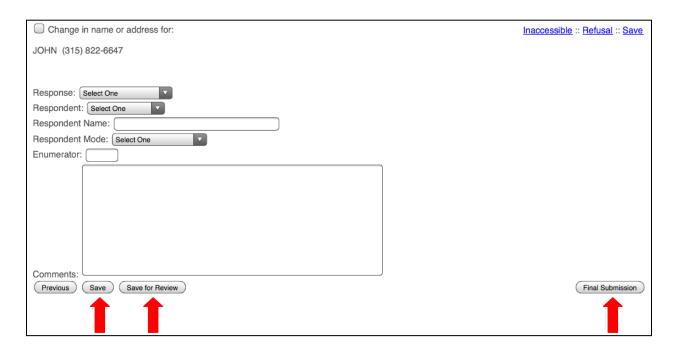
Comment Boxes

Throughout the survey there are comment boxes at the bottom of each page. These should be used to comment on specific items and the item code or question number should be referenced in the comment. (Example: Item code 802 – respondent was not sure of exact cropland acres.)

The comment box on the conclusion page is available to enter any general comments about the operation not related to a specific question. (Example: The best time to contact this respondent is in the evening.)

Save, Save for Review, and Final Submission

*** The following describes the differences between Save, Save for Review, and Final Submission. Enumerators should refer to their Field Office's policy on saving and submitting before using any of these options. ***

Save:

Tapping the "Save" button will save a record to the EDR cloud, but allow enumerators to access the questionnaire at a later time. Enumerators can enter more data, edit and review the data collected on the questionnaire or add comments. Note that the purple "Save" in the top right corner serves the same purpose.

Save for Review:
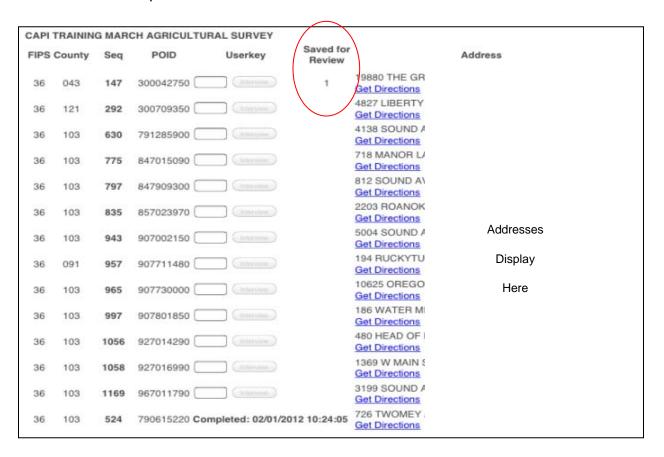
Tapping the "Save for Review" button will also save the questionnaire to the EDR cloud, but also alerts the supervisor that the enumerator has completed the questionnaire and it is ready for review and submit to the Field Office. The supervisor can make updates or changes to the data.

NOTE: Both the supervisor and enumerator can pull the same questionnaire up on their iPad at the same time and conduct a review over the phone.   To submit the finalized questionnaire to the Field Office, the "Final Submit" button must be activated either by the supervisor or the enumerator.

Once a questionnaire is marked "Save for Review" the assignment listing screen must be refreshed to view the indicator. Use the refresh button in the web address bar (shown below).
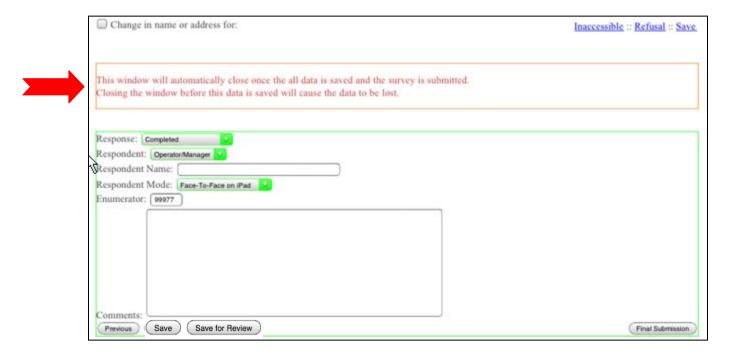
A flag of "1" will appear in both the enumerator and supervisor assignment listing. This will indicate to the supervisor that the record is complete and ready for review, eliminating the need for enumerators to call their supervisors each time they have work completed. Unlike completes, records marked as "Saved for Review" remain in poid order and do not move to the bottom of the screen.

Final Submission:

Once editing is complete, tap the "Final Submission" button to transmit the questionnaire to the Field Office. Once submitted neither the enumerator nor the supervisor can access that questionnaire or view the data. Any additional changes will require a call to the Field Office. The questionnaire is now marked as completed.

Tapping final submission will bring up a notification telling you the window will automatically close once the data has been transmitted. (See below)

Never close this screen by tapping "x" while the message is still displayed. Doing so could cause data to be lost. Enumerators should leave this page open and continue with other surveys. If this message still appears at the end of the day, they should call their supervisor or NASDA Coordinator.

At this point an enumerator can complete a different survey for that same operator (by clicking it on the operator's survey list), or close that screen, return to the enumerator assignment list and opening a different operator's survey list. The status of that survey on the enumerator assignment list will be updated to "Completed: mm/dd/yyyy".
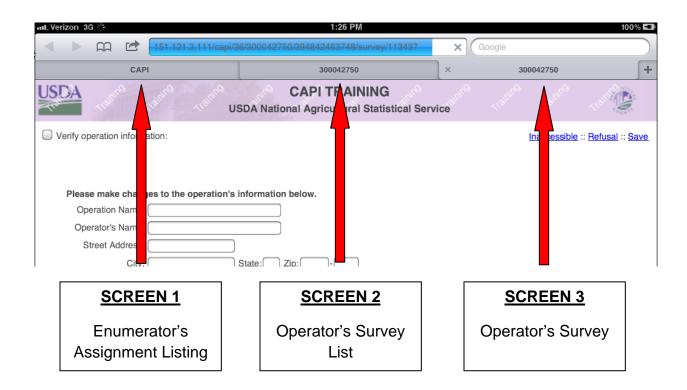
8.6   Closing out CAPI

It is important at the end of each day to correctly close out all CAPI screens. Each individual CAPI screen has a specific way it should be closed. Screens should never be left open overnight or when not enumerating since they contain names, addresses, and other sensitive information. Also, if surveys were left open and subsequently checked in by the Field Office as mail returns, they would not be updated to "Field Office Deactivated" on the listing.

The Operator's Survey (3): This screen closes automatically once the data has transmitted after tapping Save, Save for Review, or Final Submission. If an operator's survey is open at the end of the day that was not contacted, tap "x" on the tab to close out a survey with no data.

The Operator's Survey List (2): Tap "X" on the Safari tab once you have finished with a respondent.

The Enumerator's Assignment List (1): This screen can remain open throughout the day, but once finished for the day tap "Logout" in the upper right corner. A message will display saying you have been logged out of CAPI. Once logged out, close that Safari screen by tapping "x" on the tab.

SCREEN 1	SCREEN 2	SCREEN 3
Enumerator's Assignment Listing	Operator's Survey List	Operator's Survey

Chapter 9 Data Collection Procedures

Each time an enumerator is assigned work in CAPI; there are specific procedures that should be followed. Although these processes have been covered throughout the manual, this section will provide a step by step outline.

1. Field Offices will send notification to enumerators of upcoming survey work, provide dates for enumeration, and provide listings with id's and USERKEYS.

2. Enumerators should fully charge their iPad; review their assignment listing, log into CAPI training, and complete several practice interviews prior to live data collection.

3. On the first day of data collection, enumerators should log into CAPI, review their listing, read any ELMO comments, use the mapping features in CAPI to locate their assignments, and plan their route.

4. If attempting interviews in person, load the first 4 surveys to enumerate before visiting the farms and while there is a wireless signal. Do so by entering the USERKEY on the enumerator assignment list, and tapping on the desired survey in the operator's survey list. The survey will load and can sit idle until the interview.

5. If a visit results in **a successful interview**, complete the survey. After the conclusion page click "Save". If it is an **inaccessible** and the enumerator plans to attempt the operation another time, tap "Save" in the top right of the first screen and "X" out of that operator's survey list. If it is the final attempt on an inaccessible, choose inaccessible on the top right of the first screen, complete the conclusion page, make any necessary notes, and tap "Save" or "Save for Review". For **refusals**, choose refusal on the top right of the first screen, complete the conclusion page, make any necessary notes, and tap "Save" or "Save for Review".

6. At this point enumerators can open and load the next four operators' survey lists and surveys.

7. Once surveys are complete, enumerators should review them for completeness and accuracy. Once satisfied, close them using "Save for Review"

or "Final Submission".   Enumerators should follow their Field Office policy on saving and submitting. This will mean either using "Save for Review" which alerts their supervisor to review and submit the survey or doing a final submission themselves**.**

In either event, good communication between supervisors and enumerators is critical to keeping the surveys flowing into the Field Office on a continual basis.

8. Each evening after enumerating, users must log completely out of CAPI (see chapter 8.6) and plug their iPad in to charge overnight.

Chapter 10   Security

CAPI Responsibility Statement

Each NASDA employee that is assigned an iPad to use for official work purposes is required to sign a CAPI Responsibility Statement. This agreement outlines proper use of the equipment and once signed, remains on file in the employee's personnel file. A copy of this agreement is included in **Appendix A.**

Annual Security Training

As part of the requirement of the Federal Information Security Management Act (FISMA), all NASDA employees that have access to Federal computer systems or data are required to complete the annual USDA Information Security Awareness training. The NASDA Coordinator will oversee the implementation of this paper based training annually. A certificate of completion will remain on file in the employee's personnel file.

Procedure for Lost, Stolen or Damaged iPad

Lost or Stolen:
In the event that an iPad is lost or stolen, enumerators should do the following:

1. Call the NASDA supervisor and inform him/her of the issue. If no one answers, enumerators should leave a message.

2. If they do not speak to their NASDA supervisor, they should call the Field Office and speak to the CAPI Point of Contact or NASDA coordinator. If neither is available, leave a message with the secretary or on the answering machine.

3. If they do not speak to the NASDA supervisor or Field Office directly, they must call **NASS Security at (202) 720-4068** and leave a voicemail message including their name, number, Field Office, and description of the problem.

Damaged or Malfunctioning:

If an iPad is damaged or not functioning properly, the NASDA supervisor should be the first point of contact. If the issue cannot be resolved on the phone, the Field Office will have enumerators ship the iPad in its original box via UPS to the Field Office and replace it. Users should **NEVER** attempt to repair or troubleshoot on their own.

Security Do's and Don'ts

- The iPad can only be used for NASS business use.
- Do not use any items in the "Do Not Use" folder.
- Do not access iTunes.
- Do not access websites containing gambling, pornography, streaming (such as YouTube, Netflix, or Hulu), or shopping content.
- No information is to be stored on the iPad; this includes the use of Apps in the "Do Not Use" folder such as Notes, Contacts, email or any other App that stores info on the iPad.
- Do not plug the iPad into any computer or sync with any phone or other electronic device.
- Do not delete the CAPI enumerator iPad profile in the settings.
- Do not modify any of the settings in the iPad.
- Do not allow others to use the iPad.
- Do not write down or disclose passwords.

Chapter 11   Proper Use and Care of Equipment

All equipment is the property of NASS. In the event that an enumerator separates from NASDA, they must contact their NASDA supervisor for proper return procedures for the iPad. All iPads should be sent to the Field Office via UPS along with the power cords, wireless devices, and any accessories provided.

Cleaning the iPad

Fingerprints, dust and household chemicals will adhere to the screen, degrading picture quality. A microfiber cloth is provided to clean the iPad. This cloth has been specially formulated to attract and remove dust and oils, without damaging the screen.

Helpful Hints:

- Make sure the cloth is clean before use.
- Turn off the iPad to allow the screen to cool.
- Wipe surface using light pressure.
- Do NOT use household cleaners or fabric softener sheets.

The microfiber cloth itself needs to be washed (after use) by hand or using a washing machine (no bleach). Dry at a low heat.

Care Do's and Don'ts

- The iPad's plastic glare screen should be replaced every 12 months.
- Do not use a pencil or pen to tap on the iPad.
- Do not use the iPad while driving.
- Do not place the iPad where food or drink could spill on it.
- Keep the iPad out of extreme temperatures. (Do not leave it in the car during extreme temperatures).
- Never attempt to repair an iPad if it is broken. The Field Office will exchange it. Call the NASDA supervisor to report any malfunctions.

Chapter 12   Terms and Definitions

AJAX – A programming technology allowing web applications to send data to, and retrieve data from, a server in the background without interfering with the display and behavior of the existing page. Using AJAX with CAPI, the enumerator can continue collecting data while the data is sent to the server.

Bookmark – Bookmarks (also called favorites or internet shortcuts) are links to sites and are used for easy access to the sites. Using a bookmark removes the necessity of entering a web address or searching for a website.

Computer Assisted Personal Interview (CAPI) – CAPI is a survey data collection method which is administered using a survey instrument on a portable computer, such as a laptop, tablet, or electronic handheld device. CAPI allows for more complex questionnaire programming, bounded interviewing, and faster data dissemination than with personal interviews with responses recorded on paper.

Connection – Connection refers to the link between two devices, such as the iPad being connected to a MiFi. Note that often no physical connection, such as a wire or cable, is necessary to gain a connection, as in the case of the iPad and the MiFi. Once a device gains access to the Internet, it is referred to as being connected to the Internet.

Electronic Data Reporting (EDR) – The Electronic Data Reporting system is used to collect survey respondents' data over the Internet by utilizing web surveys.

Folder – A folder is an arrangement of digital documents, links, or other electronic assets. The folder is often identified by an icon.

Home Page – A home page is the initial web page of a web site. The term is also used to describe the site that automatically opens as the result of opening a web browser.

Hotspot – A hotspot is a place that offers Internet access over a wireless local area network through the use of a router connected to a link to an internet service provider. Hotspots typically use Wi-Fi technology. Hotspots may be found in coffee shops and various other public establishments throughout much of the developed world.

Icon – An icon is a graphic symbol (usually a simple picture) that denotes a program, command, or data file or a concept in a graphical user interface.

Internet – The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a *network of networks* that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries a vast range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

MiFi – A MiFi is a type of compact wireless router that serves as a mobile Wi-Fi hotspot. By back connecting to a cellular data network and front connecting to local (up to 10m/30ft distance) Wi-Fi devices, the MiFi creates a local "cloud" of shared high-speed Internet connectivity.

Pass code – A pass code is a secret code used when the secret information is purely numeric, such as the personal identification number (PIN) commonly used for ATM access. See also **Password**.

Password – A password is a secret word or string of characters that is used for authentication, to prove identity or gain access to a resource. The password should be kept secret from those not allowed access.

Screen/Page Orientation – Screen or page orientation is the way in which a rectangular page is oriented for normal viewing.

Userkey – A userkey is a sequence of numeric characters used to identify a person on a computer, network, or online account. A userkey is unique to a system, i.e. two users cannot have the same userkey.

Username – A username is a sequence of characters used to identify a person on a computer, network, or online account. A username is unique to a system, i.e. two users cannot have the same username.

Web Browser – A web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.

Web Page – A web page is a document or information resource that is suitable for the World Wide Web and can be accessed through a web browser.

Website – A website is a collection of related web pages containing images, videos, or other digital assets. A website is accessible through the Internet.

World Wide Web – The World Wide Web, also known as WWW, W3, the Web, is a system of interlinked documents accessed via the Internet. With a web browser, one

can view web pages that may contain text, images, videos, and other multimedia and navigate between them via hyperlinks.

Wi-Fi – A Wi-Fi enabled device such as a personal computer, video game console, smart phone, or digital audio player can connect to the Internet when within range of a wireless network connected to the Internet. The coverage of one or more (interconnected) access points — called hotspots when offering public access — generally comprises an area the size of a few rooms but may be expanded to cover many square miles, depending on the number of access points with overlapping coverage.

Chapter 13   Practicing with the iPad

Exercise 1: Learn Powering On/Off and Pass code

a. Hold in the power button until the Apple Logo appears.
b. Release the power button and wait for the pass code keypad.
c. Next, touch the keys to enter the correct pass code, (State Fips and 3 digit enumerator code).
d. You will now see the Home Screen.
e. To power off, Hold in the power button until a red arrow appears at the top of the screen. Slide your finger along the red arrow. Wait a second then press the home button to make sure it is turned off.

Exercise 2: Opening Applications

a. Press on the **Safari** icon.
(Icon is a square looking colorful item on the docking bar at the bottom of the screen.)
This is the application that is used to access the internet.

Note: Pressing too long on an icon will cause all of the icons to wiggle. If this happens press the home button to stop the wiggling.

Exercise 3: Accessing Google Using Safari

a. Touch the address field. Type *www.google.com* in the address field and touch Go on the keypad, Google should appear.

b. *** **BONUS** ***
Search for the NASS home page using the Google search area.

What do you see?

Tap on the link provided by Google to bring up NASS' site.

Exercise 4: Scrolling and Zooming In / Out

a. **Scrolling**: Using the NASS website, place your finger on the screen and drag it across the screen to scroll or move around. To quickly scroll to the top of the screen, tap once on the time located at the top of the screen.

b. **Zooming**: Place your fingers on the screen as if pinching a pile of salt then spread your fingers in and out while gliding them across the screen.

Exercise 5: Using Safari

a. Bring up www.usda.gov Navigate a few screens.

b. Go to www.weather.com and find out what the weather will be like for the next ten days in your hometown.

Exercise 6: Opening and Using Multiple Pages
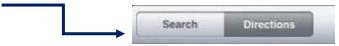
Some web sites open a new page instead of replacing the current one

a. Enter the website address www.google.com in the web address field.

b. Tap the "+" sign to open a new blank web page and enter www.yahoo.com.

c. Tap the "+" sign again to open a third web page and enter www.msn.com.

d. Looking at the tabs across the top, notice how many pages you have open. Try moving from one to another and then closing each by tapping "x" on the tab.

Exercise 7: Google Maps

a. From the Home Screen, locate the **Maps** icon and tap it.

b. Tap on **Directions** located on the top left of the screen.
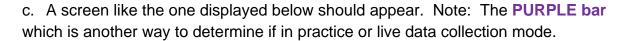
Search   Directions

c. Enter your home address in the **End** box located at the top right of the screen and tap **Search**.

End

d. Tap on the **Start** button at bottom of the screen. (How many miles from home are you?)

Driving Directions to 418 Old Forge Rd
504.7 miles - about 8 hours 33 minutes   Start

Google   ©2010 Google

Exercise 8: Practicing CAPI-EDR

a. Turn on the iPad.

b. On the main screen double tap on the "CAPI Training" icon.

c. A screen like the one displayed below should appear. Note: The **PURPLE bar** which is another way to determine if in practice or live data collection mode.

Login
USDA National Agricultural Statistical Service

Username:

Password:

d. The operators names are set to "John & Jane Doe" otherwise the questionnaire is exactly like the live questionnaire including using the same USERKEY listed on your assignment sheet. Practice completing several CAPI interviews.

Appendix A   CAPI Responsibility Statement

By signing this form, I acknowledge receipt of a CAPI instrument. I understand that the access privileges that go with this CAPI instrument may, at any time, be revoked by the Agency if they believe that I have not acted in a manner consistent with NASS PSM-IT-9 Computer User Policy, or if my employment with NASS/NASDA for any reason is discontinued or suspended. I have read and understood the material contained in NASS PSM-IT-9 Computer User Policy and I agree to adhere to these rules whenever using NASS information and information systems.

I understand that this CAPI instrument is exclusively for my use in the performance of NASS business, and I will not share it or the system privileges that it provides with any other person.

I agree that I will immediately report to the NASS staff if my CAPI instrument has been lost or stolen, or if I suspect that it has been lost or stolen. I agree to surrender the CAPI instrument and all its attachments at the time that I discontinue my work for the Agency.

_____   _____

Employee's Signature   Date

_____

Employee's Printed Name

_____

NASS Asset Tag – iPad

_____

iPad Serial Number