

Performance Results System (PRS) Hints & Tips

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned/Applied

PRS Report 2.22 contains the number of instances each practice has been reported as planned and applied within the fiscal year selected.

Described below are steps on how to create PRS Report 2.22 and the actions needed to make corrections and/or adjustments to accurately reflect progress reported.

Included in this document:

- Creating PRS Report 2.22
- Utilizing Quality Assurance Tool “View Practices”
- Un-reporting a practice reported as planned or applied a practice in PRS
- Correcting a practice reported as planned or applied
 - Programs (e.g. EQIP to CTA)
 - Applied Dates
 - Applied Amount
 - Planned Date
 - Planned Amount
 - Exclude Practice
 - Practice

1. Creating PRS Report 2.22

- a. In PRS, click on the **Reports** Tab.

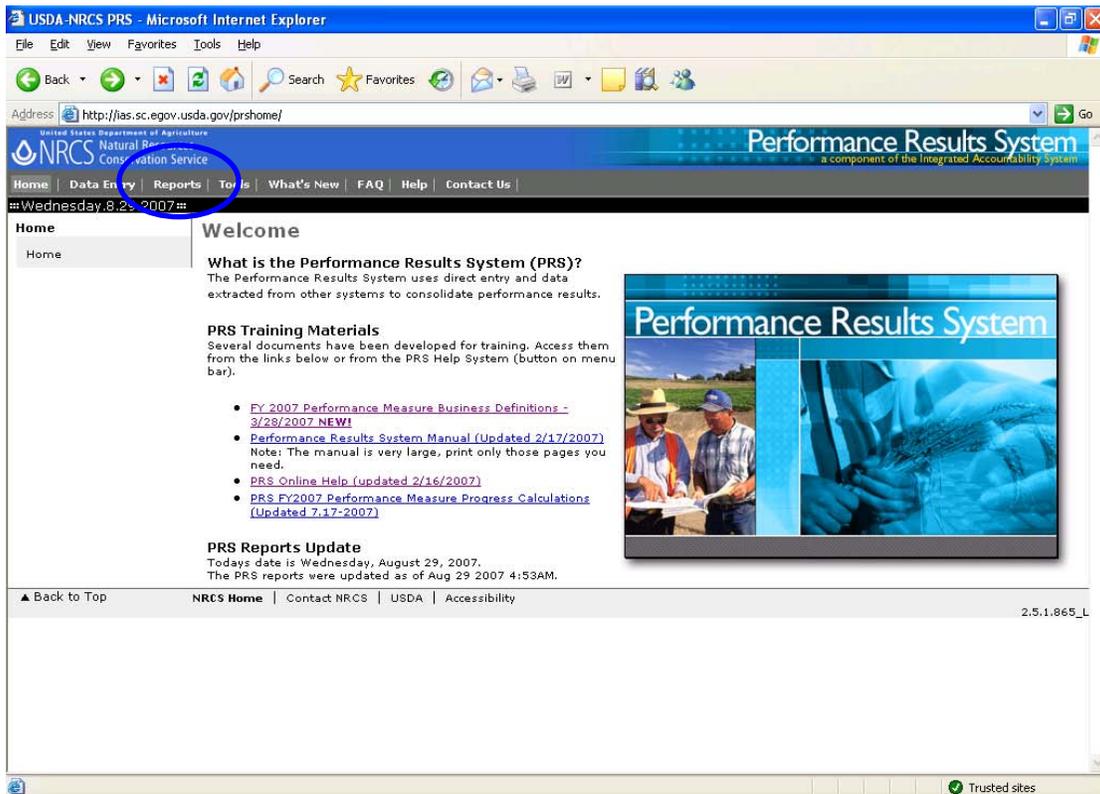


Figure 1

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

b. In the Reports Tab, click on **2.22 Summary Conservation Practices**.

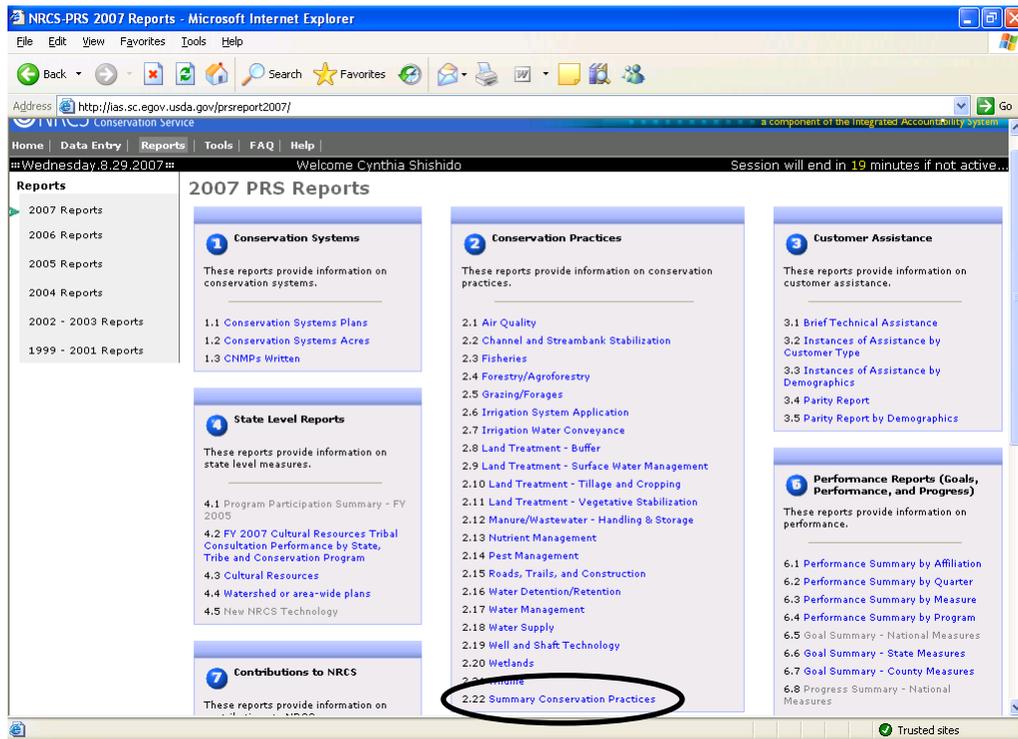


Figure 2

- c. Using the **pull-down menu**, select your **State**. (Hawaii, American Samoa, Guam, Northern Mariana Islands, Federated States of Micronesia, or Palau)
- d. Click on **REFRESH**.

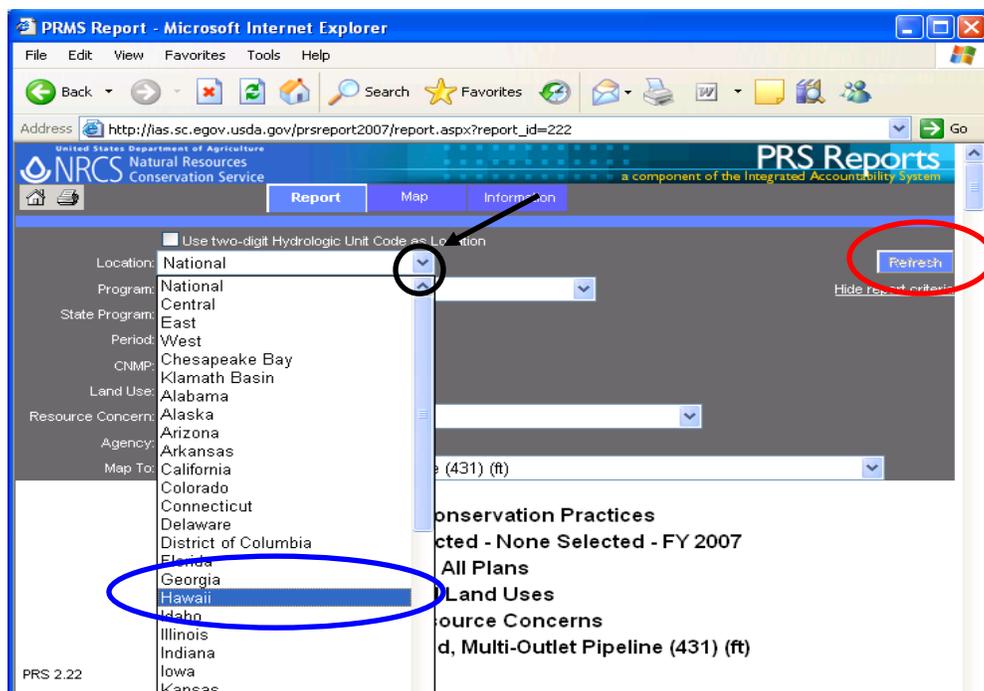


Figure 3

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

- e. In the next view, **“By County:”** selection menu pops up.
 - o Using the pull down menu, select **NRCS Service Center Office**.
 - o **“Refresh”**.

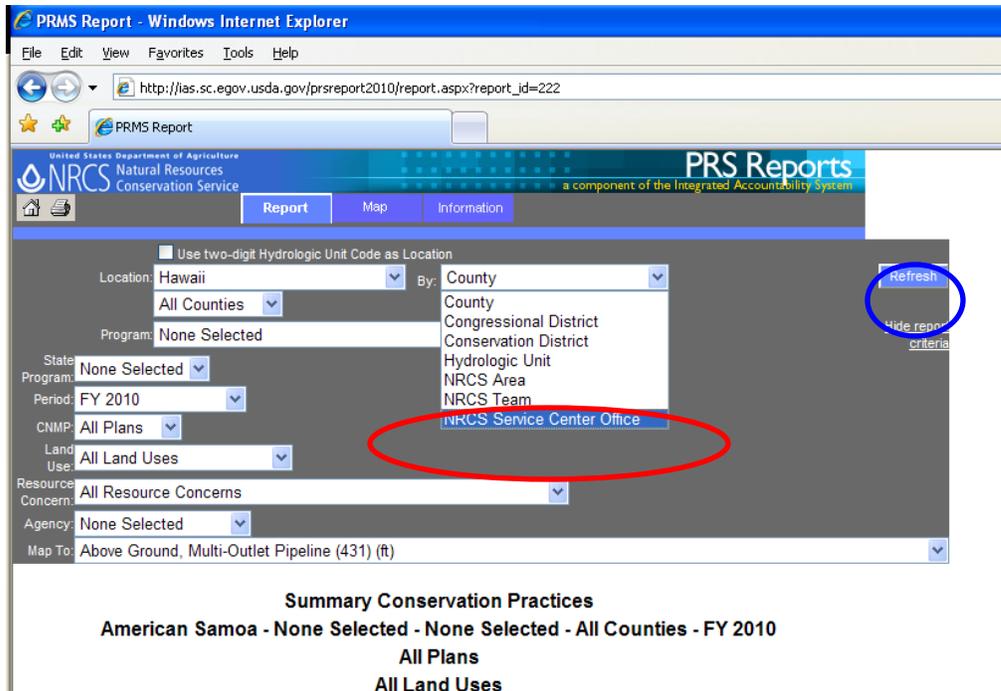
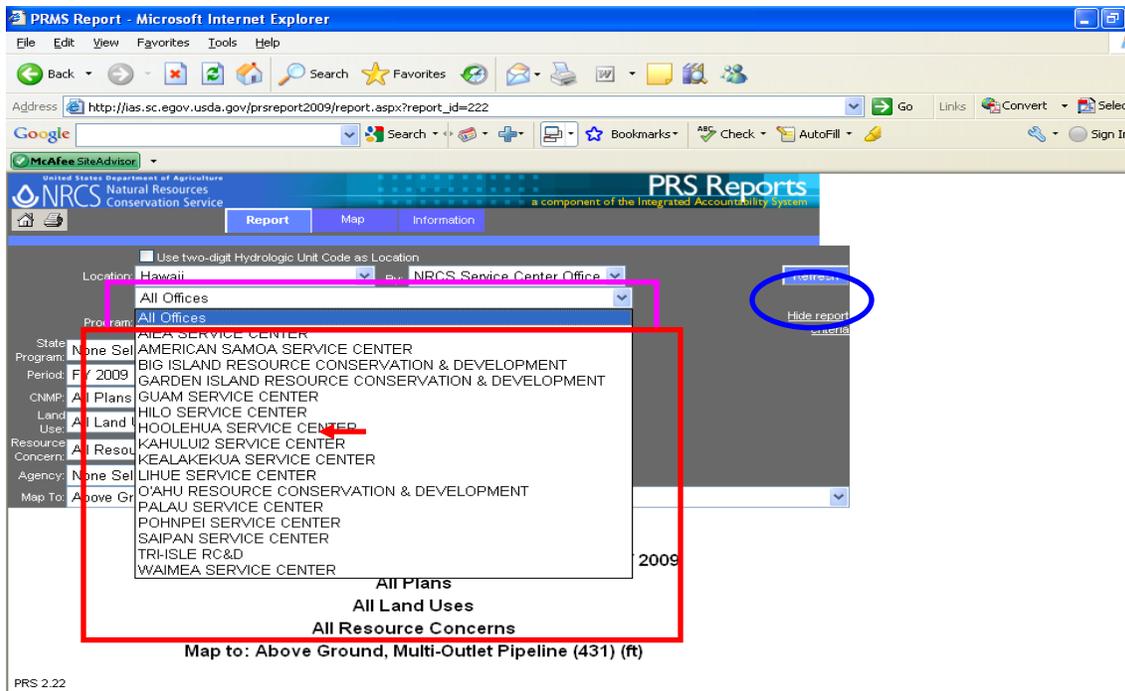


Figure 4

- f. Click on the pull down menu **“All Offices”**.
- g. Select the **NRCS Service Center Office**.
- h. Click **“REFRESH”**.



PRS 2.22

Figure 5

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

i. PRS Report 2.22

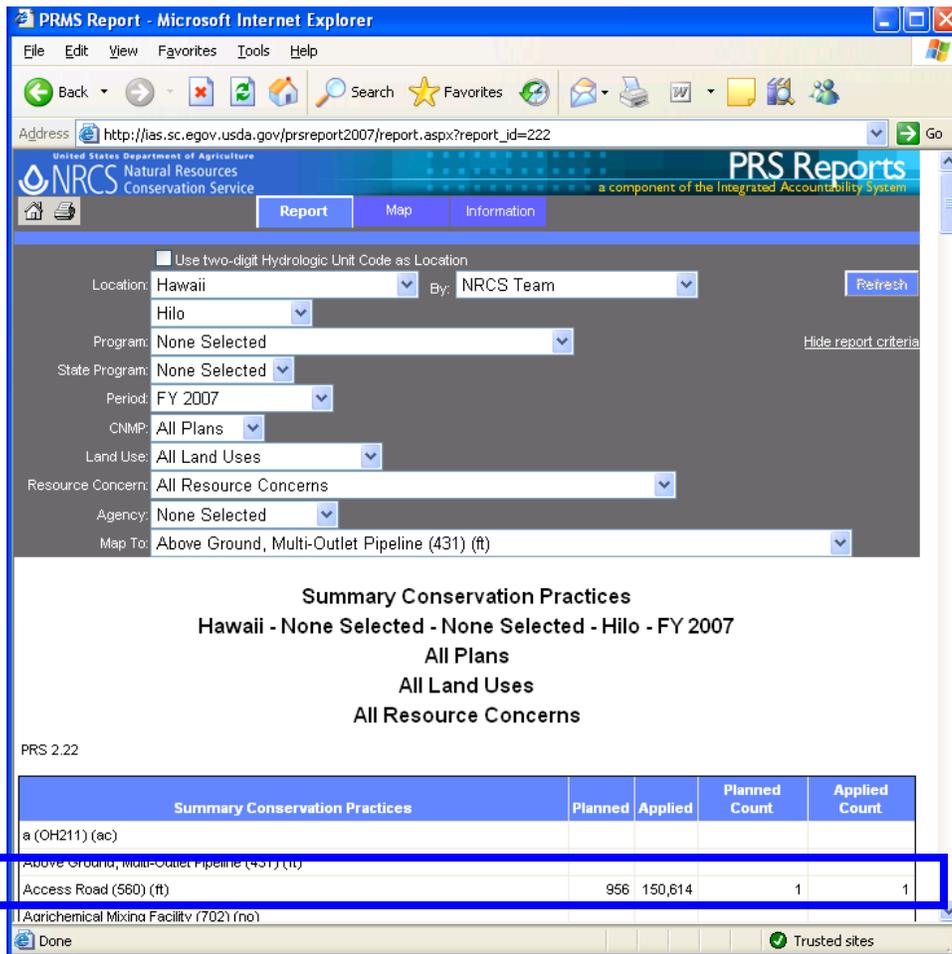


Figure 6

Note:

In FY 2007, there are 956 feet of Access Road planned 150,614 feet reported as applied, an extraordinary amount of access road applied.

Because of the large amount of footage applied, this practice should be reviewed in detail.

To locate the conservation plans that these practices are planned and applied for, another search in PRS is required.

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

2. Utilizing Quality Assurance Tool “View Practices”

a. In PRS, click on the **Tools** Tab

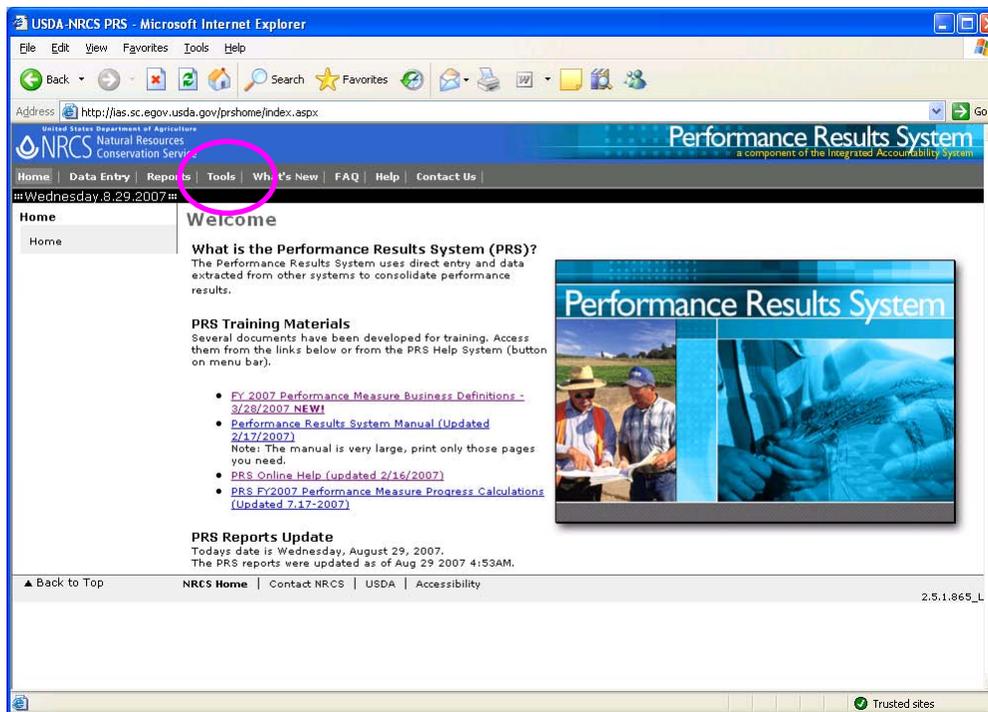


Figure 7

b. Click on “**View Practices**”.

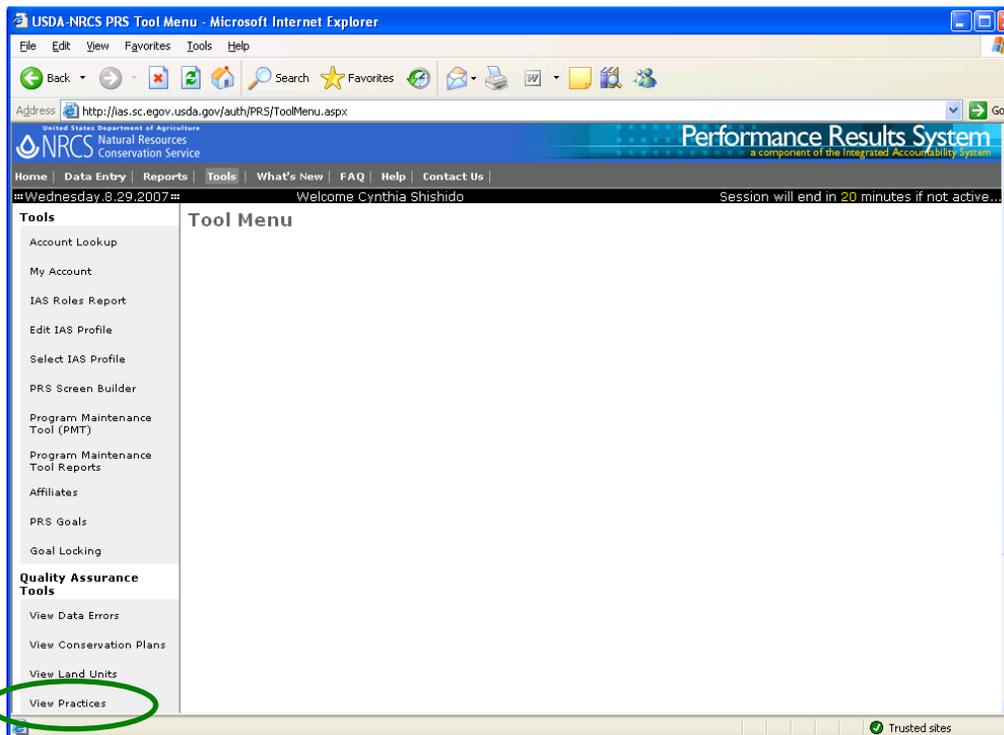


Figure 8

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

d. Select **“SEARCH”**.

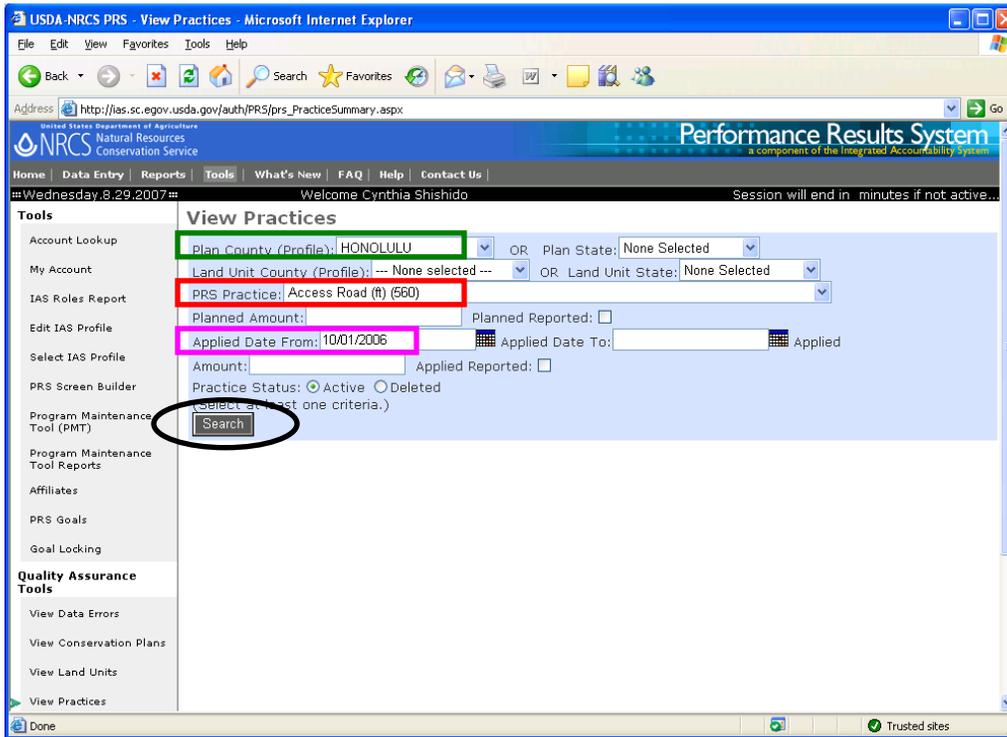


Figure 9 The search pulls 5 records of planned access road in the Hawaii County.

f. To view the practice schedule in PRS, click on the **Plan Name**.

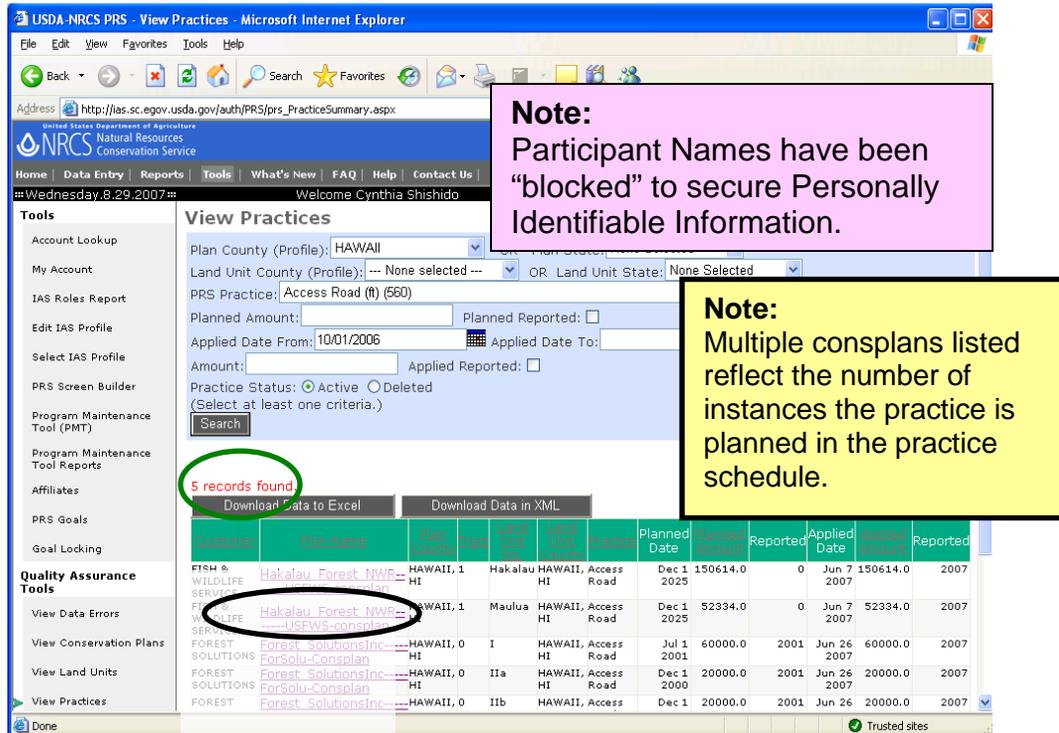


Figure 10

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

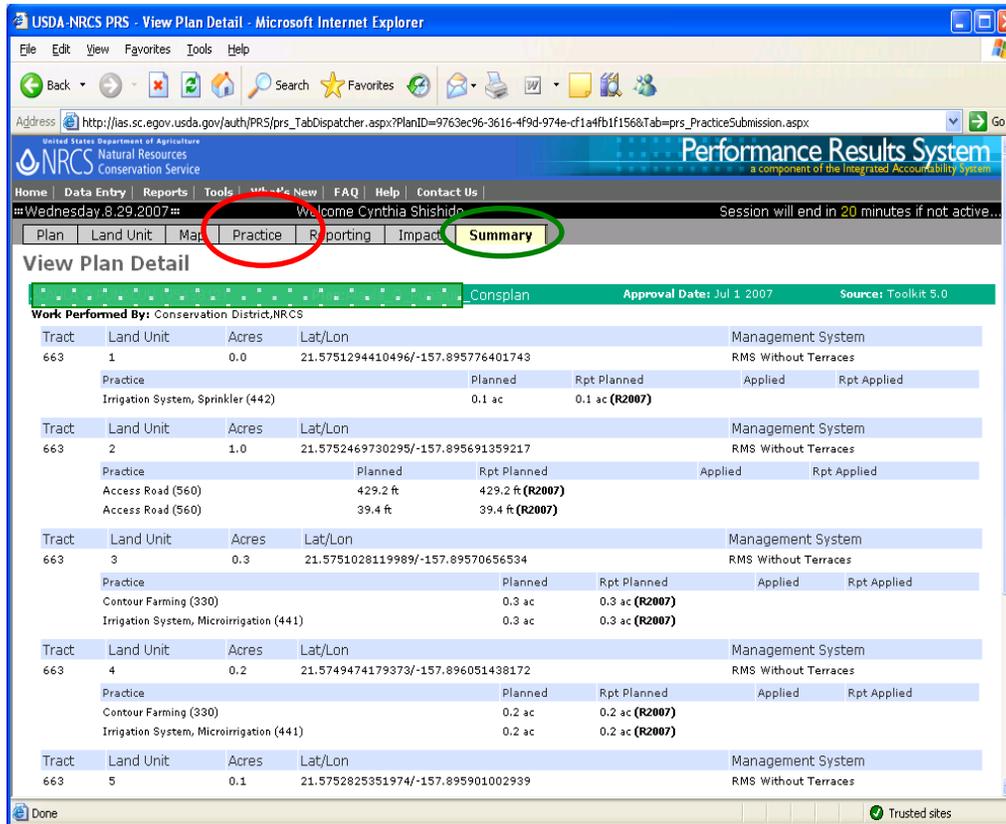


Figure 11

- i. Practices can be sorted by **Tract**, **Land Unit**, **Practice Name**, and **Planned** and **Applied Dates**.
 - i. To sort, click on the headings, as shown below.
- j. To view all practices planned and applied, click on **“SHOW ALL PRACTICES.”**

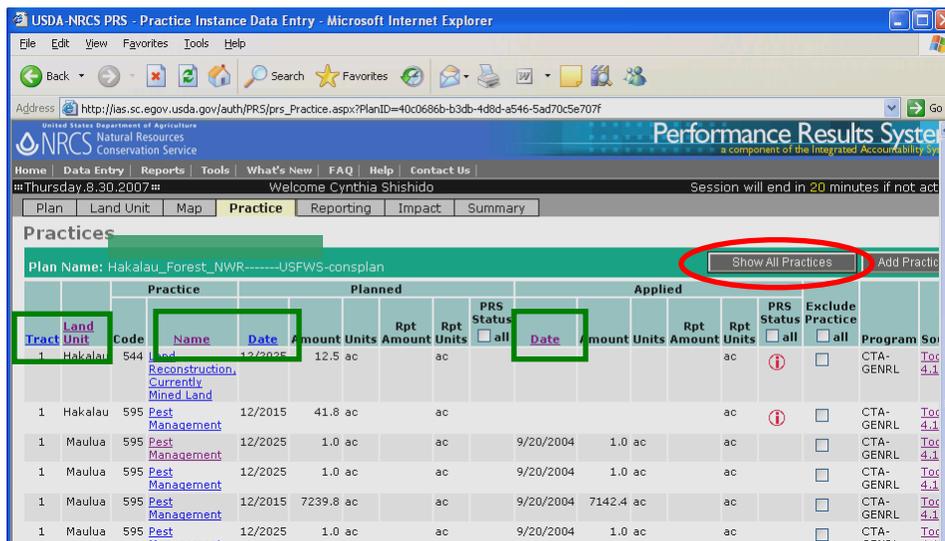


Figure 12

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

- k. Verify that the practices listed below were completed to NRCS Standards and Specifications. If they were **not**, we need to **UN-REPORT** the practice.

		Practice		Planned				Applied						Program			
Tract	Land Unit	Code	Name	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Exclude Practice	Program
1	Hakalau	560	Access Road	12/2025	150614.0	ft			<input type="checkbox"/> all	6/7/2007	150614.0	ft	150614.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Maulua	560	Access Road	12/2025	52334.0	ft			<input type="checkbox"/> all	6/7/2007	52334.0	ft	52334.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	382	Fence	12/2020	179483.0	ft			<input type="checkbox"/> all	6/7/2007	179483.0	ft	179483.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Maulua	382	Fence	12/2015	87094.0	ft			<input type="checkbox"/> all	6/7/2007	87094.0	ft	87094.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	394	Firebreak	10/2005	62032.0	ft			<input type="checkbox"/> all	2/20/2007	62032.0	ft	62032.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Maulua	394	Firebreak	10/2005	20157.0	ft			<input type="checkbox"/> all	2/20/2007	20157.0	ft	20157.0	ft	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	544	Land Reconstruction, Currently Mined Land	12/2025	12.5	ac			<input type="checkbox"/> all			ac			<input type="checkbox"/> all	CTA-GENRL	
1	Hakalau	595	Pest Management	9/2015	200.0	ac			<input type="checkbox"/> all	6/7/2007	196.0	ac	196.0	ac	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	595	Pest Management	12/2025	1.0	ac			<input type="checkbox"/> all	6/7/2007	1.0	ac	1.0	ac	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	595	Pest Management	12/2025	1.0	ac			<input type="checkbox"/> all	6/7/2007	25272.3	ac	25272.3	ac	R2007	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	595	Pest Management	12/2015	41.8	ac			<input type="checkbox"/> all			ac			<input type="checkbox"/> all	CTA-GENRL	

Figure 13

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

3. UNREPORTING a practice reported as planned or applied in PRS.

Note: Practices that have been incorrectly reported in a prior fiscal year have been “frozen” and cannot be corrected.

a. Click on the **practice name**

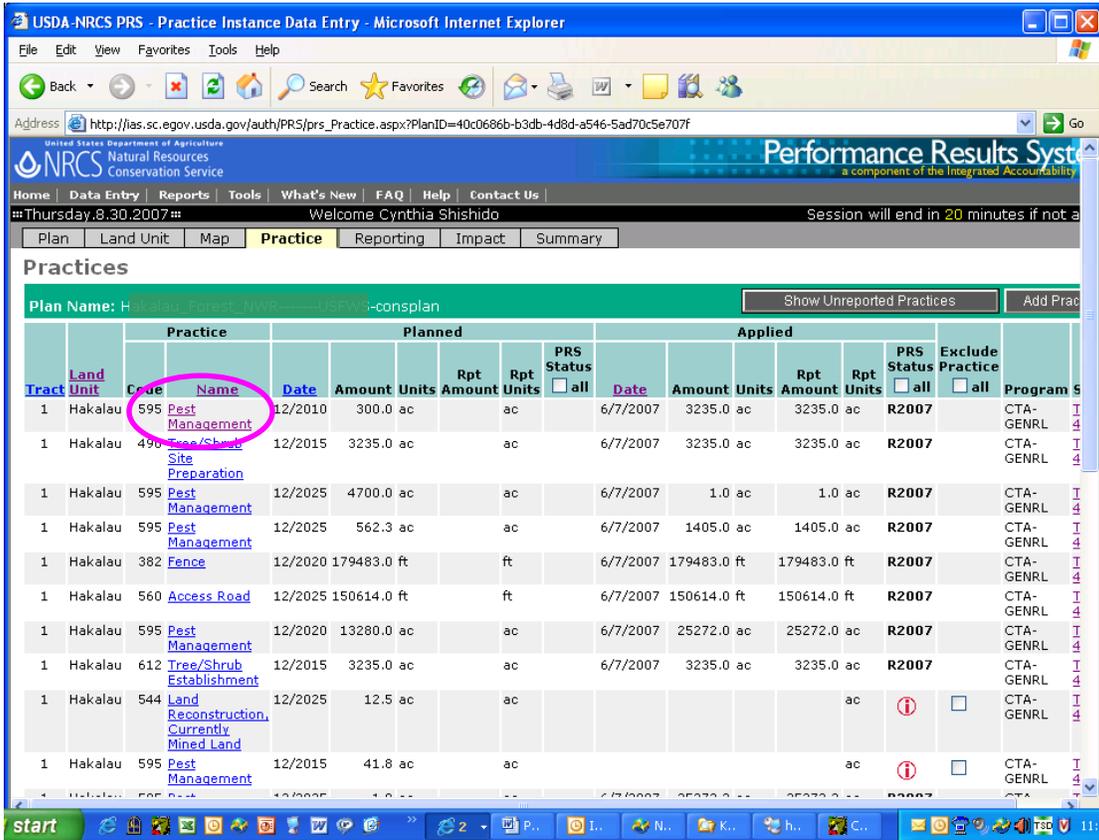


Figure 14

b. To UNREPORT a practice, unclick on the **Report to PRS** button.

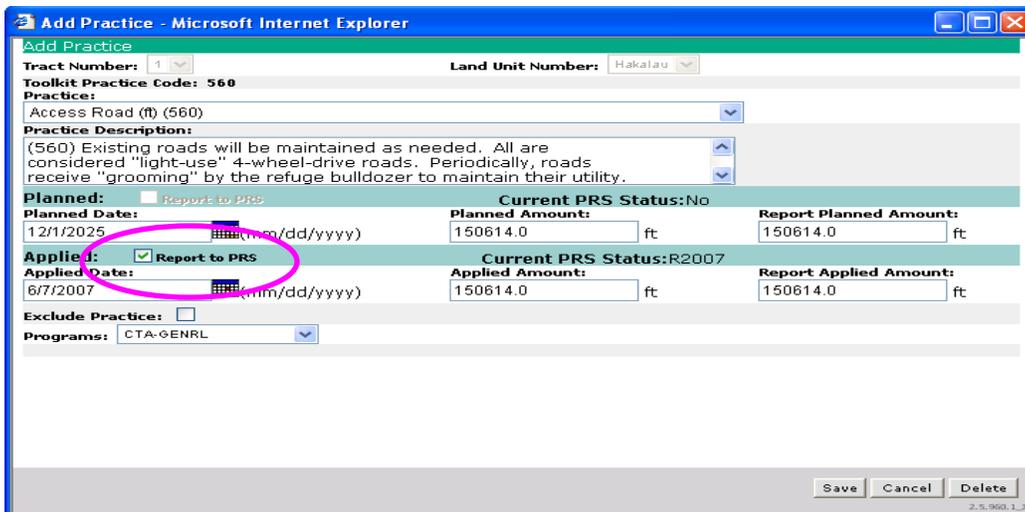


Figure 15

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

- c. Remove the applied date and amounts
- d. SAVE

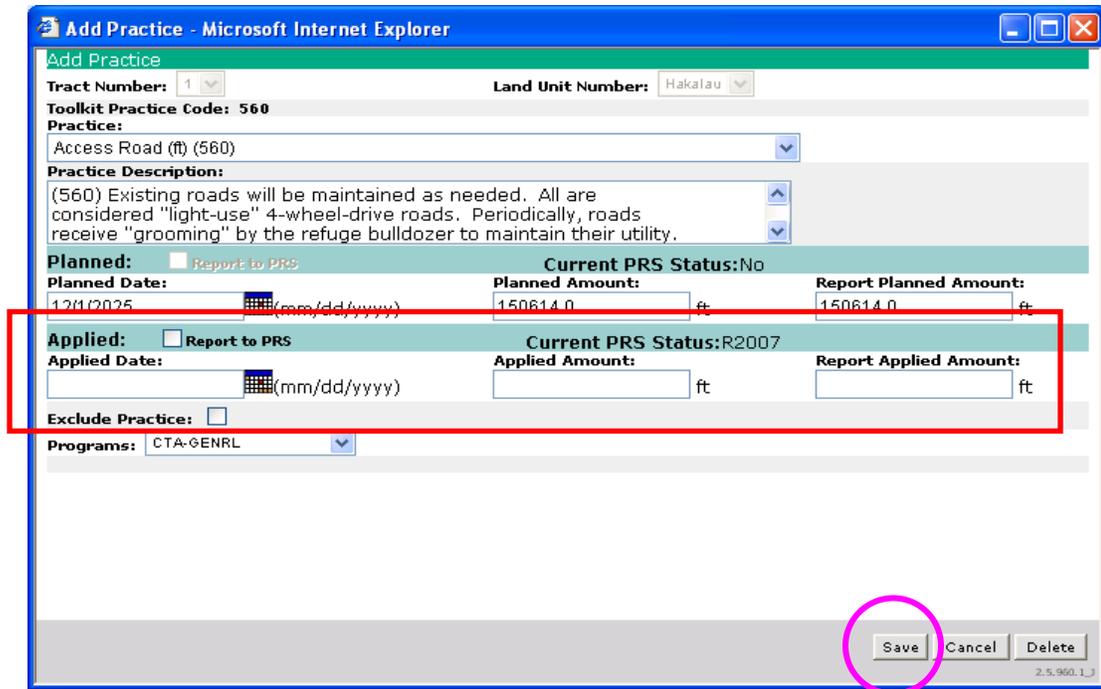


Figure 16

- e. Note: Practice has no reported dates or amounts.

Plan Name:		Practice		Planned				Applied				PRS Status	Exclude Practice	Program			
Tract	Land Unit	Code	Name	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Date	Amount	Units	Rpt Amount	Rpt Units	PRS Status	Exclude Practice	Program
1	Hakalau	544	Land Reconstruction, Currently Mined Land	12/2025	12.5	ac			all						Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Hakalau	595	Pest Management	12/2015	41.8	ac			all						Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management (ac)	12/2025	1.0	ac			all						Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management	12/2025	1.0	ac			all	9/20/2004	1.0	ac			Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management	12/2015	7239.8	ac			all	9/20/2004	7142.4	ac			Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management	12/2025	1.0	ac			all	9/20/2004	1.0	ac			Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management	12/2025	1095.8	ac			all						Ⓜ	<input type="checkbox"/>	CTA-GENRL
1	Maulua	595	Pest Management	12/2015	1.0	ac			all						Ⓜ	<input type="checkbox"/>	CTA-GENRL

Figure 17

3. Creating PRS Report 2.22 Summary Conservation Practices and Verifying Practices Planned or Applied

4. Correcting a practice reported as planned or applied in PRS.

To correct an error in reporting in PRS:

- a. Click on the practice to be corrected.

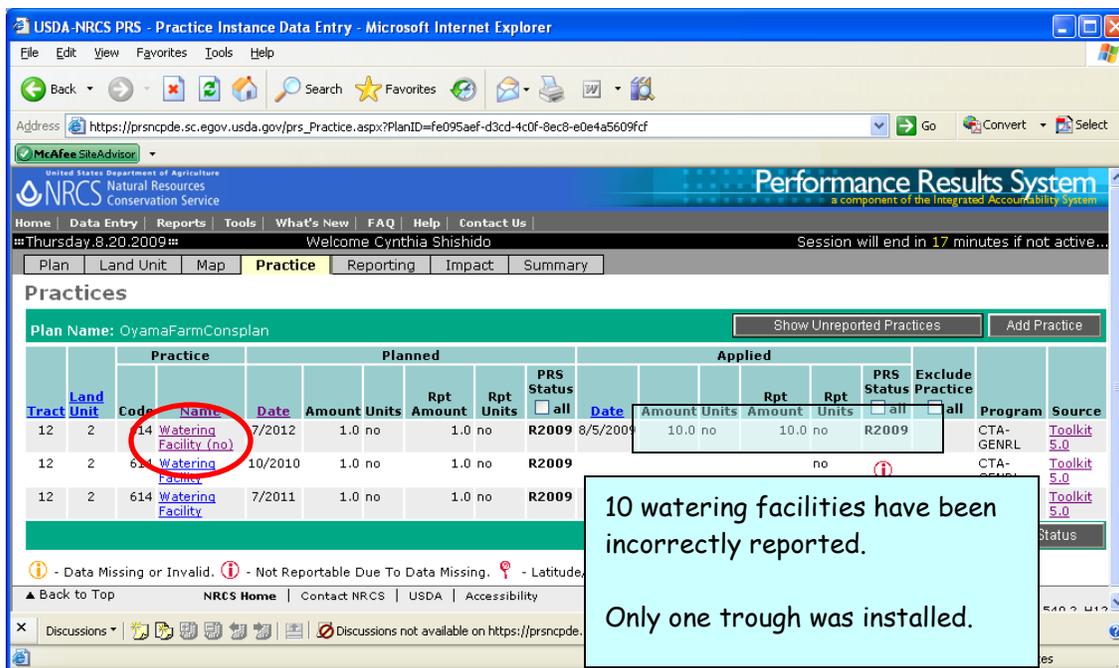


Figure 18

- b. In the “Add practice” window, make the changes in the “Applied Amount” and “Reported Applied Amount” boxes.

- c. “Save”

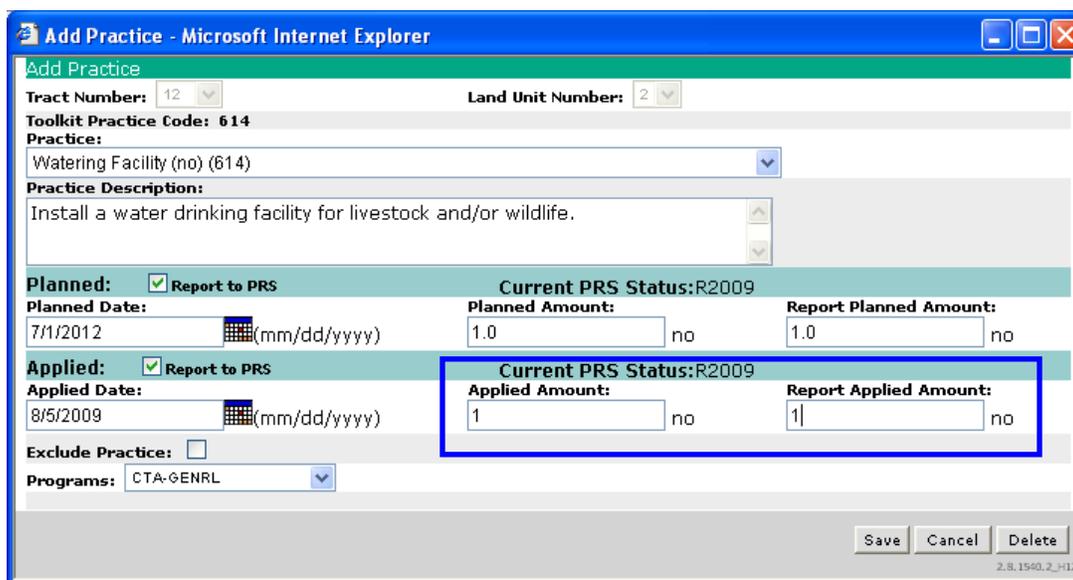


Figure 19

Contact your State’s PRS Coordinator if you have any questions.