CSIMS V2.0 & V2.1 Menu Navigation

1. Open the CSIMS V2.0 training application link.
    a. E-mail link to Conservation Districts on March 19, 2018.
2. Login to CSIMS Training Site.
3. First time Login.
4. CSIMS V2.0 User Update Profile.
5. CSIMS V2.0 User Logout.
6. Calendar function.
7. New Home Page Charts function.
8. Favorites function – Under Construction.
9. Cost-Share Menu function.
    a. Annual Program Setup – Under Construction.
    b. Annual Program Reports – Under Construction.
    c. Ranking Worksheet – Under Construction.
        i. Ranking Worksheet Groups – Under Construction.
        ii. Ranking Worksheet for Individuals – Under Construction.
        iii. Move Ranking Worksheet Form – Under Construction
    d. Landowner Information Table.
    e. Landowner Report.
    f. Contracts function.
        i. Contract Setup and Payment.
        ii. Encumbered Contract Setup and Payment.
        iii. County Contract and Payment Read Only.
10. Buffer
11. Conservation Districts Menu function.
    a. Employee Forms
    b. Employee Reports
    c. Supervisor Forms
    d. Supervisor Reports
    e. Kansas Conservation Districts
        i. District Information Form.
        ii. District Conservationist Form.

iii. Kansas Conservation District Directory.

f. Annual Meeting Form.

g. Annual Meeting Report.

12. Reports Menu Function – Under Construction.

13. Resources Menu Function.

a. CSIMS Users Guide – Under Construction.

b. Program Manual.

i. Chapter 1 – Programs Overview.

ii. Chapter 2 – General Policies and Guidelines.

iii. Chapter 3 – Local Program and Contract Procedures.

iv. Chapter 4 – Practices and Components.

v. Chapter 5 – Livestock Waste Management Provisions.

vi. Chapter 6 – NPS Pollution Control Special Provisions.

vii. Chapter 7 – Irrigation Provisions.

viii. Chapter 8 – Riparian and Wetland Protection Program.

ix. Chapter 9 – Kansas Water Quality Buffer Incentive

c. Kansas Conservation District Handbook

i. Administrative Section

1) Division of Conservation Overview.

2) Preface.

3) Chapter 1 – State Conservation Commission and Conservation Districts.

4) Chapter 2 – Conservation District Supervisors.

5) Chapter 3 – Board Meetings.

6) Chapter 4 – Conservation District Annual Meetings.

7) Chapter 5 – Financial Management.

8) Chapter 6 – District Operations.

ii. Personnel Section

1) Chapter 1 – Personnel Management Responsibilities.

2) Chapter 2 – Determining Workload and Staffing Needs.

3) Chapter 3 – Recruitment and Employment.

4) Chapter 4 – Qualification Standards.

5) Chapter 5 – Position Description and Performance Appraisals.
6) Chapter 6 – Employee Compensation
7) Chapter 7 – Employee Training.
8) Chapter 8 – Employee Relations.
9) Chapter 9 – Personnel Services.
10) Bibliography.

iii. QuickBooks for Conservation Districts.

iv. District Employee Guide – Under Review may not be in CSIMS.

v. Kansas Conservation District Supervisors Handbook.

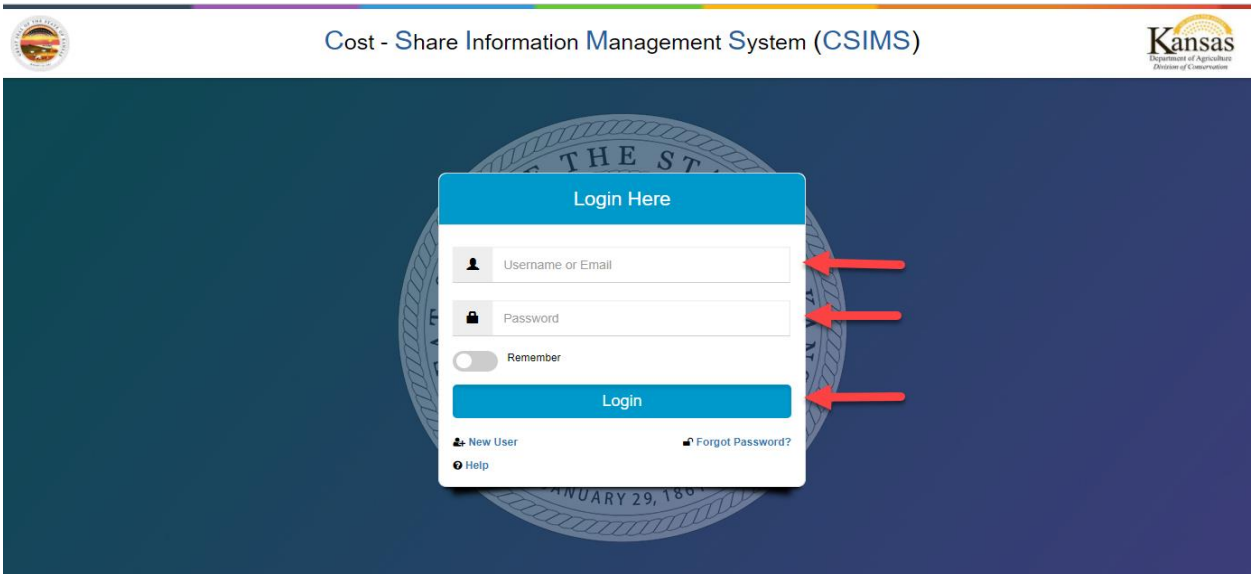
vi. NRCS/Electronic Field Office Technical Guide (eFOTG).

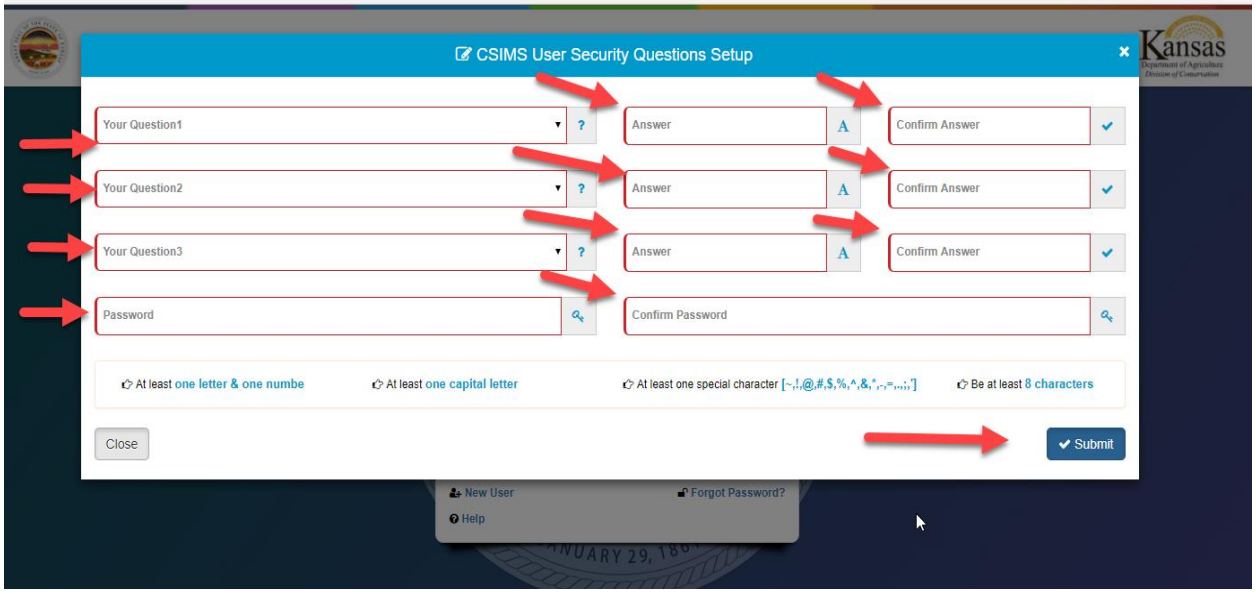
vii. NRCS Practice Cost Data.

viii. Helpful Links.

1. Open the CSIMS 2.0 training application link provided in the March 19, 2018 e-mail.
2. First time Login:
   a. Use the work email address and your CSIMS password.
   b. You will be directed to setup the security questions and new password.

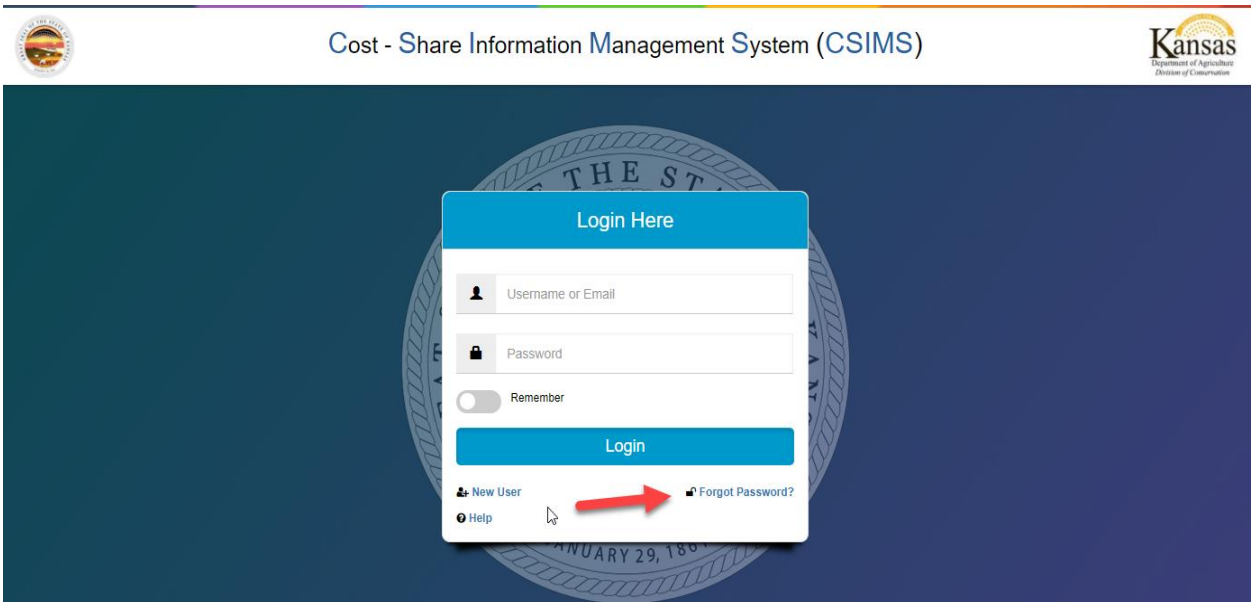
The screens will look like this:

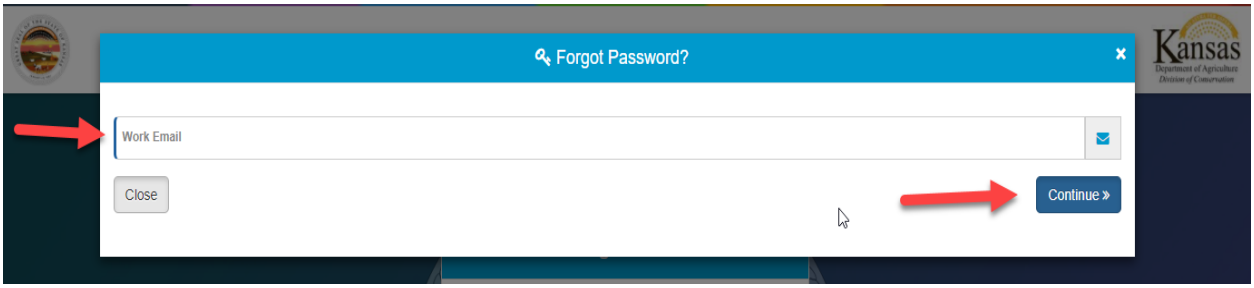


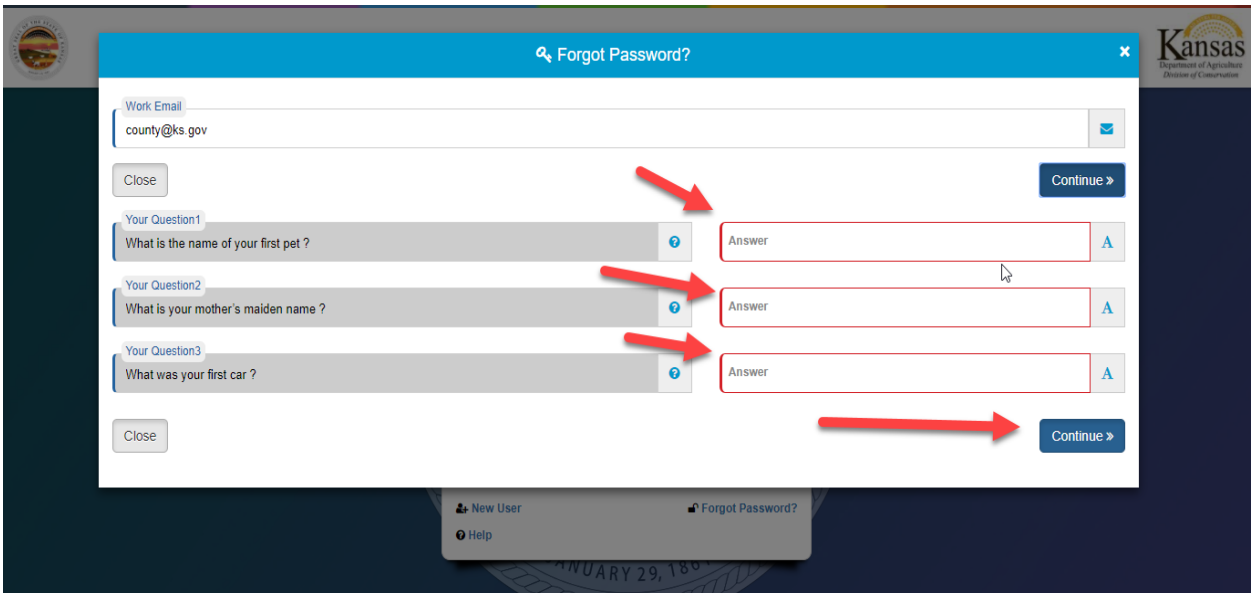


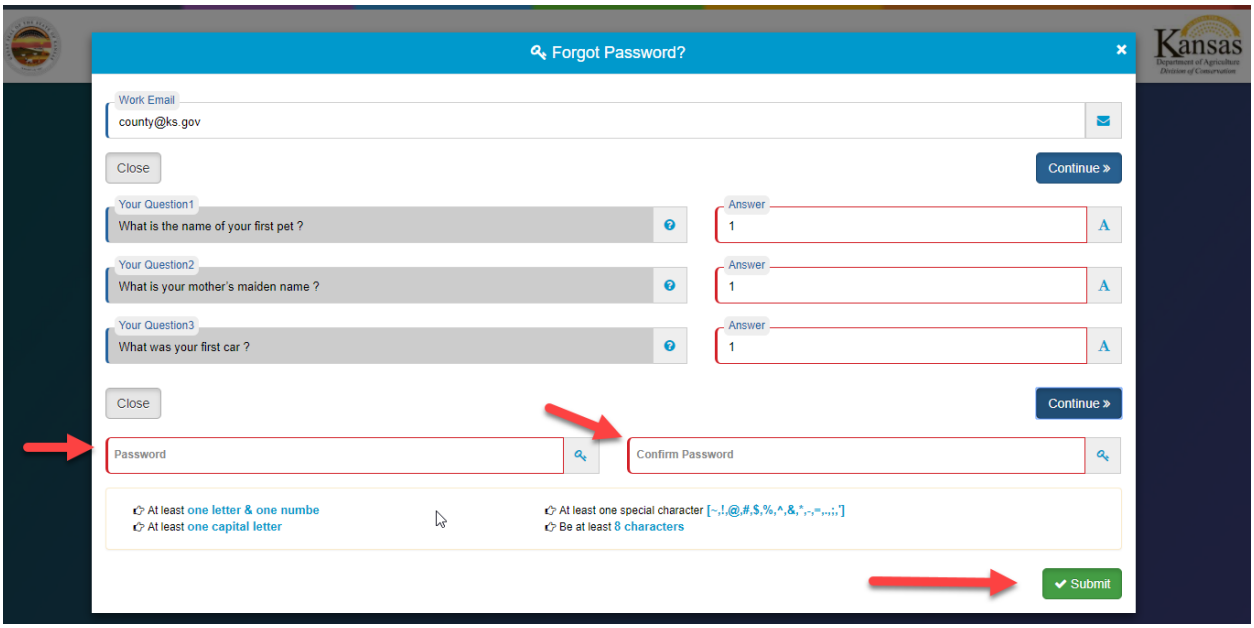
3. Forgot Password Function.

The screens will look like this:

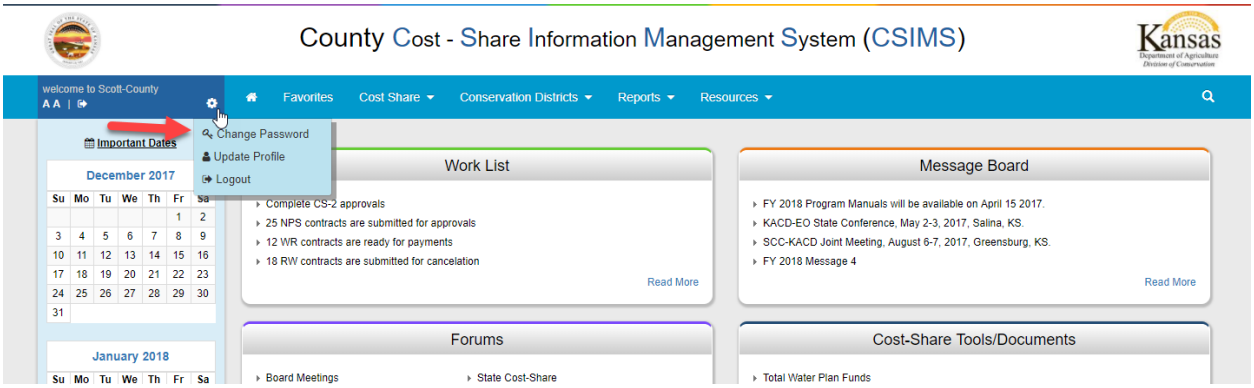


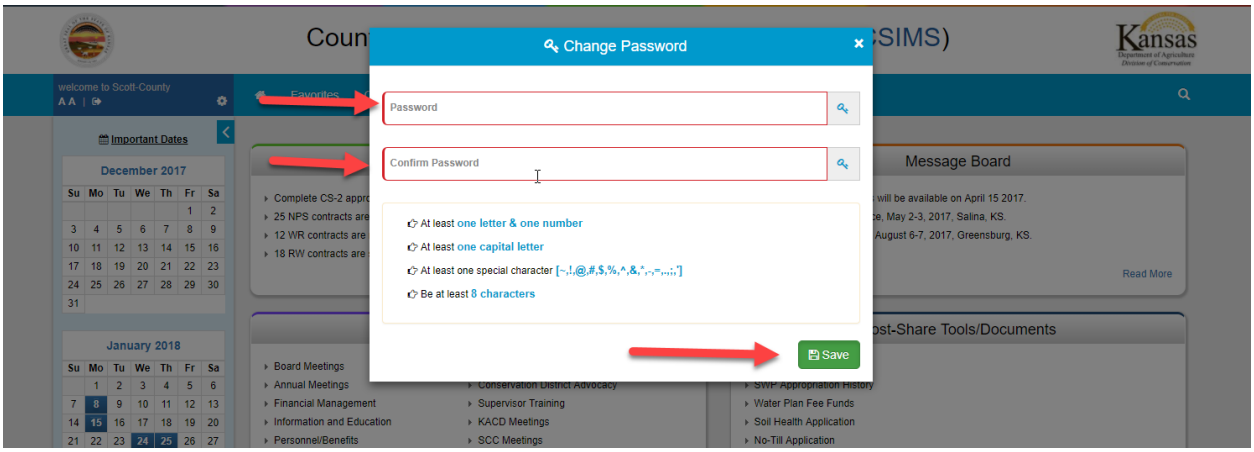






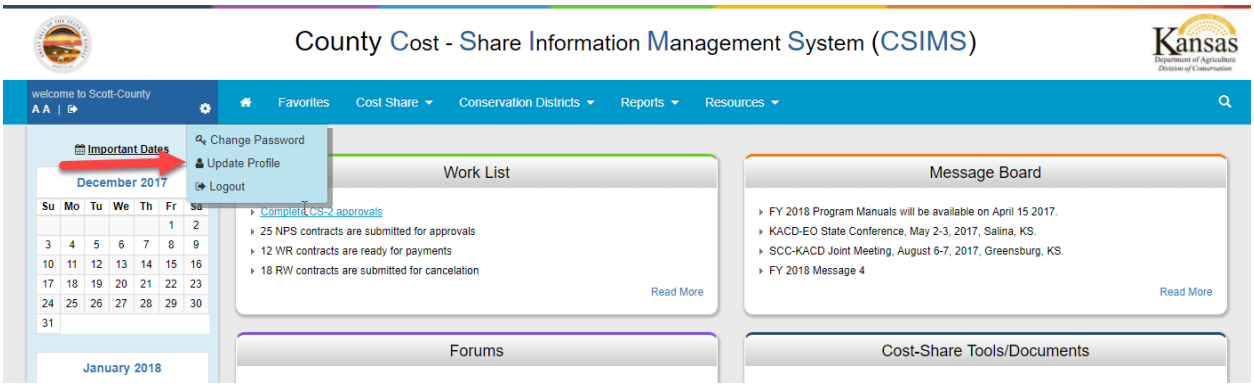
4. User Password Change Function. This can be performed after successful login to CSIMS. The screen will look like this:

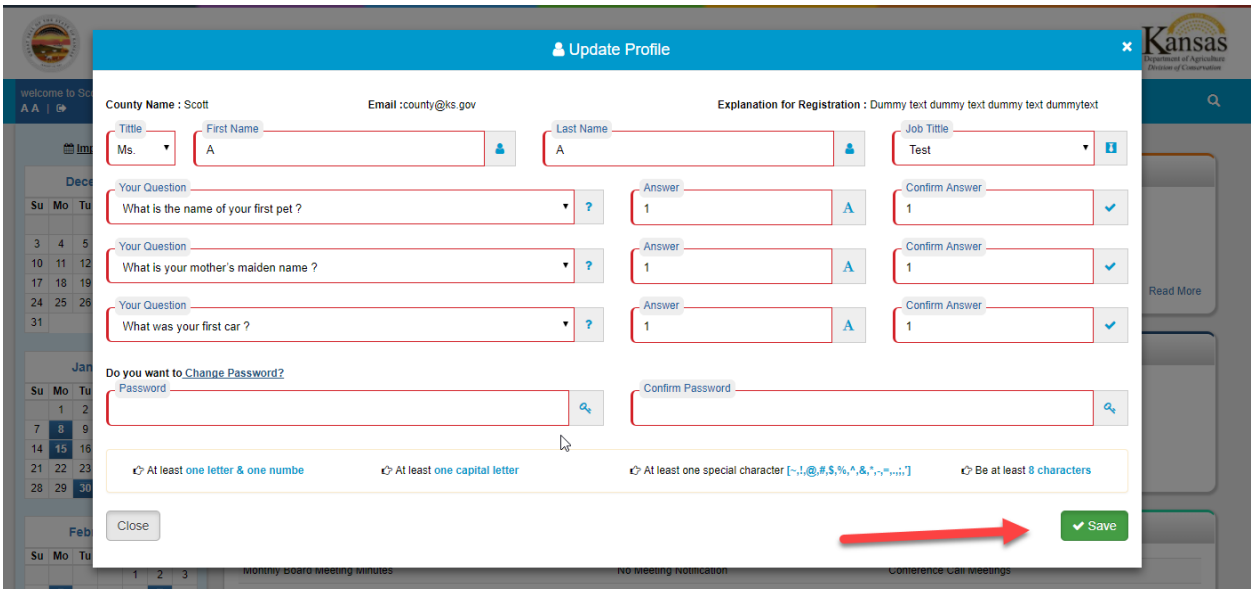




5. User Update Profile function. This can be performed after successful login to CSIMS. All security questions or password can also be updated here.

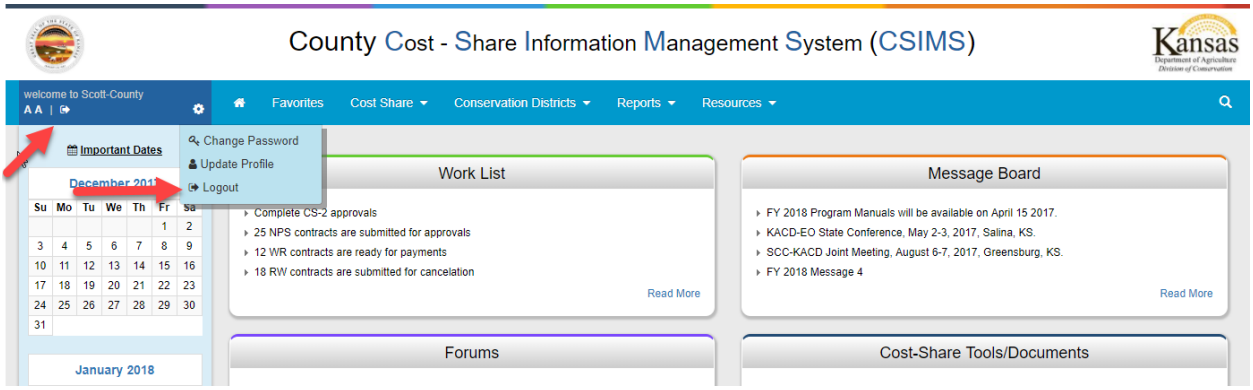
The screens will look like this:





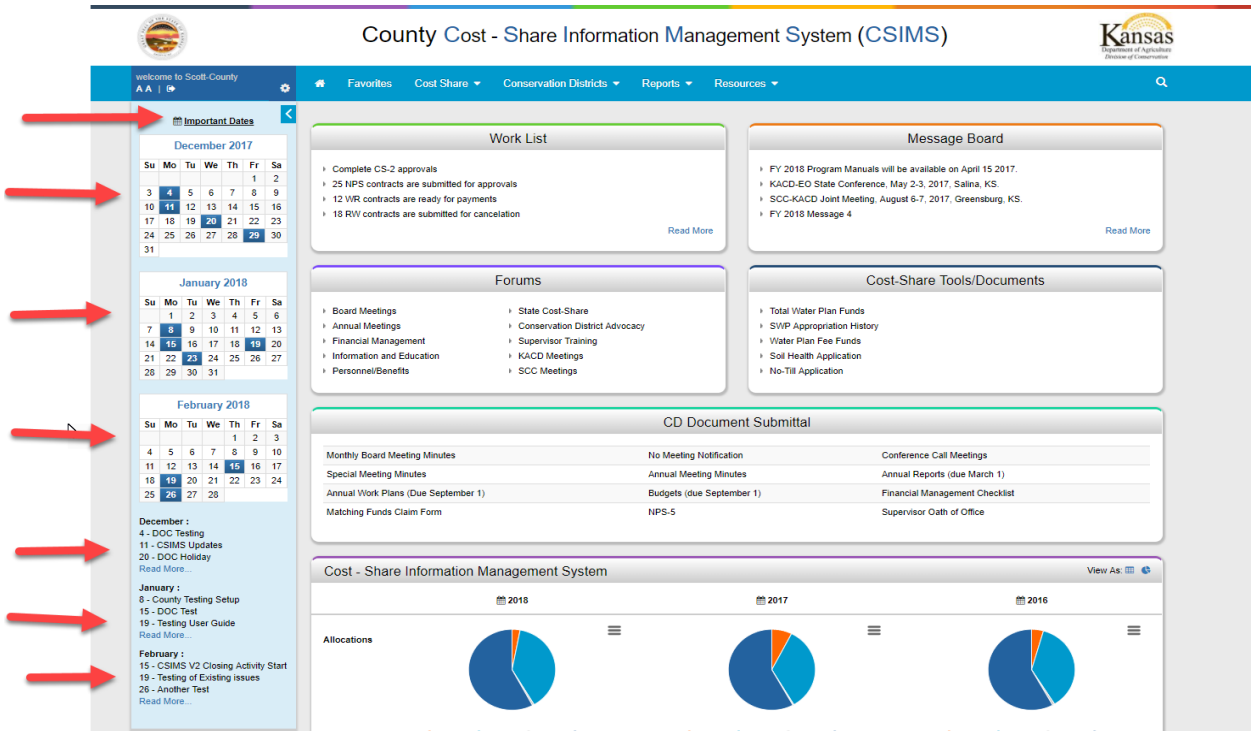
6. User Logout function. This can be performed after successful login to CSIMS.

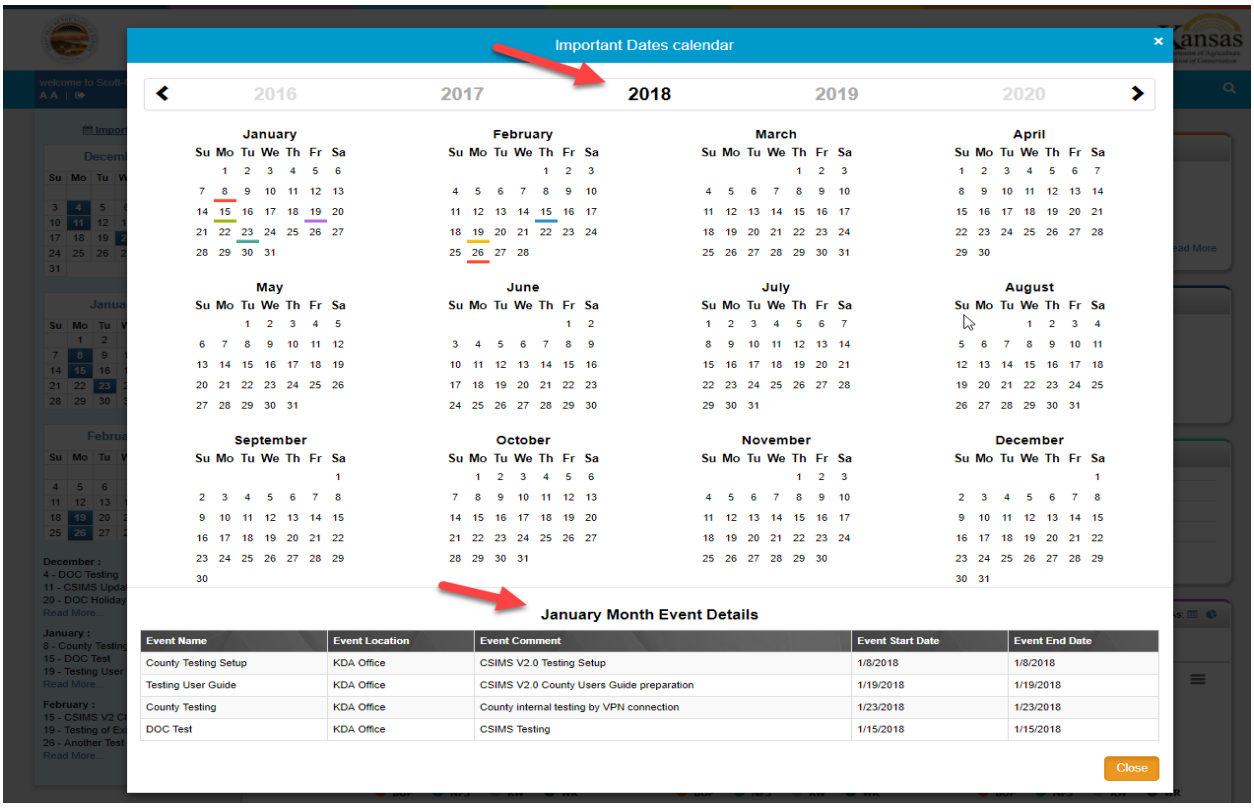
The screen will look like this:



7. New Calendar function. This can be performed after successful login to CSIMS. All events are entered by Division of Conservation (DOC) staff and can be displayed on the Home Page for three months (Previous month, Current month and Next month) period only. Click the Important Dates to see full year calendar and previous year events also.

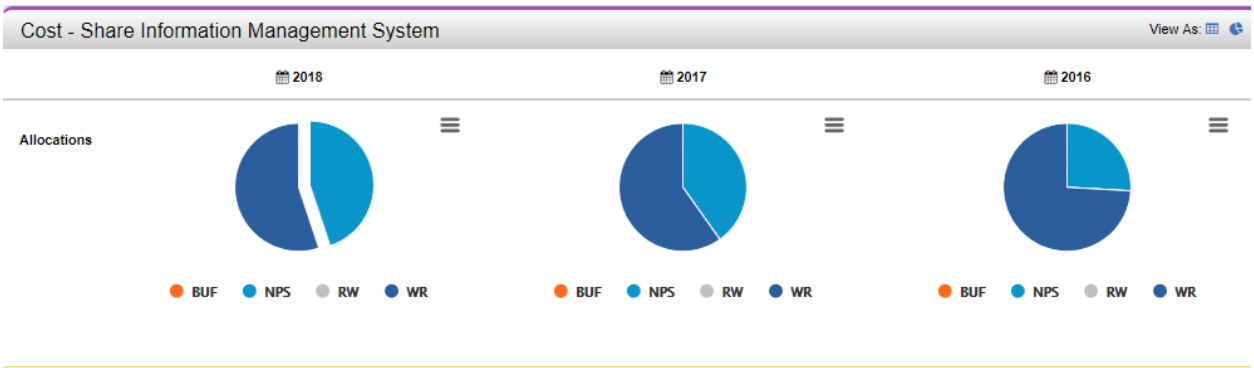
The screens will look like this:

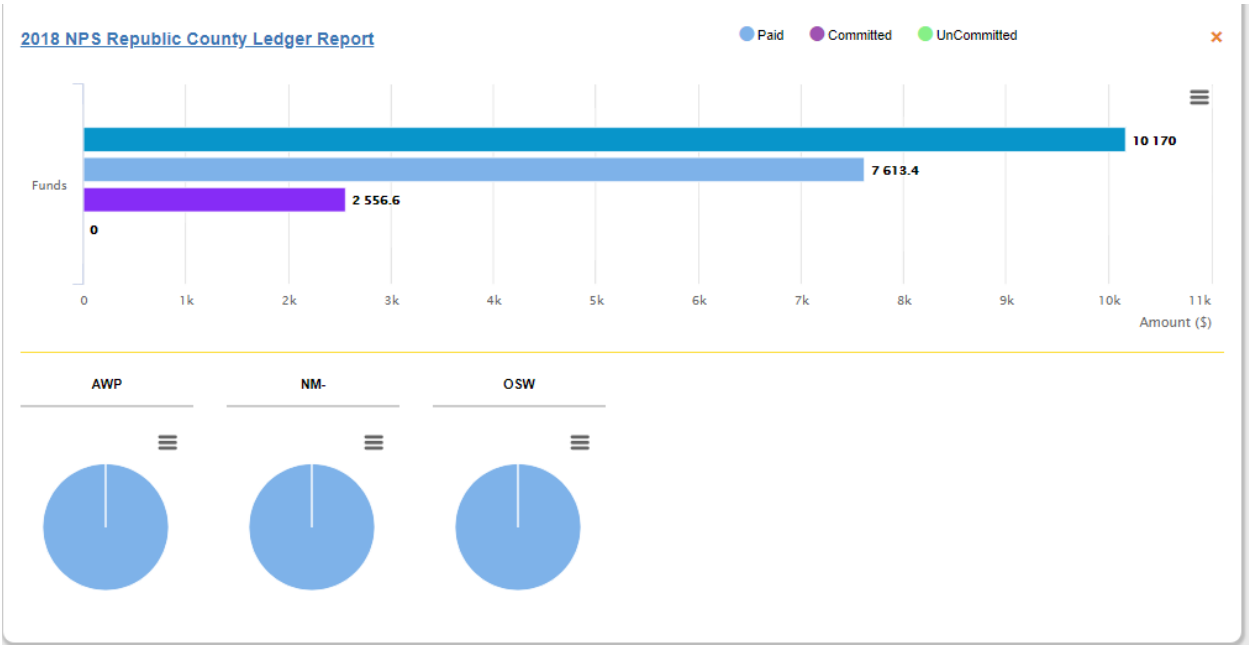




8. Home Page Charts function. This can be performed after successful login to CSIMS. All allocations for three years data will be displayed by Program and can be drilled down to details level. County Ledger report will also be available here. Data can be view as table or chart level.

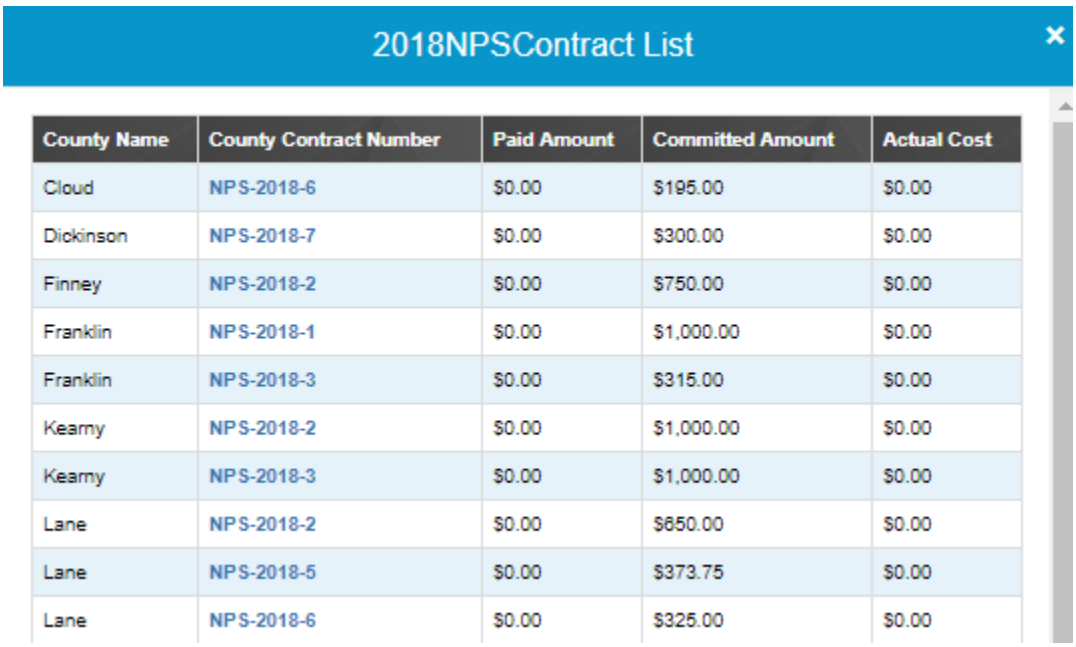
The screens will look like this:





Clicking on the Project Type will give a list of contracts.

The screen will look like this:

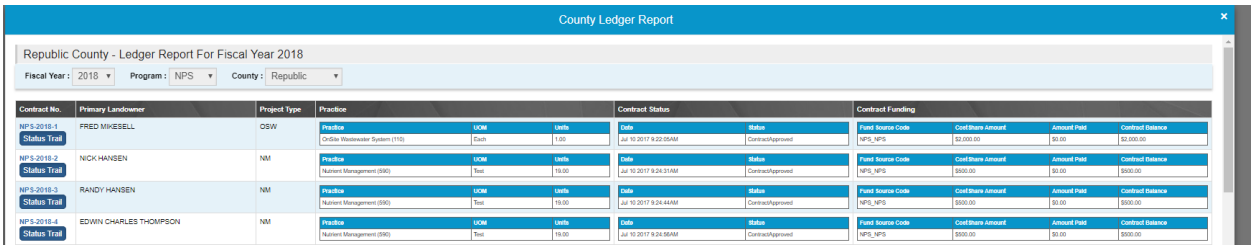


2018NPSContract List

County Name	County Contract Number	Paid Amount	Committed Amount	Actual Cost
Cloud	NPS-2018-6	$0.00	$195.00	$0.00
Dickinson	NPS-2018-7	$0.00	$300.00	$0.00
Finney	NPS-2018-2	$0.00	$750.00	$0.00
Franklin	NPS-2018-1	$0.00	$1,000.00	$0.00
Franklin	NPS-2018-3	$0.00	$315.00	$0.00
Kearny	NPS-2018-2	$0.00	$1,000.00	$0.00
Kearny	NPS-2018-3	$0.00	$1,000.00	$0.00
Lane	NPS-2018-2	$0.00	$650.00	$0.00
Lane	NPS-2018-5	$0.00	$373.75	$0.00
Lane	NPS-2018-6	$0.00	$325.00	$0.00

Click on the NPS County Ledger Report and the County Ledger will open in a pop-up.

The screen will look like this:



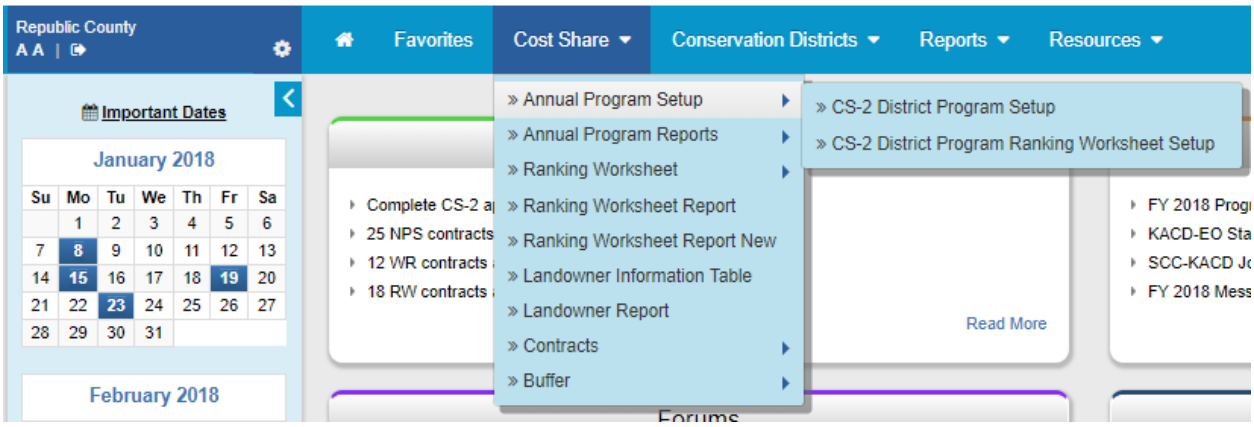
9. Favorites function - Under Construction.

10. Cost-Share Menu Function.

The screen will look like this:

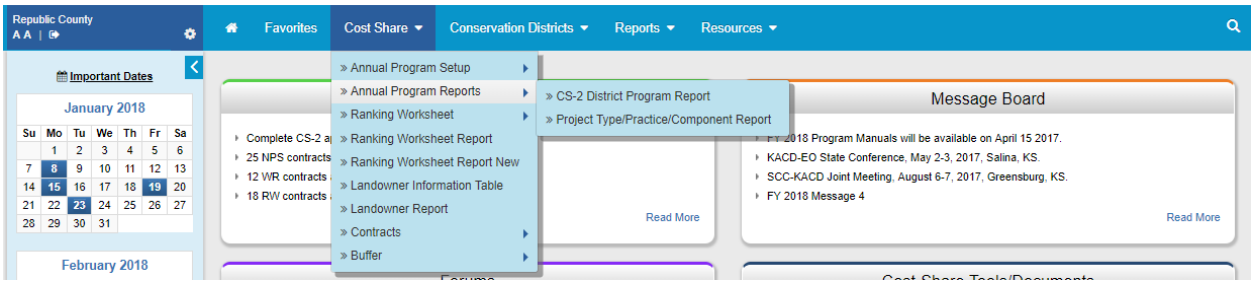
11. Annual Program Setup – Under Construction.

The screen will look like this:



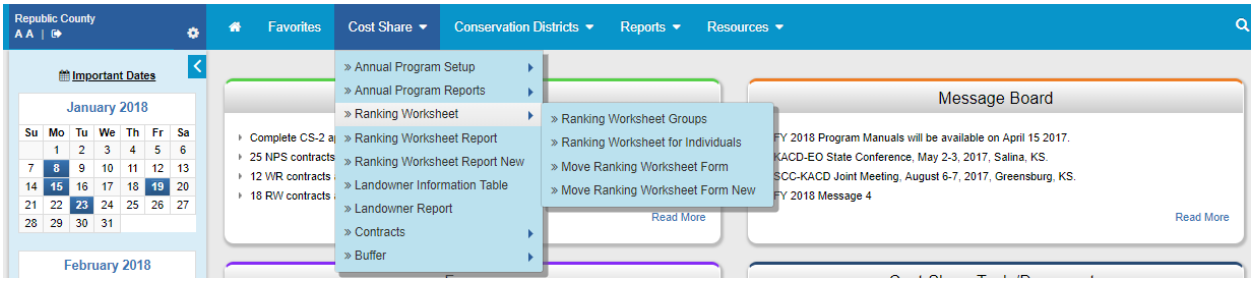
12. Annual Program Reports – Under Construction.

The screen will look like this:



13. Ranking Worksheet – Under Construction.

The screen will look like this:

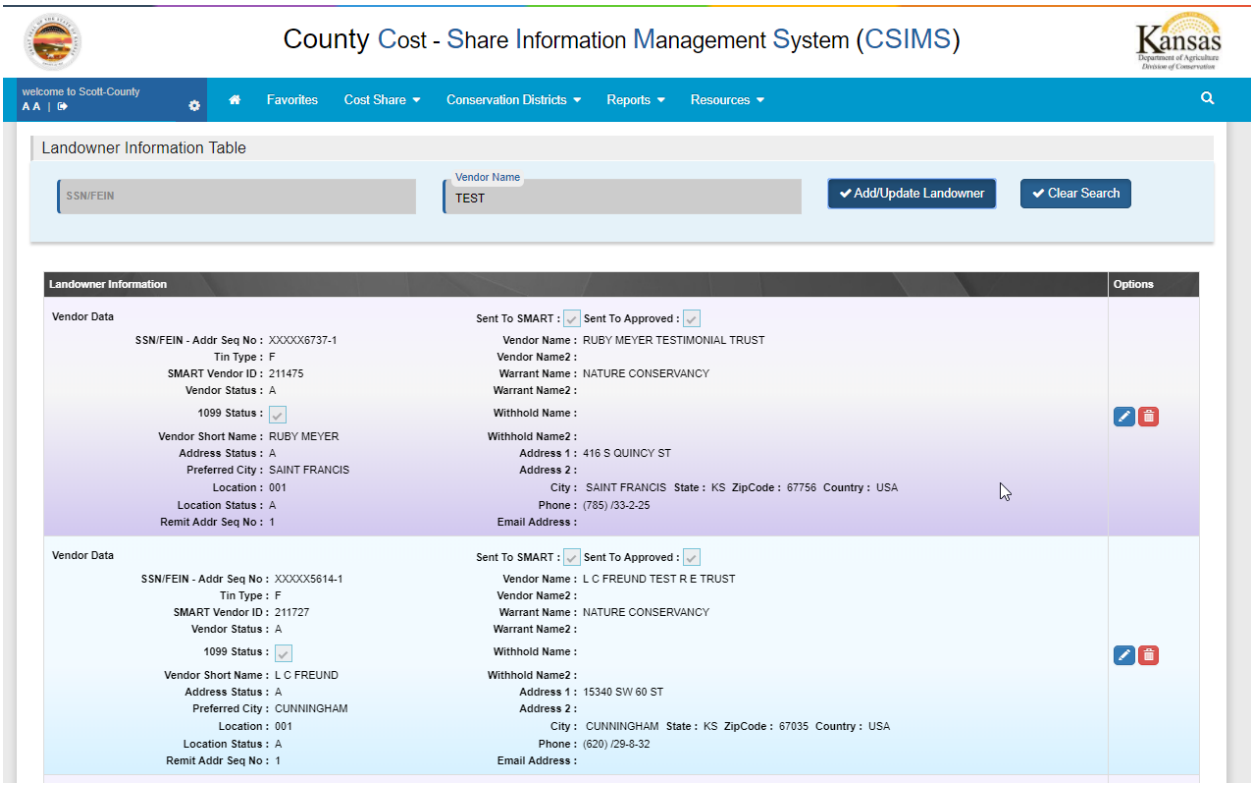


14. Ranking Worksheet Report – Under Construction.

The screen will look like this:

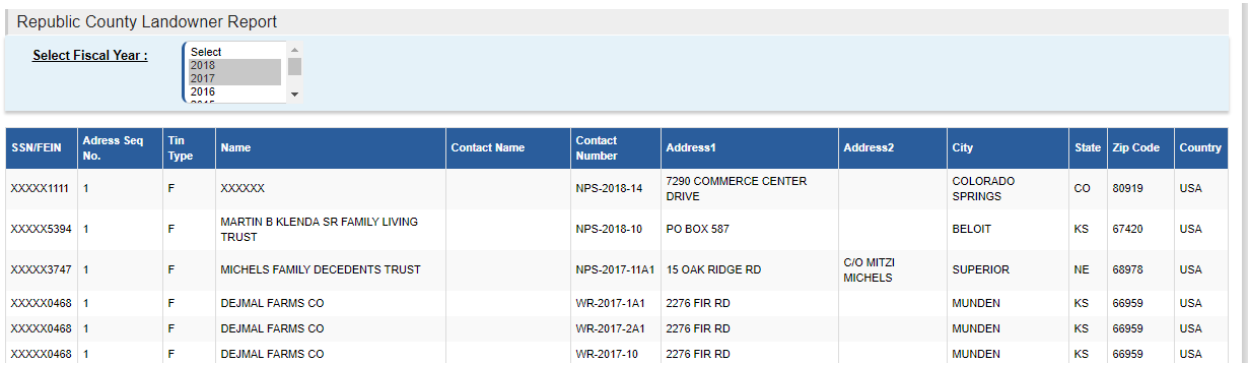
15. Landowner Information Table – Search can be performed from here and New Landowner can also be added from here.

The screen will look like this:



16. Landowner Report – Provides the landowner information that has been entered in CSIMS by your district.

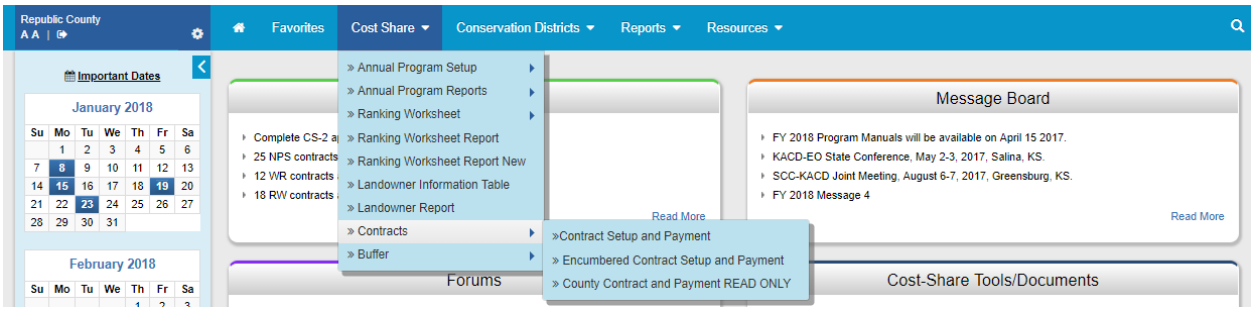
The screen will look like this:



SSN/FEIN	Adress Seq No.	Tin Type	Name	Contact Name	Contact Number	Address1	Address2	City	State	Zip Code	Country
XXXXX1111	1	F	XXXXXX		NPS-2018-14	7290 COMMERCE CENTER DRIVE		COLORADO SPRINGS	CO	80919	USA
XXXXX5394	1	F	MARTIN B KLENDA SR FAMILY LIVING TRUST		NPS-2018-10	PO BOX 587		BELOIT	KS	67420	USA
XXXXX3747	1	F	MICHELS FAMILY DECEDENTS TRUST		NPS-2017-11A1	15 OAK RIDGE RD	C/O MITZI MICHELS	SUPERIOR	NE	68978	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-1A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-2A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-10	2276 FIR RD		MUNDEN	KS	66959	USA

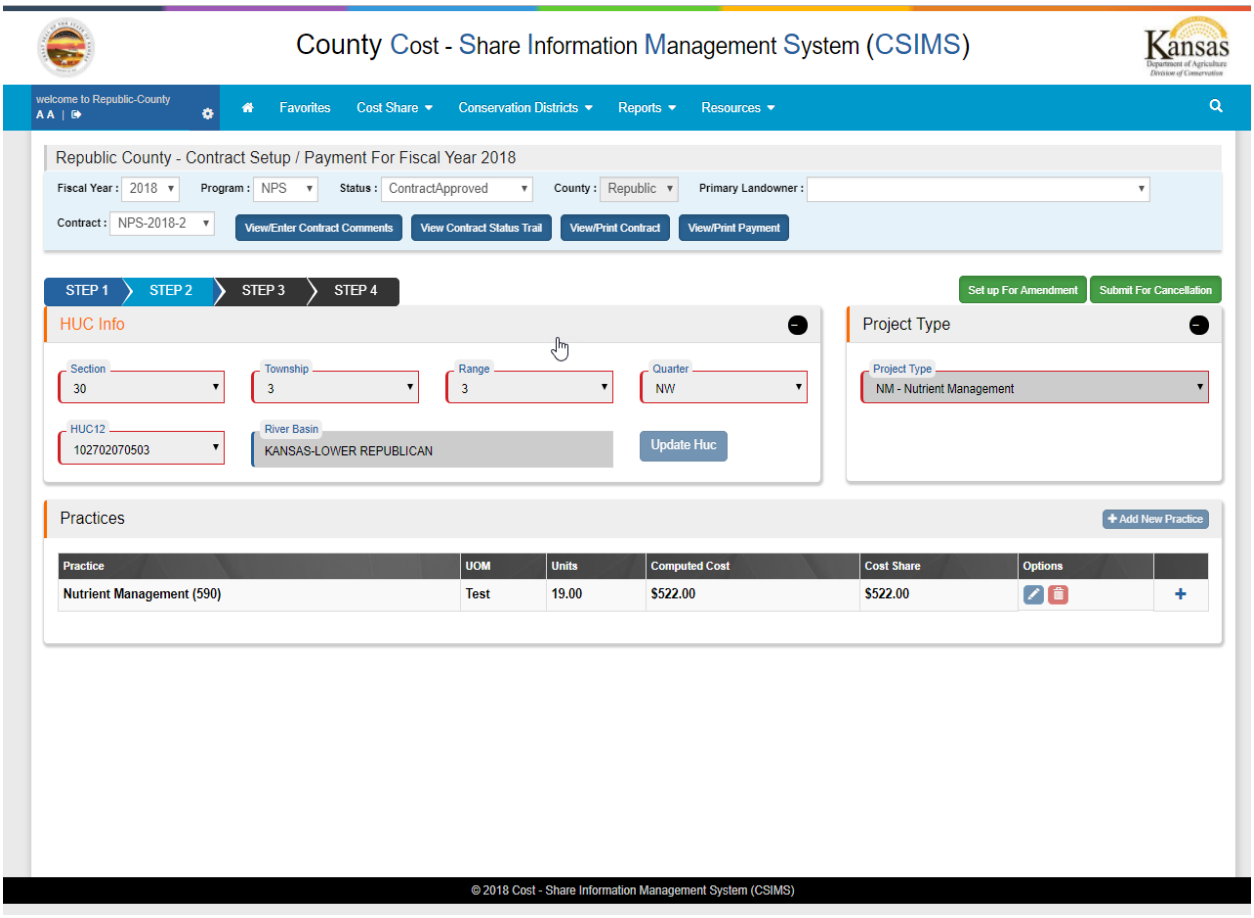
17. Contracts Navigation.

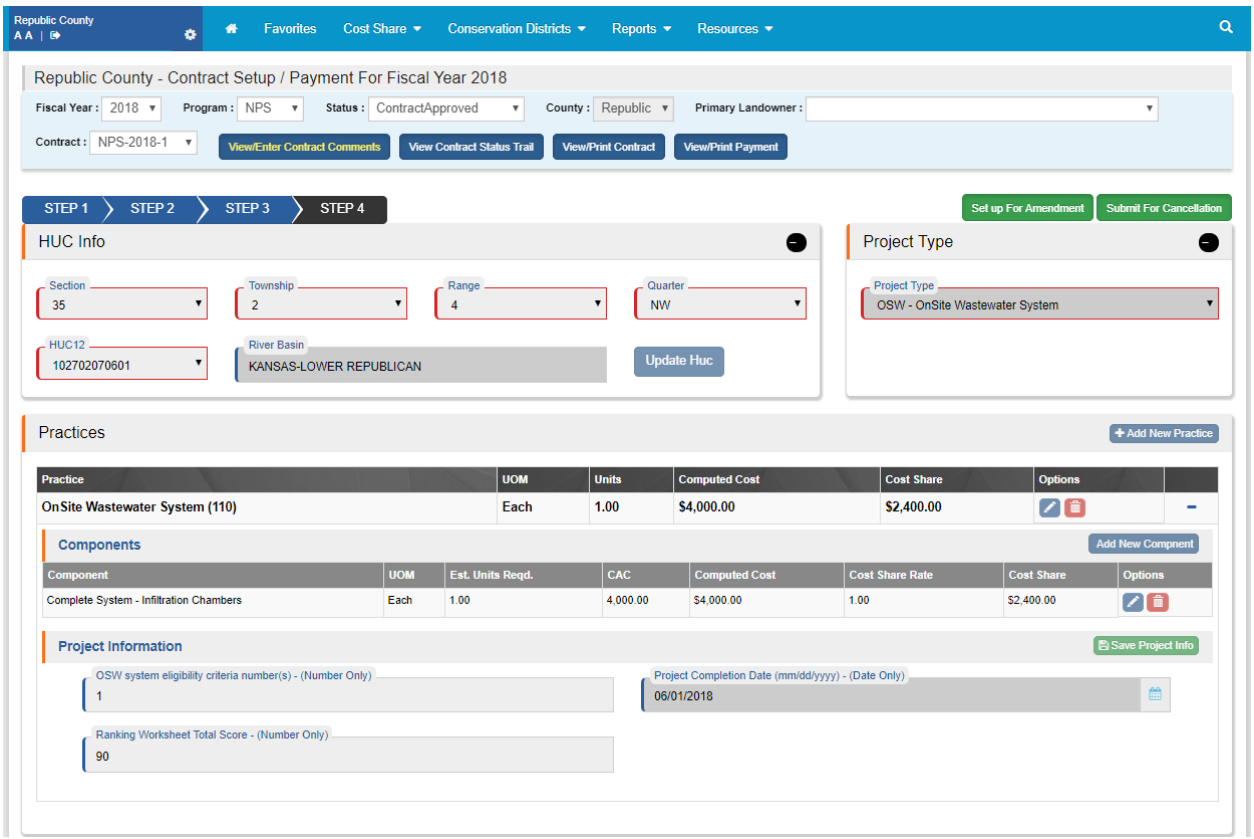
The screen will look like this:

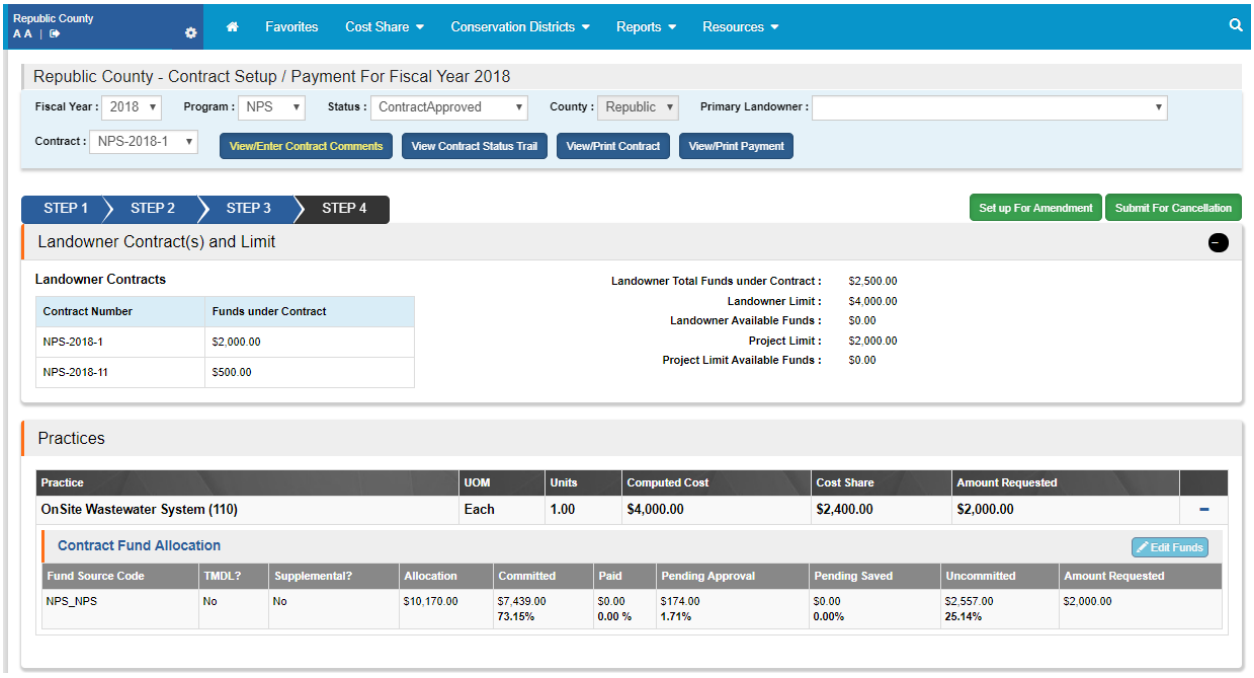


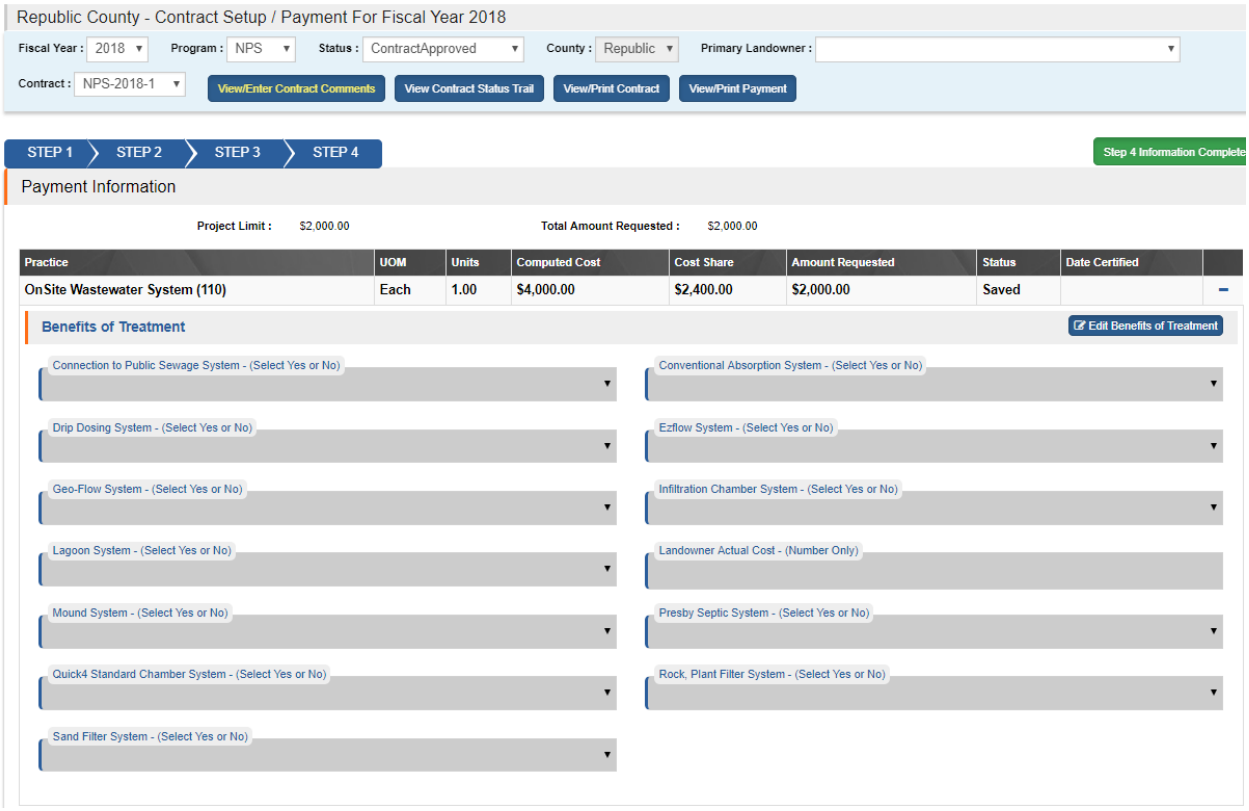
18. Contract Setup and Payment – New Contracts starting with Fiscal Year 2019 will be created from the Ranking Worksheet Report. Amendments, Cancellations and Payments will be created here.

The screens will look like this:


County Cost - Share Information Management System (CSIMS)
Kansas
welcome to Republic-County
AA
Favorites
Cost Share
Conservation Districts
Reports
Resources
Republic County - Contract Setup / Payment For Fiscal Year 2018
Fiscal Year : 2018
Program : NPS
Status : ContractApproved
County : Republic
Primary Landowner :
Contract : NPS-2018-2
View/Enter Contract Comments
View Contract Status Trail
View/Print Contract
View/Print Payment
STEP 1
STEP 2
STEP 3
STEP 4
Set up For Amendment
Submit For Cancellation
HUC Info
Section
30
Township
3
Range
3
Quarter
NW
HUC12
102702070503
River Basin
KANSAS-LOWER REPUBLICAN
Update Huc
Project Type
Project Type
NM - Nutrient Management
Practices
+ Add New Practice
Practice
UOM
Units
Computed Cost
Cost Share
Options
Nutrient Management (590)
Test
19.00
$522.00
$522.00
© 2018 Cost - Share Information Management System (CSIMS)

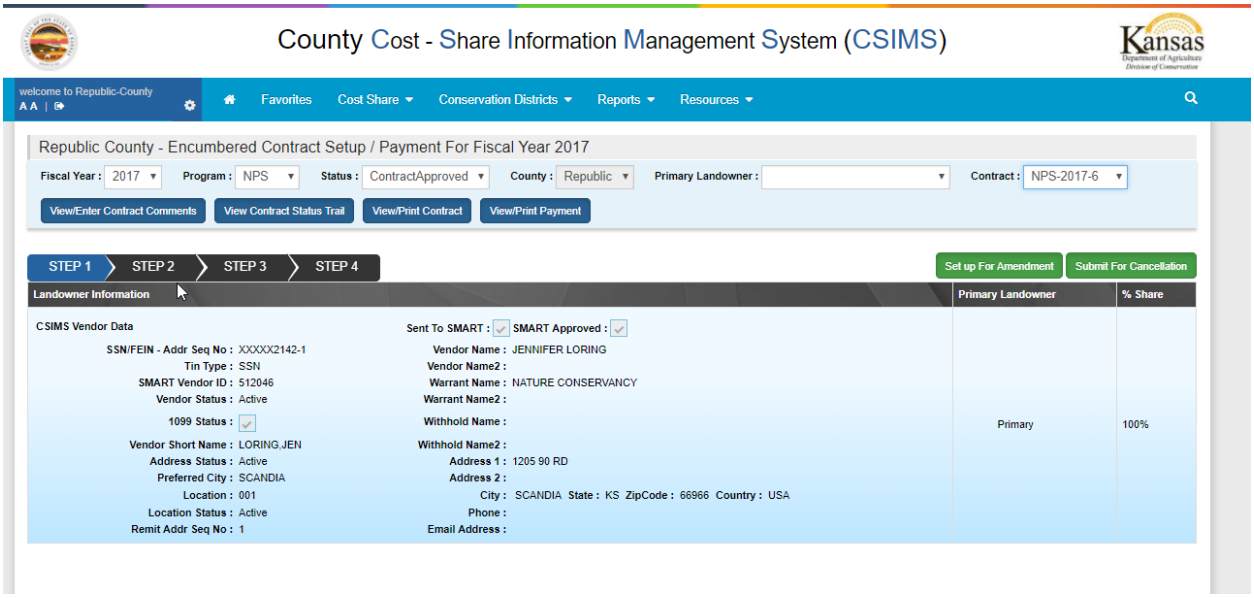

Republic County
AA
Favorites
Cost Share
Conservation Districts
Reports
Resources
Republic County - Contract Setup / Payment For Fiscal Year 2018
Fiscal Year : 2018
Program : NPS
Status : ContractApproved
County : Republic
Primary Landowner :
Contract : NPS-2018-1
View/Enter Contract Comments
View Contract Status Trail
View/Print Contract
View/Print Payment
STEP 1
STEP 2
STEP 3
STEP 4
Set up For Amendment
Submit For Cancellation
HUC Info
Section
35
Township
2
Range
4
Quarter
NW
HUC12
102702070601
River Basin
KANSAS-LOWER REPUBLICAN
Update Huc
Project Type
Project Type
OSW - OnSite Wastewater System
Practices
Add New Practice
Practice
UOM
Units
Computed Cost
Cost Share
Options
OnSite Wastewater System (110)
Each
1.00
$4,000.00
$2,400.00
Components
Add New Compnent
Component
UOM
Est. Units Reqd.
CAC
Computed Cost
Cost Share Rate
Cost Share
Options
Complete System - Infiltration Chambers
Each
1.00
4,000.00
$4,000.00
1.00
$2,400.00
Project Information
Save Project Info
OSW system eligibility criteria number(s) - (Number Only)
1
Project Completion Date (mm/dd/yyyy) - (Date Only)
06/01/2018
Ranking Worksheet Total Score - (Number Only)
90

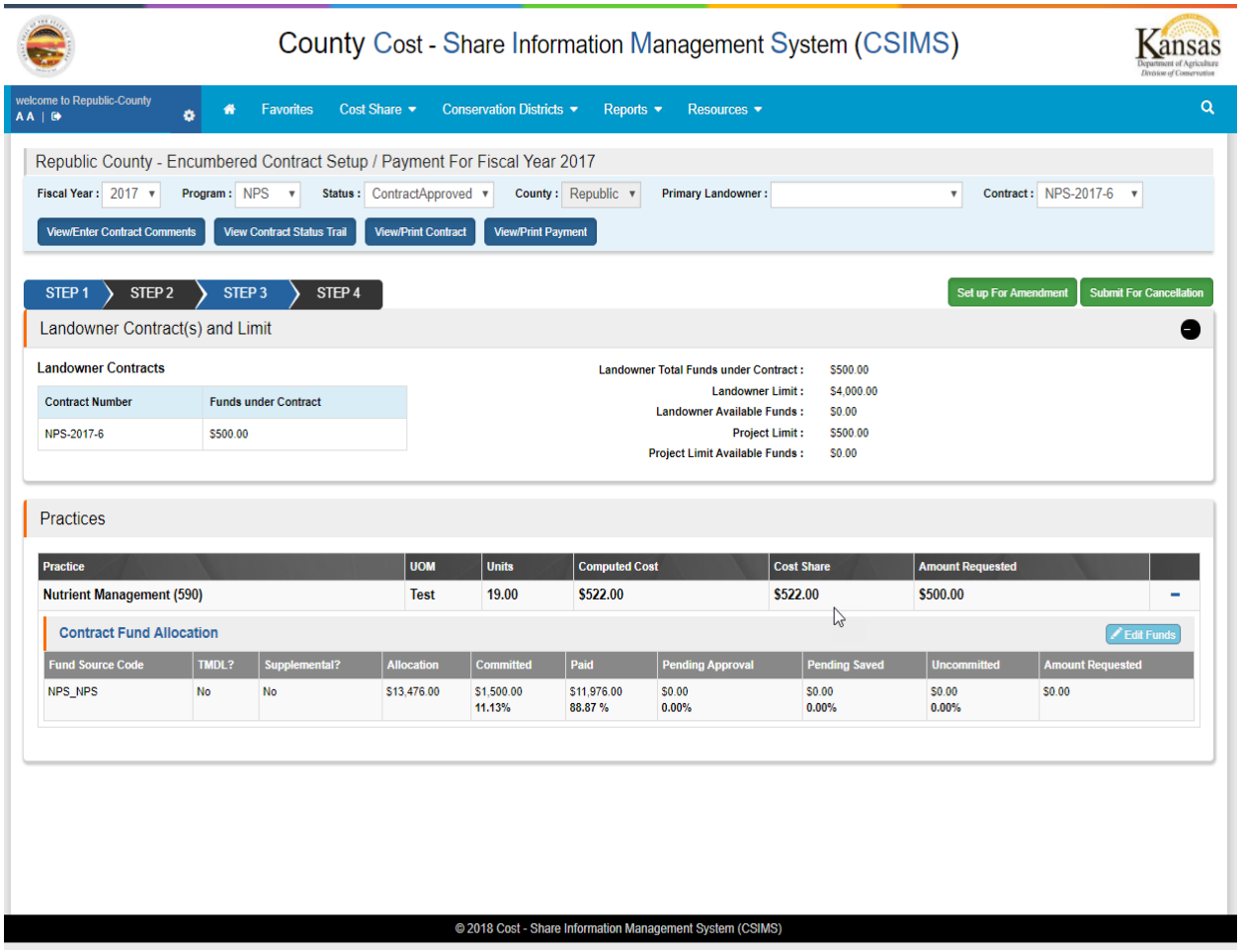

Republic County
AA
Favorites
Cost Share
Conservation Districts
Reports
Resources
Republic County - Contract Setup / Payment For Fiscal Year 2018
Fiscal Year : 2018
Program : NPS
Status : ContractApproved
County : Republic
Primary Landowner :
Contract : NPS-2018-1
View/Enter Contract Comments
View Contract Status Trail
View/Print Contract
View/Print Payment
STEP 1
STEP 2
STEP 3
STEP 4
Set up For Amendment
Submit For Cancellation
Landowner Contract(s) and Limit
Landowner Contracts
Contract Number
Funds under Contract
NPS-2018-1
$2,000.00
NPS-2018-11
$500.00
Landowner Total Funds under Contract : $2,500.00
Landowner Limit : $4,000.00
Landowner Available Funds : $0.00
Project Limit : $2,000.00
Project Limit Available Funds : $0.00
Practices
Practice
UOM
Units
Computed Cost
Cost Share
Amount Requested
OnSite Wastewater System (110)
Each
1.00
$4,000.00
$2,400.00
$2,000.00
Contract Fund Allocation
Edit Funds
Fund Source Code
TMDL?
Supplemental?
Allocation
Committed
Paid
Pending Approval
Pending Saved
Uncommitted
Amount Requested
NPS_NPS
No
No
$10,170.00
$7,439.00
73.15%
$0.00
0.00 %
$174.00
1.71%
$0.00
0.00%
$2,557.00
25.14%
$2,000.00



19. Encumbering Contract Setup and Payment. Prior Fiscal Year Contracts will be accessible here.

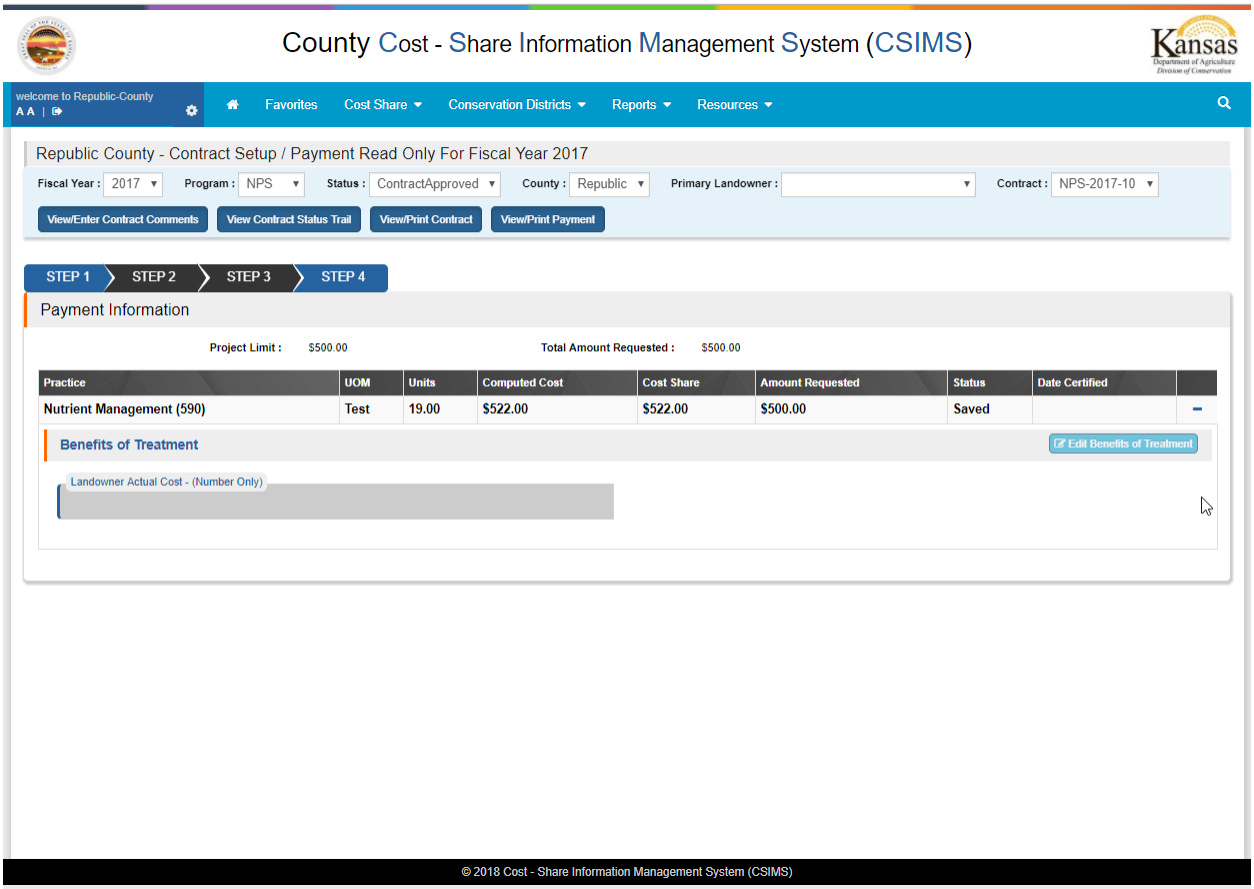
The screens will look like this:




County Cost - Share Information Management System (CSIMS)
Kansas
Department of Agriculture
Division of Conservation
welcome to Republic-County
AA
Favorites
Cost Share
Conservation Districts
Reports
Resources
Republic County - Encumbered Contract Setup / Payment For Fiscal Year 2017
Fiscal Year : 2017
Program : NPS
Status : ContractApproved
County : Republic
Primary Landowner :
Contract : NPS-2017-6
View/Enter Contract Comments
View Contract Status Trail
View/Print Contract
View/Print Payment
STEP 1
STEP 2
STEP 3
STEP 4
Set up For Amendment
Submit For Cancellation
Landowner Contract(s) and Limit
Landowner Contracts
Contract Number
Funds under Contract
NPS-2017-6
$500.00
Landowner Total Funds under Contract : $500.00
Landowner Limit : $4,000.00
Landowner Available Funds : $0.00
Project Limit : $500.00
Project Limit Available Funds : $0.00
Practices
Practice
UOM
Units
Computed Cost
Cost Share
Amount Requested
Nutrient Management (590)
Test
19.00
$522.00
$522.00
$500.00
Contract Fund Allocation
Edit Funds
Fund Source Code
TMDL?
Supplemental?
Allocation
Committed
Paid
Pending Approval
Pending Saved
Uncommitted
Amount Requested
NPS_NPS
No
No
$13,476.00
$1,500.00
11.13%
$11,976.00
88.87 %
$0.00
0.00%
$0.00
0.00%
$0.00
0.00%
$0.00
© 2018 Cost - Share Information Management System (CSIMS)

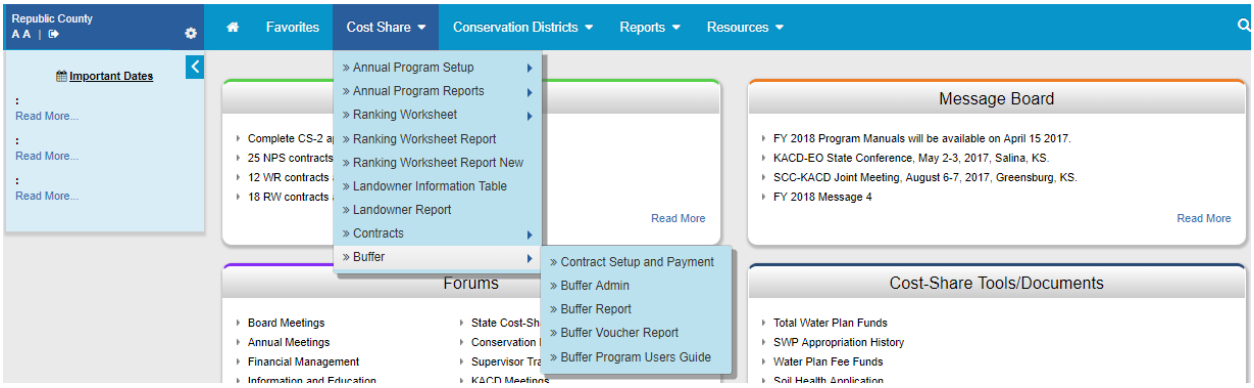
20. County Contract and Payment Read Only – This function can be used to access current status of each contract. However, once a Fiscal Year Program has been encumbered, this is used only to view and/or print Cancellation Approved and/or Final Paid status contracts.

The screens will look like this:



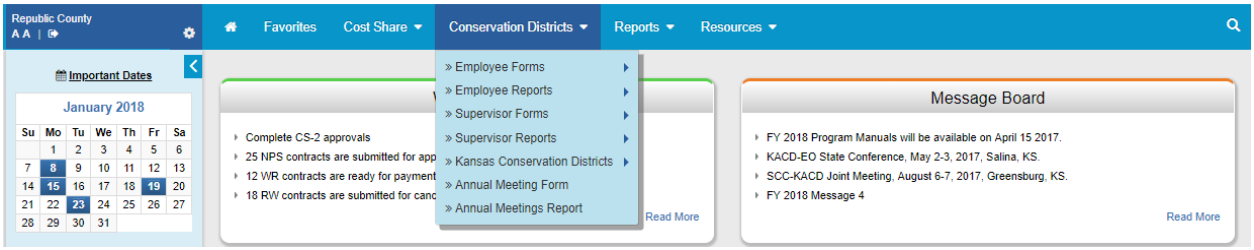
21. Buffer – Under Construction.

The screen will look like this:



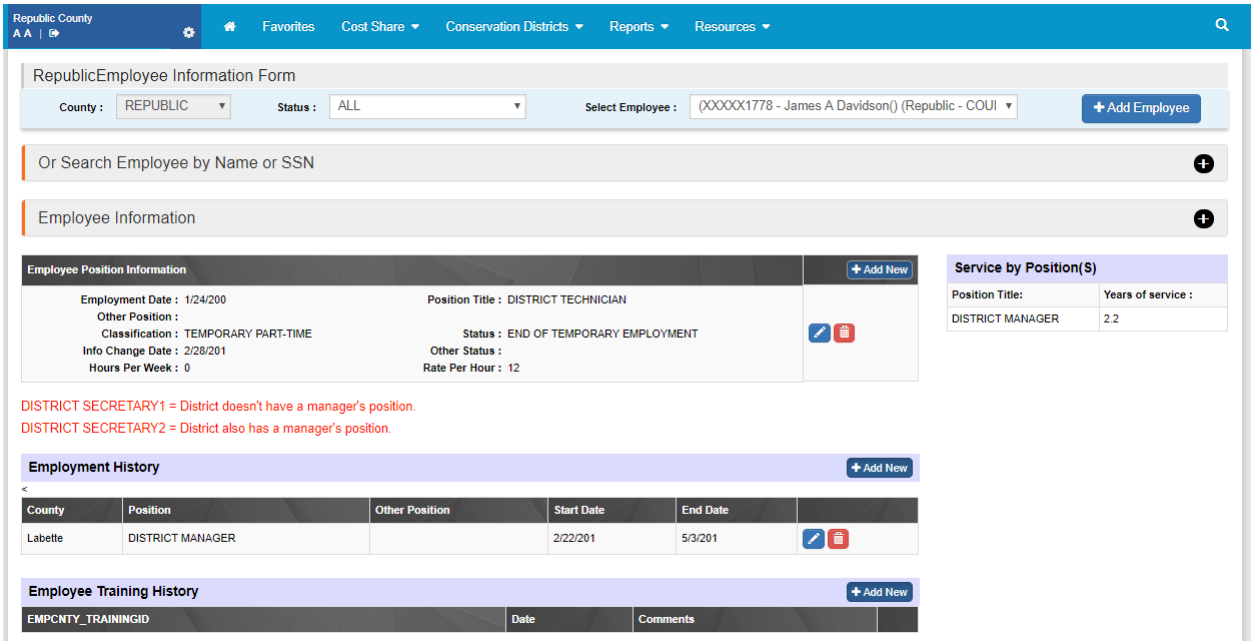
22. Conservation Districts Menu.

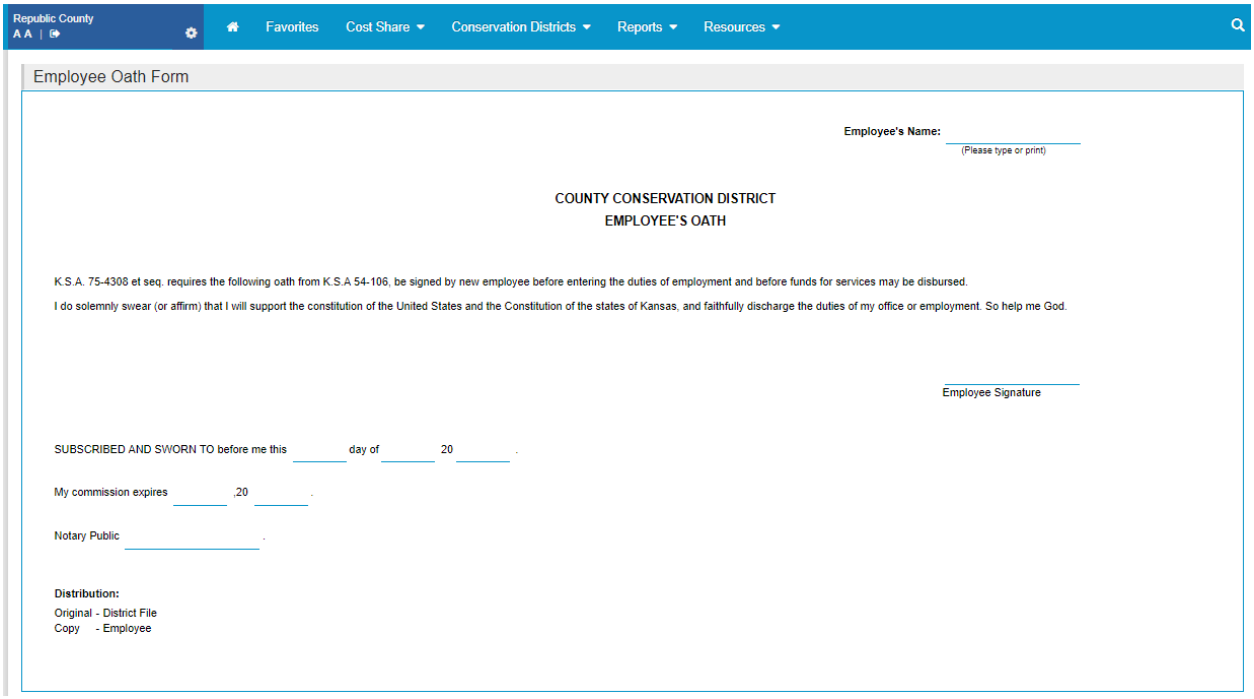
The screen will look like this:



23. Employee Forms – Conservation District employee database to provide the district an employee record keeping tool and to generate a printable employee oath to be completed by each new employee.

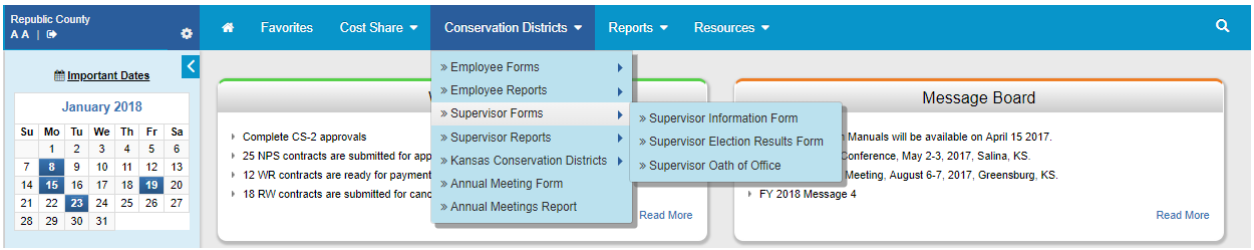
The screens will look like this:

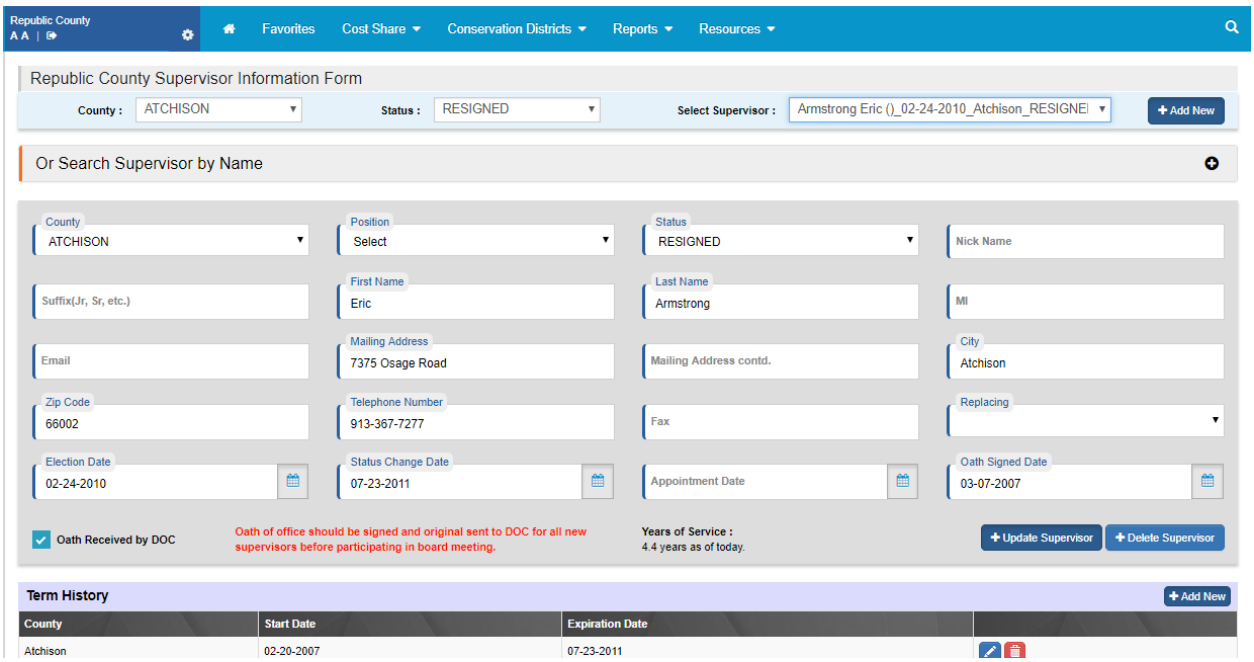


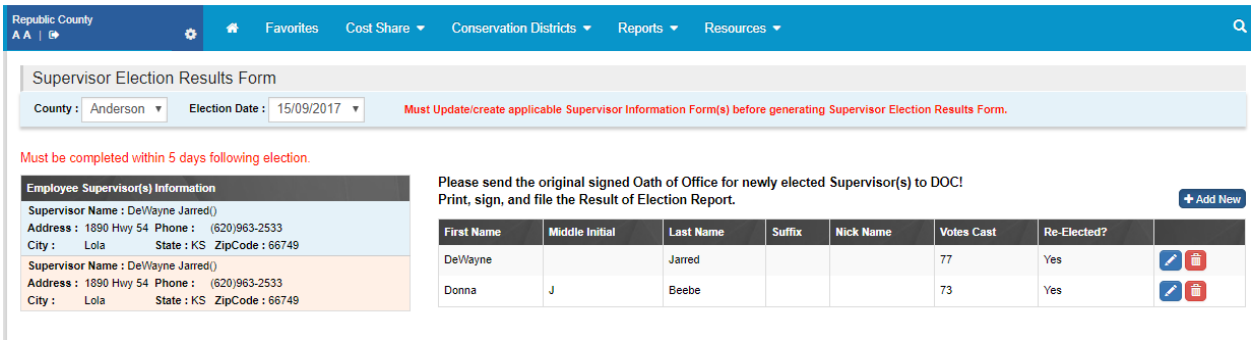


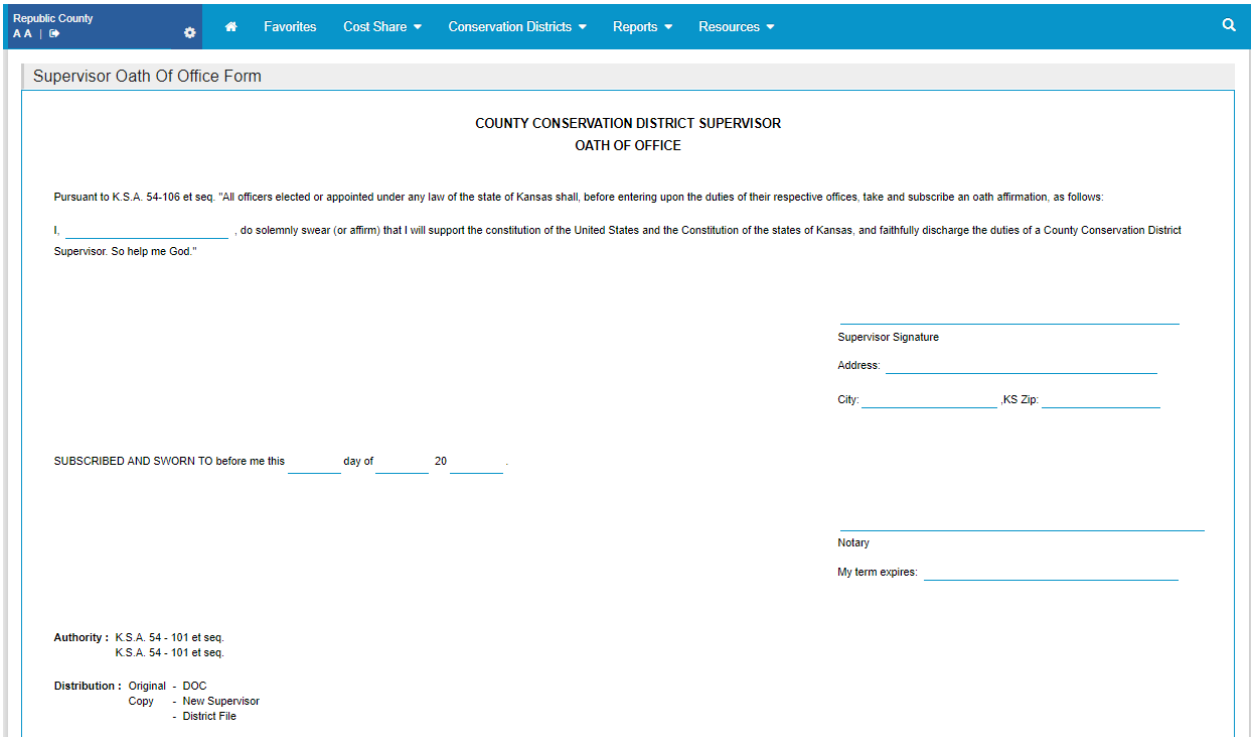
24. Employee Reports – Under Construction.
25. Supervisor Forms - A conservation district database to provide the district a supervisor record keeping tool for Supervisor Information, Supervisor Election Results and Oath of Office forms.

The screens will look like this:



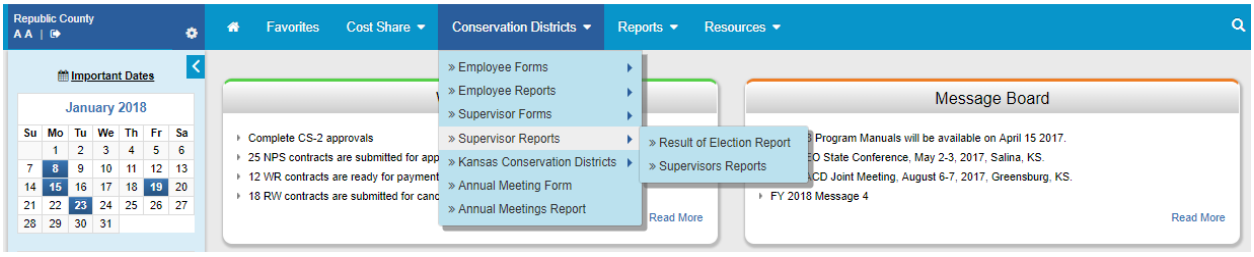






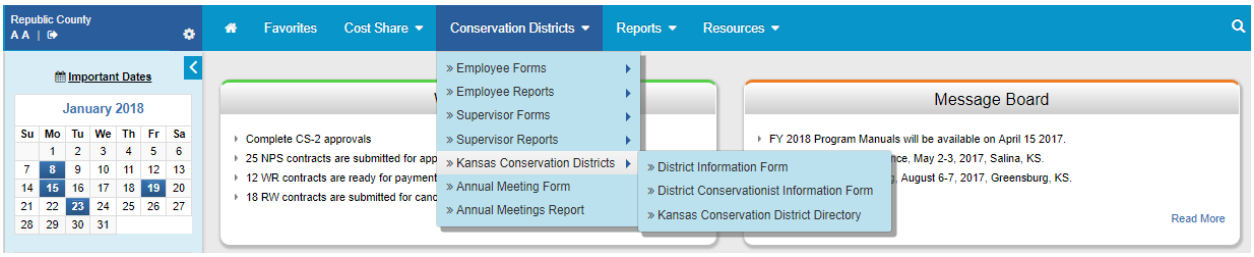
26. Supervisor Reports – Under Construction.

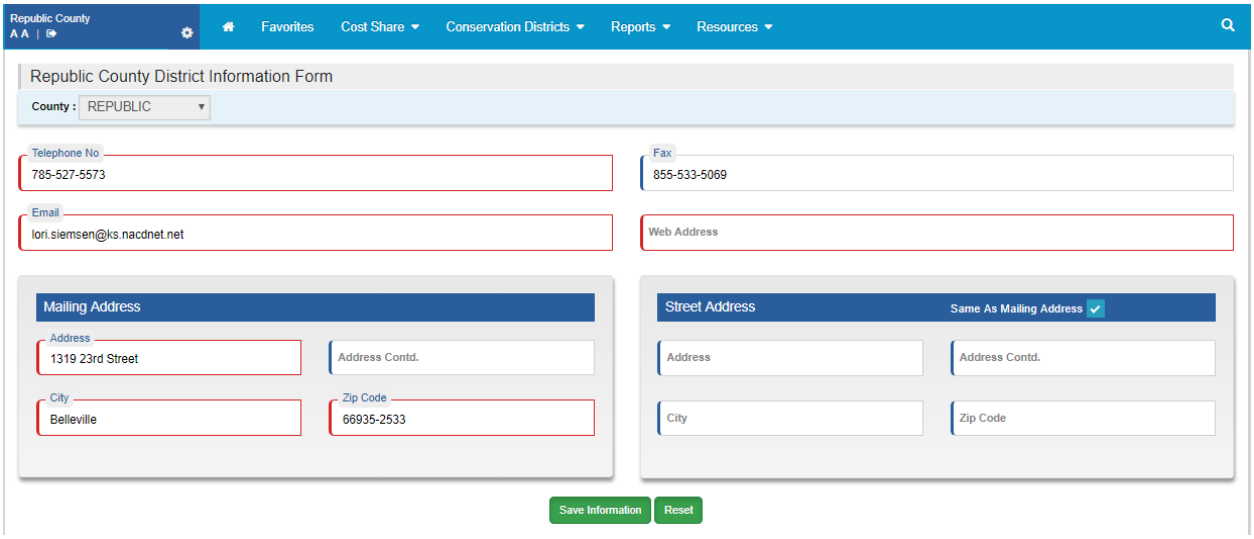
The screen will look like this:

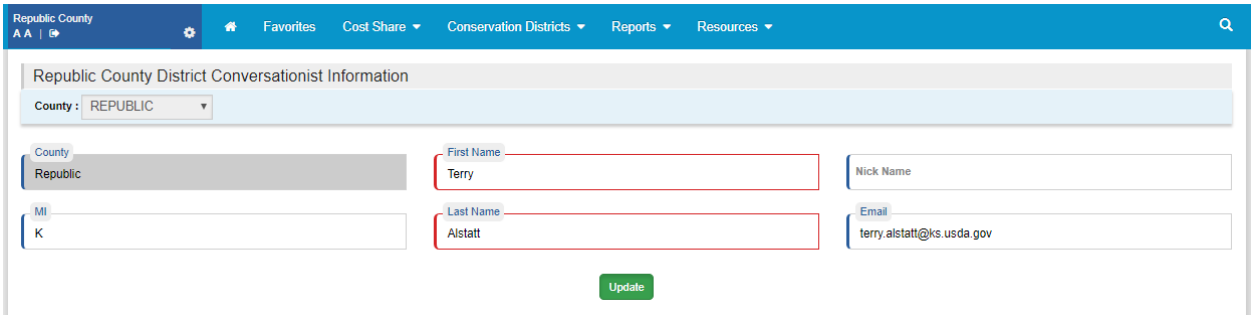


27. Kansas Conservation Districts is used to generate the Kansas Conservation Districts Directory.

The screen will look like this:

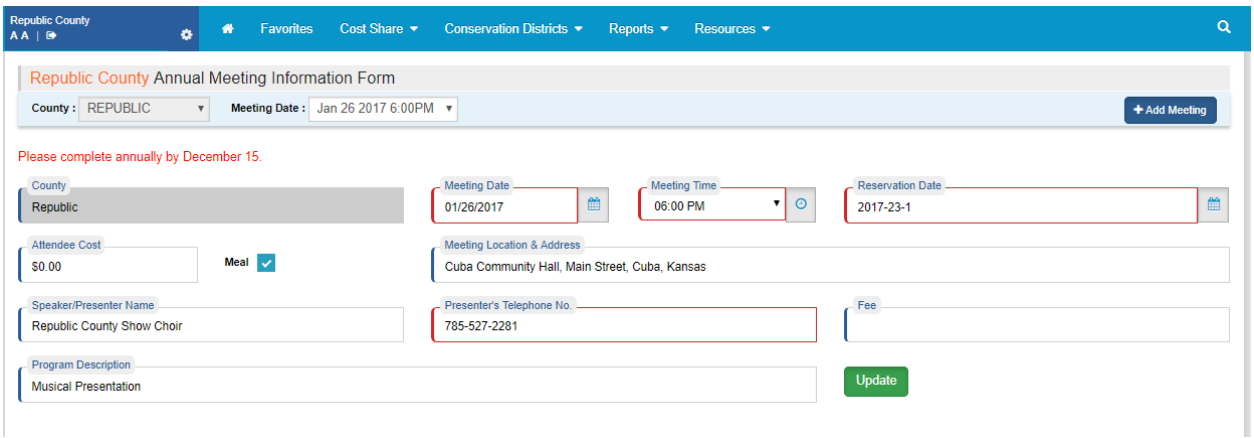






28. Annual Meeting Form the function is used to enter the Annual Meeting Information annually by December 15th.

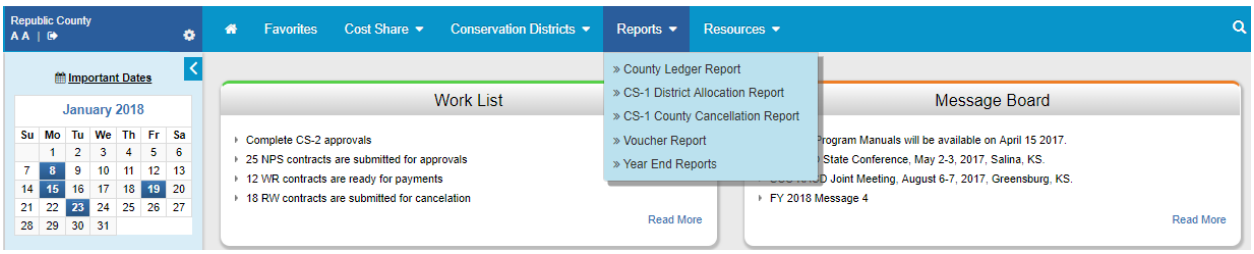
The screen will look like this:



29. Annual Meeting Report – Under Construction.

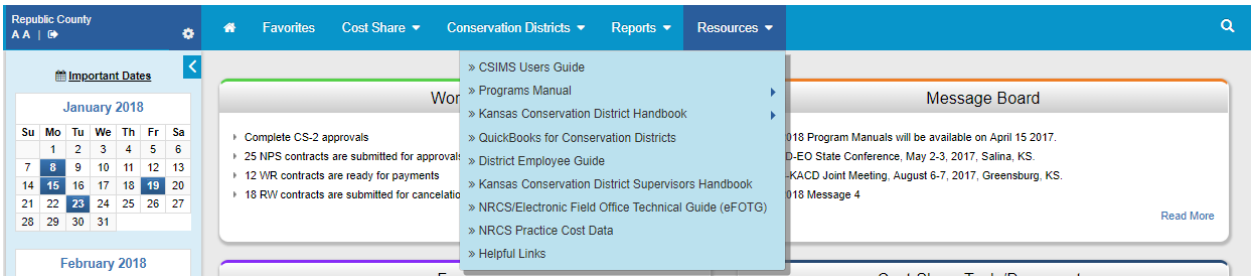
30. Reports Menu Function – Under Construction.

The screen will look like this:



31. Resources Menu Function.

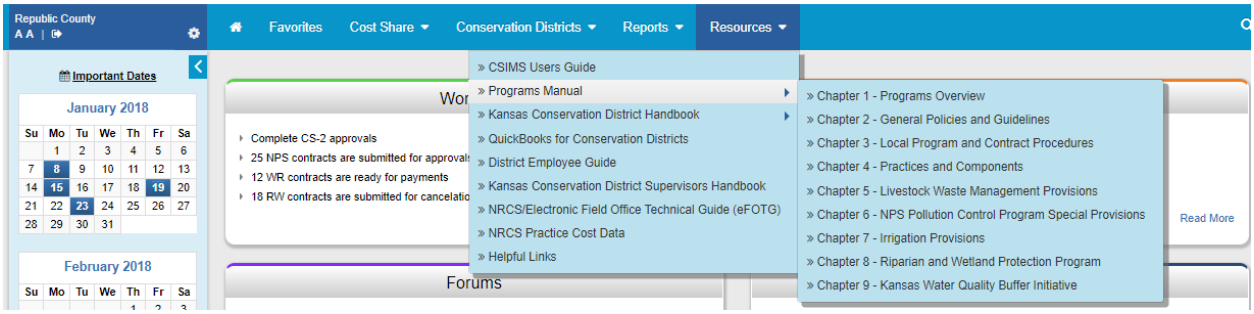
The screen will look like this:



32. CSIMS Users Guide – Under Construction.

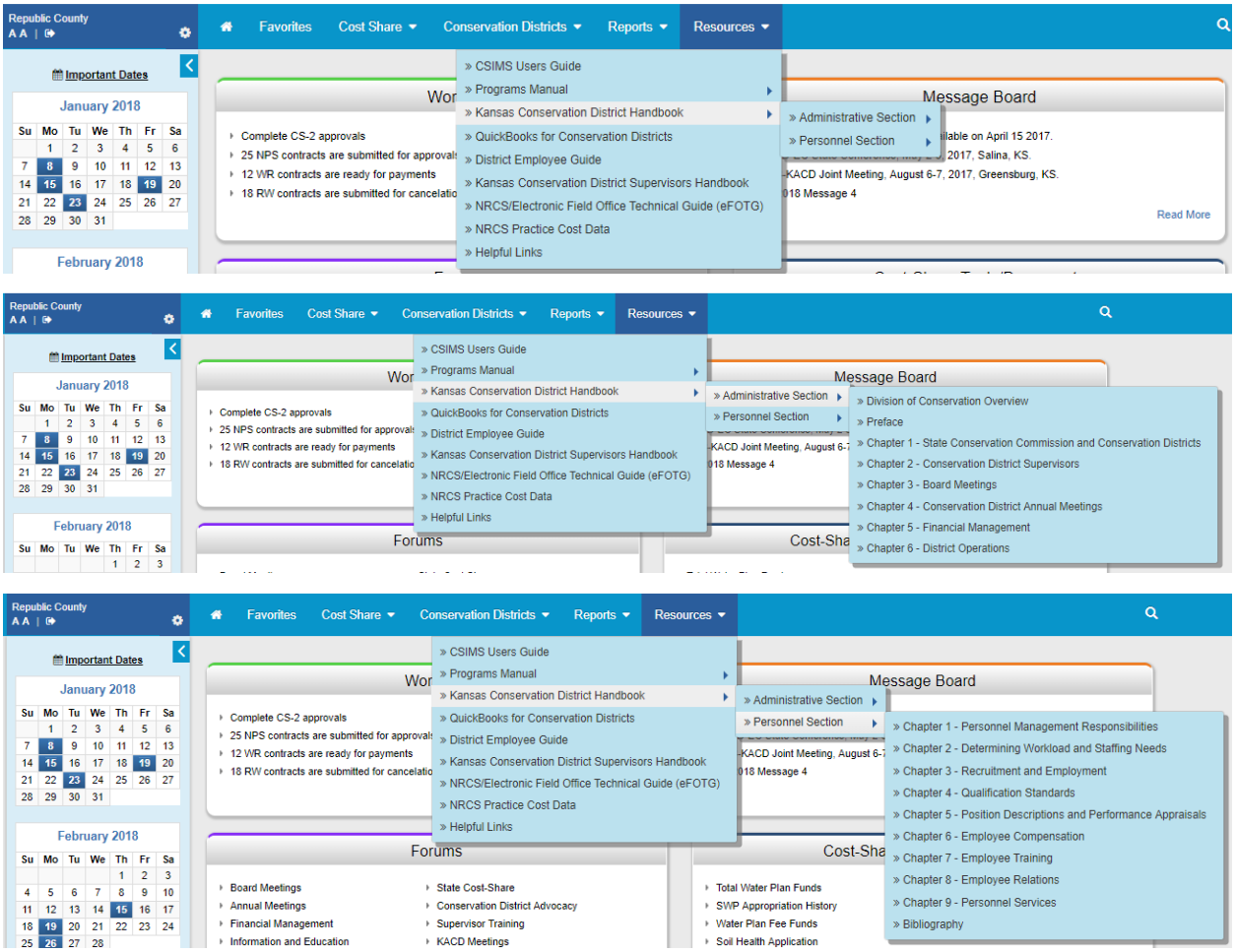
33. Programs Manual. Starting in Fiscal Year 2019 the Programs Manual will be one single document.

The screen will look like this:



34. Kansas Conservation District Handbook. Starting in Fiscal Year 2019 the Kansas Conservation District Handbook will be one single document.

The screens will look like this:



35. QuickBooks for Conservation District – Clicking on the link will open document in a separate window.
36. District Employee Guide – Under Construction, however further discussion may remove this resource from CSIMS.
37. Kansas Conservation District Supervisors Handbook – Under Construction.
38. NRCS/Electronic Field Office Technical Guide (eFOTG) – Clicking on link will open in a new window.
39. NRCS Practice Cost Data – Under Construction. The link will be updated to NRCS Programs Financial Assistance Information and clicking the link will open in a new window.
40. Helpful Links – Under Construction.