GUIDANCE FOR SET-UP OF WILDLIFE SPECIALIST/WILDLIFE RELATED PROJECTS IN THE SWIMS PROGRAM

SWIMS Help Sheet

This document will provide guidance to SWCDs on how to set-up the SWIMS program so that Wildlife Specialist Assistance provided by SWCDs can be captured for reporting to local entities/sponsors, the ODNR-DOW and for Statewide reports.

LAND AND WATER PROJECTS

In order to make Wildlife Damage or Wildlife Habitat work/projects conducted with SWCD assistance reportable, SWCDs should create in SWIMS a separate Land Water (L & W) project for each Project they're involved with. This would apply to Wildlife Damage or Wildlife Habitat Assistance through both Farm Bill Programs and Local programs as well.

Important Note: As with all L&W projects, both the Client name and address information as well as Parcel/Tract information for the client (entered in the Client module, on the "Location" tab) **must** be completed before you can create L&W projects.

Project Set-up

Step 1: Creating/naming the projects in the L&W module.

Use of a consistent naming convention will allow for consistent reporting results. For example please use the following type of naming convention:

- Wildlife Damage – Jim Jones
- Wildlife Habitat – Weston Food Plot
- Wildlife Nuisance – Guernsey County Calls

Putting "Wildlife" in the front of each L&W project name, will allow querying to be done on all projects that contain "Wildlife" in the project name. This will also group all "Wildlife" projects together on your L&W projects list.

Once the Wildlife related project is created in the L&W module, time can then be charged by staff against each individual project. Summary reports and queries are then available for each project showing individual employee or entire staff time spent on project.

Step 2: Choosing a Project "Category"

When setting up the project in the L&W module, from the project "**Category**" list choose **Wildlife Management.**

Step 3: Choosing a "Program" Type

From the "**Program"** type list, choose one of the following which best describes the project:

- Wildlife Damage Complaint
- Farm Bill Program funding (CREP, CRP, WHIP, etc…)
- SWCD Program or another type that fits the project

Step 4: Assigning BMPs to the Project.
To spatially capture and record the work being completed by SWCDs, the BMPs that are assigned to a L&W project are "drawn and saved" in the L&W module's GIS interface. Drawing and saving the BMPs in the GIS then allows reporting to be done by: SWCD, Township, 11 digit watershed, 14 digit watershed, State "House and Senate" districts, Federal Congressional district and Municipality. The BMPs you will assign to Wildlife projects will be used to: 1) delineate the acres in the practice planned, the length (ft.) of the planned practice, or the instances of occurrence depending on the BMP selected and 2) indicate the type (species) of wildlife damage occurring for Wildlife Damage Complaints.

Please assign the proper BMPs to each Wildlife project. These are found on the L&W BMP list that exists in the L&W module: To access the list, click on the "Add BMP" button, then choose the following BMPs:

A. <u>For Wildlife Damage Complaints:</u>

- All individual Projects should have a BMP added to locate and define the primary animal causing the damage. From the BMP list choose the appropriate species causing the damage and assign it to the project.
- When you go into the SWIMS GIS to draw and save this BMP, simply locate the field where the damage is occurring on the aerial and mark it with a point. (You do not need to draw the outline of the entire field; a point will be used to indicate the location.)

B. <u>For Wildlife Habitat Assistance:</u>

- All individual Projects should have a BMP added to locate and define the BMP being installed in this project. From the BMP list choose the appropriate BMP(s) and assign it/them to the project.
- For each BMP that you assign/add to the Wildlife Habitat project, click on them with your mouse/cursor, then click on "Edit BMP" button, when the "Edit BMP' box appears on the screen, enter the total acres/feet in the "Practice Measurement" field. Then click the "OK" button to save.
- When you go into the SWIMS GIS to draw and save the BMP(s), simply locate on the aerial where the practice to be installed is located and draw the shape (shape to be drawn is predetermined by the BMP chosen). BMPs quantified by acres are drawn as a polygon, BMPs quantified by feet are drawn as lines, and BMPs quantified as instances are drawn as points)

C. <u>For Wildlife Nuisance Calls</u>
In order to capture time spent on and numbers of, Nuisance Wildlife Calls, please use the format listed below in order to have consistency statewide.

- You will need to setup a "generic" client called "_________ County", if someone in your office has not already done so. Plus, you will also need to enter a generic parcel/tract for this client. **(Please note: client and parcel/tract number is only required if you plan to use the "Conservation 6 Note" feature in SWIMS)**
- Every Wildlife Specialist should create a project named "(<u>County Name</u>) Nuisance Calls" This will create a way for you to charge time for all of those calls that are one-time contacts, where assistance is <u>usually</u> given over the phone. This also gives you the ability to track the number of

calls you receive, and map them in the GIS if you choose. The generic client you have created will be linked with this project.

- If you choose to map these calls, you will add a BMP called "Nuisance Animal Complaint" to the project each time you receive a call. Each one is then mapped as an individual BMP.
- If you choose to simply keep track of the number of these calls, after you have added the BMP, "Nuisance Animal Complaint", you can edit the BMP and change the number of calls in the box marked "instances", updating it every time you get this type of call.

CHARGING TIME AGAINST WILDLIFE PROJECTS - ADDITIONAL INFO

Once Wildlife projects are set-up as L&W projects, you then have the ability to charge time against them. By using the comment box on the Timesheet you can describe the activity or activities the hours charged against the project represents.

Remember, since the Timesheet "Comments" box comments are able to be queried, you can very easily run a query to obtain hours spent doing specific activities for individual Wildlife projects. <u>This does require the consistent use of consistent verbiage to describe those activities.</u> This can be easily accomplished by creating a list of activities that can then be cut and pasted by SWCD staff into the Timesheet comment box. A sample list might look like the following:

- Wildlife – Survey
- Wildlife – Design
- Wildlife – Planning
- Wildlife – Damage
- Wildlife – Nuisance

As long as you consistently cut and paste the activities into the comment box, you can run a query to show time spent on that particular activity.

CONSERVATION 6 NOTES

Conservation 6 notes are accessible either through the Client or L&W module. The 6 notes allow you to capture the date and notes for a particular visit or phone call with a landowner/client. This is a good way to document follow up visits or occasions where additional information/contact was given to the person, especially for follow up on deer damage permits, collection, and receipt.