

Change Request for the Survey Summary Form

The Survey Summary Form plays a central role in the management and reporting of survey efforts across the country in the CAPS Information Systems (CAPSIS). To be fully useful and functional, it is necessary to keep the information in the Survey Summary Form up-to-date throughout the survey season. Just as it is necessary to have the Survey Summary Form match the submitted work plan, it is equally necessary to record any changes to the work plan in the Survey Summary Form as the season progresses so that the information in the Survey Summary Form is current with what was completed. The end result should be that the information in the Survey Summary Form matches the information in the Accomplishment Report at the termination of the agreement. To keep the Survey Summary Form information up-to-date, the submission of a Change Request is necessary.

A Change Request must be submitted after a Survey Summary Form has closed, and survey names and/or targeted pests need to be modified, added, or deleted. The Change Request starts by clicking on the [Survey Summary Form](#) link of the [CAPS Resource and Collaboration website](#).

The Change Request interface is now the same as the Survey Summary Form interface. Please fill in the appropriate changes, fill in the reason box and submit. The request is forwarded to the appropriate parties for approval. Once approval is given, the modifications are made and all parties are informed. Any modification(s) made to survey names and/or targeted pests will impact and alter the specified Survey Summary, which in turn will affect All Planned Surveys, survey supplies, My Surveys, diagnostic resource planning, Metrics, Accountability Reports, State Summary Reports, and other aspects CAPSIS.