



Ag Worker Identification Front Office Reference Sheet

The **Ag Worker Identification Front Office Reference Sheet** is a tool designed to help health center staff ask the right questions to accurately identify, classify and report Migratory and Seasonal Agricultural Workers (MSAWs) in the Uniform Data System (UDS). It also helps to illustrate the tasks and industries included in HRSA's definition of agriculture, as well as provide general guidelines for proper classification and reporting of MSAWs in UDS.

Suggested uses:

- Print both pages (two sided) to use as a training tool for staff or as a "cheat sheet" to keep at the registration desk.
- The first page of the **Ag Worker Identification Front Office Reference Sheet** can be used to help guide your conversation with patients.

Tip: Laminating the document allows for easy disinfecting between uses.

You can print the tool as is or customize it with images specific to your service area.

Instructions: To change images using Adobe Acrobat:

- Click on the image you would like to change.
- Using the dialogue box, click "browse" to navigate to your replacement image.
- Select the image and click "open."
- You will see a preview of your new image in the sample window.
- Click "OK" to insert the new image.
- Click "Cancel" to cancel this action.

For more information and resources related to Ag Worker Identification, Classification and Reporting in the UDS, please contact NCFH IAC Coordinator (miller@ncfh.org).

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“In the past 24 months, have you (or anyone in your family) worked in agriculture as your principal employment?”

These are the industries that are included in the definition of agriculture: **Crop Production** and **Animal Production**, including aquaculture, and **Support Activities** associated with these industries.

Crop Production: This can mean working in farms, fields, orchards, and nurseries to grow fruits, vegetables, nuts, Christmas trees, hops, tobacco, grains, and nursery plants, like shrubs, flowers, trees, and seedlings.

Animal Production: This can mean working on farms to raise animals like cows, chickens, goats, sheep, or turkeys. Farms that raise fish or other seafood are also included in this industry (aquaculture).

Support Activities: This includes all the tasks involved in crop and animal production, like preparing the soil, planting, picking, sorting, or packing produce on the farm; and feeding, branding, or taking care of animals.

Determining Migratory/Seasonal Status for Classification/Reporting in UDS

Next, you will need to determine how to classify this patient in UDS. These are the general guidelines:

Classify as Migratory in UDS if:	Classify as Seasonal in UDS if:
Principal Employment is in agriculture	Principal Employment is in agriculture
Employed within the last 24 months	Employed within the last 24 months
Established a temporary home for the purposes of working in agriculture OR Former migratory agricultural worker (at any time in their career) who is unable to work in agriculture due to age or disability	<u>Is not</u> a migratory worker – Has not established a temporary home in order to work in agriculture AND Experiences changes in tasks, working conditions, and/or fluctuations in income throughout the year
All family members should also be classified/reported in UDS the same as their agricultural worker family member.	

Tips:

Remember:

- All community and migrant health centers are required to report in the UDS the number of Migratory and Seasonal Agricultural Workers they serve.
- It is important to screen all patients for special population designation, regardless of their age or insurance status.

Keep in mind that not all agricultural workers will be familiar with the term, “Migratory or Seasonal Agricultural Worker,” but will often self-identify or describe the work they do or the crops they work with. It is helpful for staff to be familiar with the local farms and other agricultural employers in your area, as well as the tasks that workers do there. One way to make sure your front office staff have this information is to work as a team to develop this list, and have this information available at the registration desk:

- a list of crops grown in your service area
- a list of local farms and other ag employers
- a cheat sheet of tasks and industries included in HRSA’s definition of agriculture (like the one on the other side of this page)

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