

Planning and Reporting to Complete the 2008-09 Program Year

As we approach the POW submission date and the end of the 2008-09 program year it is time to take stock of planning and reporting tasks so agents can plan move forward with plans for camps, county fairs, field days, program related trips and vacations.

2009-10 Plan of Work – complete submission on line by June 30, 2009 ***(District Directors will have earlier due dates for their review and recommendations)***

We have rolled over the previous year's POW. Since this is the second year of the four-year planning cycle, the emphasis should be on updating the existing POW. Edits to existing MAPS should include updating planned activities and events, as well as planned evaluations and outcomes to be measured. The window of opportunity for POW submissions will continue through June 30, 2009.

NOTE: POW submissions must be made during this window of time as POW will lock down July 1.

Affirmative Action Plan– complete submissions online by June 30, 2009 ***(District Directors may have earlier due dates for their review and recommendations)***

The Affirmative Action Plan is a working plan and the reporting site for efforts and outcomes. To enter the Affirmative Action Plan, go to CATPAWS and select Affirmative Action Plan from the Extension Reporting Menu in the left hand column. There is one county plan – not a plan for each agent, but each agent will be identified by initialing the goals and activities they will be engaged in. Use the “Help” links in each section for an outline and examples of what should be included in the **Brief Description, Affirmative Action Goals, and Action Strategies** to achieve the Action Goals.

Agents will report their efforts and outcomes for the 2008-09 Affirmative Action Plan prior to July 15, 2009. There are two questions on the end of the Affirmative Action Plan for collecting that information. Remember that these two questions refer to accomplishments for the 2008-09 year.

NOTE: Affirmative Action Plans must be submitted during this window of time because it will lock down on July 1.

NOTE: To review or print the Affirmative Action Plan, go to CATPAWS Reports on the Internal page and select Affirmative Action Plan. Agents will have two options – the complete plan or the executive summary.

NOTE: Access the 2008-09 Affirmative Action Plan for completing the two questions that report Affirmative Action accomplishments by July 15.

In-Service Training Signup – Catalog available and signup period begins June 1, 2009

There is a change this year with In-Service Training sign-ups. Access to the catalog and signup is now available through CATPAWS. The 2009-10 in-service training catalog will be up and ready for agent signup beginning June 1, 2009. Note that now the deadline for registering for a specific session will vary based on the amount of advanced time needed by the instructor. Since new opportunities are added to the catalogue throughout the year, be sure to review the catalogue monthly.

NOTE: We get many calls about sessions appearing in the list of current offerings, but when agents go to sign up for them they do not appear on the list for the month they are to be taught. In nearly all instances, agents are looking at the wrong year. For example, if you are looking for a session, be sure to look in May 2010 rather than May 2009.



Monthly CATPAWS Reports – Final 2008-09 Reports due July 10, 2009

Combined Daily Report – Documents Leave, Expenses and Service Log and, Meetings and Activities in a combined report form.

Statistical Report – Documents Agent time commitment and contacts by C-MAP and PAC Code.

FSNEP Reports – Documents time, efforts and contacts with Food Stamp eligible audiences. All agents have an obligation to report here!

IMPACT Statements – Due July 15, 2009

Five (5) per agent submitted through CATPAWS

These should relate to outcomes identified in the Plan of Work using evaluation methods and goals identified in the Plan of Work. IMPACT statements document significant program accomplishments. The main focus should be on clientele changes in practice (what are people doing differently as a result of involvement in Extension Programs.) The reports can also document participant changes in knowledge, opinions or skills (KOSA) as well as social, economic or environmental changes (SEEC)

Multi-State Activity Report – will be captured this year.

Every two years we ask for this information. This year is the year it will be collected.

In this report we ask agents to report their multi-state activity for the program year. This includes programming efforts, committee work, and efforts related to agents' associations, Epsilon Sigma Phi, SEAL and other professional activity. Activity is reported as days and will be coded by PAC Codes.

Priority Indicator and Featured Programs Report- due August 10, 2009 from all counties.

Report form will be available on www.ca.uky.edu/internal web page July 1, 2009. One combined report per county.

The **Priority Indicator Report** is used to collect data about program accomplishments expressed in terms of indicators related to Extension's Strategic Goals and our State Plan of Work.

Featured Programs Reporting– if a county offers the program, they are obligated to answer the questions. Since this is an annual report, we are looking for program activity for the 2008-09 program year. Do not report program outcomes or activities from the previous year unless the program was started in a previous year and completed this year. These are the only programs where we are able to capture a listing of counties offering a program, participation numbers, and program impact on a statewide basis.

The Featured Programs questions have been available to agents and are also available on the Program and Staff Development web site - <http://www.ca.uky.edu/agpsd/> - under "program development."

NOTE: Even if your county did not offer classes on such programs as Master Gardener but the program is still active with volunteers, or perhaps you conducted the program last year but did not report it due to the fact that you didn't have an evaluation of the program yet, be sure to read the questions and report the appropriate outcomes. We missed several counties reporting their involvement and outcomes last year because the education had taken place during a prior year, or they were involved in a multi-county program with all educational activity conducted in another county and so they didn't feel the obligation to report until they saw the outcome maps in the annual Featured Programs Reports. If it took place and hasn't been reported yet, include it in the report. If you have questions, contact your DD or PSD.

Report to the People – “Extension Today” – due in November by Thanksgiving-
District Director may adjust this date.

Submit to Program and Staff Development as an e-mail attachment by January 1, 2010

This is a report for Extension Stakeholders which summarizes the accomplishments of Extension in a given county over the past year. We prefer that these focus on the county's Major Areas of Programming however some choose to report by program area. It is important to use the template, following the instructions included, because these are bundled for decision makers and are increasingly used by central campus and others who request information on a specific county's activity and results.

The required template will be available on the District website, Program and Staff Development website and the Marketing website.

If you wish to view the current reports, go to CATPAWS Reports on the internal page and select Reports to the People from the menu or go to the Program and Staff Development web site <http://www.ca.uky.edu/agpsd/> under “Evaluation/Reports.”

NOTE: Every county website has a place to post their county Report to the People, yet there are several who have not done this. Please post the Extension Today report to this site.