

## Planning and Reporting For the current (2019-2020) Program Year

Here is the list of reports that are due for the current 2019-20 program year.

### **2018-19 Plan of Work (POW) – complete submission online by June 30, 2019**

***(District Directors may have earlier due dates for their review and recommendations)***

Each year, we roll over the previous year's POW. As we go into a new year of the four-year planning cycle, the emphasis should be on updating the existing POW. Edits to existing major programs should include updating planned activities and events, as well as evaluations and outcomes to be measured. The window of opportunity for POW submissions will continue through June 30, 2019.

**NOTE:** POW submissions must be made during this window of time, as the POW will lock down (i.e., unable to edit) on June 30.

### **Affirmative Action Plan– complete submissions online by June 30, 2019**

***(District Directors may have earlier due dates for their review and recommendations)***

The Affirmative Action Plan is a working document and guide for actions in demonstrating our commitment to programs available to all citizens. This includes involving citizens in the design and implementation of these programs. There is one county plan – not a plan for each agent. Each agent can be identified by initialing the goals and activities in which they are engaged. The Affirmative Action Plan can be accessed by going to KERS and selecting “Affirmative Action Plan” from the Menu located on the left of the homepage. Agents can visit the Program & Staff Development website and click on the “Affirmative Action” tab at the top to view tips on what to include in the plan. Agents have until June 30<sup>th</sup> to provide a **Brief Description, Council Makeup, Affirmative Action Goals, and Action Strategies** in their plan for the upcoming program year (2019-20).

**NOTE:** Agents can enter their data into the Affirmative Action Plan by going to KERS and selecting “Affirmative Action Plan” from the left side of the page.

**NOTE:** Agents can review or print the Affirmative Action Report, by going to Extension's “internal site”. Under “Agent Information”, click on **Extension Reports**, then select the year of the *Affirmative Action Plan* to be viewed/printed. Agents can select from two options – the complete plan or the executive summary.

**NOTE:** Affirmative Action Reports for 2018-19 must also be submitted during this window of time.

### **Affirmative Action Report– complete submissions online by June 30, 2019**

***(District Directors may have earlier due dates for their review and recommendations)*** The Affirmative Action Report reveals the efforts and outcomes attained from a county's Affirmative Action Plan. Moreover, it is the annual accounting of efforts and successes in reaching the identified goals. In order to collect this information, there are two questions and a chart that summarizes the year's minority/gender-based involvement at the end of the Affirmative Action Report. Remember that these refer to accomplishments for the 2018-19 (current) year. Agents are to select the “Affirmative Action Report (FY2019)” in KERS (along the left side of the page) and complete the information by June 30. Agents will notice that the boxes at the end are the only portions of the report where data can be entered. Other sections of the report were reviewed and revised when the Affirmative Action Plan was submitted the previous spring.

**Note:** Affirmative Action Plans for 2019-20 must also be submitted during this window of time.

**In-Service Training Sign-up – All new in-services should be submitted into KERS before July 1, 2019.**

This allows agents ample time to plan for in-service trainings well in advance. However, since new opportunities are added to the catalog throughout the year, be sure to review the catalog monthly.

**Monthly KERS Reports – Final 2018-19 Reports due July 15, 2019**

**Service Log Report** – Documents Leave, Expenses, Meetings/Activities, and Statistical contacts

**SNAP-ed Reports** – Documents time, efforts and contacts with SNAP eligible (*formerly Food Stamp*) audiences; All agents have an obligation to submit SNAP-ed reports

**Success Stories** – Due July 15, 2019 (At least five (5) per agent submitted through KERS) Agents are now required to submit at least one success story per quarter.

Success stories should relate to significant program accomplishments, particularly those outcomes and goals identified in the Plan of Work. The main focus should be on outcomes, with the results revealing at least those clientele experiencing 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).

**Program Indicator Report**- due July 15, 2019 from all counties.

These reports are available in KERS ([www.ca.uky.edu/KERS](http://www.ca.uky.edu/KERS)) and accessible throughout the year.

The **Program 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. One combined report is required per county. Agents should submit their numbers individually using evaluation tools associated with strategic initiatives and major programs. This is the best way to provide numbers that can be used for this report. The KERS reporting system compiles all the numbers, providing a countywide report that can be accessed at:

<https://kers.ca.uky.edu/CES/rpt/CESreports.aspx>

**Report to the People – “Extension Today”** – due to District Directors before the end of November; Submit to Program and Staff Development through the unit's website at <https://psd.ca.uky.edu> (Word or Publisher and PDF) by December 1, 2019.

This is a report for Extension stakeholders that 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, although, some choose to report by program area. It is important to use the provided template, along with the guidelines and the instructions included; these are gathered for stakeholders/decision makers and are increasingly used by central (UK) campus and others who request information on a specific county's activities and results. ***The required template is available on the Program and Staff Development website, the District website and the Marketing website.***

NOTE: If you wish to view the current reports, click [here](#).