

Planning and Reporting For the current (2014-15) Program Year

Here is the list of reports that are due for the current 2014-15 program year.

2014-15 Plan of Work (POW) – complete submission online by June 30, 2015

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

We will soon roll over the previous year's POW. As we go into the second year of the four-year planning cycle, the emphasis should be on updating the existing POW. Edits to existing MAPs and Program Plans 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, 2015.

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.

Note: You will not be able to edit Plans of Work or submit Affirmative Action Reports or Affirmative Action Plans until after April 1.

Affirmative Action Plan– complete submissions online by June 30, 2015

(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 30th to provide a **Brief Description, Council Makeup, Affirmative Action Goals, and Action Strategies** in their plan for the upcoming program year (2015-16).

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 Plan, by going to the “internal” page. Under the “Cooperative Extension Resources” heading, click on **KERS 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. The link to the site is: <https://warehouse.ca.uky.edu/AgWeb/pubreports/>

NOTE: Affirmative Action Reports for 2014-15 must also be submitted during this window of time.

Affirmative Action Report– complete submissions online by June 30, 2015

(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 2014-15 (current) year. Agents are to select the “Affirmative Action Report (FY2015)” 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 2015-16 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, 2015.

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 2014-15 Reports due July 15, 2015

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

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

Success Stories – Due July 15, 2015 (At least five (5) per agent submitted through KERS)

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). Agents are now required to submit at least one success story per quarter.

Priority Indicator and Featured Programs Report- due July 15, 2015 from all counties.

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

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. One combined report is required per county. Agents can submit their numbers individually or one agent can submit on behalf of all agents in the county office. Reviewing your monthly meetings and activities is a good way to search for 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://warehouse.ca.uky.edu/AgWeb/pubreports/>

If a county offers a **Featured Program**, agents are obligated to answer the questions. Since this is an annual report, we are looking for program activity for the 2014-15 program year. Agents should 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, provide participation numbers, and monitor impact on a statewide basis. Agents can access the Featured Program evaluation tools (used to gather data for the report) on the Program and Staff Development web site - <http://www.ca.uky.edu/psd/> - under the "Reports and Reporting" tab.

NOTE: Although the deadline to submit the report is July 15, Featured Program and Priority Indicator data can be entered into KERS at any time throughout the year.

Report to the People – "Extension Today" – due to District Directors before the end of November; Submit to Program and Staff Development as an e-mail attachment (Word, Publisher, or PDF) by December 1, 2015.

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. A revised template is forthcoming. It is important to use the 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 will be available on the Program and Staff Development website, the District website and the Marketing website.**

NOTE: If you wish to view the current reports, go to the College of Agriculture Internal page (<http://www.ca.uky.edu/internal/>) and click on "KERS Reports"; then select "County Reports to the People" at the bottom of the page. You can also go to the Program and Staff Development website (<http://www.ca.uky.edu/psd/>) and select a county report from the drop-down menu on the home page.