

Colorado Planning & Reporting System (CPRS)  
Output Definitions

Output	Definition of “Number Completed”	Definition of Contact/Participant “Number”
<p><b>1) Group Educational Event:</b> classes, trainings, workshops, demonstrations, field days, providing content expertise, fairs, shows, booths, other group events</p>	<p>The number of <b>educational</b> events presented to more than one person by you or your trained volunteer. Often you will evaluate these outputs, and report learning/behavior changes in participants.</p> <p>Note: Count multiple classes taught to the same audience over time independently; each one reports as a group educational event.</p> <p>We are counting contacts.</p>	<p>The number of contacts.</p> <p><i>If this is training for volunteers, be sure to note that in the title of your report.</i></p> <p><i>If this is training for Extension staff, be sure to note that in your report and enter 0 (zero) contacts; we do not count ourselves as contacts.</i></p>
<p><b>2) Individual Education:</b> one-on-one direct client contacts by site visit, office drop-in, e-mail, telephone, Ask an eXpert, etc.</p>	<p>The number of one-on-one contacts you or your trained volunteer made while delivering substantive <b>educational</b> information.</p> <p>Note: Do NOT include one-on-one contacts related to administrative matters or other non-educational content.</p> <p><i>Report assessments prepared for individuals as an Extension-related research and assessment project (output #5).</i></p>	<p>The number of one-on-one contacts.</p> <p><i>The two entries should match exactly.</i></p>
<p><b>3) Meetings convened and/or facilitated;</b> strategic participation that contributes to program development</p>	<p>The number of meetings convened and/or facilitated by you or your trained volunteer that contribute to Extension programming or outcomes.</p> <p>Note: Count multiple meetings with the same participants over time independently; each one reports as a meeting convened and/or facilitated. We are counting contacts.</p> <p>This output DOES include marketing, advisory boards, coalitions, boards, coalitions, stakeholder groups, or other meetings for which time and effort contributed to programming or outcomes</p>	<p>The number of people that participated in these meetings.</p> <p>If reporting a series of meetings, each one represents an output.</p>

Colorado Planning & Reporting System (CPRS)  
Output Definitions

	<p>This does NOT include meetings related to administrative matters.</p> <p><i>If providing <b>educational</b> content was the dominant feature of a “meeting,” report it under output #1.</i></p>	
<p><b>4) Kits or similar resources loaned or provided</b></p>	<p>The number of times you have loaned or given away water test kits, soil test kits, radon kits, 4-H kits, energy kits, or similar kits or resources.</p>	<p>The number of contacts is the same or similar to the number of kits.</p> <p><i>When kits/resources are borrowed by/given away to multiple people, then participant number should be the number of people the kits/resources were loaned/given to, not the number of people educated by the kits/resources.</i></p>
<p><b>5) Extension-related research and assessment projects.</b></p>	<p>The number of research projects you conducted that resulted in Extension program delivery. For example, a plant select garden is “one” research project.</p> <p>The number of assessments, including community assessments, feasibility assessments, use of in-depth Extension decision tools, or similar.</p>	<p>The number of people who significantly participated in or benefited from the research or assessment project.</p>
<p><b>6) Peer reviewed publications including fact sheets, journal articles, etc.</b></p>	<p>The number of Extension fact sheets, journal articles, juried curricula, decision tools, multimedia, and other peer reviewed <b>educational</b> products. Report here if you were an author or co-author.</p> <p><i>Definition... “Peer review” refers to the policy of having experts in the field examine journal articles before acceptance for publication. Peer review ensures that the research described in a journal’s articles is sound and of high quality. Sometimes the term “refereed” is used instead of peer review.</i></p> <p><a href="http://lib.colostate.edu/howto/poplr.html">http://lib.colostate.edu/howto/poplr.html</a></p>	<p>The number of contacts is zero (0)</p> <p><i>List co-authors of peer-reviewed publications as cooperators, not as “participants or contacts.”</i></p>

Colorado Planning & Reporting System (CPRS)  
Output Definitions

	<p>This output does NOT include proposals for presentations that were peer-reviewed and accepted. In that case, report the presentation as a “group educational event”, with time and effort to write the proposal included.</p> <p><i>This output is only for authors, not reviewers.</i></p>	
<p><b>7) Non-peer reviewed media including educational press releases, radio or TV appearances, newsletters, curricula, videos, social media, online educational content, and blog posts</b></p> <p><a href="#">[ top ]</a></p>	<p>The number of <b>educational</b> press releases, radio or television appearances, blog posts, newsletters, social media posts, online <b>educational</b> content, or similar non-peer reviewed media issued.</p> <p>This DOES NOT include news releases or similar publications that are promotional in nature.</p> <p><i>Decide in advance whether the author or distributor of the content will report and include the other(s) as cooperator(s).</i></p>	<p>The number of contacts that can be reliably verified such as if you send a newsletter to your listserv of 500.</p> <p><i>Contact numbers for radio or TV appearances are likely too unreliable to report.</i></p>
<p><b>8) Website page views</b></p>	<p>The number of page views on websites for which a PRU manages the content.</p> <p>This DOES include Extension webpages related to the content area of the PRU.</p> <p>This output DOES include hits to PRU fact sheets.</p> <p>This output can be reported once annually by one individual on behalf of the entire PRU.</p> <p><i>It is up to each PRU to determine which websites and webpages will be used to count page views. Consistency from year-to-year is key to comparing apples-to-apples growth.</i></p>	<p>The number of contacts is the same as the number of page views.</p> <p><i>The two entries should match exactly.</i></p>

Colorado Planning & Reporting System (CPRS)  
Output Definitions

Additional Notes (PLT call 2/21/2017)

1. Agents/Specialists report time spent in volunteer management when s/he reports the output conducted by the volunteer. Volunteer management is not an identified output, but rather an activity that increases the capacity of Extension to deliver educational programming.
2. Volunteer numbers and hours:
  - a. These agents DO NOT report volunteer numbers and hours into Colorado Planning & Reporting System (CPRS).
    - 4-H Youth Development
    - Colorado Master Gardener
    - CYFAR
    - EFNEP & SNAP-Ed
    - Master Food Safety Advisors
    - Native Plant Masters
  - b. When programming in any of these six areas, do not report your volunteer numbers and hours. These data are collected in different systems, and the PRU enters them into CPRS by the end of the year.
  - c. All other PRUs report volunteer numbers and hours into CPRS.