

CSU Extension Planning & Reporting FAQs

GENERAL

• What is the intended use of CPRS?

- We can easily identify three uses – internal program improvement, produce reports of value to stakeholders, federal reporting (including demographics for Civil Rights Reviews).

• What do I need to evaluate?

- For your performance review, check with your supervisor about what will meet expectations, exceed, etc.
- Not every output will have an outcome that you have evaluated and can report.
- Activities that are program related but have no evaluation or outcome are reported as time and effort only – contact, demographics, location, etc.

• What needs to be reported monthly?

- Outputs are reported monthly.
- Outcomes may be entered when the evaluation materials are collected and analyzed. This may be a month or more after the completion of the output.

• How do I report training/classes/workshops/field days/ etc. for Extension employees?

- You can report the output and the time you spent on it.
- We do NOT report Extension contacts. Enter 0 (zero) for contacts.
- If some participants are not Extension employees, you can add those contacts into the report, along with demographics.

• When multiple people worked on an output, who reports and how should this be reported? How do I add my time and effort to an output reported by someone else that for which I was listed as a cooperator?

- Before the output, communicate among yourselves and decide how you want to title the event/report so that everyone can easily find it. Decide who will report.
- The designated reporter enters the output, contacts, demographics, outcomes, etc. and his/her own time. Then this reporter associates all others who worked on it. When these others enter CPRS and click “outputs” they will be reminded to go in and enter their own time. No need to revisit contacts, demographics, outcomes, etc. as they were reported already.

• What do I do if demographics for an output are unknown?

- When you have demographics, please report them.
- When demographics are unknown, as is often the case for contacts through educational media releases or TV appearances, enter zero.

• What should go into a narrative?

- “Tell us the story.”
- What was the situation, what did you do, what was the result?
- What lessons did you learn?
- Provide the richness of your success with anecdotes, quotes, impact statements, reports you’ve prepared for your local stakeholders, etc. Upload clippings, photos (depending on size), reports, etc.

- **Can former work teams/groups (i.e. Native Plant Master/Colorado Master Gardener) "tag" the common outputs so that specific outputs can be aggregated?**

- Former work teams/groups interested in aggregating specific outputs should title those outputs identically when reporting. For example, in Group Educational Events, multiple people could use the title Emerald Ash Borer Workshop.

PLANNING

- **What is "Program" when planning and reporting (200 days = 1 FTE)?**

- Intentional outputs (activities) that lead to intended results (outcomes).
- 1 FTE = 200 days for planning and reporting purposes every year.
- Report 100% of your program time.

- **Who needs a Plan of Work (POW)?**

- Planning & Reporting Units (PRUs) create Plans of Work, which are then utilized by individual staff members to create individual Plans to Invest.

- **How many Plans to Invest (PTI) should I create?**

- Reflect the work you plan to do in your local county/area.
- Some agents' work is very focused, and others work in many content areas.
- You can put one or many content areas into one plan, or you can make several plans, depending on your own preference.

- **How much time should I plan?**

- You no longer need to plan your specific time for an upcoming year; rather simply choose the outputs from different PRUs that you think you may report against for the upcoming year. You can always add a common output from a PRU during the reporting year as well.

CROSSOVER BETWEEN PRUS

- **How do I plan and report when in two content areas (for example, ag energy)?**

- Plan with your PRU and decide how best to represent these outputs/outcomes in CPRS.
- Recommend planning and reporting by content (energy), and making note of audience (ag producers).

- **How do I report outputs or outcomes for topics that involve more than 1 PRU?**

- Take care of this during your planning process.
- Keep your eye on the condition you are trying to affect, the behaviors you are trying to influence, and the knowledge you want to increase. This will usually show what you will evaluate and where to report.
- Work with your PRU to understand how others are reporting similar outputs and outcomes.

- **How do I report a program I did for a youth audience, when I am not a 4-H agent?**

- Report the output as usual.
- Report your contacts as "youth".
- When searching the data, we call pull all the youth numbers, whether they were linked to the 4-H PRU Plan of Work, or not.

VOLUNTEERS

• How do I plan and report training that I provide for volunteers?

- Title your plan and report using the word “Volunteer(s)”
- Number of participants will be number of volunteers trained.
- 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.

• How do I plan and report volunteer work?

- Your volunteers contribute to outputs, whether they are answering one-on-one calls or teaching classes for groups. Report the outputs your volunteers have contributed to, and enter your estimated total time and effort managing the volunteers to carry out each output. This includes answering their questions, using a volunteer management system, conducting background checks, and other volunteer management-related activities.
- Report number of hours as total for all volunteers (you may have to estimate, but do not apply any formula).

UPDATE Feb.2014: Volunteer numbers and hours are required in our Federal Annual Report (AR). Some programs collect these numbers through a different system that we can use. Therefore, 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
- Again, when programming in any of these six areas, do not report your volunteer numbers and hours into CPRS. Report them as directed in your PRU. All other PRUs report volunteer numbers and hours into CPRS.

TECHNICAL

• What if I see that there is a duplication of a reported output in the system?

- Reports that are in “pending” status are open for you to edit.
- Try to correct the error.
- If you are unable to make the correction, Darrin can help you.

• Do I leave my reports in “pending”?

- When you “submit” your report it goes into “pending” status. This is set as the default.
- Supervisors do not approve reports, so your report will sit there in “pending” until 10 (9:59) p.m. on December 31.
- You can edit reports that are in “pending” status and your data area also is viewable for others who may be pulling reports.

• How do I pull reports and get reports I need or want?

- Think about what report(s) you want, and log into CPRS.
- Look at “Reports” and see if the data you want are listed there.
- You can search data in many ways.
- Call your PRU leader, or Jan or Darrin for support.