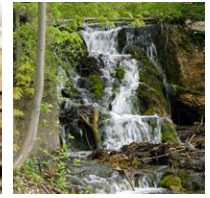




MICHIGAN STATE UNIVERSITY | Extension

Reporting: Outputs



The Output Section is where you write about the educational activities you've done to reach the outcomes and goals in your Plan of Work. You fill this section out regularly during the year, either monthly or quarterly.

Notes: The information you put into this section is used to create county and statewide reports. A brief summary of each output you enter is critical to create a complete picture for these reports.

To complete the outputs section, go to the [Data Entry](#) portion of MiPRS and click on the [Outputs](#) link. You will see a list of the outputs that are identified in your approved plan. Enter the following information for each report by clicking the **+** button:

- 1) Numbers of workshops/events
- 2) Number of participants
- 3) Gender of participants
- 4) Race/ethnicity of participants
- 5) Location of program

Team Reporting—tag your colleagues!

When a group works together, they should designate one member to enter an agreed-upon report into MiPRS. This lead reporter should tag all members of the group; by doing this, each tagged member will receive an “Outputs you cooperated on” textbox in their own MiPRS report. Each team member *must* then report on their role in this textbox in order for it to appear in their individual report. This information is often used by IDs for performance reviews.

The “Notes” textbox appears next.

When a report is generated about your event without the “Notes” textbox being completed, the report will not show the details that convey the importance of the program to decision makers. Without it, your DC or ID has to try and locate the information another way, including asking you!

The critical information needed in the notes textbox is:

- Who attended (audience)
- Why the event was held (need)
- When it occurred
- Where (town or city) the event(s) took place
- What educational programming was provided

Note: To report an Output that had a mixed audience of adults and youth, enter a separate Output record for each group.

Create a record.



View a record.



Edit a record.

(Note: Records cannot be edited after the 15th of the month)



Delete a record.



Related Files — It is suggested that you provide additional detail by attaching the program agenda, program flyer, etc.

Report on this output:

Output:

HN-3-0-2: Youth Series

Number of workshops done:

Participant Information:
Number **Participant Type:**
Total participants: **0**

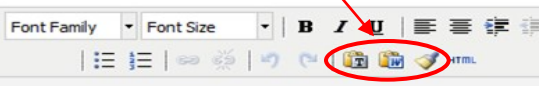
Sexes
Male **Female**

Race/Ethnicity
**Race/Ethnicity** [Add another response](#)

Participants by Location
**Location** [Add another response](#)

Description of special accommodations made to enable participation

You must use these icons in pasting text to prevent errors. You will not be able to detect the errors until the record is re-opened.



Other staff that worked on this output:

Available staff:
Abram, Tracie
Adair, Kathryn
Adams, Gerard C
Adams, Patty
Adelaja, Fran
Al Nunu, Maha
Al sayed hassan, Diana

Selected staff:

> >> < <<

Optional information

Notes:

- Who attended (audience)
- Why the event was held (need)
- When it occurred
- Where (town or city) the event(s) took place
- What educational programming was provided

Related file(s): No file selected. [Add Another File](#)