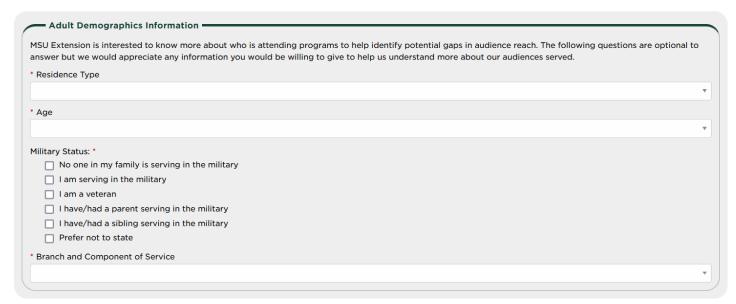# New Fieldset Templates, Civil Rights Data Collection and Civil Rights Reporting Information Available in ANR Events Management System
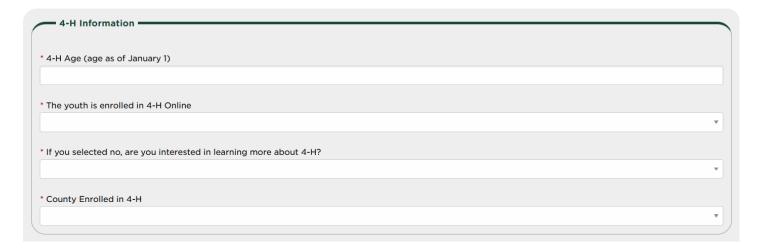
Standardized Demographic Fieldsets Templates:

MSU Extension ANR Event Services and ANR Technology Services have worked over the past year to review the data collected from various youth and adult programs to determine the type of demographic data consistently collected. After the review the groups worked with MSU Extension administration and the evaluation team to determine the proper categories for federal demographic reporting and worked to develop a consistent set of questions to be used in registrations. The consistent use of data will make federal reporting easier on an individual event basis but will now also allow for aggregated systemwide reporting. Similarly, the other fieldset templates can be modified to meet your specific needs. You can change both the text and collection choices, but please note any changes to the actual data entry/collection will prevent the data from being used in an aggregated report.

The adult demographics fieldset template collects: Residence Type, Age and Military Status and Branch.


```
┌─ Adult Demographics Information ─────────────────────────────────────┐
│ MSU Extension is interested to know more about who is attending programs to help identify potential gaps in audience reach. The following questions are optional to │
│ answer but we would appreciate any information you would be willing to give to help us understand more about our audiences served. │
│ * Residence Type                                                      ▼ │
│ * Age                                                                 ▼ │
│ Military Status: *                                                      │
│   ☐ No one in my family is serving in the military                      │
│   ☐ I am serving in the military                                        │
│   ☐ I am a veteran                                                      │
│   ☐ I have/had a parent serving in the military                         │
│   ☐ I have/had a sibling serving in the military                        │
│   ☐ Prefer not to state                                                 │
│ * Branch and Component of Service                                     ▼ │
└─────────────────────────────────────────────────────────────────────┘
```
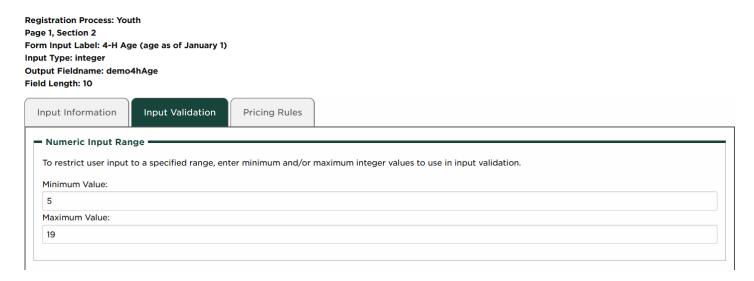
There are several new fields and fieldset templates available for youth programming as well. The first two most important fields are related to 4-H enrollment and age.


```
┌─ 4-H Information ─────────────────────────────────────────────────────┐
│ * 4-H Age (age as of January 1)                                        │
│ [                                                                    ] │
│ * The youth is enrolled in 4-H Online                                  │
│ [                                                                  ▼ ] │
│ * If you selected no, are you interested in learning more about 4-H?   │
│ [                                                                  ▼ ] │
│ * County Enrolled in 4-H                                               │
│ [                                                                  ▼ ] │
└─────────────────────────────────────────────────────────────────────┘
```
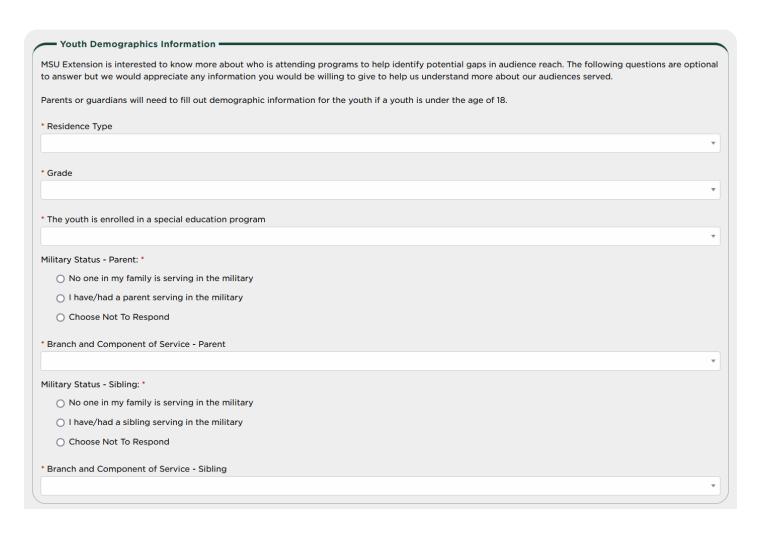
These questions have been standardized at the request of CYI administration to help make the collection and aggregation of data easier for event organizers. These new fields will be added to the basic youth templates, but event organizers can manually add

the fields to any event currently in development. The age field can be modified to collect only the age range allowed for your specific group.

Registration Process: Youth
Page 1, Section 2
Form Input Label: 4-H Age (age as of January 1)
Input Type: integer
Output Fieldname: demo4hAge
Field Length: 10

Input Information	**Input Validation**	Pricing Rules

Numeric Input Range

To restrict user input to a specified range, enter minimum and/or maximum integer values to use in input validation.

Minimum Value:

5

Maximum Value:

19

In addition, a youth demographics fieldset was developed that will allow for the collection of residence type, grade, special education enrollment, military status and branch of parents and siblings.

Youth Demographics Information

MSU Extension is interested to know more about who is attending programs to help identify potential gaps in audience reach. The following questions are optional to answer but we would appreciate any information you would be willing to give to help us understand more about our audiences served.

Parents or guardians will need to fill out demographic information for the youth if a youth is under the age of 18.

* Residence Type

▼

* Grade

▼

* The youth is enrolled in a special education program

▼

Military Status - Parent: *

○ No one in my family is serving in the military

○ I have/had a parent serving in the military

○ Choose Not To Respond

* Branch and Component of Service - Parent

▼

Military Status - Sibling: *

○ No one in my family is serving in the military

○ I have/had a sibling serving in the military

○ Choose Not To Respond

* Branch and Component of Service - Sibling

▼

Civil Rights Updates:

MSU Extension ANR Event Services and ANR Technology Services have worked over the past few months to modify the civil rights fields to match the reporting requirements more accurately in PEARS for both adult and group youth registrations. The new process is PEARS II and it will be the default setting on all new events created. **This change does mean that event organizers will need to determine by registration process if the process is designed to collect youth information or adult information.** If the program is intended for youth use the youth civil rights collection form. If the program is intended for adults use the adult civil rights collection form.

─ **Civil Rights** ─────────────────────────────

Funding Line: CANR
Department/Institute: CANR_Admin
Program:
Target audience role:
Target age group:
Civil rights data collection: PEARS II

☐ Do not ask about Civil Rights at the end of registration

Civil rights data collection: ○ MIPRS   ○ PEARS   ⊙ PEARS II

Age Group: ○ Adult   ○ Youth   ⊙ Ask Registrants

Audience Role: ○ External   ○ Internal   ⊙ Ask Registrants

The adult form has slight changes from what has been collected in the past and still allows event organizers to determine if the audience is fully external/internal or request participants to self-select.

Civil Rights Survey Information

MSU Extension programs are open to everyone. We are required, to ensure civil rights policy adherence, to report program participant race and gender data to the United States Department of Agriculture (USDA). Only aggregated information (total numbers across all programs) about race and gender are reported to the USDA. Providing the following information is **voluntary** and will be maintained strictly for reporting purposes. By answering the questions below, you help us to provide a snapshot of who participated in our program, support our commitment to providing programs to all segments of our community and help us to maintain continued funding for programs like the one you registered for today. While these questions are required, you are welcome to select "**choose not to provide**" as your response. All participant records are stored securely and kept confidential. Thank you for taking the time to provide us with this information.

For more information about MSU Extension Civil Rights commitment, please visit: https://www.canr.msu.edu/od/civil_rights_diversity_multiculturalism/

* Please indicate if you are attending this program as part of your role at Michigan State University:

[dropdown ▾]

Race
Race (check all that apply): *

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific islander
☐ White or Caucasian
☐ Choose not to provide

If you checked American Indian or Alaskan Native above please provide your Tribal Affiliation:

[text field]

Ethnicity
Ethnicity Hispanic/Latino: *

○ Hispanic/Latino
○ Non-Hispanic/Non-Latino
○ Choose Not To Respond

Ethnicity Middle Eastern/Arab: *

○ Middle Eastern/Arab
○ Not Middle Eastern/Not Arab
○ Choose Not to Respond

Provide any other information about your race and ethnicity that you would like to share:

[text field]

Gender / Gender Identity
* Please indicate your Gender / Gender Identity

[dropdown ▾]

Provide any information about your gender or gender identity that you would like to share

[text field]

Additional Information
Please share anything else that is important for us to know about your identity:

[text area]

The youth form has been designed to nearly match the adult form but will allow for the direct correlation to 4-H enrollment.

Civil Rights Survey Information

MSU Extension programs are open to everyone. We are required, to ensure civil rights policy adherence, to report program participant race and gender data to the United States Department of Agriculture (USDA). Only aggregated information (total numbers across all programs) about race and gender are reported to the USDA. Providing the following information is **voluntary** and will be maintained strictly for reporting purposes. By answering the questions below, you help us to provide a snapshot of who participated in our program, support our commitment to providing programs to all segments of our community and help us to maintain continued funding for programs like the one you registered for today. While these questions are required, you are welcome to select "**choose not to provide**" as your response. All participant records are stored securely and kept confidential. Thank you for taking the time to provide us with this information.

For more information about MSU Extension Civil Rights commitment, please visit: https://www.canr.msu.edu/od/civil_rights_diversity_multiculturalism/

* Youth is enrolled in 4-h Online for the current 4-H year:

[▼]

Race
Race (check all that apply): *

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific islander
☐ White or Caucasian
☐ Choose not to provide

If you checked American Indian or Alaskan Native above please provide your Tribal Affiliation:

[ ]

Ethnicity
Ethnicity Hispanic/Latino: *

○ Hispanic/Latino
○ Non-Hispanic/Non-Latino
○ Choose Not To Respond

Ethnicity Middle Eastern/Arab: *

○ Middle Eastern/Arab
○ Not Middle Eastern/Not Arab
○ Choose Not to Respond

Provide any other information about your race and ethnicity that you would like to share:

[ ]

Gender / Gender Identity
* Please indicate your Gender / Gender Identity

[▼]

Provide any information about your gender or gender identity that you would like to share

[ ]

Additional Information
Please share anything else that is important for us to know about your identity:

[ ]

In addition, a zip code field has been added to the section for county of residence to help with further refinement of tracking civil rights by county and zip code at both the event and systemwide level.
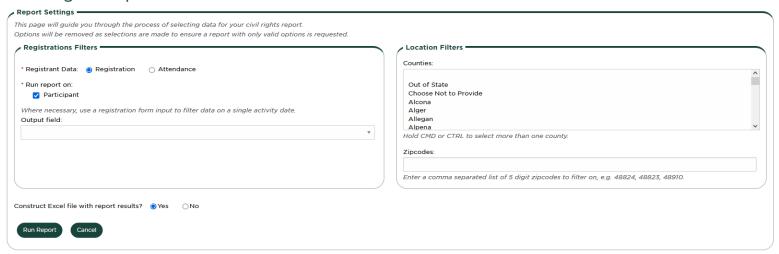
Location Information

* County of residence:

[▼]

* Zipcode

[ ]

Civil Rights Reporting:

Civil Rights Reporting is now available for both adult and youth data collection. The reports are available in an onscreen display as well an excel download for ease of use. Information is aggregated in a way to make data entry into PEARS easier for educators. In addition, there are two new features that allow organizers to select a specific input to run a civil rights report. For example, if you have a registration with multiple date options you can run the report isolate each date for civil rights information. Organizers are also able to do specific sorts by county(ies) or zip code(s).

Below are the visual images you will see for an Adult Registration:

Civil Rights Report: 2022 Bare Root Plant Sale and Free Online Class

Report Settings

This page will guide you through the process of selecting data for your civil rights report.
Options will be removed as selections are made to ensure a report with only valid options is requested.

Registrations Filters

* Registrant Data: ◉ Registration   ◯ Attendance

* Run report on:
☑ Participant

Where necessary, use a registration form input to filter data on a single activity date.
Output field:
[▾]

Location Filters

Counties:
- Out of State
- Choose Not to Provide
- Alcona
- Alger
- Allegan
- Alpena

Hold CMD or CTRL to select more than one county.

Zipcodes:
[   ]

Enter a comma separated list of 5 digit zipcodes to filter on, e.g. 48824, 48823, 48910.

Construct Excel file with report results?   ◉ Yes   ◯ No

[Run Report]   [Cancel]

Registration Settings

Data collection system: PEARS II
Registrant data: Registrations
Registrant age: Adult
Run report on: Participant

Event12685_CivilRightsRegistrationsReport.xls - Click to download Excel report

Participant Summary

Participant Category	Total Registrants	Total Attendees	Adults Registrants	Adults Attendees
Total Participants	189	0	189	0
External Participants	189	0	189	0
Internal Participants	0	0	0	0
Unknown Participants	0	0	0	0

Total External Adult Registrants: 189

Race

Description	One Race Only	2 or More Races
American Indian or Alaskan Native	0	1
Asian	0	0
Black or African American	3	0
Native Hawaiian or other Pacific islander	0	0
White or Caucasian	156	1
Choose not to provide	29	
Unknown	0	
Unique Participants	188	1

Tribal Affiliation

Description	Number
Unknown	1

Hispanic Ethnicity

Description	Number
Hispanic or Latino	5
Non-Hispanic or Latino	135
Choose not to provide	49
Unknown	0

Middle Eastern Ethnicity

Description	Number
Middle Eastern or Arab American	0
Non-Middle Eastern or Arab American	135
Choose not to provide	54
Unknown	0

Other Ethnicity Information

Description	Number
Scottish/English	1
na	1

Gender / Gender Identity

Description	Number
Male	16
Female	160
Gender non-conforming	0
Non-binary	0
Transgender	0
Identity not listed	0
Choose Not to Respond	13

Other Gender Information

Description	Number
Female	1
N/A	1
No	1
None	1

County of Residence

County	Number
Allegan	8
Barry	5
Berrien	2
Calhoun	1
Clinton	1
Eaton	6
Ingham	8
Ionia	1
Isabella	1
Kalamazoo	23
Kalkaska	1
Kent	89
Mecosta	2
Midland	1
Montcalm	6
Muskegon	4
Newaygo	3
Oakland	2
Oceana	1
Osceola	1
Ottawa	19
Van Buren	1
Washtenaw	2
Choose Not to Provide	1

Zipcode of Residence

Zipcode	Number
48197	1
48198	1
48328	1
48386	1
48642	1
48808	1
48809	1
48811	1
48821	1
48823	3
48837	1
48838	2
48858	1
48881	1
48895	1
48910	1
48911	1
48912	1
48915	1
48917	3
49001	1
49002	2
49004	1
49006	1
49008	2
49009	9
49010	2
49012	2
49017	1
49024	2

Below are the visual images you will see for a Youth Registration:

Civil Rights Report: Youth for the Quality Care of Animals (YQCA) - Cass County

Report Settings

This page will guide you through the process of selecting data for your civil rights report.
Options will be removed as selections are made to ensure a report with only valid options is requested.

Registrations Filters

* Registrant Data: ⦿ Registration   ○ Attendance

* Run report on:
  ☑ attendee

Where necessary, use a registration form input to filter data on a single activity date.

Output field:
[▾]

Location Filters

Counties:

Out of State
Choose Not to Provide
Alcona
Alger
Allegan
Alpena

Hold CMD or CTRL to select more than one county.

Zipcodes:
[   ]

Enter a comma separated list of 5 digit zipcodes to filter on, e.g. 48824, 48823, 48910.

Construct Excel file with report results?   ○ Yes   ⦿ No

[Run Report]   [Cancel]

Registration Settings

Data collection system: PEARS II
Registrant data: Registrations
Registrant age: Youth
Run report on: attendee

Participant Summary

Participant Category	Total Registrants	Total Attendees	Youth Registrants	Youth Attendees
Total Participants	16	0	16	0
External Participants	16	0	16	0
Internal Participants	0	0	0	0
Unknown Participants	0	0	0	0

4-H Membership

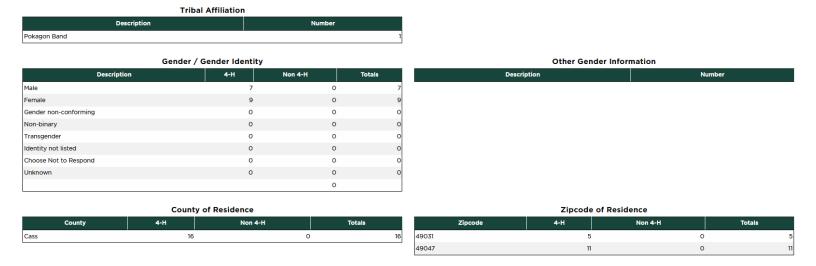| Description	Number
4-H Members	16
Non 4-H Members	0
Unknown	0
Total	16

Total External Youth Registrants: 16

Race and Ethnicity - Hispanic/Non-Hispanic

Race	4-H Members Hispanic	4-H Members Non-Hispanic	4-H Members Not Provided	Non 4-H Members Hispanic	Non 4-H Members Non-Hispanic	Non 4-H Members Not Provided	Total
American Indian or Alaskan Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or other Pacific islander	0	0	0	0	0	0	0
White or Caucasian	0	15	0	0	0	0	15
Multi-Racial	0	1	0	0	0	0	1
Choose not to provide	0	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0
Total	0	16	0	0	0	0	16

Race and Ethnicity - Middle Eastern / Arab or Not Middle Eastern / Not Arab

Race	4-H Members Middle Eastern	4-H Members Non-Middle Eastern	4-H Members Not Provided	Non 4-H Members Middle Eastern	Non 4-H Members Non-Middle Eastern	Non 4-H Members Not Provided	Total
American Indian or Alaskan Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or other Pacific islander	0	0	0	0	0	0	0
White or Caucasian	0	15	0	0	0	0	15
Multi-Racial	0	1	0	0	0	0	1
Choose not to provide	0	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0
Total	0	16	0	0	0	0	16

Tribal Affiliation

Description	Number
Pokagon Band	1

Gender / Gender Identity

Description	4-H	Non 4-H	Totals
Male	7	0	7
Female	9	0	9
Gender non-conforming	0	0	0
Non-binary	0	0	0
Transgender	0	0	0
Identity not listed	0	0	0
Choose Not to Respond	0	0	0
Unknown	0	0	0
		0	

Other Gender Information

Description	Number

County of Residence

County	4-H	Non 4-H	Totals
Cass	16	0	16

Zipcode of Residence

Zipcode	4-H	Non 4-H	Totals
49031	5	0	5
49047	11	0	11

Implementation and Support:

All events scheduled to start after January 1, 2022, that had not yet received registrations were switched to the new civil rights fields for all adult events. Similarly, the youth civil rights has been implemented for youth processes where civil rights was being collected but no registrations had yet been submitted.

Over the course of the next few weeks MSU Extension ANR Event Services will be working to update some of our standard event templates to include demographic templates. If you need something specific more immediately, please don't hesitate to reach out to MSU Extension ANR Event Services for support in creating a specific event template or event.

For those that have active events we encourage you to review the civil rights selections to ensure the correct information is being collected.

If you are working on building an event and need assistance making the correct selections for civil rights or demographics fieldset templates for your event please be sure to reach out to MSU Extension ANR Event Services for support at events@anr.msu.edu.