Steps to effective reporting: 1. Prepare   2. Enter outputs   3. Add detail with narratives

Prepare

1. Decide how often you'll report—after each class, monthly, quarterly. Schedule on your calendar.

2. Organize what you've done—a listing, files, etc. so you don't miss any. You could:

- Use your Outlook calendar
- Keep a running list of classes
- Enter info at the end of each program

3. Communicate with others for good reporting. Talk with teammates about ways to avoid duplicated numbers in Outputs.

4. Gather promotional and other material from programs to upload

- Promo flyers; PowerPoints, evaluations, photos

5. Gather sign-in sheets, or download rosters from Events Management. You need this info:

- Where program held
- Participant county of residence
- Participant demographics

The information below will be helpful if your team has to write an annual report:

Outputs

6. Print your POW (Word version) so that you have a complete listing of your approved outputs and planned deliverables for the year. This is your master list to report against.

7. Open a new output. Use outputs from your approved POW. Don't create your own.
Fill in specific title and location of the event.

8. Enter number of participants and their county of residence. Remember, records are separate for youth/adults

9. Use the Notes section. **"Who, What, When, Where and Why"** are important details. Enhance your story with attachments.

10. Tag other staff who played a significant role

Narratives

11. Impact & evaluations—might only report here once a year

Start with a Word document, then cut and paste.

12. For "Progress toward Deliverables", use your POW so you know what to report on

Describe progress, your role, and contribution toward your work group

If you are reporting completion of something, include a related report in narrative or output sections.

13. Diversity/Civil Rights—**how** are you promoting your programs, or making accommodations?

Did you reach more underserved audiences, have more business start-ups by minorities, etc.?

14. Indirect and other outputs: factsheets, bulletins, newsletters, recorded webinars, etc.

If not referred to elsewhere, what media did you use to reach audiences?

15. Grants: report those you've applied for. Update information on grants you've received

16. Publications

- MSUE News articles
- Peer-reviewed journal articles
- MSUE bulletins

17. Multi-state

18. eXtension

- Communities of Practice
- Ask an Expert
- Learn—webinars & courses.

A process for efficient and effective reporting:

1. Prepare   2. Enter outputs   3. Add detail with narratives

Preparing:

1. Decide how often you will report. Many people report monthly for several reasons:
    - It is easier to remember the important details of what they did than if they waited longer
    - Reporting does not take so long when they are only reporting for a 4-week timeframe
    - Reporting monthly becomes part of their routine.

2. Organize what you've done so that no program is missed. **Use a system that works for you**. Here are ideas other people have found helpful:
    - Use your Outlook calendar as a reference for the good work you've conducted.
    - Keep a running list of classes or talks you've done to date. Color code the list to indicate what you did, such as Blue=delivery of a talk; **Bold=**the talk is written but not yet delivered; Orange=Be in attendance/available to help; *Italics*=Entered into MiPRS.
    - Set up a Word document for each month with titles of areas in your POW to report against.
        - Record information under POW topic titles using bullet points to capture the important components adding more verbiage where necessary.
        - Save each month's Word document and copy and paste into the narrative section
    - Before you file away your class information for good, enter the information into MiPRS and attach a tag (see example). On the tag, you can write the program/class, county and date(s) of the class so it corresponds to your calendar. This tag form will remind you of when you entered the information into MiPRS or other places such as Survey Monkey. Make the tags in a different color each year so there's no confusion at the start or end of the year.
    - Enter information for each program at its conclusion (Title and location of presentation, number of participants, demographic and county of residence information). Tag any staff involved In the Notes section.

3. Communicate with others to make sure numbers are reported accurately (and only once) in MiPRS. This is especially important if you are part of a team that worked jointly on a project.

4. Promotional materials that would be helpful to upload into the notes and/or narratives sections of MiPRS include promotional flyers or mailings, PowerPoint presentations, evaluations, and any other information that can add valuable detail about your program.

5. Sign-in sheets from your programs will provide the information you need on county of residence and demographics for MiPRS. If you have run your event through Events Management, you can download this information for your event from the system.

Outputs:

6. Print your Plan of Work (Word version) from MiPRS so that you have a complete listing of your approved outputs and planned deliverables for the year. Use this as a reminder of what you need to do, and to report, throughout the year. What did you say was going to be important when you wrote the plan? Those are the things you should be doing and reporting.

7. Use outputs from your approved Plan of Work. You will see the listing of these when you click on the Output tab. Don't create new outputs during the year. Be sure to fill in the specific title and location of the event you're reporting.

8. Enter number of participants and their county of residence. This is the only way we can accurately communicate to county partners (Boards of Commissioners) about how many residents in that county we have reached with educational programming. Remember, records are separate for youth and adults.

9. Who, What, When, Where, Why –These categories are important to fill out. They help to communicate the important work you are doing and who you are reaching. They communicate the reason for your work, and the breadth and depth of your programming. They help to justify the resources provided by the state/federal government in support of our work. Finally, they communicate the impact of your work to the people served by your Institute and by MSU Extension.

10. Tag other staff who played a significant educational role. If your work is part of a team effort, your team should appoint one person to write the original report and to tag others who worked on the event. Then when you are tagged, you will see a reminder at the top of the Outputs page that you have been tagged. Go into the system and explain your role in the program so that you get credit for the numbers.

Narratives:

11. Impact and evaluations—depending on your work, you might only report in this section of Narratives once or twice a year. For this section, you will want to start with a Word document and:
    - Provide a summary of impact.
    - Identify the critical issue (who cares and why)
    - Outline what you or your team has done to address this issue
    - Identify the results/impact
    - State what difference it made –the public value.
    - Upload related files
    - Identify location(s) of program
    - Select pertinent workgroups, and
    - Tag pertinent staff

12. For Progress toward Deliverables, you can actually paste the deliverables from your Plan of Work into MiPRS and go line by line to report on what progress you've made to date. If you are reporting completion of something at that time, then make sure to include a related report in the narrative or output sections as applicable. In this section, you will describe progress toward program deliverables, and your role and contribution toward your Institute work group. You can upload related files, select pertinent location and work group(s)

13. Diversity/Civil Rights: Write in detail about **how** you are promoting your programs. Also, what specifically have you done to make accommodations? Often people are doing things that they don't think to include here.   This could include your work on new curriculum, promoting programs to partners/collaborators in the community that serve diverse audiences, or using locations that are accessible or on a bus line.   It could also include such outputs as more activities focused on minorities, reaching more underserved audiences. Examples of outcomes could include more business start-ups by minorities, greater knowledge and behavior changes within minority audiences.

14. Indirect and other outputs: If not referred to elsewhere in your reporting, provide information here on various media you have used to reach audiences. This might include newsletters, radio/TV shows, websites, fact sheets, social media, etc.

15. Grants: This section captures grant activity, including grants you have submitted as well as awarded grants.

16. Publications: This section provides an opportunity for you to describe submission and acceptance of your publications (MSUE monthly news articles, peer-reviewed journal articles, MSUE bulletins)

17. Multi-state: Here you can provide a description of any multi-state work you have been doing, including participating state(s), your role and contribution, and results and impact

18. eXtension: Your eXtension involvement will probably fall into one or more of the following groups: Communities of Practice; Ask an Expert; Learn--webinars and courses. Describe anything you have authored or peer reviewed (list number of days or hours spent), and the results and impacts.