

PD&E Tips – Key Theme Reporting

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"The most incomprehensible thing about the world is that it is at all comprehensible."

-Albert Einstein

Do you have an idea for a "Tip"? Email to: [Lisa Townson](#)

Important Planning & Reporting Dates:

November 1, 2006
Annual Accomplishment Report – FY '06 Due

Key Theme Reporting Data due to Lead Staff

December 15, 2006

State Key Theme Reports due to Lisa Townson from lead staff

Final year for Key Theme Reporting

CSREES – our federal partner at USDA, has required us to submit one-page, succinct reports on various themes under federal issue areas over the course of the last plan of work cycle (2000-2005). Typically the University of New Hampshire Cooperative Extension has submitted thirty or more key theme reports that communicate the impact our programs have on the people of New Hampshire. These reports are used by CSREES to make collective impact statements to federal legislators and others about the importance of Cooperative Extension in the United States.

Because of significant changes to the Federal Plan of Work requirements beginning in 2006, reporting requirements are going to change as well next year. As a result, this is the final year we are going to be asked to submit Key Theme reports to CSREES. HOWEVER, there is little doubt a continued need for data supporting the positive impact Extension programs has on the people and land we work with will bring about a new and different requirement next year. Stay tuned!

In the meantime, this issue of PD&E Tips is dedicated to making sure UNHCE's Key Theme reports are done well and on time.

Process for Developing Key Theme Reports

Lead staff members (often Extension specialists) agree (or are assigned) to be responsible for specific key theme reports and are the point people responsible for collecting the data and writing the report. For most lead staff, writing the report is not a daunting chore, as long as they have the data to do so. **ALL** Extension program staff share in the responsibility of collecting data and submitting it to the appropriate lead person so that Key Theme Reports are submitted by December 15.

A list of staff responsible for writing Key Theme Reports and the topic of the report is included on the next page. Key Theme data is collected in a variety of manners and it is up to the lead staff person to communicate with staff regarding how data should be collected and what needs to be submitted to them. In some instances, lead staff may develop a survey and ask county staff to administer it and return responses; lead staff may ask direct questions of staff regarding the outcomes of specific programs (i.e. how many growers adopted one or more IPM technique over the past year?); or lead staff may ask for end-of-session questionnaires to be compiled and results submitted to them.

Hopefully lead staff have already communicated what they need to staff and responses to these requests should be met no later than November 1.



The
format for the
CSREES Key Theme
reports is fairly short
and simple.

Information and tips
on writing KeyTheme
reports can be found
on our web page at:

<http://extension.unh.edu/Intranet/UNHC/EPDE/PDWEIS.htm>

That's the Intranet
and then Program
Development &
Evaluation – then
click on Writing
Effective Impact
Statements.

****Note – to follow
links in this (and
other pdf
documents), click
on the hypertext
and if you are
asked to enter a
username and
password, it is our
CES Intranet log-
in (cesuser,
coopext)**

2006 Key Theme Contacts:

Goal 1: An agricultural system that is highly competitive in the global economy

Adding value to New and Old Ag Products – Mike Lunak & Cathy Neal
Ag profitability – Seth Wilner & Carl Majewski
Animal health/animal production efficiency – Pete Erickson
Diversified/Alternative Ag – Becky Grube & Juli Brussell
Home Lawn and Gardening – Margaret Hagen
Risk Management – Mike Sciabarrasi

Goal 2: A safe and secure food and fiber system

Food handling – Catherine Violette
Food safety – Catherine Violette
Food security, accessibility and affordability – Deborah Luppold

Goal 3: A healthy, well-nourished population

Human health – Deborah Luppold
Human nutrition – Deborah Luppold

Goal 4: Greater harmony between agriculture and the environment

Ag waste & Nutrient Management – Tom Buob
Forest resource management – Karen Bennett
Integrated pest management – Alan Eaton
Land use – Frank Mitchell
Pesticide application – Stan Swier
Water quality – Julia Peterson
Wildlife management – Darrel Covell

Goal 5: Enhance economic opportunity and quality of life for Americans

Ag financial management – Mike Lunak & Mike Sciabarrasi
Child care/dependent care – Charlene Baxter
4H afterschool programs – Paula Gregory
NH new communities programs for at-risk youth (CYFAR) – Paula Gregory
Community development – Charlie French
Family resource management – Suzann Knight
Farm Safety – Steve Turaj
Leadership training and development/strengthening NH communities – Charlie French
Leadership training and development/volunteers – Mary Tebo and Robin Luther
Parenting – Charlene Baxter
Tourism – Charlie French
Workforce preparation/UNH 4-H Camps – Chris Conlon
Workforce preparation/Adults – Suzann Knight
Life skills development through 4-H – Paula Gregory and Lisa Townson
Marine science education – Mark Wiley

Management Goals

Multicultural and diversity issues – Bob Edmonds and Paul Bonaparte Krogh

Next PD&E Tip --- Writing Impact Statements – October 23