University of New Hampshire Cooperative Extension

PD&E Tips – New Reporting Module

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New system replaces TERS

No more TERS!

The current Time and Effort Report System (fondly referred to as TERS) has been replaced you should report your final TERS report as of September 30, 2006. The system will remain functional until November 15 for you to finish up your reporting.

Reporting Effort and Participant Information in New System

By now you should have been able to log into the new system (www.neprc.net) and have submitted your plan of work to your supervisor. Within the next few weeks, they should have all plans approved and when you log in, you will use the same system to report effort, participant information and impact data against your plan.

There are a several striking differences in the way you will be asked to report from TERS. First, you will be reporting effort against outputs you've identified in your plan. There are no codes to remember.

Second, you will not be reporting how many hours you worked on various things by date. The system will ask you to report total days (not hours) toward specific outputs (activities) in a given time period. For example, if you log in on November 1 to report for the month of October, and have spent 4 days on farm visits with 7 people, then you report that as one entry.

You will also be able to easily report your effort against larger grants, multi-state work and integrated research projects in the same screen you are reporting your effort. This will make it easy for PI's to document match or direct time against a grant and will allow us to report multi-state effort efficiently.

Finally, there is a section for you to report against impact indicators, record impact statements about your program, include success stories for future use, and provide updated information about collaborations with UNH faculty.

Our goal was to have a system that was easy to use, but robust enough to ask for most of the things we need in one place, eliminating the need to ask staff for the same data multiple times, in multiple formats.

"The problem is never how to get new, innovative thoughts into your mind, but how to get old ones out. Every mind is a building filled with archaic furniture. Clean out a corner of your mind and creativity will instantly fill it..

-Dee Hock

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

Key Theme reports due to Lisa Townson

January 30, 2007

All staff should have completed first quarterly report entries.

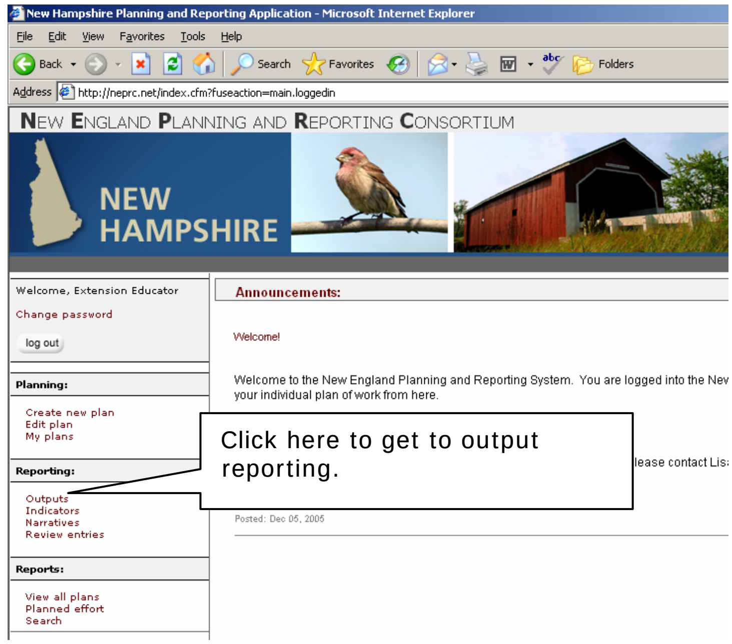
Frequency of Reporting:

The new reporting system will only be effective if there is data there and although many of us were diligent in updating our TERS reports regularly, some were not so diligent. As a result, Program leaders have agreed that ***ALL staff must report through the new system no less than quarterly.***

****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)**

Output Reporting

In order to get started reporting, you must log into the system and you will see a menu on the left side of your screen with the title, "**Reporting**". Click on Outputs to get to the reporting screen. Once there you should see a list of all outputs you've planned for the current plan of work.



Click on the green button next to the output to begin reporting effort, participant data, time against a grant, and other detail.

The first thing you may notice is the system has the capacity to collect much more detail than we've reported in the past. For example, you can report the number of participants you've had contact with broken down by which county they are from, type of audience, race/ethnicity, etc. If you collect this information already, please enter it appropriatly. However, if its detail you simply don't have access to, then use your professional judgement to enter as accurate data as possible. There's no need to change the way you already collect participant data though!

In order to help you organize your data so it's ready to input into the system, there is a worksheet available for output reporting on the web and several examples of the type of data you would entering into the new system. You can find these at http://extension.unh.edu/Intranet/UNHCEPDE/PDPRD.htm.

If you print out the worksheet – note the yellow shaded fields are really the only mandatory fields. The others are to be used only if appropriate for the output you are working on.

Submitting/Saving

Once you've entered your output data in the system you have two options, you can submit it as final or save it to edit/add to later. When you get to the bottom of the screen if you click on the "Submit for Review" box and then SAVE – you will not be able to edit that entry and it will go directly to the data base. If you don't check the "Submit for Review" box, and only hit SAVE, the information is saved as a draft entry and you can go back and edit it before you submit. This may be convenient if you are the kind of person who is used to reporting every few days. You can just pull up any given output entry and add days on if you like – then submit the entry at the end of the month or quarter.

As always – if you have questions – call Lisa Townson – 862-1031.

Next PD&E Tip --- Reporting Participant Information – November 6, 2006