UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION

New England Planning & Reporting System

http://neprc.net

The University of New Hampshire Cooperative Extension has teamed with Extension in Maine, Vermont, and Massachusetts to develop a new electronic system for Extension program planning and reporting that UNHCE will begin using in FY 2007 (October 1, 2006). All Extension program staff will use this system to develop and submit their individual plans of work – *due to their program leader on October 1, 2006.* Beginning on October 1 – staff will use the new system to report time and effort and impact data as well. Training sessions have already begun across the state, with each county scheduling session, along with campus and other locations.

You will be logging into the system and creating one or more electronic logic models – based on the program area and interdisciplinary team models already developed. Most of the work you will do should already be reflected in one or more of these models – so the system is designed to allow you to select and pull in components of other models, instead of everyone developing a logic model on their own.

Your first step is to determine what plans you will work from and review paper copies of the logic model worksheets (posted on the web - http://extension.unh.edu/Intranet/UNHCEPOW.htm) prior to creating your plan. Print out the logic models you plan to work from and use a highlighter to select/mark the outcomes, outputs and impact indicators you want to include in your individual plan. This step will help you as you navigate through the system.

You can create a single, individual plan that includes your administrative, program area, and interdisciplinary work all together OR you can create separate individual plans for each segment of your plan (i.e. Seth Wilner – Ag Resources; Seth Wilner – PD&E; Seth Wilner – Administrative and Professional Development).

When you're ready to begin developing your plan, use Internet Explorer to access the system. **PLEASE DO NOT USE NETSCAPE OR OTHER BROWSERS.** The URL is http://neprc.net

Login – you email address (lisa.townson@unh.edu)
Password: changeit (change it as soon as you log in for the first time)

1) Click on Create New Plan
2) Name the plan – your full name and name of plan (if you decide to create more than one plan – 4-H Youth Development, Administrative, Volunteerism)
3) Plan Type – choose Individual
4) Year – check all five

5) Select practice if you would like this to be a practice – don't check this box if you are working on your real plan. (You can always come back and "unclick" the practice box if you decide to submit the plan).

6) Select the plan (s) you will be working from:
   a. Your program area
   b. Interdisciplinary teams you are working on
   c. Administrative Time – include COA time here
   d. Individual Staff Professional Development

SAVE

Overview of Logic Model – Type in what ever you like –"John Doe's Individual Plan of Work – including administrative, PD&E, and professional development work."

Other Boxes – You can type something in here OR - select choose/edit from parent plans. The situation statement, assumptions, external factors from the plans you have selected can be brought in entirety into your individual plan and then edited OR you can cut and paste sections from the plans. County specific data should be added as appropriate.

In the evaluation overview include the information about what you will need to do in order to evaluate and report impacts on this plan. This information can be imported from parent plans or developed once you have finished your plan.

SAVE

The next series of screens is where you will begin building your logic model. Use the logic model worksheets you have highlighted.

Select **Choose Condition Outcomes –** Choose - from parent plans – select the impacts (long-term outcome) from the left side of the logic model.

Select **Choose Action Outcomes – from parent plans**

For each outcome – click on box to Add Indicator (right side of your screen)

Select from parents – again – select the highlighted indicator from the print model.

Click Add/edit indicator values – Here you will select your county or location you are working – from "Available locations) – using the select and arrow button to move the locations to the box on the right. Click on SAVE

NOTE – there are only Action Outcomes but no learning outcomes, indicators, or values for administrative and professional development plans.

Select **Choose Learning Outcomes – from parent plans**

For each outcome – click on box to Add Indicator (right side of your screen)

Select from parents – again – select the highlighted indicator from the print model.

Click Add/edit indicator values – Here you will select your county or location you are working – from "Available locations) – using the select and arrow button to move the locations to the box on the right. Click on SAVE

Continue to Inputs and Outputs – (at bottom of screen if you scroll down) or click on Inputs/Outputs at the menu box on the left of the screen.

Select new Program Area or Interdisciplinary Team to include – select all by clicking in the box next to each program name.

Choose outputs from parent plans – choose the activities you will be working on

For each output – click on edit and enter in the estimated target audience you will reach.

For Administrative and Individual Staff Development – choose the output, but don't worry about any of the detail – this is only used as a way to plan days.

For each parent plan - click on Add Inputs – Only enter the total number of days for this plan. (i.e. how many total days will you be working in Family and Consumer Resources?) This should be the total days for the plan you are working on - ie program area, interdisciplinary team, administrative and COA time. (don't include vacation/sick leave and unplanned time. Use the document "Planning Guide – Days allocated for 2007-2011 Plan of Work" to guide you. This can be found on the web at http://extension.unh.edu/Intranet/UNHCEPOW/daysplnd.pdf

If you are creating only one plan that includes components from several logic models, you will have to indicate the number of days you plan to spend on each model.

For example:

Agricultural Resources - 156 days
Land & Water Team – 26 days
Administrative – 20 days
Professional Development – 12 days

You can log out at any time (hit SAVE at the bottom of the screen first) by clicking the log out button at the top left corner of your screen. The next time you log in, you can click on “Edit plan” and you can make changes or additions to your plan(s).

Once you are finished with your plan, click on “Continue to Plan Review”. This screen will indicate with a red circle any parts of your plan that are incomplete or incorrect. From this screen, you can scroll down to the bottom of the screen and click “Submit Plan for Review”. This will automatically send an email to your program leader or supervisor that your plan has been submitted and is ready for review.

If you would like to save a Word document of your plan at any time, click on View all Plans – under Reports at the left side of the screen. You can scroll down through all of the plans in the system (including Maine, Vermont, and Massachusetts) or click on New Hampshire at the top of the screen and it will take you directly to the NH plans.

Doe, John	John Doe	Individual	Draft	

Click on the Word icon and save the file to your computer.