UNIVERSITY of NEW HAMPSHIRE
Cooperative Extension

PD&E Tips – Reporting Collaborating Staff

NOVEMBER 1, 2007 | VOLUME 2, NUMBER 3

"If two men (sic) agree on everything, you may be sure that one of them is doing the thinking."

-Lyndon B. Johnson

Important Planning & Reporting Dates:

November 1, 2007

Annual Narrative Impact (Accomplishment) report (FY07) due to supervisor

Impact indicator data (for FY07) reported in on-line system.

Nov. 26, 2007

Reporting system will roll over to 2008. No output, indicator, or narrative entries can be made for 2007 data unless you ask to have your reporting year manually switched back to 2007.

Output reporting with other staff.

One on the most frequent questions (and often biggest headache) about using the on-line reporting system is how to use the feature of reporting outputs that other staff have worked with you on. This feature was developed to minimize the number of duplicate participant information in the system, but there are some "rules" for using the feature you might find helpful.

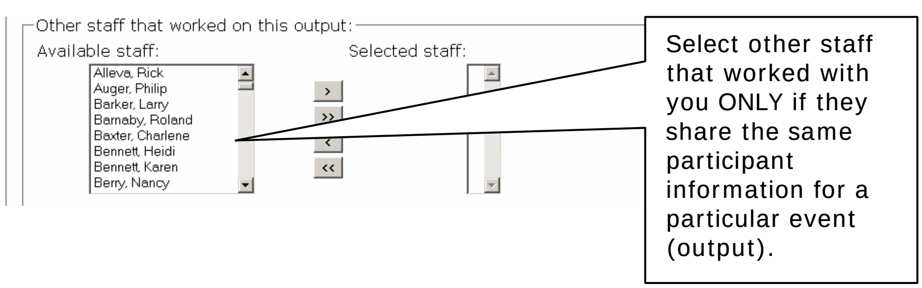
When to include other staff who worked on an output…

The best rule of thumb to use when determining whether or not you should list someone as a collaborator is that you share ALL of the output numbers and ALL of the participant information – not just parts of it.

The main reason to use this function is that the first person who enters their output information also enters information about the number of participants, their gender/ethnicity/location, and none of that can be changed by the staff person listed as a collaborator.

For example, say you are making an entry for four workshops (number of outputs), attended by 200 people over the past three months. If you worked with two other staff members on only one of the four workshops, attended by just 50 of the 200 participants, **DON'T** select that staff person as someone you worked with. The person you listed as working with you cannot change the 200 participants to 50 participants!!

On the other hand, if you are reporting for a single event or series of events (for example the state 4-H Horse Show) and other staff worked with you on the event or series, with the same participants, then it's useful to list them as collaborators. That way they don't have to enter any additional information about the participants (they won't be able to change this data), and can just enter their days spent and any notes they would like to include in this entry.

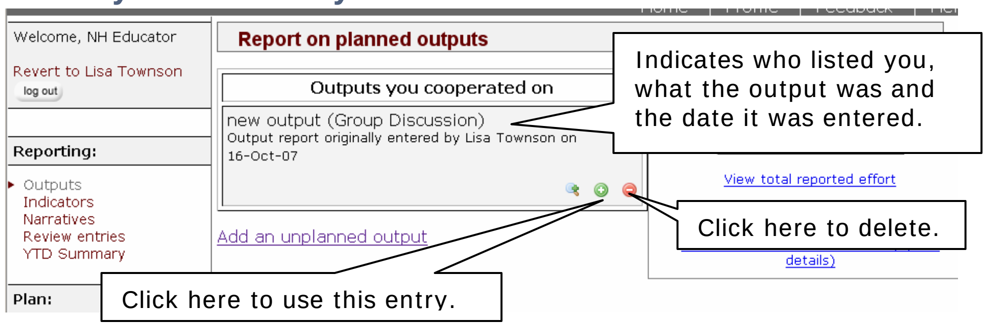


What do you do when you are listed as a collaborator…..

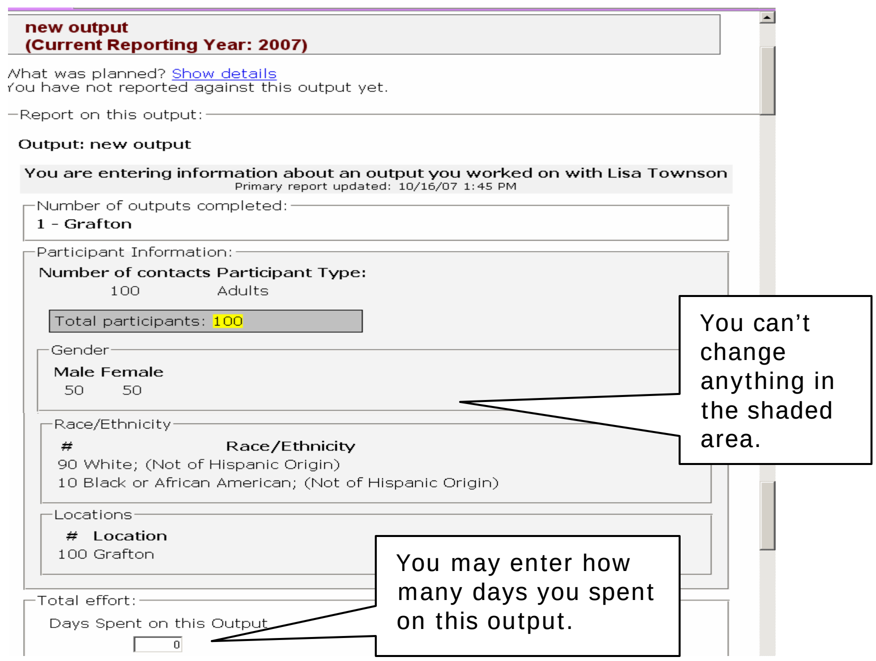
Best Practice in reporting outputs with collaborating staff.

Talk to your colleagues outside of the system and determine which outputs you plan to report with them. For example, an entire county staff may agree that the COA (or designee) will report on Co. Advisory Committee meetings and list the rest of the staff as collaborators. Then you know that's how you will always report Advisory Committee meetings. Another example might be 4-H Teen Conference: prior to the event, agree that one person will enter all of the participant data and list others a collaborators, then you all know this will be a separate entry- and you won't include this time with other outputs you are reporting against.

*****Note – to follow links in this (and other pdf documents), click on the hypertext***



You will see a screen that looks like this if someone listed you as staff who worked with them on an output. You can do one of two things when you find that someone listed you as a cooperator: 1) use it as a basis for you own entry against that output or 2) delete the entry. If you click on the green circle to view and make an entry – it will look like this:



Delete the entry if the number of outputs and/or number of participants is not accurate for your part of the output OR if you have already included this in a previous output report.

What about Indicators?

This feature is not available or transferable to reporting against Impact Indicators. Just because you reported an output collaboratively, doesn't automatically mean your indicator reports will work in the same way. The reason for this is that Impact Indicators are not necessarily the result of only one output, but more likely to be the result of several different outputs. Therefore the system doesn't match up outputs to indicators in a one-to-one manner. Once again, if you're working with other staff to collect evaluation data toward an Impact Indicator, be sure to agree who will be responsible for entering the data in the system so we don't have duplicate impact data.

Next PD&E Tip – November 20, 2007