

# PD&E Tips – Reporting Impact Indicators

OCTOBER 18, 2007

VOLUME 2, NUMBER 2

*“Aim for success,  
not perfection.  
Never give up your  
right to be wrong,  
because then you  
will lose the ability  
to learn new things  
and move forward  
with your life.”.*

*-Dr. David M. Burns*

*Do you have an idea  
for a “Tip”? Email to:  
[Lisa Townson](mailto:Lisa.Townson)*

## ***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.*

Click here to  
report against  
indicators.

## Report System Worksheets

If you are the type of person who would like a paper worksheet to keep track of your contacts/time before entering it in the system, there is a blank worksheet and several examples of the type of information required on the Intranet web page. <http://extension.unh.edu/Intranet/UNHCEPDE/PDPRD.htm>

## Reporting Against Impact Indicators

As you developed your individual plan of work on the on-line system you were asked to select impact indicators to correspond with learning and action outcomes. Impact indicators are specific and measurable statements that reflect what successfully reaching that outcome would look like. These indicators guide the evaluation plan for the outcome, letting you know what needs to be measured.

Like outputs, when you log into the system to report, all of the impact indicators you have selected will appear to remind you what you are reporting against. You can access this screen by clicking on “Indicators” on the left side of your screen when you log in. (You’ll find this menu under “Reporting”).

Unlike outputs (activities), you aren’t likely to report against impact indicators monthly or even quarterly (although you are welcome to) so you may do this only once or twice a year.

These are the  
indicators you  
selected in your  
plan of work.



## Impact Indicator Reporting Details

Enter the number requested for each location.

**AG1- # of participants who use soil and/or tissue test results to determine crop nutrient needs. (Statewide target is 50% participants) (Relates to L&W8) (Current Reporting Period: 2007)**

Click here to see the evaluation plan for this indicator.

What was planned? [Show details](#)  
You haven't reported numbers for this indicator yet.

### Frequency of Reporting:

The reporting system will only be effective if there is data there. You will have a much easier time remembering details and how to enter the data if you do it on a regular basis. Program leaders have agreed that **ALL staff must report through the new system no less than quarterly.**

How many changed for each location:

#	Location	
80	Belknap	<a href="#">Add Another Location</a>
Total changed: 80		

Enter your details here.

Notes and detail (# out of total)

Followed up with a phone call to 100 people that had soil tests done last year and found 80 of that 100 indicated they had used the results to determine how much fertilizer to use.

Attach your evaluation tool or data file here so you can easily retrieve it.

Related file(s):

[Add Another File](#)

Directly related outputs:

Outputs associated in your plans:

#### Program: Agricultural Resources

- Farm/Site Visits - includes kitchen table meetings and private consultation (One-on-One Consultation)
- Pesticide Applicator Training (Workshop (s))
- Phone Consultations (One-on-One Consultation)
- Plant Diagnostic Lab (One-on-One Consultation)
- Publications & News: fact sheets, news releases, newsletters, radio spots, Radio Spots (other-indirect)
- Twilight Meetings (Workshop (s))
- Workshops/Conferences: single & multi-day, grower schools Farm & Forest Producer Association Meetings (Workshop (s))

Other outputs in your plans:

#### Program: Administrative Time

- Attend Staff Meetings (Group Discussion)
- COA work (other- direct)
- EEC Work (Group Discussion)
- Miscellaneous administrative work (other- direct)
- Planning and Reporting (other- direct)

Click on one or more output that lead to the desired outcome (impact indicator value).

If you're not sure who is responsible for collecting and reporting data for each indicator, please check with your program leader. Each program area (and many times each state specialist) will handle this a bit differently. For example, a specialist may agree to collect and compile data and enter it all in from the state office, by county OR they may send county staff the final data to enter OR you may already have the tool and have collected the data in the county so you can enter it directly.

Data reported against Impact Indicators will comprise the heart of our federal Annual Accomplishment report. CSREES has an entirely new system for states to report into and they are looking for solid, quantitative data that reflects learning and behavior change as a result of Extension programs. In addition, this impact information will be used to develop future state annual reports for our campus partners, legislators, and other stakeholders in New Hampshire.

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

**Next PD&E Tip --- November 1, 2007**