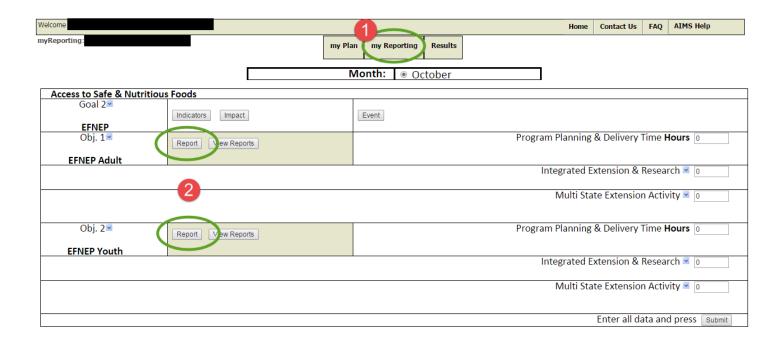# AIMS Data Entry for the EFNEP Program

Go to AIMS, either through the "Employees Only" page or aims.uaex.edu, and log in using your Active Directory password.

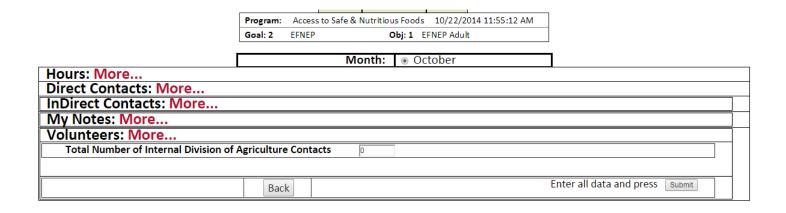Once logged in, go to the "my Reporting" page by clicking on the "my Reporting" button (Step 1 below).

On the "my Reporting" page, if you are wanting to only report time, you can enter in your Program Planning & Delivery Time here.

If you are reporting contacts, volunteer information, and/or time, you will click the "Report" button for either the EFNEP Adults Objective or the EFNEP Youth Objective (Step 2 below).
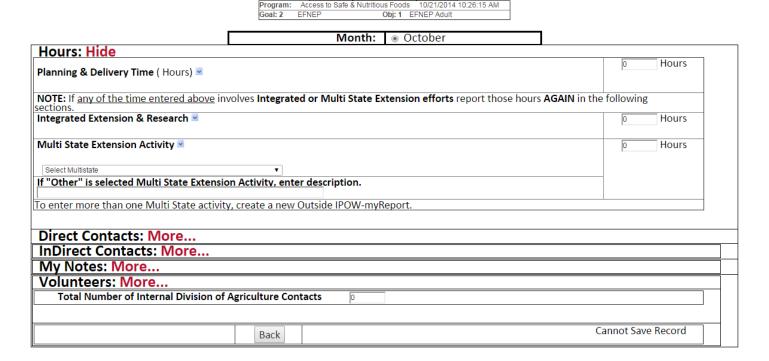
myReport Page

On the "myReport" page, you will see the options shown below. Depending on what you are reporting, you can expand any of the sections by clicking on the red "More…" link.

Program:	Access to Safe & Nutritious Foods	10/22/2014 11:55:12 AM
Goal: 2	EFNEP	Obj: 1 EFNEP Adult

Month: ◉ October

Hours: More...
Direct Contacts: More...
InDirect Contacts: More...
My Notes: More...
Volunteers: More...
Total Number of Internal Division of Agriculture Contacts   [0]
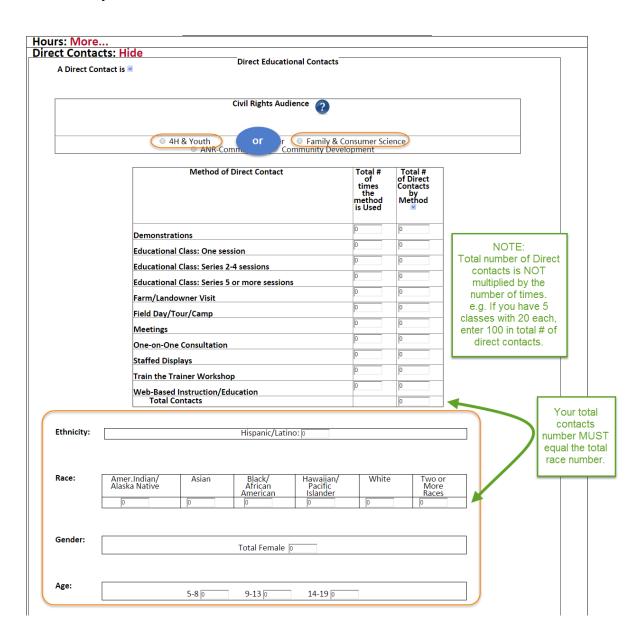
[Back]   Enter all data and press [Submit]

Hours

Starting with hours, enter in the number of hours worked (do not include any leave time) in the Planning & Delivery Time section.

NOTE: If you entered in your time anywhere else in AIMS, do not enter it in again on this page. Time is only entered once and AIMS will save it for you.
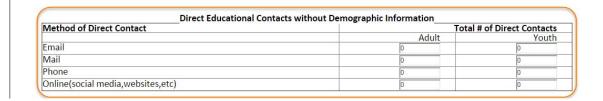
Program:	Access to Safe & Nutritious Foods	10/21/2014 10:26:15 AM
Goal: 2	EFNEP	Obj: 1 EFNEP Adult

Month: ◉ October

Hours: Hide

Planning & Delivery Time (Hours) ⌄   [0] Hours

NOTE: If <u>any of the time entered above</u> involves **Integrated or Multi State Extension efforts** report those hours **AGAIN** in the following sections.

Integrated Extension & Research ⌄   [0] Hours

Multi State Extension Activity ⌄   [0] Hours

[Select Multistate ▼]
If "Other" is selected Multi State Extension Activity, enter description.
[   ]
To enter more than one Multi State activity, create a new Outside IPOW-myReport.

Direct Contacts: More...
InDirect Contacts: More...
My Notes: More...
Volunteers: More...
Total Number of Internal Division of Agriculture Contacts   [0]

[Back]   Cannot Save Record

Direct Contacts

Direct Contacts are those you deliver educational programming to and you can confirm they heard/saw/read the information you are delivering. Classes, one-on-one consultations, and staffed displays are all considered direct contacts.

When selecting your Civil Rights audience, remember programming meant for youth will go into "4-H & Youth" and programming meant for adults will go into "Family & Consumer Science."

As you enter in your contacts, remember "Total Contacts" in the methods section should equal the total of all the race categories (see arrows below). e.g. If you have 1 Asian, 10 African Americans, 2 White and 1 Two or More Races, you should have 14 Total Contacts listed above.

For your Hispanic/Latino contacts, unless they select a separate racial category, include them in your "two or more races" category.

For youth audiences, report your contacts by age categories. If contacts are not reported by age, they will be counted as adults in your data.

Direct Contacts (Continued)

Phone calls, emails, mail information, and website contacts are considered direct contacts, but do not require demographic information. Just enter in the number of people you have contacted using those methods.
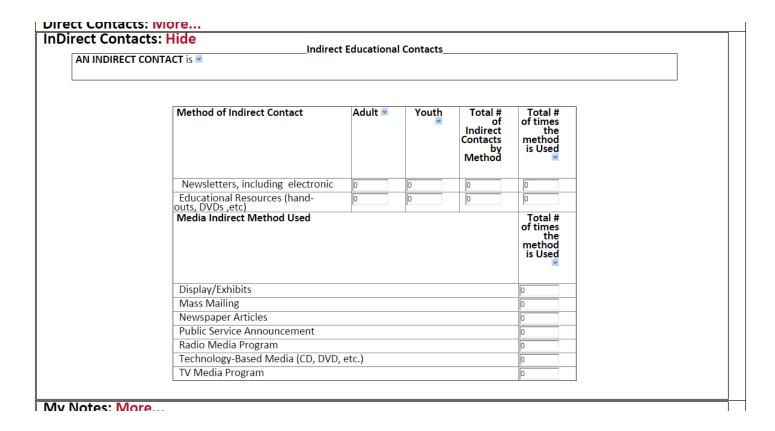
_____Direct Educational Contacts without Demographic Information_____

Method of Direct Contact	Total # of Direct Contacts	
	Adult	Youth
Email	0	0
Mail	0	0
Phone	0	0
Online(social media,websites,etc)	0	0

InDirect Contacts

InDirect Contacts are those you deliver educational programming to and you CANNOT confirm they heard/saw/read the information you are delivering. Newsletters, stand-alone handouts, and un-manned displays are examples of indirect contacts.

For newsletters and educational resources, you need to enter in the total number of contacts reached through those means, plus how many times you did that (e.g. 1 newsletter to 200 adults).

For methods that you cannot be sure of how many people heard your educational programming, like displays and newspaper articles, you only report how many times you did that (e.g. 2 displays set up this month, 1 newspaper article written and submitted for publishing).

Direct Contacts: More...

InDirect Contacts: Hide

_____Indirect Educational Contacts_____

AN INDIRECT CONTACT is ▾

Method of Indirect Contact	Adult ▾	Youth ▾	Total # of Indirect Contacts by Method	Total # of times the method is Used ▾
Newsletters, including electronic	0	0	0	0
Educational Resources (hand-outs, DVDs ,etc)	0	0	0	0

Media Indirect Method Used	Total # of times the method is Used ▾
Display/Exhibits	0
Mass Mailing	0
Newspaper Articles	0
Public Service Announcement	0
Radio Media Program	0
Technology-Based Media (CD, DVD, etc.)	0
TV Media Program	0

My Notes: More...

Volunteers

Volunteers are any people who assist you (unpaid) in delivering your programs. Examples are teachers who pass out your handouts, a person who helps you assemble packets before a program, or someone who serves on your advisory committee.

Select the "Volunteer Audience" that best describes who the volunteers are. If there is not a category that fits, you can select "Other" and describe them in the text box on the right.

Place the information under the type of service they performed:
- Direct Service- Those who had direct contact with your audience- e.g. Teacher who distributed your handouts during a lesson.
- InDirect Service- Those who did NOT have direct contact with your audience- e.g. Person who helped you assemble packets before a program.
- Service Learning- Those who are being trained to serve your audience- e.g. People attending a volunteer training to learn how to deliver EFNEP program content.
- Boards/Commissions/Advisory Councils- Those who are advising the direction of your program- e.g. People serving on your advisory committee.

Enter in the number of volunteers that assisted you and the TOTAL number of hours they all served. For example, if you have 5 volunteers who helped you for 2 hours each, you enter "5" under "Total # of Volunteers" and "10" under "Total # Volunteer Hours."

Program:	Access to Safe & Nutritious Foods	10/21/2014 10:26:15 AM
Goal: 2	EFNEP	Obj: 1 EFNEP Adult

Month: ⦿ October

Hours: More...
Direct Contacts: More...
InDirect Contacts: More...
My Notes: More...
Volunteers: Hide

Volunteerism Contacts

Volunteer Audience	Select choice ▾	Other Audience [ ]	If "Other" is selected for Volunteer Audience, enter description.
		Total # Volunteers	**Total # Volunteer Hours**
Direct Service ⌄		0	0
InDirect Service ⌄		0	0
Service Learning ⌄		0	0
Boards/Commissions/Advisory Councils ⌄		0	0

Total Number of Internal Division of Agriculture Contacts	0

Back		Cannot Save Record

When Finished Entering All Your Data Remember to Click "SUBMIT" to save all your hard work ☺
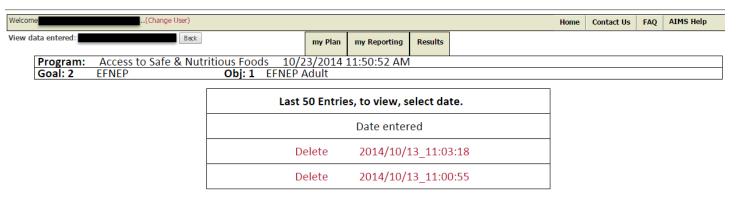
Enter all data and press [Submit]

If you have any AIMS questions, contact Diane Mashburn at 501-671-2351 or dmashburn@uaex.edu.

Check what you have entered or delete wrong information

To view a list of the most recent reports you have entered into AIMS, use the "View Reports" button, seen below.

You will see a list of your most recent entries, sorted by date and time. To view what was entered, click on the date/time link.

If you find the entry is incorrect, you can delete the entry if it is before the 5th of the month.

NOTE: You will lose ALL the data in that entry if you delete it, so if your time is incorrect but your contacts are not, make sure to write down all the contact information to be re-entered once you delete the entry.

If you have any AIMS questions, contact Diane Mashburn at 501-671-2351 or dmashburn@uaex.edu.