



# 4-H AIMS REPORTING INSTRUCTIONS

Reporting in AIMS provides valuable evaluation data for the 4-H program.

Planning and program delivery data entered in AIMS provides online program information for county, district and statewide reports, and even totals contact and impact data for your annual personnel evaluation.

It gives you important time and effort information along with baseline and outcome indicators that provide the information necessary to produce impact reports. Data from AIMS is used at the state level to produce the annual Report of Accomplishments for our federal and state partners.

This guide provides 4-H program reporting instructions to help you utilize AIMS to your benefit.

Some of you enjoy looking at a hard copy of information. Here is how you can see everything included under an Extension program area: When you open a program area on your computer screen, look for “Printer Detail.” Click, and it opens everything for you to see. Print, and you have a hard copy.



**Frequently Asked Questions:**

**I. What to Report?**

1. All 4-H work is reported under three Extension program areas:
  - 4-H Youth Development;
  - Livestock and Forage Production and Management; and
  - Poultry Production and Management.
2. Report your time and effort using either the general report or event report.
3. Along with time and effort you will have **baseline** and **outcome** data and sometimes an **impact report**.

**View Plan of Work Files** for: Sarah Lipsey (ORGN 1200)

Items are sorted by fiscalyear.
<b>General Program Report</b> (Programs outside IPOW)
Approved IPOW Summary <b>FY 2007</b> (10/1/06 - 9/30/07) <b>FY 2006</b> (10/1/05 - 9/30/06)
<b>DEMO DATA</b>

**Total IPOW Records = 2**

FY	Reporting					Goal/ Programs	Staff days	
	General Program	Event	Base-line Data	Outcome indicators	Impact		Plan	Report
2007	<b>General</b>	<b>Event</b>	<b>Baseline</b>	<b>Outcome</b>	<b>Impact</b>	1. Community and Economic Development	60	0.00
2007	<b>General</b>	<b>Event</b>	<b>Baseline</b>	<b>Outcome</b>	<b>Impact</b>	1. Farm & Home Biosecurity	10	0.00
Total							70	0.00

4. In cases where county events have been directed by multiple agents, one agent must be assigned as lead, and he/she takes leadership for **demographic information and reporting baseline and outcome data** for the event. The other agents will account for time and effort under general/event report.
5. **When reporting workshops, district and state O’Rama where multiple projects have been worked with**, you will need to make a decision regarding which initiative (Goal #) to enter the data under. For example, if the majority of the projects fall under Healthy Lifestyles, then all of your time, effort, and baseline and outcome data will go under the appropriate objective under Healthy Lifestyles. All curricula can be viewed by objective, which can be seen on the “printer-friendly” AIMS link.



## II. Where to Report?

There are three Extension program areas to report 4-H information: 4-H Youth Development; Livestock and Forage Production and Management and Poultry Production and Management.

### 1. 4-H Youth Development

- Goal #1 Head: Science, Technology, Engineering & Math (life skills focus – decision-making, wise use of resources). Two objectives.
- Goal #2 Heart: Volunteerism/Organizational Systems (life skills focus – accepting differences, communication). Three objectives.
- Goal #3 Hands: Leadership/Citizenship (life skills focus – leadership, marketable life skills). Five objectives.
- Goal #4 Health: Healthy Lifestyles (life skills focus – self-responsibility, healthy lifestyle choices). Five objectives.
- Goal #5 Building 4-H Clubs, Kids & Volunteers (no life skill focus). Four objectives.

### 2. Livestock and Forage Production and Management (Report all animal species work here except Poultry.)

- Goal #7 To teach lifelong skills and to strengthen youth development by using animal projects (life skills focus – decision-making, wise use of resources). Seven objectives.

### 3. Poultry Production and Management (Report poultry work here.)

- Goal #2 To teach lifelong skills and to strengthen youth development by using livestock projects (**life skills focus – decision making, marketable life skills**). **One objective.**

## III. How to report?

### 1. There are three types of information you are going to report.

- Time and effort (process evaluation)
  - a. General Report
  - b. Event Report
- Baseline and outcome
  - a. Baseline – outputs
  - b. Outcome – short/long term
- Impact
  - a. Success Story



## 2. Time & Effort

- This information is reported under **general** or **event**.
- When entering information in the **general report**, time can be counted for planning, administering, teaching programs and contacts related to these combined efforts. **Utilize the individual notes section** in the general report to keep a record of specific information that you may want to be able to use later concerning these program efforts. If what you are reporting includes an event, you may want to record the event date, description, contacts, outcome observations, etc. (possibly for an impact report or your personnel evaluation).
- If you have scheduled an event and are **entering the data using a scheduled event link**, the specific event date, name and location information will be retained in AIMS, as well as contacts, etc., for each unique event.

## 3. Baseline and Outcome Reporting

- Review the **Baseline** and **Outcome** report indicators for each planned program. (On the **View and Report screen**, simply click on the link for each report to view the list of indicators for each program you planned in your IPOW.
- **Enter this impact evaluation data at the time of data collection.**
- You are not duplicating efforts. Remember that general and event reports are only reporting your program outputs and contacts (time and efforts).

## 4. Impact Report

- On the **View and Report screen**, simply click on the **IMPACT** report link that is aligned to the related program.
- Follow the **Writing An Impact Report** guidelines

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