

AIMS

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



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).

Welcome [redacted] Home Contact Us FAQ AIMS Help

myReporting: [redacted]

my Plan **my Reporting** Results

Month:

Access to Safe & Nutritious Foods	
Goal 2 <input type="text"/>	Indicators Impact Event
EFNEP Obj. 1 <input type="text"/>	Report <input type="text"/> View Reports
EFNEP Adult	Program Planning & Delivery Time Hours <input type="text" value="0"/>
	Integrated Extension & Research <input type="text" value="0"/>
	Multi State Extension Activity <input type="text" value="0"/>
Obj. 2 <input type="text"/>	Report <input type="text"/> View Reports
EFNEP Youth	Program Planning & Delivery Time Hours <input type="text" value="0"/>
	Integrated Extension & Research <input type="text" value="0"/>
	Multi State Extension Activity <input type="text" value="0"/>
Enter all data and press <input type="button" value="Submit"/>	

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 <input type="text" value="0"/>
<input type="button" value="Back"/> Enter all data and press <input type="button" value="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) ▾ <input type="text" value="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 ▾ <input type="text" value="0"/> Hours
Multi State Extension Activity ▾ <input type="text" value="0"/> Hours <input type="text" value="Select Multistate"/> ▾
If "Other" is selected Multi State Extension Activity, enter description. <input type="text"/>
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 <input type="text" value="0"/>
<input type="button" value="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.

Hours: [More...](#)
 Direct Contacts: [Hide](#)

Direct Educational Contacts

A Direct Contact is Civil Rights Audience ?

4H & Youth OR Family & Consumer Science
 ANR-Comm Community Development

Method of Direct Contact	Total # of times the method is Used	Total # of Direct Contacts by Method
Demonstrations	<input type="text"/>	<input type="text"/>
Educational Class: One session	<input type="text"/>	<input type="text"/>
Educational Class: Series 2-4 sessions	<input type="text"/>	<input type="text"/>
Educational Class: Series 5 or more sessions	<input type="text"/>	<input type="text"/>
Farm/Landowner Visit	<input type="text"/>	<input type="text"/>
Field Day/Tour/Camp	<input type="text"/>	<input type="text"/>
Meetings	<input type="text"/>	<input type="text"/>
One-on-One Consultation	<input type="text"/>	<input type="text"/>
Staffed Displays	<input type="text"/>	<input type="text"/>
Train the Trainer Workshop	<input type="text"/>	<input type="text"/>
Web-Based Instruction/Education	<input type="text"/>	<input type="text"/>
Total Contacts	<input type="text"/>	<input type="text"/>

NOTE:
 Total number of Direct contacts is NOT multiplied by the number of times.
 e.g. If you have 5 classes with 20 each, enter 100 in total # of direct contacts.

Ethnicity:

Race:

Amer.Indian/ Alaska Native	Asian	Black/ African American	Hawaiian/ Pacific Islander	White	Two or More Races
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender:

Age:

<input type="text"/>	5-8 <input type="text"/>	9-13 <input type="text"/>	14-19 <input type="text"/>
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Your total contacts number MUST equal the total race number.

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 <input type="text"/>	Youth <input type="text"/>	Total # of Indirect Contacts by Method	Total # of times the method is Used <input type="text"/>
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 <input type="text"/>
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...																
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My Notes: More...																
Volunteers: Hide																
Volunteerism Contacts																
Volunteer Audience Select choice ▼	Other Audience <small>If "Other" is selected for Volunteer Audience, enter description.</small>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Total # Volunteers</th> <th style="width: 20%; text-align: center;">Total # Volunteer Hours</th> </tr> </thead> <tbody> <tr> <td>Direct Service ▼</td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> </tr> <tr> <td>InDirect Service ▼</td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> </tr> <tr> <td>Service Learning ▼</td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> </tr> <tr> <td>Boards/Commissions/Advisory Councils ▼</td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> </tr> </tbody> </table>		Total # Volunteers	Total # Volunteer Hours	Direct Service ▼	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0"/>	InDirect Service ▼	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0"/>	Service Learning ▼	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0"/>	Boards/Commissions/Advisory Councils ▼	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0"/>
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Total Number of Internal Division of Agriculture Contacts <input style="width: 40px;" type="text" value="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.

Welcome [redacted] [Home](#) [Contact Us](#) [FAQ](#) [AIMS Help](#)

myReporting: [redacted] [my Plan](#) [my Reporting](#) [Results](#)

Month: October

Access to Safe & Nutritious Foods		
Goal 2 <input type="button" value="Indicators"/> <input type="button" value="Impact"/>	<input type="button" value="Event"/>	
EFNEP Obj. 1 <input type="button" value="Report"/> <input type="button" value="View Reports"/>		Program Planning & Delivery Time Hours <input type="text" value="0"/>
EFNEP Adult		Integrated Extension & Research <input type="text" value="0"/>
OR		
Obj. 2 <input type="button" value="Report"/> <input type="button" value="View Reports"/>		Program Planning & Delivery Time Hours <input type="text" value="0"/>
EFNEP Youth		Integrated Extension & Research <input type="text" value="0"/>
		Multi State Extension Activity <input type="text" value="0"/>
Enter all data and press <input type="button" value="Submit"/>		

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.

Welcome [redacted] [Home](#) [Contact Us](#) [FAQ](#) [AIMS Help](#)

View data entered: [redacted] [my Plan](#) [my Reporting](#) [Results](#)

Program: Access to Safe & Nutritious Foods	10/23/2014 11:50:52 AM
Goal: 2 EFNEP	Obj: 1 EFNEP Adult

Last 50 Entries, to view, select date.	
Date entered	
Delete	2014/10/13_11:03:18
Delete	2014/10/13_11:00:55

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.

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