

# AIMS

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



## Reporting Multi-State Program Time in AIMS

Multi-state programming includes any program that involves Arkansas Extension Service and any other state's Extension Service at any level. Examples include multi-state Extension committees, national 4-H trips, and multi-state fairs and festivals.

There are two places you can go to in AIMS to report your multi-state time. You can stay on the My Reporting page and report your hours to the respective objective (below). This works best if you do not have client contacts to report.

Leadership CES Program Obj. 1	<input type="button" value="Report"/> <input type="button" value="View Reports"/>	Program Planning & Delivery Time Hours <input type="text" value="0"/>
NIFA Planning/ Reports		Integrated Extension & Research <input type="text" value="0"/>
		<b>Multi State Extension Activity</b> <input type="text" value="0"/>
Obj. 2		Program Planning & Delivery Time Hours <input type="text" value="0"/>

If you need to report contacts along with the multi-state hours, report both by clicking on the “Report” button next to the respective objective in which you are reporting (below).

Welcome Diane Mashburn (orgn [redacted]...)(Change User) [Home](#) [Contact Us](#) [FAQ](#) [AIMS Help](#)

myReporting Contacts: Diane Mashburn (orgn [redacted])  [my Plan](#) [my Reporting](#) [Results](#)

Program: PSD Plan of Work 4/24/2015 10:54:19 AM  
Goal: 1 Leadership CES Program Obj: 1 NIFA Planning/ Reports

Month:

**Hours: Hide**

Planning & Delivery Time ( Hours) <input type="text" value="0"/> Hours
<b>NOTE:</b> If any of the time entered above involves <b>Integrated or Multi State Extension efforts</b> report those hours <b>AGAIN</b> in the following sections.
Integrated Extension & Research <input type="text" value="0"/> Hours
<b>Multi State Extension Activity</b> <input type="text" value="0"/> Hours
<input type="text" value="Select Multistate"/>
If "Other" is selected Multi State Extension Activity, enter description.
<small>To enter more than one Multi-State activity, create a new Outside IPOW myReport.</small>

Direct Contacts: [More...](#)  
InDirect Contacts: [More...](#)

Reporting of time involved in multi-state programming in AIMS is done differently than other time. Unlike any other time entered into AIMS, all multi-state time needs to be reported in “Program Planning & Delivery Time” field, **as well as** in the “Multi State Extension Activity” field. This means your time is reported twice in AIMS. In either location, you take the same steps to enter in your multi-state time.

-If you are reporting **ONLY** multi-state time (which includes any time dedicated to the actual activity and the prep time before and/or after the event), enter in the number of hours in **BOTH** the “Program Planning & Delivery Time” and the “Multi-State Extension Activity” fields.

-If you are reporting both multi-state time and other (non multi-state) time to the objective, enter in the total combined time into the “Program Planning & Delivery Time” field, then **ONLY** the multi-state time in the “Multi State Extension Activity” field.

For example, if you worked 120 hours in a month in a particular objective area and 40 of those hours were multi-state, then you will report 120 hours under “Program Planning & Delivery Time,” then 40 hours under “Multi-state extension activity.”

-Once you have hours entered in the “Multi State Extension Activity” field, you will see a drop-down menu appear directly below it. Select the activity from the drop down menu that matches what Multi-State activity the hours supported. If your activity is not listed in the drop down, select “Other” and provide the name of the activity in the text box below the drop down.

-Make sure to click “Submit” at the bottom of the page to save the time you just entered (and any contact data you entered, if necessary).

**NOTE:** If you need to report to multiple activities, you will need to enter them in separately to allow for proper tracking of each activity.

The screenshot shows a web-based reporting interface for the 'Community & Economic Development' goal. The form is organized into sections for different objectives. The 'Business Development' section (Obj. 1) includes fields for 'Program Planning & Delivery Time Hours' (set to 0) and 'Multi State Extension Activity' (set to 0). A dropdown menu is open for the 'Multi State Extension Activity' field, listing several activity categories: 'IAPAL- International Association of Programs for Agricultural Leaders', 'Local Government Extension Programming (LGET)', 'NE Economic Development', 'SERA-37 New Hispanic South', 'Southern Region Program Leadership Network (PLN)', 'Stronger Economies Together (SET)', and 'Other'. The 'Other' option is currently selected. The 'Other business related' section (Obj. 3) also has a 'Multi State Extension Activity' field with a dropdown menu. The interface includes buttons for 'Report' and 'View Reports' for each objective.

The following is a complete list of multi-state programs currently in AIMS for Community & Economic Development:

- eXtension
- IAPAL- International Association of Program for Agricultural Leaders
- Local Government Extension Programming (LGET)
- NE Economic Development
- SEAR-37 New Hispanic South
- Southern Region Program Leadership Network (PLN)
- Stronger Economies Together (SET)