

# 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	Report View Reports	Program Planning & Delivery Time Hours 0
NIFA Planning/ Reports		Integrated Extension & Research 0
		Multi State Extension Activity 0
Obj. 2		Program Planning & Delivery Time Hours 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]) Back 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: April

**Hours: Hide**

Planning & Delivery Time ( Hours)	0 Hours
<b>NOTE:</b> If any of the time entered above 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...

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. On the left, there is a table with columns for Objective, Report, View Reports, Indicators, Impact, and Event. The table contains several rows, including 'Air Quality' under 'Obj. 5' and '4-H Youth Dev.' under 'Obj. 4'. A dropdown menu is open on the right side, listing various activities such as '4-H Vet Science', 'After-school Alliance', and 'National 4-H Dairy Conference'. The '4-H Vet Science' option is highlighted in blue. Below the dropdown menu, there is a text box for 'Multi State Extension Activity' and a 'Submit' button at the bottom right.

Objective	Report	View Reports	Indicators	Impact	Event
Obj. 5					
Air Quality					
Opportunities for Families & Youth					
Goal 1					
4-H Youth Dev.					
Obj. 4					
4-H Agriculture					

Select One

- 4-H ATV Safety Coordinator Committee
- 4-H ATV Safety-ASI Rider Course Instructor Certification (Okla)
- 4-H Online Users Conference
- 4-H Robotics Lockheed Martin Grant
- 4-H Vet Science
- After-school Alliance
- Arkansas-Oklahoma Fair
- Camping Committee
- Education for the Wildlife Habitat Invitational
- eXtension
- Four States Chute Out at the Texas State Fair
- Keys to Embracing Aging
- Multi-state 4-H Volunteer Conference
- National 4-H Conference
- National 4-H Congress
- National 4-H Dairy Conference
- Select One

If "Other" is selected, Multi State Extension Activity, enter description.

Enter all data and press Submit

The following is a complete list of multi-state programs currently in AIMS for Increasing Opportunities for Families & Youth:

- 4-H ATV Safety Coordinator Committee
- 4-H ATV Safety- ASI Rider Course Instructor Certification (Okla)
- 4-H Online Users Conference
- 4-H Robotics Lockheed Martin Grant
- 4-H Vet Science
- After-school Alliance
- Arkansas-Oklahoma Fair
- Camping Committee
- Education for the Wildlife Habitat Invitational
- eXtension
- Four States Chute Out at the Texas State Fair
- Keys to Embracing Aging
- Multi-State 4-H Volunteer Conference
- National 4-H Conference
- National 4-H Congress
- National 4-H Diary Conference
- National 4-H Forestry Council
- National 4-H Mentoring Program
- National 4-H Shooting Sports Invitational (NE)
- National 4-H Shooting Sports State 4-H Coordinators Conference
- National 4-H Shooting Sports Training
- National and Southern Region 4-H Program Leaders Committee
- National Junior Olympics (Colorado Springs & Fort Benning)
- National Progressive Position Pistol Competition (Fort Benning)
- Regional 4-H Great American Seafood Cook-off (LA)
- Southern Gerontological Society
- Southern Region 4-H Citizenship/Leadership Committee
- Southern Region 4-H Healthy Living Committee
- Southern Region 4-H Horse Show
- Southern Region 4-H Science Committee
- Southern Region 4-H Volunteer Coordinator Committee
- Southern Region 4-H Volunteer Leader Forum
- Southern Region Program Leadership Network (PLN)
- Western National 4-H Round-up in Denver