

### *MYFOCIS Help File Information*

**Face-to-Face Contacts-** Extension has a federal mandate to track face-to-face programs provided to adults and youth, and to report their gender, Limited English Proficiency (LEP) and ethnicity of the publics served in the nine major emphasis areas. The current US Census percentage ethnic distribution for the state or the county is listed for personal comparative reporting reference. Contacts are tracked within program areas which in turn were affiliated with emphasis areas when the program area was established. Contacts may be edited as needed when one needs to add new contacts to a program. A program may have multiple contact titles to all for the tracking of sub-groups within a program area.

**Non – face-to-face contacts-** are generally from electronic or printed newsletters and are also entered into the template, but are not tracked by ethnicity or gender.

**Outcome Measures-**are measures of short term [client knowledge gain] and intermediate level [client practices applied] outcomes in the emphasis area being reported. A form of evaluation, including observational analysis, may be needed to report these outcomes.

## **More...**

### *Detailed MyFOCIS Help File Information*

## **Instructions for Reporting Contacts in MYFOCIS3**

### **Employees Required to Report Contacts**

**All** employees of the Utah State University Cooperative Extension that contribute to the Annual Report of Accomplishments are required to report contact data. Contact data must be remitted in the MyFOCIS system. The reporting of contacts is an integral component of the Annual Performance Appraisal. Accuracy in reporting contacts in each of ones programs is critical. Entries to the contact field found associated with each program area may be updated as many times as necessary through the year. The entry fields may individually be edited to add new contacts as they are made. If unique contact groups within a program area need to be tracked this can be done by entering a title reflective of the groups' name.

### **Clarifying the Reporting Policies of Contact Data**

1. More than one contact with the same individual during a single day can occur if the individual participates in different program areas. Report these contacts under the appropriate emphasis area in MyFOCIS.
2. If more than one Extension faculty member addresses an audience during an educational program, each faculty member reports the entire audience as face-to-face contacts
3. Contacts related to educational programming between Extension staff and volunteers are reported in the face-to-face section of MYFOCIS.
4. Support staff and volunteers make many contacts with clientele who call or visit the Extension Office or attend educational programs. Volunteers who conduct educational programs will record these contacts by the educational program area. The support staff and volunteers will keep records of these contacts by the program area and will give them to their Extension agent/specialist supervisor who will then enter the contact information into MyFOCIS.
5. **Specialty Programs Reporting Contacts:**
  - a. **4H** volunteers, club leaders, after school groups must report their face-to-face contacts through the MyFOCIS reporting agent/program assistant. Reports of club activity may be entered with best estimates/averages for those attendances.
  - b. **YFP** mentors and volunteers must report their face-to-face contacts through the MyFOCIS reporting agent/program assistant. Reports of YFP may be entered with best estimates/averages for those attendances.
  - c. **Master Gardener** volunteers must report their face-to-face contacts through the MyFOCIS reporting agent/program assistant. Reports of Master Gardener Programs may be entered with best estimates/averages for those attendances.
  - d. **All Other Specialty Reporting Groups** must report their face-to-face contacts through the MyFOCIS reporting agent/program assistant. Reports may be entered with best estimates/averages for those attendances.

## **Contact Data Required to be Reported Regularly**

Face-to-face, e-mail, telephone, and non-electronic contacts should be reported by USU Extension employees in the program reporting areas periodically. MyFOCIS is used to report contacts:

### **Face-to-face Contacts –**

- Utah State University Extension is required to provide data to comply with civil rights rules and regulations and to permit enforcement of Title VI of the Civil Rights Act of 1964 as well as other nondiscrimination statutes. This includes the reporting of face-to-face contacts by race and gender made by professional and paraprofessional staff. This contact data is also

supplied to the Utah Legislatures legislative analyst. For this purpose, "contact" refers to the coming together of two or more individuals face-to-face to participate in an educational experience to conduct Extension - related business. Contacts occur in conferences, consultations, workshops, seminars, meetings, field days, and demonstration activities, etc. in which the mission and business of Utah State University Cooperative Extension is carried out. More than one contact with the same individual during a single day can occur and should be reported if the contacts occur in different program emphasis areas.

Contacts are reported by adult and youth and gender in one of the following designations of race, color or national origin: MyFOCIS report writers are to make their best observational choice regarding race and gender. If the reporter personally knows the contact then report based on how that person wishes to be known.

- **Black** (not of Hispanic Origin) - A person having origins in any of the black racial groups of Africa
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- **Asian or Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinents, or the Pacific Islands. For example China, Japan, Korea, the Philippine Islands, and Samoa.
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **White** (not of Hispanic Origin) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or regional basis.
- **LEP (Limited English Proficiency)** - This includes persons for whom special materials are prepared or interpreters provided in the daily administration of Extension business or in professional presentations made to the public. Such individuals may already be reported by race and ethnicity in the table. This report field is to capture numbers of persons served who have LEP.

## Non face-to-face Reporting

### Electronic/Print Contacts (Gender and Ethnicity Tracking NOT Required)

- **E-mail contacts** - Report the total number of e-mail contacts made in response to requests for information in support of Extension program emphasis area.
- **Newsletters contacts** - Report the total number of newsletters distributed to support Extension educational programs. (The number of issues multiplied by the number of people sent the newsletter.)

- **Telephone contacts** - Report the total number of telephone calls handled in response to requests for information in support of the Extension program emphasis area.
- **Non-Electronic Correspondence (Other) contacts** - Report the total number of non-electronic correspondences mailed in support of Extension program emphasis area. Also, contacts in this area by support staff and volunteers should be reported by the Extension agent/specialist supervisor under the non-electronic "other" category. Examples of non-electronic correspondence are letters, program announcements, and publications requested and mailed. Educational program announcements delivered by mass media methods should not be counted as contacts.

## **Outcome Measures**

Outcomes measures are metrics required in the Annual Report of Accomplishments. They include the number of clients who gained knowledge and the number of those who apply practices taught by Extension. These two measures are short term knowledge gained and/or are intermediate outcomes – practices applied as delineated in the logic model. Extension faculty will need to devise evaluation and measurement standards to report outcome numbers in each of the program emphasis areas utilized over the year. If a formal evaluation is not conducted it may be necessary to make the best observational analysis possible when reporting the metrics required in this area of MyFOCIS.