



Plan of Work & Report of Results DATABASE MANUAL 1998-2000

POWPROGS, POWSTATS, RORPROGS, RORSTATS Databases

INTRODUCTION

Welcome to the 1998-2000 Plan of Work/Report of Results (POW/ROR). The POW/ROR is not a new concept for OSU Extension, but the database method of information retrieval is relatively new—beginning with the 1996-97 POW/ROR. Since last year's POW/ROR, the databases have been modified and new fields have been added to retrieve additional data for our federal partner and the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA). AREERA and its impact on the POW/ROR process will be discussed later in this manual.

IMPORTANT DATES TO REMEMBER

We appreciate the energy you put into the Plan of Work and Report of Results to ensure an accurate and representative report of your program efforts. We also appreciate your effort to submit the reports in a timely manner. Please review the deadline dates posted in the table (Figure 1) and mark your calendars. If you have additional questions regarding the timetable, please address them to Dave Williamson, (614)292-5089 or e-mail: williamson.84@osu.edu.

Type of Report	Level	Due Dates	Instructions to County, District and State Personnel
Plan of Work POW Program & Annual Statistical Report (Data Return Diskette)	ALL County, District, and State Reports	October 22, 1999	Complete your Plan of Work Program and Annual Statistical Report worksheets and enter the data into the appropriate POW Database. Send the POW Data Return Diskette to David A. Williamson, OSU Extension, 700 Ackerman Road, Suite 240, 43202-1575.
Report of Results ROR Program & Annual Statistical Report (Data Return Diskette)	ALL County, District, and State Reports	October 22, 1999	Complete your Report of Results Program and Annual Statistical Report worksheets and enter the data into the appropriate ROR Database. Send the ROR Data Return Diskette to David A. Williamson, OSU Extension, 700 Ackerman Road, Suite 240, 43202-1575.
County Highlights	County	December 15, 1999 (Please submit these reports in a timely manner. Thanks!)	<u>County Highlights are used in Legislative Packets and to educate new legislators of the county extension programs in their districts.</u> Legislators prefer concise bullet impact statements over the current County Popular Report format. Please refer to the <i>County Highlights Template</i> included in the POW/ROR Packet for a description of how to write the fact sheet. Send a copy of your <i>County Highlights</i> fact sheet <u>by computer diskette or e-mail attachment</u> to David A. Williamson, OSU Extension, 700 Ackerman Road, Suite 240, 43202-1575 or williamson.84@osu.edu .

Figure 1: Instructions & Due Dates for OSU Extension Reports

DATABASE MANUAL

The **1998-2000 Plan of Work/Report of Results Database Manual** is written with the novice in mind. Computer expertise varies from person to person. Therefore, the manual provides step-by-step instructions for those with varying computer and database experience. Computer screen graphics, representing each phase of data entry, are provided to help the database user move from operation to operation. In addition, a glossary of computer jargon and database terms is available in the online HELP section of the databases (Select **HELP** from the Main Menu Screen or tap the **Alt** key and **H** key simultaneously to reveal the online Help Screen.). Help is also available from your local support team or from Dave Williamson (POW/ROR Procedures) or Harry Laufman (Computer Support). Check with your county chair or departmental head for the names of the individuals on your support team.

POW/ROR SUPPORT TEAM		
(For help, please contact your local support team first; then, if additional help is needed contact Dave or Harry.)		
NAME	SUPPORT	CONTACT
Local County/District/State Support Team Member	General	County Chair/District Director/Department Head for the names of the local Support Team
Dave Williamson	All POW/ROR Procedures	(614)292-5089; e-mail: williamson.84@osu.edu
Harry Laufman	Computer Support	(614)292-6554; e-mail: laufman.1@osu.edu

Plan of Work/Report of Results Packet

Your Plan of Work (POW Program and Statistical Reports) packet should include the following items:

- 1 **Plan of Work/Report of Results Checklist**
- 1 **Database Manual** (Plan of Work/Report of Results **Manual**, **QuickSTART** and **Appendix**.)
 - Appendix:
 - A-C** Worksheet Information (includes Extension Job Titles, Appointment, Program Emphasis, Focus, and Issue matrix cell addresses)
 - D** Evaluation Information
 - E** How Many Days Do I Plan for in the Plan of Work Worksheet
 - F** Direct Contact Report Guidelines
 - G** Base Programs/National Initiatives/Special Programs and Guidelines
 - H** State Program Contacts
 - P** Database TEMPLATE Worksheets (Make copies as needed.)
- 1 **FCS Keyword Definitions Fact Sheet**
- 1 **Program Objectives and Impact Statement Helps Fact Sheet**
- 1 **POW/ROR Program Activity Log**
- 1 **REVISED 1999-2000 Plan of Work Databases Diskette** (This is a **NEW Version** of last year's POW databases and includes both POW Program [*powprogs*] and Annual Statistics Report [*powstats*] databases on this diskette — **Only one Plan of Work Database Install Diskette for each county and district office. State Specialists will receive their own diskette.**)
- 1 **1999-2000 Plan of Work Data Backup Return Diskette** (Please send this diskette to Program Development and Evaluation upon completion of POW/ROR — **Only one Plan of Work Data Return Diskette for each county and district office.**)

Plan of Work/Report of Results Packet (Continued)

- 1 **REVISED 1998-99 Report of Results Databases Diskette** (This is a **NEW Version** of last year's ROR databases and includes both Report of Results Program [**rorprogs**] and Annual Statistics Report [**rorstats**] databases on this diskette — **Only one Report of Results Databases Diskette for each county and district office. Each State Specialists, however, will receive their own diskette.**)
- 1 **1998-99 Report of Results Data Backup Return Diskette** (Please send diskette to Program Development and Evaluation upon completion of POW/ROR — **Only one Report of Results Data Return Diskette for each county and district office.**)
- 1 **1998-2000 Ohio Program Focus Areas and Issues** (“matrix” including Emphasis, Focus Area, Issues, and Keywords)
- 1 **County Highlights Template.** The County Highlights Template is a guide to help counties prepare County Highlights fact sheets used in legislative packets and public relations activities. Those county program personnel (i.e., ANR, FCS, 4-H, and CD) who prepare impact statements for their County Highlights fact sheet will benefit from this template.

Check to see if all of the components are included in the 1998-2000 POW/ROR packet. If any items are missing, please contact Dave Williamson.

TOOLS OF THE PROGRAM PLANNING TRADE

An Extension program is only as good as the program plan. Henry Fayol said, “Plan your work; work your plans.” A Systems Approach to Program Development and Evaluation (Conklin & Spiegel, 1992) is a good model for effective Extension programming.

The ten components of A Systems Approach to Program Development and Evaluation are:

1. Identify Program Goals
2. Conduct Needs Assessment
3. Identify Target Audience's Abilities/Capacities
4. Write Program Objectives
5. Design Evaluation Plan
6. Select and Develop Program
7. Develop Program Delivery Materials
8. Implement Programs
9. Conduct Formative Evaluation
10. Conduct Summative Evaluation

Someone once said, “A plan isn't a plan until it is written.” Your POW/ROR packet contains two tools which can be used to record your Plan of Work: 1) POW/ROR Templates; and 2) **POW/ROR Program Activity Log**. The **POW/ROR Program/Activity Log** (optional) follows A Systems Approach to Program Development and Evaluation and provides categories to record information required for the POW/ROR process.

Two other publications of importance to Extension program planners are:

Etling, A. & Maloney, T. (1995). Needs assessment. The Pennsylvania State University.

Spiegel, M.R. & Leeds, C. (1992). The answers to program evaluation: A workbook. OSES/The Ohio State University. (Adapted from Froke, Barbara [1980]. Workbook for conducting program evaluation by county and state extension staff, North Central Region Publication #114.)

Copies of both publications are available through the Office of Program & Evaluation Support, tel: (614) 292-5089.

GETTING STARTED

Begin the Plan of Work process by completing either the **Database Template Worksheets** (how the computer screen will look as you enter data) or the **POW/ROR Program Activity Log** for the four databases of the Plan of Work/Report of Results. Complete the worksheets using the guidelines detailed in the data-entry portion of this manual.

Refer to the following appendix sections and fact sheets for additional help in completing the worksheets:

- A-C** Worksheet Information (includes Extension Job Titles, Appointment, Program Emphasis, Focus, and Issue matrix cell addresses)
- D** Evaluation Information
- E** How Many Days Do I Plan for in the Plan of Work Worksheet
- F** Direct Contact Report Guidelines
- G** Base Programs/National Initiatives/Special Programs and Guidelines
- #** FCS Keyword Definitions Fact Sheet
- #** Program Objectives and Impact Statement Helps Fact Sheet
- #** 1998-2000 Ohio Program Focus Areas and Issues

A Brief Comment on the Revised Matrix

The newly revised **1998-2000 Ohio Program Focus Areas and Issues** matrix contains 4 emphasis areas, 4 focus areas, 12 Issues associated with the 4 focus areas, and nearly 300 keywords. Like last year, each "cell" of the matrix has a numerical address, and the Emphasis, Focus, and Issue columns are more delineated.

DATABASE INSTALLATION

(Skip this section if the new databases have already been installed in your office computer. Go directly to the next section, "DATABASE APPLICATION PROCEDURES AND DATA ENTRY".)

Once your Plan of Work/Report of Results Program and Annual Statistical Report worksheets are complete, it's time to enter your data in the appropriate database. The new databases are completely revised from last year's version. Before you enter your data into the databases, you must install the New Version.

WARNING: As previously stated, the 1998-2000 POW/ROR Databases have been updated this year. As a result, the new database installation diskettes will over-write last year's databases, including all of the data stored in the *powror* directory. In addition, the former database format and stored data are incompatible with the new databases. YOU MUST PRINT (generate a hard-copy) ANY DATA YOU WISH TO KEEP FROM LAST YEAR'S POW/ROR DATABASE ENTRIES.

The Databases

The Plan of Work data will be stored in four separate databases (***powprogs*** for the Plan of Work Programs and ***powstats*** for the Annual POW Statistical Report, and the ***rorprogs*** for the Report of Results Programs and ***rorstats*** for the Annual ROR Statistical Report). Desired outcomes for specific data stored in databases and the database programming format dictate the kinds and number of databases used in the collection and storage of information.

Database Installation

In your county/district packet ‡, locate four 3½ " diskettes labeled:

- P 1999-2000 Plan of Work Databases** (includes both POW Program and Annual POW Statistical Report)
- P 1998-99 Report of Results Databases** (includes both ROR Program and Annual ROR Statistical Report)
- P 1999-2000 Plan of Work Data Backup Return** (forwarded to Program Development and Evaluation upon completion of POW).
- P 1998-99 Report of Results Data Backup Return** (forwarded to Program Development and Evaluation upon completion of POW).

‡ NOTE: State Specialists, Extension Associates, Research Associates and Research Assistants who are not associated with a county or district office will receive the two database installation diskettes (POW & ROR) and one return diskette in addition to the Personal POW/ROR Packet.



Damaged Diskettes — Inspect diskettes (disks) for damage. If damage is discovered on the outside of the diskette or during the database installation process, contact Dave Williamson immediately (614-292-5089). New diskettes will be sent to you as soon as possible.

IMPORTANT! The Plan of Work databases (*powprogs/powstats* and *rorprogs/rorstats*) should be installed into the IBM-compatible personal computer (preferably the PC in which the county 4-H Database is located). Individuals or offices that do not have the 4-H Database in their PC may have to contact Harry Laufman (614)292-6554 for assistance. Databases tax the computer differently than traditional programs. As a result, the config.sys file in your PC may require some minor changes. **Do not edit the config.sys or autoexec.bat files without professional help from Harry Laufman!**

Step 1 Turn on (“boot”) your computer, monitor, and printer.

If your computer system is attached to a surge protector or power strip, remember to energize it by making sure it is plugged into a wall receptacle and turned on.

Step 2 To run the Plan of Work/Report of Results (POW/ROR) database programs, you must first install the individual programs into your computer.

The POW/ROR databases run in the DOS environment. If your computer starts in Windows 3.1, Windows 3.11, Windows 95 or Windows 98, locate the icon for the MS-DOS Prompt (for Windows 3.1 and 3.11, look in the Main applications window for the icon). Select it by positioning the arrow over the icon and “double-clicking” the mouse. Following this procedure, your computer screen should look like Figure 2.

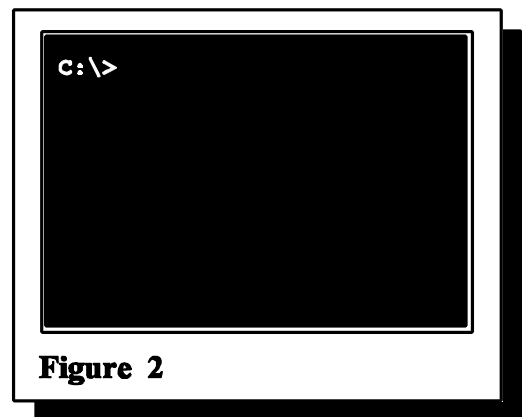


Figure 2

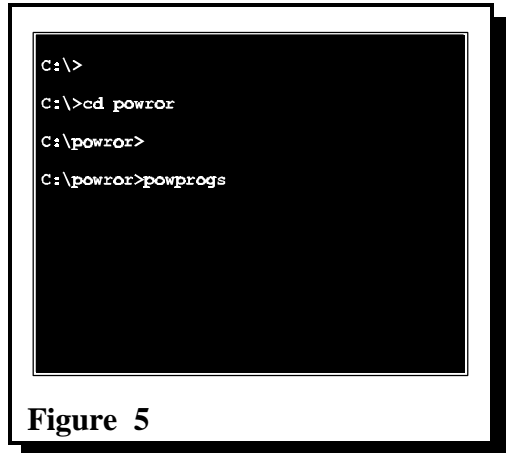
Database Installation (Continued)

Common Database Features

Starting the Appropriate Database Program

As before and forever more, the Plan of Work Programs, Annual POW Statistical Report, Report of Results Programs, and Annual ROR Statistical Report databases will start at the MS-DOS Prompt (i.e. **C:\>**). Refer to Step 1 in the installation procedures regarding how to find the DOS Prompt. See Figure 2 for computer screen details.

Determine the database you wish to enter by selecting its filename (listed in the previous section). **Note:** **For instructional purposes, the *powprogs* database has been selected to demonstrate the steps needed to access the databases and add the required information.**



```
C:\>  
C:\>cd powror  
C:\powror>  
C:\powror>powprogs
```

Figure 5

The ***powprogs*** database is located on the computer hard drive (drive C). To access the database, change the directory (**cd**) to **powror**. This can be accomplished by typing **cd powror** at the **C:\>** Prompt (e.g., **C:\>cd powror**), then pressing the ENTER key (see Figure 5). Note: You must start from the C:\> prompt, not the C:\windows> prompt. To change the C:\>windows prompt to C:\>, type **cd..** at the C:\>windows> prompt (e.g.,...**C:\>windows>cd..**) and tap the ENTER key; then, do the above step.

Notice that the line now reads **C:\powror>**. You have just accessed the **powror** directory.

Now you are ready to access the ***powprogs*** database. The procedures from this point on will take you through the steps necessary to access and add data to the ***powprogs*** database. Use the same steps to access the all four databases.

As stated previously, the Plan of Work Programs database is located in the **powprogs** file. To access this file, type **powprogs** at the **C:\powror>** prompt (e.g., **C:\powror>powprogs**) and press the ENTER key (see Figure 5).

Congratulations! You have successfully entered ***powprogs*** — the Plan of Work Programs database program! Repeat the same process to enter the other three databases. The next few pages will be devoted entirely to the application and data entry procedures (both common and specific) of this program and the other three database programs.

Getting to Know the Database Environment

Take note of your monitor screen. Figure 6 represents the first screen you should be viewing in all four databases. Notice the menu and submenu categories. The Main Menu Screen will be used to direct your work in the database and in all POW/ROR databases.

Notice that the Add/Edit/Delete Records submenu category is highlighted. As with all future menu selections in the database, the category selected must first be highlighted with the cursor (by maneuvering the Up Arrow key ↑ or Down Arrow key ↓ on the keyboard). The POW and ROR databases are mouse activated programs (in most computers). Menu options and other screen commands can be selected and highlighted by the mouse pointer or menu options can be activated by selecting and using keyboard keys .

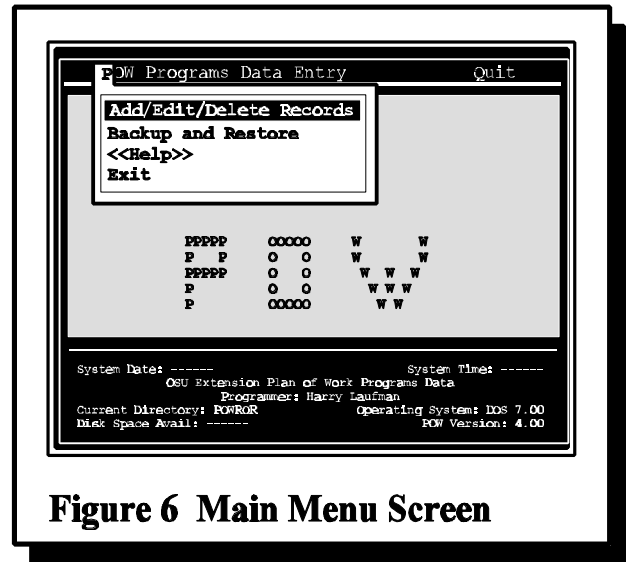


Figure 6 Main Menu Screen

With the submenu “Add/Edit/Delete Records” highlighted, press the ENTER key or if you are using a mouse, “single-click” the mouse. The next screen (we will call it the “Select” screen) should be in view. The text box on this screen prompts you to select the name of the individual record to review (i.e., if you are adding, editing, or deleting a record for any time other than the very first entry). If you are entering the very first record into the *powprogs* database, there will not be a name to select on the Select Screen.

Before you move on, notice the screen commands at the bottom of the text box ([] [], ENTER=Ok, ESC=Cancel). These navigating commands are designed to function for both the mouse (to “click” on) or the keys (ENTER, Esc, ↑, ↓) on the keyboard. Select the appropriate command to move in and out of this text box. The arrows permit you to scroll (up or down) the text box with the mouse or prompt you to use the arrow keys on the keyboard. If you select ENTER, you have indicated to the computer that you want to view or edit the highlighted record, or to add a new record. On the other hand, if you choose ESC, you have commanded the computer to cancel your efforts. As a result, the computer will return to the Main Menu Screen (Figure 6).

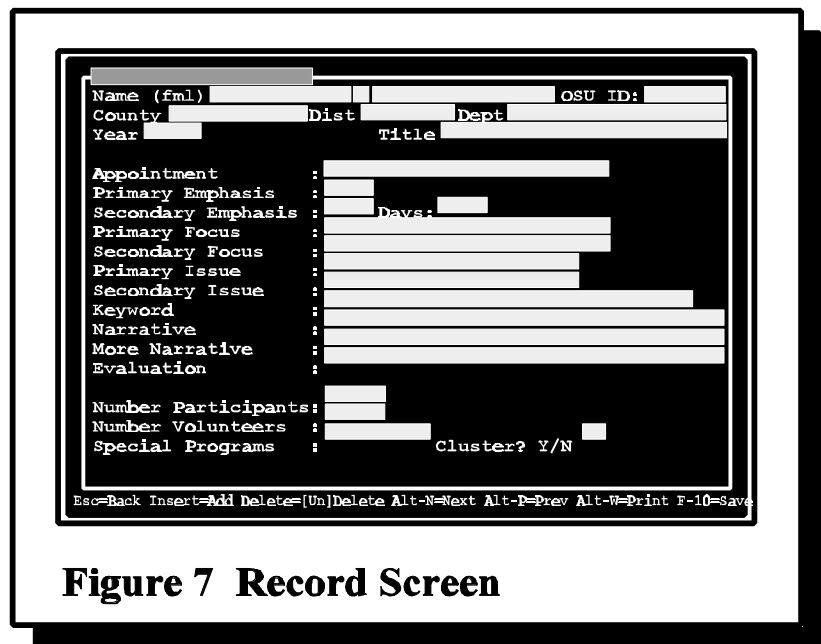


Figure 7 Record Screen

Getting to Know the Database Environment (Continued)

HELP!

Do you want to find out about a
database
Procedure or Term?

**Select <<Help!>> on the Main
Menu Screen or tap the Alt
and H keys simultaneously
while on the Record Screen .**

Just “Scroll” through Help, or
DO A SEARCH!

Select <<Help>> or Alt-H, tap
the **Home** key, then tap the **S**
key, type in the subject,
tap the **F10** key, and...
YOU'RE THERE!

To find the same word(s) elsewhere in
HELPS, tap the **S** key again and tap
ENTER; repeat as necessary.

To **SEARCH** for another subject or word,
tap the **Home** key and repeat the process.

To **SAVE** a Term or
Procedure, Tap **M** to
MARK/ENDMARK
for Printer or File.

Adding Records — To add the very first record into the database, select the blank field on the Select Screen and tap the ENTER key to go to the Record Screen (Figure 7).

Figure 7 shown here represents the Record Screen of both the *powprogs* and *rorprogs* databases. To add another record (other than the very first record) upon entering the database, highlight the name of any person whose name appears on the Select Screen and tap the ENTER key to access the Record Screen. The Record Screen (Figure 7) should now be in view. From the Record Screen, select the **Insert=Add Screen Command** or tap the **Insert** key on the keyboard to reveal a new Record Screen. A text box will ask you whether or not you wish to carry forward the Personal Information from the previous record or if you want a new blank Record Screen. Follow the instructions on the screen to enter the appropriate Record Screen. The subjects of **Adding Additional Records, Editing Records, and Deleting Records** will be discussed later in this manual.

Screen Commands — Screen Commands are shown at the bottom of both the Select Screen and the Record Screen. A command initiates a specified action in the computer environment. Common commands in all four database include:

Esc=Back — Returns you to the previous screen or the Main Menu Screen. **CAUTION: Remember to SAVE the completed record by tapping the F10 key before exiting to the Main Menu Screen. Your record will not be saved if you Escape without saving (F10) your record.**

Insert=Add — Adds a new record. See **Adding Records** or **Adding Additional Records** for details.

Delete=[Un]Delete — Marks a record for deletion or undeletes or restores a record. See **Deleting Records** for details.

Alt-N=Next — Move to the next completed record.

Alt-P=Prev — Move to the previous completed record.

Alt-W=Print — Print the current record.

F10=SAVE! - Saves the entire current record.

Additional Database Functions (Common to all 4 databases.)

Adding Additional Records — When the entire record is complete and saved (tap the **F10** key), and you are ready to add additional records, press the **Insert** key on the keyboard or "click" on the **Insert=Add** command at the bottom of the Record Screen. A text box will appear, "Shall we carry forward the personal information? YES NO" If you choose **YES** (Y), the Personal Information from the previous record will be carried over to the new record. If you choose **NO** (N), a new blank record screen will be displayed, ready for completion. An intermediate text box will appear regardless of your choice. Tap any key and the next screen will appear. You may now add your next record. Repeat the process. **Don't forget to save the record (tap the F10 key).**

Editing an Existing Record — If you wish to edit an existing record, you can find it using two methods:

- 1) From the Main Menu Screen, select Add/Edit/Delete Records and tap the ENTER key. At the "Select Screen," scroll through the record names and highlight (select) the appropriate record to edit; then tap the ENTER key. On the Record Screen, scroll through the record with the arrow keys, Tab key or ENTER key and edit the appropriate field. **Before you exit or move on to the next record, tap the F10 key to SAVE the edited record.**
- 2) From the Record Screen, use the screen commands (at the bottom of the screen) to locate the record to be edited (i.e., Alt-N=Next, Alt-P=Prev, Insert=Add, Delete=[Un]Delete, etc). Consult the HELP topic "COMMANDS" or Screen Commands (p. 9) for specific details.

Deleting Records — "Mark" the record to be deleted by tapping the Delete key or selecting the Delete=[Un]Delete command. The Delete=[Un]Delete command or Delete key acts like a "toggle switch;" that is, when selected or tapped once, the current record will be "marked" for deletion; and, if tapped once again, will undelete (or restore) the record. If the record is "marked" for deletion, notice the command "Marked for Deletion" in the status box in the upper left corner of the Record Screen. A deleted record will remain in a state of "flux" until the you escape back to the Main Menu Screen. Until then the deleted record can be undeleted (restored), if necessary.

Backing Up and Restoring Records — BACK UP YOUR PROGRAM AND DATA FILES OFTEN! Backup is a method of copying files from a hard drive to floppy disks (or diskettes). Backup copies of your data provide insurance in the event your data is accidentally lost. **Please backup your data to the 2000 Plan of Work Data Backup Diskette each time you exit.** You are also encouraged to make an additional backup copy for your own records.

To Back Up your data, select Backup and Restore option (under the POW Processes heading on the First Menu Screen, Figure 4). A "Backup and Restore" text box will appear revealing five options: 1) Back Up TO A:, 2) Back Up TO B:, 3) Restore FROM A:, 4) Restore FROM B:, and 5) Go back. INSERT the appropriate **1998-2000 POW/ROR Data Backup Return Diskette** or a 3½" formatted floppy disk into drive A or B (whichever is appropriate), select the desired function (option 1, 2, or 5), and press ENTER (or "single-click" the mouse). A text box will briefly appear on the screen indicating that the back up function is commencing ("Backing up POW program to Drive A:").

Remove the floppy disk from the disk drive at the conclusion of the operation, and store it in a safe place. You are now free to Quit (Outta Here) the database application.

To Restore data from a backup disk TO the database stored on the hard drive of your computer, select the Backup and Restore option (under the POW Processes heading on the First Menu Screen, Figure 4). A "Backup and Restore" text box will appear revealing five options: 1) Back Up TO A:, 2) Back Up TO B:, 3) Restore FROM A:, 4) Restore FROM B:, and 5) Go back. INSERT the 3½" backup floppy disk into drive A or B (whichever is appropriate), select the desired function (option 3, 4, or 5), and press ENTER (or "single-click" the mouse). A text box revealing the question, "Overwrite current POW databases? Yes No" may appear.

Additional Database Functions (Continued)

If you want to overwrite the information (or lack of information, heaven forbid) stored on the computer's hard drive, select Yes. If you don't want to change the existing information stored on the hard drive, select No. Use the screen commands in the text box to maneuver inside the box.

Print All — Prints all records stored in the database.

To print all the records stored in the database, select PRINT ALL from the Main Menu Screen. A text box will appear asking the question, "About to print all the database records, proceed? Yes No." If YES is selected, another text box will prompt you to select the appropriate printer port (or file name). Make your selection. Lastly, a final text box will appear with the question, "Shall we print now? Yes No." If YES is selected, the printing will commence immediately. If NO is selected, in any of the PRINT ALL text boxes, you will automatically return to the Main Menu Screen.

Help — Displays the Help Screen to access help with database procedures and glossary terms.

To access the HELP Screen, select HELP from the Main Menu Screen or tap Alt-H simultaneously on the Record Screen. Once you have entered the HELP Screen, you can subject matter or a term by scrolling down the page or by performing a search. To search for a procedure, term, or word, tap the S key, type in the subject matter, and then tap the F10 key. To find the same word(s) elsewhere in HELP, tap S again and press the ENTER key; repeat as necessary. To make another search, tap the HOME key, tap S, and then repeat the process. To save or mark a term or procedure, tap the M key to MARK/ENDMARK for the printer or file.

EXIT/Quit (or **Outta Here**) — To exit the database program and back to the C:\> prompt. After selecting the Exit command, a text box will appear to remind you to back up your data. Select the appropriate choice, follow the instructions, and exit the database.

DATA ENTRY PROCEDURES

The ***Powprogs***, ***Rorprogs***, ***Powstats***, and ***Rorstats*** databases are mirror images of each other. The ***Powprogs*** and ***Rorprogs*** databases are alike except the ***powprogs*** database requests information on programs you are planning to do and the ***rorprogs*** asks information on programs you actually completed. The same holds true for the ***powstats*** and ***rorstats*** databases.

All four database programs require the reporter to give both Personal Information and Program Information. There are no optional fields this year. The Personal Information is common throughout all four databases. The Personal Information field order changes slightly between the POW/ROR Programs databases (***powprogs/rorprogs***) and the POW/ROR Annual Statistical Report databases (***powstats/rorstats***), but the kind of information remains the same. The Program Information is different. The ***powprogs*** and ***rorprogs*** databases requests information of the programs planned and the programs completed, respectively. The ***powstats*** and ***rorstats*** databases request Direct Contact information; again, the theme is what is planned and what actually happened.

The next three sections will describe the Personal Information and Program Information associated with the four databases. Use the following procedures as you complete your worksheets and/or enter the data into the computer databases.

Personal Information (Common to all four databases.)

First Name — Type in your first name only.

Initial — Type in your middle initial only. Note: This field should be completed only by those who have a middle name.

Last Name — Type in your last name only.

OSU ID# — Type in your eight-digit OSU Identification Number (without hyphens or spaces). Please do not enter your Social Security Number. The OSU ID# is not your Social Security Number. The OSU ID# is an employee number and can be found on your pay stub.

County — Type in or select (Tap ENTER key to reveal pop-up) the primary county (county Extension personnel only) in which you are working; or, if you work in more than one county, type or select MULTI-COUNTY. If you are an Extension employee working out of a district or state office, type in or select N/A (not applicable).

District — Type in or select (Tap ENTER key to reveal pop-up) the District in which you are working (County and District Extension employees only). If you are an Extension employee working out of a state office, type in or select N/A (not applicable).

Department — This field is to be completed only by State Extension Program Personnel. Type in or select (Tap ENTER key to reveal pop-up) your department from the department list. Extension employees at either county or district offices should select N/A (not applicable).

Report Year — Type in the **2000 (POW)**. For the Report of Results, type **1999** (meaning 1998-99 program year).

Title — Type in or select (Tap ENTER key to reveal pop-up) your job title from a job title list.

Extension job titles include Extension Agent, Extension Agent & Chair, Program Assistant, Nutrition Educator, Nutrition Specialist, District Specialist, State Specialist, Extension Associate, Research Assistant, and Research Associate.

Appointment — Type in or select (Tap ENTER key to reveal pop-up) the appointment area(s) that best represents your appointment responsibilities.

Appointment areas include Agriculture and Natural Resources (ANR), Family and Consumer Sciences (FCS), 4-H Youth Development (4-H), Community Development (CD), ANR/FCS, ANR/4-H, ANR/CD, FCS/4-H, FCS/CD, FCS/FNP, FCS/EFNEP Adult, FCS/EFNEP Youth, 4-H/CD, Water Quality, and 3 or more Program Areas.

Program Information (*powprogs & rorprogs*)

Primary Emphasis — Type in or select (pop-up) the 3-letter abbreviation of the primary program emphasis area to which this particular planned programming effort (POW) or this particular completed programming effort (ROR) belongs. (Consult your program planning/reporting worksheet and the **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.)

Program Information (Continued)

Remember to tap ENTER key on this field to reveal a pop-up that includes the primary emphasis choices. Then, position the highlighted cursor on the appropriate response by using the Down Arrow Key, Up Arrow Key, or Mouse; then, press the ENTER key or single-click the Mouse. Your primary emphasis area selection will automatically appear in the Primary Emphasis field. If the spelling is incorrect, or if the combination of Primary Emphasis, Primary Focus, Primary Issue, and Keyword is invalid, the database program will display an error message. Corrections must be made to the field before the record can be saved.

Days Planned (POW) — Indicate the number of days needed to plan, deliver, and evaluate this particular planned programming effort. (Note: Consult the "**How Many Days Do I Plan for the Plan of Work?**" section in the Appendix of the Instructions Manual for assistance.)

Days Spent (ROR) — Indicate the number of days spent to plan, deliver, and evaluate this particular completed programming effort. (Note: Consult the "**How Many Days Do I Plan for the Plan of Work?**" section in the Appendix of the Instructions Manual for assistance.)

Secondary Emphasis — The Secondary Emphasis, Secondary Focus, and Secondary Issue fields have been added because programming activities are often inter-disciplinary. **Notice, however, that there is no keyword field associated with these fields.** Type in or select (Tap ENTER key to reveal pop-up) the appropriate secondary emphasis area to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. Select N/A if the secondary emphasis, focus, and issue fields do not apply to this programming effort. (Consult your program planning/reporting worksheet and the **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.) If the spelling is incorrect, or if the combination of Secondary Emphasis, Secondary Focus, and Secondary Issue is invalid, the database program will display an error message. Corrections must be made to the field before the record can be saved.

Primary Focus — Type in or select (Tap ENTER key to reveal pop-up) the most appropriate primary program focus to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. (Note: Consult your program planning/reporting worksheet and **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.)

Secondary Focus — The Secondary Emphasis, Secondary Focus, and Secondary Issue fields have been added because programming activities are often inter-disciplinary. Type in or select (pop-up) the appropriate secondary focus area to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. Select N/A if the secondary emphasis, focus, and issue fields do not apply to this programming effort. (Consult your program planning/reporting worksheet and the **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.)

Primary Issue — Type in or select (pop-up) the most appropriate primary program issue to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. (Note: Consult your program planning/reporting worksheet and **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.)

Program Information (Continued)

Secondary Issue — The Secondary Emphasis, Secondary Focus, and Secondary Issue fields have been added because programming activities are often inter-disciplinary. Type in or select (pop-up) the appropriate secondary issue area to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. Select N/A if the secondary emphasis, focus, and issue fields do not apply to this programming effort. (Consult your program planning/reporting worksheet and the **1998-2000 Ohio Program Focus Areas and Issues** matrix for selection assistance.)

Keyword — Type in or select (pop-up) the most appropriate keyword to which this particular planned programming effort (POW) or this completed programming effort (ROR) belongs. Only one keyword or keyword phrase is permitted. Be sure to select a keyword that corresponds to the Primary Emphasis, Primary Focus, and Primary Issue combination you select.

Consult your program planning/reporting worksheet and 1998-2000 Ohio Program Focus Areas and Issues matrix for selection assistance. Family & Consumer Sciences personnel should consult the FCS Keyword Definitions Fact Sheet to determine the appropriate keyword to describe the programming effort.

Narrative: Effort (POW) — Provide a description of this particular planned program effort (i.e., phrases containing the title of the program, program format, audiences, etc.). Include the title or subject matter, the expected audience, behavior change, conditions and degrees of the planned programming effort. Limit your program description to the equivalent of four lines in this field (255 characters). If more narrative space is need, add the remainder of the narrative in the More Narrative field.

Example: A Pesticide Safety program will be offered to all audiences seeking certification; special efforts to reach commercial fruit growers and migrant farm workers. Plan to attract 200 participants and recruit 10 volunteers to assist with the program. Of the 200 completing the training, 185 will indicate they plan to adopt one or more pesticide safety practices at the completion of the program.

Narrative: Impact (ROR) — Provide an impact statement describing this completed program effort (i.e., phrases describing the audience, number of participants, impact of the program including behavior change as a result of the program and if goals were met or exceeded, etc.). Limit your impact statement to the equivalent of four lines in this field (255 characters). Consult the **"Writing for Impact" Fact Sheet** to learn creative ways to express program effectiveness through impact statements.

Example: 82 pesticide applicators in the county participated in a pesticide safety program; 85% of the participants were expected to adopt the practice of using protective clothing when applying pesticide; a follow-up study found that 90% indicated they had adopted the practice.

More Narrative (POW/ROR) — An additional 255 character field for more POW program information or ROR impact statement information.

Evaluation (POW/ROR) — Provide a brief description of the level (i.e., Bennett's Hierarchy, etc.) and type(s) of evaluation planned (POW) or used (ROR) for this particular programming effort. Limit your description to the equivalent of four lines (255 characters). Note: Consult the **"Type of Evaluation"** section in the appendix of the Instructions Manual or the second page of the

POW/ROR Program/Activity Log for assistance.

Program Information (Continued)

Example: Inputs; number of printed materials; people involvement; practice change; records of practice adopted.

Number Participants (POW/ROR) — Type in a goal (POW) of the total number of people who will complete this planned program or the number of people who actually completed this program (ROR).

Number of Volunteers (POW/ROR) — If volunteers are to be involved (POW) or were involved (ROR) in the planning and/or implementation of your program, type in the total number volunteers for this programming effort.

Number Who Plan to Adopt 1 or More Practices (POW/ROR) — Type in the number of people who you think will plan to adopt one or more practices (a POW goal) and the number of people who indicated that they plan to adopt one or more recommended practices within six months after completing this program (ROR).

Number Who Actually Adopted 1 or More Practices (POW/ROR) — Type in the number of people who actually adopted one or more recommended practices within six months after completing this program.

NEW! Collaboration (POW/ROR) — Provide a brief narrative describing the planned collaborative programming effort (POW) or actual collaborative programming effort (ROR), including the agency or organization, county and state partnership and the capacity OSU Extension is playing in the venture. Limit your description to the equivalent of four lines (255 characters). Type in N/A if not applicable.

Base Programs, National Initiatives, and Special Programs (POW/ROR) — Select the Base Program, National Initiative, and/or Special Targeted Program that best describes your programming effort. Select N/A (Not Applicable), if none apply.

SAVE (F10) — SAVE the entire record by tapping the **F10 key**. **Don't forget to save this record before you add another record or exit the program! The record will be automatically deleted if the record has not been saved!**

Program Information (*powstats* and *rorstats*)

The Annual Statistical Report databases are designed to retrieve Civil Rights information for both state and federal reporting. The Direct Contacts and Volunteer information requested in the Annual POW/ROR Statistical Report is required. POW/ROR reporters should indicate the total number of direct contacts, volunteers and volunteer hours planned for the 1999-2000 program year (***powstats***) and the total number of actual direct contacts, volunteers and volunteer hours during the previous (1998-99) program year (***rorstats***).

It is assumed, at this point, that the computer is up and running, and that both the ***powstats*** and ***rorstats*** databases are installed on your computer hard drive. If not, "boot" your computer, monitor, and printer (refer to Step 1, Database Installation, p. 5). Like the ***powprogs*** and ***rorprogs*** databases, both ***powstats*** and ***rorstats*** are located in the **powror** directory. Open the Annual Statistical Report database of your choosing by following the procedures on pages 7-9, Starting the Appropriate Database Program and Getting to Know the Database Environment.

Only one POW and ROR record is required for each county, district or state POW/ROR reporter. This record represents the cumulative statistical data for the entire year. Data is

required for both *powstats* and *rorstats* databases.

Direct Contacts — Refer to Appendix F (Direct Contact Report Guidelines) to complete this section. Indicate the number of planned direct contacts (persons seen face-to-face by Extension professionals) by gender and race, and categorized by emphasis (program areas).

Example:

	A.Ind	Asian	Black	Hispan	White	Other	Female	Male	Total
ANR*	12	3	15	35	125	0	63	127	190
FCS	0	0	0	0	0	0	0	0	0
4-H	8	2	56	22	146	0	87	147	234
CD	0	0	0	0	0	0	0	0	0
Total	20	5	71	57	271	0	150	274	424

Notice: The vertical race and gender columns are automatically tallied. However, the horizontal gender fields (Female & Male) are not automatically tallied. Therefore, be sure that the horizontal Female and Male field values add up to the value in the vertical Total column (i.e., The Race field values for ANR automatically add up to 190. The Female and Male field values do not automatically tally to match the race total. So, it is imperative that you check your arithmetic to make sure that the race total is equal to the gender total).

Number of Volunteers & Volunteer Hours — If volunteers are to be involved in the implementation of your educational program, type in the number of volunteers that you would like to engage in these activities, and the number of volunteer hours you feel will be required to carry out your programming efforts. Please indicate the planned volunteer involvement by emphasis (program areas). Include in your calculations committee members involved in program planning as volunteers, leader trainers, 4-H advisor participation, and trained subject matter volunteers implementing programs (e.g., Family Community Leadership, Master Food Preserver, or Master Gardener).

Example:

ANR Volunteers: 10	ANR Vol. Hours: 136
4-H Volunteers: 2	4-H Vol. Hours: 160
Tot. Volunteers: 12	Tot. Vol. Hours: 296

SAVE (F10) — SAVE the entire record by tapping the **F10** key. **Don't forget to save this record before you add another record or exit the program! The record will be automatically deleted if the record has not been saved!**

Backup to 1998-2000 POW/ROR Data Backup Return Diskettes and Print Reports

The final step remaining in the POW/ROR database process is to backup the *Powprogs* and *Powstats* Databases onto a special diskette — **1999-2000 Plan of Work Data Backup Return Diskette** and the *Rorprogs* and *Rorstats* Databases on the **1998-99 Report of Results Data Backup Return Diskette** (if you haven't already done so). **Send both return diskettes** to: David A. Williamson, Ohio State University Extension, 700 Ackerman Road, Columbus, Ohio 43202-1575 **by October 22, 1999**. Note: State Specialists must backup all data onto one return diskette that is provided in the POW/ROR packet.

Backup and Print (Continued)

Each POW/ROR reporter should print a personal copy of the data contained in all four databases. This is important because the databases will change each year, and the new databases will overwrite existing POW/ROR programs and data. Use the Alt-W=Print Screen Command on the Record Screen to print the record displayed on the screen. Use the Print All menu option on the Main Menu Screen to print copies of all the records in the database. You must enter each database to copy the appropriate records. **County offices should also print a copy for record keeping and forward copies of all POW/ROR records to the district office. State POW/ROR reporters should also send a copy of their POW/ROR records to their immediate supervisor and/or Department Chair.**

Note: Occasionally, the print command fails to activate the printing process. In the event this should happen, select Print All or Alt-W=Print; then, select "file name" in the text box and give the record(s) a name (use your proper name) with a .txt extension in the file name; open WordPerfect or Word and retrieve this file from the **powror** directory; then, print from that word processing program. If you have further problems, call Harry Laufman, tel: (614)292-6554.