



## AREERA STATE PLAN OF WORK NEWSLETTER

**W**elcome to the final POW Newsletter of 2012! This newsletter covers general guidelines and reminders for the FY13 Reporting season. It also provides an update on software changes and a reminder on how NIFA is handling the reporting of National Outcomes & Indicators in 2013.

### **2014 Plans of Work & 2012 Annual Reports Available for Editing**

NIFA performed the official roll-over of the 2014 Plans of Work and 2012 Annual Reports (AR) in early November. The roll-over is what pre-populates each state's POW and AR with the pertinent data from that of the previous year. Remember that the 2014 Plan of Work is an update from the previous Plan, so any planned programs included in the 2013 Plan will appear in the 2014 update. The 2012 AR, however, is prepopulated with planned programs from the 2012 Plan of Work, which was submitted back in 2011. Thus, the programs in the 2012 AR will not necessarily line up exactly with those in the 2014 POW. If you would like more clarification on this rolling update process, please contact the POW staff at [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov). Please also remember to email the POW staff with any personnel changes (Deans, Directors, Contacts) needed in the software system for 2013.

### **Changes in the Software for FY13**

As with any software system, the POW Reporting System is continually updated with new policies and features to allow for better usability and to reflect changes in agency policy. This year's

changes primarily affect the 2012 Annual Report, including a new section on the National Outcomes & Indicators and a new feature that allows users to check a box for "not reporting on this program." A detailed description of these changes and how to navigate through them in the software are included in the FY13 Guidance on POW Software Changes listed on the AREERA web page.

The direct link to the guidance document is:

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/fy13\\_changes\\_plan\\_of\\_work\\_software.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/fy13_changes_plan_of_work_software.pdf).

### **Using Google Forms to Report on National Outcomes & Indicators**

In lieu of building data fields directly into the POW software (NIFA was unable due to time and resource constraints), NIFA has chosen to use Google Forms as one of the methods for collecting data on the National Outcomes and Indicators. Remember, reporting data for these indicators is completely voluntary. If states choose to report data for any of the indicators, they can access the Google Forms (there is one for each priority area) via the links provided in the POW software. An email was also sent out to the POW listserv with the direct links to the forms. For institutions that do not allow use of Google Forms, data may be reported by using a Word Form and submitting it to [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov). This Word Form will be available and sent to all POW users via email by January 15, 2013. For detailed instructions on reporting data on the Google Forms, please use the link above for the FY13 Guidance on Software Changes.

### **National Indicators for '4H & Youth' and 'Family & Consumer Sciences'**

In response to requests and interest from our Extension partners, particularly the Extension Committee on Organization & Policy (ECOP), two NIFA National Program Leaders led efforts to gather broad stakeholder participation and develop with our partners some national outcomes and indicators for the areas of 4-H & Youth and Family and Consumer Sciences. As has been explained in previous newsletters and web conferences, the indicators in these areas were not developed or vetted through the same process as were those for the 5 Priority Areas. Because of this, and due to resource constraints in FY13, we are not including them in the POW software or in the Google Forms. However, they have been posted to our web page and are available for viewing. NIFA suggests that our LGU partners view the indicators and discuss them with all appropriate colleagues/program leaders to determine if some of them could be voluntarily adopted and incorporated into the "State Defined Outcomes" section of the POW or Annual Report. We plan to further incorporate these indicators into the POW software in future years. A determination of which indicators are included and how this is done will require analysis based on what indicators are most often voluntarily entered into the state defined outcomes section for each institution's POW and Annual Report. This is a topic that will be further dissected in future newsletters and web conferences. The direct links to the indicators on the AREERA web page are:

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/4h\\_youth\\_ntl\\_outcomes\\_ind.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/4h_youth_ntl_outcomes_ind.pdf)

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/fam\\_con\\_sci.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/fam_con_sci.pdf)

### **Adobe Connect to be used for Reporting Web Conferences in 2013**

Beginning in February 2013, NIFA will use Adobe Connect to host the Reporting Web Conference (RWC) series. This change will not affect the basic format of the RWCs, which will still consist of approximately 45 minutes of guidance and

PowerPoint slides (primarily covering POW and REEport topics) and 15-20 minutes of questions and answers. The RWC web page ([www.nifa.usda.gov/rwc](http://www.nifa.usda.gov/rwc)) will be updated by the early January with guidance on any required steps you must take to sign up for upcoming RWCs and to ensure your system settings are in line with Adobe Connect software requirements. The first RWC of the New Year will be on February 14, 2013.

### **Survey on NPL Review Results**

Thank you all of our LGU partners who have responded to the FY12 Review Results Survey; we've had a great response rate! There are still two days left to submit a response. The survey closes at midnight on 12/13/12. Your responses will help us identify areas where NIFA can improve the feedback on POWs and Annual Reports given by our National Program Leaders. If you would like to submit a response but cannot locate the original email with the survey link, please email [ksellers@nifa.usda.gov](mailto:ksellers@nifa.usda.gov).

### **NIFA Staffing for the FY13 POW Reporting Season**

An email was recently sent out to the POW listserv informing our partners that Katelyn Sellers will be out of the office on maternity leave from mid-January through February. Katelyn will be returning to NIFA and available to support all POW inquiries from state partners and NIFA Staff beginning in March. Katelyn will still be providing the annual training for National Program Leaders in March (dates TBD). Bart Hewitt will be available to answer all POW-related questions in Katelyn's absence. Bart can be reached at 202-720-0747, [bhewitt@nifa.usda.gov](mailto:bhewitt@nifa.usda.gov).

### **Contact & Resource Information**

*Past newsletters can be found at:*

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pow\\_newsletters.html](http://www.nifa.usda.gov/business/reporting/pla_nrept/pow_newsletters.html).

*Visit our website homepage at:*

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/plansofwork.html](http://www.nifa.usda.gov/business/reporting/pla_nrept/plansofwork.html)

**For more information on the Plan of Work, email the POW Staff at [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov).**