

Internet Explorer
*(internet browser)
works best for
accessing all PRISM
functions*

**Ideas, comments
or questions?**
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REPORTING - OUTPUTS

Approved individual plans provide the basis for all reporting in the PRISM system. Reporting occurs by developing 'report entries' that are based on specific elements from approved individual plans. You may want to review your approved plan before you go to report. **You can also review the specific outputs from your plan as you report on them.**

Open your internet browser and go to <http://www.neprc.net> ('**Internet Explorer**' works best for accessing all PRISM functions). Sign into PRISM using your email address and password. Three different types of report entries can be developed in PRISM: Outputs, Indicators and Narratives. Once you are signed in, these reporting functions can be accessed under the heading 'Reporting' on the left side menu.

Report Entries - Outputs

Time frame for reporting outputs: You should develop a routine for reporting outputs that fits your work cycles, personal style and preference. For certain outputs, you might want to report several times over the course of year. For example, if you are conducting a series of 6 workshops or meetings, you can report on that output periodically, as those sessions are completed. That way, your progress towards that output can be recorded and included. For some outputs, you will simply develop a single report entry when it is completed. For example, you would report a conference, journal article or website after that event has occurred or that work has been published. Finally, some outputs that are more administrative or process-oriented, such as 'supervising staff' can easily be reported once at the end of the year.

To Begin: Click on 'Outputs' on the left side menu (under 'Reporting'). This will take you to a page where all the outputs in your approved plan are listed, separated by Project. Find the output you want to report on and click on the green circle (below and to the right of each output). This will take you to a page where you will develop the report entry. The name of that output will appear on the top of the page. Click on 'show details' at the top (next to 'what was planned') to review what you had planned for this output.

Enter a date for the report entry. This can be date the output was completed or the actual date you are making this report. Whatever date you use, the key is to develop your own method/schedule to keep track of your reporting. Use the date field as a reference to make sure you do not develop duplicate entries.

Enter the number you have completed for this output. For example, you could report 2 of the 4 newsletters you planned to send out this year (so you would enter the number "2").

[You can report on unplanned outputs](#) – they must be added to an existing project that is in your approved plan

[Report entries can be submitted for review](#) - or they can be saved as 'draft entries'

[Additional resources for planning and reporting can be accessed on the Extension website under 'About Extension' by clicking on Program Reports, Plans & Resources](#)

[Audience Numbers and Demographic Information](#): First enter the number of participants and select the participant type. Next, enter numbers for gender and race/ethnicity to the extent you know them or can make a reasonable estimate. We expect staff to report these numbers for all activities delivered in person (e.g. workshops). You can provide numbers on gender and race/ethnicity and for indirect activities (e.g. newsletters) if you know enough about your audience to make a reasonable estimate, however you can leave those fields blank for those outputs (e.g. websites) where there is no basis to make a reasonable estimate. For **audience type, race/ethnicity** and **location**, click on 'add another response' if participants can be divided into different groups/categories. For example, if you had 40 total participants from 2 different counties, first enter 20 for Southeastern MA, click on 'add another response,' then enter 20 for Central MA.

[Special note for reporting race/ethnicity](#): Starting in July the number of race/ethnicity choices will drop to a total of eight options. Enter the race/ethnicity information to the extent you know it or can make a reasonable estimate. For many indirect outputs (e.g. websites) you may have no basis for knowing this information. In such cases you can leave this field blank.

[Notes/related files](#): You can provide additional notes and comments, or attach any files related to this output. You can also use the notes field to provide a citation for any published articles, reports or documents. Attach any files related to this output (e.g. documents, photos/videos, power point presentations, meeting outlines, conference agendas, etc.) They will then be available online to share or for future reference.

Saving/Submitting Report Entries

When you have completed your report entry, you can either submit the entry or save it as a draft.

[To submit your entry](#): Select 'Submit this entry for review' (under 'status' at the bottom of the page). Then click the 'save/submit' button. Your entry will become 'pending' until it is reviewed and approved by your supervisor.

[To save your entry](#): Click the 'save/submit' button at the bottom of the page (do not select 'Submit this entry for review'). This will create a draft entry which you can go back and edit further prior to submitting.

Reporting Unplanned Outputs

Frequently, significant opportunities or responsibilities will emerge that are not adequately reflected in your approved plan. To capture this work you can add unplanned outputs and report on them. **Unplanned outputs must be added to a project that is in your approved plan.**

At the bottom of the main page for output reporting (where all your outputs are listed by project), click on 'Add an unplanned output.' A box will appear at the bottom of the page where you can select the project to which the new output will be added. Click on "submit," which will take you to a screen where you can enter the name and a delivery method. The new output will be added to your list where you will then be able to report on it.

**Coming in the next issue of Reflections:
Reporting on Indicators**