

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

*Report entries
are developed
for indicators*
*(rather than for
outcomes)*

*Ideas, comments
or questions?*
*Contact: William
Miller, (413)545-5017*

REPORTING – INDICATORS

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 indicators 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 - Indicators

Rather than reporting directly on the **outcomes** in your plan, report entries are developed for **indicators**. This is because outcomes are typically broad constructs. Indicators in your plan were identified as ways to **observe and measure specific progress towards outcomes**.

Time frame for reporting indicators: Prism can accommodate any reporting schedule. Reporting on indicators should occur periodically, as you collect the information to document the changes in action and learning that occur for those audiences identified in your approved plan. Your timeline for reporting on indicators will be closely tied to the strategies you employ to evaluate your projects.

To Begin: Click on 'Indicators' on the left side menu (under 'Reporting'). This will take you to a page where all the indicators in your approved plan are listed. Find the indicator you want to report on and click on the green circle (below and to the right of each indicator). This will take you to a page where you will develop the indicator report entry. The indicator will appear on the top of the page. Click on 'show details' at the top to see the outcome that this indicator is related to.

[Contact William Miller](#) for help and strategies for measuring indicators.

[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](#)

Indicators that are written correctly will express a change (in learning or actions) for the audiences that are being reached (e.g. "Participants will expand the size of their orchard"). Enter the number of participants who changed in the way that was anticipated. If participants are from different locales, then click on "add another location" and enter those numbers separately for each location.

Notes and Documentation: Describe how you obtained the information/results that you are reporting. You can also use this space to record any notes or comments you have about this entry. Increasingly we will strive towards greater rigor and consistency in efforts to document progress on indicators. Contact [William Miller](#) (413)545-5017 if you would like assistance developing strategies for measuring indicators.

Related files: You can attach any files related to this indicator that you want to share or for your future reference (e.g. evaluation tools and documents, results/reports etc.)

Related outputs: Select the outputs from your approved plan that this report entry is related to by checking the appropriate boxes. These would be the outputs that you believe led directly to the changes you are reporting in this entry.

Saving/Submitting Indicator Entries

When you have completed your indicator 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.

**Coming in the next issue of Reflections:
Narrative Report Entries**