

AIMS

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



AIMS Data Entry for the SNAP-Ed Program

NOTE: SNAP-Ed participant and evaluation data will be reported in PEARS.

Go to AIMS, either through the “Employees Only” page or aims.uada.edu, and log in using your Active Directory password.

Once logged in, go to the “my Reporting” page by clicking on the “my Reporting” button (Step 1 below).



On the “my Reporting” page, if you are wanting to only report time, you can enter in your Program Planning & Delivery Time here.

If you are reporting contacts (direct or indirect), volunteer information, and/or time, you will click the “Report” button for either the SNAP-Ed Adults Objective or the SNAP-Ed Youth Objective.

Obj 3 SNAP-ED Adult	<input type="button" value="Report"/> <input type="button" value="View Reports"/> <input type="button" value="Event"/>	Program Planning & Delivery Time Hours <input type="text" value="0"/>
		Integrated Extension & Research <input type="text" value="0"/>
		Multi State Extension Activity <input type="text" value="0"/>
Obj 4 SNAP-ED Youth	<input type="button" value="Report"/> <input type="button" value="View Reports"/> <input type="button" value="Event"/>	Program Planning & Delivery Time Hours <input type="text" value="0"/>
		Integrated Extension & Research <input type="text" value="0"/>
		Multi State Extension Activity <input type="text" value="0"/>

myReport Page

On the “myReport” page, you will see the options shown below. Depending on what you are reporting, you can expand any of the sections by clicking on the red “More...” link.

Month: <input type="radio"/> October	
Hours: More...	
Direct Contacts: More...	
InDirect Contacts: More...	
My Notes: More...	
Volunteers: More...	
Total Number of Internal Division of Agriculture Contacts	<input type="text" value="0"/>
<input type="button" value="Back"/>	Enter all data and press <input type="button" value="Submit"/>

Hours

Starting with hours, enter in the number of hours worked (do not include any leave time) in the Planning & Delivery Time section.

NOTE: If you entered in your time anywhere else in AIMS, do not enter it in again on this page. Time is only entered once and AIMS will save it for you.

Month: <input type="radio"/> October	
Hours: Hide	
Planning & Delivery Time (Hours) <input type="button" value="v"/>	<input type="text" value="0"/> Hours
<small>NOTE: If <u>any</u> of the time entered above involves Integrated or Multi State Extension efforts report those hours AGAIN in the following sections.</small>	
Integrated Extension & Research <input type="button" value="v"/>	<input type="text" value="0"/> Hours
Multi State Extension Activity <input type="button" value="v"/>	<input type="text" value="0"/> Hours
<input type="text" value="Select Multistate"/> <input type="button" value="v"/>	
<small>If "Other" is selected Multi State Extension Activity, enter description.</small>	
<small>To enter more than one Multi State activity, create a new Outside IPOW-myReport.</small>	
Direct Contacts: More...	
InDirect Contacts: More...	
My Notes: More...	
Volunteers: More...	
Total Number of Internal Division of Agriculture Contacts	<input type="text" value="0"/>
<input type="button" value="Back"/>	Cannot Save Record

Direct Contacts

Direct Contacts are those you deliver educational programming to and you can confirm they heard/saw/read the information you are delivering. Classes, one-on-one consultations, and staffed displays are all considered direct contacts.

When selecting your Civil Rights audience, remember programming meant for youth will go into “4-H & Youth” and programming meant for adults will go into “Family & Consumer Science.”

As you enter in your contacts, remember “Total Contacts” in the methods section should equal the total of all the demographic categories, ethnicity, race AND gender. For example, if you have 1 Asian, 10 African Americans, 2 White and 1 Not Disclosed, you should have 14 Total Contacts listed above.

For youth audiences, report your contacts by age categories. AIMS will count any contacts not placed in an age category as adults, so if you have all adult contacts you will not enter in any age counts.

NOTE: Remember, if any of your participants do not provide their demographic information, they will be counted in “Not Disclosed.”

<input type="radio"/> 4H & Youth <input checked="" type="radio"/> OR <input type="radio"/> Family & Consumer Science <input type="radio"/> ANR-Commercial <input type="radio"/> Community Development						
	Method of Direct Contact	Total # of times the method is Used	Total # of Direct Contacts by Method			
	Demonstrations	0	0			
	Educational Class: One session	0	0			
	Educational Class: Series 2-4 sessions	0	0			
	Educational Class: Series 5 or more sessions	0	0			
	Farm/Landowner Visit	0	0			
	Field Day/Tour/Camp	0	0			
	Meetings	0	0			
	One-on-One Consultation	0	0			
	Staffed Displays	0	0			
	Train the Trainer Workshop	0	0			
	Web-Based Instruction/Education	0	0			
	Total Contacts		0			

NOTE: Total Number of Direct contacts is NOT multiplied by the number of times. e.g. If you have 5 classes with 20 each, enter 100 in total # of direct contacts.

Ethnicity:	Hispanic/Latino: <input style="width: 50px;" type="text" value="0"/>	Non-Hispanic/Latino: <input style="width: 50px;" type="text" value="0"/>	Not Disclosed: <input style="width: 50px;" type="text" value="0"/>				
Race:	Amer.Indian/Alaska Native: <input style="width: 50px;" type="text" value="0"/>	Asian: <input style="width: 50px;" type="text" value="0"/>	Black/African American: <input style="width: 50px;" type="text" value="0"/>	Hawaiian/Pacific Islander: <input style="width: 50px;" type="text" value="0"/>	White: <input style="width: 50px;" type="text" value="0"/>	Two or More Races: <input style="width: 50px;" type="text" value="0"/>	Not Disclosed: <input style="width: 50px;" type="text" value="0"/>
Gender:	Female: <input style="width: 50px;" type="text" value="0"/>		Male: <input style="width: 50px;" type="text" value="0"/>		Not Disclosed: <input style="width: 50px;" type="text" value="0"/>		

Your total contacts number MUST match the totals for each demographic category.

Direct Contacts (Continued)

Phone calls, emails and mail information, and in person promotion, outreach, and recognition contacts are considered direct contacts, but do not require demographic information. Just enter in the number of people you have contacted using those methods.

Direct Contacts without Demographic Information

Method of Direct Contact	Total # of Direct Contacts	
	Adult	Youth
Email	0	0
Mail	0	0
Phone	0	0
In-Person Promotion/ Outreach/ Recognition	0	0

Indirect Contacts

Indirect Contacts are those you deliver educational programming to and you CANNOT confirm they heard/saw/read the information you are delivering. Newsletters, stand-alone handouts, and un-manned displays are examples of indirect contacts.

For newsletters and educational resources, you need to enter in the total number of contacts reached through those means, plus how many times you did that (e.g. 1 newsletter to 200 adults).

For methods that you cannot be sure of how many people heard your educational programming, like displays and newspaper articles, you only report how many times you did that (e.g. 2 displays set up this month, 1 newspaper article written and submitted for publishing).

Direct Contacts: [More...](#)
Indirect Contacts: [Hide](#)

Indirect Educational Contacts

AN INDIRECT CONTACT is

Method of Indirect Contact	Adult <input type="text"/>	Youth <input type="text"/>	Total # of Indirect Contacts by Method	Total # of times the method is Used <input type="text"/>
Newsletters, including electronic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Educational Resources (hand-outs, DVDs ,etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Media Indirect Method Used				Total # of times the method is Used <input type="text"/>
Display/Exhibits				<input type="text"/>
Mass Mailing				<input type="text"/>
Newspaper Articles				<input type="text"/>
Public Service Announcement				<input type="text"/>
Radio Media Program				<input type="text"/>
Technology-Based Media (CD, DVD, etc.)				<input type="text"/>
TV Media Program				<input type="text"/>

My Notes: [More...](#)

My Notes

This section is optional, but helpful if needed.

When using the notes section, make sure to put in a name for the information you have entered and a date (“Importance of Veggies- ABC Elementary- Oct 28, 2021” or “SNAP Ed Programs for the week of October 10-14, 2021). This will help you identify any other information you may enter in this section.

Notes are helpful for recording notes to yourself (what went well, what didn’t), quotes or impact observation (“more of the students seemed receptive to trying new veggies than the last time I did a lesson”), or other information you would like to remember later on.

Remember that if you pull a report of just your notes, you will not see your contact information with it. Make sure your notes are going to be helpful if you only see the text you entered into that section.

Month: <input type="radio"/> October	
Hours: More...	
Direct Contacts: More...	
InDirect Contacts: More...	
My Notes: Hide	
My Notes <input type="text"/>	
Volunteers: More...	
Total Number of Internal Division of Agriculture Contacts <input type="text" value="0"/>	
<input type="button" value="Back"/>	Cannot Save Record

Volunteers

Volunteers are any people who assist you (unpaid) in delivering your programs. Examples are teachers who pass out your handouts, a person who helps you assemble packets before a program, or someone who serves on your advisory committee.

Select the “Volunteer Audience” that best describes who the volunteers are. If there is not a category that fits, you can select “Other” and describe them in the text box on the right.

Place the information under the type of service they performed:

- Direct Service- Those who had direct contact with your audience- e.g. Teacher who distributed your handouts during a lesson.
- InDirect Service- Those who did NOT have direct contact with your audience- e.g. Person who helped you assemble packets before a program.
- Service Learning- Those who are being trained to serve your audience- e.g. People attending a volunteer training to learn how to deliver program content.
- Boards/Commissions/Advisory Councils- Those who are advising the direction of your program- e.g. People serving on your advisory committee.

Enter in the number of volunteers that assisted you and the TOTAL number of hours they all served. For example, if you have 5 volunteers who helped you for 2 hours each, you enter “5” under “Total # of Volunteers” and “10” under “Total # Volunteer Hours.”

Month: | October |

Hours: [More...](#)

Direct Contacts: [More...](#)

InDirect Contacts: [More...](#)

My Notes: [More...](#)

Volunteers: [Hide](#)

Volunteerism Contacts		
Volunteer Audience <input type="text" value="Select choice"/>	Other Audience <input type="text"/> If "Other" is selected for Volunteer Audience, enter description.	
	Total # Volunteers	Total # Volunteer Hours
Direct Service <input type="text" value="▼"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
InDirect Service <input type="text" value="▼"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Service Learning <input type="text" value="▼"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Boards/Commissions/Advisory Councils <input type="text" value="▼"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Total Number of Internal Division of Agriculture Contacts

When Finished Entering All Your Data Remember to Click “SUBMIT” to save all your hard work 😊

Enter all data and press

If you have any AIMS questions, contact Amy Cofer at 501-671-2327 or acofer@uada.edu.