

ANNOUNCEMENT: Vita Reporting Changes for 2021

GOAL: Make reporting in Vita easier and more useful.

Effective May 14, data that Extension professionals are required to report in the Extension Module in Vita will be significantly reduced. The information **highlighted below** are the fields to report in the Extension Programs and Events sections of Vita. Reporting in the fields listed that are NOT highlighted is NO LONGER necessary.

PLEASE DO NOT delete anything that you have entered up to this point. To address any questions you may have, Learning and Organizational Development (LOD) Office hours will be held from noon until 1:00 p.m. May 24-28, 2021 via the following Zoom link - <https://go.osu.edu/OSUEvitaOfficeHours>. There is no need to register. Please direct any questions you have in the meantime to your Assistant Director, Area Leader, or other manager/supervisor.

BACKGROUND: Reducing the time spent reporting has been and will continue to be a focus of Extension Leadership. Our goal is to identify what program measures MUST be collected to meet federal reporting requirements, help inform annual performance reporting and review processes, and tell meaningful stories about our work to help Ohioans thrive.

Extension Programs

- Title (of program)
- Year
- Plan of action
- Program area
- Impact / Priority area
- Statewide team
- Days planned / Days spent
- County highlight item?
- Keywords
- Situation description
- Target audience
- Program objectives
- Activities / products
- Participation
- Short term outcome (change in awareness)
- Medium term outcome (change in behavior)
- Long term outcome (change in condition)
- Short term outcome (evaluation)
- Medium term outcome (evaluation)
- Long term outcome (evaluation)
- Partnerships
- Collaboration description
- Grants
- Team members (this feature will still function as normal if you want to include team members)

Extension Events

- Title (of event)
- Did you teach?
- Program
- Date
- State
- County
- Delivery method
- Scope of audience
- Formal student evaluation (and description)
- Role
- Contact Hours
- Number of volunteers
- Volunteer hours
- Number of phone contacts
- Number of mail or email contacts
- Number of media appearances
- Number of materials distributed
- External partnerships
- Direct contacts [Race, Ethnicity, Gender (REG) data table]
- Indicators

