

2021 Implementation Schedule for Planning, Evaluation and Reporting

Date	Description	Units Responsible			
		Counties	4-H Centers	Regions	Departments
November 1, 2020	2021 Individual Annual Plans (IAPs) submitted to Regional Program Leader. (County Extension Directors will have reviewed and submitted IAPs from their unit on or before November 1, 2020).	•		•	
December 1, 2020	Extension Agent performance appraisal due to County Extension Director. County Director and Area Specialist performance appraisals due to Regional Director. Consider the performance factors, criteria, and annual summarized data. Create goals for the coming year, review goals for previous year, enter comments in the employee section of the performance appraisal form and update Profile.	•		•	
December 1, 2020	2020 county-based Impact Statements completed.	•		•	
December 11, 2020	Regional Program Leaders will review, rate and make comments or suggestions for improvement of the IAP as appropriate no later than December 11, 2020.	•		•	
December 31, 2020	All activity reports for July 1, 2019 - December 31, 2019 entered in SUPER Delivery module.	•	•	•	•
2021					
Jan – Dec 2021	Activity reports entered monthly.	•	•	•	•
January 8, 2021	County Directors review annual summarized data, goals for the coming year and previous year, makes supervisory comments, and coach personnel regarding the appraisal. County Directors make preliminary rating and may suggest changes to goals. County and area performance appraisals submitted to Regional Directors.	•		•	
January 8, 2020	County Directors, Department Heads, State Program Leaders, Regional Directors, Regional Program Leaders review county/department Delivery Data and report any problems to SUPER Administrative Team.	•	•	•	•
January 15, 2021	Individual Annual Plans complete and locked by Regional Program Leaders. Specialists view IAPs in applicable knowledge areas to assess statewide programs planned.	•	•	•	•
January 15, 2021	Statewide Impact Statements for 2020 due from State Specialists.				•
February 26, 2021	The County Director conducts formal, individual performance appraisal interviews with County Extension staff. Individual employees finalize their comments, and the County Director and employee sign the appraisal form. The County Director submits signed forms to the regional office.	•		•	
March 12, 2021	The County Director and Regional Director jointly review annual summarized data, goals for the previous year, goals for the coming year, review any input from Regional Program Leaders (if applicable), and discuss employee's performance and goals. The County Director and Regional	•		•	

	Director finalize ratings and make supervisory comments for every performance factor and for all goals.				
March 19, 2021	All county and area performance appraisal documents completed by Regional Directors and submitted to the Extension Dean.			•	
March 31, 2021	County Civil Rights Compliance Report due to Regional Office.	•		•	
March 31, 2021	Activity reports for January 1 – March 31, 2021 entered in SUPER Delivery module	•	•	•	•
June 15, 2021	Deadline for submitting new and revised State Action Agendas (SAA), topics and outcome indicators for 2021. Reviews completed on or before August 1, 2021.				•
June 30, 2021	All activity reports for January 1, 2021 – June 30, 2021 entered in SUPER Delivery module.	•	•	•	•
July 9, 2021	Department Heads, State Program Leaders, Regional Directors, Regional Program Leaders review county/department Delivery Data and report any problems to SUPER Administrative Team.			•	•
August 6, 2021	Annual 4-H Youth Enrollment Report due.	•	•	•	
August 13, 2021	Annual Enrollment Rollover.	•	•	•	•
September 30, 2021	Activity reports for July 1 – September 30, 2021 entered in SUPER Delivery module	•	•	•	•
October 1, 2021	2021 In-service Courses/Events available for registration.				•
December 31, 2021	All activity reports for July 1, 2021 - December 31, 2021 entered in SUPER Delivery module.	•	•	•	•