Congratulations on another great year of TNCEP programming. Last year, TNCEP reached 429,081 contacts, the most direct contacts by Extension personnel for any topic. Wow! Let’s prepare for another successful year of helping our state’s neediest individuals and families. This fact sheet highlights the major reporting instructions in the TNCEP Policy and Procedure Manual. Use the following eight steps to make SUPER more effective and efficient for TNCEP reporting.

Steps to Success with SUPER Delivery

The Delivery module supports statewide TNCEP Reporting. In completing activity reports, remember to mark “TNCEP” funding when applicable. Other steps to success include –

Streamline Activity Reporting: FFY 2009 TNCEP Policy and Procedure Manual included the guideline that TNCEP effort be entered in the Delivery module in “daily or weekly increments” (p.96). This policy has been rescinded effective immediately. TNCEP activity reports may be monthly reports. Some agents will only have three TNCEP activity reports for an entire month, representing all direct contact, indirect contact and non-contact for the three TNCEP-funded topics: TNCEP, Healthy Steps, and Power U.

Streamline Activity Names: Use a few, major activity names to create defaults for base program, knowledge area, topic, and funding. An Edit/Deactivate feature allows you to manage your activity names. In Figure 1, the TNCEP Schools activity name has been marked inactive. It will not appear as a selection in future activity reports.

Add Additional Audiences: On the contact reporting screen, use the Add feature to report additional audiences. The software allows you to report 33 different audience descriptions per method (you will not use all of the audience descriptions for TNCEP reporting).
Volunteerism: On the volunteerism reporting screen, use the Add feature to report additional audiences.

2010 Outcomes: The TNCEP topic uses fewer outcomes for FFY 2010. The outcomes focus on behavior change, specifically increased consumption of vegetables, fruits, whole grains, and fat-free or low-fat dairy products.

Steps to Success with SUPER Enrollment

The following actions will assist you to use TNCEP Enrollment data efficiently.

Use A Single Club/Group for the Entire County TNCEP: Using the Manage page in Enrollment, make sure there’s only one club/group created for TNCEP in your county. Many counties have created multiple TNCEP clubs/groups in the interest of better reporting. This data is never used for reporting.

Enroll in TNCEP Club/Group: To quickly and accurately produce a list of all TNCEP enrollees, it is imperative that enrollees be in a TNCEP club/group (Figure 2). In some cases, enrollees have been placed in an interest or activity created in the county, and these enrollees do not count in statewide reporting.

Use “County TNCEP Coalition” on the Committee Tab: The County TNCEP Coalition has been added to the standard committees. Please do not create TNCEP Coalition as a unit committee. It is imperative that all counties use County TNCEP Coalition on the standard list. (Figure 3).

In Appreciation: Thank you for providing fantastic education and leadership that produces solutions for significant societal problems. Your work results in a significant economic impact and a better quality of life for individuals, families and communities. You are…

SUPER!

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