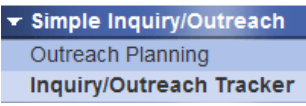
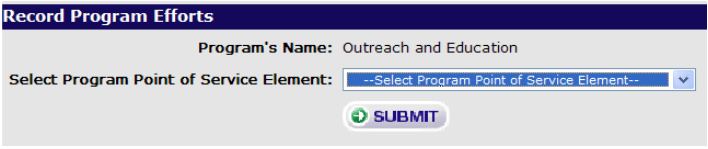


Introduction

This job aide is intended to provide a quick reference guide for the basic steps to enter Outreach and Education activity and access forms in SMART FACTS. For detailed instructions and comprehensive explanations on policies and data entry, see the SMART FACTS Operations Manual, ch. 6.

Entering Outreach and Education activity in SMART FACTS:

Take the following steps to enter Outreach and Education activity in SMART FACTS.

Step	Action
1	Select Outreach & Education Program (if not already selected).
2	Click Simple Inquiry/Outreach on the right, then click the Inquiry/Outreach Tracker sub-topic. 
3	<p>Select the Point of Service Element from the drop-down menu and click Submit.</p>  <p>The following 4 categories are mandatory for the OIG Report:</p> <ul style="list-style-type: none"> • Community Outreach / Education Event <ul style="list-style-type: none"> ○ Tip: Use this option for any education activity conducted by SMP staff or volunteers that does not fall into any of the other 3 categories • Group Educational Session • Media Outreach Activity • One-on-One Counseling Session <p>A fifth category, Dissemination Activity, is optional and is available for SMP use as determined by each individual SMP. See the Dissemination Activity job aide and / or training recording for more information.</p>
4	Complete all applicable fields and notes explaining details of the outreach/education program (details on following pages).
5	<p>Save your work.</p> <ul style="list-style-type: none"> • Save & Close = saves your work and closes this entry. • Save & Record Similar Effort = saves your work and allows you to enter another entry of the same type.

Outreach and Education Data Field Tips

The sections below provide specific data entry tips for the fields within each category of Outreach and Education in SMART FACTS.

Community Outreach and Education Event

Field	Tips for Data Entry
Contact Location/Method	Usually <i>in person</i> , change as appropriate.
Date of Contact	Although it is not yellow, this field is required for the OIG report.
Date of Next Contact	Not required / not used by SMPs.
Estimated number of people reached (New Value)	Number of people who visited your exhibit. Do NOT count entire attendance for events at which your SMP was only one participating guest organization of many.
Estimated number of people reached (Time spent on contact)	Time in MINUTES (count actual in-person contact time, not preparation time)
Primary County (New Value)	County where the event was held
Coverage (New Value)	Select the appropriate options from the drop-down menus.
Type of Event (New Value)	
Session Conducted By (New Value)	
In-kind contributions	Dollar equivalent of free or donated products or services (explain in notes). <ul style="list-style-type: none"> Do NOT include volunteer efforts or donations here; instead see Volunteer Tracking and Management in chapter 5.
Notes	Use to further explain data entry, i.e.: <ul style="list-style-type: none"> If Other is selected in any field If in-kind contributions are entered As desired for your SMP's reference, i.e. the name of the event

Group Educational Sessions

Field	Tips for Data Entry
<i>Most fields here are the same as Community Outreach / Education</i>	<i>See above for any fields not explained in this section.</i>
Primary / Secondary Audience	Select the appropriate options from the drop-down menus. If only one audience and/or topic, select same choice for both.
Targeted Beneficiary Population	
Primary / Secondary Topic	
Total Survey Responses	Enter the total number of surveys that were COMPLETED (any surveys with incomplete responses must be discarded)
Question 1-6: No and Yes Responses	For each question on the survey, there are two data fields: 1 field for No responses and 1 field for Yes responses. First, enter the # of No responses for Question 1, then enter the # of Yes responses for Question 1. Repeat for the remaining 5 questions. See Appendix D in the SMART FACTS Manual for a sample survey.

Media Outreach Activity

Field	Tips for Data Entry
<i>Many fields here are the same as Community Outreach / Education</i>	<i>See above for any fields not explained in this section.</i>
Contact Location/Method	How the media activity was submitted.
Media Strategy (New Value)	Select the appropriate options from the drop-down menus. <ul style="list-style-type: none"> Media activities must be published or aired to be considered an event (not simply developed).
Media Strategy (Time Spent on Contact)	Enter the number of MINUTES spent <u>developing</u> the media outreach materials for this activity (including efforts by paid staff and volunteers). <ul style="list-style-type: none"> Do NOT count the minutes of air-time.

Media Outreach Activity, *continued*

<p>Number of airings</p>	<p>Enter the total number of times the Media Activity was actually aired.</p> <ul style="list-style-type: none"> • Do NOT indicate the number of people receiving the media (updated 2007). • To count multiple airings of radio or TV PSAs, you must have supporting documentation of these multiple airings from the radio and TV stations. • If an event leads to media coverage, you can count the Media Activity in addition to the event. • See SMART FACTS Manual, ch. 6, p. 16 and 18 for details and examples.
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One-on-one Counseling Sessions

Make sure you are familiar with the difference between a Simple Inquiry and a One-on-one Counseling session. See the SMART FACTS Operations Manual, chapter 6, p. 19 for a detailed definition and examples of one-on-one counseling. Also see the document **SMART FACTS: Simple Inquiry vs. One-on-one Counseling** (on the SMART FACTS > Supplemental Materials page) for a detailed explanation of Simple Inquiries vs. One-on-one Counseling.

Batch Entry of One-on-One Counseling Sessions

Although only one date per entry can be entered in SMART FACTS, One-on-one Counseling sessions can be batched on a monthly basis. Simply select a date, such as the last day of the month, and enter your sessions with matching characteristics (same county, same issue, etc.).


Field	Tips for Data Entry
<i>Most fields in this section have been addressed in Community Outreach/Education and/or Group Educational Sessions (see above)</i>	
Primary county	The county where the beneficiary lives
Time spent on contact	Enter the number of <u>MINUTES</u> .
#6. Total Number of One-on-one Counseling Sessions	One-on-one Counseling sessions can be entered one at a time, or as a batch entry for similar counseling sessions.

Accessing Forms in SMART Facts

Three main Outreach and Education forms are available in SMART FACTS:

- 1) The **Statewide Outreach Plan**
- 2) The **Group Educational Session Post Surveys** (in multiple languages)
- 3) The **Outreach Tracking** form

To access these forms in SMART FACTS, take the following steps:

Step	Action
1	Select Reports from the right side navigation bar, then select the Letters, Forms & Reports sub-topic. 
2	Scroll down until you see the Outreach and Education Forms list on the left side of the page.
3	Click on the name of the form you wish to view and/or print.
4	When asked Do you want to open or save this file? a) Select Open to view and/or print the form. b) Select Save to save the form to your computer.
5	To print, click on File in the upper left corner, then select Print .

SMP Resources: Outreach & Education

Resource	Purpose	Access Instructions
SMART FACTS Operations Manual, chapter 6	Outreach and Education Program in SMART FACTS	www.smpresource.org > Resources for SMPs > SF, or SF home page: http://smartfacts.etosoftware.com , or contact The Center
SMP Resource Center Website	SMP online resources	www.smpresource.org
SMART FACTS: Simple Inquiry vs. One-on-one Counseling	Provides explanation of the difference between Simple Inquiries vs. One-on-one Counseling	www.smpresource.org > Resources for SMPs > SMART FACTS > Supplemental Materials
Additional Outreach and Education Materials	Outreach materials developed by other SMPs are available in the Resource Library	www.smpresource.org > Resources for SMPs > Resource Library
The SMP Resource Center (The Center)	Policy guidance and questions about SF data entry and the SF Manual	E-mail: hflory@hvaaa.org or gpaulson@hvaaa.org Call: 1-877-808-2468