

**Introduction**

This job aid is a quick reference guide for performing the following OPTIONAL functions in the Outreach and Education program of SMART FACTS:

- Enter SMP Dissemination Activity
- Gather Totals

For related information on SMART FACTS functionality, see the SMART FACTS Operations Manual and/or the SMART FACTS Training Page (see resources section on page 2 of this job aid for details).

**Overview**

The Dissemination Activity data collection page was added to SMART FACTS for purposes of reporting to the Administration on Aging. Dissemination Activity data does not appear on the OIG Report and is not required for purposes of OIG Reporting.

**Terms**

**Dissemination Activity:** The distribution of educational or promotional materials or other products developed by your SMP for the purposes of conducting SMP outreach; reported to AoA in SMP semi-annual reports. For more information, contact your SMP project director or AoA project officer.

**Entering Dissemination Activity**

To enter dissemination activity in SMART FACTS, take these steps:

Step	Action																						
1	Select the <b><i>Outreach and Education</i></b> program.																						
2	On the right side navigation bar, select <b><i>Simple Inquiry/Outreach</i></b> , then click the sub-topic <b><i>Inquiry/Outreach Tracker</i></b> .																						
3	On the left side of the screen, select <b><i>Dissemination Activity</i></b> .																						
4	Complete the data fields as desired for your SMP. As applicable, view drop-down menus for options for each type of data. <table border="1" data-bbox="527 1354 1409 1837"> <thead> <tr> <th>Data Field</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td><b>Contact Method</b></td> <td>How were the materials provided?</td> </tr> <tr> <td><b>Date of Contact</b></td> <td>On what date were materials provided?</td> </tr> <tr> <td><b>Type of Materials</b></td> <td>What type of materials was disseminated?</td> </tr> <tr> <td><b>Primary County</b></td> <td>In which county were materials provided?</td> </tr> <tr> <td><b>Audience</b></td> <td>Which group / location is being targeted?</td> </tr> <tr> <td><b># Disseminated</b></td> <td>How many materials were provided?</td> </tr> <tr> <td><b>Initiated By</b></td> <td>Who initiated the request for materials?</td> </tr> <tr> <td><b>Coverage</b></td> <td>What is the coverage area for the materials?</td> </tr> <tr> <td><b>Targeted Bene Population</b></td> <td>Who was primary beneficiary population? If no category applies, use <b><i>General</i></b>.</td> </tr> <tr> <td><b>Notes</b></td> <td>Enter notes as desired.</td> </tr> </tbody> </table>	Data Field	Explanation	<b>Contact Method</b>	How were the materials provided?	<b>Date of Contact</b>	On what date were materials provided?	<b>Type of Materials</b>	What type of materials was disseminated?	<b>Primary County</b>	In which county were materials provided?	<b>Audience</b>	Which group / location is being targeted?	<b># Disseminated</b>	How many materials were provided?	<b>Initiated By</b>	Who initiated the request for materials?	<b>Coverage</b>	What is the coverage area for the materials?	<b>Targeted Bene Population</b>	Who was primary beneficiary population? If no category applies, use <b><i>General</i></b> .	<b>Notes</b>	Enter notes as desired.
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5	Save the data by clicking <b><i>Save Effort &amp; Close</i></b> .																						

### Gathering and Reviewing Dissemination Activity Totals

To collect and review dissemination activity totals in SMART FACTS, use the following menu options within the **Outreach & Education** program:

Menu option	Function
My Work > Review My Efforts	Select checkboxes in the <b>General</b> column and Submit. Open appropriate Toggles. Scroll up to “Print” icon to print hard copies. See the My Work job aid for details.
Reports > Letters, Forms & Reports > Outreach/Ed Forms & Reports > Dissemination Activities–Totals	Select Dates for Review & click “Go”. * See the Flat File Reports job aid for additional instructions.
Reports > ETO Reports > Inquiry / Outreach Report	Select the desired option from the drop-down menu and click “Submit”. See the SMART FACTS Manual for details.

### SMP Resources: Dissemination Activities

Resource	Purpose	Access Instructions
SMP Website	SMP online resources	<a href="http://www.smpresource.org">www.smpresource.org</a>
Recorded Webinar: Partnership Development & Dissemination Activities in SMART FACTS	Tutorial on dissemination activity data entry in SMART FACTS, including a PowerPoint presentation and systems demonstration.	Available at <a href="http://www.smpresource.org">www.smpresource.org</a> : Resources for SMPs > SMART FACTS > SMART FACTS Training
SMART FACTS Job Aids: Dissemination Activity, My Work, & Flat File Reports	Basic instruction in how to enter, review and edit dissemination activity data in SMART FACTS	Available at <a href="http://www.smpresource.org">www.smpresource.org</a> : Resources for SMPs > SMART FACTS > SMART FACTS Training
SMART FACTS Operations Manual	Outreach and Education in SMART FACTS	Hard copy of manual available at your agency. Electronic copy available at <a href="http://www.smpresource.org">www.smpresource.org</a> : Resources for SMPs > SMART FACTS
The SMP Resource Center (a.k.a. The Center)	Policy guidance and answers to questions about SMART FACTS Manual and data entry	E-mail: <a href="mailto:hflory@smpresource.org">hflory@smpresource.org</a> or <a href="mailto:gpaulson@smpresource.org">gpaulson@smpresource.org</a> Call: 1-877-808-2468