

Affirmative Action Planning

Affirmative Action Planning – Affirmative action planning is now a part of the planning module located in Webapps. For step by step instructions on how to create your affirmative action plan, log into Webapps or the Sandbox, then click on the Help link located in the upper left & right hand corners of the screen. The Webapps site can be accessed by going to: <http://extension.missouri.edu/webapps>

You can access the sandbox by going to: <http://extension.missouri.edu/sandbox>

Specialists

You will create your affirmative action plan when you create your plan. Your affirmative action plan applies to all programs with which you work. Your affirmative action plan will “roll up” into the county affirmative action plans for the counties in which you offer programs.

Before you begin planning for the next fiscal year, you will want to run the Specialists Affirmative Action report for the previous fiscal year and the current fiscal year, review these reports to see where you are reaching targeted audiences and where you need to make adjustments. Then run the County Affirmative Action Report for each of the counties which you will work with during the current fiscal year. Look at the report to see where the targeted audiences are being reached and where adjustments are needed. This will help you when you are creating your affirmative action plan for the next fiscal year.

To Run a Report:

1. Log into Webapps <http://extension.missouri.edu/webapps>
2. Go to reports
3. Look at the list of specialist reports
4. Click on specialist affirmative action report
5. Enter the year
6. Select your region
7. Select your name
8. Click on Create report

To Plan:

1. Click on Planning
2. Click on create/Edit plan
3. Enter the fiscal year you need to work on or create your plan for
If this is the first time you are creating a plan for the fiscal year you entered and you **do not** want to copy the previous year’s plan forward click no then click continue. Otherwise leave yes marked and click on continue.

4. When you add programs to your plan you will need to indicate if you will be targeting underserved audiences with that program. If you select any underserved audiences you will also need to select the ways you plan to market to the selected underserved audiences.
5. Under the Affirmative Action module you will need to select what accommodations and modifications you plan to make to help the underserved audiences you will be reaching.
 - A. Click The Add/Remove link below “Accommodation” located under the Affirmative Action module.
 - B. Select all of the accommodations that you are planning to make for some or all of the programs you will be offering. Click the Save link to save your data and return to the Affirmative Action module.
6. If there are other methods that you plan to use to reach targeted audiences that were not specified in the accommodation list you can enter those in the text box for “Other methods that you plan to use to reach targeted audiences” for the programs you are offering.
7. If there are other accommodations/modifications that you plan to make for your audiences that were not specified in the accommodation list you can enter those in the text box for “Other accommodations/modifications that you are planning to make to the programs you are offering text box.”
8. Part of your affirmative action plan is to monitor your progress you need to click “Add/Remove under reports and select the reports that you will use to monitor and document your progress. The following reports will be helpful in this monitoring process:
 - a. Specialist Direct contacts by County
 - b. Specialist Contact Summary
 - c. Contact Summary by Program Area
 - d. Contact Summary by Audience
 - e. Specialist Affirmative Action ReportClick Save to save your affirmative action plan

Keep in mind that the information you enter in your affirmative action plan will be used to build the county affirmative action plan for the counties you specified you would be working with under the programs you added to your plan.