

# Affirmative Action Reports

## Affirmative Action Monitoring

The demographic data that is reported for direct contact events is rolled up into the affirmative action reports. When you report an event as a direct contact and enter the demographic data you are creating your affirmative action report. It is important to note that when we look at the audiences we are reaching we are looking at where they reside not where they received the programming at. It is very important to report the demographic data from your events as accurately as possible.

**Specialists:** As you report, you will want to periodically run the reports that you specified in your plan to monitor your affirmative action results. Be sure to make any needed adjustments to your accommodations or outreach methods to improve your outreach to targeted audiences.

## CPD, Regional Directors, and Program Directors Affirmative Action Monitoring

You will need to periodically run the Affirmative Action reports to monitor outreach to targeted audiences. You will want to provide feedback to specialists, and offer assistance when necessary for changes that need to be made so that we are reaching targeted audiences.

### Sept. 16 – Oct. 30

- CPDs run County Affirmative Action report. Review the plan and discuss it with specialists to ensure that no changes are needed. Share the report with the Regional Director and then file the County Affirmative Action report in the office AA/EEO civil rights file.
- Regional Directors run Regional Affirmative Action report. Review the plan and discuss it with CPDs & Specialists to determine if changes are needed to plans. Plans are then filed in an electronic folder and in the Regional office AA/EEO civil rights file.
- Program Directors run Program Area Affirmative Action report. Review the report and then discuss it with RDs, CPDs and specialists. Any changes that are necessary should be made to the report. After a thorough review, file the Program Area Affirmative Action report in the office AA/EEO civil rights file.

## **Understanding Affirmative Action Reports**

**Specialist Affirmative Action Report** – This report is broken down by program area then by Participant County. This report shows you the potential audience for the participant county and how many contacts you made.

Additional reports you might want to run to evaluate how you are doing are:

- Specialist Direct Contacts by County
- Direct Contact by Specialist

**County Affirmative Action Report** – This report is broken down by program area within a county. This report shows the potential audience for the specified county and how many contacts were made with participants from that county for each program area regardless of where the participants attended the events.

An Additional report you might want to run to evaluate how your county is doing is:

- Direct Contact by County

**Region Affirmative Action Report** – This report is broken down by program area within a region. This report shows the potential audience for the specified region and the number of contacts made with participants from that region for each program area regardless of where the participants attended the events.

An Additional report you might want to run to evaluate how your region is doing is:

- Direct Contact by Region

**Program Area Affirmative Action Report** – This state-wide report is broken down by program area. This report shows the potential audience for the state and the number of contacts that were made state-wide for each program area regardless of where the participants attended the events.

An Additional report you might want to run to evaluate how your program area is doing is:

- Direct Contact by Program Area