LERS QUICK REFERENCE GUIDE

Changes effective for FY2027

To improve reporting consistency, simplify data entry, and enhance data analysis capabilities, several updates have been made to the Louisiana Extension Reporting System(LERS).

Delivery Method Updates

- Multiple delivery methods have been consolidated into broader categories to reduce confusion and improve statewide reporting consistency.

Content Area Consolidation

- Several content areas, particularly those used within Agriculture and Natural Resources(ANR), have been consolidated.
- Similar topic areas have been grouped together to simplify selection and improve reporting accuracy
- The updated structure reduces duplication and allows for more meaningful statewide reporting and program impact analysis.

Tagging Enhancements

- Users can select multiple tags for a single activity.
- Improved tag visibility helps ensure activities are categorized more accurately for reporting purposes
- Use of these tags will be instrumental in reporting Key Performance Indicators for all departments

Simplified Activity Entry

- Activity titles should be concise, ideally five words or fewer when possible.
- Activity descriptions should generally be limited to one or two sentences
- Optional fields are displayed only when needed, reducing clutter on the entry screen.

Improved Data Management and Reporting

- Historical data structures have been preserved while improving the user experience
- Old delivery methods and categories are mapped to newer consolidated options to maintain reporting continuity.
- Enhancements support more effective use of reporting tools such as Power BI and statewide data analysis.

Why These Changes Matter

These updates are intended to:

- Reduce confusion when entering activities.
- Improve consistency across all program areas.
- Simplify data entry.
- Increase data quality and reporting accuracy.
- Support better statewide impact reporting and trend analysis.
- Provide more meaningful data for administrators, specialists, and program leaders.

Program Delivery Method or Activity	What are some examples?	Demographic/Contact Method
MASS MEDIA/MASS CONTACTS		
News Media & Marketing	Digital and Traditional, Radio shows, newspaper, or news station/TV appearances, social media postings, Facebook, Twitter, Instagram; webpage, you-tube, blogs, podcasts, digital newsletters, flyers, mailed newsletters, brochures, stand-alone handouts.	No/ Mass Media
Publication & Industry Article	Educational fact sheets, lesson plans, curriculum, extension publications, or peer-reviewed professional journal articles. Research-based articles for the AgCenter or another credible organizations or information source.	No/ Mass Media
INDIVIDUAL OR GROUP CONTACTS		
Group Event & Presentation	Educational presentations, lessons, training (**including train the trainer and presenting at agent training)**, meetings, workshops, contests, educational tours, field trips, camps, after school programs, demonstrations, field days, live webinars, health fairs, festivals, exhibits, trade shows; May be one-time or ongoing. In-person or virtual.	**Yes/ Individual or Group**
Assistance-Electronic & In-Person	**One-on-one or small group** office visits, farm visits, livestock shows, home visits, school visits, site visits, livestock project visits, virtual or video-conferencing visits, electronic correspondence, including email and phone calls (NOT MASS), responding to social media questions, or message boards or blog questions. Water test kits; soil test kits; radon kits; 4-H kits; garden starter kits; self-paced online learning modules or courses; pre- recorded webinars or video series.	No/ Individual or Group
Facilitation	**Facilitating a meeting (Not teaching)** Stakeholder meetings, working groups, community advisory planning meeting, councils, coalition meetings, taskforces, strategic planning teams.	No/ Individual or Group
N/A - NO CONTACTS		
Grants & Funding	Grant/funding applications, donor/stakeholder correspondence or activity to secure funding or in-kind support.	N/A
Committee Meetings/Service	Internal committees and meetings, community committee meetings.	N/A
Professional Development & Society /Continuing Education	Webinars or in-person training attended, professional improvement, conferences attended, certifications, continued degree, or course work.	N/A
Administrative or Supervisory	Use for parish visits, employee meetings, supervisor, or administrative activities.	N/A
Office Work- No Contacts	**Office work NOT related to planning for a program or providing assistance to clientele.** Responding and reading internal emails, LERS Reporting, managing enrollment and event registrations, etc. Other activities that are not covered in any other area.	N/A

Tag	Description	Program Area
CDC-HOP	Center for Disease Control- High Obesity Programs	NCH
Community/School Gardens	Activities that include work with either community or school gardens	ANR/NCH
EFNEP	Expanded Food and Nutrition Education Programs	NCH
Farm to School	Farm to School Programming	ANR
Field Day	Field Day Educational Experience including tours, demonstrations, workshops and seminars.	ANR
Flavors of Health	Flavors of Health is a nutrition and health program with a community focus.	NCH
Healthy Communities Coaltion Meetings	Healthy Communities: Only use this Tag for Coalition Meetings	NCH
Master Gardener	Activities that involve Master Gardeners or the Master Gardener program.	ANR
Multi-State	Involves a multi-state effort	All
On-Farm Demonstration	On Farm Demonstration	ANR
Pesticide Recertification	Training for Pesticide Recertification	ANR
Professional Society/Service to Profession	Includes professional society activities (service to profession)	All
PSEs	Policy System & Environmental Changes used for your completed activity report.	NCH
Service- Learning or Community Service	Learning or educational experience that incorporates service or volunteering	ALL
Workshop	Educational Workshop conducted by AgCenter Employee	ANR/All

LERS NCH Cirriculum/Grant/Project/Series

- Chef Camp
- Eat From the Garden
- Eating Healthy From Farm to Fork
- EFNEP
- Flavors of Health-Core Cirricula
- Flavors of Health- Other
- FoodSafeHome 2.0
- Happy Healthy Me
- Health & Nutrition from the Garden
- Healthy Beginnings
- Heathy Communities- Food Systems
- Healthy Communities- Physical Activity & Built Environment
- HEROES
- Let's Eat for Health of It- Adult
- Let's Eat for the Health of It- Youth
- My Plate
- Organ Wise Guys
- Seeds to Success/Farm to School
- Show Me Nutrition
- Teen Cuisine

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What is my primary purpose?

Primary Purpose	Delivery Method	Examples	Demographics Required	Method Contact
Teaching	Group Event & Presentation	Workshops Trainings Club Meetings Camps Demonstrations Field Days Webinars	Yes	Individual or Group
Helping	Assistance- Electronic & In-Person	Emails Phone Calls Office Visits Farm Visits School Visits Technical Support FairEntry/4HOnline Help	No	Individual or Group
Marketing	News Media & Marketing	Social Media Newsletters Website Updates Radio TV Newspaper Flyers	No	Mass Media
Facilication	Facilitation	Advisory Committees Strategic Planning Councils Coalitions Not Teaching	No	Individual or Group
No Client Contact	• Administrative • Committee • Professional Development • Grant • Office Work		N/A	N/A

COMMON REPORTING MISTAKES

Mistake	How to Resolve?
Workshop reported as Assistance	Group Event & Presentation
Advisory Comittee reported as Group Event	Facilitation
Internal Staff Meeting Reported as Assistance	Administrative or Committee Meeting
Forgetting Tags	Add Tags whenever applicable (These will be used to capture KPIs)
Incorrect or Missing Contact Number	Example: If this activity was conducted 4 times with 10 participants each, enter an Activity Quantity of 4 and a Contact Quantity of 40.

Remember: Don't choose a delivery method based on WHO attended. Choose it based on WHAT YOU WERE DOING.

MONTHLY REPORTING

- Report activities monthly.
- Enter activities by the 10th workday of the following month
- Report all Extension work activities to accurately reflect your time and accomplishments

TITLE & DESCRIPTION TIPS

Good Titles

- Rice Field Day
- Beef Quality Assurance
- September Club Meetings
- Garden Workshop

Keep titles short and clear whenever possible

Good Descriptions

- Conducted a livestock quality assurance training for 35 youth participants focused on animal care and show ethics.
- Presented a pesticide recertification workshop for agricultural producers.

Keep descriptions concise—generally one or two sentences.

Contact Us



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LERS Management, Adding Employees

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