

Educator Consultations

Elements Tips

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Description

Consultations may or may not apply to Educators depending on their role, program area, County staffing, and/or many other factors. If Educators have consultations, they may document them as Learning Events in Elements.

Consultations with clients (in person, on phone/Zoom/text, or via email) occur when clients seek out Educators to get education/information about a particular issue, need, or concern. It is an “education moment.”

- Some examples may be:
 - A family may visit with an Educator for help in mapping out their farm succession plan.
 - An Educator may provide technical assistance to community leaders or other clients.
 - A couple may discuss finances with an Educator to identify ways to increase savings or reduce debt.
 - An Educator may go on a farm visit to help a farmer who has asked for information about a livestock issue.
 - An Educator may work with a 4-H high school senior on writing for a scholarship or an application.
 - A homeowner may bring in a leaf from the tree in their yard to get help from the Educator to determine what is wrong and what actions can be taken.
 - An Educator may work with a client on developing a grant application.
- The following are examples of interactions that are NOT consultations and NOT reported in Elements:
 - Communicating with any other Purdue employees or County staff. This is internal communication, not a consultation.
 - Giving a form, URL for a website, or a number to a client.
 - Helping families/individuals locate websites for registration.

There are specific Elements reporting instructions relating to consultations that have already been provided for two existing programs: ANR’s Purdue on the Farm (POTF) and HHS’s Get WalkIN’.

Learning Events

If Educators report consultations, they may enter consultations individually or by the total number for the month.

This table shows how to enter Learning Events in Elements to document consultations.

Learning Event	Data to enter
Start Date	Date of the individual consultation or Date of first day of this month (if reporting total for the month)
End Date	Same date for the individual consultation or Date of last day of this month (if reporting total for the month)
Title	Consultation or Consultations for <Month>: add descriptors as appropriate
County	County location or origination County if virtual
Method of Delivery	Select one or more as appropriate <ul style="list-style-type: none"> • In-person

	<ul style="list-style-type: none"> • Technology-live (for phone, Zoom, text, etc.) • Technology-recorded/posted (for email)
Learner sessions - # consultations	# consultations (if for the month = total # in-person visits, phone/Zoom calls, texts, & emails)
Learner minutes - total # minutes of instruction during consultations	TOTAL minutes
Contacts - Total # YOUTH. If at multiple consultations, count EACH time.	# in-person and via technology-live (for phone, Zoom, text, etc.)
Contacts - Total # ADULTS. If at multiple consultations, count EACH time.	# in-person and via technology-live (for phone, Zoom, text, etc.)
# Youth Unique - count each youth once	#
# Adults Unique - count each adult once	#
# Youth Self-reported Demographics	0
# Adult Self-reported Demographics	0
Indirect Contacts - # via email (asynchronous)	Total # clients via email
Keywords	Consultations/Recommendations Select appropriate topic(s)
Individual or Team	Select "Individual" if you did consultations yourself or "Team" if you collaborated with others from Purdue for the consultations
People at Purdue University (Speaker/Presenter)	Keep your name here; add team names if collaborative consultations
People at Purdue University (Speaker & other/multiple)	Delete
People at Purdue University (Onsite logistics)	Delete
People at Purdue University (Offsite logistics)	Delete
People at Purdue University (Onsite & offsite logistics)	Delete
Did event include arrangements with or location at PK-12 schools, preschools/Headstart?	No
NIFA Critical Issues	Select one as "overall" or "predominant" category for consultations
Multistate	No
If multistate, indicate states other than Indiana that apply	
Program Area Theme(s) - limit 3	Select as appropriate
Additional Information	Data to enter
YOUTH Demographics	Do not report
ADULT Demographics	Do not report
EXTENSION - Outcomes	Do not report

Questions

If you have questions about:

- Program evaluation, email evaluation@purdue.edu
- Reporting in Elements, email COAelements@purdue.edu