

# UNIVERSITY OF MARYLAND EXTENSION

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## Memorandum

**To:** All UME Faculty and Staff



**From:** Jinhee Kim, Associate Dean and Associate Director

**Subject:** University of Maryland Extension Reporting System (UMERS) Updates and Reporting Requirements

**Date:** April 5, 2023

Dear UME Faculty and Staff,

I want to provide an update and expectations for our University of Maryland Extension Reporting System (UMERS) on the Faculty Success page. USDA National Institute of Food and Agriculture (NIFA) will conduct a Civil Rights Compliance Review of UME in 2024. To prepare for this, we have worked closely with Dr. Latoya Hicks, AGNR's Compliance Officer. The review will assess how UME provides programs and services to Maryland residents on a nondiscriminatory basis. As you know, the UMERS is essential for our organization to track UME programs and faculty evaluations and report our activities to NIFA accurately and effectively as noted in our Plan of Work.

To ensure accurate data collection for program planning, evaluation, and reporting, the UMERS has required a shutdown over the past few weeks for necessary changes. The UMERS is ready for the 2023 data entry. Here are some essential points to note:

- The changes are not significant but aim to enhance **data quality**. For example, mandatory responses to questions on race, ethnicity, and gender are required, and separate entries for adult and youth participants will be necessary. Clarifications and attestations have been included.
- All faculty and eligible staff must enter **accurate data into the UMERS system by the end of each quarter**. To ensure quality control and accurate reporting, we will review the data entered into the system every quarter (4/30/23-test report; 6/30/23; 9/30/23; 12/31/23). I kindly request that you prioritize this task and avoid waiting until the last minute to enter data.
- We will provide **training sessions** to ensure everyone is well-informed about the changes and updates to the UMERS system. A training video is available on the [UME Answers](#) Program Planning Page. The video will provide instructions, explanations, and revised UMERS guidelines. Additionally, a one-hour live virtual training session will be offered three times. The session will give an overview of the changes and

provide opportunities for you to ask questions and get clarification on any points of concern. Jeff Howard, Assistant Director for Program and Organizational Development will organize and conduct them.

Faculty and staff who input data should review the training video or attend one of the live sessions before making further submissions. Register for any one of the training options found here and the training link will be emailed.

- UMERS Data Entry Update 4/6/23  
[go.umd.edu/UMERSDataEntryUpdate-04-06-2023](https://go.umd.edu/UMERSDataEntryUpdate-04-06-2023)
- UMERS Data Entry Update 4/11/23  
[go.umd.edu/UMERSDataEntryUpdate-04-11-2023](https://go.umd.edu/UMERSDataEntryUpdate-04-11-2023)
- UMERS Date Entry Update 4/13/23  
[go.umd.edu/UMERSDataEntryUpdate-04-13-2023](https://go.umd.edu/UMERSDataEntryUpdate-04-13-2023)

We understand the time-consuming requirements of reporting; however, it is of utmost importance that we can demonstrate the validity and reliability of our activities as accurately as possible as a direct recipient of federal funding. Your cooperation regarding this matter is greatly appreciated.