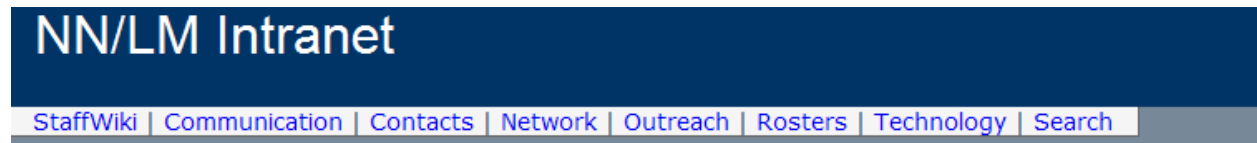


Instructions: Completing an OARF

To access: https://staff.nlm.gov/outreach/activity_reporting/

Enter username & password

You will be taken to the main screen. Click the **Outreach Activity Reporting Forms** button to begin.



Reporting Outreach Activities

Quicklinks:

- ◆ [Outreach Activity Reporting Forms](#) 
- ◆ [Mapping Application](#)
- ◆ [Data Collection Tools](#) (blank Outreach Activity Data Collection Form, Outreach Activity Participant Information Sheet, etc., in [PDF](#) and [XLS](#) formats)

The project selection web page will appear. Click the drop down arrow to select the project you will work on.

The screenshot shows the project selection web page. At the top, it says "Welcome Michelle Malizia." Below this is a navigation menu with links for Author, Menu, Approver Menu, and Search For. The main section is titled "Author's Project Activities" and contains a "Select project(s) to view" dropdown menu. The dropdown menu is currently set to "All chosen projects" and has a small blue arrow icon on the right side, which is highlighted by a black arrow. Below the dropdown menu are buttons for "Select All", "UnSelect All", "Delete", "Customize this page", and "Select". At the bottom, there is a table with columns for "Select", "Project Title", "PROJECT_ID", "Activity", "Activity Date", and "Status". The table currently shows 0 Incomplete Activities and 1 project.

You will only be given permission to access projects that you are working on. Select the appropriate project.

Author's Project Activities

[Customize this page](#)

0 Incomplete Activities

Select	Project Title	PROJECT_ID	Activity	Activity Date	Status
1					

Select project(s) to view

All chosen projects

All chosen projects

Reaching Out to South Texas (RL - UTHSCSA)

RL Outreach: University of Arkansas Medical Library 2006 - 2007

RL Outreach: UT Southwestern Library 2007 - 2008

South Central Region Contract 2001 - 2006

South Central Region Contract 2006 - 2011

The links along the left side of the Web page are the actions available to the user for the selected project. To enter a new activity (e.g. class, site visit, etc.) click on **Add an Activity**.

Logged in as Michelle Malizia

Welcome Michelle Malizia.

Author Menu

- [Add an Activity](#)
- [Incomplete Activities\(0\)](#)
- [Pending Approval\(0\)](#)
- [Approved Activities\(167\)](#)
- [Denied Activities\(4\)](#)
- [Project Assignments](#)
- [Search For Activities](#)
- [Review Comments History](#)

Author Menu: [Add an Activity](#) [Incomplete Activities\(0\)](#) [Pending Approval\(0\)](#) [Approved Activities\(167\)](#) [Denied Activities\(4\)](#) [Project Assignments](#) [Search For Activities](#)

Approver Menu [Pending Approval\(0\)](#) [Approved Activities\(121\)](#) [Denied Activities\(0\)](#) [Reassign Author](#) [Search For Activities](#)

Author's Project Activities

Approver Menu

- [Pending Approval\(0\)](#)

[Customize this page](#)

Select project(s) to view

South Central Region Contract 2006 - 2011

After you select **Add an Activity**, the Outreach Activity Data Entry Form will appear. Some information will already be entered in the form. You will have the opportunity to change all the information listed.

Entering Data:

0

Copies always show up in the incomplete acti

0

Copies always show up in the incomplete activities list.

1. NLM project title: (if applicable)

South Central Region Contract 2006 - 2011

[Other Projects](#)

2. Activity name: (change the default name that appears if desired)

PubMed for Experts - Ada, OK - 8/22/07

3. Describe activity: (optional)

4. Date of activity:

August 22 2007

5. Organization conducting activity:

NATIONAL NETWORK OF LIBRARIES OF MEDICINE, SOUTH CENTRAL REGION - TXUHRL

[Other](#)

Organizations

apply - e.g., if you are an academic health sciences library, check

Library

Clinic/Health Care

Other

Question 1: **NLM Project:** Choose the correct project from the drop down box.

Question 2: **Activity Name:** Name the activity. Include the name of the activity and location of training. In the above example, the PubMed for Experts class taught in Ada, OK on August 22, 2007 is listed as:

PubMed for Experts - Ada, OK - 8/22/07

Question 3: **Describe activity:** An optional field that can be used to provide notable information about the activity.

Question 4: **Date of activity:** Date the activity took place (note: you cannot enter a record for an activity that has not yet occurred).

Question 5: **Organization Conducting Activity:** The name the organization conducting the activity, usually your institution or the institution you are working on behalf of. (If your organization is not the default, click on the Other Organizations link)

Question 6: **Type(s) of organization(s) involved in activity:** Include every organization that played an important role in the activity. In the below example, the PubMed for Experts class was taught at in a hospital and was attended by many employees of an area health clinic. All activities conducted by the NN/LM SCR should have the *Health Sciences Library* and the *Academic Institution* boxes checked.

6. Type(s) of organization(s) involved in activity: (check all that apply - e.g., if you are an academic health sciences library, check both Health Sciences Library as well as Academic Institution)	<input checked="" type="checkbox"/> Health Sciences Library <input type="checkbox"/> Public Library <input type="checkbox"/> Government Agency <input type="checkbox"/> Public Health	<input checked="" type="checkbox"/> Hospital <input checked="" type="checkbox"/> Clinic/Health Care <input checked="" type="checkbox"/> Academic Institution <input type="checkbox"/> Community-Based	<input type="checkbox"/> Faith-Based <input type="checkbox"/> Other Please specify: <input type="text"/>
7. Session content: (check ALL that apply)	<input checked="" type="checkbox"/> PubMed <input type="checkbox"/> MedlinePlus <input type="checkbox"/> ClinicalTrials.gov <input type="checkbox"/> NCBI	<input type="checkbox"/> NLM Gateway <input type="checkbox"/> TOXNET <input type="checkbox"/> Other technology content Please specify: <input type="text"/>	<input type="checkbox"/> Other, non-technology. Please specify: <input type="text"/>
8. Length of activity: (as fraction of an hour, e.g. .5, 1.5, 2.25)	<input type="text" value="3.00"/>		
9. Hands-on practice:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
10. Activity conducted remotely: (from remote site, e.g. videoconference, teleconference, web-based class, etc.)	<input type="radio"/> Yes <input checked="" type="radio"/> No		
11. Continuing education credit offered: (CME, CEU, etc.)	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Question 7: **Session content:** Select every database that was covered in the activity. If other content was included, complete the appropriate boxes.

Question 8: **Length of activity:** Enter activity length as a fraction of an hour

Question 9: **Hands-on practice:** Yes/No. This only refers to hands-on computer practice. If the activity included non-computer hands on activities (e.g. proposal writing, program planning) the “No” box should be selected

Question 10: **Activity Conducted Remotely:** Yes/No

Question 11: **Continuing Education Credit Offered:** Yes/No

Question 12: **Significant Number of Minorities Present**

Check Yes only if 50% or more of the individuals who attended the activity are from minority populations. If there were no significant number of minorities, skip to question 14.

Participant Information

12. Significant number of minorities present:(>=50%)	<input checked="" type="radio"/> Yes (if Yes, please fill in question 13)		
	<input type="radio"/> No		
13. Minority populations present:(Please report only when >=50% of participants are minorities. Check ALL that apply)	<input checked="" type="checkbox"/> African American	<input type="checkbox"/> Asian and Pacific Islander	<input checked="" type="checkbox"/> Native American
	<input type="checkbox"/> Alaska Native	<input type="checkbox"/> Hispanic	

Question 13: **Minority Populations Present:** Check all that apply



Question 14: Estimated Number of Participants

14. Estimated number of participants:

15. ZIP Code and county where activity occurred. (e.g. 46202, Marion County): International: (check if activity not held in the U.S.). ZIP (5 digit, required only for U.S.): (This will cause the page to refresh - thank you for your patience)
 U.S. County:
 To confirm a ZIP code, go to: [USPS ZIP Lookup](#)
 Note: If the county and ZIP code do not match your records, please contact [The Polis Center](#) for help.

Question 15: **ZIP Code and county where activity occurred:** After entering the zip code, click on the “Find County” button. The page will refresh and the correct county will appear in the box.

Question 16: Was a participant information sheet distributed: Yes/No

16. Was a participant information sheet distributed? Yes If yes, please fill out: [Participant Information Sheet](#) 0 Participants Entered
 No

The participant information sheet provides demographic information about activity attendees. If the sheet was distributed at the activity, click on the “Participant Information Sheet” to enter the data.

Participant Information Sheet

[USPS ZIP Lookup](#)

Estimated number of participants = (This will update the answer to question #14 on your OARF form.)

Note: The number of rows in the PI sheet cannot be larger than the estimated number of participants. It can be smaller if not all participants filled out the sheet.

< Prev Next >										
Select row	Copy row	ID	Health care or service provider	Public health worker	Health sciences library staff member	Public / other library staff member	Member of general public	ZIP Code	County	No ZIP Code/Non-US
<input type="checkbox"/>	<input type="text" value="0"/> <input type="button" value="v"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="0"/> <input type="button" value="v"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>