



SWIMS SET-UP GUIDANCE FOR CAPTURING/REPORTING SWCD URBAN ASSISTANCE



Following is guidance regarding how the SWIMS program can be set-up so that “Urban” work completed by the SWCD for a County, Township, Municipality, or other Unit of Government, can be captured and reported both locally and at the State level as well.

In the SWIMS program there are three different methods, which can be used to capture/record time.

1. **Timesheet Module Time Codes/time code details** – these can be utilized when the work/time to be captured is mostly administrative and nothing needs to be mapped/saved in the GIS, and there is no “attendance” or total “participants” information that needs to be captured/reported.
2. **Initiatives** - should be used when the work/time spent on an individual task, event, function, etc. needs to be captured/reported. Initiatives should also be used when attendance numbers /participant information needs to be captured/reported.
3. **Land & Water Projects** – use when work/time to be captured/reported involves installation of a BMP or providing a service (e.g. ditch maintenance, subdivision reviews, site review, etc.). You can also record acres, feet or instances, depending on the type of BMP being installed. Drawing and saving the BMP(s) assigned to the Land & Water project in the Land & Water GIS allows township, county, major watershed (11 digit HUC), minor watershed (14 digit HUC), Ohio House and Senate Districts, U.S. Congressional District and Municipality to be captured and reported on.

SETTING UP LAND AND WATER PROJECTS

In order for Urban practices installed “On the Land” or “Urban Assistance” provided to, a County, Township, Municipality, or other Unit of Government to be reportable, the SWCD should set-up a separate Land and Water (L & W) project for each entity to which the SWCD is providing service. This will allow the SWCD to then be able to keep track of time spent with that entity and be able to report that time.

Naming Projects

When creating the L&W Projects, a consistent naming convention should be used when naming the individual L&W Projects, doing so will allow for easier querying/reporting. Inserting the word “Urban” in each Project name will allow querying to be done on all Projects that contain “Urban” in the project name. Following are some example L&W project names:

- Urban - Erie County
- Urban - Blue Rock Township
- Urban - City of Painesville

Drawing/Saving “BMPs” in the L&W Module GIS

In order to geographically capture urban work completed by the SWCD, BMPs should be assigned to each of the Urban L&W Projects. These BMPs can then be drawn/mapped and saved in the L&W module’s GIS component.

One of the first steps is to determine which BMPs would need to be mapped.

Following are some examples of BMPs:

- Site investigations
- Inspections
- Subdivision Reviews
- Inventory and Evaluation, aka I & E

By drawing and saving the BMPs in the GIS the following attribute details are captured and are then reportable: township, county, major watershed (11 digit HUC), minor watershed (14 digit HUC), Ohio House and Senate Districts, U.S. Congressional district and Municipality. An example might look like this:

- L&W Project Name: Urban - City of Painesville
- BMP assigned to the Project, drawn/saved in GIS: - Subdivision Reviews

The SWCD would go into the L&W module GIS component and draw/save a point in the correct location on the aerial map identifying where the subdivision reviews were/will be completed. Potentially the SWCD might perform this BMP (sub-division reviews) many times for the City of Painesville. Therefore to capture the number of “instances” this BMP was completed, the SWCD would record the number completed in the “Practice Measurement Instances” box located on the “Edit BMP” screen.

By using the described process, reports could then be generated by the SWCD, the DSWC or the OFSWCD, which would show the total number (instances) of site inspections completed by SWCDs. The fact that the BMPs had been drawn in the GIS would provide the ability to run the query based on township, county, watershed, or any of the other attributes captured as a result of spatially locating the practices.

Charging Time to L&W Projects

Once a Project has been created in the L&W module, SWCD staff can then charge time against it. You can charge time against a project from the Timesheet module (this is faster) or by opening the L&W Project, clicking on the Staff Time button and entering the number of hours charged.

Using “Comments” Box in the Timesheet Module for Querying Purposes

Use of the “comments” box (found on the “Enter Time” screen in the Timesheet module) also provides a means of tracking/reporting/querying Urban work done by the SWCD. Consistently entering comments in the “comments” box describing work that was performed for a County, Township, Municipality, or other Unit of Government can be queried for. An easy way to accomplish this would be to create a list of activities in a MS Word or Excel document, which could then be consistently copied and pasted into the comments box each time. The list of activities could be text, reference numbers or a combination of both.

A sample list might look like the following:

- 101 - Urban I & E
- 102 - Urban Site Investigations
- 103 – Urban Site Inspections
- 104 – Urban Violations

Consistent entry of the activities into the comments box would allow the SWCD to query the County, Township, Municipality, or other Unit of Government, as well as the specific work/service provided within

that municipality. For instance you could run a report that shows how much time has been spent for the City of Painesville L&W Project, where “I & E” has been entered in the comments box. The report will then show you instances where an employee charged time to this project with “I & E” in the comments box, giving you total hours spent towards that activity in that location.

L&W Summary

To begin using the different L&W Project tracking methods described thus far in this document, a SWCD would simply need to do the following:

- Create L & W Projects for each entity where Urban work/service will be provided (e.g. County, Township, Municipality, or other Unit of Government)
- Identify a list of BMPs/services that will be drawn/saved in the GIS to spatially identify those activities. Talk to Martin Joyce about adding them to the SWIMS BMP list if they currently don't exist.
- Create a list of “Details” or “Reference Numbers” that can be consistently entered in the “Comments” box (found on the “Enter Time” screen in the Timesheet module) by SWCD staff when entering their time. This will allow you to query information entered in the comments.

Tracking time using Initiatives vs. Time Code Details

Urban work/services provided by the SWCD can also be captured by using Time Codes/time code details or by using Initiatives (set up in the “Objectives” module). Depending on what your reporting/tracking needs are, that determines whether to use an Initiative or a Time Code/time code details to capture time spent on urban work.

The Objective/Initiative module is used to track education and outreach (non-conservation practice) activities completed by the SWCD. If an SWCD is interested in how much time is spent on individual urban projects, then setting them up as Initiatives is the best option. By doing so, time can be charged back against individual Initiatives.

In reality a SWCD might set up an Initiative that would complement an existing L&W project – e.g. an Initiative for education and outreach associated with NPDES Phase II activities. When doing this, it makes sense to name the Initiative the exact same thing as the L&W project. By doing so it will then be very easy to run one query and pull the time charged to both the L&W project as well as the Initiative. This will allow for easier, more complete reports. If you decide to capture time with Time Codes/time code details you end up with a total amount of time spent for all activities not individual ones.