



**SWIMS CORE MODULES
USE GUIDANCE DOCUMENT**
ADOPTED BY THE OSWCC, NOVEMBER 2007



Per the Ohio Soil and Water Conservation Commission’s (OSWCC) adoption of the SWIMS Program Use Policy, the following guidance defines those fields in the individual core modules **required** to be populated, and those tasks to be completed. Input of this information and completion of these tasks will provide required data for local and state level reporting.

1. Cooperator Module:

For any clients entered in SWIMS, the following information is required.

- | | |
|--|---|
| <input type="checkbox"/> First Name | <input type="checkbox"/> Zip Code |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Primary Interest |
| <input type="checkbox"/> Telephone Number (Home) | <input type="checkbox"/> Parcel or Tract Number(s) –_only |
| <input type="checkbox"/> Address | <u>required</u> if you plan to use the |
| <input type="checkbox"/> City/Town | Conservation 6 Note feature. |

2. Cooperator Projects Module:

Each SWCD should capture as much of their “technical” work as possible in this module. The following fields/tasks are to be completed for each individual Cooperator project created.

- | | |
|--|--|
| <input type="checkbox"/> Project Name | <input type="checkbox"/> Input of “Practice Measurement” (e.g. acres, feet, instances) for each assigned BMP/Service upon installation/delivery. |
| <input type="checkbox"/> Program Type | <input type="checkbox"/> Input of “Installed Date” for each assigned BMP/Service upon installation/delivery. |
| <input type="checkbox"/> Project Type | |
| <input type="checkbox"/> Actual Start Date | |
| <input type="checkbox"/> Assign BMPs/Services to each Project | |
| <input type="checkbox"/> Mapping, in GIS, of each assigned BMP/Service upon installation/delivery. | |

3. Initiatives Module

Each SWCD should capture as much of their “education and outreach” work as possible in this module. The following fields/tasks are to be completed for each individual Initiative created.

- | | |
|---|--|
| <input type="checkbox"/> Initiative Name | <input type="checkbox"/> At a minimum, the following fields are required to be populated for each “Event” entry: |
| <input type="checkbox"/> Program Type | - Date; |
| <input type="checkbox"/> Initiative Type | - Presentation/Activity Type; |
| <input type="checkbox"/> Actual Start Date | - # of Presentations/Activity; and |
| <input type="checkbox"/> “Events” (found under Events tab) are to be added to record/report all activities actually accomplished for each Initiative. | - # of Attendees/Participants |

4. Timesheet Module

- SWIMS timesheet is the only recognized timesheet by the Ohio Soil and Water Conservation Commission and is to be used by all SWCD staff for time keeping.
- The timesheet will track leave earned, used and balances for all employees.
- Timesheet records will be available at all times for review by the DSWR staff and ODNR Audit Section staff.
- Time spent by staff working on individual Cooperator Projects and Initiatives will be charged to the applicable Cooperator Projects(s) or Initiative(s).