

## **2025 Extension Plan of Work**

### **Frequently Asked Questions**

1. **How do I edit the PowerPoint slide deck linked on the plan of work resources website (<https://extension.ca.uky.edu/plan-work-resources>)?** The link to the “An Introduction to the Extension Plan of Work: Fall 2024” slide deck will open a PowerPoint file via SharePoint. The file is set to be available to anyone with a UK LinkBlue login. Once the file opens in your browser, download and save a copy to your computer locally. The online file is ‘view only’ so that it remains as a master file for broad access. You will need to download a copy of the file locally to adapt for use in your county [click ‘file’, then ‘save as’, then ‘download a copy.’ If you have any issues with the file, email Kim Henken at [khenken@uky.edu](mailto:khenken@uky.edu).
2. **How many emphases should each county include in their plan of work?** The county plan of work should reflect the key needs and issues identified through your advisory councils and local discussions, driven by data gathered from primary and secondary data sources. There is not a prescribed number of emphases. Counties need to ensure that the emphases are encompassing of the grassroots needs and issues and provide breadth to include a high percentage of the local programming. Counties will have the opportunity to adjust program plans for each emphasis annually.
3. **Will our county complete one comprehensive plan for each emphasis or multiple plans per emphasis?** The County Plan of Work Template available on the plan of work resources website is a logic-model format and reflects the format in which emphasis plans will be submitted via KERS. One comprehensive plan should be developed for each emphasis in the county plan of work. All outcomes, activities and evaluation plans for each emphasis can be included within the single logic model template.
4. **Should counties develop separate youth and adult emphasis plans?** If there is a common issue for which the county envisions offering both youth and adult programming, then only one emphasis plan is needed representing both youth and adult audience needs. The state-level situation statements are separated by youth and adult to provide description of the needs and issues for each group and indicators will be delineated as youth or adult, but counties can combine information into a single emphasis and comprehensive program plan. For example, if a local priority issue is improving health and well-being for local clientele, the county can develop a single emphasis for health and well-being, incorporating data, outcomes, programming and evaluation plans for both youth and adult audiences.
5. **Should the current indicators be incorporated in our new plans of work?** New indicators aligned to the state-level concentrations are in development and will be shared no later than March 1, 2025. Individual indicators within the current structure and list may continue, but significant change is expected. Please keep in mind that the system is changing from 100+ “major programs” with indicators for each to a reduced number of “concentrations” with indicators for each.