

Civil Rights Help Sheets

Where can I locate my county civil rights dashboard?

- Super2.tennessee.edu
 - Select the drop down arrow button under employees <county admin<civil rights<select year your needing

2020 Civil Rights Dashboard

The screenshot displays the 2020 Civil Rights Dashboard with the following sections:

- Section 1: Organizational Capacity**
Review the Organizational Capacity section.
[View](#)
- Section 2: Knowledge & Procedures**
Review the Knowledge & Procedures section.
[View](#)
- Section 3: Advisory Boards & Committees**
Review Advisory Boards & Committees section.
[View](#)
- Section 4: Program Delivery**
Review the Program Delivery Section
[View](#)
- Section 5: Data Collection and Integrity**
Review the Data Collection and Integrity section.
[View](#)
- Section 6: Non-discrimination Based on Sex**
Review the Non-discrimination section.
[View](#)
- Section 7: Public Notification & Outreach**
Review Public Notification & Outreach section.
[View](#)
- Section 8: Accessibility**
Review and edit the Accessibility section.
[View](#)
- Section 9: Language Access**
Review the Language Access section.
[View](#)
- Created County Census Data**
Review, create, and edit Created Census Data for the program year.
[View](#)
- Civil Rights Check List**
Complete Civil Rights Check List
[View](#)

Where do I need to go to for help?

- Employee and Organizational Development (EOD)
 - <https://hr.tennessee.edu/eod/>
- Extension Evaluation and Staff Development-Civil Rights
 - <https://eesd.tennessee.edu/civil-rights/>
- SUPER Tip Sheets and Help
 - <https://eesd.tennessee.edu/super-help/>
- K@TE
 - <https://kate.tennessee.edu>
 - Find the SUPER 2.0 Civil Rights Program introduction training
- County Director Toolkit in SharePoint
- Extension Evaluation and Staff Development Staff
 - <https://eesd.tennessee.edu/staff/>

Civil Rights Plan

- What is it?
 - Explicit plan to reach diverse/underserved audiences with your programs
 - Is it pushing you outside of your comfort zone and/or your normal range of planned programming?
- Evaluation piece
 - How are you going to measure the impact/success of the program?
 - Think of the end in mind-what are you going to do to gather impact to include in your impact statement at the end of the year?
- Where does this go?
 - Super2.tennessee.edu
 - Plan<My Plans<create action agenda<you should see the civil rights drop down arrow where you can insert your plan
- When is this plan going to be reviewed?
 - When plan is being reviewed by county director and regional staff
- Who is going to check on the progress on meeting this plan?
 - During 1-on-1's with county director
 - During appraisal process

4-H Civic Minded Leadership

> [Agenda Home](#)

> [Needs Assessment](#)

> [Relevance](#)

> [Plans for Coming Year](#)

▼ [Civil Rights Plan](#)

Civil Rights in Delivery

- **Underserved Audiences: Limited English Proficiency**
 - When you go into SUPER2 to enter your delivery there will be a section titled *Underserved Audiences: Limited English Proficiency*
 - You will select this check box if you another language other than English was offered.
 - You have 70 languages to choose from
 - these were populated from reported languages across the entire UT system
 - If you need an language that is not on that list then contact Extension Evaluation and Staff Development Staff
 - This section will allow you to upload links where you located the translated publication or to upload the documents where they were translated
 - If you upload a document it must be in a pdf format
 - If you having more than one saved on your computer, use your Ctrl button and select all the documents within that upload
 - Everything submitted here will appear in county civil rights dashboard
- **Demographic Data**
 - When you enter this information you cannot look out within the audience and guess their race and ethnicity.
 - You can have a sign-in sheet where participants can mark their race and ethnicity. A sign in sheet that can be used is the AD Form 2106. It is a USDA form. It can be modified as long as the data can be rolled into the categories listed.
 - [Form to Assist in Assessment of USDA Compliance with Civil Rights Laws](#)
 - This sign-in sheet cannot be one large form for every participant as this information should be private
 - Also, if the participant doesn't mark an answer that is ok, giving this information is voluntary

Underserved Audiences: Limited English Proficiency

Limited English Proficiency Offered Add LEP Section

* Language Albanian	* Number of Requests 0	* Number Written Responses 0	* Number Phone Conversations 0
* Number In-Person Conversations 0	Example Links 		Example Documents Accepts .PDF files only. Choose Files No file chosen

Civil Rights Keyword

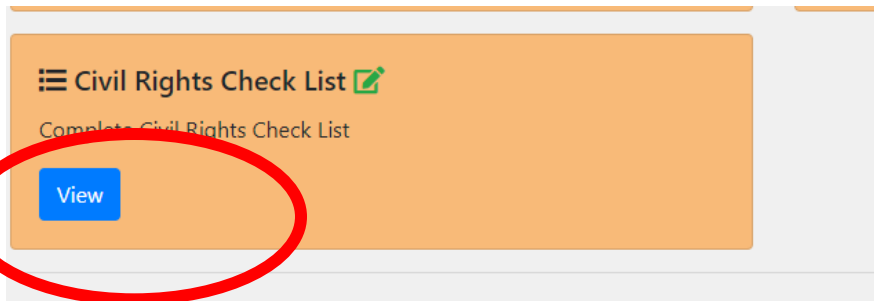
- When you create an event within SUPER or when you enter delivery you will see civil rights as a keyword.
- The only usage of this key word is when a training is being conducted internally to train staff on a civil rights topic
 - For instance, at staff meeting your office reviewed the different laws related to civil rights.

Scope * Area Scope Tipton County	Additional Staff Unit/Department Select Unit Person First, Select Unit/Department Add Selected	Keywords Keywords Select Keywords Search Close Organizational Support <input type="checkbox"/> Civil Rights
---	--	--

Save Activity

Civil Rights Check List

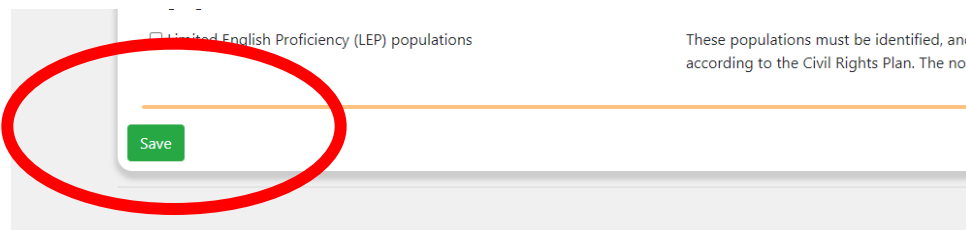
- On your civil rights dashboard you will have a box titled, “Civil Rights Check List” Click the blue view button to move onto the next screen



- The next screen will have all the check list your county director will need to check that they have acknowledged those areas with your county civil rights program



- Be sure to click the green save button. Counties will need to have these areas marked and completed prior to county director appraisals with regional director.



- Once saved and everything has been completed, county director will need to go back to the dashboard and click the green lock button.



Civil Rights in Events

- In the old SUPER, staff would have to list when adjustments were done to meet a new or under-represented audience. It would be hard to remember every time we completed these action items in the previous year when we were already into a new program year to complete the annual civil rights report. The hope is that we can appropriately document when these adjustments are made to have an accurate account of our efforts to reach those underrepresented audiences in what we call the Civil Rights Program that will take place year-around.
- Where does these efforts go?
 - Super2.tennessee.edu
 - Events<create event
 - Fill out the requested information on top (title, dates, description, etc.)
 - Then you will see a section titled *Reaching Underserved Audiences*
 - You will check the box *Does this Event reach underserved audiences?* If this event applies to Civil Rights. Then you will check all that apply
 - Adjusted teaching methods
 - a computer for someone to type if they cannot write with a pen
 - using a reader or scribe
 - changing the format such as oral or typed assessment instead of written
 - Adjusting meeting location
 - Were you targeting seniors and your office does not have a handicapped ramp? So you moved your event to the library.
 - Adjusting meeting schedules
 - Adjusting the time from evening to day to accommodate someone whose vision does not allow them to drive in the dark.
 - Adjusting program content
 - giving more time to a farmer with dyslexia to do the written tests to complete their pesticide certification exam
 - giving a 4-Her a reader to complete the written test during Hippology who has a learning disability
 - Other
 - Maybe someone called and they broke their leg and it was difficult for them to get out of the car or wasn't allowed to leave home, so someone either met them outside of the office or took it to their home Extension material.
 - Program held in underrepresented area
 - Instead of having program at the office or school did you host the event at a local housing authority or within another location is outside of your normal reach to serve an underrepresented area?
 - Provided Spanish materials or LEP
 - Did you have to translate any material to meet the language barrier? Did you have a translator on sight?
 - Did you have to use sign language or braille?

Reaching Underserved Audiences

Does this Event reach underserved audiences?

* Reaching Underserved Audiences (check all that apply)

Select Method ▾

Search

Close

- Adjusted teaching methods
- Adjusting meeting location
- Adjusting meeting schedules
- Adjusting program content
- Other
- Program held in underrepresented area
- Provided Spanish Materials or LEP?

> Sessions (at least one session must be added for each event)

* Research

State Actio