

USING
SWIMS TO MANAGE YOUR
SWCD





What is the SWIMS Program?


Its a.....

- ✓ tracking/reporting system - reports the things that your SWCD and all 88 SWCDs do.
- ✓ comprehensive management tool for the Board, Administrator and Staff.
 - ∅ Provides easy access to information to help you manage your overall SWCD program.






What can it tell me?

- Cooperator (client) information,
 - Conservation practices installed/applied – both Agr. & Urban
 - Services provided (i.e. pond site investigations, drainage calls, plan reviews, etc.)
 - Education & outreach activities
 - Time and activity reports - Timesheets
 - Pollution complaints,
 - And more.....
- 



What modules do I use, what do they tell me?

Use the Core Modules.....

1. Land & Water
 - a) What practices have been installed/services provided
 - b) Practice quantity – how many acres, feet or instances
 - c) What program (EQIP, CREP, etc) are they associated with
 - d) When located spatially (GIS) provides the following:
 - ü **County**
 - ü **Twp.**
 - ü **11 digit watershed**
 - ü **14 digit watershed**
 - ü **Ohio House District**
 - ü **Ohio Senate District**
 - ü **U.S. House District**
 - ü **Municipality**
 - e) What staff worked on, and for how many hours
- 




What modules do I use, what do they tell me?

2. Initiatives

- a) Your education, marketing and outreach activities:
 - a) what those activities were
 - b) who and how many attended
 - c) how many were sold
 - d) how many presentations given, etc.


 - b) What program (SWCD, EQIP, CREP, etc) were they associated with

 - c) What staff worked on, and for how many hours
- 



What modules do I use, what do they tell me?


3. Timesheets

- a) Number of hours worked by each staff person and on what activities.
 - b) What program (SWCD, EQIP, CREP, WLEB, etc) were the activities associated with
 - c) Summary of all hours worked by all staff
- 



Use the information to manage & evaluate your SWCD program.

Use the Query Builder module to answer questions:

1. Where are we spending our time?
 2. Are we working on the things we should be – i.e. APOW, Long Range Plan, etc?
 3. Are we accomplishing what we had planned to?
 4. What do we need to change – i.e. spend less time on?
Spend more time on?
 5. Do we need to re-assign staff and duties?
 6. Do we need to hire someone?
 7. What skills/training should they have?
 8. Are we providing adequate coverage of the county
 9. Are we spending too much time in one geographical area?
 10. Too much or not enough time on certain Programs?
- 

Edit View Insert Format Tools Data Window Help
 rdana 12 B I U Query displays client list

Client List

A	B	C	D	E	F	G
Client List						
Query displays client list						

<u>First Name</u>	<u>Last Name</u>	<u>Address</u>	<u>City</u>	<u>Zip Code</u>	<u>Comments</u>
BEVERLY	BRISCOE	10329 QUAKER TRACE RD	SOMERVILLE	45064	FISH06
LES	BROWER	7966 N MAIN ST	LEWISBURG	45338	FISH06
JOHN	CLAGGETT	2958 BANTAS CREEK RD	EATON	45320	FISH06
BRUCE	COTTINGIM	10343 WAYNE TRACE RD	SOMERVILLE	45064	FISH06, VVV06, EQIP
MYRON	LAIR	9759 MAGILL RD	CAMDEN	45311	FISH06
DEAN	MAXEY	10764 HOEL RD	CAMDEN	45311	FISH06
LEO	UPHAM	6851 CALIFORNIA SCHOOL RD	EATON	45320	FISH06,
MICHAEL	BESECKER	6907 LEXINGTON SALEM RD	WEST ALEXAND	45381	VVV06
JOSEPH	BETSCHER	666 OXFORD GETTYSBURG RD	EATON	45320	VVV06
LOU	BROERMANN	8709 ST RT 725 W	CAMDEN	45311	VVV06
FRED	CAMPBELL	633 BORRADALE RD	EATON	45320	VVV06
MARK	COTTINGIM	8909 WAYNE TRACE RD	CAMDEN	45311	VVV06, VVV07
JOHN	DYE	111 S BARRON ST	EATON	45320	VVV06
CLARENCE	EBY	6872 MOSES RD	WEST ALEXAND	45381	VVV06
CLARA	FLORY	5016 OAKVIEW DR	MIDDLETOWN	45042	VVV06,
BYRON	HENSEL	12972 EUPHEMIA CASTINE RD	WEST MANCHES	45382	VVV06, CP33-07
GLEN	KNAUS	2476 AUKERMAN CREEK RD	CAMDEN	45311	VVV06
EUGENE	KREBS	12173 STATE RT 732	CAMDEN	45311	VVV06
JOHN	KRICKENBARGER	PO BOX 43	LEWISBURG	45338	VVV06
JAMES	LEEDY	2563 MINNICH WYSONG RD	EATON	45320	VVV06, EQIP
WILLIAM	LYBROOK	11183 STATE RT 732	CAMDEN	45311	VVV06
HELEN	MARCUS	344 ORPHANS RD	EATON	45320	VVV06
THOMAS	MARSHALL	4655 KETTERMAN RD	EATON	45320	VVV06, EQIP
TOM	MCQUISTON	2383 OXFORD GERMANTOWN R	CAMDEN	45311	VVV06
MARY	MCWHINNEY	3525 E HANNA AVE	INDIANAPOLIS	46237	VVV06

Microsoft Excel interface showing the menu bar (Edit, View, Insert, Format, Tools, Data, Window, Help) and the toolbar with various icons for file operations, editing, and formatting. The active cell is D69.

QueryResults[2]

Client List - fish
 Query displays client who bought fish in 2006

First Name	Last Name	Address	City	Zip Code	Comments
BEVERLY	BRISCOE	10329 QUAKER TRACE RD	SOMERVILLE	45064	FISH06
LES	BROWER	7966 N MAIN ST	LEWISBURG	45338	FISH06
JOHN	CLAGGET	2958 BANTAS CREEK RD	EATON	45320	FISH06
BRUCE	COTTINGHAM	10343 WAYNE TRACE RD	SOMERVILLE	45064	FISH06, WW06, EQIP
MYRON	LAIR	9759 MAGILL RD	CAMDEN	45311	FISH06
DEAN	MAXEY	10764 HOEL RD	CAMDEN	45311	FISH06
LEO	UPHAM	6851 CALIFORNIA SCHOOL RD	EATON	45320	FISH06,
ERMA	CHASTEEN	5381 PAINT RD	NEW PARIS	45347	FISH06
EDWARD	CLEMENT	11977 REYNOLDS RD	ARCANUM	45304	FISH06
DANIEL	BROWNING	PO BOX 38	CAMDEN	45311	FISH06
PAUL	FIELDS	9553 GRATIS JACKSONBURG RD	SOMERVILLE	45064	FISH06
MALCOLM	MERKAMP	7529 TICE RD	CENTERVILLE	47330-9720	FISH06
PATRICIA	SHEPHERD	3743 TWIN CREEK RD	WEST ALEXAND	45381	FISH06, EQIP
GERALD	THOMAS	11552 ST RT 122	CAMDEN	45311	FISH06
WILLIAM	WARD III	101 HECKATHORN RD	BROOKVILLE	45309	FISH06
TOM	STAARMA	5987 WATT RD	CAMDEN	45311	FISH06
JOE	CAMPBELL	3907 TWIN TOWNSHIP RD	LEWISBURG	45338	FISH06
JAMES	HARRISON	10674 PENCE SHEWMAN RD	NEW PARIS	45347	FISH06
ROBERT	STUBBS	5050 CAMDEN WEST ELKTON R	SOMERVILLE	45064	FISH06
WESLEY	BAILIE	812 KAYLER RD	EATON	45320	FISH06
ROBERT	CRULL	6653 NEW PARIS GETTYSBURG	NEW PARIS	45347	FISH06
WILLIAM	DOUGHERTY	9034 GREENBUSH RD	SOMERVILLE	45064	FISH06
MATT	HAMAKER	7251 GRATIS JACKSONBURG RD	CAMDEN	45311	FISH06
KIP	LAFORCE	4884 SHIELDS RD	EATON	45320	FISH06
BEVERLY	MORROW	690 STOVER RD	WEST ALEXAND	45381	FISH06

Microsoft Excel interface showing the menu bar (Edit, View, Insert, Format, Tools, Data, Window, Help) and the toolbar with various icons for file operations, editing, and formatting. The active cell is A33.

EQIP Hrs.

EQIP Hrs.
 Query shows number of hours spent on EQIP projects.

Program Typ	Time Code Detail	SUM(Hours)
EQIP	Anderson Brothers-CNMP-EQIP-TSP	52.5
EQIP	Benhem Dairy-CNMP-EQIP-TSP	26.5
EQIP	Bower-David-Grazing-EQIP-TSP	21
EQIP	Brinker-Alan-Grazing-EQIP-TSP	33
EQIP	Darr-George-CNMP-EQIP-TSP	31.5
EQIP	Garber-Adrian-CNMP-EQIP-TSP	2.5
EQIP	Hamilton-Kyle-TSI-EQIP-TSP	2
EQIP	Johnson-Michael-CNMP-EQIP-TSP	7.25
EQIP	Johnson-Mike-EQIP-TSP	14
EQIP	Lauvray-Greg-Fence-EQIP-TSP	8
EQIP	Lauvray-Greg-Pipeline-EQIP-TSP	2
EQIP	Locke-Karen-EQIP-TSP-Grazing	6.5
EQIP	Pew-Melvin-CNMP-EQIP-TSP	2.5
EQIP	Porteus-Knox-CNMP-EQIP-TSP	26.75
EQIP	Raber-Wyman-Manure Storage-EQIP-TSP	5.5
EQIP	Stout-Rob-HUP-EQIP-TSP	13.25
EQIP	Stout-Rob-Low Flow Inlet-EQIP-TSP	2
EQIP	Stout-Rob-Pipeline-EQIP-TSP	5.5
EQIP	Stout-Rob-Watering Facility-EQIP-TSP	3.5
EQIP	Thomas-Scott-HUP-EQIP-TSP	4.75
EQIP	Thomas-Scott-Pipeline-EQIP-TSP	2.5
EQIP	Thomas-Scott-Spring Development-EQIP-TSP	1.75
EQIP	Wenmar-CNMP-EQIP-TSP	67.5
EQIP	Wyler-John-EQIP-CNMP	5
EQIP	Younen-Dan-CNMP-EQIP-TSP	1

File Edit View Insert Format Tools Data Window Help

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CNMP Plan Hrs.

Query shows number of hours spent on individual CNMP plans.

<u>Program Type</u>	<u>Time Code Detail</u>	<u>SUM(Hours)</u>
APA - Costshare	Braniger-George-CNMP-APA	6
APA - Costshare	Daugherty-William-CNMP-APA	2.5
EQIP	Anderson Brothers-CNMP-EQIP-TSP	52.5
EQIP	Benhem Dairy-CNMP-EQIP-TSP	26.5
EQIP	Darr-George-CNMP-EQIP-TSP	31.5
EQIP	Garber-Adrian-CNMP-EQIP-TSP	2.5
EQIP	Johnson-Michael-CNMP-EQIP-TSP	7.25
EQIP	Pew-Melvin-CNMP-EQIP-TSP	2.5
EQIP	Porteus-Knox-CNMP-EQIP-TSP	26.75
EQIP	Wenmar-CNMP-EQIP-TSP	67.5
EQIP	Wyler-John-EQIP-CNMP	5
EQIP	Youngen-Dan-CNMP-EQIP-TSP	1
EQIP	Zimmerman-Fred-CNMP-EQIP-TSP	32.5
SWCD Program	Miller-Herbert-CNMP	6.5
SWCD Program	Myers-Devon-CNMP-KB	47.5

Microsoft Excel interface showing the menu bar (Edit, View, Insert, Format, Tools, Data, Window, Help) and the toolbar with various icons for file operations and calculations. The active cell is A9, containing the text '= CRP'.

USDA Program Hours

USDA Program Hours
 Hours spent by the SWCD on Projects resulting from USDA cost share programs.

Program Typ	Time Code Detail	SUM(Hours)
CRP	Brown WWy	5
CRP	Hale Waterway	35
CRP	Hodge Waterway	28
CRP	K Everett WWy	5
CRP	Kuntz WWy	39
CRP	Long Waterway	25
CRP	Mote Waterway	271
CRP	Reaster Wetland	76.5
CRP	Seeger Waterway	34.5
CRP	Smith WWy	94.75
CRP	Taylor-Allenbaugh Grassed WWy	35
CRP	Tri-WWY and WSCBS	11
EQIP	B Blackburn Ag Containment	20.5
EQIP	D Bridenbaugh Ag Containment	12.5
EQIP	D Fisher Ag Containment	16.5
EQIP	Hill WWy	77.5
EQIP	Hissong's Concrete Loading Pad	5
EQIP	J Strawser Ag Containment	22
EQIP	Jim Johnson Ag Containment	10
EQIP	K Deweese Ag Containment	15
EQIP	Kuntz Ag Containment Facility	27.5
EQIP	Landes Ag Containment Facility	16
EQIP	Moeller WWy	43.5
EQIP	Neal Brothers Ag Containment	10
EQIP	Shoun Containment	18.5

Microsoft Excel interface showing the menu bar (Edit, View, Insert, Format, Tools, Data, Window, Help) and the toolbar with various icons for file operations, editing, and formatting. The active cell is A60.

Education-Outreach Hrs.

Education/Outreach Hrs.
 Query shows total hours spent of education & outreach activities

<u>Time Code Detail</u>	<u>SUM(Hours)</u>				
Farm City Tour	125.5				
soils judging FFA county contest	37.75				
5 Star Beckett Ridge Water Quality Detention Basin	253				
Ag Newsletter	25.5				
Annual Meeting 2006	134.5				
Butler County Fair	86.75				
Conservation Reserve Program (Continuous)	179.75				
EECO Conference	26				
ESC field day	82.5				
Education Newsletter	44				
Environmental Education Council Of Ohio	64.5				
Envirothon	87.75				
Equine resource management Workshop	39.25				
Fair 2006	99.5				
GMR cleanup	102.25				
Gerald A. Morris Memorial Scholarship	4				
Great Miami River Watershed Water Quality Credit Training Program	19				
Health Nuts	10.5				
Healthy Water Healthy People Workshop	29				
Mill Creek 319 Implementation Grant	11.75				
New Miami Local Drinking Water Protection 319 Planning Grant	4				
OEEF Grant	119.5				
Pond Clinic 06'	35.5				
Project Learning Tree	35				
Project Learning Tree Workshop	3				

Microsoft Excel interface showing the menu bar (Edit, View, Insert, Format, Tools, Data, Window, Help) and the toolbar with various icons for file operations, editing, and formatting. The active cell is A1, and the formula bar is empty.

Rental Eqpt. Hrs.

Rental Eqpt. Hrs.
 Query shows number of hours spent on rental equipment.

Time Code	Time Code Detail	SUM(Hours)
1-Mark 7" No-till Drill	Initial set up	16.25
1-Mark 7" No-till Drill	Maintenance	12
1-Mark 7" No-till Drill	Scheduling and phone calls	1
2-2007 Tye 7" Drill	Initial set up	5
2-2007 Tye 7" Drill	Maintenance	14
2-2007 Tye 7" Drill	Scheduling and phone calls	0.75
3- 7000 No-Till Corn Planter	Initial set up	2
3- 7000 No-Till Corn Planter	Maintenance	12
4- 1750 No-Till Corn Planter	Initial set up	5.5
4- 1750 No-Till Corn Planter	Maintenance	14.5
4- 1750 No-Till Corn Planter	Scheduling and phone calls	7.5
5- Stoltzfus Lime Spreader	Initial set up	1.5
5- Stoltzfus Lime Spreader	Maintenance	3
5- Stoltzfus Lime Spreader	Scheduling and phone calls	0.25
6- Fertilize Spreader	Initial set up	0.5
6- Fertilize Spreader	Maintenance	0.5
7 -Tree Planter	Initial set up	1
7 -Tree Planter	Maintenance	3
8- Chisel Plow	Initial set up	1.5
8- Chisel Plow	Maintenance	0.5

Edit View Insert Format Tools Data Window Help
 100%
 B83 = Watershed Inventory for WAP

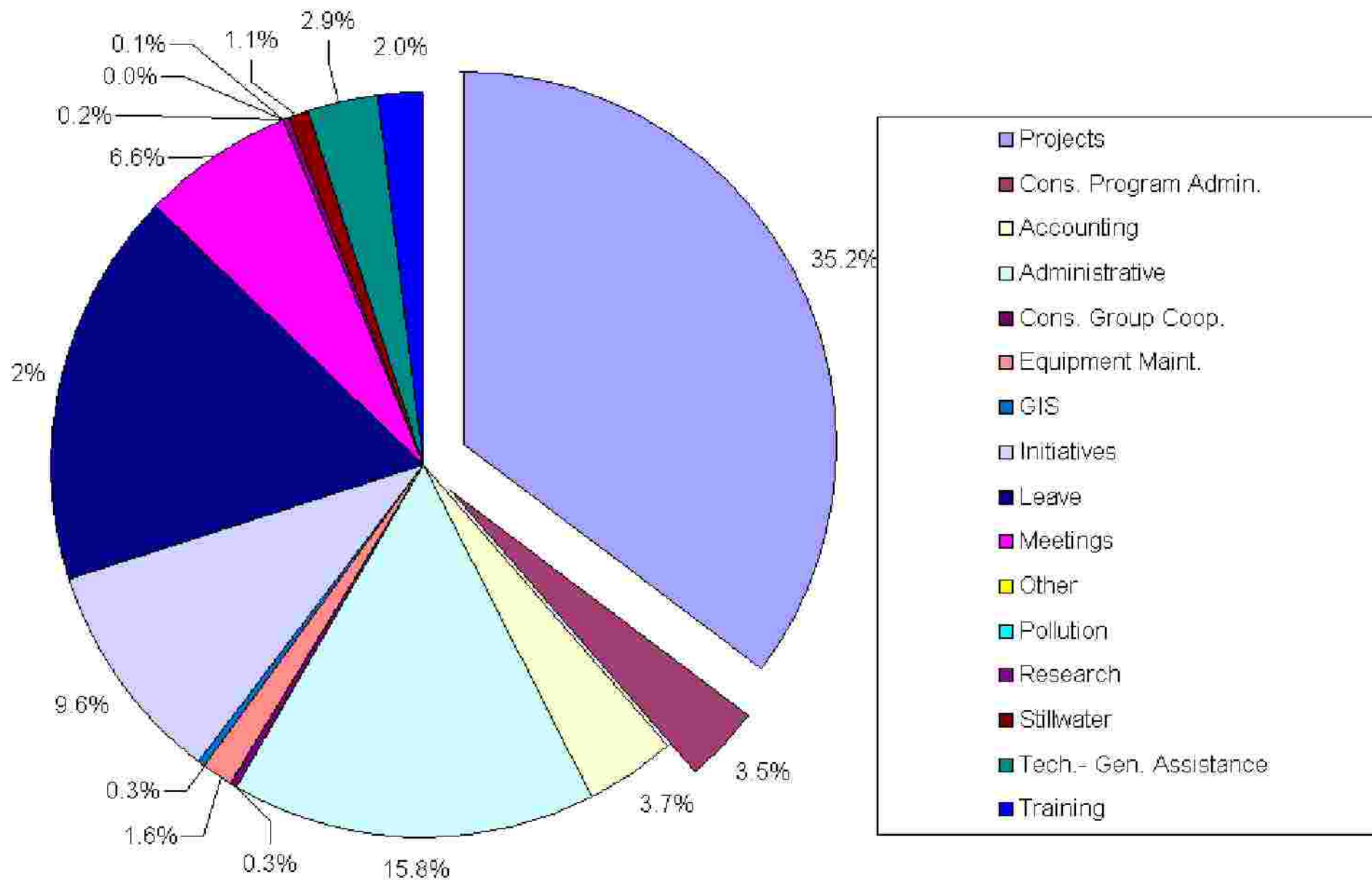
SWCD Total Hrs.

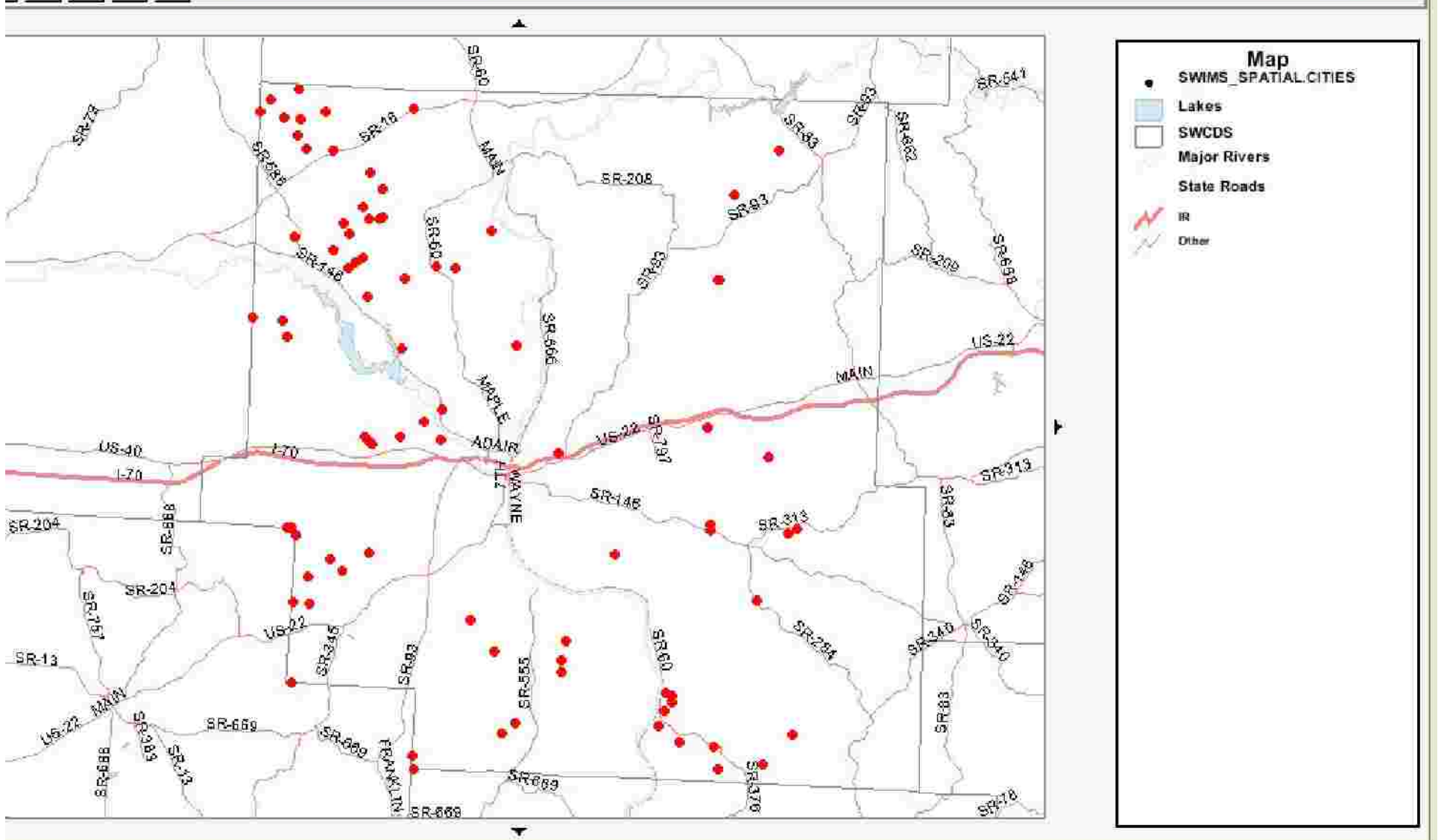
SWCD total Hrs.
 Query shows breakdown of total hrs.

<u>Time Code</u>	<u>Time Code Detail</u>	<u>SUM(Hours)</u>
Accounting	Accounts Payable	213.75
Accounting	Accounts Receivable	41.25
Accounting	Board Meeting Reporting	52.75
Accounting	Payroll/Auditor Report	42
Accounting	Quickbooks Admin/Setup	28.5
Administrative	Board Contact/Meeting Prep	215.25
Administrative	Board Meeting Attendance	87.5
Administrative	Budget Preparation	17.5
Administrative	Clerical / Errands	401.75
Administrative	E-mail review and response	296.75
Administrative	Miscellaneous Office	470
Administrative	Office Equipment/Software	59.5
Administrative	Staff Meeting	196.25
Administrative	Staff Training	417
Administrative	Timesheet Data Input	249.75
Conservation Program Admin	APAP	5
Conservation Program Admin	CREP	187
Conservation Program Admin	CRP	99.75
Conservation Program Admin	CSP	8
Conservation Program Admin	Contribution Agreement	15
Conservation Program Admin	EQIP	70
Conservation Program Admin	NWOWB	1.5
Conservation Program Admin	WHIP	1
Drainage/Stormwater	EPA Phase 2 / Non-Point Source	6.25
Drainage/Stormwater	Investigation and Evaluation	32

Darke SWCD - 2009 Hours Summary All Staff Hours

Percentage of Total Hours - Summarized by Time Code

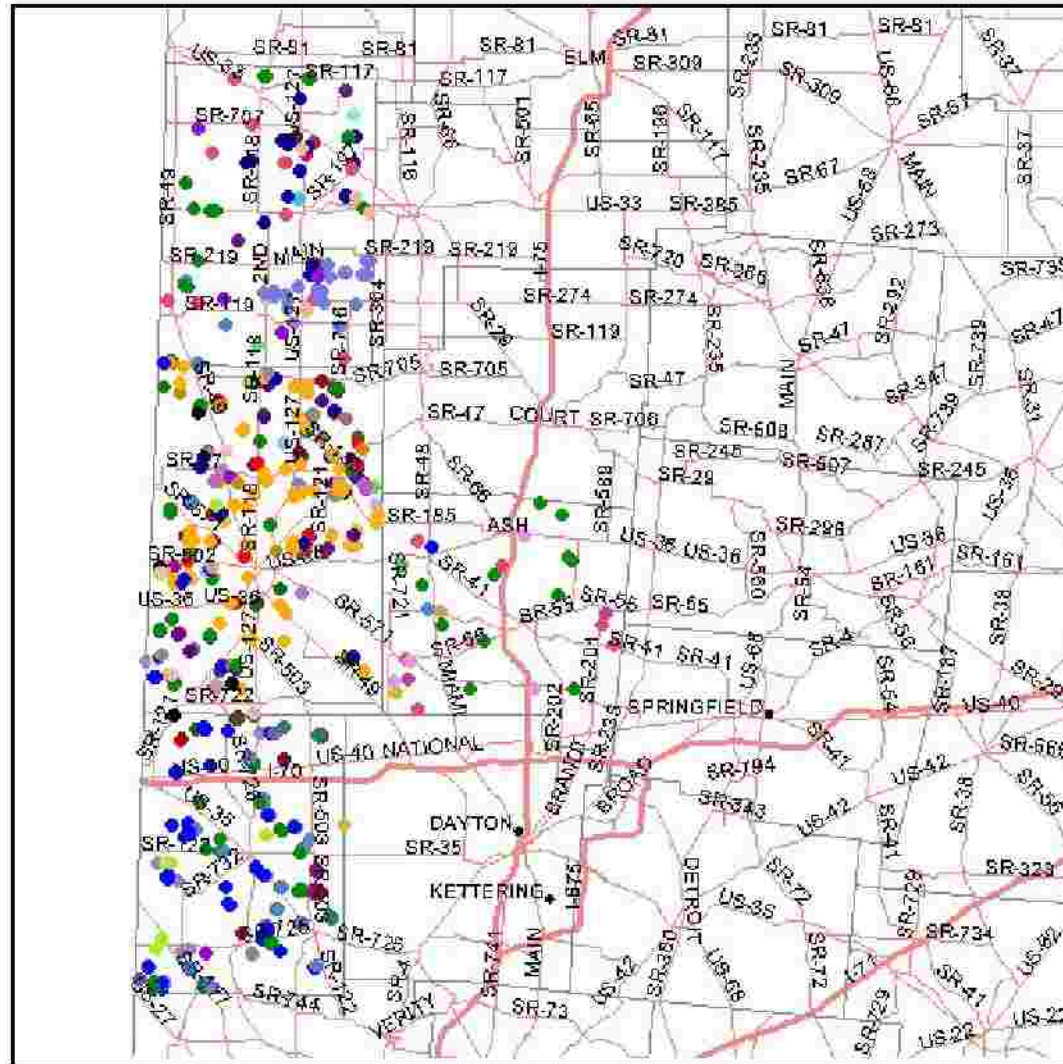




Legend

BMP (Point - LOCATION_ID)

- Residue Management, No-Till and Strip Till
- Grassed Waterway
- Conservation Crop Rotation
- CRP - MCM Assessment/Review
- Subsurface Drain
- Technical Assistance - Streams
- Urban - Technical Visit
- Watering Facility
- Prescribed Grazing
- Access Road
- Early Successional Habitat Development/management
- Filter Strips
- Waste Utilization Standard
- CNMP
- Upland Wildlife Habitat Management
- Grade Stabilization Structure
- Conservation Cover
- Field Border
- Early Successional Habitat Development/management
- Dry Stack or semi-solid manure storage - no roof
- Roof Runoff Structure
- Composting Facility
- DM - Annual Maintenance Completed
- Fence
- Pipeline
- Underground Outlet
- Waste Storage Facility
- Heavy Use Area Protection
- Pasture and Hayland Planting
- Pond



- Use Exclusion
- Agricultural Handling Facility
- Brush Management
- Heavy use protection pad constructed with stone and geo-textile fabric
- Nutrient Management Standard
- Erosion Control Structure
- Tree/Shrub Establishment
- Windbreak/Shelterbelt Establishment - Acres
- Wetland Creation
- Residue Management, Mulch Till
- Wetland Restoration
- Drainage - Tile Main
- Pest Management
- Lined Waterway or Outlet
- Water-Well
- Riparian Forest Buffer
- Critical Area Planting
- Pond Site Investigation
- Cover and Green Manure Crop
- Stone Center Outlet
- Blind Inlet
- Holding Pond
- Technical Assistance - Drainage
- Culverts
- Urban - Survey & Design
- Wildlife Damage Investigation - Canada Goose
- Wildlife Damage Permit Issued - Canada Goose
- Structure for Water Control
- I & E (Inventory and Evaluation)
- Spring Development
- SWIMS_SPATIAL.CITIES
- SWCDS

OH. House Districts – 77 & 79 2009 Installed BMPs