



NatureWatch, Interpretation and Conservation Education (NICE) Database User's Manual

URL: <https://apps.fs.usda.gov/nice>

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Home Page

Access

Anyone can see the public-viewing sections of accomplishments in this database, but if you want to enter accomplishments, you will need to register first. If you used the old NICE or WFRP database systems, your registration from them may have migrated to this system.

If you are a State representative, Interpretation Association or Forest Friends Group who enters accomplishments as a partner of the Forest Service, you will need to get a level one e-Authentication privilege.

<https://www.eauth.usda.gov/MainPages/eauthWhatIsAccount.aspx>

To create an account go here:

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>

Register

When you enter the NICE Database (*URL: <https://apps.fs.usda.gov/nice>*), look for the “Register” button on the top right side of the screen. If Register is not visible but “Login” is, go ahead and log in using your LincPass or e-Authentication name and password.

If the Register button is visible, please click the button and fill in the information requested, then pick the Region/Station or Area your Administrative Unit is in. If you are a State Representative and you do not know which Region or Area you are in – please see the Appendix titled, “States Included in Each Region or Area” to locate the most appropriate one. If you are reporting for events that take place on National Forest System lands or you work for a Region/Forest/District, then use the appropriate Administrative Unit.

Once you submit your registration, you may have to wait a day or more while access is granted. Afterward, you will be able to enter and report indefinitely without having to re-register.

Login

If you have LincPass access as a Forest Service employee, use your government-issued LincPass or eAuthentication user name and password to log into the system. You are authorized as “Level 2 eAuthentication access” to this system, which will allow you to add, edit, and query accomplishments and announcements; view photographs and financial information; and export data summaries. Other visitors will have limited access to information in the database as Level 1 users, once they register. NICE Database



Managers have authorization to access and edit input, whether or not s/he is the author of the original entry.

Accessibility and 508 Features

When registering your information in the NICE database for the first time, you will have the ability to set your NICE screen to have a screen reader, large font, or high contrast, for better visibility. These features will show in your login screen and will not be changed unless you select and change them in your profile at a later date.



Profile

Database users will have the ability to enter an individual profile for themselves, including how the database will appear. *This function is currently not available.*

Introduction

Welcome to the NatureWatch, Interpretation and Conservation Education (NICE) Database, the Forest Service system of record across all staff and deputy areas. This database is used for reporting outreach and education activities and sharing our accomplishments with each other, the public, partners, and leadership through a web-based interface.

Please report all outreach and education programs for which the Forest Service provides funds and/or staff time. For the purposes of reporting, an accomplishment is defined as, “an educational program, experience and/or activity that encourages people to understand and appreciate natural resources and learn how to conserve them for future generations.”

Please read the User’s Manual in its entirety before trying to enter data into the NICE database. When using this database, there is a time-out function. If you are not entering information for fifteen minutes or more, the system will time out and you will need to log back in and locate your draft accomplishment to continue editing. You should also consider delays in your network access, and interruptions in internet service as potential risks to losing your connection to the database. Be sure complete all of the required information on the first tab of your new accomplishment to avoid losing data if a connection is lost or



timed out. It is also important to close all other internet browsers while performing queries in NICE, as sometimes saved information will interfere with the data provided in summary reports.

Deadlines

NICE is a real time data collection system. Data entry for accomplishments completed within a fiscal year can and should be entered immediately after they occur to ensure the greatest accuracy in details; and at least on a quarterly schedule (per FSH 1909.13, Ch. 50). Accomplishment content, including uploading attachments and photo images, may be edited at **any time before October 15th**. NICE Administrators will be pulling quarterly reports for leadership by **January 15, April 15, July 15, and October 15** for the previous quarters, which close at the end of the month prior.

After October 15th, data for the appropriate fiscal year will be processed for reporting to Regional Foresters and the Performance Accounting System (PAS). Later changes to budget or audience details for reports entered in a previous fiscal year are not permitted.

Choosing the Appropriate Reporting Database

A person reporting an event that includes both outreach (NICE data) and other activities that may seem to fit with WIT, Recreation, and/or other FS databases (such as volunteering, restoration, species work, planning, science delivery, etc.) **MUST CHOOSE** which activity predominates, and enter that accomplishment into the single most relevant database. The person **SHOULD NOT** report a single accomplishment in both databases, nor should s/he decide to divide or proportion the budget or time dedicated to that accomplishment into one or more databases. To do so would result in double-reporting of staff time and project funds, and would create reporting inaccuracies that would be very difficult to correct.

The person reporting may choose to compensate for having to choose one database over another by adding details in their project summary to record the details about the event that included items relevant to other databases. Until we have a method to 'flag' crossover activities, please use the project summary and contact the NICE Database Managers to notify him/her of the any overlap concerns.

Ongoing or Annual Events

For accomplishments that continue into the following fiscal year, you can have the database copy the previous year's accomplishment into the next fiscal year and then update the date, title, and budget information so that it is current for that fiscal year. You can also follow this copy process for accomplishments that occur annually, without having to reenter all of your data each year.



Database Features and Tour

Welcome Screen

If you are already registered, select “Login” (top right corner) to proceed to the database. You will notice on this - and all subsequent screens - a link to the User’s Manual next to the Login/Log Off button and also in the first paragraph of text.



The next screen should read, “Login Successful” to let you know that you are logged into the system. Please click the “Continue” link below the text box.



The buttons at the top left menu bar will read, “Announcements”, “People”, “Partners”, and “Accomplishments”.





Announcements

Entering Announcements is optional. Announcements should be used if you would like to promote your activity Forest Service-wide or to the public prior to the date it is implemented. Please ensure that you have entered your Announcement with sufficient time for it to be promoted adequately through communications channels such as public calendars, through newsletters, or in blogs. Posting your announcements several months prior to the event will allow the broadest audience to be reached, and will give partners an opportunity to see and possibly contribute to the event.

After clicking the “Announcements” button, you should see a screen like the one below.



Click the “Create New Announcement” button in the middle of the page.

You will then get a page that will allow you to enter the necessary information to post your Announcement: “Basic Information” such as Title and Description, “Dates and Times”, “Administrative Unit” hosting the event, “Location” of the event, a point of “Contact”, and a “Summary”. Work through the tabs using the “Next” button each tab to progress to the next screen.





Title

Please enter a title that is concise, clear, and without acronyms. Announcements will be a public-facing section of the NICE database, and should be appealing and non-technical.

Description

Write a brief description of your upcoming event. It may be helpful to mention whether the event is ongoing or held multiple times in the year, is family-friendly, or other special features such as access or inclement weather plans.

Fiscal Year

This is the Fiscal Year in which the activity takes place. If it takes place in multiple years and you choose to report it later as an Accomplishment, you must select each year as a separate Accomplishment to report. After it is entered the first year, you can copy the record using the Copy feature the following year and update the title, date, budget, and other information.

Start Date/Time

Exact date your event will begin. Only include a date that falls within the current fiscal year. If the same event is held every year on the same start date, you will be allowed to Copy the previous year's entry into a new screen and change the fiscal year.

Please be sure to include the time zone in which your event will occur, since the Announcements page may be viewed by anyone on the web.

Recurrence

If the event is staged on multiple days, please list them here. The NICE database will not allow you to enter a future year as a recurring start date. If the same event is held every year on the same start date, you will be allowed to search for the previous year's entry in the Create New Announcement screen and change the fiscal year to the current year to update it.

Administrative Unit

Click on the Administrative Unit tab and use the drop down list to pick which Forest Service Office/District/Region or state your Announcement references. The event does not have to occur on FS lands, but a FS unit must be listed if staff or funding are involved.



Location

Be as precise as possible when entering location, including an address so that a viewer could find it. Do not assume that a forest, district, or visitor center name is sufficient.

Primary and Secondary Contact

The Primary Contact is the person to ask for information regarding the upcoming event. The text should auto-fill with existing Contacts as you type a last name into the field. Click on the appropriate name to save it with the Announcement. If your Contact(s) are not already in the system; put yourself in as a placeholder and finish your entry. After your Announcement has been saved, go to the People tab at the top menu bar of the NICE system and add the new name (adding names to the People tab is described below). Then, return to the Announcement and replace your name with the newly entered Contact. A Secondary Contact can be provided as a back-up to the Primary Contact.

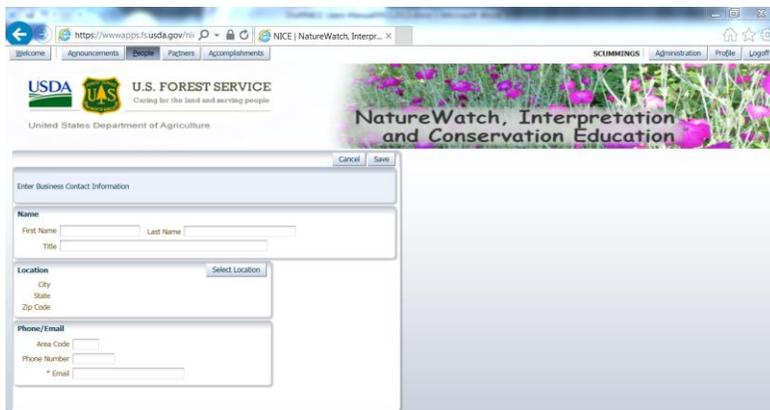
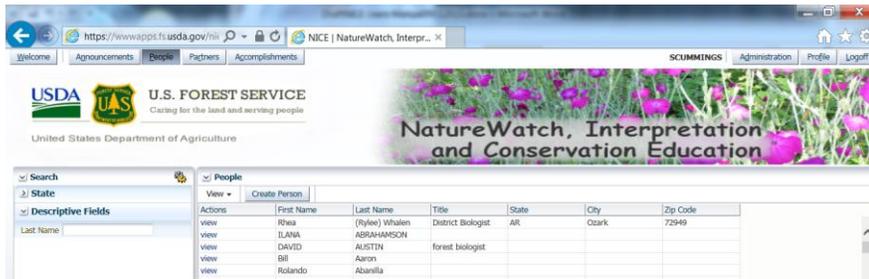
Summary

This will show your Announcement with all the entered information. You may return to previous tabs if anything needs to be edited.



People

“People” refers to Point of Contact and Owner names in the NICE database. These names can include Forest Service staff as well as external persons who have Level 1 eAuthentication Access to the NICE database, such as staff of partner organizations. It is best to check to see if your name, as Owner and/or Point of Contact for an Accomplishment, are already in the database **before** you get started entering data. This will eliminate the possibility of losing data or connections to your Accomplishment if you try to check in the midst of reporting. You can start the search on the left side of the People screen under the Search column by typing the last name in the text box titled, “Contacts” or “Owner” under Descriptive Fields and hitting enter. Do not put a comma after the last name when entering it. When the last name appears in the People or Owner list in the middle of the screen, scroll down the list of names to find the corresponding first name and select the appropriate individual. If you cannot locate the name, you will need to create a new person. Click the “Create Person” button and enter the required information: name, title, location, telephone number, and email address. When you are done entering the information, select Save.





Partners

After clicking on Partners in the top menu bar of the NICE Database, you may search for an existing Partner name by typing in the first few letters of its name in the Search column at the left side of the page under Descriptive Fields. In the example below, the wildcard “%” symbols were used at the front and end of the partner name to search for partners with “Nature” in their names. The result listed The Nature Conservancy and other non-profits with Nature in their names, including nature centers. Be as specific as possible in your search to narrow your results.

Organization Type	Organization Name	Parent Organization	Active	Web Site
PRIVATE NON PROFIT	The Nature Conservancy: Hart Prairie P...	The Nature Conservancy	Yes	www.nature...
PRIVATE NON PROFIT	Abbotts Mill Nature Center		Yes	
EDUCATIONAL INSTITUTION	Alabama Nature Center		Yes	
PRIVATE NON PROFIT	Armand Bayou Nature Center		Yes	http://www...
PRIVATE NON PROFIT	Avery House Nature Center		Yes	www.conval...
PRIVATE NON PROFIT	Belle Isle Nature Zoo		Yes	

For partners for which there are commonly used acronyms, please search on the full, actual name (ex., instead of BLM – search for Bureau of Land Management). Partners who may have chapters, such as, “Girl Scouts, Troop #12” should be first searched under the Parent Organization of “Girl Scouts of America” or “Girl Scouts”, to ensure that the Child Organization (local or state chapter/affiliated group) is not hidden under the Parent name.

After first searching and not finding your partner, you can create a partner using the Create Partner button above the list of possible partners. You will need to fill in all information that includes an asterisk (Name and Organization Type [non-profit, federal or state agency, etc.], and additional information such as whether it is an International Organization, the url for their Web Site, Parent Partner name and Organization Type, Location, Phone number, and/or Email Address.



Accomplishments

An accomplishment includes any outreach activity conducted by Forest Service staff or partners that involved resources managed by the FS, including direct funding, in-kind or non-monetary contributions.

Featured Accomplishments

Accomplishments selected to be featured or showcased on the NICE home page are determined by NICE Database Managers. If you would like your Accomplishment to be highlighted in the Featured Accomplishments section, please submit it to your Regional or National NICE Database Manager for review.

Entering Data as Accomplishments

The Accomplishments reporting form is divided into eleven sections: Overview, Location, Contacts, Details, Funding, Audience, Partners, Photographs, Evaluation, Attachments and Summary. Some parts of the form are optional.

Any items that have an ***** (asterisk) are required fields.

Once you have entered all necessary data on the first tab (Overview), your data will be saved in Draft form as a report, and you will be able to exit the database and return to the report later to add or edit. You also have the option to select a button to “Finalize” your reporting, which will allow for your accomplishment to become part of a system query or summary report. While your report is in Draft form, it will not register as a complete accomplishment for reporting to leadership or in file exports, and will

Commented [WKA-1]: Is this still true?



not be shared with the Performance Accounting System. **To ensure that your entry is accounted for, put in as much information as you can and hit the Finalize button.** You can still go in and edit the report until the end of the Fiscal Year.

Title*

Title is the name of your event or activity. Please enter a title that is concise, clear, and without acronyms or internal coding. Regional locations and dates will be available to the viewer while querying the database, and do not need to be entered into the title field. If the site is more specific than what you have available in the overview screens (ex., "Sampson's Pond at Coweeta Visitor Center"), you may enter that information in the title. If you are giving the same program at multiple schools and want to enter them separately – please add the school name as a qualifier. Instead of 5 programs called, "Leave no Trace", title them "Leave No Trace – Brice Elementary", "Leave no Trace – Miner Elementary", and so on. If you want to put them all in the same report, title could be, "Leave No Trace-R5 2016 Programs"; then add in the description that you did the program at 5 different schools and additional details. You would then collate the attendance and budget information for the year.

Category*

Please click on Accomplishment or Opportunity. An Opportunity is a project or program that you would like to implement but for which you have no current resources. Forest Service managers may search Opportunities to find eligible projects for funding and/or partnerships. An Accomplishment is an event which has already occurred and for which you are reporting detailed information.

Description* (up to 4000 characters)

Please describe your accomplishment with sufficient detail so that others have a sense of the project or program, keeping it concise and free of acronyms. If your accomplishment has details that would be relevant to another, non-NICE FS database, please note that here and notify the NICE Database Manager of the overlap so the record can be flagged. Be sure to put enough information in this description that we can understand the scope of it, and include details that might not be captured by other tabs of the database, such as, "we implemented this program every Tuesday of the month with invitations sent to Farsi-speaking schools in the area".

Continuation of Existing Program: Yes or No

If this program was accomplished in previous reporting years, you have the option of copying a prior entry to avoid having to re-enter all of the details. Answer "No" if your program was not entered in previous years to either this system or the former National Information on Conservation Education (old NICE) database, or if it is a continuing program that was never recorded, since no information will be available in the database.



Date Event Occurred

The date that the accomplishment occurred has to be within the fiscal year.

Fiscal Year

The fiscal year runs from October 1st of one year to September 30th of the next calendar year. You may only report accomplishments for the current fiscal year. Please do not attempt to add data to reports from earlier fiscal years, as those accomplishments have already been closed and reported to the Performance Accounting System (PAS).

Publicly Available? Yes or No

Most Accomplishments will be made publicly available, and for the most part this answer should be (and the default answer will be) "yes." Budget information and photographs containing images that require a photo consent/release will not be visible to the public viewer of the NICE database, regardless of whether the answer here is a 'yes' or 'no'.

Administrative Favorite (this should be greyed out on your screen)

Administrative Favorites are accomplishments that may be showcased as exemplary, as determined exclusively by NICE Database Managers. If you would like your accomplishment to be selected as an Administrative Favorite to be highlighted in the Featured Accomplishments section of NICE, please submit it to your Regional or National NICE Database Manager for review. Featured Accomplishments and Administrative Favorites replace the former "Show and Shine" category.

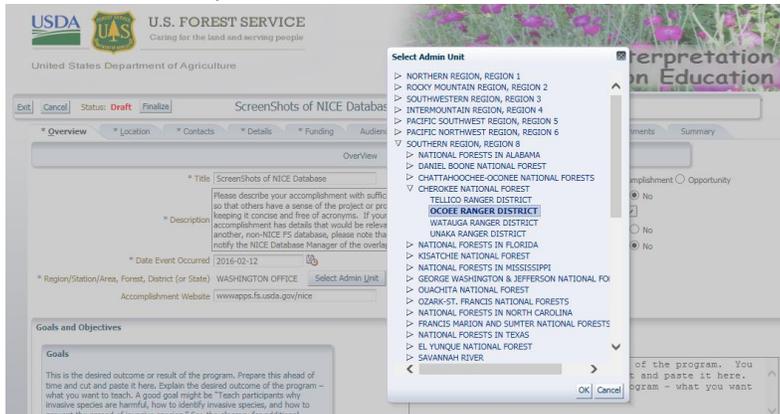
Administrative Unit

Region/Station/Area, Forest, District (or State)*

Select the location where your accomplishment took place or admin unit responsible if it took place off Forest Service lands. You may also enter state location under this category. Use the toggle to the left of R/S/A to find Forests/Grasslands and Districts. For States they are under the appropriate Region or in the case of the Northeast under the Northeastern Area.



Since there are so many of these – use the sliders to find ones down the list a bit.



Accomplishment website

If your project/program has a website – you can add it here.

Goals and Objectives (up to 4000 characters)

Goals*: This is the desired outcome or result of the program. You can prepare this ahead of time and cut and paste it here. Explain the desired outcome of the program – what you want to teach or results you want to see. A good set of goals might be, “teach participants why invasive species can be harmful, how to identify invasive species, and how to prevent the spread of invasive species.”

Objectives*: These are the measurable means by which to achieve goals and should involve action and follow-up, if possible. Explain how you plan to achieve the desired outcome. List one or more activities conducted or products developed within a specific timeframe to achieve the above goal(s). Objectives should be different and more detailed than your goals.

Good objectives are “SMART”:

- **Specific** – Objectives should specify what you want to achieve.
- **Measurable** – You should be able measure whether you are meeting your objective.
- **Achievable** – Are the objectives you set achievable and attainable?
- **Realistic** – Can you realistically achieve the objectives with the resources and time you have?
- **Time-bound** – By when do you want to achieve these objectives?



For the invasive species example above, the objectives might be, “conduct one invasive species identification workshop followed by an invasive species removal field trip for fifth graders at Claybourne Elementary School in summer of 2020. Pre- and post-test their knowledge of the subject matter, and provide follow-up materials that students can share with their families and friends. Provide links to online site where student citizen scientists can contribute their observations and activities regarding invasive species management.”

You must enter all required information on the first data entry screen in order for a new accomplishment report to be saved to the NICE database. After the Accomplishment is saved as Draft or Final version, you can exit and enter the NICE database later to edit your Accomplishment. You may lose your entered data if you have not ensured that the initial information is saved before exiting.

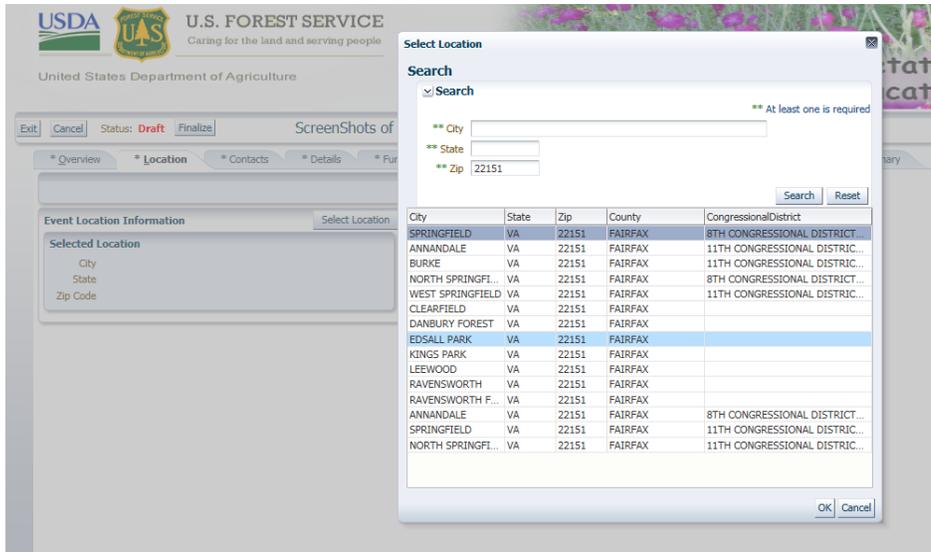
When searching for your own report to check, edit or copy. Use the left-hand side of the main page.

Select the Fiscal Year, Organization (your Admin unit), then if there are a lot of reports, move to the Owned by column and click the arrow to sort alphabetically. You can also search by fiscal year and contact name.

Select the next tab to continue reporting.

Location*

This is where the accomplishment was located. You can enter City, State, or zip code to have the location appear. Select the correct location and hit the Search button to have it auto-populate the box. If your zip code is not there select the closest one, and note that the system also includes Congressional Districts. If the correct one is unknown, select the zip code nearest to you. If your event occurred in the middle of a lake or other geographic feature, please select the location of the nearest place that would have a Post Office address. When picking location when more than one shows up – pick one with a zip code.



Select the next tab to continue reporting.

Contact*

To find a contact name, hit the Select Contact button and begin typing the last name (case sensitive) and the Search button, and the list of possible individuals will start to populate the screen. Multiple Wildcards ('%') can be used (e.g. type '%Wint%' to search for a name such as "Winter"). Do not put a comma after last name when entering a search. Results are truncated to 30 records. If you cannot locate a name to fill the contact screen, put your name in as a placeholder and hit the next tab (so you don't lose the work you have already put in). Then you will need to exit the Accomplishments section and return to the Home page of NICE. Enter a new contact in the People tab, at the top of the screen, and return to your draft accomplishment to continue adding data.

Primary Person Contact

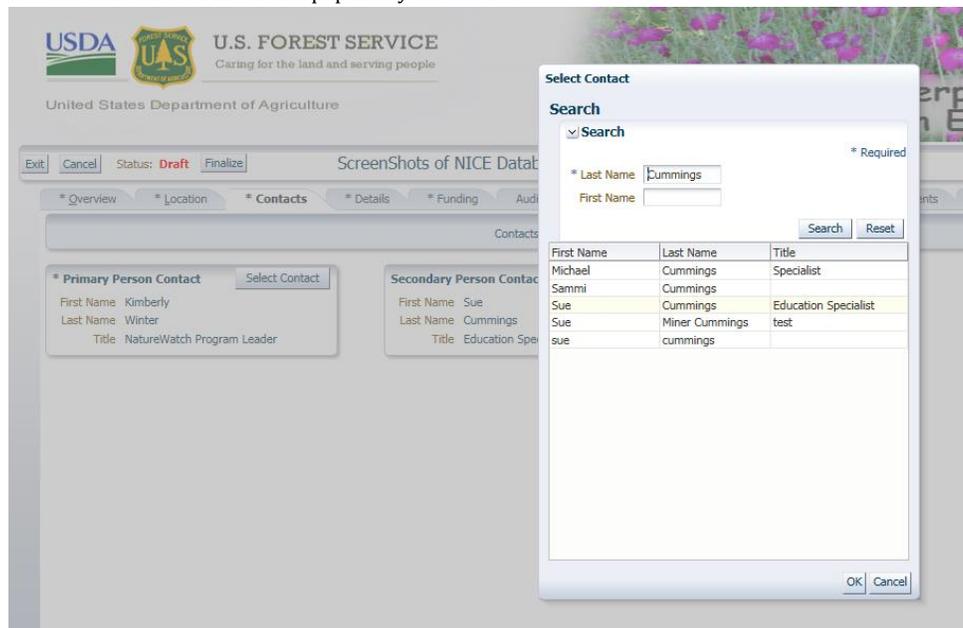
This would be the person that led the event or has more information on the program. Start typing the last name and if the person is listed in the database, his/her first and last name and title should appear. Select the name to save it to your accomplishment. *Please note: the person entering the information into the database will be considered the Owner of the accomplishment for the purpose of searching for records by name at a later date, unless that person is also entered as a Point of Contact.*



Secondary Person Contact

This is a back-up person or collaborator for the event or who has more information on the program. Start typing the last name and if the person is listed in the database, his/her first and last name and title should appear. Select the name to save it to your accomplishment.

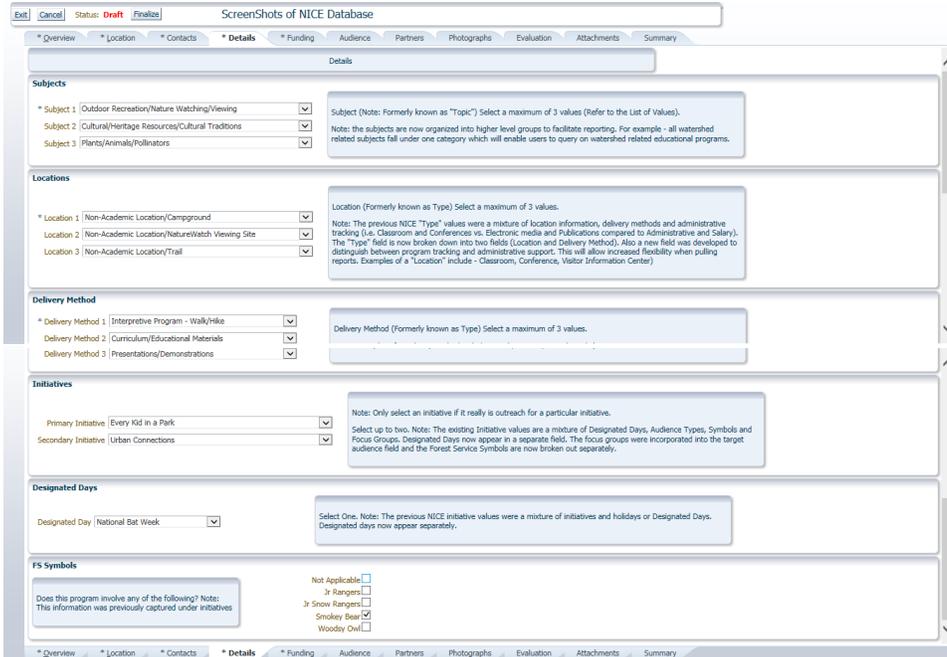
When you Select Contact button and search for someone, you highlight their name and click okay at the bottom of the inset. This should populate your contact.



Select the next tab to continue reporting.

Details*

Select specific information about your accomplishment so that it can be queried. You can select information at a high, overarching category, or select very specific details. Required fields are Subject, Location, and Delivery Method. Initiatives, Designated Days, and Forest Service Symbols categories are optional, and should only be filled in when one or more of those fields were a main focus of your accomplishment



Subjects

- Subject 1: Outdoor Recreation/Nature Watching/Viewing
- Subject 2: Cultural/Heritage Resources/Cultural Traditions
- Subject 3: Plants/Animals/Pollinators

Locations

- Location 1: Non-Academic Location/Campground
- Location 2: Non-Academic Location/NatureWatch Viewing Site
- Location 3: Non-Academic Location/Trail

Delivery Method

- Delivery Method 1: Interpretive Program - Walk/Hike
- Delivery Method 2: Curriculum/Educational Materials
- Delivery Method 3: Presentations/Demonstrations

Initiatives

- Primary Initiative: Every Kid in a Park
- Secondary Initiative: Urban Connections

Designated Days

- Designated Day: National Set Week

FS Symbols

- Not Applicable
- Jr Rangers
- Jr Snow Rangers
- Smiley Bear
- Woody Owl

Subject(s)*

You must select one but can select up to three Forest Service subjects that best describe the staff, program area, or topic under which your accomplishment falls. You can pick a high level, more encompassing subject or a specific subject area.

Location(s)*

Venues at which the accomplishment took place are divided into categories of Academic-Related (a place affiliated with an educational facility or curricula) and Non-Academic (such as a Forest or informal education setting). This location is different than Location asked for in the second tab, which requested the Post Office address of the accomplishment.

Delivery Method(s)*

The medium through which the public received information (such as through a curriculum, kiosk, parade, presentation, or other media).



Initiative(s)

This is not a required element and should **only** be used if you are doing something specifically related to a formal Federal, state, or partner Initiative. You may select up to two Initiatives.

Special note for FY15: Every Kid in a Park (EKiP) has been added. For FY 2015 only events in September can be used and remember this is outreach to 4th graders, outside. It can be at an event with others but the 4th graders will be recoded separately from others in the audience reached page. If you are outreaching to schools you could do the activity on the EKiP website and give them their passes.

Designated Day

If this program is focused on a Designated Day, please select one.

FS Symbols

If one of the Forest Service Symbols (Smokey or Woodsy) were used in the program or if the children worked on a Jr. Forest Ranger or Jr. Snow Ranger program, please mark which ones were used.

Select the next tab to continue reporting.

Funding*

Forest Service Funds

Forest Service Funds will tally all in-kind and Budget Line Items (BLI) that have been contributed to a project entered as an Accomplishment.

Fill in the amount of money under each Existing Budget Code. If your BLI is not listed; there are several lines to write-in BLI that are not already listed in the NICE database. If people did this in addition to their regular duties, but it was not with dedicated funding, do not list the amount of salary money here, list it under FS in-kind contributions.

Forest Service In-Kind (estimated)

Non-monetary estimates of staff time (if not accounted for in Program funds above), materials, volunteer time, and/or other services provided by the Forest Service that can be quantified as financial amounts but are not contributed in real cash funding.

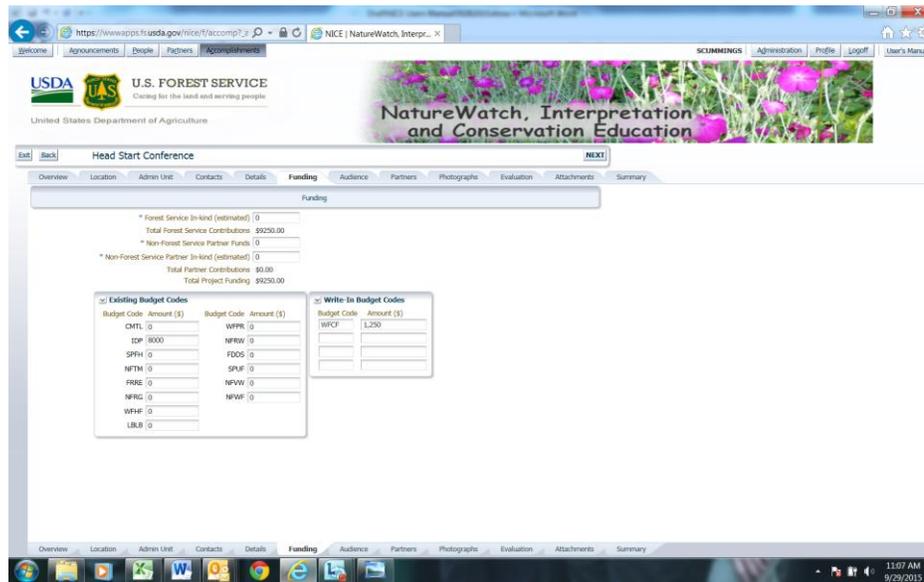
Non-Forest Service Partner Funds

Money that a partner contributes to a project entered as an Accomplishment.



Non-Forest Service In-Kind (estimated)

Non-monetary estimates of staff time, materials, volunteer time, and/or other services provided by partners that can be quantified as financial amounts but are not contributed in real cash funding.



The database will automatically sum the Total Forest Service Contributions and Total Partner Contributions, and will provide Total Project Funding for your entered Accomplishment, based on the Budget Line Items you list.

Select the next tab to continue reporting.

Audience*

Audience is divided into two sections: Targets and Reached. Audience Targets refer to age groups and particular demographics or groups of individuals **you directly intended to reach** through your program. Audience Reached is the true composition of people who attended or participated in your event. So in the Targeted area you would not put a check by all of them if you are outreaching to the general public. That is not truly targeting anyone, which is fine.



Example: If one of your goals in the program is to reach preschoolers and you called around or sent flyers for your program to all of the Head Starts and preschools you had information for. Then you are targeting preschoolers. Now the audience that showed up may or may not be preschoolers – but you put in an estimate of who came from the audience attended.

Age Group and Demographic information are optional entries. Individual demographics may be listed if you have verification of the items listed, but should not be filled in arbitrarily. Please list the demographic characteristic(s) of your target audience only if you tailored your activity specifically to reach that demographic, and include only the predominant demographic characteristic(s), as applicable.

(Example: If you know that your Audience Target was all Women, or all students from an Urban school – then you can enter those as the Target Demographics, and provide a count of attendees under Actual Audience. If you do not have a good estimate of the exact demographics, just provide numbers in the general categories found in the Audience in Attendance section.



Total Reached Count will automatically sum the numbers provided in the each of the Audience in Attendance and Audience Demographics fields.

Note: Please only include the demographic composition of your audience if it is known or obvious, and please list the predominant demographic characteristic, not all that apply. The Audience Demographics total should generally not (but might, if more than one predominant characteristic applies to individual attendees) exceed the amount listed in the Audience in Attendance.



ScreenShots of NICE Database

Overview Location Contacts Details Funding Audience Partners Photographs Evaluation Attachments Summary

Audience Reached

Note: Please only include the demographic composition of your audience if it is known or obvious, and please list the predominant demographic characteristic; not all that apply. The Audience Demographics total should generally not (but might, if more than one predominant characteristic applies to individual attendees) exceed the amount listed in the Audience in Attendance.

Audience in Attendance	Audience Demographics
Academic: 4th Grade Students <input type="text"/>	American Indian or Alaska Native <input type="text"/>
Academic: Non-4th Grade Students/Youth <input type="text"/>	Asian <input type="text"/>
Academic: Teachers/Educators <input type="text"/>	Black or African American <input type="text"/>
Employees <input type="text"/>	Disabled <input type="text"/>
Forest Visitors <input type="text"/>	Hispanic or Latino <input type="text"/>
General Public <input type="text"/>	Non/Boys <input type="text"/>
Non-Academic - Boys Youth Group <input type="text"/>	Middle-Eastern <input type="text"/>
Non-Academic - Girls Youth Group <input type="text"/>	Native Hawaiian or Other Pacific Islander <input type="text"/>
Non-Academic - Mixed Gender Youth Group <input type="text"/>	Rural <input type="text"/>
Volunteers <input type="text"/>	Urban <input type="text"/>
Youth Employment/Interns <input type="text"/>	White or European Origin <input type="text"/>
Other <input type="text"/>	Women/Girls <input type="text"/>
Total Reached Count <input type="text"/>	Other (not listed) <input type="text"/>

Overview Location Admin Line Contacts Details Funding Audience Partners Photographs Evaluation Attachments Summary

Select the next tab to continue reporting.

Partners

Click on the Add Partner

Partners

Note: To create a partner list (below) you will first add any related National Partners. This will allow users to pull reports based on the National groupings (i.e. a report for Girl Scouts will pull on local chapters of the Girl Scouts).

Add Partner	Remove Partner	Organization Type	Organization Name
<input type="button" value="+"/>	<input type="button" value="-"/>		%Nature%

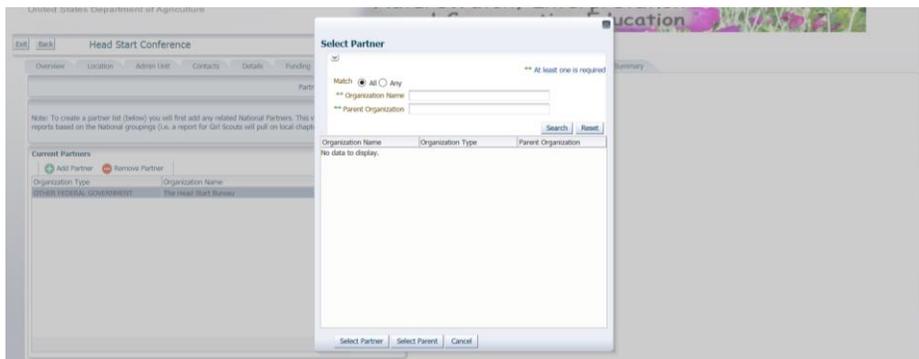
Overview Location Admin Line Contacts Details Funding Audience Partners Photographs Evaluation Attachments Summary

In box next to Organization Name type in name of Partner – you can use the wild card %.

Example %Nature% will find The Nature Conservancy, multiple nature centers, parks and preserves. To narrow down this list; type in more of the organization's name before searching. Your list of Partners will



show up in a list below. Select the Partner name from the list that is the best fit. Once you have selected a name, it will show up in the box labeled Current Partners. Select Add Partner to enter each partner's name into your report (you can enter multiple partners). Your list of Partners will show up in a list below. If you need to remove a partner from your accomplishment list of partners, select it in the Current Partner box and then choose Remove Partner.



Select the next tab to continue reporting.

Photographs

To upload images to your Accomplishment or Announcement, select Add Photo. Browse and select the digital photograph to upload from your local computer. Photos may be large, (up to 10 Megabytes, 10MB), but they will appear as thumbnail size in your entry screen. Allowed image types are: '.gif', '.jpg', '.jpeg' and '.png'.

If your photo includes any identifiable human face(s) a photo release is absolutely required.

Note: Uploaded photographs will be automatically reduced to a standard size due to system storage and performance considerations.

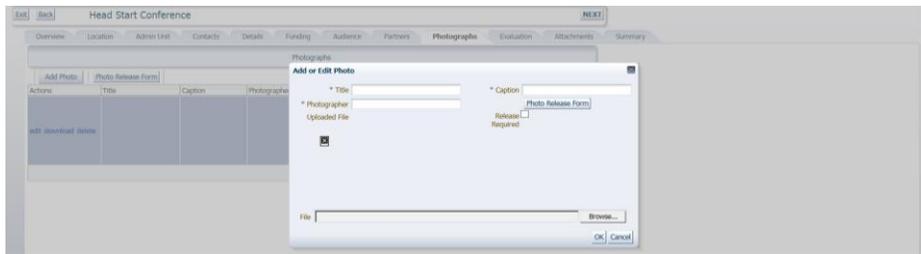
Enter the image Title, Caption, Photographer Name, and uploaded image file. You must also select whether a photo consent or release form is required. If a non-Forest Service person is recognizable in the image, or it is an image including any children at an event that is not obviously public – you must have a release form and it must be uploaded here. When you check the box that the image will need a release form, you can then upload your release form.

You can remove images after uploading them. If photos are posted into the database that are found to need release/consent forms that are not also uploaded into NICE, or are listed as being archived in other filing systems, the image(s) will be removed. Please ensure due diligence and respect for the privacy of



individuals included in the images by using photo consent/release forms, as the images will be available in the public domain. A school or other organization's release form probably only gives that organization permission to use the photo, not the Forest Service, and would not be considered sufficient for release of an image to the public domain (USDA/FS websites such as NICE).

Release Forms can be downloaded from Photographs tab of the NICE database. It is best to obtain parental or individual consent prior to taking a photograph that may be used later. If one is not obtained prior, please contact the individuals involved to have them sign the form before the image is shared.



Select the next tab to continue reporting.

Evaluation

Evaluation of a program is important to make sure it is achieving what you thought it would do, and then make changes if needed. If you have not done any sort of evaluation that is fine, this is an optional tab.

Formal Evaluation

Please select whether a formal evaluation was conducted – Please select Yes or No. Describe the evaluation in the box below. This might include pre/post type test to see if your program is improving knowledge or an evaluation of the program by the teachers to see if they have any suggestions for improvements. You can attach this evaluation on the next tab.

Reporting

If you produced a Final Report please select Yes or No, you can also add additional information if you like in the box below. You can attach this report on the next tab.

Detail

If you have used formal guidelines in creating a product or program, please select those that apply. Also you can mark ways your program evaluation helped.

Select NEXT at right above tabs to continue reporting.



Attachments

This tab is for attaching reports, evaluations, brochures, bookmarks, etc. from your program. Please do not attach more photos here.

Summary

Shows the data entered in your Accomplishment reporting. If you see errors, you may go back through the menu tabs to edit sections.

Querying Accomplishment Data

On the left side of the screen you will see the search screen. You can search by a multitude of items, the more complicated the search, the longer it will take. If you want to switch what you are searching for, be sure to clear entries before picking additional ones. You can clear the selection by hitting "clear selection" at the top of most of the option lists. **Please also ensure that no additional web browser screens are open that may have NICE open in them, as the results of your query may show erroneous information if NICE is open in more than one location.**

Status (Draft, Final, or Both)

Category (whether it is an accomplishment or an opportunity)

Fiscal Year

Event Dates

Administration Unit

State

Subjects

Locations

Delivery Methods

Initiatives

Designated Days

FS Symbols

Funding



Target Age Groups

Target Demographics

Audience Attendance

Audience Demographics

Evaluation

Partners

Contacts

Photos

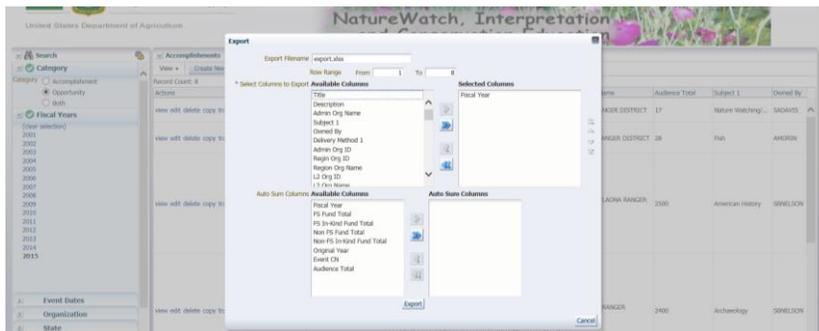
Owners

Descriptive Fields

Creating Summary Reports and Exporting Accomplishment Data

At this time you can create a summary report. This will pull together all information that you have narrowed your search to, such as FY 2015 and your forest, and get a report listing how many accomplishments were entered and the details that are within them.

You can also export data into an excel spreadsheet using the Export button. Requesting a lot of accomplishments to be exported will take a long time, so please narrow your search criteria as much as possible. The Export function will allow more flexibility and customization to the resulting report, and is a better option when you are trying to focus in on certain information or to have the ability to sum up audiences numbers and budgets.





Database Management and Technical Support

If you have questions regarding data input, reporting features, or search functions please first contact your Regional NICE Database Manager.

National NICE Database Managers

NICE National Database Managers are found across Deputy Areas. Please contact first the database manager most directly connected to your work to ensure that the guidance provided is related closely to the questions you have.

Conservation Education: Sue Cummings, scummings@fs.fed.us

NatureWatch: Kim Winter, kawinter@fs.fed.us

Interpretive Services: Toby Bloom, tobybloom@fs.fed.us

National Partnerships Office: Cindy McArthur, cmcarthur@fs.fed.us

Enterprise Teams/Children's Forests: Mike Hill, mahill02@fs.fed.us

Regional NICE Database Managers – We are working to get a comprehensive list here for all program areas.

Technical Support (Help Desk & Database Functioning)

The Forest Service Computer Help Desk should be able to assist with issues related to LincPass or eAuth verification, passwords, and other system errors. Phone - 866-945-1354

For issues related to database development and internal errors, please contact your NICE database manager first. If the issue cannot be resolved s/he may elevate it to NICE Development Team Leader, Ian Lancaster.



Glossary of Terms

Audience - Persons that will be reached directly through your program. These are persons who physically attended your program, received material and information directly from your program, or have direct contact with your website or services provided through your program. Participants that are reached through electronic media are counted as direct contacts only if you have reliable data on participation (program registrations, 'hits' on a website, Neilson ratings, etc.) and the electronic media program is part of a formal education effort. Do not record general viewership numbers from electronic media programs as direct contacts (eg. if you broadcast a PSA to a potential audience of 3,000,000 DO NOT claim 3,000,000 contacts!). (Ex: 12 Educators; 2,500 website 'hits')

Goals - Desired outcomes or result of program. (Ex: To increase understanding of local watershed.)

In-kind funding - Non-cash contributions. These contributions may include (but are not exclusive to) equipment, supplies, time (salaries), advertisement, consultation and services, etc. They can also include items for which there is no cost, such as volunteer labor, donated materials, and donated travel.

Objectives - Measurable means by which to achieve goals. Good objectives are SMART --

1. **S**pecific – Objectives should specify what you want to achieve.
2. **M**easurable – You should be able to measure whether you are meeting the objectives.
3. **A**chievable - Are the objectives you set, achievable and attainable?
4. **R**ealistic – Can you realistically achieve the objectives with the resources you have?
5. **T**ime-bound – When do you want to achieve the objectives?

(Examples:

Not good..."Provide information about water cycles via special presentation/workshop at visitor center."
Better..."After the first session at the visitor center, 95% of participants will be able to correctly explain the water cycle."

Not good..."Locate participants' watershed addresses during workshop." Better..."At the end of program, 75% of participants will be able to correctly locate and map their watershed."

Not so good..."Provide national and local information on potential impacts and influencing factor on quality of local watershed and water resources through website and informational pamphlet."
Better..."After experiencing the program website, 95% of participants will be able to identify three issues that affect their watershed.")



Program - An individual program is any type of organized activity, or series of activities, with common goals, objectives, and audience.

Determining what constitutes a program must be done at the local level. For example, curriculum development, school presentation(s), teacher training workshops, Envirothon, Tuesdays for Tots, Wednesday Nights with a Ranger, or Family Fishing Days, might all be considered separate individual programs since each has definable, but differing goals, objectives, and audiences. On the other hand, curriculum development and teacher training might also be considered one program if teachers were being trained to develop curriculum. For data entry purposes, only the practitioner can determine what constitutes a program using the guideline set forth above. Call your Regional Coordinator or NICE Database Manager if you have questions.

Underserved Population – Demographic individuals, groups, populations or communities that are believed to have not historically been effectively engaged with, supported, or promoted in the delivery of programs and services. The underserved have been minority groups (including American Indians and Alaska Natives), persons below the poverty level, women, persons with physical, mental or emotional challenges, and persons with limited resources (such as language and urban barriers).

Urban Environment - An area consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 people per square mile of land area that together have a minimum residential population of at least 50,000 people (*US Census definition*).

Troubleshooting

If you can get in but when you get to the Admin Organization page and nothing shows – shoot scummings@fs.fed.us or kawinter@fs.fed.us a note – it probably means your profile did not migrate well and should be a simple fix.

If you have a different eAuthentication name from your email or your email has changed from old NICE or WFRP then we may need to fix your profile – it's not hard but it takes a patch.



Appendices

States Included in Each Region or Area

Northern Region – Region 1

Idaho
Montana
North Dakota

Rocky Mountain Region – Region 2

Colorado
Kansa
Nebraska
South Dakota

Southwestern Region – Region 3

Arizona
New Mexico
Oklahoma (Grasslands are administered out of Region 3)

Intermountain Region – Region 4

Nevada
Utah
Wyoming

Pacific Southwest Region – Region 5

California
Guam
Hawaii
Trust Territories of the Pacific

Pacific Northwest Region – Region 6

Oregon
Washington

Southern Region – Region 8

Alabama
Arkansas
Florida
Georgia
Kentucky

Southern Region – Region 8 (continued)

Louisiana
Mississippi
North Carolina
Puerto Rico
South Carolina
Tennessee
Texas
Virgin Islands
Virginia

Eastern Region – Region 9

(All states are under the Northeastern Area)

Northeastern Area

Connecticut
Delaware
Illinois
Indiana
Iowa
Maine
Maryland
Massachusetts
Michigan
Minnesota
Missouri
New Hampshire
New Jersey
New York
Ohio
Pennsylvania
Rhode Island
Vermont
West Virginia
Wisconsin

List of Values Included in Detail Tab

SUBJECT	Cultural/Heritage Resources	
	Cultural/Heritage Resources	American History
	Cultural/Heritage Resources	Archaeology
	Cultural/Heritage Resources	Cultural Handicrafts
	Cultural/Heritage Resources	Cultural Traditions
	Environmental Improvements	
	Environmental Improvements/Pollution Prevention	Conservation
	Environmental Improvements/Pollution Prevention	Recycling
	Environmental Improvements/Pollution Prevention	Renewable Energy
	Environmental Improvements/Pollution Prevention	Resource Restoration
	Environmental Improvements/Pollution Prevention	Sustainable Operations
	Fire	
	Fire	Cooperative Fire Protection
	Fire	Fire Prevention
	Fire	Hazardous Fuels Treatment
	Fire	Wildland Urban Interface
	Forests/Grasslands/Rangelands	
	Forests/Grasslands/Range/Lands	Biomass
	Forests/Grasslands/Range/Lands	Forest
	Forests/Grasslands/Range/Lands	Forest Fragmentation
	Forests/Grasslands/Range/Lands	Forest Health
	Forests/Grasslands/Range/Lands	Forest Products
	Forests/Grasslands/Range/Lands	Grasslands
	Forests/Grasslands/Range/Lands	Grazing Management
	Forests/Grasslands/Range/Lands	Open Space
	Forests/Grasslands/Range/Lands	Rangeland Products
	Forests/Grasslands/Range/Lands	Tropical Forestry
	Forests/Grasslands/Range/Lands	Urban and Community Forestry
	Forests/Grasslands/Range/Lands	Wilderness Resources
	Human Dimensions	
	Human Dimensions	Climate change
	Human Dimensions	Globalization
	Human Dimensions	Human Interaction
	Minerals/Geology	
	Minerals & Geology	Caves/Karst
	Minerals & Geology	Soils/Minerals/Rocks

Other	Careers
Other	Citizen Science
Other	Forest Service History
Other	Inventory and Monitoring
Other	Job Corps
Other	Program Support (i.e. salary, general coordination, etc.)
Other	Research and Development
Other	Science Delivery
Outdoor Recreation	
Outdoor Recreation	Active Recreation/Health
Outdoor Recreation	Campground Activities
Outdoor Recreation	Fishing
Outdoor Recreation	Hunting
Outdoor Recreation	Hiking/Trails
Outdoor Recreation	NatureWatching/Viewing
Outdoor Recreation	Off-Highway Vehicles
Outdoor Recreation	Photography
Outdoor Recreation	Recreation Resources
Outdoor Recreation	Water Recreation
Outdoor Recreation	Winter Sports
Plants/Animals	
Plants/Animals	Animals
Plants/Animals	Ecosystems/Biodiversity
Plants/Animals	Fish
Plants/Animals	Fungi
Plants/Animals	Genetics
Plants/Animals	Habitat Management
Plants/Animals	Invasive Species
Plants/Animals	Invertebrates
Plants/Animals	Natural History
Plants/Animals	Naturalist Program
Plants/Animals	Natural Resources
Plants/Animals	Plants
Plants/Animals	Pollinators
Plants/Animals	Threatened, Endangered and Sensitive Species
Plants/Animals	Vegetation Management
Water/Air/Meteorology	

	Water/Air/Meteorology	Meteorology/Air
	Water/Air/Meteorology	Water/Hydrology
	Water/Air/Meteorology	Watershed Management
LOCATION	Academic Related Location	
		Camp (day or overnight)
		Continuing Education
		Outdoor School
		School
		School Organized Field Trip
		University (adding)
		Other
	Non-Academic Location	Campground
		Conference/Workshop/Symposium
		Festivals/Fairs/Special Event
		Forest Service Facility
		NatureWatch Viewing Site
		Parades
		Remote (via Electronic Media)
		Trail
		Visitor Information Center
		Other

DELIVERY METHOD	Not Applicable
	Bioblitz
	Contest
	Creative Arts (Visual/Performing)
	Critter Cam
	Curriculum/Educational Materials
	Distance Learning Program
	Hands on Activity
	Interpretive Program - Stationary
	Interpretive Program – Walk/Hike
	Kiosk, Sign, Banners, Displays
	Living History Interpretation
	Multimedia (Print/Electronic)
	Presentations/Demonstrations
	Publications (Brochures/Flyers/Newsletters)



	Radio/TV
	Social Media (i.e. Facebook, Twitter, Instagram)
	Staff Table/Exhibit
	Training
	Webinar
	Other

INITIATIVES	Not Applicable
	America's Great Outdoors
	Be Bear Aware
	Celebrating Wildflowers
	Children's Forest
	Christmas Bird Count
	Discover the Forest/Descubre el Bosque
	Envirothon
	Every Kid in a Park
	Farm to Table
	Firewise
	Forest for Every Classroom
	Get to Know your Wild Neighbors
	Green Schools
	Hands on the Land
	Head Start
	Leave No Trace
	Let's Move Outside!
	More Kids in the Woods
	Natural Inquirer/Investigator
	Nature Scope
	Outdoor Nation
	Passport in Time
	People's Garden
	Project Learning Tree
	Project Wet
	Project Wild
	Urban Connection
	Urban Tree House
	Women and Girls
	Other

DESIGNATED DAYS	Not Applicable
	Arbor Day
	Career Day
	Earth Day
	Environmental Education Week
	International Migratory Bird Day
	Kid's Fishing Day/Derby
	National Forest Day
	National Get Outdoors Day
	National Bat Week
	National Public Lands Day
	Pollinator Week
	Other

FS SYMBOL	Not Applicable
	Jr. Rangers
	Jr. Snow Rangers
	Smokey Bear
	Woodsy Owl



NICE Accomplishment Reporting Data Sheet

Title: _____ Fiscal Year: _____

Description (4000 characters):

Date(s) Event Occurred: _____ Website: _____

Category (circle one): Accomplishment Opportunity

Goal (4000 characters):

Objective (4000 characters and be S.M.A.R.T)

Location

City: _____ State: _____ Zip Code: _____

Station/Area, Forest, District (or State): _____

Primary Contact: _____ Title: _____

Secondary Contact: _____ Title _____

Subjects: _____

Type of Location (ex: campground, visitor center, school, etc.): _____

Delivery Method (ex: presentation, brochure, social media, etc.): _____

Special initiative (ex: EKIP, MKIW): _____

Designated Day (ex. Fishing Day, Public Lands): _____

Partner(s): _____ Organization Type: _____

Forest Service Funds & BLI Code

Forest Service In-kind (estimated) _____
Total Forest Service Contributions _____
Non-Forest Service Partner Funds _____
Non-Forest Service Partner In-kind (estimated) _____
Total Partner Contributions _____
Total Project Funding _____

Target Age Groups

- Not Applicable
- Pre-K
- Elementary School (grades K-5)
- Middle School (grades 6-8)
- High School (grades 9-12)
- Young Adults (ages 16-24)
- Adults (ages 18+)
- College/University Students
- Seniors

Target Demographics

- American Indian or Alaska Native
- Asian
- Black or African American
- Disabled
- Hispanic or Latino
- Men/Boys
- Middle-Eastern
- Native Hawaiian or Other Pacific Islander
- Rural
- Urban
- White or European Origin
- Women/Girls
- Other (not listed)

Actual Audience Attendance

- Academic: 4th Grade Students _____
- Academic: Non-4th Grade Students/Youth _____
- Academic: Teachers/Educators _____
- Employees _____
- Forest Visitors _____
- General Public _____
- Non-Academic - Boys Youth Group _____
- Non-Academic - Girls Youth Group _____
- Non-Academic - Mixed Gender Youth Group _____
- Volunteers _____
- Youth Employment/Interns _____
- Other _____

Demographics of Actual Audience in Attendance

- American Indian or Alaska Native _____
- Asian _____
- Black or African American _____
- Disabled _____
- Hispanic or Latino _____
- Men/Boys _____
- Middle-Eastern _____
- Native Hawaiian or Other Pacific Islander _____
- Rural _____
- Urban _____
- White or European Origin _____
- Women/Girls _____
- Other (not listed) _____

- Please include any photos of the event. If people are in the image, be sure to have a signed photo release form that can be attached to the database.

USDA/FS Image Consent or Photo Release Form

(For Adults and Minors)

I hereby consent to the royalty-free use by the United States Department of Agriculture, Forest Service of photograph(s) taken of me by employees/representatives of the USDA Forest Service and of any reproduction of the photograph(s) in any form, in any media, for any purpose in connection with USDA Forest Service, world-wide, free and clear of any claim whatsoever on my part.

I also consent to the use with the photograph(s) of my name and any comments I may have made at the time of the photograph(s), including the editing thereof.

Furthermore, I understand that this consent includes consent to USDA Forest Service to use the photograph(s), with or without my name and any comments, for educational, promotional, and outreach purposes, and to use alone or in conjunction with other types of material, including use on the Internet and other means of public display.

I hereby release the United States, its officers, and employees from liability for any violation of any right I may have in connection with the foregoing use.

I hereby waive any right of inspection or approval of the photograph(s) or of the use that may be made of the photograph(s), my name, and my comment(s).

I am of legal age. *(Please note-If you are not of legal age, please see Consent/Release of Parent/Legal Guardian section below.)*

Signature _____ Date _____

(Please Print)

Name _____ Telephone No. _____

Address _____

USDA Forest Service Photographer contact:

Name _____ Telephone No. _____

CONSENT/RELEASE OF PARENT/LEGAL GUARDIAN

I am a/the parent/legal guardian of the minor who executed the foregoing Consent/Release. Acting both for myself individually and on behalf of said minor, I hereby consent to the execution of the foregoing Consent/Release by said minor and agree to the provisions thereof.

Signature _____ Date _____

(Please Print)

Name _____ Telephone No. _____

Relationship to the Minor _____

Address _____