

**For:** State and County Offices

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**FY-End Outreach Tracking and Information System (OTIS) Closeout**

**Approved by:** Deputy Administrator, Field Operations



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**1 OTIS End of FY Processing Procedure and Information**

**A Background**

State and County Office outreach activities and activity results are required to be entered into OTIS. State Outreach Coordinators (SOC's) are required to closeout FY activities by ensuring that all activities and results have been entered and certified according to 22-AO, subparagraph 23 P. It is important to load activities and results close to the event since this data is used throughout the year.

**B Purpose**

This notice provides:

- a reminder and the deadline for FY 2015 closeout processing
- guidance on FY 2015 closeout processing
- notice that all previous FY's outreach data for each State in OTIS will be archived and no longer accessible by OTIS users.

**C Contact**

If there are questions about this notice, State Offices shall contact Cynthia Cuellar, OTIS Program Manager, by either of the following:

- e-mail to [cynthia.cuellar@wdc.usda.gov](mailto:cynthia.cuellar@wdc.usda.gov)
- telephone at 202-690-4727.

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<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2015	State Offices; State Offices relay to County Offices

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### 1 OTIS End of FY Processing Procedure and Information (Continued)

#### D Closeout Processing Deadline

All FY 2015 outreach event activities **and results** must be entered in OTIS by COB September 30, 2015.

County Office Outreach Coordinators (COOC's) shall review OTIS and ensure that actual results have been entered for all county OTIS activities.

**Note:** Any approved activity without results entered will be removed from the system by SOC.

SOC's shall:

- certify all activities with results by September 30, 2015
- delete all county activities without actual results
- provide SED and District Directors with counties reporting incomplete activities in OTIS
- complete FY-end closeout of OTIS for FY 2015 by October 9, 2015.

**Note:** Access to OTIS for FY 2016 will **not** be available until all States have completed FY 2015 closeout.

#### E Closeout Procedures

SOC's **must** follow procedures established in:

- 22-AO, subparagraph 23 P
- the "OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide", under "Closing the Fiscal year" found under the Help Menu.

#### F Archiving OTIS Data

OTIS data for all previous years will no longer be available to users after October 12, 2015. System upgrades require archiving of the current systems. The following information will not change in OTIS:

- partner organizations and contact Information
- user profiles
- user access and permissions.

SOC's and COOC's are encouraged to save files, as needed, of annual county and State activity reports before the OTIS system is archived.