



## **TMN VMS Support Team Newsletter**

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### **TMN Federal Audit**

The TMN Program undergoes a routine audit typically every five years.

We submit hours to qualify for a federal grant that pays for the statewide Master Naturalist program. Back in April we were notified that the Feds were beginning the audit of our hours.

Overall, so far, we've done well, but we won't have the final results for at least a year. What we have learned is what they are looking at and what changes we can implement to make the next routine audit even smoother.

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## Changes to LBEs - The Approval Note

**Documentation Change #1:** As you know, we can't change a logbook entry from one opportunity to another. Our current process is to delete the incorrect entry and then recreate the entry under the correct opportunity. Usually, it's easier for the Admin to fix the problem than go back to the volunteer.

We have learned through the audit process is that more information is needed about why a logbook entry was created by the admin. We were able to document some of the entries through emails and some notes made during the process. But we need to be more consistent in our process. One of the things we need to start doing is to document the new logbook entry when doing the approval.

You can add the note to more than one entry at a time. When replacing an entry due to the wrong opportunity being chosen, note something like "Opportunity incorrect, should have been coded to X". You don't need to be too explicit or detailed.

P.S. This is - and has been - our #1 development request for Samaritan - stay tuned! The Audit may force a fix).

**Documentation Change #2:** If you are approving an entry older than 45 days make a note as to why the entry was not made during the 45 day period.

Late entries, as a general rule, shouldn't be taking place but sometimes things happen. If your chapter does not already have a documented process for the approval of late entries, then you should make one. Generally, the guidelines say that approvals of entries older than 45 days should go to the board or other authorized chapter group for approval of the exception. Again, the note doesn't need to be too detailed. It could be as simple as "45 day exception because of ...".

Approve/Disapprove Hours - Google Chrome

tpwd.samaritan.com/coordinator/index.php

### Approve/Disapprove Hours

Change approval status to:

☒ Yes, Approved  
☐ Disapproved  
☐ Not Yet Approved

Apply this status to:

☐ All 12 Log Book entries currently in the Log Book grid  
☒ Only the 6 selected Log Book entries

Apply Note:

☒ Append ☐ Overwrite

Write your note Here...

OK Cancel

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## iNaturalist & eBird Hours Guidance

A reminder that the Texas Master Naturalist Program has new Guidance for logging

Volunteer Service Hours for iNaturalist, Texas Nature Trackers, and eBird Projects published earlier this year.

The guidance can be found on our website [here](#).

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## Recent VMS Upgrade - Grids & Filters

Samaritan processed an upgrade to the VMS system on 3/22. We are now seeing names attached to some grids and filters. We believe that is a function of permissions that they have turned on. And while it might allow us to share grids and filters it can also be hard to find the grids you want to work with.

Clyde has gone into the Grids and Filters and changed the names to presort the TMN Standard grids and filters with a '-' in front so they will fly to the top.

**Reminder** - if you are creating a grid or filter, put your chapter acronym in front so we can tell who owns it and it will sort properly so you can find it later.

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## Quick Links

Get quickly to the help desk: [TXMN.org/help](https://TXMN.org/help)

Slack Channels: [TXMN.slack.com](https://txmn.slack.com)

Check your public facing chapter page: [TXMN.org/apply](https://txmn.org/apply)

Login Page: [TXMN.org/hours](https://txmn.org/hours)

Admin Login Page: [TXMN.org/coordinator](https://txmn.org/coordinator)

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