

## PracticeKeeper Fact Sheet

PracticeKeeper is a web-based application built to assist conservation districts in managing their work. It was designed by conservation districts, for conservation districts. Currently, PracticeKeeper is comprised of 6 primary modules: Conservation Plans, Nutrient Management Plans, E&S Plans, Watershed Plans, Complaints, and BMPs. These modules allow users to record and manage data, and in one case, write plans.

There are a few commonalities between the modules. Every module has a spatial component to it. The Plan and Complaints modules allow users to draw “land unit” polygons to indicate the area covered. The BMP module allows

users to draw the BMP as a shape. A pre-defined set of data is also collected based on their overlap with the shape: address, parcel number, county, municipality, HUC12, watershed name, and watershed group code. To the right is an example of a spatial view of data in PracticeKeeper. The map shows different types of plans and BMPs, overlapping and interacting with each other, to give a more complete view of what is occurring.



Nearly every module has a Participants section, which allows users to identify individuals associated with a plan or BMP and what type of association they have: Owner, Operator, Planner, Consultant, etc. Participants are stored in an internal “address book” for reuse, eliminating the need to re-enter a single individual multiple times.

Each module also has an attachments section, which allows users to attach a wide range of document types to a plan or BMP. This keeps documents easily organized and accessible.

### **Conservation Plan Module**

The Conservation Plan module has two purposes. It allows conservation districts to record previously written conservation plans, in order to track plan implementation across their respective county. It also functions as a planning tool, to generate Conservation Plans and Ag E&S Plans. Users can add information about the operation and plan status, identify individuals responsible for the operation, and add BMPs to the plan. When a user has finished adding information to the plan, a plan report document can be generated, detailing the implementation schedule. Standard reports currently supported by PracticeKeeper are the CBP-23 Report, Attachment F Level 2 Plan Approval Data Report, Technical Work Report, and Conservation Planning Work Report. There are also two internal reports available: a Technical Design Work Report and a BMP Progress Report which details a snapshot of all BMPs currently in progress at an office.

## **Nutrient Management Plan Module**

The Nutrient Management Plan module was designed around recording Act 38 plans; however, you can record other types of plans as well, such as Manure Management Plans or NRCS 590 NMPs. Users can add information about the operation and plan status, identify individuals responsible for the operation, and record BMPs in the plan. A number of sections are also devoted to recording information about the generation, export, import, and storage of manure. For Act 38 plans, users are also capable of recording status reviews completed for the operation.

## **E&S Plan Module**

The E&S Plan module is designed to record information from E&S plans and any included permits. This is the most robust module in PracticeKeeper. It allows users to record multiple permits under a single plan, with multiple applications under each permit, with multiple fees, reviews, meetings, and inspections under each application. The entire E&S inspection form is built into PracticeKeeper, allowing users with a compatible mobile device to complete the online inspection form in the field. Standard reports currently supported by PracticeKeeper are the PDG Report, 102/NPDES Program Report, and 105 Program Report. There are also two internal reports available: an E&S Employee Work Report detailing a work summary of each E&S employee and a Chapter 102/105 Summary Report detailing a summary of fees and permit applications/issuances.

## **Watershed Plan Module**

The Watershed Plan module was designed primarily for watershed specialists at conservation districts. It allows for recording proposed project areas and the BMPs associated with them. The module distinguishes between stream restoration projects and stormwater management projects.

## **Complaints Module**

The Complaints module allows for recording of Complaints received by conservation districts. Users can add information about the type of complaint, who filed the complaint, where the potential incident is located, and dates associated with it. The entire complaint inspection form is also built into PracticeKeeper, allowing users with a compatible mobile device to complete the online inspection form in the field.

## **BMP Module**

The BMP module focuses on creating, recording, and managing BMPs. Users can add information about the status of the BMP, associated dates, individuals involved in its implementation, and the planned/implemented amounts of the BMP. When creating a BMP, users have a number of different shape types to choose from, depending on the type of BMP selected: point, line, polygon, buffered line, or circle. BMPs exist independently, but can be related to any number of plans. This is very important in ensuring that BMPs are not counted multiple times in reports. For example, a single BMP can be related to a conservation plan, nutrient management plan, and a watershed plan.