

Subject: COVID-19 Agency Update: April 14, 2020

Date: Tuesday, April 14, 2020 at 4:16:24 PM Central Daylight Time

From: Blair L. Fannin

To: All Extension Employees

SENT ON BEHALF OF Texas A&M AgriLife Extension Service Director Dr. Jeff Hyde

Extension colleagues,

Please see the latest COVID-19 agency updates:

CARES Act – Educational Support

The Texas A&M AgriLife Extension Service will be leading education outreach in helping local governments understand the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This is a comprehensive effort for the agency, providing a suite of educational resources to assist entities coordinate and meet program eligibility. This education outreach will launch next week with the first online training produced by the Digital Learning Team for agents.

AgriLife Extension agents will be working with county judges, commissioners, municipal and school district officials to provide education on the many different aspects of this relief package. Agents will also make these groups aware of any other resource materials available.

The first online training is Friday at 3 p.m. This session will be presented live and will be recorded.

ALL AgriLife Extension Agents are required to listen and be engaged in this training (live or recorded) in addition to a TrainTraq:

When: Friday, April 17, 2020

Time: 3 p.m.

Topic: CARES Act Agent Training

Please click the Zoom link below to join:

<https://agrilife.zoom.us/j/540594557>

COVID 19 Pandemic Daily Time and Effort Activity Reporting

Updates have been made to daily time and effort reporting activity. Agents, specialists, DAR, DEAs, RPLs and ELT contributing to COVID-19 response efforts should report at the following. Two significant changes were made to the report format on April 13th.

- Under question 3 “Select Job Title”, CEP Agent or Specialists has been added.

- Questions 8 and 9 were added for Specialists ONLY. They are in relation to percentage of time worked at the office and home. These are in the place of specialists answering those questions directly from Centers or Departments that may be asking.

To access the report, visit: https://agrilife.az1.qualtrics.com/jfe/form/SV_8q8zVGf083MSeUJ.

Instructions are available on the Texas EDEN Employee site (pwd: 77843):

<https://texashelp.tamu.edu/wp-content/uploads/2020/04/Instructions-Time-and-Effort-COVID19-4.14.20.pdf>

Data is pulled from Qualtrics database daily at 5 p.m. for A&M System and State reporting.

Qualtrics Trainings

Three training sessions were recently held covering Qualtrics Basic, Qualtrics Library and a Qualtrics Support Page hosted by Organizational Development. The trainings were recorded and are available for playback:

Recorded Qualtrics Basic Session

<https://youtu.be/g0c-wEmd3SY>

Using Qualtrics Library

<https://youtu.be/b8SV8f9zfKA>

Qualtrics Support Page

<http://od.tamu.edu/evaluation-resources/qualtrics-for-online-surveys/>

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