Reporting COVID-19 Efforts in AIMS

What Should be Reported Under "Extension COVID-19 Efforts" in AIMS

-Dissemination of Extension Communications generated materials via text/phone, social media, or webpages

-COVID-19 specific resources (e.g. CDC graphics or guides)

-Resources shared from the Extension COVID-19 page (www.uaex.edu/COVID-19)

-Zoom meetings, phone calls, and emails addressing COVID-19 specific topics

What Does Not Need to be Reported Under "Extension COVID-19 Efforts" in AIMS

-Face to Face Meetings/Trainings moved to Zoom or other online means due to telecommuting and social distancing

-Content that would have normally been posted/shared on your social media pages/accounts or web pages

   -e.g. healthy recipes, crop variety selections, 4-H project resources

   NOTE: These efforts should be reported in their respective objectives

Adding COVID-19 to POW (editing POW guide can be found on AIMS Help page)

-Log into AIMS (aims.uaex.edu) and go to "My Plan"

-Click COVID-19 Efforts, then Goal #1

-Enter "1" Staff Day, enter an estimated audience number, select "general public" for audience type and select appropriate methods.

-Click "Submit" when finished.

-Click "Send Email" to update "My Reporting Page" and submit edited IPOW for approval.

Reporting COVID-19 Efforts

1. Time Entry

Time entry here would only be for COVID-19 specific time and fall under "program planning and delivery time." Those conducting/creating COVID-19 programs and trainings with other states could also report multistate time.

2. Direct Contacts (if applicable)

For COVID-19 efforts, the audience is the general public, which aligns with "ANR-other" and "Family & Consumer Sciences" Civil Rights Audiences. Make selections according to the audience in which the content was being delivered to. You can utilize the decision tree PDF document linked to the Question Mark icon.

Methods have been limited to "One-on-One Consultation" and "Web-based Instruction/Education" to keep in line with social distancing guidelines.

Remember: In order to report a direct contact in this area, a record of demographics needs to be collected. Zoom user reports can be utilized to assist collecting this information for web-based instruction.

Ethnicity:

Hispanic/Latino:	0

Race:

Amer.Indian/ Alaska Native	Asian	Black/ African American	Hawaiian/ Pacific Islander	White	Two or More Races
0	0	0	0	0	0

Gender:

Total Female	0

Age:

Total Youth	0

Direct Educational Contacts without Demographic Information

Method of Direct Contact	Total # of Direct Contacts	
	Adult	Youth
Email	0	0
Mail	0	0
Phone	0	0

Reporting email, mail and phone contacts will remain the same.

3. Indirect Contacts (if applicable)

InDirect Contacts: Hide

Indirect Educational Contacts

AN INDIRECT CONTACT is ⌄

Method of Indirect Contact	Adult ⌄	Youth ⌄	Total # of Indirect Contacts by Method	Total # of times the method is Used ⌄
Newsletters, including electronic	0	0	0	0
Educational Resources (hand-outs, DVDs ,etc)	0	0	0	0

Media Indirect Method Used	Total # of times the method is Used ⌄
Display/Exhibits	0
Mass Mailing	0
Newspaper Articles	0
Public Service Announcement	0
Radio Media Program	0
Technology-Based Media (CD, DVD, etc.)	0
TV Media Program	0

4. Social Media & Website Contacts

Social Media & Website: Hide

Method of Contact ⌄	Total # of Direct Contacts ⌄		Total # of Indirect Contacts ⌄		Total # of Times the Method is Used ⌄
	Adult	Youth	Adult	Youth	
Website			0	0	0
Blog			0	0	0
Facebook	0	0	0	0	0
Twitter	0	0	0	0	0
Pinterest	0	0	0	0	0
Instagram	0	0	0	0	0

Please refer to the respective reporting guides for each platform, which can be found on the AIMS Help Page (www.uaex.edu/aimshelp).

5. My Notes

My Notes: Hide

My Notes ⌄

Utilize "My Notes" as needed for your own purposes. These will not be utilized in any state/federal reports.

6. Volunteers (if applicable)

Volunteers: Hide

Volunteerism Contacts

Volunteer Audience	Select choice ▾	Other Audience [ ]	If "Other" is selected for Volunteer Audience, enter description.

	Total # Volunteers	Total # Volunteer Hours
Direct Service ⌄	0	0
InDirect Service ⌄	0	0
Service Learning ⌄	0	0
Boards/Commissions/Advisory Councils ⌄	0	0

Total Number of Internal Division of Agriculture Contacts [0]

	Back	Enter all data and press	Submit

Recommendation: Report the work of your county volunteer efforts to assist with COVID-19 specific efforts, such as sewing of masks for healthcare and other essential workers. All other volunteer efforts, such as leading a Zoom 4-H meeting, should still be reported in their respective program areas.