CATCH® Reporting in PEARs
CalFresh Healthy Living, UC

For Entering Data into PEARs for CATCH® Lessons

1. Prior to data entry into PEARs, the educator must review the CATCH® Form for accuracy and completeness, and follow-up with the extender if there are any outstanding questions.
   a. A second review for quality assurance by the supervisor of the CATCH® Form and/or data entry into PEARs will reduce errors.

2. The “For Office Use Only” section on the form auto-calculates the data you will need to enter into PEARs.
   a. For example, it will show the number of sessions and the number of minutes per session for each month that should be entered into PEARs, and the total volunteer time.
   b. Note: If distributing as a hard copy form, the educator will need to calculate the minutes per session.

3. If an extender is delivering both CATCH® and other CalFresh Healthy Living – UC curricula (nutrition, gardening, etc), two Program Activities will need to be entered into PEARs for that extender.
   a. One Program Activity will capture the CATCH® lessons documented on the CATCH® Form.
   b. One Program Activity will capture lesson delivery for nutrition, gardening, and other SNAP-Ed approved curricula documented on the Youth Program Activity Reporting Form (PARF).
      i. Note: Review the PEARs Program Activity Naming Guidelines document and indicate CATCH to distinguish between extenders with two Program Activities (CATCH® and nutrition/gardening/etc).
   c. For example, Ms. Baker teaches her 4th grade students garden-enhanced nutrition concepts by facilitating the Nutrition to Grow On curriculum. She also teaches CATCH® physical activity lessons to her 4th graders. Ms. Baker will complete both the CATCH® Form and the Youth PARF. In PEARs, the educator will create two Program Activities for Ms. Baker: one to capture her Nutrition to Grow On lessons, and the second to capture her CATCH® lessons.
      i. Program Activity Naming examples would be:
         1. YE-series Ms. Baker-4th
         2. YE-series Ms. Baker-4th CATCH
4. Completed CATCH® Forms should be kept on-file at the county-level for a minimum of 3 years from fiscal closure, plus the current fiscal year. These documents should be made available for review by the State Office upon request and can be filed electronically. See https://snaped.fns.usda.gov/ → SNAP-Ed Guidance for more information.