

Adding Demographics to a Program Activity in PEARS

PEARS Plan Track Analyze

- Program Activities
- Success Stories
- Indirect Activities
- Partnerships
- Coalitions
- PSE Site Activities
- Social Marketing Campaigns

From the PEARS Homepage, hover your cursor over the **Track** menu and click **Program Activities**.

Program Activities

A program activity takes place when an educator actively engages participants in the learning process through the delivery of an evidence-based practice. Use this module to report any program activities delivered during the **current reporting periods**.

Search... Reporting Period Program Areas Austin Kaufmann Collaborators 1 More

<input type="checkbox"/>	Name	Completed	I/R	Created by	Last Modified By
<input type="checkbox"/>	Mrs. Smith - 4th Grade - FY23	🕒	0/0	Austin Kaufmann	Austin Kaufmann
<input type="checkbox"/>	Test	🕒	0/0	Austin Kaufmann	Austin Kaufmann

The list of **Program Activities** you have created or collaborated on is displayed. Select the Program Activity you wish to edit.

Mrs. Smith - 4th Grade - FY23

Edit Delete Mark as Verified

Reporting Periods: SNAP-Ed 2024 (October 1, 2023 - September 30, 2024)

Program Areas: SNAP-Ed

Program Group: Not Specified

Action Plans: Not Specified

Delivery Methods: In person

Sessions	Start	Length (min)	# Participants	Virtual
	Nov. 21, 2023	60		🕒

Progress

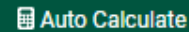
71%

- ✓ General Information
- ✓ Collaborators
- ✓ SNAP-Ed Custom Data
- ✓ Youth Programming
- ✓ Evaluation
- ✓ Demographics
- ✓ Mark as Complete

Go to the **Progress** bar on the right side of the page. Click on **Demographics**, the second to last option.

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically. To use this tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.



Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

Total *

0

Method used to determine demographic makeup of participants *

Select the option that most accurately describes how the demographic makeup was collected.

Source of Data *

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

Total *



0

The **Program Activity Demographics** page will display next. Now, you are ready to begin entering demographic information!

The red * indicates that a field is required.


First, report the **Total** number of unique participants that attended this Program Activity.

- Unique participants are an unduplicated count, meaning that if one person attended five sessions of a Program Activity, they would be counted once (i.e. unduplicated).

If the **Total** number of participants changes from session to session, please report the **largest number of unique participants** that attended over the series.

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically. To use this tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.

 Auto Calculate

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.


Total *

0

Method used to determine demographic makeup of participants *

Select the option that most accurately describes how the demographic makeup was collected.

Source of Data *

You may use  Auto Calculate to generate demographics if the data are available in PEARS. Program Activities eligible for **Auto Calculate** include those with:

- 5-17 aged youth at a K-12 school or
- adults when using one of the following surveys in PEARS (*demographic data card, ITC, FBC, PSSC, HHF*)

Note: If you are working with youth in a non-school setting, please review how to collect demographics on Page 7 (purple box).

Auto Calculate generates the following

**required* information automatically:

- Method used to determine demographic makeup of participants
- Source of Data
- Gender
- Age
- Ethnicity
- Race

 Auto Calculate

If you believe **Auto Calculate** should be functional, but it appears faded and does not work, please email [Melanie Alexander](#).

<p>Method used to determine demographic makeup of participants *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>-----</p> <p> </p> </div> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-bottom: 5px;"> <p>Actual Count</p> </div> <div style="border: 1px dashed #ccc; padding: 5px;"> <p>Estimated Count</p> </div>	<p>For Method used to determine demographic makeup of participants,</p> <p>Actual Count should be selected:</p> <ul style="list-style-type: none"> - If you have self-reported demographic data for the entire population of this activity. <p><u>Examples:</u></p> <ul style="list-style-type: none"> ▪ Demographics from PEARS surveys, like the adult demographic card ▪ Demographics for the specific class when provided by the school <p>Estimated Count should be selected:</p> <ul style="list-style-type: none"> - If you have some reasonable basis or partial data on which to base the estimate. <p><u>Example:</u></p> <ul style="list-style-type: none"> ▪ Auto Calculate for K-12 Schools is considered “estimated” because it generates class-level demographics from CDE school site-level data
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Gender *

Female	4
Male	5
Non-Binary	0
Prefer not to respond	
Unknown	1

Enter the **Gender** of the program participants.

If the Gender question was left blank on the adult survey, please count the participant under **Unknown**.

Prefer not to respond should only be used if the adult participant self-selects this response option.

NEW REPORTING REQUIREMENT – Demographic Subgroups for Youth aged 5-17

OLD

Age *

Less than 5 years	0
5 – 17 years	10
5 – 7 (grades K-2)	
8 – 10 (grades 3-5)	
11 – 13 (grades 6-8)	
14 – 17 (grades 9-12)	
Total youth	10
18 – 59 years	0
60 – 75 years	0
76 years or older	0
Total adults	0
Prefer not to respond	
Unknown	

Previously, it was acceptable to report participants under 5-17 without specifying more detailed age subcategories.

In FFY24, 5-17 age subcategories must be completed.

NEW in FFY24

Age *

Less than 5 years	0
5 – 17 years	10
5 – 7 (grades K-2)	
8 – 10 (grades 3-5)	
11 – 13 (grades 6-8)	
14 – 17 (grades 9-12)	10
Total youth	10
18 – 59 years	0
60 – 75 years	0
76 years or older	0
Total adults	0
Prefer not to respond	
Unknown	

Enter the **Age** of the program participants.

For the 5-17 school age group, you must also report the additional subcategories included by **Age/Grade**:

- 5-7 years (grades K-2),
- 8-10 years (grades 3-5),
- 11-13 years (grades 6-8), and
- 14-17 years (grades 9-12).

***Note:** [These subcategories are newly required by FNS for FFY2024 reporting.](#)*

When completing demographics for a K-12 school site using **Auto Calculate**, the **Total** participants will populate under 5-17 years, not under the Age/Grade subcategories. Therefore, **you will need to fill in the Age/Grade range of your**

participants manually* , unless all students at the site fall in one Age/Grade subcategory (i.e. high school and some middle schools).

You can complete the Age/Grade subcategories in a few ways:

- Use the grade(s) of the classroom receiving education or
- For afterschool or mixed grades **located at school sites**, ask the site coordinator to help you estimate the Age/Grade breakdown.
 - For example, an afterschool program coordinator at a school might know that they serve students in grades K-5 and estimate the majority (75%) fall in the younger Age/Grade category of 5-7 years (grades K-2) and 25% in the 8-10 years (grades 3-5) Age/Grade group. These percentages can be applied to the **Total** participants.

** If a K-12 school serves only students that fall into a single age subcategory (for example, high school students aged 14-17), the age subcategory will populate with **Auto Calculate**.*

In circumstances where **participants are a mix of Ages/Grades** and the site is **not a school** (i.e. no **Auto Calculate** is available), use the following process to generate the demographic information:

1. If possible, gather the site-level demographics with the [Teacher/Extender Enrollment Form](#).
2. If the site does not have demographic information for their students but can tell you the Age/Grade range of students they work with, ask a teacher to help estimate the Age/Grade breakdown of the participants. The other demographic fields – gender, race, ethnicity will be “**Unknown**”.
3. If the site is in the community setting and serves students from multiple feeder schools, like a YMCA or a library summer program, please email [Melanie Alexander](#) for assistance generating the demographic information.

<p>Ethnicity *</p> <table border="1"> <tr> <td>Hispanic / Latino</td> <td><input type="text" value="5"/></td> </tr> <tr> <td>Non-Hispanic / Latino</td> <td><input type="text" value="5"/></td> </tr> <tr> <td>Prefer not to respond</td> <td><input type="text"/></td> </tr> <tr> <td>Unknown</td> <td><input type="text" value="0"/></td> </tr> </table>	Hispanic / Latino	<input type="text" value="5"/>	Non-Hispanic / Latino	<input type="text" value="5"/>	Prefer not to respond	<input type="text"/>	Unknown	<input type="text" value="0"/>	<p>If Auto Calculate is <u>not used</u>, enter the Ethnicity of the program participants.</p> <p><i>Note: If the Ethnicity question was left blank on the adult survey(s), please report the participant under Unknown.</i></p> <p>Prefer not to respond should only be used if the participant self-selects it.</p>						
Hispanic / Latino	<input type="text" value="5"/>														
Non-Hispanic / Latino	<input type="text" value="5"/>														
Prefer not to respond	<input type="text"/>														
Unknown	<input type="text" value="0"/>														
<p>Race *</p> <table border="1"> <tr> <td>American Indian or Alaska Native</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Asian</td> <td><input type="text" value="2"/></td> </tr> <tr> <td>Black or African American</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>Native Hawaiian or Other Pacific Islander</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>White</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Prefer not to respond</td> <td><input type="text"/></td> </tr> <tr> <td>Unknown</td> <td><input type="text" value="7"/></td> </tr> </table>	American Indian or Alaska Native	<input type="text" value="0"/>	Asian	<input type="text" value="2"/>	Black or African American	<input type="text" value="1"/>	Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	White	<input type="text" value="0"/>	Prefer not to respond	<input type="text"/>	Unknown	<input type="text" value="7"/>	<p>Again, if Auto Calculate is <u>not used</u>, enter the Race reported by program participants. Participants can select as many race categories as they like. Due to this, the total number of participants entered for Race may exceed the Total participants.</p> <p><i>Note: If the Race question was left blank on the adult survey(s), please report the participant under Unknown.</i></p> <p>Prefer not to respond should only be used if the participant self-selects it.</p>
American Indian or Alaska Native	<input type="text" value="0"/>														
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Prefer not to respond	<input type="text"/>														
Unknown	<input type="text" value="7"/>														
<p> <input type="button" value="Save and continue"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>	<p>Click Save and Continue to save the page and move to mark the Program Activity complete or click Save to save your progress and review your work.</p>														