



FFY 20 Annual Report Timeline

DATE	ACTION	WHO
Wednesday September 30, 2020 NEW	<ul style="list-style-type: none"> ❖ Cancelled Activities file due to the State Office by COB (email sent 7/6/20) <ul style="list-style-type: none"> ➤ BOX: PEARS>>Year End>>FFY20 ➤ OR provide a completed Template E 	COUNTIES
Wednesday September 30, 2020	<ul style="list-style-type: none"> ❖ EatFresh Data disseminated to counties with data <ul style="list-style-type: none"> ➤ EatFresh.org sends bulk data to CFHL, UC State Office ➤ State Office will clean and send files to counties to enter into PEAR 	STATE OFFICE
Friday October 2, 2020	<ul style="list-style-type: none"> ❖ ** PEARS Closed for CFHL, UC LIA's <ul style="list-style-type: none"> ➤ UCCE County/Cluster programs complete all PEARS Data Entry for FFY2020 ❖ PEARS Data Cleaning begins <ul style="list-style-type: none"> ➤ Please refrain from entering any new information into PEARS after October 2, 2020. 	COUNTIES
October 2 through October 14, 2020	<ul style="list-style-type: none"> ❖ PEARS Data Cleaning <ul style="list-style-type: none"> ➤ PEARS will be open, however the CFHL, UC State Office will work with counties from 10/2 – 10/14 on final data cleaning procedures. ➤ The system will close for Data entry on October 14, 2020 COB all edits, errors and modifications to activities must be completed prior to COB October 14th. 	STATE OFFICE <i>Please do not make changes unless you are requested by the State Office to do so.</i>
Friday November 6, 2020	<ul style="list-style-type: none"> ❖ CFHL, UC State Office will send out PEARS Programmatic Data by county/cluster to be used in the Annual Report Template to populate Section B of the annual report template. <ul style="list-style-type: none"> ➤ FY20 PEARS Program Data ➤ FY20 Evaluation survey summary results to incorporate into Overview section. <ul style="list-style-type: none"> ▪ <i>Note: PEARS Program Data and Evaluation survey results will post to Box on a “rolling basis”. Counties will receive Emails when files are available.</i> ➤ LIA's can use the PEARS Dashboard, Unit Snapshot or indicator metrics for other data sets and charts to insert into the Annual Report. <ul style="list-style-type: none"> ▪ https://pears.oeie.org/analyze/dashboards/ ▪ https://pears.oeie.org/analyze/unit-snapshot/ ▪ https://pears.oeie.org/analyze/indicator-metrics/ 	STATE OFFICE



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Tuesday December 1, 2020	<ul style="list-style-type: none"> ❖ First draft of Annual Report County Narrative due to State Office <ul style="list-style-type: none"> ➤ FY20 Annual Report Narrative ➤ FY2020 Annual Report county profile ➤ FY2020 SNAPshot reporting with actuals <ul style="list-style-type: none"> ▪ Please save the file in Box in the Annual Report Folder 	COUNTIES
Wednesday December 16, 2020	<ul style="list-style-type: none"> ❖ State Office staff to provide feedback on draft reports, SNAPshots, and profiles by adding comments into the files saved in Box. 	STATE OFFICE
Monday January 11, 2021	<ul style="list-style-type: none"> ❖ Final version Annual Report documents Due to State Office <ul style="list-style-type: none"> ➤ FY20 Annual County Report Narrative ➤ FY20 Annual County Profile ➤ FY20 SNAPshot reporting with Actuals <ul style="list-style-type: none"> ▪ All revisions should be included in the final version of your report and saved in Box. 	COUNTIES