

# CalFresh Healthy Living, UC Quality Assurance Checklist

PEARS Users Including Data Entry Staff and Local Reviewers or Program Supervisors are responsible for the quality assurance of the PEARS Data entered at the local level. This checklist provides an overview of the data that should be reviewed and cleaned **quarterly** prior to the State Office quarterly review.

## Program Activities

- ☐ Data entry for the quarter being reviewed complete including total participants, SNAP-Ed Custom Data and Demographics
- ☐ Ensure that the County is listed as the Unit not the cluster name
- ☐ COVID-19 Impact Field is required to be complete
- ☐ Volunteers are entered if Program Activity is delivered by an extender or teacher
- ☐ Volunteer hours entered if Program Activity is delivered by an extender or teacher
  - Volunteer/Extender data is reported back to ANR for other purposes this is important to complete*
- ☐ Dates outside of the current fiscal year [Oct 1 – September 30]
- ☐ Future dates (dates should be within the current fiscal years. DO NOT enter dates in advance)
- ☐ Individual sessions >2.5 hours
- ☐ Individual sessions <10 minutes without comments to justify
- ☐ Single sessions (not series) that are less than 20 minutes
  - Review and ensure that the lesson was less than 20 minutes these will not be included in EARS Reporting*
- ☐ Custom SNAP-Ed Data complete
- ☐ Intervention and setting are appropriate (avoid using “Other”)
  - For Family Resource Centers use Other as the intervention and write in Family Resource Center*
- ☐ Intervention Name and setting should be similar
- ☐ Demographics are complete
  - Method is accurate for the source used to collect the information

## Surveys

*Review begins in Q2*

- ☐ In-person administration: Only enter pre/post surveys with matched ID#
- ☐ Online administration: Don’t delete unmatched surveys the CFHL, UC State Office will review ID# and match pre/post surveys

## Indirect Activities

- ☐ Total reach is greater than or equal to New Reach
- ☐ Intervention and setting are appropriate (avoid using “Other”)
- ☐ Videos, and other social media activities include descriptions and follow the guidelines for aggregating

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reach

## Partnerships & Coalitions

*Review begins Q2*

- ☐ Number of partners is close to total # of sites being utilized if each site is a partner
- ☐ Were coalitions reported in previous fiscal year if so, have they continued in current fiscal year

## PSE Activities

- ☐ Review begins Q3 – Please enter all PSEs by the end of June
- ☐ Unit = correct county/not cluster
- ☐ Intervention name = PSE setting (i.e., Early Care & Education = ECE facilities)
- ☐ Don't report "other" for PSE setting. Contact the state office if unsure which setting to report
- ☐ Garden only reported as setting if stand-alone
- ☐ One PSE report per site/setting, NOT one for each PSE strategy (SLM, Garden, SWP, etc.) at a site
- ☐ Number youth actively involved in shaping PSEs through established group < PSE reach
- ☐ PSE reach <= to CDE Dataquest or add comment
- ☐ Planning Stages only (contact/plan) = no changes or reach
- ☐ Implementation Stages (imp/main) = yes changes and reach
- ☐ Only use 'other changes' text box if PSE change adopted is not on list, check with state office if unsure of change to report
- ☐ If 'Yes' to support sustainability of PSE, 1+ sustainability items must report 'plan', 'in process', or 'in place'; if all items show 'no plans', change initial response to 'No'
- ☐ Complete COVID-19 Impact question