

UCCE teams including data entry staff, reviewers, and program supervisors are responsible for reviewing and cleaning PEARS data **quarterly** prior to the State Office review.

Approximate State Office (SO) Export and Review Schedule for PEARS Modules				
Quarter	Q1	Q2	Q3	Q4
SO Downloads Data for Review	Mid Jan.	Mid April	Early July	Mid Aug. & Mid Sept.
SO Feedback Provided	Early Feb.	Early May	Mid July	Early & Mid Sept.
Program Activities	Feb. 1st	May 1st	July 16th	Sept. 1st & Sept. 22nd
Indirect Activities				
Partnerships & Coalitions	N/A	N/A		Sept. 22nd
PSE Site Activities				
UCCE Responses to SO Feedback*	Early March	Early June	Mid Aug.	Mid Sept. thru end of FFY

***Note:** State Office (SO) typically requests UCCE team responses to SO feedback within 2-4 weeks. The specific requested response date(s) will be provided in the email communication with the feedback.

Program Activities	Indirect Activities	PSE Activities and Surveys	Partnerships & Coalitions	Success Stories
Melanie Alexander (530) 752-8942 magerdes@ucdavis.edu	Melanie Alexander (530) 752-8942 magerdes@ucdavis.edu	Angie Keihner (530) 752-8813 akeihner@ucdavis.edu	Barbara Mknelly (530) 754-7796 bmknelly@ucdavis.edu	Andra Nicoli (530) 754-9059 amnicoli@ucdavis.edu

Program Activities

Reviewed every quarter

- “Test” or “Template” Program Activities are deleted no later than Q4
- Program Activity is complete - including General Information, SNAP-Ed Custom Data and Demographics
 - o *Activities must be **Marked as Complete** no later than Q4, but preferably once DE delivery is finished*

General Information

- Dates for activity are within current fiscal year (10/01/FFY - 9/30/FFY)
- County is listed as the Unit not the cluster name
- Site is located in the County
- If Program Activity is delivered by an extender, Volunteer count and hours are entered
- Sessions greater than 2 hours must have explanation in Comments
- Sessions less than 20 minutes must have explanation in Comments
- Single sessions (not series) that are less than 20 minutes should not be reported – *please contact the Melanie Alexander with questions*

This material was funded by USDA’s Supplemental Nutrition Assistance Program - SNAP. This institution is an equal opportunity provider. Visit www.CalFreshHealthyLiving.org for healthy tips.

SNAP-Ed Custom Data

- Project Name is selected
- Curriculum is age-appropriate for participants
- Intervention and setting are aligned (avoid using “Other”)
 - *Early Care Interventions should be in ECE setting*
 - *After School Interventions should be in Before/After School setting*
 - *School Interventions should be in School setting*
 - *For Community Interventions, please reference the [Setting/Intervention Job Aid](#) to ensure alignment*

Demographics

- Method and Source for demographic data are aligned
 - Please review the [Program Activity Demographic tip sheet](#) for more information
- If Source of Data is Visual Estimate, race, gender, and ethnicity data is reported as Unknown

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#s and match pre/post surveys
- For pre-surveys collected online in the Fall (Aug/Sept) that need to be moved to the new FFY in PEARS (Oct), please contact Angie Keihner (akeihner@ucdavis.edu)

Indirect Activities

Reviewed every quarter

- County is listed as the Unit not the cluster name
- Start & End date, if reported, are within FFY
- Total reach is greater than or equal to New Reach
- Intervention and setting are appropriate (avoid using “Other”)
- Site is reported for each channel (except for website or social media channels)
- Site is located in correct county

Partnerships & Coalitions

Review begins Q2

- Check for duplicate entries e.g. same partnership name for same County
- If possible, avoid using ‘other’ responses for assistance received or provided and for Coalitions “other” sector
- Accomplishments refer to activity in the current reporting year
- 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
- If the Coalitions is a CNAP, check that the naming convention and suggested reporting followed (new CDSS guidance will be shared in FFY 2025)

PSE Site Activities

Review begins Q3

- Please create PSE Site Activity entries for all PSE work underway to date by the end of June
- One PSE report per site-setting – NOT one for each PSE strategy (SLM, Garden, SWP, etc.) at a site

General Information

- Unit = correct county – NOT cluster
- Intervention and setting align and are appropriate (avoid using “Other”)
- Only report Garden as setting if stand-alone community garden

Partners

- Partners = PSE site and other relevant Partnerships

Custom Data

- Organizational level PSE = “parent” organization governing multiple (>1) sites (e.g., school district, regional head start, food bank, etc.)

Needs Readiness & Effectiveness

- Report PSE assessments collected during the current FFY (Oct through Sept)

Strategy

- Mark all complementary activities (e.g., Evidence-based education, Marketing / Promotion, Parent / community involvement, Staff training)
- Add programs, packages or initiatives supporting PSE efforts
- Number of youth actively involved in shaping PSEs through established group ≤ 60 and < PSE reach; *if not reach please include comment/explanation*



PEARS Review Timeline and Quality Assurance Checklist

Changes Adopted

- Planning Stages only (contact/plan) = NO changes/reach
- Implementation Stages (imp/main) = YES changes/reach
- Avoid using 'other changes' text box when you can find existing PSE changes; *if no PSE changes reflect your work, contact Angie Keihner (akeihner@ucdvis.edu)*
- PSE reach \leq SNAP-Ed eligible school enrollment from CDE [Dataquest](#); *if not please include comment/explanation*

Sustainability

- If 'Yes' to support sustainability of PSE, 1+ sustainability items must indicate 'plan', 'in process', or 'in place'; *if all items show 'no plans', change initial response to 'No'*