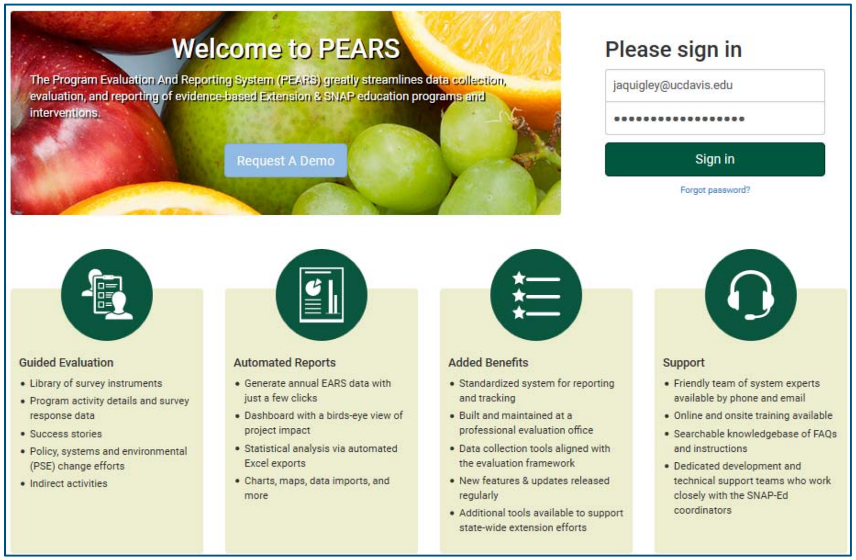
UNIVERSITY OF CALIFORNIA
calfresh Nutrition Education

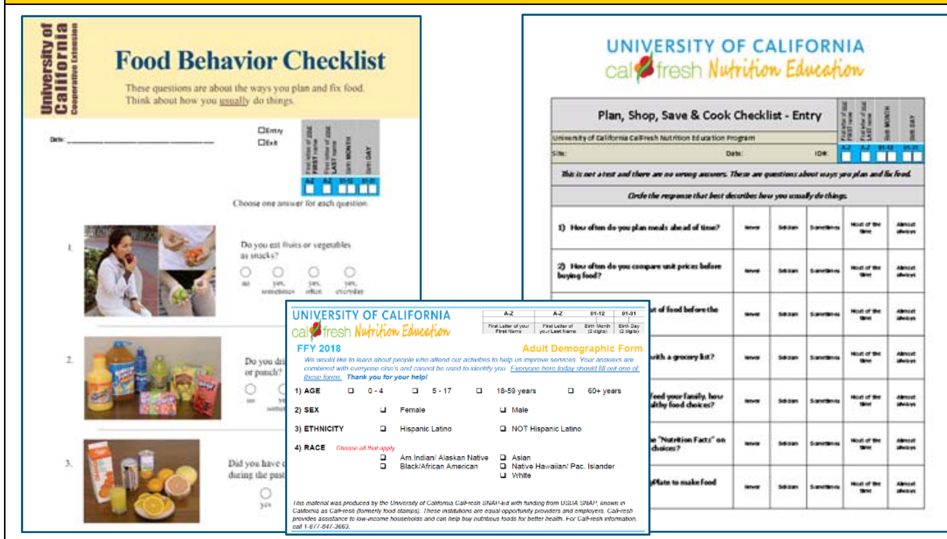
PEARS Surveys Tip Sheet

PEARS Sign-in and UC CalFresh Contacts



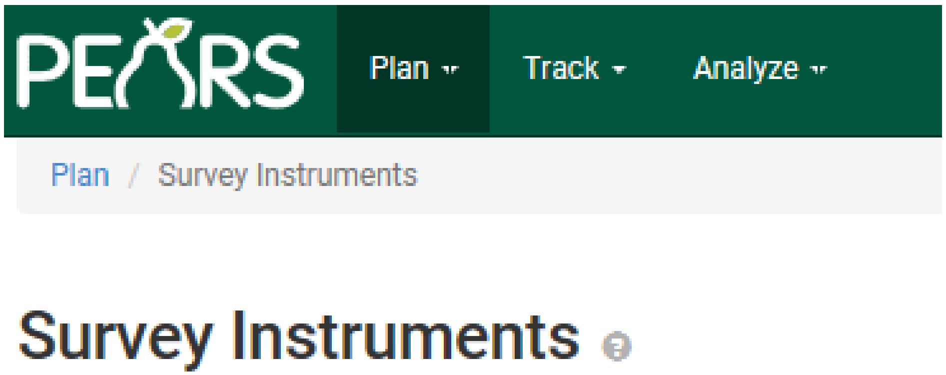
- **PEARS Link to log into system:** https://pears.oeie.org/accounts/signin/
- *If you have questions related to PEARS, please contact the State Office:*
  - *For PSEs reporting and Surveys contact*
    - *Barbara MkNelly bmknelly@ucdvis.edu or*
    - *Angie Keihner akeihner@ucdavis.edu*
  - *For Program Activities contact*
    - *Jennifer Quigley jaquigley@ucdavis.edu*
- *You can also join the State Office team for PEARS Office Hours. Please check the UC CalFresh training calendar for the upcoming dates and webinar details.*

UC CalFresh Surveys in PEARS



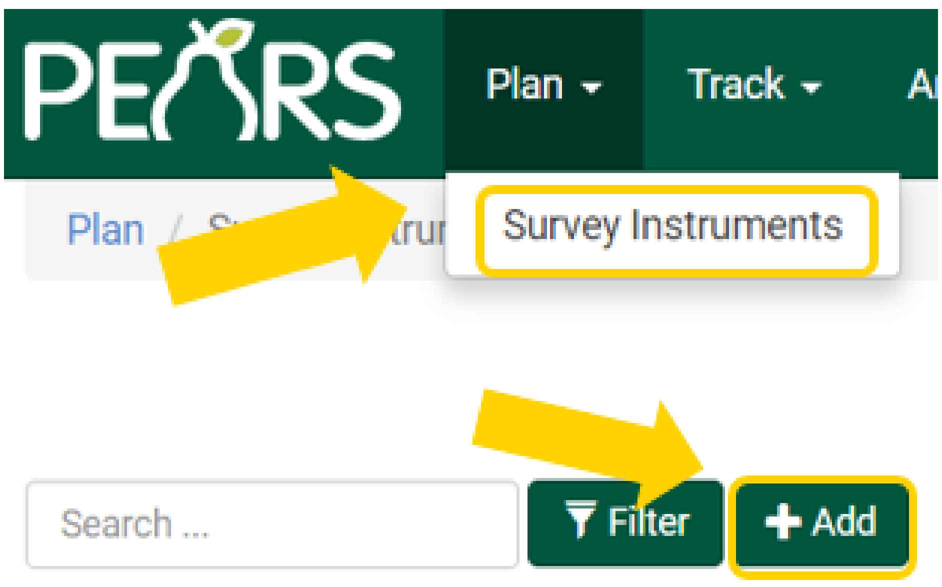
- ***If you are collecting the following two adult pre/post surveys, you will enter the data into PEARS:***
  - *Food Behavior Checklist (FBC) pre/post surveys,*
  - *Plan Shop Save Cook (PSSC) pre/post surveys*
- ***If desired, there is the option to enter***
  - *Adult Demographic Half Sheets*
    - *Enter each half sheet into PEARS and auto calculate the demographics (OPTIONAL)*
  - *Alternatively, these demographics can be aggregated by hand for Program Activity participants*

Three Steps for Direct Education Surveys in PEARS



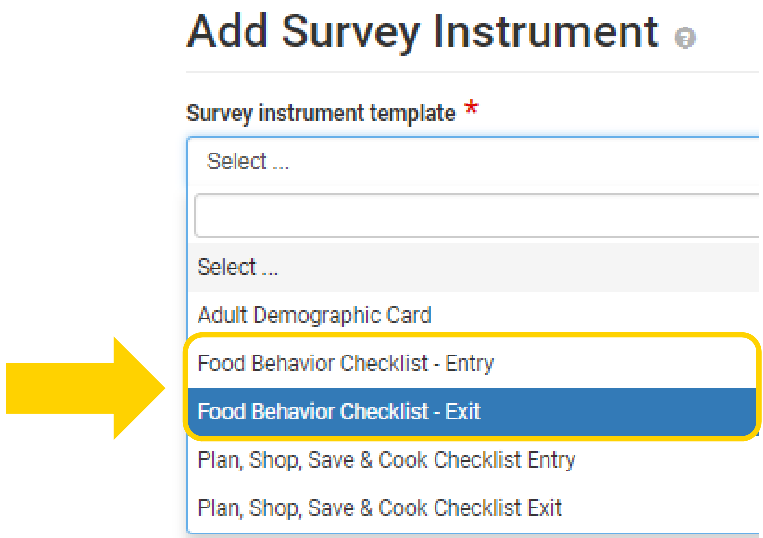
- ***There are three steps you will follow to enable you to enter direct education survey data into PEARS:***
    1. *First, you will <u>add the survey</u> instrument(s)*
    2. *Next, you will <u>attach the survey</u> instrument(s) administered during your adult program activities*
    3. *Last, after you complete your classes, you will <u>enter the matched pre and post survey data</u> that you collected*

<u>STEP 1</u>: Adding Survey Instruments under Plan



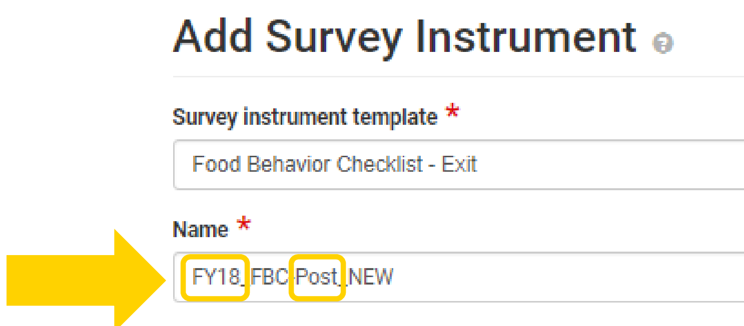
- ***To add a survey instrument in PEARS:***
    - *Navigate to the <u>Plan</u> section of PEARS and click on <u>Survey Instruments</u>.*
    - *Next, you will click on the green **[+Add]** button located next to the search field.*
        - ****Note:** You <u>only need to add the pre and post surveys</u> and adult demographic card survey <u>once</u> to make these tools available for data entry.*

Survey Instrument Template

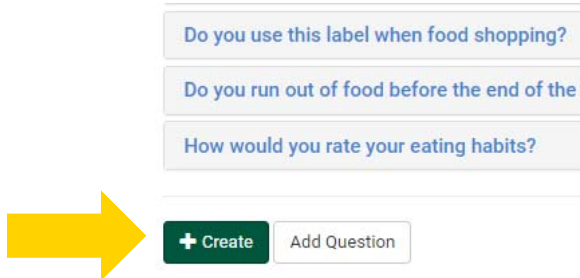


- *Thinking about the adult program activities that you deliver,* ***choose the survey instrument template that you want to add from the drop down list:***
  - *Adult Demographic Card*
  - *Food Behavior Checklist - Entry (w/Demographics)*
  - *Food Behavior Checklist - Exit*
  - *Plan, Shop, Save, & Cook - Entry (w/Demographics)*
  - *Plan, Shop, Save, & Cook - Exit*
    - ****Note:** If you are administering the FBC or PSSC pre/post surveys, you will need to **add both the pre-survey and post-survey** in PEARS.*
- *The questions on the survey instrument template will be displayed, so you can confirm that you selected the correct tool.*

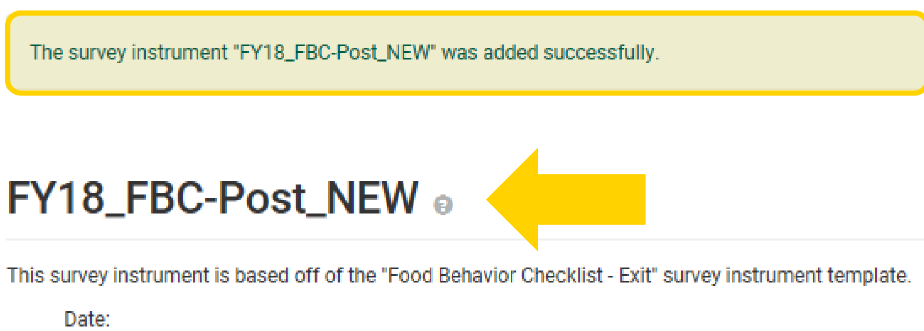
Name



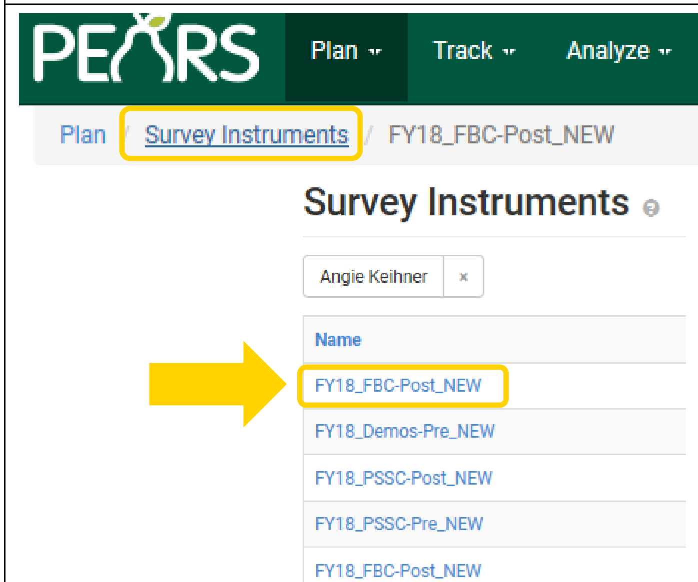
- ***Next, you will name the survey.***
  - *Please including the **FY** and **Pre or Post** as part of the survey name to make it clear which version of the tool you are adding.*
  - *In addition, you will want to add **NEW** to distinguish the final versions of the surveys from versions that you may have added earlier in the year.*
  - *For example:*
    - *FY18_Demos-Pre_NEW*
    - *FY18_FBC-Pre_NEW*
    - *FY18_FBC-Post_NEW*
    - *FY18_PSSC-Pre_NEW*
    - *FY18_PSSC-Post_NEW*



- *Last, you will click on the green **[+Create]** button at the bottom of the page.*

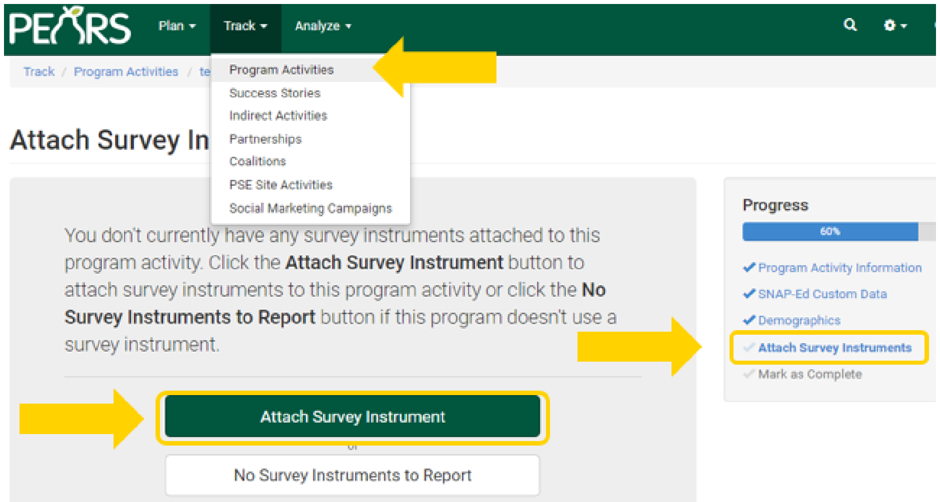


- *PEARS will then provide a message confirming that the survey was added successfully and display the survey questions.*



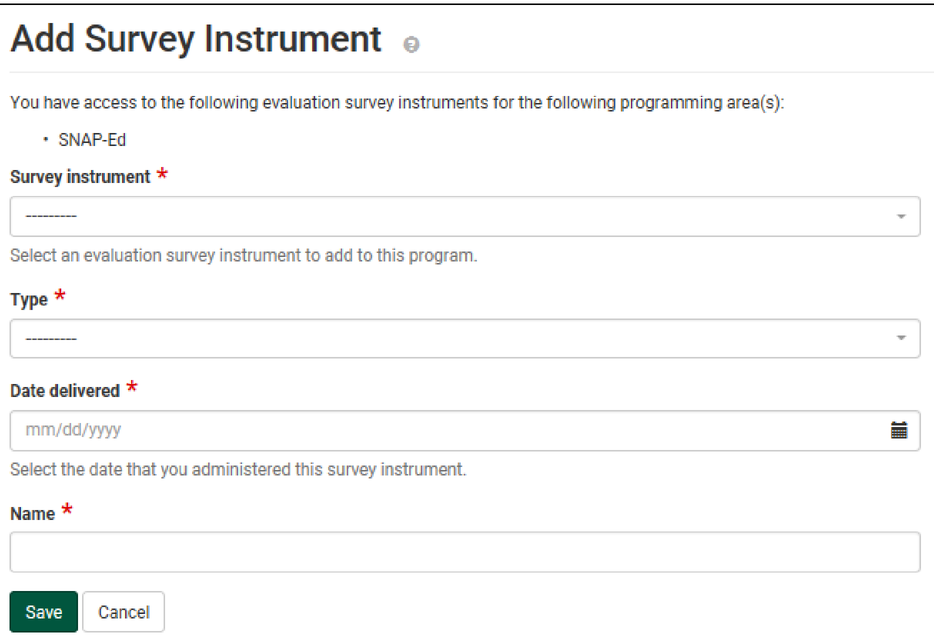
- *Once you have added a survey, click on the **Survey Instruments** link and you can see the list of survey instruments you have added.*
- *To complete **STEP 1**, please add all of the surveys that you plan to administer and report on in PEARS during the year.*
    - ****Note:** You only need to add the pre and post surveys and adult demographic card survey once to make these tools available for data entry.*
- *Once you have added the surveys you use, you can attach them to your adult program activities in **STEP 2**.*

STEP 2: Attaching Survey Instruments to Program Activities under Track



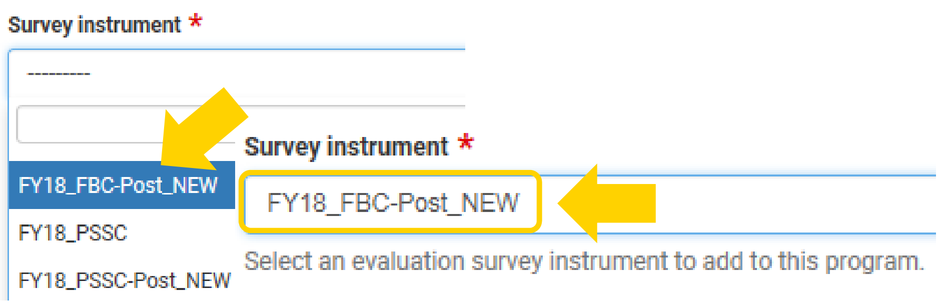
- *To attach a survey to your adult program activities, you will navigate to the **Track** reporting section of PEARS and select **Program Activities** from the drop down menu.*
- *Next, you will click on the blue link for **<u>Attach Survey Instruments</u>** under the **Progress** bar on the right side of the page.*
- *From the **Attach Survey Instruments** page, you will click on the green **[Attach Survey Instrument]** button to attach a survey.*

***Note:** To promote data quality and reduce the potential for inconsistent data entry and errors, it may be helpful to designating 1-2 staff to enter survey data into PEARS.*



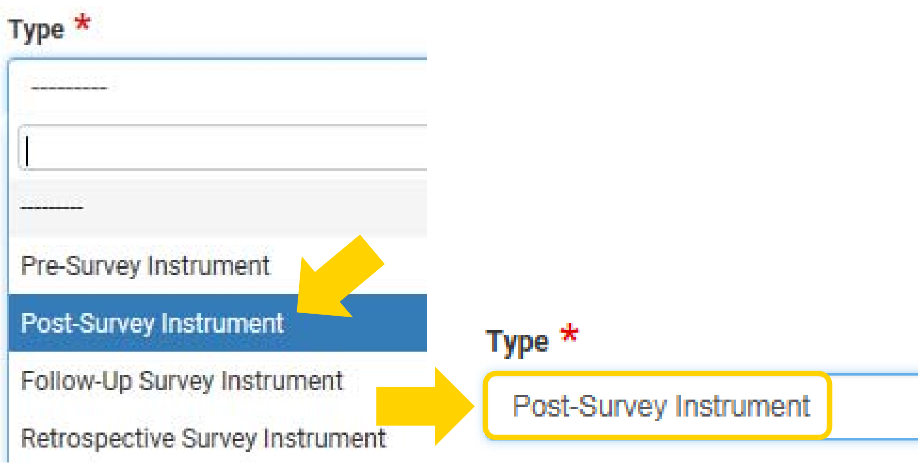
- ***Next, you will complete the required fields** which include selecting the survey instrument and type, estimating the date delivered, and finalizing the survey name.*

Survey Instrument



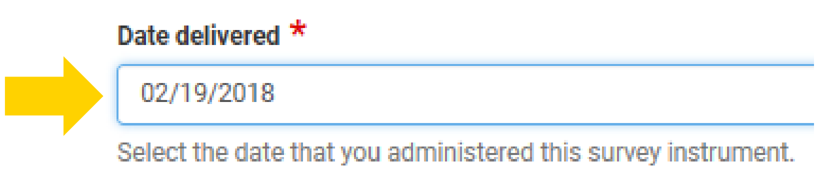
- ***Survey Instrument:*** *Thinking about the adult program activity you delivered and the survey(s) you administered, select the survey you want to attach from the drop down list of survey instruments available.*
    - ****Note:*** *If you already added an earlier version of one of these surveys, it will still be listed as one of the options available in the dropdown list.* ***Be sure to only attach the versions with FY18 and NEW in the name****.*

Type



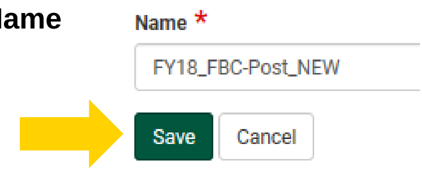
- ***Type:*** *Next, you will select the appropriate instrument type for the survey you are attaching. You will choose:*
    - *pre-survey instrument for the adult demo card or the FBC/PSSC pre-surveys and*
    - *post-survey instrument for the FBC/PSSC post-surveys.*
- *In this example, I chose "Post-Survey Instrument" as the* ***Type*** *for the FBC post-survey.*

Date Delivered

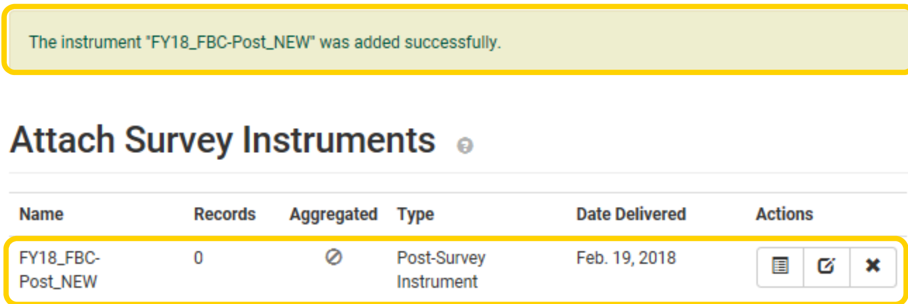


- ***Date Delivered:*** *Then, you will estimate the date the survey was administered.*

Name

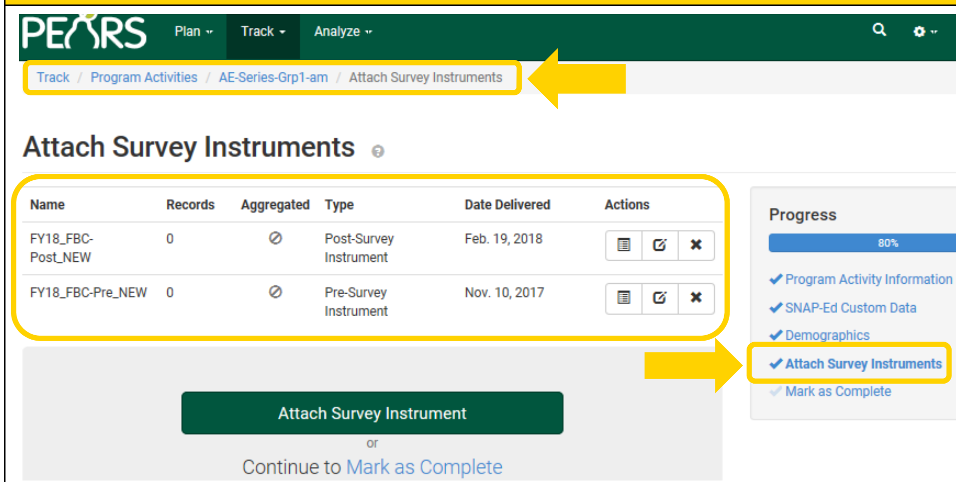


- ***Name:*** *Last, the survey name will pre-populate with the name you gave the tool when you added the survey instrument. So, you can just click the green* ***[Save]*** *button at the bottom of the page.*

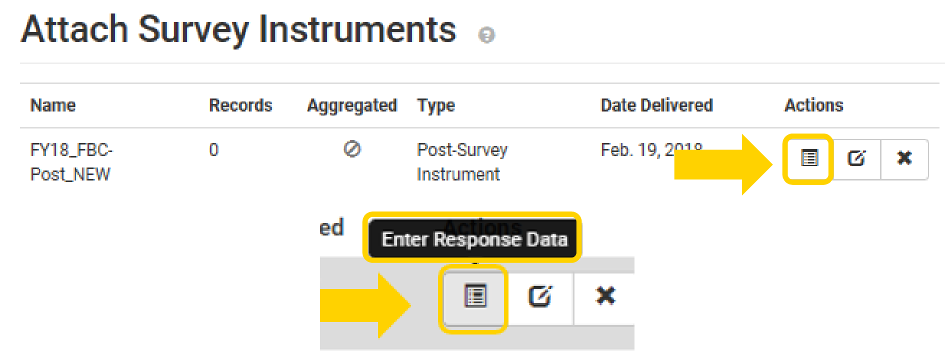


- *PEARS will then provide a message confirming that the survey was added successfully and you will see it listed in a table on the* ***Attach Survey Instruments*** *page.*
  - **Note:* *If you are administering the FBC or PSSC pre/post surveys, you will need to* ***attach both the pre-survey and post-survey*** *in PEARS.*

STEP 3: Entering Survey Data under Track

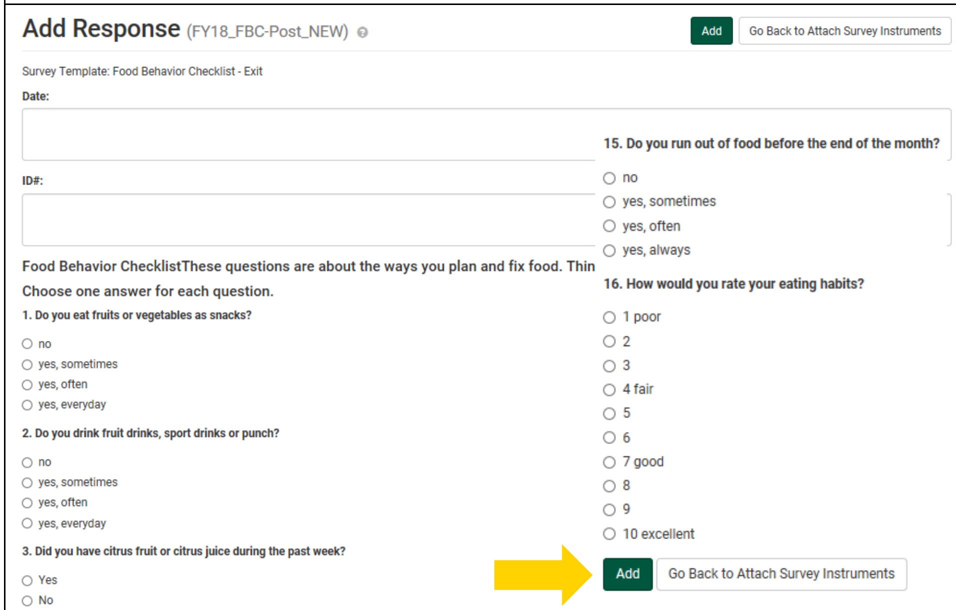


- *First you will navigate to the* ***Track*** *reporting section of PEARS and select* ***Program Activities*** *from the drop down menu.*
- *Next, you will choose the program activity that you want to enter survey data for, and then, click on the blue link for* ***Attach Survey Instruments*** *under the* ***Progress*** *bar on the right side of the page.*
- *On the* ***Attach Survey Instruments*** *page, you will see a table listing any surveys you added for this program activity.*
  - **Note:* *You can see that both the FBC pre-survey and FBC post-survey were attached and are listed in the table.*



- *To enter survey data for the program activity, you will select the survey you want to enter data for and click on the first button ___ under **Actions**.*
  - *If you hover over the first button ___ you will see that it is labeled **Enter Response Data.***

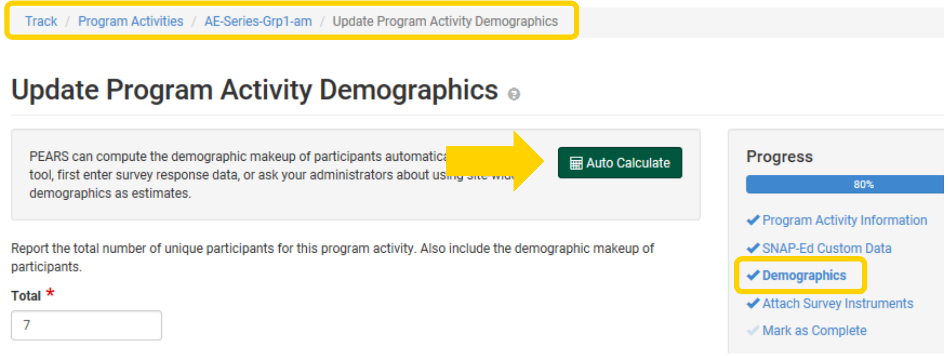
***Note:** To promote data quality and reduce the potential for inconsistent data entry and errors, it may be helpful to designating 1-2 staff to enter survey data into PEARS.*



- *Next, the PEARS survey you selected will appear and you can begin data entry for the program activity.*
- *Similar to data entry in the ANR portal, **please wait until after you complete your classes, and then, <u>ONLY</u> enter the matched pre and post survey data that you collected into PEARS.***
  - ***Note:** None of the questions are required in PEARS, so please <u>use care to enter accurate and complete data</u>.*
- *If you collected <u>demographic half sheets</u> with your surveys (stapled together or matched using ID#), please enter the demographic data into the FBC/PSSC pre-survey.*
- *Once you have entered all of the responses to the survey questions, click the green **[Add]** button at the bottom of the page.*
- *A new survey will immediately pop-up, so you can continue to add your remaining surveys.*

***Note:** You will follow this same process to enter all your FBC/PSSC pre- and post-surveys for the program activity selected.*

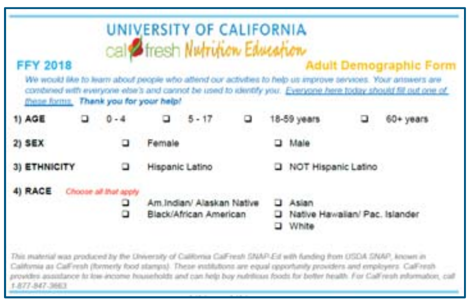
Adult Demographics: Using Auto Calculate (OPTIONAL)

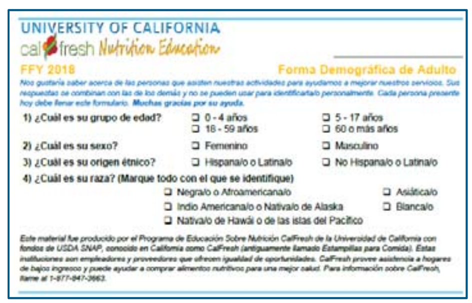


- *If your team decides to enter the Adult Demographic Half Sheets collected during your program activities into PEARS, you will be able to **Auto Calculate** the demographics for your class participants.*

****Note:** This is an **OPTIONAL** approach available for **Program Activities** on the **Demographics** reporting page in PEARS.*

- *If your team plans to hand tally adult demographics, you can skip this section.*





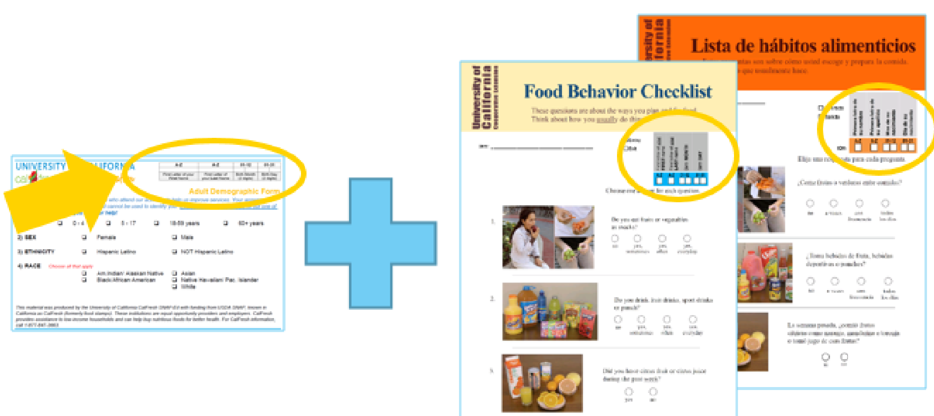
First, you need to determine which survey to add (STEP 1) and attach (STEP 2) for the program activities you deliver.

<u>If you are collecting</u>:

- *Adult Demographic Half Sheets **<u>ONLY</u>***

<u>Then, you will add and attach the</u>:

- *Adult Demographic Card*



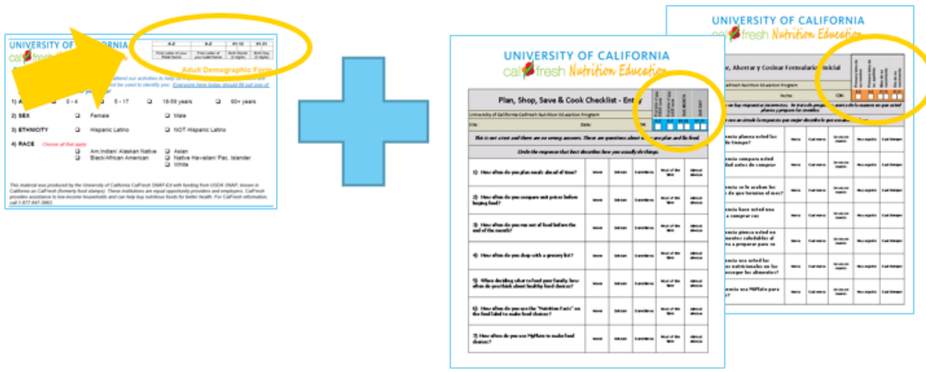
<u>If you are collecting</u>:

- *Adult Demographic Half Sheets **<u>AND</u>***
- *Food Behavior Checklists (FBC)*

<u>Then, you will add and attach the</u>:

- *Food Behavior Checklist - Entry (w/Demographics) **<u>AND</u>***
- *Food Behavior Checklist – Exit*

****Note:** Use the ID# to match surveys. Enter demographic half sheet and pre-survey data into the pre-survey. If some participants don't complete the pre-survey, you will only enter their demographic half sheet data into the pre-survey.*



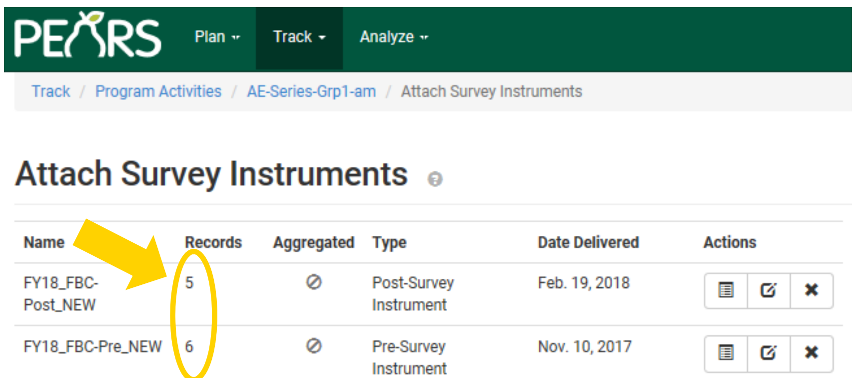
If you are collecting:

- *Adult Demographic Half Sheets **AND***
- *Plan, Shop, Save, & Cook Checklist (PSSC)*

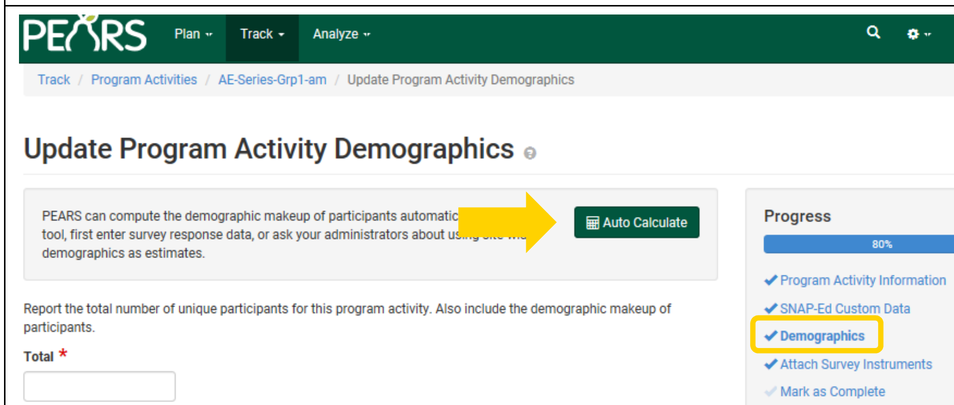
Then, you will add and attach:

- *Plan, Shop, Save, & Cook Checklist Entry (w/Demographics) **AND***
- *Plan, Shop, Save, & Cook Checklist Exit*

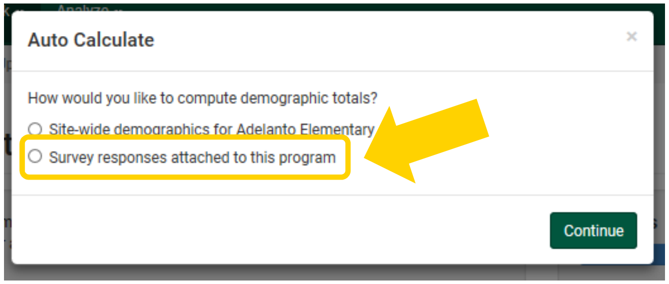
****Note:** Use the ID# to match surveys. Enter demographic half sheet and pre-survey data into the pre-survey. If some participants don't complete the pre-survey, you will only enter their demographic half sheet data into the pre-survey.*



- *After you add and attach the appropriate surveys in PEARS, you will follow **STEP 3** (outlined above) to enter your survey data.*

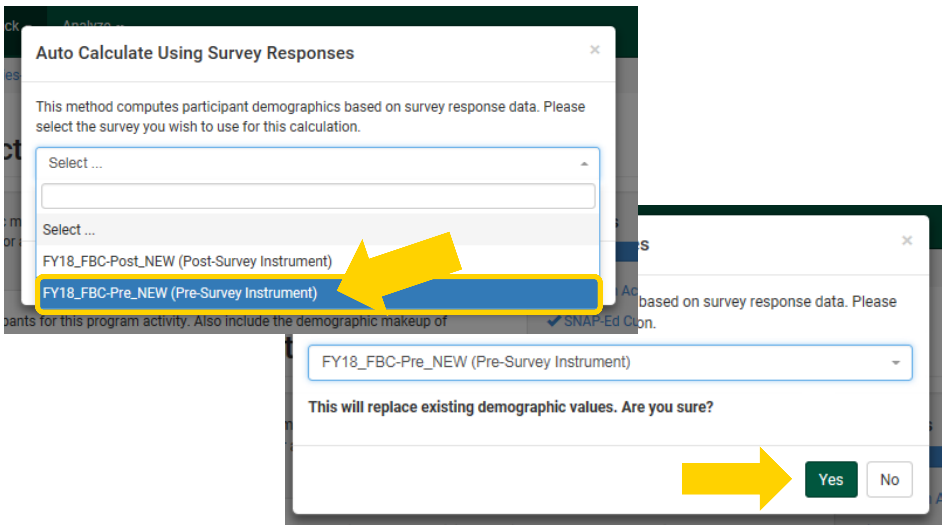


- *Next, you will click on the blue link for **Demographics** under the **Progress** bar on the right side of the page.*
- *At the top of the **Demographics** page, you will click on the green **[Auto Calculate]** button.*

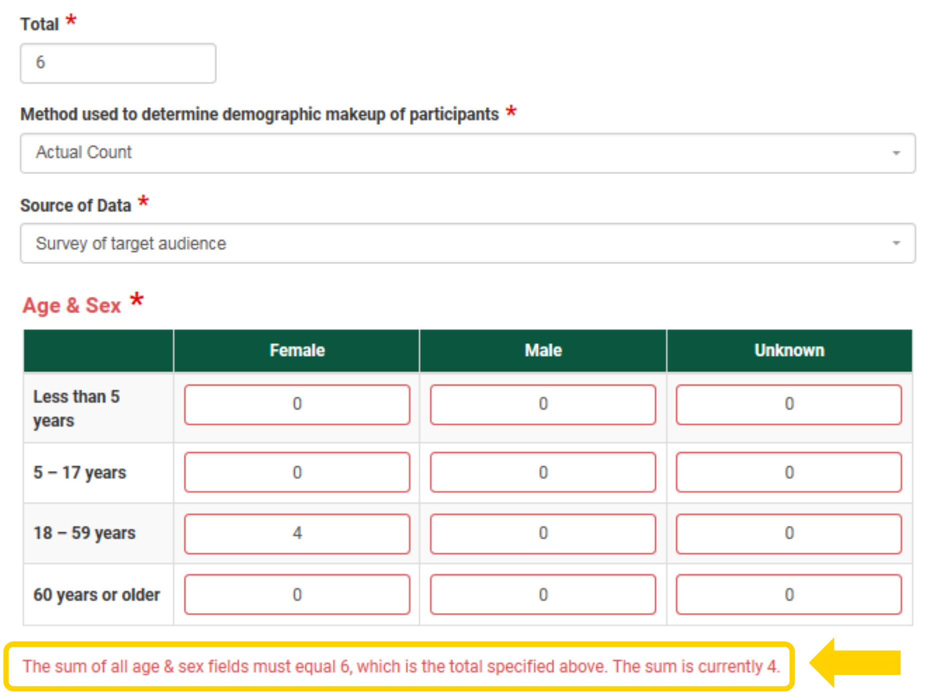


- ***If you are delivering adult classes at a school (K-12),*** *you will have the option to choose from the*
  - *Site-wide demographics for the school (students) or*
  - *Survey responses*
- *Make sure to select* ***Survey responses*** *to auto calculate the demographics for your* *<u>adult class participants</u>.*

****Note:*** *For adult classes in <u>other settings</u>,* ***SKIP to the next step.***



- *Next, a box will pop-up asking you to* ***select the survey*** *that you want to pull the demographic responses from in order to auto calculate the participant demographics for the program activity you are reporting.*
- *Select the appropriate pre-survey based on the surveys you collected:*
  - ***FY18_Demos-Pre_NEW***
    - *Adult Demographic Half Sheets*
  - ***FY18_FBC-Pre_NEW***
    - *FBCs <u>AND</u> Demographic Half Sheets*
  - ***FY18_PSSC-Pre_NEW***
    - *PSSCs <u>AND</u> Demographic Half Sheet*
- *Last, click on the green* ***[Yes]*** *button to auto calculate the demographics for your class participants.*



Total *

6

Method used to determine demographic makeup of participants *

Actual Count

Source of Data *

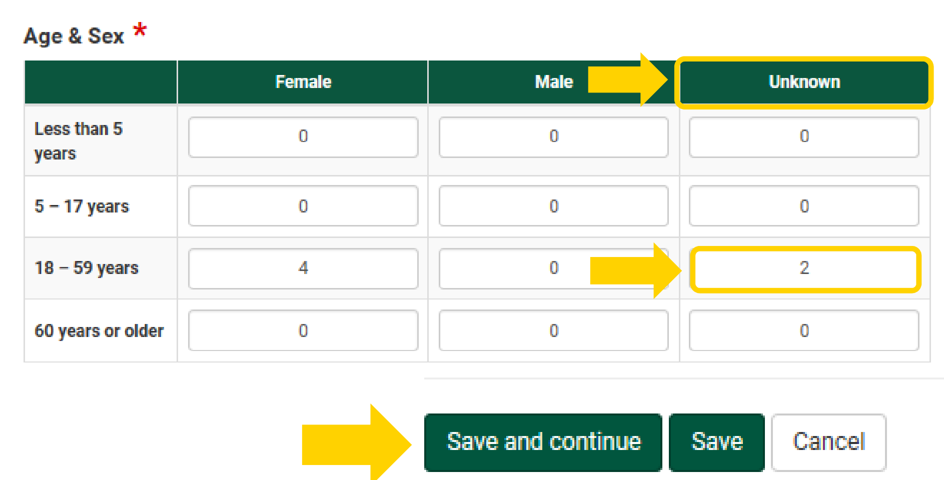
Survey of target audience

Age & Sex *

	Female	Male	Unknown
Less than 5 years	0	0	0
5 – 17 years	0	0	0
18 – 59 years	4	0	0
60 years or older	0	0	0

The sum of all age & sex fields must equal 6, which is the total specified above. The sum is currently 4.

- *PEARS will automatically generate and display the demographics for your class participants.*
- *Please review the demographic tables for any red error messages. For example:*
  - *The sum of all age & sex fields must equal 6, which is the total specified above. The sum is currently 4.*



Age & Sex *

	Female	Male	Unknown
Less than 5 years	0	0	0
5 – 17 years	0	0	0
18 – 59 years	4	0	2
60 years or older	0	0	0

Save and continue | Save | Cancel

- *If there are missing survey responses for sex or age, please enter these additional participants into the Age & Sex table by hand under **Unknown**.*
  - ****Note:** The total participants in the **Age & Sex** table must sum to the **Total** class participants.*
- *After reviewing the demographics, click on the green **[Save]** button at the bottom of the page.*