

## PEARS Sign-in and UC CalFresh Contacts

**Welcome to PEARs**  
The Program Evaluation And Reporting System (PEARs) greatly streamlines data collection, evaluation, and reporting of evidence-based Extension & SNAP education programs and interventions.

[Request A Demo](#)

**Please sign in**

jaquigley@ucdavis.edu  
.....  
**Sign in**  
[Forgot password?](#)

- Guided Evaluation**
  - Library of survey instruments
  - Program activity details and survey response data
  - Success stories
  - Policy, systems and environmental (PSE) change efforts
  - Indirect activities
- Automated Reports**
  - Generate annual EARS data with just a few clicks
  - Dashboard with a birds-eye view of project impact
  - Statistical analysis via automated Excel exports
  - Charts, maps, data imports, and more
- Added Benefits**
  - Standardized system for reporting and tracking
  - Built and maintained at a professional evaluation office
  - Data collection tools aligned with the evaluation framework
  - New features & updates released regularly
  - Additional tools available to support state-wide extension efforts
- Support**
  - Friendly team of system experts available by phone and email
  - Online and onsite training available
  - Searchable knowledgebase of FAQs and instructions
  - Dedicated development and technical support teams who work closely with the SNAP-Ed coordinators

- **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@ucdavis.edu](mailto:bmknelly@ucdavis.edu) or
    - Angie Keihner [akeihner@ucdavis.edu](mailto:akeihner@ucdavis.edu)
  - For Program Activities contact
    - Jennifer Quigley [jaquigley@ucdavis.edu](mailto: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

**Food Behavior Checklist**  
These questions are about the ways you plan and fix food. Think about how you usually do things.

**Plan, Shop, Save & Cook Checklist - Entry**  
University of California CalFresh Nutrition Education Program  
Site: \_\_\_\_\_ Date: \_\_\_\_\_ ID#: \_\_\_\_\_  
This is not a test and there are no wrong answers. There are questions about ways you plan and fix food.  
Circle the response that best describes how you usually do things.

	Never	Seldom	Sometimes	Most of the time	Almost always
1) How often do you plan meals ahead of time?					
2) How often do you compare unit prices before buying food?					
3) How often do you eat food before the expiration date?					
4) How often do you buy a grocery list?					
5) How often do you ask your family how they feel about food choices?					
6) How often do you use the "Nutrition Facts" on packages?					
7) How often do you take time to make food?					

**ADULT DEMOGRAPHIC FORM**  
We would like to learn about people who attend our activities to help us improve services. Your answers are combined with everyone else's and cannot be used to identify you. [Click here to view privacy policy](#) or our [FAQs](#). Thank you for your help!

1) AGE  0-4  5-17  18-64 years  65+ years

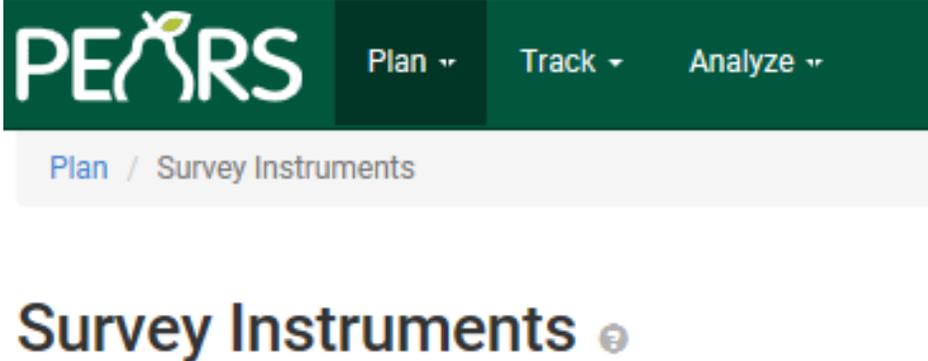
2) SEX  Male  Female

3) ETHNICITY  Hispanic/Latino  NOT Hispanic/Latino

4) RACE *Choose all that apply.*  
 Asian  Black/African American  
 American Indian/Alaskan Native  Native Hawaiian/Pac. Islander  
 White

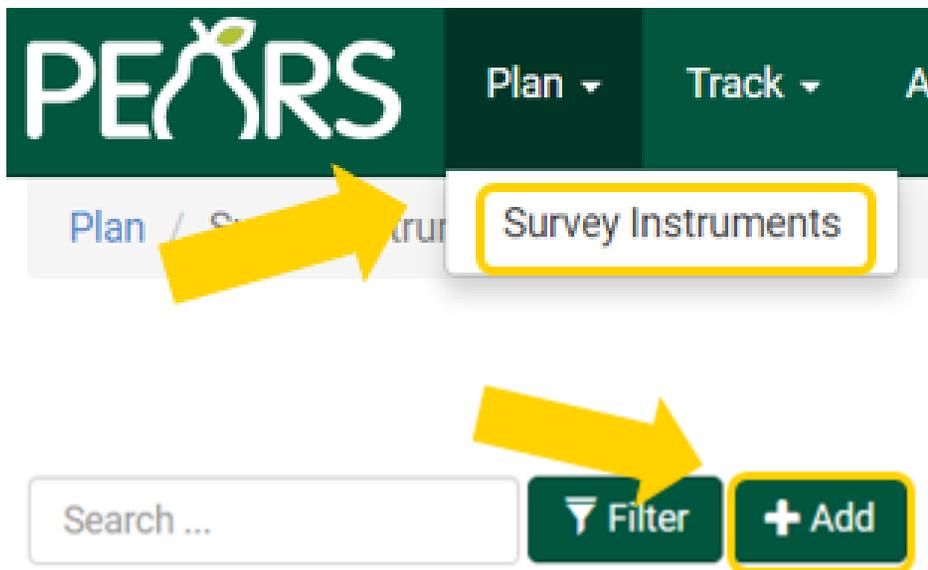
- **If you are collecting the following two adult pre/post surveys, you will enter the data into PEARs:**
  - Food Behavior Checklist (FBC) pre/post surveys,
  - Plan Shop Save Cook (PSSC) pre/post surveys
- **If desired, there is the option to enter**
  - Adult Demographic Half Sheets
    - Enter each 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 add the survey instrument(s)
  2. Next, you will attach the survey instrument(s) administered during your adult program activities
  3. Last, after you complete your classes, you will enter the matched pre and post survey data that you collected

### STEP 1: Adding Survey Instruments under Plan



- **To add a survey instrument in PEARS:**
  - Navigate to the Plan section of PEARS and click on Survey Instruments.
  - Next, you will click on the green **[+Add]** button located next to the search field.
    - **\*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.

Survey Instrument Template

Add Survey Instrument ⓘ

Survey instrument template \*

Select ...

Select ...

Adult Demographic Card

Food Behavior Checklist - Entry

Food Behavior Checklist - Exit

Plan, Shop, Save & Cook Checklist Entry

Plan, Shop, Save & Cook Checklist Exit



- 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

Add Survey Instrument ⓘ

Survey instrument template \*

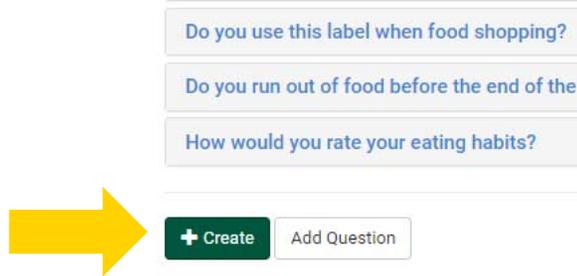
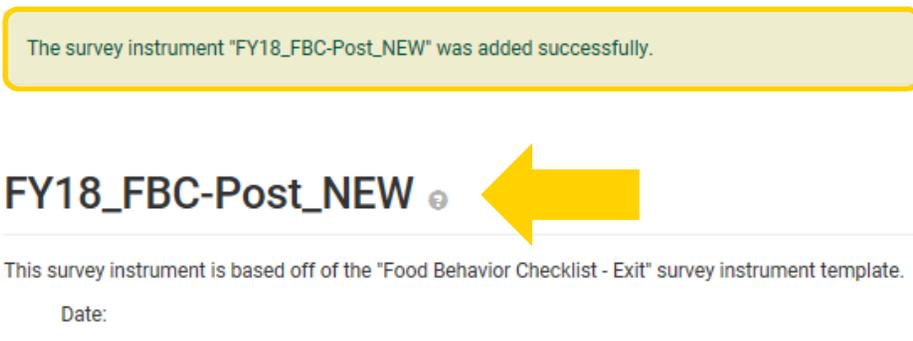
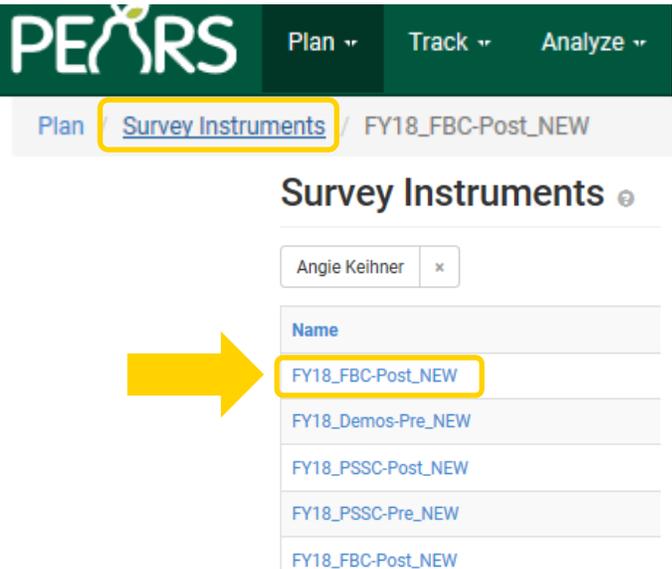
Food Behavior Checklist - Exit

Name \*

FY18\_FBC\_Post\_NEW



- **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

	<ul style="list-style-type: none"> <li>• Last, you will click on the green <b>[+Create]</b> button at the bottom of the page.</li> </ul>
	<ul style="list-style-type: none"> <li>• PEARs will then provide a message confirming that the survey was added successfully and display the survey questions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Once you have added a survey, click on the <b>Survey Instruments</b> link and you can see the list of survey instruments you have added.</li> <li>• To complete <b>STEP 1</b>, please add all of the surveys that you plan to administer and report on in PEARs during the year.             <ul style="list-style-type: none"> <li>○ <b>*Note:</b> You <u>only need to add the pre and post surveys and adult demographic card survey once to make these tools available for data entry.</u></li> </ul> </li> <li>• Once you have added the surveys you use, you can attach them to your adult program activities in <b>STEP 2</b>.</li> </ul>

## STEP 2: Attaching Survey Instruments to Program Activities under Track

The screenshot shows the PEARs interface. At the top, the 'Track' menu is open, and 'Program Activities' is selected. Below this, the 'Attach Survey Instrument' button is highlighted with a yellow arrow. To the right, a 'Progress' bar indicates 60% completion, with 'Attach Survey Instruments' highlighted in a yellow box. The main content area contains text explaining that no survey instruments are currently attached to the program activity and provides instructions on how to attach them.

- 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 **Attach Survey Instruments** 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.*

### Add Survey Instrument

You have access to the following evaluation survey instruments for the following programming area(s):

• SNAP-Ed

Survey instrument \*

Select an evaluation survey instrument to add to this program.

Type \*

Date delivered \*

Select the date that you administered this survey instrument.

Name \*

Save Cancel

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

<p><b>Survey Instrument</b></p> <p>Survey instrument *</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>FY18_FBC-Post_NEW</p> <p>FY18_PSSC</p> <p>FY18_PSSC-Post_NEW</p> <p>Select an evaluation survey instrument to add to this program.</p>	<ul style="list-style-type: none"> <li>• <b>Survey Instrument:</b> 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.             <ul style="list-style-type: none"> <li>○ <b>*Note:</b> 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. <b><u>Be sure to only attach the versions with FY18 and NEW in the name.</u></b></li> </ul> </li> </ul>
<p><b>Type</b></p> <p>Type *</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>Pre-Survey Instrument</p> <p>Post-Survey Instrument</p> <p>Follow-Up Survey Instrument</p> <p>Retrospective Survey Instrument</p> <p>Type *</p> <p>Post-Survey Instrument</p>	<ul style="list-style-type: none"> <li>• <b>Type:</b> Next, you will select the appropriate instrument type for the survey you are attaching. You will choose:             <ul style="list-style-type: none"> <li>○ <u>pre-survey instrument</u> for the adult demo card or the FBC/PSSC pre-surveys and</li> <li>○ <u>post-survey instrument</u> for the FBC/PSSC post-surveys.</li> </ul> </li> <li>• In this example, I chose “Post-Survey Instrument” as the <b>Type</b> for the FBC post-survey.</li> </ul>
<p><b>Date Delivered</b></p> <p>Date delivered *</p> <p>02/19/2018</p> <p>Select the date that you administered this survey instrument.</p>	<ul style="list-style-type: none"> <li>• <b>Date Delivered:</b> Then, you will estimate the date the survey was administered.</li> </ul>

**Name** Name \*

Save Cancel

- **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.

The instrument "FY18\_FBC-Post\_NEW" was added successfully.

### Attach Survey Instruments

Name	Records	Aggregated	Type	Date Delivered	Actions
FY18_FBC-Post_NEW	0	<input checked="" type="checkbox"/>	Post-Survey Instrument	Feb. 19, 2018	<span>📄</span> <span>🔗</span> <span>✕</span>

- 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

**Attach Survey Instruments**

Name	Records	Aggregated	Type	Date Delivered	Actions
FY18_FBC-Post_NEW	0	<input checked="" type="checkbox"/>	Post-Survey Instrument	Feb. 19, 2018	<span>📄</span> <span>🔗</span> <span>✕</span>
FY18_FBC-Pre_NEW	0	<input checked="" type="checkbox"/>	Pre-Survey Instrument	Nov. 10, 2017	<span>📄</span> <span>🔗</span> <span>✕</span>

Attach Survey Instrument

or

Continue to [Mark as Complete](#)

- 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.

### Attach Survey Instruments

Name	Records	Aggregated	Type	Date Delivered	Actions
FY18_FBC-Post_NEW	0	<input type="checkbox"/>	Post-Survey Instrument	Feb. 19, 2018	<input type="button" value="Enter Response Data"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

ed

- 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.

### Add Response (FY18\_FBC-Post\_NEW)

Survey Template: Food Behavior Checklist - Exit

Date:

ID#:

Food Behavior Checklist These questions are about the ways you plan and fix food. Think Choose one answer for each question.

1. Do you eat fruits or vegetables as snacks?  
 no  
 yes, sometimes  
 yes, often  
 yes, everyday

2. Do you drink fruit drinks, sport drinks or punch?  
 no  
 yes, sometimes  
 yes, often  
 yes, everyday

3. Did you have citrus fruit or citrus juice during the past week?  
 Yes  
 No

15. Do you run out of food before the end of the month?  
 no  
 yes, sometimes  
 yes, often  
 yes, always

16. How would you rate your eating habits?  
 1 poor  
 2  
 3  
 4 fair  
 5  
 6  
 7 good  
 8  
 9  
 10 excellent

- 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, ONLY enter the matched pre and post survey data that you collected into PEARS.**
  - \*Note:** None of the questions are required in PEARS, so please use care to enter accurate and complete data.
- If you collected demographic half sheets 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)

Track / Program Activities / AE-Series-Grp1-am / Update Program Activity Demographics

### Update Program Activity Demographics

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

**Auto Calculate**

Progress: 80%

- ✓ Program Activity Information
- ✓ SNAP-Ed Custom Data
- ✓ **Demographics**
- ✓ Attach Survey Instruments
- ✓ Mark as Complete

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

Total \*

- 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.

UNIVERSITY OF CALIFORNIA  
cal fresh Nutrition Education  
FFY 2018  
Adult Demographic Form

1) AGE  0 - 4  5 - 17  18-59 years  60+ years

2) SEX  Female  Male

3) ETHNICITY  Hispanic Latino  NOT Hispanic Latino

4) RACE *Choose all that apply*  
 Am. Indian/ Alaskan Native  Asian  
 Black/African American  Native Hawaiian/ Pac. Islander  
 White

UNIVERSITY OF CALIFORNIA  
cal fresh Nutrition Education  
FFY 2018  
Forma Demográfica de Adulto

1) ¿Cuál es su grupo de edad?  0 - 4 años  5 - 17 años  18 - 59 años  60 o más años

2) ¿Cuál es su sexo?  Femenino  Masculino

3) ¿Cuál es su origen étnico?  Hispano/a o Latino/a  No Hispano/a o Latino/a

4) ¿Cuál es su raza? (Marque todo con el que se identifique)  
 Negro/a o Afroamericano/a  Asiático/a  
 Indio Americano/a o Nativo/a de Alaska  Blanco/a  
 Nativo/a de Hawái o de las islas del Pacífico

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

If you are collecting:

- Adult Demographic Half Sheets **ONLY**

Then, you will add and attach the:

- Adult Demographic Card

UNIVERSITY OF CALIFORNIA  
cal fresh Nutrition Education  
FFY 2018  
Adult Demographic Form

UNIVERSITY OF CALIFORNIA  
cal fresh Nutrition Education  
FFY 2018  
Food Behavior Checklist

UNIVERSITY OF CALIFORNIA  
cal fresh Nutrition Education  
FFY 2018  
Lista de hábitos alimenticios

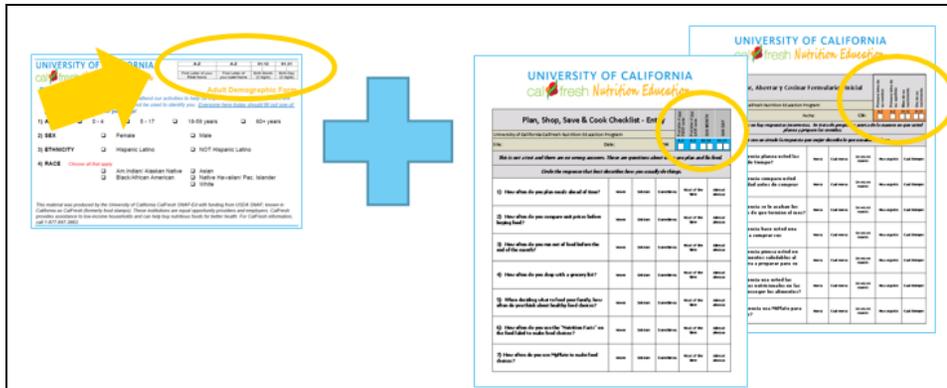
If you are collecting:

- Adult Demographic Half Sheets **AND**
- Food Behavior Checklists (FBC)

Then, you will add and attach the:

- Food Behavior Checklist - Entry (w/Demographics) **AND**
- 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.



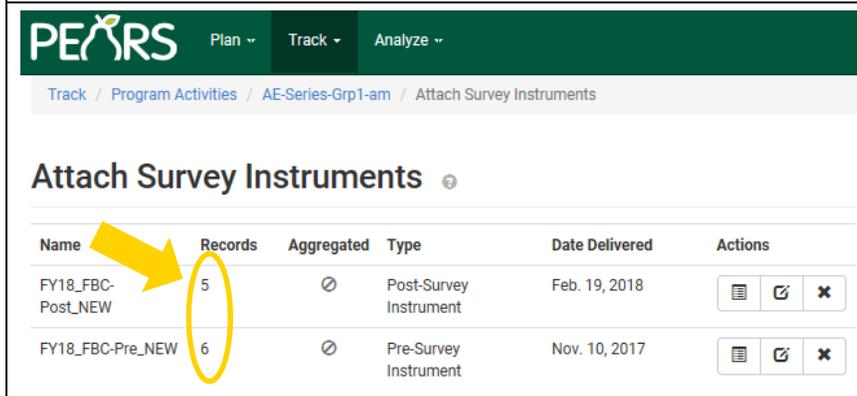
If you are collecting:

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

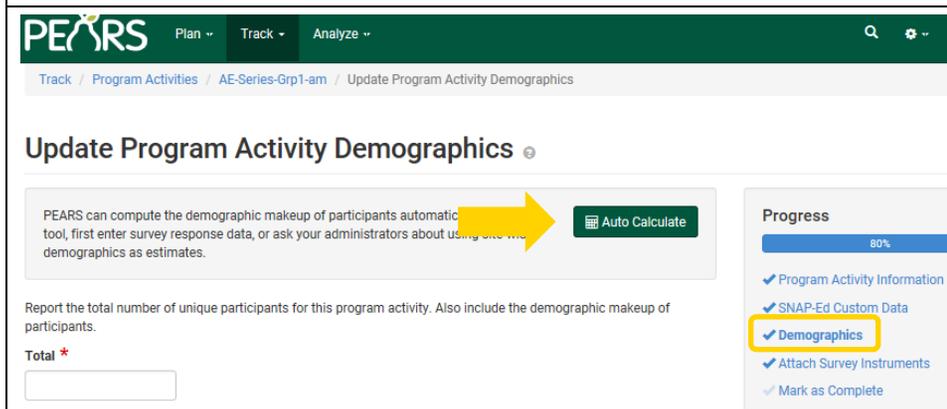
Then, you will add and attach:

- 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 adult class participants.**

**\*Note:** For adult classes in other settings, **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 AND Demographic Half Sheets
  - **FY18\_PSSC-Pre\_NEW**
    - PSSCs AND Demographic Half Sheet
- **Last, click on the green **[Yes]** button to auto calculate the demographics for your class participants.**

**Total \***

**Method used to determine demographic makeup of participants \***

**Source of Data \***

**Age & Sex \***

	Female	Male	Unknown
Less than 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 – 17 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18 – 59 years	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
60 years or older	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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.*

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**Age & Sex \***

	Female	Male	Unknown
Less than 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 – 17 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18 – 59 years	<input type="text" value="4"/>	<input type="text" value="0"/>	<input style="border: 2px solid yellow;" type="text" value="2"/>
60 years or older	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- 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.