

Purpose of Tip Sheet and PEARS Sign-in

This document will take you step-by-step through the process for attaching surveys, entering matched pre/post survey data, using the auto calculate function to generate demographics for your class participants (optional approach), and using the survey link in PEARS to distribute and collect pre/post surveys.

To start, you will sign into PEARS here: <https://pears.oeie.org/accounts/signin/>

CFHL, UC Surveys in PEARS

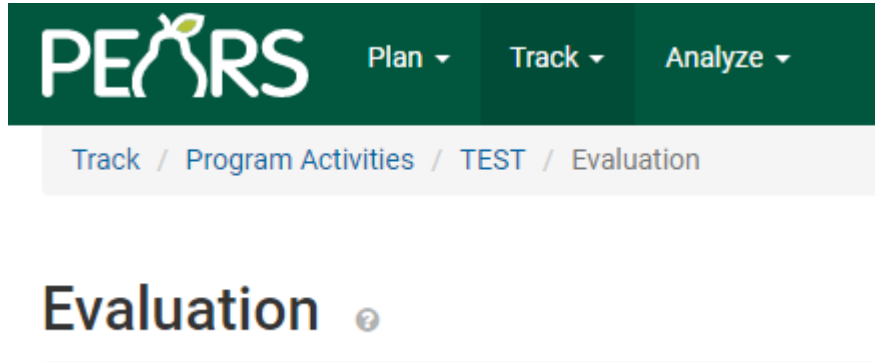
If you are collecting the following pre/post surveys, you will enter the data into PEARS:

- Food Behavior Checklist (FBC)
- Plan, Shop, Save & Cook (PSSC)
- Healthy, Happy Families (HHF)
- Adult Physical Activity Survey (APAS)
- Eating and Activity Tool for Students (EATS)

If desired, there is also the option to enter

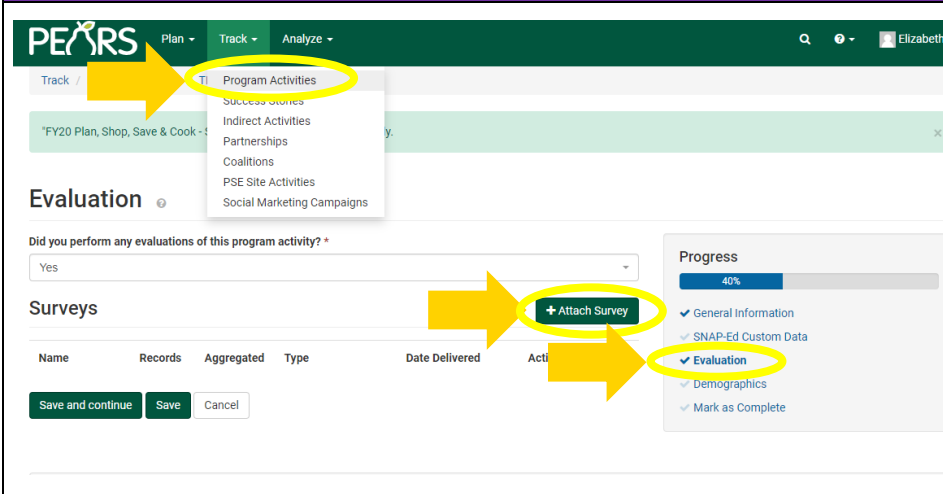
- Adult Demographic Cards
 - Enter each adult demographic card into PEARS and auto calculate the demographics (**OPTIONAL**)
- Alternatively, demographics can be tallied and entered by hand for your Program Activity

Two Steps for Direct Education Surveys in PEARS



- **There are two steps you will follow to enable you to enter direct education survey data into PEARS:**
 1. First, you will attach the pre and post survey administered during your program activities through the Evaluation reporting page in Program Activities.
 2. After you complete your classes, you will enter the MATCHED pre and post survey data that you collected.

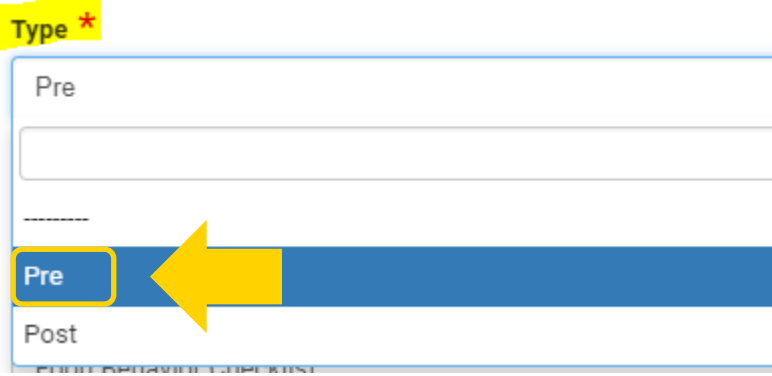
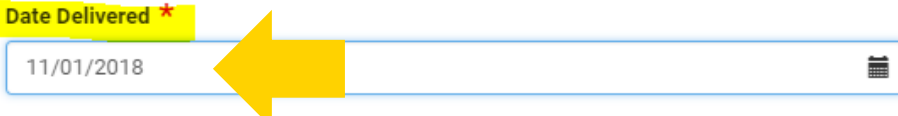

STEP 1: Attaching Pre/Post Surveys to Program Activities



- To attach a survey to your adult program activities, you will go directly 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 **Evaluation** (please note that this used to be called “Attach Surveys”) under the **Progress** bar on the right side of the page.
- From the **Evaluation** page, you will click on the green **[Attach Survey]** 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.

<p>Add Program Survey ✕</p> <hr/> <p>Survey *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p>----- ▾</p> </div> <p>Select an evaluation survey to add to this program.</p> <p>Type *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p>----- ▾</p> </div> <p>Date Delivered *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p>mm/dd/yyyy 📅</p> </div> <p>Name *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; height: 20px;"></div>	<ul style="list-style-type: none"> • Next, you will select a survey to attach. • Then, complete the required fields for the survey which include: <ul style="list-style-type: none"> ○ selecting the survey and type, ○ estimating the date delivered, and ○ saving the default survey name. <p>*Note: If you are administering a pre/post survey, you will need to attach the survey TWICE:</p> <ul style="list-style-type: none"> • Once as a <u>Pre</u> survey and • Once as a <u>Post</u> survey.
<p>Survey</p> <p>Survey *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p>Food Behavior Checklist</p> <hr/> <p>-----</p> <div style="background-color: #0070C0; color: white; padding: 5px; display: flex; align-items: center;"> Food Behavior Checklist ← </div> <p>Adult Physical Activity Survey</p> <p>Healthy, Happy Families</p> <p>Adult Demographic Card</p> </div> <p>Name *</p>	<ul style="list-style-type: none"> • Survey: Thinking about the adult program activity you delivered and the survey you administered, select the survey you want to attach from the drop down list of surveys available. • In this example, I chose the Food Behavior Checklist (FBC).

<p>Type</p> <p>Type *</p> 	<ul style="list-style-type: none"> • Type: Next, you will select the appropriate Type for the survey you are attaching. • You will choose: <ul style="list-style-type: none"> ○ Pre for all pre-surveys and the adult demo card and ○ Post for all post-surveys. • In this example, I chose 'Pre' as the Type for the Food Behavior Checklist 'Entry' or pre-survey.
<p>Date Delivered</p> <p>Date Delivered *</p> 	<ul style="list-style-type: none"> • Date Delivered: Then, you will enter the date the survey was administered.
<p>Name</p> <p>Name *</p> 	<ul style="list-style-type: none"> • Name: Last, the survey name will automatically populate. So, you can just click the green [Save] button at the bottom of the page.

Track / Program Activities / TEST / Evaluation

'FY20 Food Behavior Checklist' was added successfully.

Evaluation

Did you perform any evaluations of this program activity? *

Yes

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
FY20 Food Behavior Checklist	0	⊙	Pre	Nov 01, 2019	[Icons]

Save and continue Save Cancel

- PEARS will then provide a message confirming that the survey was added successfully and you will see it listed in a table on the **Evaluation** page.

***Note:** If you are administering a pre/post survey, you will need to attach the survey **TWICE**:

- Once as a **Pre** survey and
- Once as a **Post** survey.

Evaluation

Did you perform any evaluations of this program activity? *

Yes

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
FY20 Food Behavior Checklist	0	⊙	Pre	Nov 01, 2019	[Icons]
FY20 Food Behavior Checklist	0	⊙	Post	Nov 02, 2019	[Icons]

Save and continue Save Cancel

- Next Step:** If you are using a pre/post survey, you will follow **STEP 1** again to attach the **Post** survey.
- In this example, I completed **STEP 1** twice to attach both the Food Behavior Checklist **Pre** and **Post** survey.

STEP 2: Entering Survey Data for Program Activities

- Similar to data entry in the ANR portal, **please wait until after you complete your classes, match the pre/post surveys using the ID#, and then ONLY enter the MATCHED pre and post surveys.**
 - Select the Program Activity and navigate to the **Evaluation** page, you will see a table listing the survey(s) you attached for this program activity.
- *Note:** You should see **BOTH a Pre and Post survey** attached and listed in the table. If not, follow **STEP 1** to add the missing survey.

- To enter survey data for the program activity, you will select the pre or post survey 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 (Food Behavior Checklist) Save Save and Add New Response

Date:

ID#: *

Adult Demographic Card – ONLY ENTER ON PRE SURVEY
 SKIP FOR POST SURVEY

Age:

Sex:

Ethnicity:

14. Do you use this label when food shopping?

15. Do you run out of food before the end of the month?

16. How would you rate your eating habits?

Save Save and Add New Response Delete Go Back to Attach Surveys

- Next, the PEARS survey you selected will appear and you can begin adding survey responses.
- Again, you will only enter the **MATCHED** pre and post survey data that you collected.

CAUTION: Make sure to **enter ID#s consistently**, so we can match and analyze your surveys.

- If you collected demographic cards with your matched pre/post surveys (stapled together or matched using ID#), please enter the demographic data into the pre-survey. You can skip these questions in the post survey.
- Once you have entered data for all of the survey questions, click the green **[Save and Add New Response]** button and a new survey will immediately pop-up, so you can continue to add your remaining surveys.
- When you have entered all of your surveys, click the green **[Save]** button.

Note: You will follow this same process to enter all of your **Pre** and **Post** surveys for the program activity selected.

Name	Records	Aggregated	Type	Date Delivered
Food Behavior Checklist	5	⊘	Pre	Nov. 1, 2018
Food Behavior Checklist	5	⊘	Post	Nov. 29, 2018

- Please only enter **MATCHED** pre/post surveys.
 - You can confirm that you entered the same number of matched surveys in the **Attach Surveys** table under **Records**.
- In this example, I entered 5 matched FBC surveys, so you can see **5 Pre surveys** and **5 Post surveys**.

Note: If you plan to use the auto-calculate function to generate your class demographics and therefore enter adult demographic cards into the pre-survey portal w/o matched pre/post survey data, your # of pre-surveys displayed in this table will be greater than your # of post-surveys.

Adult Demographic Cards: Using Auto Calculate (OPTIONAL)

Track / Program Activities / TEST / Program Activity Demographics

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically, first enter survey response data, or ask your administrators about demographics as estimates.

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

Total *

0

Progress: 40%

- General Information
- SNAP-Ed Custom Data
- Evaluation
- Demographics**
- Mark as Complete

- If your team decides to enter the Adult Demographic Cards 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**.

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calfresh Nutrition Education
FFY 2018 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. Everyone here today should fill out one of these forms. Thank you for your help!

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
calfresh Nutrition Education
FFY 2018 Forma Demográfica de Adulto

No queremos saber acerca de las personas que asisten nuestras actividades para ayudarnos a mejorar nuestros servicios. Sus respuestas se combinan con las de los demás y no se pueden usar para identificarlo personalmente. Cada persona presente hoy debe llenar este formulario. Muchas gracias por su ayuda.

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 select the appropriate survey to attach (STEP 1) for your program activity.

If you are **only** collecting:

- Adult Demographic Cards (see example)

Then, you will attach the:

- Adult Demographic Card

UNIVERSITY OF CALIFORNIA
FFY 2018 Adult Demographic Form

UNIVERSITY OF CALIFORNIA
calfresh Nutrition Education
Lista de hábitos alimenticios

UNIVERSITY OF CALIFORNIA
FFY 2018 Food Behavior Checklist

If you are collecting:

- Adult Demographic Cards **AND**
- Pre/Post Surveys (see example)

Then, you will attach the relevant pre/post survey:

- Once as a Pre **AND**
- Once as a Post

***Note:** Use the ID# to match surveys. Enter demographic cards into the pre-survey. Some participants won't have matched pre/post surveys, so you will only enter their demographic cards into the pre-survey.

***Note:** ID# is required on all pre/post surveys. When **only entering demographics** into the pre-survey, enter **'DemoOnly'** as the ID#.

Name	Records	Aggregated	Type	Date Delivered
Food Behavior Checklist	5	<input type="radio"/>	Pre	Nov. 1, 2018
Food Behavior Checklist	5	<input type="radio"/>	Post	Nov. 29, 2018

- After you attach the appropriate survey in PEARS, you will follow **STEP 2** (outlined above) to enter your survey data.

***Note:** If you plan to use the auto-calculate function to generate your class demographics and therefore enter adult demographic cards into the pre-survey portal w/o matched pre/post survey data, your **# of pre-surveys** displayed in this table will be **greater than your # of post-surveys**.

Track / Program Activities / TEST / Program Activity Demographics

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically, first enter survey response data, or ask your administrators about demographics as estimates.

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

Total *

Progress: 40%

- General Information
- SNAP-Ed Custom Data
- Evaluation
- Demographics**

- 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.

Auto Calculate

How would you like to compute demographic totals?

- Site-wide demographics for Adelanto Elementary
- Survey responses attached to this program

- 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**.

Auto Calculate Using Survey Responses

This method computes participant demographics based on survey response data. Please select the survey you wish to use for this calculation.

Select ...

Select ...

Food Behavior Checklist (Pre)

Food Behavior Checklist (Post)

Food Behavior Checklist (Pre)

This will replace existing demographic values. Are you sure?

Yes No

- 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.
- Select the **Pre** survey for the surveys you collected.
 - In this example, the **Pre** survey is the 'Food Behavior Checklist (Pre)'.
- 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

- 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.

Using Survey Links to Collect Adult Demographic Cards and Pre/Post Surveys in PEARS

The collage shows various survey forms used in PEARS. Key elements include:

- Adult Demographic Card:** A form for collecting basic demographic information like age, sex, and race.
- Forma Demográfica de Adulto:** The Spanish version of the demographic card.
- Plan, Shop, Save & Cook Checklist - Entry:** A checklist for tracking food planning and shopping behaviors.
- Planear, Comprar, Ahorrar y Cocinar Formulario - Inicial:** The Spanish version of the food planning checklist.

- For web-based nutrition education classes, you can provide adult participants with a link to complete some PEARS survey(s) online.
- The PEARS surveys currently available for online data collection include:
 - Demographic Cards,
 - Intent to Change Surveys (ITCs), and
 - Plan, Shop, Save & Cook (PSSC).

***Note:** These PEARS surveys are currently only available for online data collection in **English and Spanish**.

***Note:** All PEARS surveys collect the adult demographics necessary for reporting direct education. However, **Spanish-language surveys cannot be used to auto-generate adult participants' demographics for Program Activities**. Class demographics from participants using Spanish-language surveys need to be **hand tallied** and entered into the **Demographics reporting page** of the Program Activity.

The screenshot shows the PEARs system interface. The 'Track' menu is open, highlighting 'Program Activities'. Below, the 'Evaluation' section has a dropdown menu set to 'Yes'. The 'Surveys' table is visible with a '+ Attach Survey' button. A progress bar shows 40% completion. A sidebar on the right lists evaluation categories: General Information, SNAP-Ed Custom Data, Evaluation, Demographics, and Mark as Complete. Yellow arrows point to the 'Track' menu, the 'Attach Survey' button, and the 'Evaluation' category in the sidebar.

- Create a Program Activity for the online nutrition education session/series being delivered.
- Attach the survey(s) you plan to administer online during your class through the **Evaluation** reporting page in your Program Activity.

- **Select a survey** from the drop down list to attach.
- Then, **complete the required fields** which include:
 - selecting the survey and type,
 - estimating the date delivered, and
 - saving the default survey name.


***Note:** If you are administering a pre/post survey, you will need to **attach the survey TWICE**:





- **Once** as a **Pre** survey and
- **Once** as a **Post** survey.

***Note:** For more detailed step-by-step instructions, see the **PEARS Surveys Tip Sheet – STEP 1: Attaching Pre/Post Surveys to Program Activities** (pages 2-5).

This screenshot shows a closer view of the 'Surveys' table. The first row contains a survey named 'FY20 Food Behavior Checklist' with 0 records, aggregated, of type 'Pre', delivered on 'Nov. 1, 2019'. A yellow box highlights the chain link icon in the 'Actions' column. A callout box with a black background and white text says 'Get a public link to have participants fill out the survey online'. Below the callout, a yellow box highlights the chain link icon in a separate window.









- After attaching the survey(s) you plan to administer, find the survey you want to collect online in the **Surveys** table and click on the chain link icon (🔗) under **Actions**.
- This button (🔗) will provide you with a public link to have participants fill out the survey online. (see example)

- Once you click on the link icon () , a pop-up box will appear with the survey link and a QR code.
- Please use the **survey link** which can easily be shared with participants during web-based nutrition education classes.
- To distribute your survey link to participants, simply **copy and paste** the link.

Surveys						+ Attach Survey
Name	Records	Aggregated	Type	Date Delivered	Actions	
Adult Demographic Card	0		Pre	Aug 18, 2020	 	

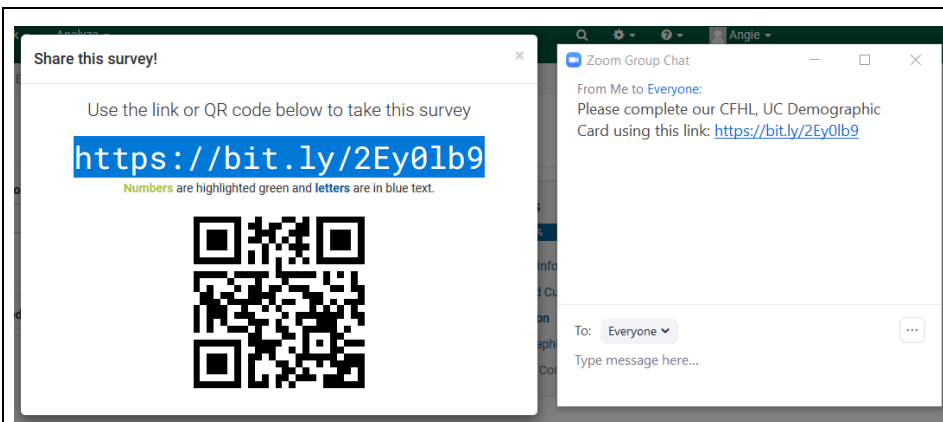
- You will have to **generate a link for each survey** that you plan to collect (see examples)
 - Adult Demographic Card (English) = 1 survey link
 - PSSC Pre/Post Survey (English) = 2 survey links
 - Includes adult demographics which only need to be completed in the pre-survey.

***Note:** Participants need to complete their pre and post surveys in the same language (English pre/post or Spanish pre/post), so the surveys can be matched.

Surveys						+ Attach Survey
Name	Records	Aggregated	Type	Date Delivered	Actions	
FY20 Plan, Shop, Save & Cook	0		Pre	Aug. 3, 2020	 	
FY20 Plan, Shop, Save & Cook	0		Post	Aug. 24, 2020	 	

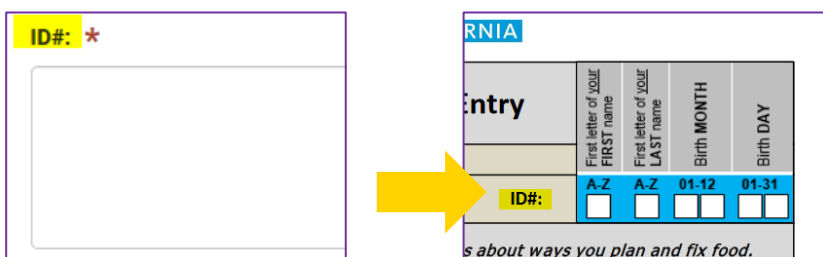
***Note:** If you have a class with English- and Spanish-speaking participants, you will need to attach and provide links to both the English and Spanish versions of the surveys in PEARS.

- Adult Demographic Card (English/Spanish) = 2 survey links
- PSSC Pre/Post Survey (English/Spanish) = 4 survey links



- We recommend **distributing the survey link(s) through the Zoom chat function** and asking participants to **complete the survey during the webinar** – similar to the administration practices used with face-to-face program delivery (see example).
- That way, you can:
 - answer any questions that participants may have while completing the survey and
 - help ensure that you get a better response rate.

***UCCE Tip:** One county program that uses the participant link approach suggested “first time users” arrange a “mock” Zoom class with staff members and conduct a practice run. This helps you practice and fine tune the new approach with live participants.



How to Complete the ID Code on Evaluation Tools

First Step...

First letter of your FIRST name	First letter of your LAST name	Birth MONTH	Birth DAY
A-Z	A-Z	01-12	01-31

Primera letra de su nombre	Primera letra de su apellido	Mes de su nacimiento	Día de su nacimiento
A-Z	A-Z	01-12	01-31

- Participants will begin filling in their ID box by starting from furthest left
- In the first box of either the English or Spanish version, input the **first letter** of participant's **FIRST** name

- For example: Maria Rodriguez

- **For the PSSC pre/post survey collected online, participants are required to create and enter their own unique ID# in PEARS.**
- To assist you in helping participants create and enter their **ID#** in the online survey, you can use your shared screen in Zoom to:
 - **display the ID code section** of the PSSC pre/post survey and walk through the steps to create the participant ID# together or
 - **display step-by-step ID code instructions** using either the Poster or PowerPoint Slides format.

***Note:** You can ask participants to use the Zoom chat function to chat in their ID#s, so you can double check that they have created an accurate six-digit ID#. **Remember that the pre and post survey ID#s need to be exactly the same, so the State Office can match the pre and post surveys for data analysis.**