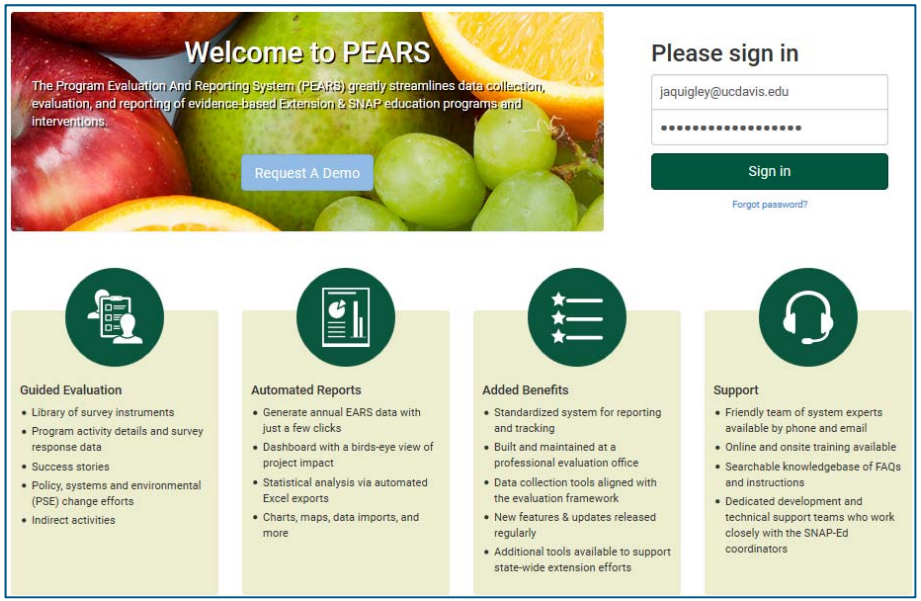
UNIVERSITY OF CALIFORNIA
calfresh Nutrition Education

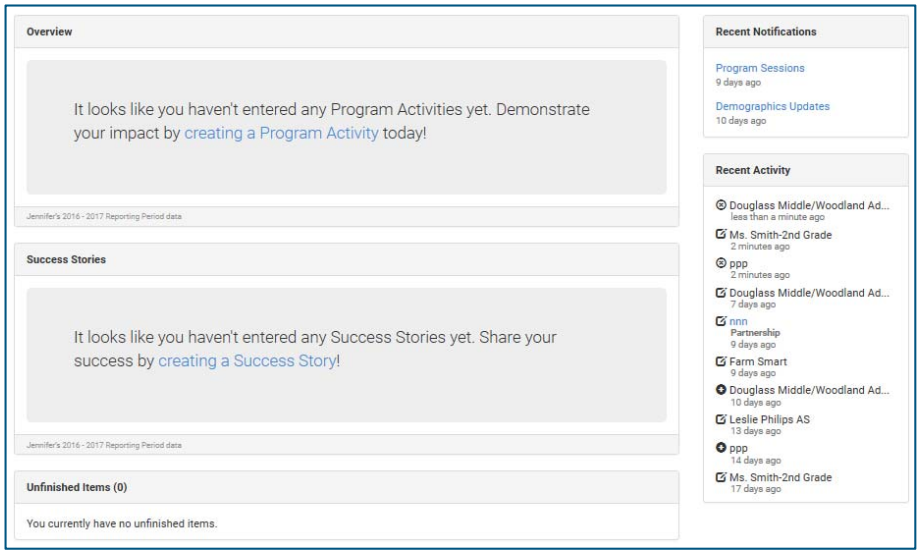
Program Activity Tip Sheet

- *This document has been updated 03.08.18 – all revisions are captured in red font with yellow highlighting.*



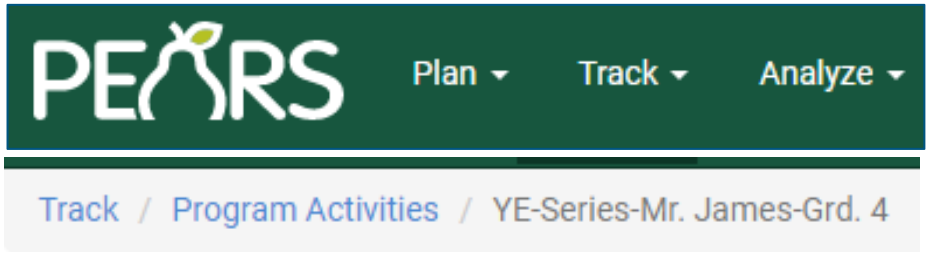
- PEARS Link to log into system: https://pears.oeie.org/accounts/signin/
- *You should have received a Welcome Email from PEARS asking you to sign in and create a password, this portal is only open for 72 hours, if you do not go into the system and get your username and password set up the portal will close and you will need to click on forgotten password to have another email sent to you.*
- *If the system says there that no profile exists, you will need to contact the State Office to be added to the system please email:*

  Jennifer Quigley jaquigley@ucdavis.edu
  Barbara MkNelly bmknelly@ucdvis.edu
  or Angie Keihner akeihner@ucdavis.edu



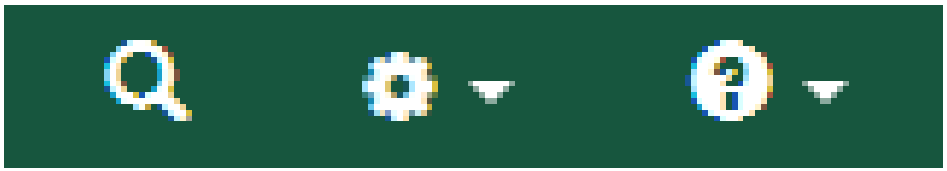
- *The opening Dashboard will be empty until you begin adding data to the system and will look something like this.*
  - Items that can be seen on the dashboard:
    - Recent Activity
    - Program Activities status
    - Unfinished entries
    - Notifications from the PEARS staff
    - More…

PEARS Menu

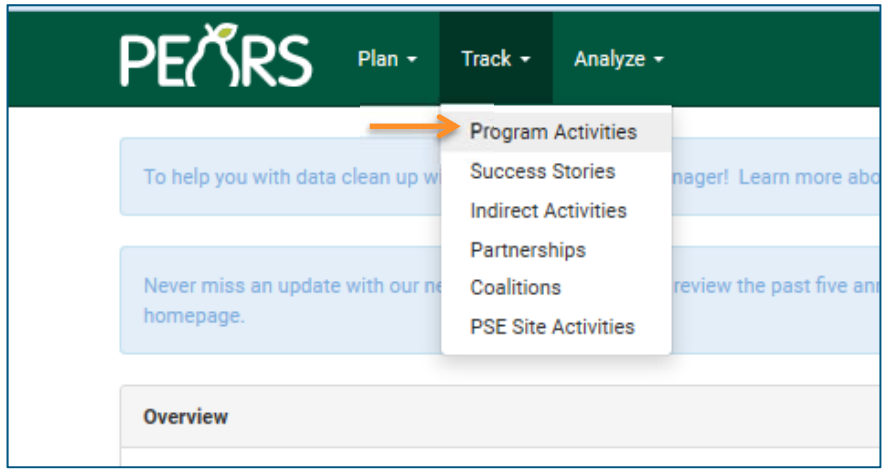


Breadcrumbs can be used to return to a previous page

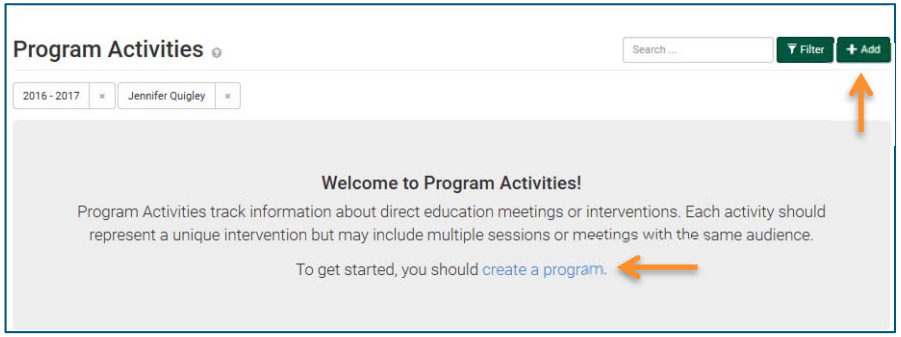
- "**Plan**" is where you will create your survey instruments. OR Evaluation Tools
  - For FFY18 there are only two evaluation tools available to UC CalFresh users
- "**Track**" is for recording the impact of your work. Here you can enter your program activities, success stories, indirect activities, PSE site activities, and partnerships.
- "**Analyze**" is where you will be able to see an overview of the information that has been entered into the system. From there you can begin interpreting and evaluating the data. This includes **reports** for the unit snapshot, EARS data, and duplicate contacts. You will also find **exports** for program activities, success stories, indirect activities, and templates here.



- Use the search funstion to find Program Activities, Users or other data.
  - Use the filters funstion to narrow your search results.
- This is the "Support" tab. From here you can go to the main documentation page where you will find detailed explanations, tutorials, and FAQs for each PEARS section. There is also a list of resources for SNAP-Ed with links.



- To begin adding a Program Activity (Direct Education) use the menu bar along the top and Click on **TRACK** and a dropdown list will appear →Choose **PROGRAM ACTIVITIES**



- Your initial page will have no activities listed, so you will need to choose the **ADD** + Add button to add a new Program Activity to the list or *"Create a program"*
- The next page that will appear is the first page to enter data for a Program Activity

Add Program Activity Screen 1

Update Program Activity

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

Program activity name *
YE-Ms. Adams-GGG
This is a name you give the program activity for your reference.

Reporting period *
2017 - 2018

Site *
Alphabet Soup Childcare
Choose the site where this program was delivered. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). What are inactive sites?

Unit *
Yolo (County)
This is the unit where the program activity was delivered.

Delivery people
× Jennifer Quigley
These are the names of the users who delivered the program activity. If you helped deliver the program activity, remember to add yourself.

Volunteers
2
Number
1
Total hours
Youth Peer Volunteers Involved

Sessions
If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

Start Date *	Start Time	Length (min) *	# Participants	Using IM
12/18/2017	3:30 pm	30		
Start Date *	Start Time	Length (min) *	# Participants	Using IM
12/18/2017	3:30 pm	30		

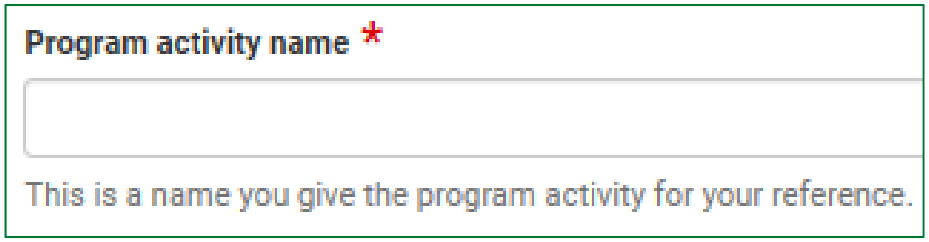
Comments
Optional. Use the field below for any additional comments about the Program Activity.
22 participants

Program Activity Information

Program Activities track information about direct education interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

Following are the fields to complete on the **Program Activity Information** page:

Program Activity Name



- This is the name you will give to your Program Activity that will be carried out throughout the fiscal year as you add more session dates and time.
- Ensure the Program Activity Name is one you can filter on and return to and add additional Sessions.

(See also Handout with Guidelines for Program Activity names)

Suggestions/Examples:

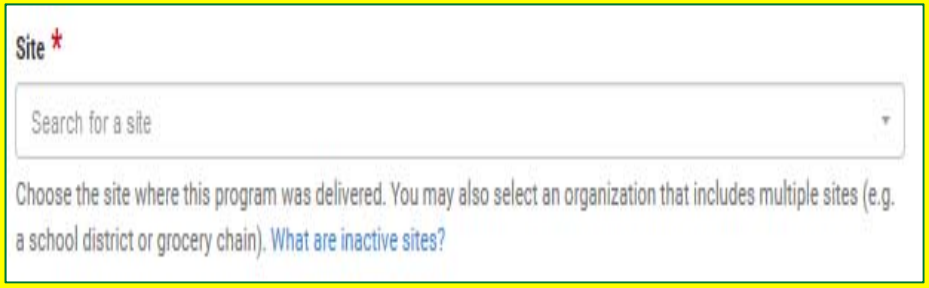
- YE-series Ms.Smith-4th Grd

[YE=Youth Education-Name of teacher-Grade]

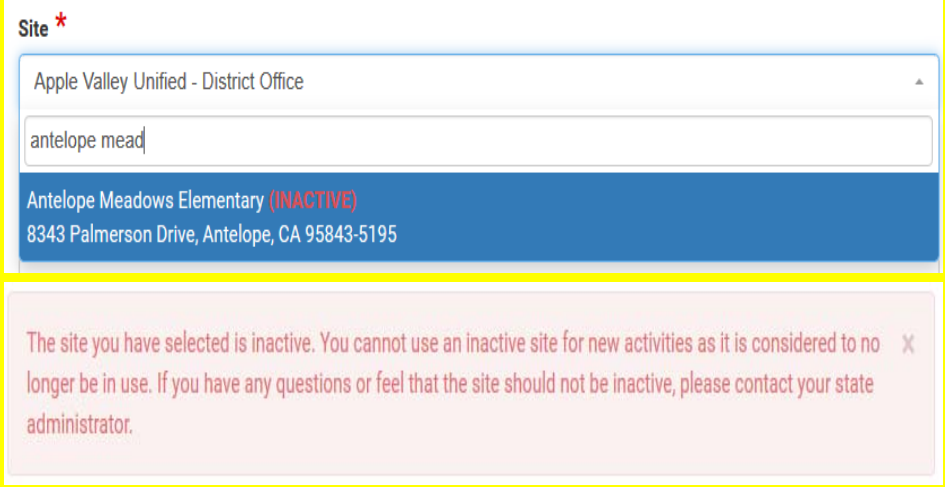
- AE-series PSSC-Gospel Mission

[AE=Adult Education-Name of series-site]

Site



- Chose the name of the site the Program Activity is being delivered in, please ensure that you have the **correct address** for the name of the site as some site names are the same or very similar.
- If the site you are looking for is not on the list, you may add the site following the Site Change Process described below:



- If the site is a new public school you may get this error message "INACTIVE"
  - The site you have selected is inactive. You cannot use an inactive site for new activities as it is considered to no longer be in use. If you have any questions or feel that the site should not be inactive, please contact your state administrator.

Inactive sites are sites that have been previously used but were marked by administrators as no longer open for use. This could include scenarios like:

- a school that has closed
- a business location that has moved.

If you believe a site was incorrectly marked as inactive you should contact your programming manager (who can be found in your organization's directory) to explain why you need to use the site and ask them to make it active once again.

- Please contact Jennifer Quigley jaquigley@ucdavis.edu to activate your site prior to entering data into PEARS

Adding sites to PEAR

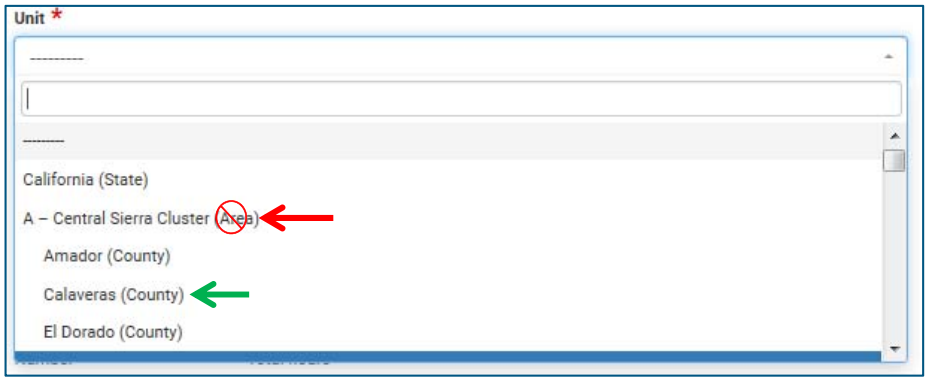
For site(s) using an approved Methodology only

This process is to be used only for Approved Methodology Sites—which include sites which qualify using either an "Approved Traditional Method" or "Approved Alternative Method" as defined on the FFY 2017 USDA/WRO Targeting Methodologies Summary Document. If the proposed site change qualifies a site using an "Approved Alternative Method", assurance must be given that appropriate documentation is available and on file to substantiate the Approved Alternative Method determined for the site.] For Alternative Methodology Sites, please see the SNAP-Ed FFY 2017–2019 Site Change Notification Process, Instructions for Alternative Methodology Sites and the SNAP-Ed Site Change Form B.

PLEASE NOTE: It is important that the site change process be followed in full, with all SIAs and LIAs within the county jurisdiction notified of the site change once agreement and consensus has been made between the LIAs, and once updates have occurred.

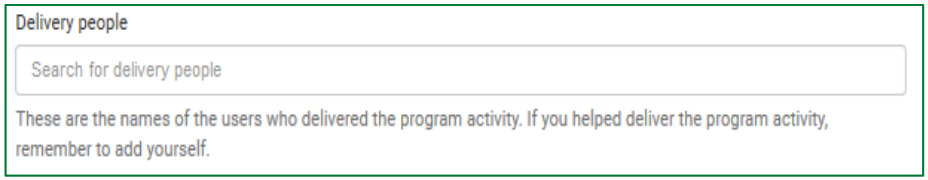
1. Once Consensus is obtained and the SharePoint Site List has been updated in accordance to Program Directive 17-01: FFY 2017–2019 Site Change Process Notification the LIA will submit a request to the appropriate SIA contact(s) to add the approved sites into the PEARS System.
   a. Organization name if applicable
   b. Site Name and Address
   c. Site Setting
2. The LIA PEARS User will enter in the new site using the Add Site + Add function.
3. SIA's will review the sites in PEARS and address duplication or incorrect information with the LIA.

Unit



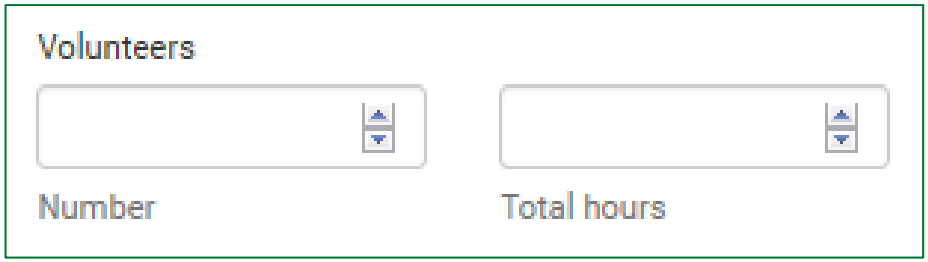
- This will be the county name, for clusters, please use the specific county name for the site the delivery occurred in.
- Do not use the cluster option if you are part of a UC CalFresh Program with multiple counties

Delivery People



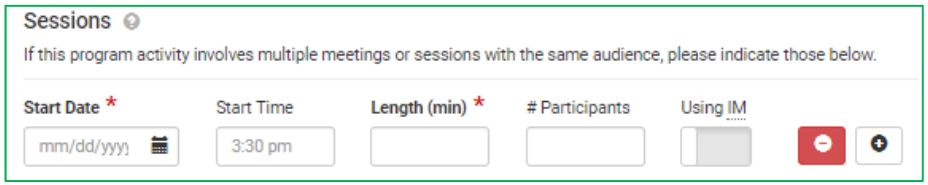
- This will be the name of the educator(s) working with the site on the Program Delivery, and or the person (educator) entering the data. (Note: Delivery People need to have a PEARS user account.)
  - *Make sure the data entry staff or supervisor and the educator working with the site are listed so both can make edits to the Program Activity if needed*

Volunteers



- Number
  - List the number of volunteers *[Teacher/Extender(s)]* involved in this Program Activity
- Hours
  - Enter the total number of hours for the reporting period the teacher/Extender(s) delivered the program activity.
    - *This number will increase over time as more sessions and volunteer time is accrued throughout the fiscal year*

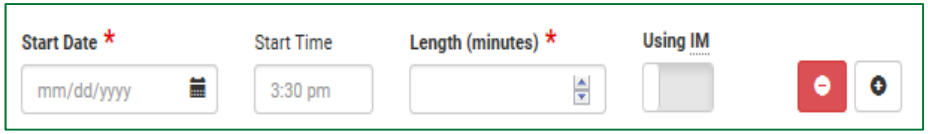
Sessions



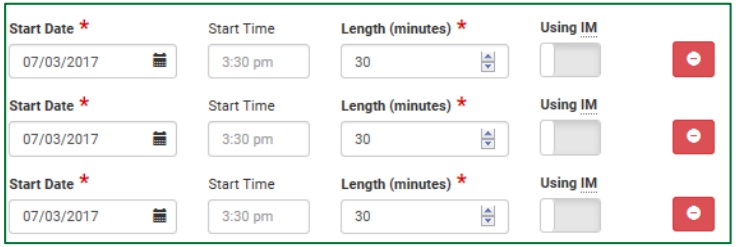
- These are the number of times the teacher/extender(s) have taught DE in a month/quarter
- This can also be a sessions that an educator teaches to the same audience or classroom, there would not be a separate program activity report created for the UCCE Educator if the teacher or extender is working collaboratively to deliver the lessons with UCCE staff.

- *Leave the # of Participants blank here*

Start Date



- This can be the actual date if using the *Daily Tracking* NARF with Dates included **or** the first working day of each month for the *Monthly Estimates* NARF.

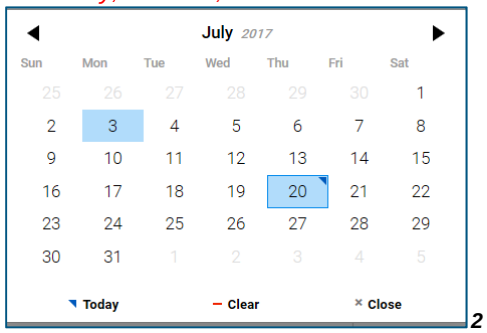


Monthly Estimate NARF

Month	Total Hours per Month	Total # of times per Month	Average mins/session
July-2018	1.50	3	30
August-2018	3.00	6	30
September-2018	2.00	3	40

- **For example** using the UC CalFresh monthly estimates **NARF** in July the extender taught 3 times for a total of one and a half hours. This averages out to 30 minutes per session.
  - The first workday was the 3rd so this date could be used for all July sessions entered for the month the extender taught lessons. *(3 each 30 minute lesson for July)*

Note: For extenders/volunteers, reporting the exact date sessions were delivered is not necessary; however, the date field does need to be completed.



2 PEARS Calendar

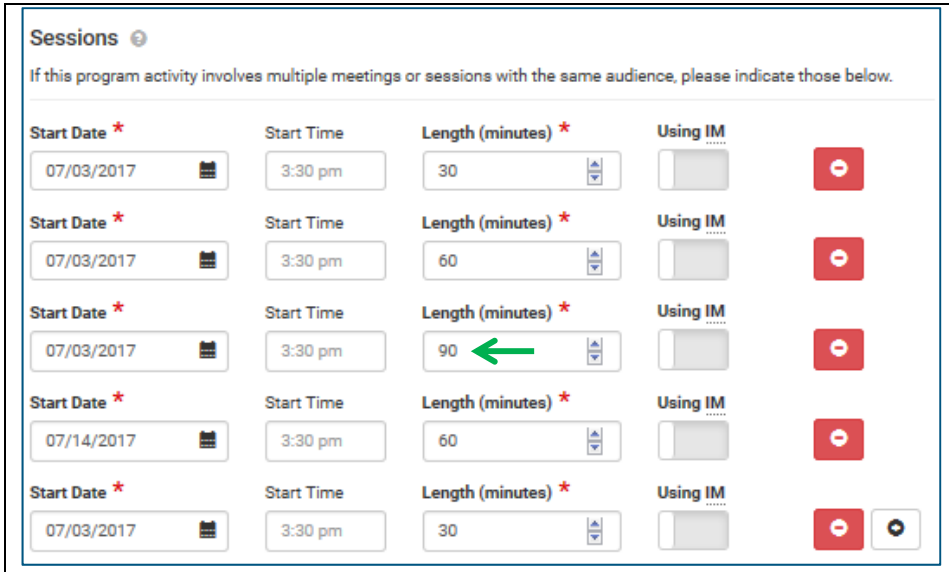


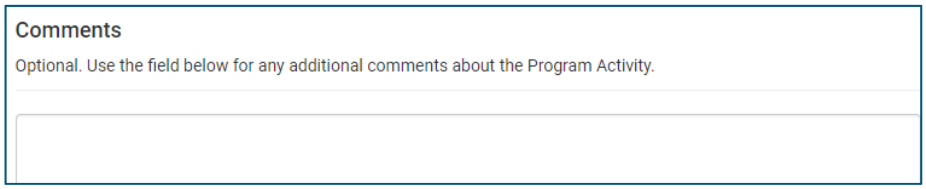
Figure 3 Example of finished sessions for the month of July

- If the UCCE Educator provides a support lesson or taste test lesson to the same participants, this would also be added; however, the educator would know the date of delivery and would add the session with the accurate date information and the accurate time in minutes the lesson was delivered rather than an average of all time in the month.
  - **Start Time**
    - This can be left at the default time of 3:30 pm
  - **Length (Minutes)**
    - Each lesson or session taught by the teacher/extender is listed out individually

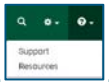
Hovering over the "**IM**" *will provide you with this definition*

- **Using Interactive Media (IM)**
  - If IM was used to deliver the Program Activity in place of a live educator move the slide to the right turning the button green
    - Interactive Media, The integration of text, audio, graphics, still images, and moving pictures into one computer-controlled, multimedia product that provides and individualized educational experience based on the participant's input.

Comments



- Use this section to clarify sessions, curricula, or any "Other" activities.
- **Saving your Program Activity**
  - Clicking Save and Continue will save the information and move to the next section "**SNAP-Ed Custom Data**"; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time.

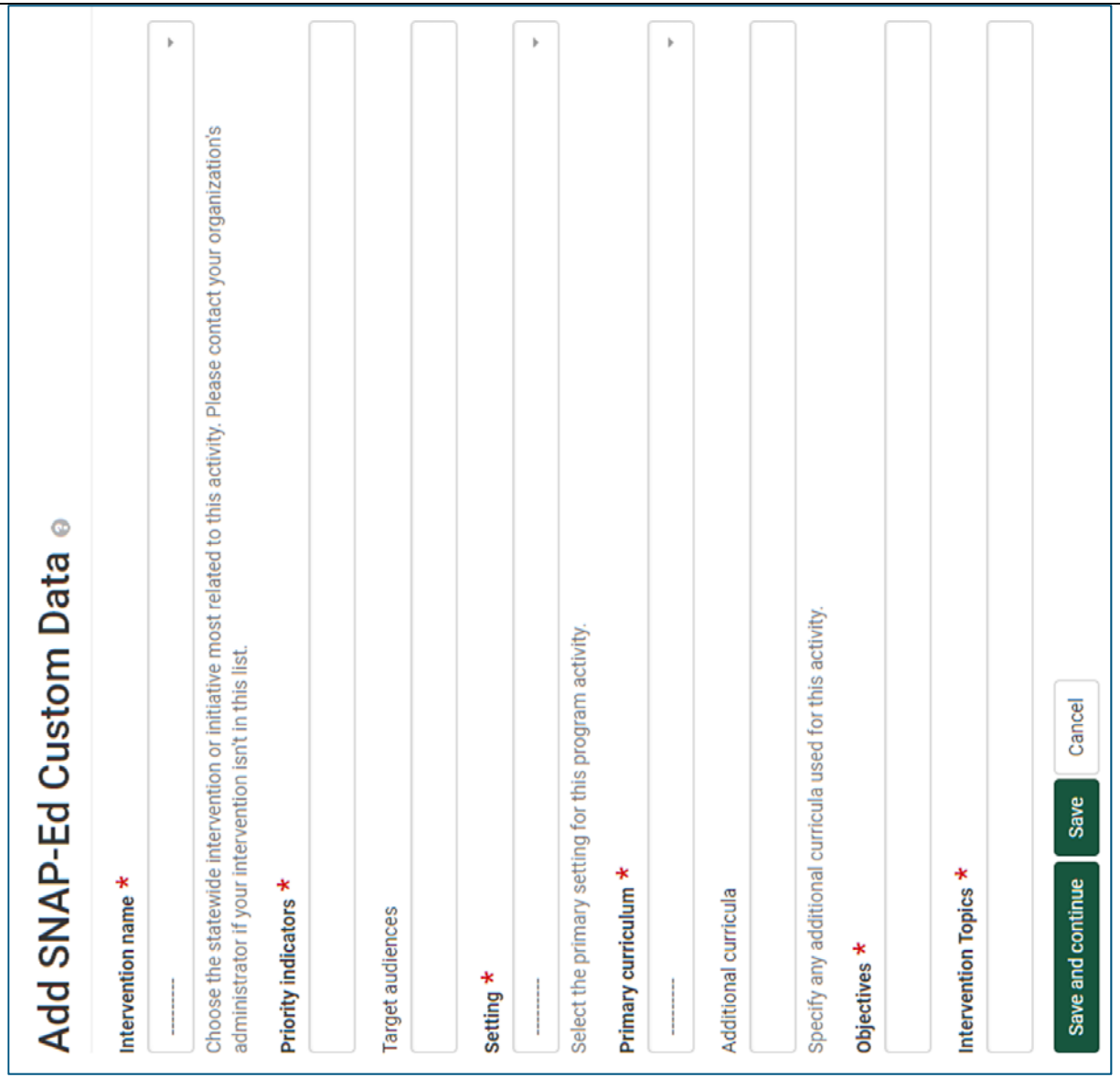
- There are 9 support Articles that can be reviewed on this section by clicking on the question mark on the green menu bar and choosing Support from the dropdown list . 

, these articles can also be accessed anytime there is a question mark icon with in a data entry page you are working.

- How to Add a Program Activity
- How to Add Custom Data
- How to Attach a Survey Instrument to a Program Activity
- How to Add Demographic Information to a Program activity
- How to Mark a Program Activity as Complete
- How to Delete a Program Activity
- How to Copy a Program Activity
- Program Activity Excel Report
- What are inactive sites?

SNAP-Ed Custom Data

In this section the following items will require completion:



Intervention Name

Intervention name *

Choose the statewide intervention or initiative most related to this activity. Please contact your organization's administrator if your intervention isn't in this list.

See gray box below for list

- For California, the Intervention Names are a condensed list of site settings based on the EARS site settings and 6 top level domains (Eat, Live, Lear, Play, Work, and Shop).
  - Please refer to the shaded box below for a listing of intervention names

- **Before/Afterschool Programs**
  (YMCA, Parks and Rec, Boys and Girls Clubs etc.)
- **Early Care and Education**
  (ECE sites, Head Starts, Pre-K sites etc.)
- **Faith Places of Worship**
  (Churches, etc.)
- **Farmers Markets**
- **Food Distribution**
  (FDPIR distribution sites, Food Pantries, Food Assistant sites, etc.)
- **Health Care Services**
  (Clinics, Hospitals, Family Resource Centers, etc.)
- **Mass Media**
  (this would be used in the case of a social marketing initiative)
- **Learning Sites (Other)**
  (Extension centers, Libraries, WIC Clinics, etc.)
- **Places People Play**
  (Parks, bicycle paths, Fairgrounds, etc.)
- **Places People Eat**
  (Summer meals, Restaurants, Soup Kitchens, etc.)
- **Residential sites**
  (Individual homes, rehab centers, group homes, etc.)
- **Schools**
- **Senior Services**
  (Congregate Meal sites, senior centers, etc.)
- **Stores**
  (Retail locations)
- **Worksite and related**
  (SNAP Offices, Military bases, Adult Education (TANF), etc.)
- **Other** *(please specify)*
  - *If "Other" is chosen a new field will open below for you to enter the "Other" Intervention Name.*

Priority Indicators

Priority indicators *

See gray box below for list

(See also Handout with suggested indicators for commonly used curricula.)

- These are based on the SNAP-Ed Framework and listed in a dropdown list, you may choose all that apply to your Program Activity or based on the curriculum used.
- For direct education, the individual-level indicators in bold in the drop down list below are the most relevant. These are organized by
  - **Short Term** (ST)
    - Goals and Intentions
  - **Medium Term** (MT)
    - Behavioral Changes
  - **Long Term** (LT)
    - Maintenance of Behavioral Changes

Priority Indicators: ▪ **MT1 Healthy Eating Behaviors** ▪ **MT2 Food Resource Management Behaviors** ▪ **MT3 Physical Activity & Reduced Sedentary Behavior** ▪ **MT5** Nutrition Supports ▪ **MT6** Physical Activity & Reduced Sendentary Behavior Supports ▪ **LT5** Nutrition Supports Implementation ▪ **LT6** Physical Activity Supports Implementation ▪ **LT7** Program Recognition	▪ **LT8** Media Coverage ▪ **LT10** Planned Sustainability ▪ **R2** Fruits and Vegetables ▪ **ST1 Healthy Eating** ▪ **ST2 Food Resource Management** ▪ **ST3 Physical Activity & Reduced Sedentary Behavior** ▪ **ST5** Readiness and Need ▪ **ST7** Organizational Partnerships ▪ **ST8** Multi-Sector Partnerships and Planning
Target audiences	• *Target Audience is optional and not a requirement for CA data entry*
Setting (site) Setting * --------- Select the primary setting for this program activity.	• These are based on the site list definitions of site setting and come from the EARS 2107-19 EARS Form. These are based on the 6 domains and the settings that fall under each domain.

EAT
- Congregate meal sites/senior nutrition centers
- Fast food chains
- Mobile vending/food trucks
- Restaurants
- Soup kitchens *(Listed as Cafeterias in PSE's only)*
- USDA Summer Meals sites*1*
- Other Places people eat outside the home

LEARN
- Before- and after-school programs
- Early care and education facilities
- Extension offices
- Family resource centers
- Libraries
- Mobile education sites
- Schools (K-12)
- Schools (colleges & universities)
- WIC clinics*2*
- Other Places people learn:

LIVE
- Community Organizations
- Emergency shelters and temporary housing sites
- Faith-based centers/places of worship
- Low Income Health Clinics *(Incl. Health care clinics and hospitals)*
- Indian reservations
- Public housing sites *(Includes Individual Homes)*
- Group living arrangements/residential treatment centers
- Other settings where people live or live nearby:

PLAY
- Bicycle and walking paths
- Community centers *(Incl. Rec. Centers)*
- Fairgrounds *(State/County)*
- Gardens
- Parks and open spaces
- Youth Organizations *(Boys and Girls Clubs, YMCA, etc.)*
- Other places people go to play:

SHOP
- Farmers markets
- Food assistance sites, food banks, and food pantries
- FDPIR distribution sites*3*
- Small food stores *(≤3 registers)*
- Large food stores and retailers *(4+registers)*
- Other places people go to shop for or access food:

WORK
- Adult education, job training, TANF,4 and veteran services sites
- Military bases
- SNAP offices
- Worksites with low-wage workers
- Other places people go to work:

Primary Curriculum Primary curriculum * --------- **Additional Curriculum** Additional curricula Specify any additional curricula used for this activity.	• This is the Primary Curriculum used for the intervention strategy. o If Other Approved Curriculum is chosen another field will appear for you to describe or write in the Approved Evidence Based Materials you are using if they are not on the list • Additional Curriculum field is for any other approved curriculum the classroom is using. • There is also an option for "Other Approved Materials (Please specify)
Objectives Objectives * *See gray box below for list*	• These are based on the Statewide Goals and Objectives in the CA. SNAP-Ed Plan. o Choose all that apply based on the intervention strategy of curricula you are using. *(See also Handout with suggested indicators for commonly used curricula.)*

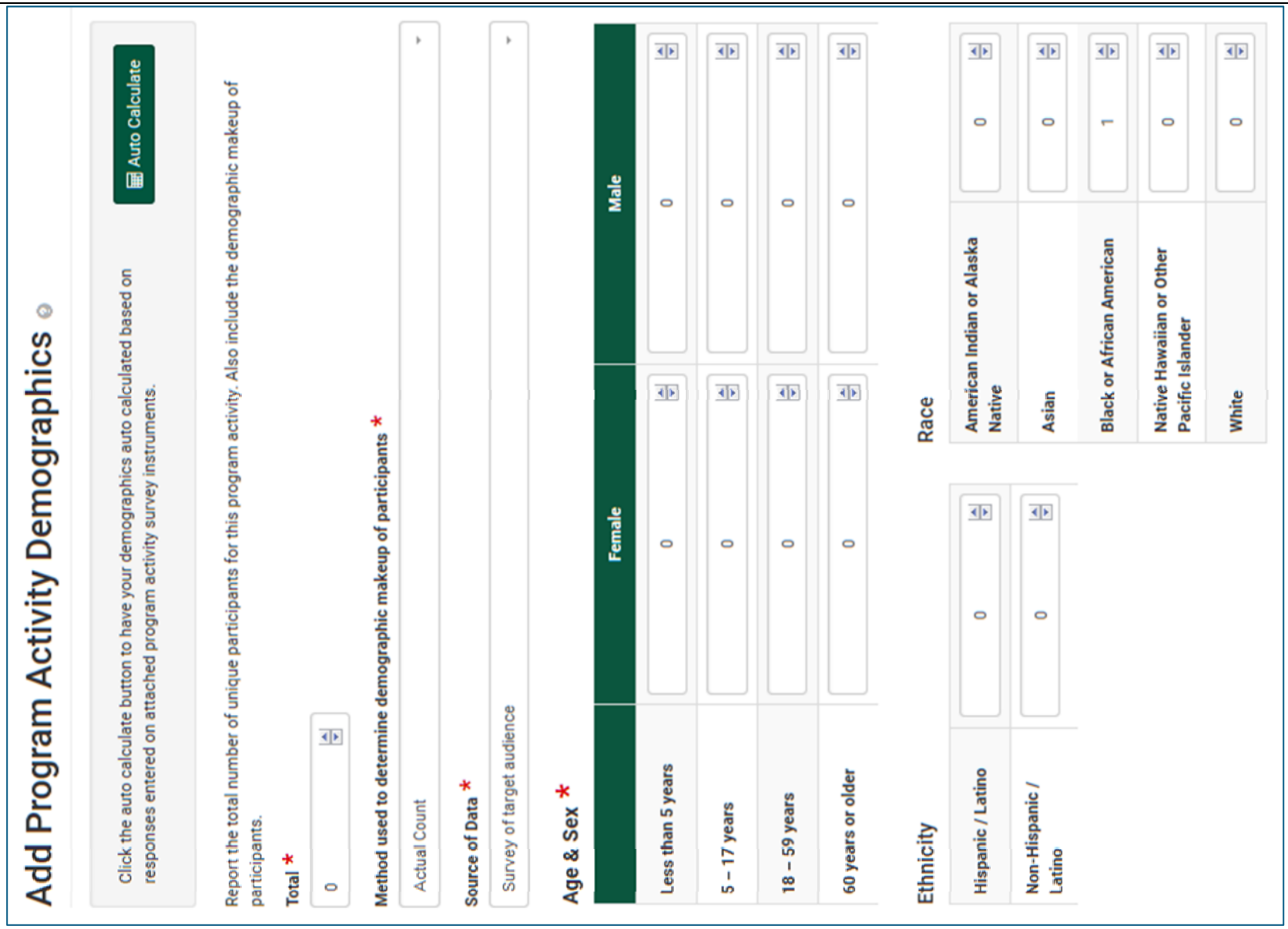
Objectives:

- Improve the dietary quality of meals and snacks consumed by the SNAP-Ed eligible population (consistent with the current Dietary Guidelines for Americans).
- Increase consumption of fruits and vegetables among the SNAP-Ed eligible population
- Decrease consumption of added sugar from food and beverages among the SNAP-Ed population
- Increase time spent in physical activity among the SNAP-Ed eligible population
- Improve at least one resource management behavior among surveyed SNAP-Ed adult participants
- Increase food security among surveyed SNAP-Ed adult resource management participants
- Improve food environments in new and continuing at SNAP-Ed eligible sites or organizations
- Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved food environments.
- Improve physical activity environments and opportunities in new and continuing SNAP-Ed eligible sites or organization
- Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved environments and opportunities for physical activity.
- Other

Intervention Topics Intervention Topics * *See gray box below for list*	• These topics will come from the curriculum listing with the corresponding Intervention Topics and are based on reviews of the curriculum and the goals and objectives of the lessons.
Individual knowledge and skills ▪ MyPlate food groups and portions for a healthy eating pattern ▪ Food shopping and resource management ▪ Food preparation/cooking and food safety ▪ Promoting and maintaining a healthy weight ▪ Prevention of obesity, diabetes, and other chronic diseases ▪ Other – please specify: _____ **Individual behaviors** ▪ Food and beverage consumption: ▪ Fruits and vegetables ▪ Whole grains ▪ Dairy *(including low-fat/fat-free milk and/or fortified soy beverage)* ▪ Protein foods *(including seafood; lean meats and poultry; eggs; nuts; seeds; and soy products)*	▪ Healthy fats and oils ▪ Fiber-rich foods ▪ Water ▪ Limiting added sugars ▪ Limiting saturated fats ▪ Limiting sodium **Engagement in physical activity** ▪ Active commuting *(e.g., walking and bicycling)* ▪ Participation in sports and recreational activities *(e.g., tennis and swimming)* ▪ Reducing sedentary activities and screen time *(e.g., decreasing the playing of computer games and TV viewing)* ▪ Other – please specify:_____
Saving your Program Activity	• Clicking Save and Continue will save the information and move to the next section "**Demographics**"; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time. Save and continue Save

Add Program Activity Demographics

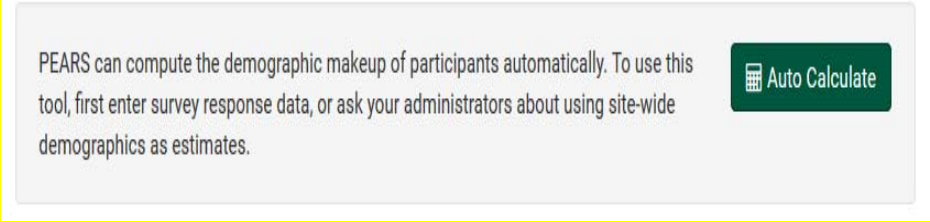
In this section the following items will require completion:



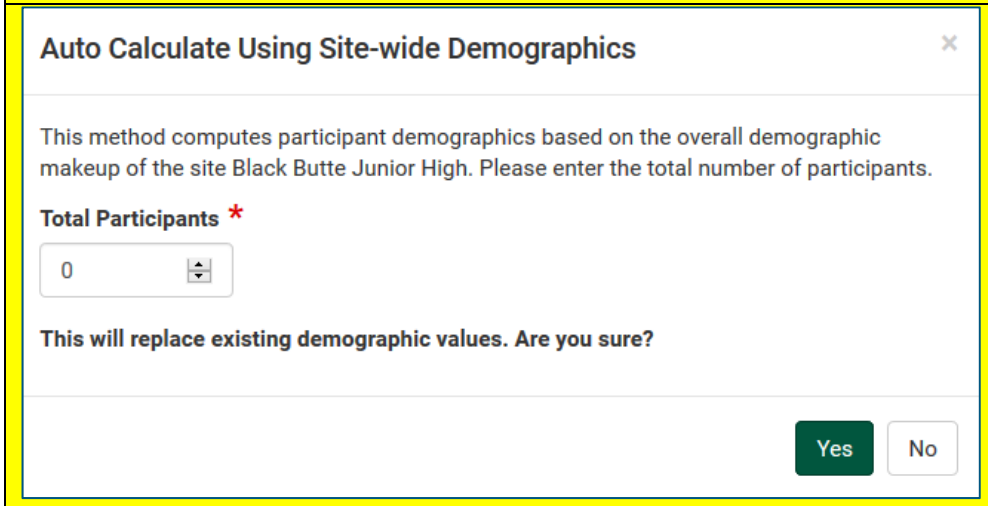
For SNAP-Ed Users:

The age & sex table must equal the overall total for SNAP-Ed participants. This is a requirement for 2017-2019 EARS data. If you enter data for ethnicity it will be validated to make sure the sum of the numbers entered is ***not higher than*** the overall total. Since people may report multiple races the race table will allow for a sum higher than the total number of participants for the activity.

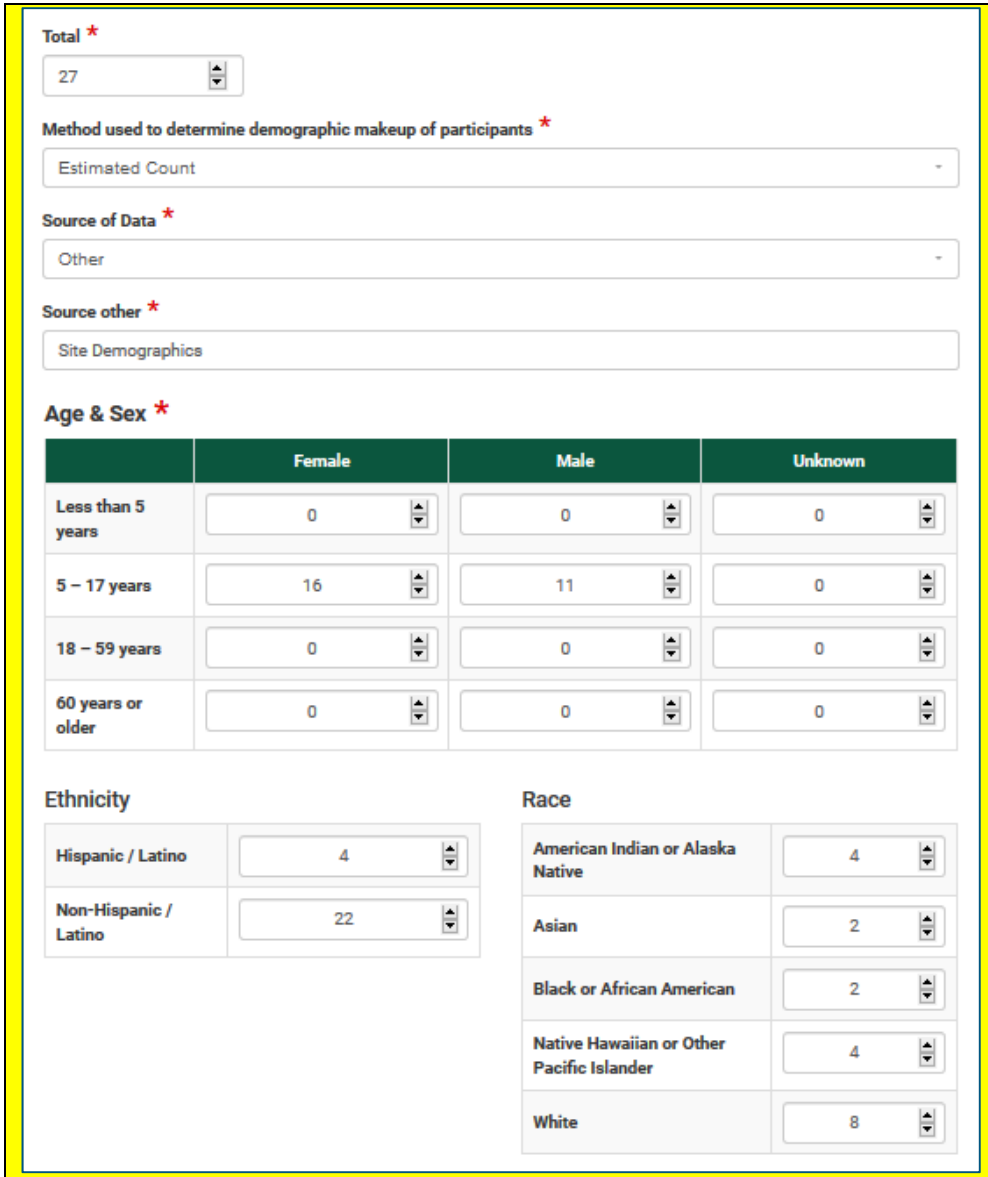
- For **adult** demographics
  - Before you can auto calculate your demographics you'll need to add a survey instrument and add all the responses for the Adult Demographic half sheet.
- For **youth** demographics
  - If the site is a public school and has a CDE (County District School) code with updated demographics for FFY18, the demographics will calculate automatically following the steps provided below.
  - If the youth site is not a CDE coded school, a school district or a site serving an audience with 0-4 year old participants, then the number of students will need to be entered into the total Field, and all subsequent data, sex by age, Ethnicity and Race



- Click on the Auto Calculate Button at the top of the screen First



- A pop-up box will appear
- Enter the total number of participants for this Program Activity
- Click on the Yes button



Total *

27

Method used to determine demographic makeup of participants *

Estimated Count

Source of Data *

Other

Source other *

Site Demographics

Age & Sex *

	Female	Male	Unknown
Less than 5 years	0	0	0
5 – 17 years	16	11	0
18 – 59 years	0	0	0
60 years or older	0	0	0

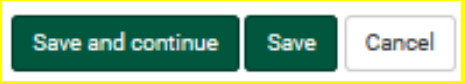
Ethnicity

Hispanic / Latino	4
Non-Hispanic / Latino	22

Race

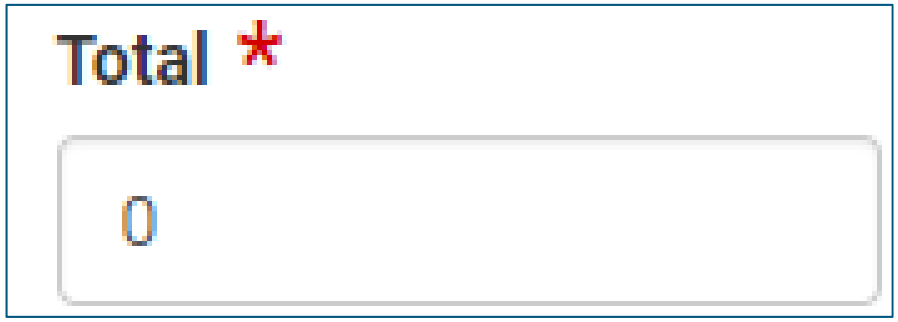
American Indian or Alaska Native	4
Asian	2
Black or African American	2
Native Hawaiian or Other Pacific Islander	4
White	8

- The Demographics page will auto-populate with the estimated demographics for the school site.
- The "Auto Calculate" button is disabled if the underlying site doesn't have any demographics associated with it (e.g. a district office or non-school site).
    - If the site is a school district, the demographics must be calculated manually
    - If the site is an ECE, Pre-k, Head start or other site serving participants 0-4 the demographics must be entered manually the CDE data does not cover ages 0-4.
- Click on the Save and Continue bottom at the bottom of the page.



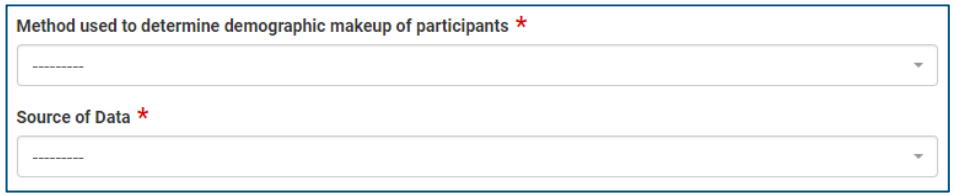
Add Program Activity Demographics Manually

Reporting Demographics Manually



- Report the total number of unique participants for this program activity.
  - For youth, enter in the total number of students in one classroom or group of students.
- If the extender has multiple classes or groups of students being taught each class will need to be entered separately under a separate Program Activity.

Method used to determine demographic makeup of participants



- **Actual Count** = participants were actually counted by the educator or completed and adult demographic form themselves (self-reported data)
- **Estimated Count** = all other methods used to count the participants including CDE Data
- **Source of Data** *(examples)*
  - **Commercial market data** on audience size
    - Radio or television reach, supermarket reach or data on number of patrons in a specified amount of time
  - **Survey of target audience**
    - Adult half sheet
  - **Visual Estimate**
    - Visual count and estimate of race, ethnicity and gender
  - **Other**
    - CDE Data

Age & Sex

Age & Sex *

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

- Enter participants' age by sex per the EARS fields provided, ***the total must equal the total number of participants*** entered at the top of the page.
- If a participant does not wish to answer the demographic questionnaire, estimates may be entered into the "***Unknown***" fields to make the total by age and sex equal to the total participants.

Ethnicity and Race

Ethnicity

Hispanic / Latino	0
Non-Hispanic / Latino	0

Race

American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0

- Enter in the number of participants that are Hispanic Latino and not Hispanic Latino, the total cannot exceed the total number of participants entered at the top of the page.
- Enter the participants' race(s), this total does not need to equal the total at the top of the page as more than one Race may be chosen.

Saving your Program Activity

Save and continue | Save

- Clicking Save and Continue will save the information and move to the next section "**Attach Survey Instruments**"; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time.