

Thanks to all of you for joining us today to learn about using PEARS for reporting your SNAP-Ed activity. We are excited to expand CA's use of PEARS to include all program activity and excited that all SIAs will be using a common system for reporting. There is a lot to look forward to with regards to evaluation in CA.

I want to start by saying that we fully expect lots of questions today and to acknowledge that this is a new system for all of us. There are representatives from all of the state implementing agencies here and we will try to answer as many of the your questions as we can today, but please be patient as there may be some questions that we will want to take back to the state evaluation work group for consensus. Please type your questions into the chat log so that we will have a record of your questions so that we will be sure to address them all.

Attach Survey Instruments

- UC CalFresh
 - Food Behavior Checklist
 - Plan Shop Save Cook
- Evaluation work group discussion about whether other agencies will enter survey data.

In this section I wanted to add that UC CalFresh agencies will be entering survey data for the Food Behavior Checklist and for Plan Shop Save Cook. For now, agencies from the other SIAs do not need to enter survey data into PEARS. More information will be coming on this!

Program Activity Information

Program Activity Name

- Guidelines for program activity naming
 - Adult, Youth, Senior, Family or General Audience Education
 - Series or single session/workshop
 - Suggested abbreviations, e.g. AE-series for Adult Education series
 - Flexible to include additional information of interest e.g. classroom number, volunteer educators name, language, garden-based, etc.
 - CDPH-specific instructions for customizing with subcontractor name

Based on your feedback, for CA we developed guidelines for naming program activities so that there will be consistency across agencies. The naming convention will use the target audience and the length of the direct education, and will use abbreviations for ease of reporting. So for example, a class series for adults will be abbreviated as AE-series. After using this naming convention, you may add extra information that is useful for you, such as a classroom number, the volunteer educators name, language, or whether the series was garden-based. There will be CDPH-specific instructions for customizing the name with LHDs subcontractor name. We will provide a one-page summary document that will be available on the SNAP-Ed SharePoint site.

Program Activity Information

Sites

- Approved sites may be added to PEARS
- **MUST** follow the site change process outlined in Program Directive 2017-01 on the CDSS SNAP-Ed SharePoint
- SIAs will review sites in the PEARS system monthly for duplicate sites and addresses
 - Please be sure that the site is not listed before you add

The second thing I want to share for this section is related to adding sites to PEARS. You may add approved sites to PEARS, however you must follow the site change process the is outlined in the program directive on the CDSS SNAP-Ed SharePoint site. SIAs will review sites in the PEARS system monthly to check for duplicate sites and addresses. Please be sure that the site you add is not already listed.

One other bit of wisdom based on PSE reporting, please be sure to check the address before you select a site from the list. There were several cases last year where LIAs selected sites from other counties that had the same name.

SNAP-Ed Custom Data

Intervention name

- Similar to settings but for CA interventions are a smaller list
- Same as list on PSE and all other modules

Priority indicators

- Focus on individual level indicators: healthy eating behaviors, food resource management behavior, physical activity and reduced sedentary behavior
- Report indicators that the curriculum is designed to influence
- <https://snaped.fns.usda.gov/evaluation/evaluation-framework-and-interpretive-guide>

Primary curriculum

- Select from CA approved curriculum list and the SNAP-Ed Strategies and Interventions Toolkit

Additional curricula

- Optionally add other approved curricula that you are using
- Use Other Approved Materials to list resources and materials used as part of your direct education intervention

Objectives

- Select from California state objectives
- Creating guidelines for most common curricula

Intervention topics

- Creating guidelines for most common curricula

On the SNAP-Ed custom data page, we again are looking for ways to ensure consistency across agencies. Let's start with intervention name – this is the same list that you used for your PSE reporting. Recall that for CA the list is a smaller version of the settings list.

In the program activity module, priority indicators are focused at the individual level, specifically healthy eating behaviors, food resource management behaviors, and physical activity and reduced sedentary behaviors. In this section you should report the indicators that the curriculum is designed to influence. So for example, Eating Smart Being Active developed out of Colorado State University, is a healthy eating, active living curriculum for adults. Both the short-term and medium-term outcome indicators around healthy eating, food resource management, physical activity and sedentary behavior, and food safety can be used to evaluate progress and success of this intervention. As a reminder, ST indicators are focused on goals and intentions and probably most often associated with single session direct education. MT indicators are focused on behavioral changes and are most likely associated with series-based education.

In the primary curriculum field the drop list contains items the CA approved curriculum list and the SNAP-Ed strategies and intervention toolkit. Please select the primary curriculum that you are using at the site.

There is an opportunity for you to select additional curricula or materials that you are using. If you used additional approved resources or materials as part of your direct education intervention, please select Other Approved Materials and type in the names of those materials. The list is alphabetized so you will find this option about half-way through the list.

In the objectives drop down please select from among the CA state objectives.

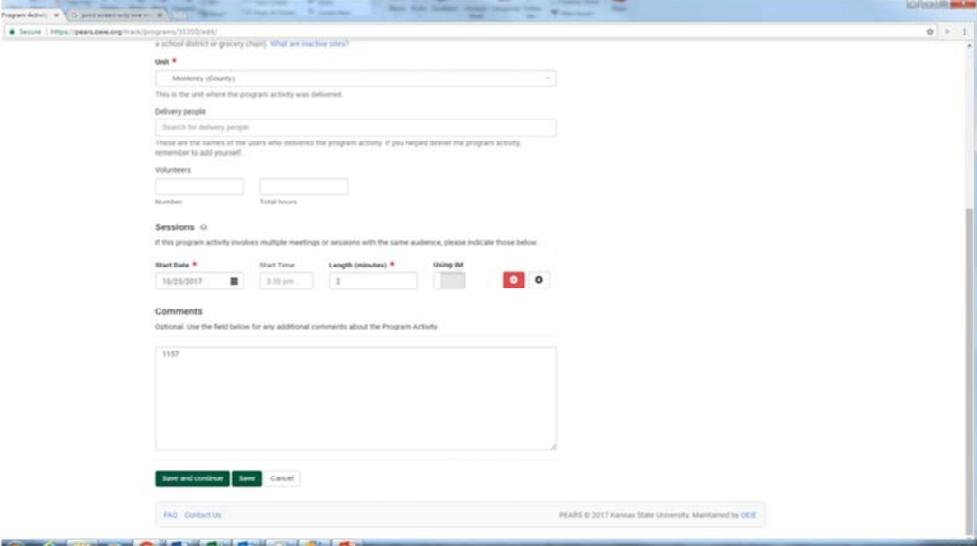
We are creating guidelines for the most common curricula that will specify the priority indicators, objectives, and intervention topics associated with it.

Demographics

- Updated and shortened demographic form with fewer required fields
 - Available on CDSS SNAP-Ed SharePoint
- If working in schools do not complete demographic section
- Race and ethnicity numbers do not have to match age and sex
 - Not required but strongly recommended to obtain race/ethnicity

Evan

Total reached in schools



The screenshot shows a web form titled "Program Activity" with the URL "https://pears.kan.edu/tracks/programs/11000/web/". The form includes several sections: "Unit" with a dropdown menu; "Delivery people" with a search field; "Volunteers" with fields for "Number" and "Total hours"; "Sessions" with a table for recording multiple sessions, including columns for "Start Date", "Start Time", "Length (minutes)", and "Using list"; and "Comments" with a large text area. At the bottom, there are "Save and Continue" and "Cancel" buttons, and a footer with "FAQ Contact Us" and "PEARS © 2017 Kansas State University. Maintained by OER".

Put total reached by direct education in comment box in the program activity information section.

The number reached **MUST** go first in the comment box, must be a number not written out (200, not two hundred). Must be on its own line.

After this module is updated, the demographics page will be autofilled.

If you neglect to put in number reached in comment box you will have to complete the demographic (put in total and form will autopopulate)

Indirect Activity

- Separate activity that hasn't already been reported.
 - If entered in the program activity module, do not enter here

Just a few notes here, what is entered in this section are separate activities that had not been already reported in the program activity/direct education section. If you entered materials that were used in conjunction with direct education please do not enter them here again.



Materials and technical assistance

- CDSS SNAP-Ed SharePoint

- Content-specific questions

CDPH EvaluateSNAPEd@ucanr.edu

UC CalFresh

Program Activities jaquigley@ucdavis.edu

PSE bmknelly@ucdavis.edu

akeihner@ucdavis.edu

CDA Sharon.Hawkins@aging.ca.gov

CCC Elisa@CatholicCharitiesCA.org



Supporting documents such as the program activity name guidelines, SNAP-Ed custom data section guidelines, demographic form will be housed on the CDSS SharePoint site. We will send out the link to that shortly.

As with PSE reporting, if you have a technical question related to PEARS please send your questions to the PEARS team as Trent showed you. If you have content-related questions please contact your SIA representative as listed here.