PEARS Sign-in and UC CalFresh Contacts

- **PEARS Link to log into system:**
  [https://pears.oeie.org/accounts/signin/](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)
    - 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

- **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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add the survey instrument(s) under Plan.</td>
</tr>
<tr>
<td>2</td>
<td>Attach the survey instrument(s) administered during your adult program activities.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the matched pre and post survey data that you collected after completing your classes.</td>
</tr>
</tbody>
</table>

**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.*
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.

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 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.

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.  
|                   | o *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**: Next, you will select the appropriate instrument type for the survey you are attaching. You will choose:  
|                   | o **pre-survey instrument** for the adult demo card or the FBC/PSSC pre-surveys and  
|                   | o **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**: Then, you will estimate the date the survey was administered. |

**Survey Instrument**

<table>
<thead>
<tr>
<th>Survey instrument</th>
<th>FY18_FBC-Post_NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18_PSSC</td>
<td></td>
</tr>
<tr>
<td>FY18_PSSC-Post_NEW</td>
<td></td>
</tr>
</tbody>
</table>

**Type**

<table>
<thead>
<tr>
<th>Type</th>
<th>Pre-Survey Instrument</th>
<th>Post-Survey Instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date Delivered**

<table>
<thead>
<tr>
<th>Date delivered</th>
<th>02/19/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the date that you administered this survey instrument.</td>
</tr>
</tbody>
</table>
### 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.*

### Attach Survey Instruments

<table>
<thead>
<tr>
<th>Name</th>
<th>Records</th>
<th>Aggregated</th>
<th>Type</th>
<th>Date Delivered</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18_FBC-Post_NEW</td>
<td>0</td>
<td></td>
<td>Post-Survey Instrument</td>
<td>Feb. 19, 2018</td>
<td></td>
</tr>
</tbody>
</table>

- **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, 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)

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.

If you are collecting:

- **Adult Demographic Half Sheets ONLY**

Then, you will add and attach the:

- **Adult Demographic Card**

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.
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.

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.