

## CalFresh Healthy Living, UC PEARS Reference Guide for New Users

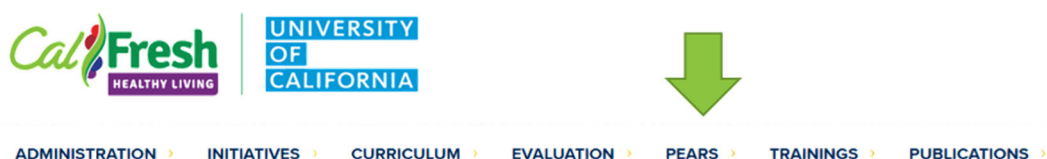


### PEARS | Program Evaluation Activity Reporting System





CalFresh Healthy Living, UC (CFHL, UC) uses PEARS to report all program delivery data for our CFHL, UC program. PEARS, used throughout the State of CA, coordinates data collection on SNAP-Ed programming to ensure data quality and consistency throughout the state.

The California Department of Social Services (CDSS) oversees the data system and provides basic training to all PEARS Users in CA. Information on the **PEARS Basic Training** and access to the **Participant Training Guide** can be found on [page 2](#) of this resource. For more information on upcoming training, please email [CDSS](#).

The CFHL, UC State office is here to provide support and technical assistance to UCCE teams using PEARS. We have developed several resources specific to CFHL, UC that can be found on our [website](#). Click on the PEARS Tab to get started.



This resource guide will assist new users with basic information on where to find information about PEARS and how to get started on data entry. Please connect with your local supervisor or [CFHL, UC County Contact](#) if you have questions or need assistance with anything PEARS related, find State Office staff who can assist you on [page 3](#) of this guide.

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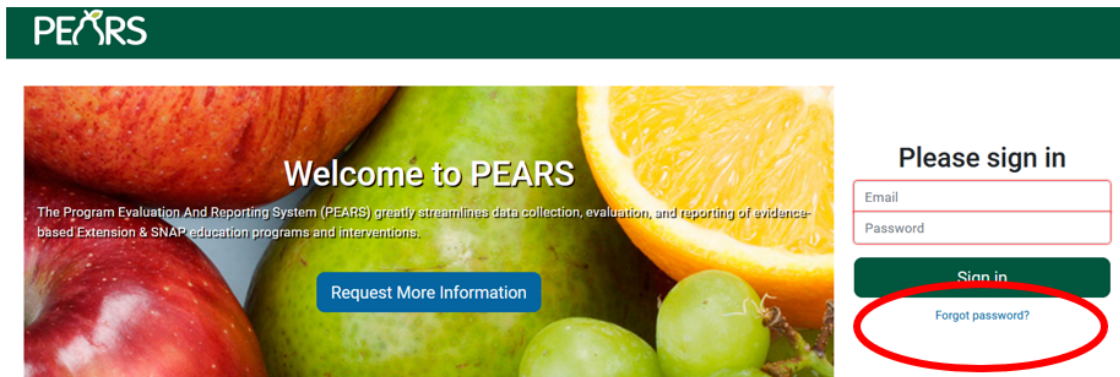
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### New Users | Requesting access to PEARS

To request new access to PEARS please contact your supervisor or email the State Office directly at [uccalfresh\\_support@ucdavis.edu](mailto:uccalfresh_support@ucdavis.edu) you may also contact your LIA's [CFHL, UC State Office County Contact](#).

Once your new PEARS Account is created, new users will receive a welcome email from PEARS with a link to create a password. There is a limit of 72 hours to use this link otherwise a new link will need to be sent.

If you miss this 72 hour window, from the login page enter you email address and click on forgot password. This will generate another email to sign in to your account and create a password. Alternatively, you can reach out to the CFHL, UC support email [uccalfresh\\_support@ucdavis.edu](mailto:uccalfresh_support@ucdavis.edu) to request that your welcome email be re-sent.



Please be sure to review the **PEARS Database Training Participants Guide** [Lesson 1: Introduction and System Overview](#) available on the [CDSS PEARS User Resources and References](#) webpage for additional information on how to manage you PEARS Account and other basic information including account settings and **permissions**.

## CalFresh Healthy Living, UC PEARS Reference Guide for New Users

### Training and Technical Assistance

CalFresh Healthy Living, UC State Office PEARS Support Team

- For specific technical assistance entering data or questions regarding any of the following PEARS Modules please, contact one of the following State Office staff members:

- ❖ **Program & Indirect Activities** | [Jennifer Quigley](#)
- ❖ **PSE Activities & Surveys** | [Angie Keihner](#)
- ❖ **Partnerships & Coalitions** | [Barbara MKNelly](#)
- ❖ **Success Stories** | [Andra Nicoli](#)

### Training Resources

- CDSS [Pears User Resources and References](#)
  - ❖ Baseline Training Schedule (*Coming soon*)

### PEARS Database Training Participant's Guide

- Lesson 1: [Introduction and System Overview](#)
- Lesson 2: [Program Activity \(Direct Education\)](#)
- Lesson 3: [Indirect Activities](#)
- Lesson 4: [Partnerships](#)
- Lesson 5: [Coalitions](#)
- Lesson 6: [Policy, System & Environmental \(PSE\) Activities](#)
- Lesson 7: [Success Stories](#)
- Lesson 8: [Analyst Data](#)

### Resource and References

- Job Aids
  - ❖ [Guidelines for Entering Interventions Impacted by COVID-19 in PEARS](#)
  - ❖ [CA PEARS SNAP-Ed Custom Data Curriculum Job Aid](#)
  - ❖ [2019 EARS FAQs](#)
  - ❖ [EARS Glossary](#)
  - ❖ [PEARS Guidelines for Program Activity Naming Job Aid](#)
  - ❖ [PEARS PSE Changes by IWP Strategy Job Aid](#)
  - ❖ [Reporting PEARS PSE Needs Assessment Job Aid](#)
  - ❖ Examples of Coalitions and Partnerships (Coming Soon)
  - ❖ Intervention Name (Coming Soon)
  - ❖ [PEARS Site Change Process](#)
- Printable Demographic Cards
 

❖ <a href="#">English</a>	❖ <a href="#">Hmong</a>
❖ <a href="#">Spanish</a>	❖ <a href="#">Tagalog</a>
❖ <a href="#">Chinese-Traditional</a>	❖ <a href="#">Vietnamese</a>

## CalFresh Healthy Living, UC PEARS Reference Guide for New Users

### CFHL, UC Specific Resources and Web links

- [PEARS Office Hours CV19 Recording](#) (all documents below are updated as information becomes available)
  - ❖ [Slides](#)
  - ❖ [Delivery and Reporting Guidelines for Distance Learning during COVID-19](#)
  - ❖ [Adult Distance Learning Guidance - Demographics | Recruitment | Tracking](#)
  - ❖ [FFY21 Evaluation Changes due to COVID-19 Updated 1/15/21](#)

- [PEARS Frequently Asked Questions](#)

The CFHL, UC State Office staff have answered questions from our CFHL, UC PEARS Users and given examples if available to common issues and questions. If you do not see the answer to your question please feel free to email or call one of the PEARS experts listed on [Page 2](#).

- [PEARS Quality Assurance Quick Check Tip Sheet](#)

- **PEARS Data Submission Timeline**

This is the timeline CFHL, UC has established for entering data on a quarterly basis into PEARS. Using the Quality Assurance quick check-tip sheet, the CFHL, UC State Office will provide quarterly review reports and data status to LIA’s quarterly.

QUARTER	DATES	Program Activities	Indirect Activities	Partnerships & Coalitions	PSE Activities	Success Stories
<b>Q1</b>	Oct. 1 – Dec. 30	✓	✓			✓
<b>Q2</b>	Jan. 1 – Mar. 30	✓	✓	✓		✓
<b>Q3</b>	Apr. 1 – Jun. 30	✓	✓	✓	✓	✓
<b>Q4</b>	Jul. 1 – Sept. 30	✓	✓	✓	✓	✓

All programmatic data should be entered into PEARS as it occurs throughout the fiscal year, or as soon as possible. The last day to enter new data into PEARS has typically been just a few days after the end of the fiscal year (September 30)

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### Program Activities & Surveys

*This web page provides guidance, forms and training on CFHL, UC Specific documents to assist with the collection of program data, PEARS Data Entry and survey guidance and training.*

### Policy and Guidance

- [Participant Contact Data Collection Policy Annual Training](#)  
*All CFHL, UC Staff must complete this training annually*
- [Adult Distance Learning Guidance](#)  
*CFHL, UC Guidance on delivering adult direct education online.*

### Demographics

- CFHL, UC Demographic Cards with ID# for Pre/Post data collection
  - ❖ [English](#)
  - ❖ [Spanish](#)

### Youth Direct Education Delivery | PEARS Program Activities

- Enrollment Forms for extenders or Peer Educators | [Extender / Teacher Enrollment Form](#)
  - ❖ [Google Extender Enrollment Forms](#) Request Access
- Direct Education Activity Tracking | [Direct Education Activity Tracking Forms](#)
  - ❖ [Print Forms](#)
  - ❖ [Google Sheets | Program Activity Tracking](#) Request access
  - ❖ [Program Activity Form Instructions](#)
  - ❖ [CATCH Form Instructions](#)
  - ❖ [PEARS Guidance | Program Activity Tracking Form](#)
  - ❖ [PEARS Guidance | CATCH Reporting Form](#)
- ❖ Reporting Forms Training Webinar | [Handouts with notes](#) | [Slides](#) | [Recording](#)
- [CFHL, UC PEARS Program Activity Module Tip Sheet](#)

### Early Childhood Education

- [ECE Form Instructions](#)
  - ❖ Go, Glow, Grow
    - [Electronic Fill-able Forms](#)
    - [Print Forms](#)
  - ❖ Happy Healthy Me
    - [Electronic Fill-able Forms](#)
    - [Print Forms](#)
- [ECE PEARS Data Entry](#)
- [Google Sheets | ECE Forms](#) Request access

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### ➤ **Collecting Surveys through PEARS**

#### ➤ **PEARS Surveys Tip Sheet for CalFresh Healthy Living, UC Users**

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

#### ➤ **PEARS Online Adult Survey Links Tip Sheet**

*This step-by-step document will take you through the processes of generating a public survey link in PEARS and distributing online survey links/QR codes from PEARS (Demographic Card, PSSC pre/post, ITCs) and distributing survey links from Qualtrics (FBC+PA pre/post) to adult class participants via Zoom. This will allow educators to collect adult participant surveys online when delivering web-based nutrition education classes.*

#### ➤ **PEARS: How to Collect Survey Response Data with a Public Link**

*This resource includes a “how-to” video from PEARS that take you step-by-step through the process for generating a public survey link in PEARS in order to collect adult participant surveys online when delivering web-based nutrition education classes.*

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### Indirect Activities

*This web page provides information and guidance on entering Indirect Activities into PEARS*

- [Indirect Activity Tip Sheet](#)  
This tool will assist users in completing the Indirect Activity Module step-by-step
- [Entering Newsletters](#)
- [Reporting RYD Day of Action](#)

### CFHL, UC PEARS Webpage PSE Activities

- Handouts
  - ❖ [Overview of PSE Module](#)
  - ❖ [Garden Scenario](#)
  - ❖ [PEARS PSE Changes by IWP Strategy Job Aid](#)
  - ❖ [Reporting PEARS PSE Needs Assessment Job Aid](#)
  - ❖ [Reach Definitions](#)
  - ❖ [Reach Scenarios Activity with "correct" answers](#)

### Partnerships & Coalitions

- [Partnership Module Tip Sheet](#)  
*This document will assist users in completing the PEARS Partnership Module step-by-step*
- [Coalitions Module Tip Sheet](#)  
*This document will assist users in completing the PEARS Coalition Module step-by-step*
- [Examples: Coalitions and Partnership Examples for PEARS reporting](#)
  - ❖ Overview - PEARS Partnership Module & the Coalitions Module Webinar - August 21, 2018 UC CalFresh Town Hall
    - [Slides](#)
    - [Webinar](#)

### Success Stories

- [Success Story Tip Sheet & Process](#)
- [Guidance on Submitting Success Stories into PEARS](#)
- For more information of expectations for writing Success Stories, please review the [FFY2020-2022 County/Cluster Work Plan Expectations and Deliverables document](#).