

Direct & Indirect Education Error Guidelines

Please find a summary of the types of data errors identified in PEARS Program Activity and Indirect Activity reporting included below. Your county/cluster specific errors are provided in a separate file and summarized in two tables: Program Activity Data Errors and Indirect Activity Data Errors. You will find these tables organized by the Program Activity and Indirect Activity ID#s with a red “1” identifying the types of errors found. Please work with your team to complete these updates. Please direct any questions about your quarterly report errors to Melanie Alexander at magerdes@ucdavis.edu.

Program Activity Errors

Error Key	Explanation
E1: Start Date Outside FFY	Please correct the Start Date of the activity to ensure it falls within the current fiscal year (Oct. 1, 2023 – Sept. 30, 2024). You can find “Start Date” under the <i>Sessions</i> section of <i>General Information</i> . The “Start Date” is the first session reported.
E2: End Date Outside FFY	Please correct the End Date of the activity to ensure it falls within the current fiscal year (Oct. 1, 2023 – Sept. 30, 2024). You can find “End Date” under the <i>Sessions</i> section of <i>General Information</i> . The “End Date” is the last session reported.
E3: Site County Error	Site county errors occur when the following information does not match: <ul style="list-style-type: none"> Unit (County or Cluster) <ul style="list-style-type: none"> Review Unit and ensure the correct county was chosen (Clusters or “California” are not acceptable) Delivery Site <ul style="list-style-type: none"> Review the site you chose and verify that the address is in your county. Many sites share near identical names, and you may have chosen a site with the same name in the wrong county <p>You can find “Unit” and “Delivery Site” under the <i>Sessions</i> section of <i>General Information</i>.</p>
E4: Correct Unit Area	Please correct Unit and ensure the correct county is selected, not a cluster. You can find “Unit” under the <i>Sessions</i> section of <i>General Information</i> .
E5: Site required	Delivery site is required. You can find “Delivery Site” under the <i>Sessions</i> section of <i>General Information</i> .
E6: Correct Setting	The primary setting for a program activity should correspond to the intervention selected. For example, if you are conducting After School Programming (intervention) at a school site (setting), you should <u>correct the setting</u> to “Before/After School” to ensure it matches the intervention. For assistance matching interventions to their appropriate setting, please reference the Site Setting and Intervention Job Aid . “Intervention name” and “Setting” can be found under <i>SNAP-Ed Custom Data</i> .
E7: Correct Intervention	The intervention selected should be appropriate for the setting of the site. For example, if you are conducting adult education at a Family Resource Center (setting), you should ensure the intervention selected matches the setting of your site (in this case, Family Resource Centers fall under the Intervention “Learning Sites, Other”). For assistance matching site settings to the appropriate intervention, please reference the Site Setting and Intervention Job Aid . “Intervention name” and “Setting” can be found under <i>SNAP-Ed Custom Data</i> .
E8: Project Required	All work must be reported under the following Project Name: CalFresh Healthy Living, UCCE. Project name can be found under <i>SNAP-Ed Custom Data</i> .

E9: Missing volunteer hours	Volunteers were reported but no hours were added . Please add the total hours for the volunteer extender. If you added a volunteer by mistake, please remove it. Volunteers can be found under the <i>Lesson or Modules</i> section of <i>General Information</i> .
E10a: Missing Volunteers/ Extenders	If you report volunteer hours, at least one volunteer must be reported. Please update the number of volunteers or remove total volunteer hours if there is no volunteer present. Volunteers can be found under the <i>Lesson or Modules</i> section of <i>General Information</i> .
E10b: Volunteer hours exceed total Direct Education hours reported by over 150%. Comment to justify volunteer hours is required.	Volunteer hours reported for one volunteer exceeded the total hours reported by 50%. This is permitted as long as a comment is included with a reasonable justification for the additional time reported. If you are accounting for set up time, break down time, curriculum training, or evaluations conducted by the volunteer, please <u>write a comment</u> describing their work. Volunteer hours can be found under the <i>Lesson or Modules</i> section of <i>General Information</i> . Comments can be found under <i>General Information</i> .
E10c: Volunteer hours exceed total Direct Education hours reported by over 150%. Comment to justify volunteer hours is required.	Volunteer hours reported for two or more volunteers exceeded the total hours reported by 50%. This is permitted as long as a comment is included with a reasonable justification for the additional time reported. If you are accounting for set up time, break down time, curriculum training, or evaluations conducted by the volunteer, please <u>write a comment</u> describing their work. Volunteer hours can be found under the <i>Lesson or Modules</i> section of <i>General Information</i> . Comments can be found under <i>General Information</i> .
E11: Add comment indicating number of youth extenders	When youth volunteer extenders participate in a program activity, a comment is required describing how many of the volunteers are youth and how many are adults. Please add a comment. Comments can be found under <i>General Information</i> .
E12: Describe program delivery exceeding 120 minutes in comments	Program Activities that run over 120 minutes require a comment describing why the session was 2 hours or longer. Please add a comment describing why programming is this long. Common examples include: <ul style="list-style-type: none"> • Delivering two lessons back-to-back • Reporting extender data in a large block Comments can be found under <i>General Information</i> .
E13: PA under 20 minutes	Program Activities are excluded from annual reporting if <u>every session reported</u> is less than 20 minutes. Please reach out to Melanie at magerdes@ucdavis.edu to correct this error.
E14: Curriculum Approved for Secondary Use Only	The curriculum selected for the Program Activity is not approved for use as a Primary Curriculum. Please reach out to Melanie at magerdes@ucdavis.edu to correct this error.
E15a: Demographics – Gender Missing	Demographics for Gender are missing from this program activity. Please complete as soon as possible.
E15b: Demographics – Age Missing	Demographics for Age are missing from this program activity. Please complete as soon as possible.
E15c: Demographics – Ethnicity Missing	Demographics for Ethnicity are missing from this program activity. Please complete as soon as possible.
E15d: Demographics – Race Missing	Demographics for Race are missing from this program activity. Please complete as soon as possible.
E16: Switch Method of Demographics to Estimated Count	Any demographics that are not counted by the educator or self-reported by the participant are considered “Estimated Count”. Please reference the Demographics Tip Sheet for more information.

	“Method used to determine demographic makeup of participants” can be found under <i>Demographics</i> .
E17: Inappropriate Use of Visual Estimate - Talk to SO	<p>If visual estimate is used as the source of demographic data, the only data reported should be:</p> <ul style="list-style-type: none"> • number of participants and • estimated age range. <p>All other fields (ethnicity, race, gender) should be marked <u>unknown</u>. Do not visually assign demographics to any participant. Please reference the Demographics Tip Sheet and reach out to Melanie at magerdes@ucdavis.edu for more information.</p> <p>“Source of Data” can be found under <i>Demographics</i>.</p>

Indirect Education Errors

Error Key	Explanation
E1: Start Date Outside FFY	Please correct the Start Date of the activity to ensure it falls in the current fiscal year (Oct. 1, 2023 – Sept. 30, 2024). You can find “Start Date” under the <i>Activity Data Range</i> section of <i>General Information</i> .
E2: End Date Outside FFY	Please correct the End Date of the activity to ensure it falls in the current fiscal year (Oct. 1, 2023 – Sept. 30, 2024). You can find “End Date” under the <i>Activity Data Range</i> section of <i>General Information</i> .
E3: Select Existing Intervention, not “Other”	Please select an existing intervention and avoid using “Other”. Most work falls under an existing intervention in the list. You can find “Intervention name” under <i>General Information</i> .
E4: Site County Error	<p>Sites are required reporting for Indirect Education. Site county errors occur when the following information does not match:</p> <ul style="list-style-type: none"> • Unit (County or Cluster) <ul style="list-style-type: none"> ○ Review Unit and ensure the correct county was chosen (Clusters or “California” are not acceptable) • Delivery Site <ul style="list-style-type: none"> • Review the site you chose and verify that the address is in your county. Many sites share near identical names, and you may have chosen a site with the same name in the wrong county <p>You can find “Site” when you add or edit an existing Intervention Channel under <i>Intervention Channels and Reach</i>.</p>
E5: Correct Unit Area	Please correct Unit and ensure the correct <u>county</u> is selected, not a <u>cluster</u> . You can find “Unit” under <i>General Information</i> .
E6: Site required - select in Intervention Channel	Sites are required reporting for Indirect Education. Please select the site that correlates to the intervention channel of your work. You can find “Site” when you add or edit an existing Intervention Channel under <i>Intervention Channels and Reach</i> .
E7: Reach Error	<p>Unique reach is tracked every time there is Indirect Education provided. For example, youth bring a newsletter home to their guardians. One guardian can be counted for each youth that took home a newsletter. Example: <i>10 youth take home family newsletters; 20 people (10 youth, 10 guardians) are tracked as unique reach.</i></p> <p>New reach is tracked the first time <u>any intervention</u> is provided (Direct Ed, Indirect Ed, PSE). This means that new reach is <u>only reported once</u> if Indirect Ed is delivered to the same group of people multiple times throughout the year.</p>

If you received an error in your reach reporting, it is likely that you reported new reach multiple times for the same group of people. Please reach out to Melanie at magerdes@ucdavis.edu for assistance resolving these errors.

Note: In FFY24, the following additional errors for the **NEW Youth 5-17 age subgroup categories** are also provided:

- *No participants reported*
 - *Please add total participants, press auto calculate, and complete age sub-group*
- *Age all in Unknown*
 - *This was flagged because the programs targeted youth aged 5-17, so age should not be in Unknown. Please select Auto Calculate again or write a comment to justify use of Unknown*
- *Age subgroup missing for 5-17*
 - *Please complete age subgroup*
- *Error in Age Subgroup reporting for 5-17*
 - *Often in this case, participants age were split across all four age subgroups. This is rarely **Explanation is required** for how the older youth (9-12th grade) and young youth (K-2nd grade) were served with the same curriculum or a correction must be made to the age subgroups. Please contact Melanie Alexander with questions.*