PEARS Sign-in and UC CalFresh Contacts

- **PEARS Link to log into system:**
  https://pears.oeie.org/accounts/signin/
- *If you have questions related to PEARS, please contact the State Office:*
  - *PSEs reporting, Surveys and Partnerships contact*
    - *Barbara MkNelly bmknelly@ucdvis.edu or*
    - *Angie Keihner akeihner@ucdavis.edu*
  - *Program and Indirect Activities contact*
    - *Jennifer Quigley jaquigley@ucdavis.edu*
  - *Success Stories contact*
    - *Andra Nicoli amnicoli@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 three adult pre/post surveys, you will enter the data into PEARS:***
  - <u>Food Behavior Checklist</u>
  - <u>Healthy, Happy Families</u>
  - <u>Adult Physical Activity Survey</u>

- ***If desired, there is the option to enter***
  - <u>Adult Demographic Forms</u>
    - *Enter each adult demographic form into PEARS and auto calculate the demographics (==OPTIONAL==)*
  - *Alternatively, these demographics can be aggregated by hand for Program Activity participants*

Two Steps for Direct Education Surveys in PEARS
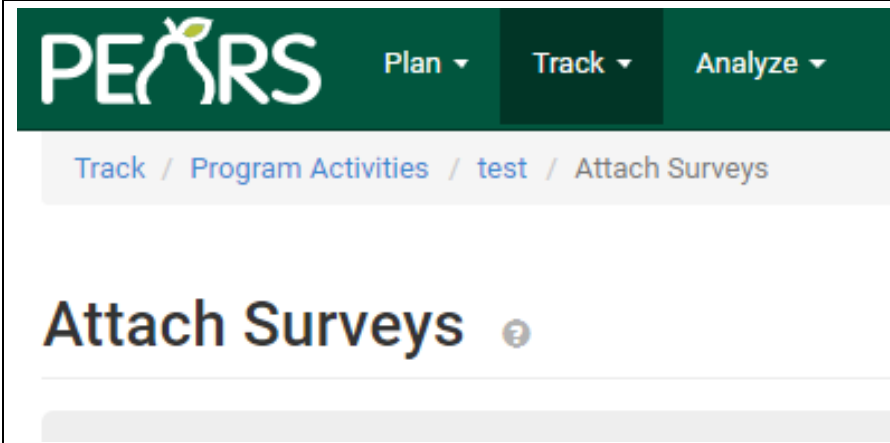
- *There are two steps you will follow to enable you to enter direct education survey data into PEARS:*
  1. *First, you will <u>attach surveys</u> administered during your adult program activities*
  2. *After you complete your classes, you will <u>enter the MATCHED pre and post survey data</u> that you collected*
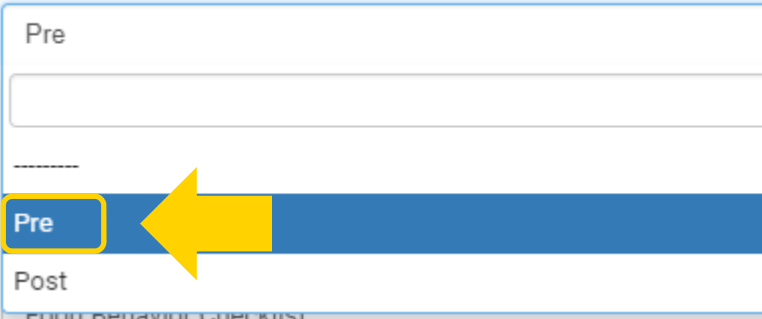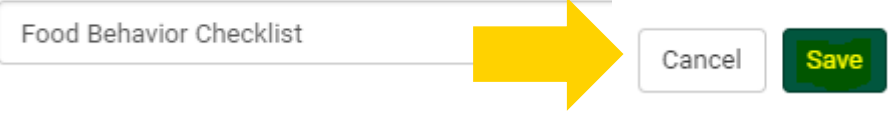
<u>STEP 1</u>: Attaching Surveys to Program Activities
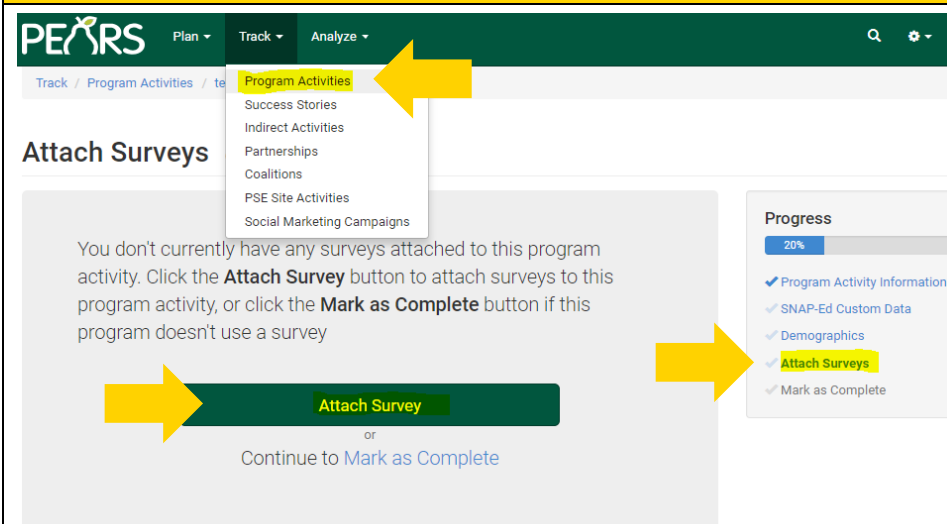
- *To attach a survey to your adult program activities, you will go directly to the **Track** reporting section of PEARS and select **Program Activities** from the drop down menu.*
- *Next, you will click on the blue link for **Attach Surveys** under the **Progress** bar on the right side of the page.*
- *From the **Attach Surveys** page, you will click on the green **[Attach Survey]** button to attach a survey.*

*<mark>*Note</mark>: 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.*

UNIVERSITY OF CALIFORNIA
cal fresh *Nutrition Education*

Add Program Survey ✕ **Survey** * [--------- ▼] Select an evaluation survey to add to this program. **Type** * [--------- ▼] **Date Delivered** * [mm/dd/yyyy 📅] **Name** * [ ]	• *Next, you will **select ONE survey** to attach.* • *Then, **complete the required fields** for the survey which include:* 　○ *selecting the survey and type,* 　○ *estimating the date delivered, and* 　○ *saving the default survey name.* ***Note**: If you are administering a pre/post survey, you will need to attach the survey TWICE:* • ***Once** as a **Pre** survey and* • ***Once** as a **Post** survey.*
Survey **Survey** * Food Behavior Checklist [ ] --------- **Food Behavior Checklist** ⬅ Adult Physical Activity Survey Healthy, Happy Families Adult Demographic Card **Name** *	• ***Survey:*** *Thinking about the adult program activity you delivered and the survey you administered, select the survey you want to attach from the drop down list of surveys available.* • *In this example, I chose the Food Behavior Checklist (FBC).*

UNIVERSITY OF CALIFORNIA
cal fresh *Nutrition Education*

Type Type * Pre -------- Pre Post	• ***Type:*** *Next, you will select the appropriate **Type** for the survey you are attaching.* • *You will choose:* ○ ***Pre*** *for all pre-surveys and the adult demo card* ○ ***Post*** *for all post-surveys.* • *In this example, I chose '**Pre**' as the **Type** for the Food Behavior Checklist 'Entry' or pre-survey.*
Date Delivered Date Delivered * 11/01/2018	• ***Date Delivered:*** *Then, you will enter the date the survey was administered.*
Name Name * Food Behavior Checklist Cancel Save	• ***Name:*** *Last, the survey name will automatically populate. 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 Surveys page.*

*Note: If you are administering a pre/post survey, you will need to attach the survey TWICE:
- ***Once as a Pre survey and***
- ***Once as a Post survey.***

- ***Next Step:*** *If you are using a pre/post survey, you will follow STEP 1 again to attach the Post survey.*
- *In this example, I completed STEP 1 twice to attach both the Food Behavior Checklist **Pre** and **Post** survey.*

STEP 2: Entering Survey Data for Program Activities

- *Similar to data entry in the ANR portal, **please wait until after you complete your classes, match the pre/post surveys using the ID#, and then ONLY enter the MATCHED pre and post surveys.***
- *Select the Program Activity and navigate to the **Attach Surveys** page, you will see a table listing the survey you attached for this program activity.*

*Note: You should see BOTH a Pre and Post survey attached and listed in the table. If not, follow STEP 1 to add the missing survey.

Attach Surveys

Name	Records	Aggregated	Type	Date Delivered	Actions
Food Behavior Checklist	0	⊘	Pre	Nov 01, 2018	▤ ☑ ✕

Enter Response Data

▤ ☑ ✕

- *To enter survey data for the program activity, you will select the pre or post survey and click on the first button ▤ under **Actions**.*
  - o *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. It is very important to select and enter the correct Type of survey either pre or post.

Add Response (Food Behavior Checklist) ❓   [Save] [Save and Add New Response]

Date:

ID#: *

Adult Demographic Card -- ONLY ENTER ON PRE SURVEY

SKIP FOR POST SURVEY

Age:
- ○ < 5 Years
- ○ 5-17 Years
- ○ 18-59 Years
- ○ 60+ Years

Sex:
- ○ Female
- ○ Male
- ○ Prefer not to respond

Ethnicity:
- ○ Hispanic / Latino

14. Do you use this label when food shopping?
- ○ no
- ○ yes, sometimes
- ○ yes, often
- ○ yes, always

15. Do you run out of food before the end of the month?
- ○ no
- ○ yes, sometimes
- ○ yes, often
- ○ yes, always

16. How would you rate your eating habits?

[Save] [Save and Add New Response] [Delete] [Go Back to Attach Surveys]

- *Next, the PEARS survey you selected will appear and you can begin adding survey responses.*
- *Again, you will only enter the **MATCHED** pre and post survey data that you collected.*

CAUTION: Make sure to enter ID#s consistently, so we can match and analyze your surveys.

- *If you collected demographic forms with your matched pre/post surveys (stapled together or matched using ID#), please enter the demographic data into the pre-survey. You can skip these questions in the post survey.*
- *Once you have entered data for all of the survey questions, click the green **[Save and Add New Response]** button and a new survey will immediately pop-up, so you can continue to add your remaining surveys.*
- *When you have entered all of your surveys, click the green **[Save]** button.*

Note: You will follow this same process to enter all of your **Pre and **Post** surveys for the program activity selected.*

UNIVERSITY OF CALIFORNIA
cal fresh Nutrition Education

Attach Surveys ⊙

Name	Records	Aggregated	Type	Date Delivered
Food Behavior Checklist	5	⊘	Pre	Nov. 1, 2018
Food Behavior Checklist	5	⊘	Post	Nov. 29, 2018

- *Please only enter **MATCHED** pre/post surveys.*
  - *You can confirm that you entered the same number of matched surveys in the **Attach Surveys** table under **Records**.*
- *In this example, I entered 5 matched FBC surveys, so you can see **5 Pre surveys** and **5 Post surveys**.*

*__*Note__: If you plan to use the auto-calculate function to generate your class demographics and therefore enter adult demographic forms into the pre-survey portal w/o matched pre/post survey data, your # of pre-surveys displayed in this table will be greater than your # of post-surveys.*

Adult Demographic Forms: Using Auto Calculate (OPTIONAL)

Track / Program Activities / AE-Series-Grp1-am / Update Program Activity Demographics

Update Program Activity Demographics ⊙

PEARS can compute the demographic makeup of participants automatica[lly]. [To use this] tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.

[🖩 Auto Calculate]

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

Total *
7

Progress
80%

✔ Program Activity Information
✔ SNAP-Ed Custom Data
✔ Demographics
✔ Attach Survey Instruments
✔ Mark as Complete

- *If your team decides to enter the Adult Demographic Forms 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 __ONE__ survey to attach (__STEP 1__) for your program activity.

If you are __only__ collecting:
- *Adult Demographic Forms (see example)*

Then, you will attach the:
- *Adult Demographic Card*

If you are collecting:
- *Adult Demographic Forms __AND__*
- *Pre/Post Surveys (see example)*

Then, you will attach the relevant pre/post survey:
- *Once as a Pre __AND__*
- *Once as a Post*

*__*Note:__ Use the ID# to match surveys. Enter demographic forms into the pre-survey. Some participants won't have matched pre/post surveys, so you will only enter their demographic forms into the pre-survey.*

*__*Note:__ ID# is required on all pre/post surveys. When __only entering demographics__ into the pre-survey, __enter 'DemoOnly' as the ID#.__*

Attach Surveys ⓘ

Name	Records	Aggregated	Type	Date Delivered
Food Behavior Checklist	10	⊘	Pre	Nov. 1, 2018
Food Behavior Checklist	5	⊘	Post	Nov. 29, 2018

- *After you attach the appropriate survey in PEARS, you will follow __STEP 2__ (outlined above) to enter your survey data.*

*__*Note:__ If you plan to use the auto-calculate function to generate your class demographics and therefore enter adult demographic forms into the pre-survey portal w/o matched pre/post survey data, your __# of pre-surveys__ displayed in this table will be __greater than__ your __# of post-surveys__.*

Add Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically. To use this tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.

Auto Calculate

Progress

40%

✔ Program Activity
✔ SNAP-Ed Custom
✔ Demographics

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

- *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.*

Auto Calculate

How would you like to compute demographic totals?

○ Site-wide demographics for Adelanto Elementary
○ Survey responses attached to this program

Continue

- ***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 <u>adult class participants</u>.*

*__*Note__: For adult classes in <u>other settings</u>, **SKIP to the next step.***

Auto Calculate Using Survey Responses

This method computes participant demographics based on survey response data. Please select the survey you wish to use for this calculation.

Select ...

Select ...
Food Behavior Checklist (Pre)
Food Behavior Checklist (Post)

Food Behavior Checklist (Pre)

This will replace existing demographic values. Are you sure?

Yes | No

- *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.*
- *Select the **Pre** survey for the surveys you collected.*
  - *In this example, the **Pre** survey is the 'Food Behavior Checklist (Pre)'.*
- *Last, click on the green **[Yes]** button to auto calculate the demographics for your class participants.*

UNIVERSITY OF CALIFORNIA
cal fresh Nutrition Education

Total *

| 6 |

Method used to determine demographic makeup of participants *

| Actual Count | ▼ |

Source of Data *

| Survey of target audience | ▼ |

Age & Sex *

	Female	Male	Unknown
Less than 5 years	0	0	0
5 – 17 years	0	0	0
18 – 59 years	4	0	0
60 years or older	0	0	0

The sum of all age & sex fields must equal 6, which is the total specified above. The sum is currently 4.

- *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.*

Age & Sex *

	Female	Male	Unknown
Less than 5 years	0	0	0
5 – 17 years	0	0	0
18 – 59 years	4	0	2
60 years or older	0	0	0

[Save and continue] [Save] [Cancel]

- *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.*