

## PEARS Sign-in and UC CalFresh Contacts

**Welcome to PEARs**  
The Program Evaluation And Reporting System (PEARs) greatly streamlines data collection, evaluation, and reporting of evidence-based Extension & SNAP education programs and interventions.

[Request A Demo](#)

**Please sign in**

jaquigley@ucdavis.edu  
.....  
**Sign in**  
[Forgot password?](#)

- Guided Evaluation**
  - Library of survey instruments
  - Program activity details and survey response data
  - Success stories
  - Policy, systems and environmental (PSE) change efforts
  - Indirect activities
- Automated Reports**
  - Generate annual EARS data with just a few clicks
  - Dashboard with a birds-eye view of project impact
  - Statistical analysis via automated Excel exports
  - Charts, maps, data imports, and more
- Added Benefits**
  - Standardized system for reporting and tracking
  - Built and maintained at a professional evaluation office
  - Data collection tools aligned with the evaluation framework
  - New features & updates released regularly
  - Additional tools available to support state-wide extension efforts
- Support**
  - Friendly team of system experts available by phone and email
  - Online and onsite training available
  - Searchable knowledgebase of FAQs and instructions
  - Dedicated development and technical support teams who work closely with the SNAP-Ed coordinators

- **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@ucdavis.edu](mailto:bmknelly@ucdavis.edu) or
    - Angie Keihner [akeihner@ucdavis.edu](mailto:akeihner@ucdavis.edu)
  - Program and Indirect Activities contact
    - Jennifer Quigley [jaquigley@ucdavis.edu](mailto:jaquigley@ucdavis.edu)
  - Success Stories contact
    - Andra Nicoli [amnicoli@ucdavis.edu](mailto: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

**Food Behavior Checklist**  
These questions are about the ways you plan and fix food. Think about how you usually do things.

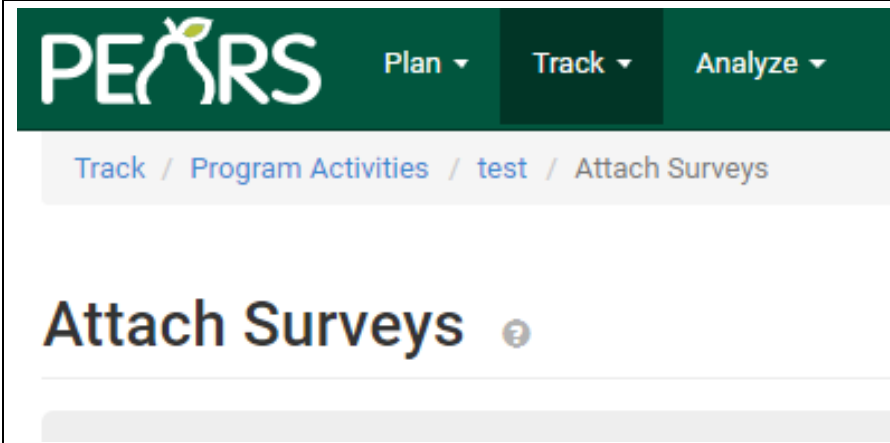
**Healthy, Happy Families Evaluation Tool**  
1. My child sits and eats meals with an adult.  
2. My child eats snack at about the same time every day.  
3. I warn my child s/he will not get a treat if s/he doesn't eat.  
4. My child sees me eat vegetables.

**UNIVERSITY OF CALIFORNIA cal fresh Nutrition Education Adult Physical Activity Survey**  
1. How often do you work? (Select one)  
2. How often do you work more than 10 hours per week?  
3. How often do you work more than 20 hours per week?

**UNIVERSITY OF CALIFORNIA cal fresh Nutrition Education FFY 2018 Adult Demographic Form**  
1) AGE  
2) SEX  
3) ETHNICITY  
4) RACE

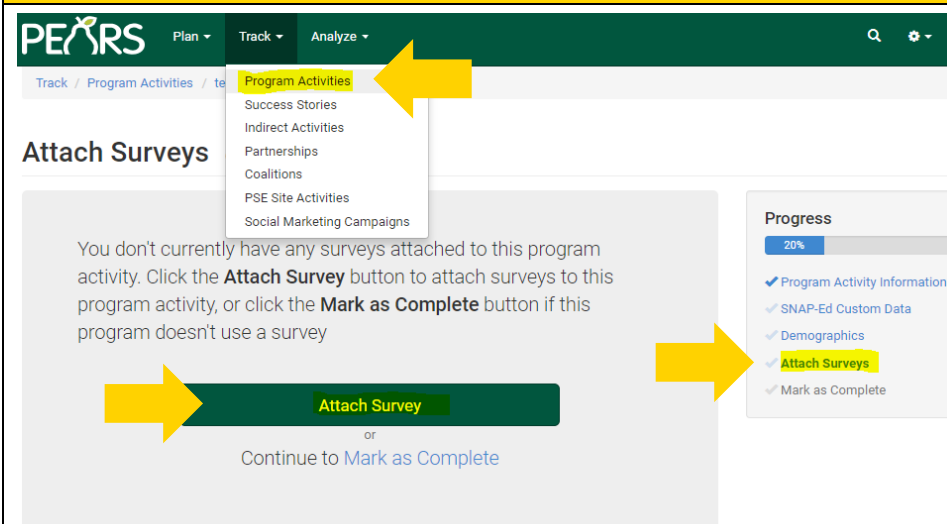
- **If you are collecting the following three adult pre/post surveys, you will enter the data into PEARs:**
  - Food Behavior Checklist
  - Healthy, Happy Families
  - Adult Physical Activity Survey
- **If desired, there is the option to enter**
  - Adult Demographic Forms
    - Enter each adult demographic 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 attach surveys administered during your adult program activities
  2. After you complete your classes, you will enter the MATCHED pre and post survey data that you collected

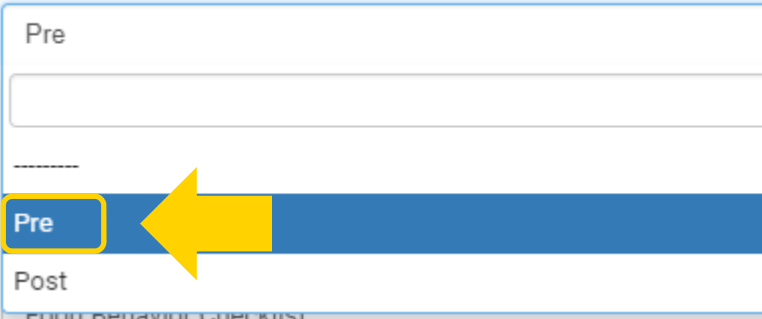

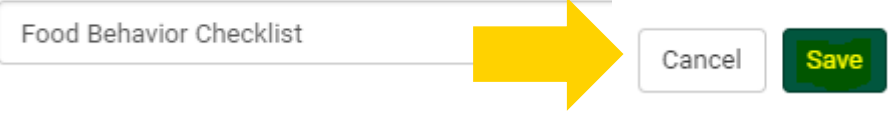
### STEP 1: Attaching Surveys to Program Activities



- 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.

**\*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.

<p><b>Add Program Survey</b> <span style="float: right;">✕</span></p> <hr/> <p><b>Survey *</b></p> <p>-----</p> <p>Select an evaluation survey to add to this program.</p> <p><b>Type *</b></p> <p>-----</p> <p><b>Date Delivered *</b></p> <p>mm/dd/yyyy <span style="float: right;">📅</span></p> <p><b>Name *</b></p> <p>_____</p>	<ul style="list-style-type: none"> <li>• Next, you will <b>select <u>ONE</u> survey</b> to attach.</li> <li>• Then, <b>complete the required fields</b> for the survey which include:             <ul style="list-style-type: none"> <li>○ selecting the survey and type,</li> <li>○ estimating the date delivered, and</li> <li>○ saving the default survey name.</li> </ul> </li> </ul> <p><b>*Note:</b> If you are administering a pre/post survey, you will need to <b>attach the survey <u>TWICE</u></b>:</p> <ul style="list-style-type: none"> <li>• <b>Once as a <u>Pre</u> survey</b> and</li> <li>• <b>Once as a <u>Post</u> survey.</b></li> </ul>
<p><b>Survey</b></p> <p><b>Survey *</b></p> <p>Food Behavior Checklist</p> <p>-----</p> <p><b>Food Behavior Checklist</b> ←</p> <p>Adult Physical Activity Survey</p> <p>Healthy, Happy Families</p> <p>Adult Demographic Card</p> <p><b>Name *</b></p>	<ul style="list-style-type: none"> <li>• <b>Survey:</b> 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.</li> <li>• In this example, I chose the Food Behavior Checklist (FBC).</li> </ul>

<p><b>Type</b></p> <p>Type *</p> 	<ul style="list-style-type: none"> <li>• <b>Type:</b> Next, you will select the appropriate <b>Type</b> for the survey you are attaching.</li> <li>• You will choose:             <ul style="list-style-type: none"> <li>○ <b>Pre</b> for all pre-surveys and the adult demo card</li> <li>○ <b>Post</b> for all post-surveys.</li> </ul> </li> <li>• In this example, I chose '<b>Pre</b>' as the <b>Type</b> for the Food Behavior Checklist 'Entry' or pre-survey.</li> </ul>
<p><b>Date Delivered</b></p> <p>Date Delivered *</p> 	<ul style="list-style-type: none"> <li>• <b>Date Delivered:</b> Then, you will enter the date the survey was administered.</li> </ul>
<p><b>Name</b></p> <p>Name *</p> 	<ul style="list-style-type: none"> <li>• <b>Name:</b> Last, the survey name will automatically populate. So, you can just click the green <b>[Save]</b> button at the bottom of the page.</li> </ul>

"Food Behavior Checklist" was added successfully.

### Attach Surveys

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

- 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.

### Attach Surveys

Name	Records	Aggregated	Type	Date Delivered	Actions
Food Behavior Checklist	0		Pre	Nov 01, 2018	
Food Behavior Checklist	0		Post	Nov 29, 2018	

- 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




### Attach Surveys

Name	Records	Aggregated	Type	Date Delivered	Actions
Food Behavior Checklist	0		Pre	Nov 01, 2018	
Food Behavior Checklist	0		Post	Nov 29, 2018	




- 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	<input type="checkbox"/>	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**.
  - 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.

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### Add Response (Food Behavior Checklist)

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?

- 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.

## 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 automatically. 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**.

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cal fresh Nutrition Education  
Adult Demographic Form  
FFY 2018

We would like to learn about people who attend our activities to help us improve services. Your answers are combined with everyone else's and cannot be used to identify you. [Everyone here today should fill out one of these forms.](#) Thank you for your help!

1) AGE  0-4  5-17  18-59 years  60+ years

2) SEX  Female  Male

3) ETHNICITY  Hispanic/Latino  NOT Hispanic/Latino

4) RACE *Choose all that apply*  
 Am. Indian/ Alaskan Native  Asian  
 Black/African American  Native Hawaiian/ Pac. Islander  
 White

This material was produced by the University of California CalFresh SNAP-Ed with funding from USDA SNAP, known in California as CalFresh (formerly food stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.

**UNIVERSITY OF CALIFORNIA**  
cal fresh Nutrition Education  
Forma Demográfica de Adulto  
FFY 2018

Nos gustaría saber acerca de las personas que asisten nuestras actividades para ayudarnos a mejorar nuestros servicios. Sus respuestas se combinan con las de los demás y no se pueden usar para identificarlo personalmente. Cada persona presente hoy debe llenar este formulario. Muchas gracias por su ayuda.

1) ¿Cuál es su grupo de edad?  0-4 años  5-17 años  18-59 años  60 o más años

2) ¿Cuál es su sexo?  Femenino  Masculino

3) ¿Cuál es su origen étnico?  Hispano/a o Latino/a  No Hispano/a o Latino/a

4) ¿Cuál es su raza? (Marque todo con el que se identifique)  
 Negro/a o Afroamericano/a  Asiático/a  
 Indio Americano/a o Nativo/a de Alaska  Blanco/a  
 Nativo/a de Hawái o de las Islas del Pacífico

Este material fue producido por el Programa de Educación Sobre Nutrición CalFresh de la Universidad de California con fondos de USDA SNAP, conocido en California como CalFresh (antiguamente llamado Estampillas para Comida). Estas instituciones son empleadores y proveedores que ofrecen igualdad de oportunidades. CalFresh provee asistencia a hogares de bajos ingresos y puede ayudar a comprar alimentos nutritivos para una mejor salud. Para información sobre CalFresh, llame al 1-877-847-3663.

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

The collage shows three survey forms: the Adult Demographic Form, the Food Behavior Checklist, and the Lista de hábitos alimenticios. A blue plus sign is placed between the forms, and yellow circles highlight the ID# fields on each form.

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	<input type="checkbox"/>	Pre	Nov. 1, 2018
Food Behavior Checklist	5	<input type="checkbox"/>	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.*



<p><b>Add Program Activity Demographics</b></p> <p>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.</p> <p>Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.</p> <p><b>Auto Calculate</b></p> <p>Progress: 40%</p> <ul style="list-style-type: none"> <li>Program Activity</li> <li>SNAP-Ed Custom</li> <li><b>Demographics</b></li> </ul>	<ul style="list-style-type: none"> <li>Next, you will click on the blue link for <b>Demographics</b> under the <b>Progress</b> bar on the right side of the page.</li> <li>At the top of the <b>Demographics</b> page, you will click on the green <b>[Auto Calculate]</b> button.</li> </ul>
<p><b>Auto Calculate</b></p> <p>How would you like to compute demographic totals?</p> <ul style="list-style-type: none"> <li>Site-wide demographics for Adelanto Elementary</li> <li><b>Survey responses attached to this program</b></li> </ul> <p><b>Continue</b></p>	<ul style="list-style-type: none"> <li>If you are delivering adult classes at a school (K-12), you will have the option to choose from the             <ul style="list-style-type: none"> <li>Site-wide demographics for the school (students) or</li> <li>Survey responses</li> </ul> </li> <li>Make sure to select <b>Survey responses</b> to auto calculate the demographics for your <u>adult class participants</u>.</li> </ul> <p><b>*Note:</b> For adult classes in <u>other settings</u>, <b>SKIP to the next step</b>.</p>
<p><b>Auto Calculate Using Survey Responses</b></p> <p>This method computes participant demographics based on survey response data. Please select the survey you wish to use for this calculation.</p> <p>Select ...</p> <p>Select ...</p> <p><b>Food Behavior Checklist (Pre)</b></p> <p>Food Behavior Checklist (Post)</p> <p>Food Behavior Checklist (Pre)</p> <p>This will replace existing demographic values. Are you sure?</p> <p><b>Yes</b> No</p>	<ul style="list-style-type: none"> <li>Next, a box will pop-up asking you to <b>select the survey</b> that you want to pull the demographic responses from in order to <b>auto calculate</b> the participant demographics.</li> <li>Select the <b>Pre</b> survey for the surveys you collected.             <ul style="list-style-type: none"> <li>In this example, the <b>Pre</b> survey is the 'Food Behavior Checklist (Pre)'.</li> </ul> </li> <li>Last, click on the green <b>[Yes]</b> button to auto calculate the demographics for your class participants.</li> </ul>

**Total \***

**Method used to determine demographic makeup of participants \***

**Source of Data \***

**Age & Sex \***

	Female	Male	Unknown
Less than 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 – 17 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18 – 59 years	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
60 years or older	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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.*

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**Age & Sex \***

	Female	Male	Unknown
Less than 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 – 17 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18 – 59 years	<input type="text" value="4"/>	<input type="text" value="0"/>	<input style="border: 2px solid yellow;" type="text" value="2"/>
60 years or older	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- 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.