

Purpose of Tip Sheet and PEARS Sign-in

- This document demonstrates the step-by-step process for attaching surveys in PEARS, if administering surveys **in person** – entering matched pre/post survey data into PEARS, using the auto calculate function to generate demographics for your class participants, and collecting surveys online using the survey link/QR code in PEARS.
- To start, you will sign into PEARS [here](#).

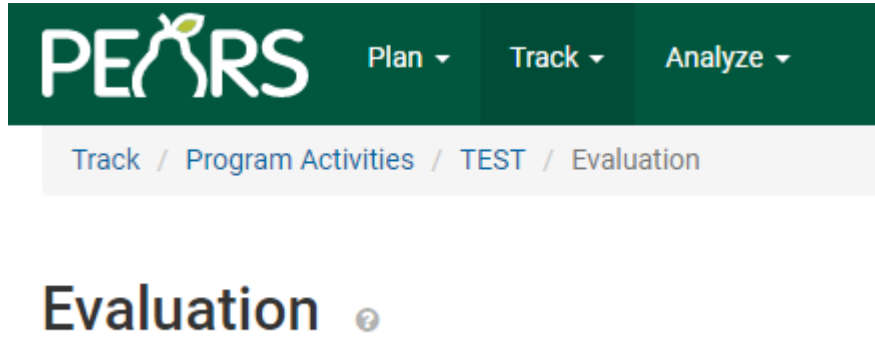
CFHL, UC Surveys in PEARS

- If you are collecting the following evaluation surveys, you will find them in PEARS:
 - Intent to Change Surveys (ITCs),
 - Plan, Shop, Save & Cook (PSSC),
 - Adult Physical Activity Survey (APAS),
 - Teacher Feedback Survey (TFS), and
 - Teacher Observation Survey (TOS).
- There is also the option in PEARS to collect:
 - Adult Demographic Cards
 - Enter/collect adult demographic cards (English/Spanish/Chinese) in PEARS to **Auto Calculate** the demographics.

***Note:** See KSU instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., class demo cards/eval surveys in English and Spanish).

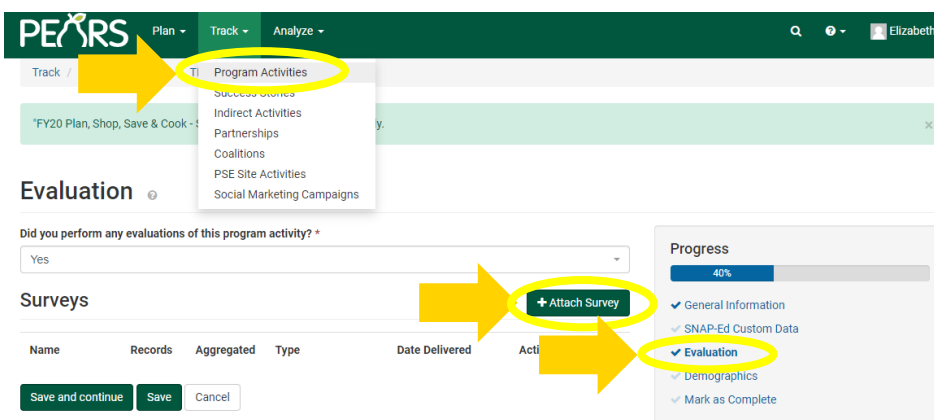
- Demographics can also be tallied by hand for your Program Activity.

Two Steps for Surveys in PEARS



- **There are two steps you will follow when using PEARS to collect direct education survey data.**
 1. First, you will attach the survey(s) you plan to administer through the Evaluation reporting page in Program Activities.
 2. You will either:
 - Collect surveys **in-person** and enter them into PEARS or
 - Administer surveys **online** using the survey link/QR code. See Online Surveys Tip Sheet.

STEP 1: Attaching Surveys to Program Activities



- To attach a survey to your program activities, go directly to the **Track** reporting section of PEARS and select **Program Activities** from the dropdown menu.
- Next, click on the blue link for Evaluation under the **Progress** bar on the right side of the page.
- From the **Evaluation** page, click on the green **[Attach Survey]** button to attach a survey.

***Note:** If administering surveys **online**, make sure to attach the survey(s) to your Program Activity in PEARS before your classes begin and have the survey link/QR code ready to share.

***Note:** If collecting data **in-person**, to promote data quality and reduce the potential for inconsistent data entry and errors, it may be helpful to designate 1-2 staff to enter the survey data into PEARS.

| | |
|--|---|
| <p>Add Program Survey ×</p> <p>Survey *</p> <p>-----</p> <p>Select an evaluation survey to add to this program.</p> <p>Type *</p> <p>-----</p> <p>Date Delivered *</p> <p>mm/dd/yyyy 📅</p> <p>Name *</p> <p>_____</p> | <ul style="list-style-type: none"> • Next, select a survey to attach. • Then, complete the required fields for the survey which include: <ul style="list-style-type: none"> ○ selecting the survey and type, ○ estimating the date delivered, and ○ saving the default survey name. <p>*Note: If you are administering a pre/post survey, attach the survey TWICE:</p> <ul style="list-style-type: none"> • Once as a <u>Pre</u> survey and • Once as a <u>Post</u> survey. |
| <p>Survey *</p> <p>-----</p> <p>plan </p> <p>FY21 ITC - Plan Meals</p> <p>FY21 ITC - Plan Meals - SPANISH</p> <p>FY21 Plan, Shop, Save & Cook ←</p> | <ul style="list-style-type: none"> • Survey: Select the survey you want to attach from the dropdown list of surveys available. • In this example, I chose the Plan Shop Save & Cook (PSSC). |
| <p>Type *</p> <p>Pre</p> <p>-----</p> <p>Pre ←</p> <p>Post</p> | <ul style="list-style-type: none"> • Type: Next, select the appropriate Type for the survey you are attaching. • You will choose: <ul style="list-style-type: none"> ○ Pre for all pre-surveys and adult demo cards, ○ Post for all post-surveys, and ○ Retrospective for ITCs and teacher surveys. • In this example, I chose 'Pre' as the Type for the Plan, Shop, Save & Cook pre-survey. |

| <p>Date Delivered *</p> <p>11/01/2018</p> | <ul style="list-style-type: none"> Date Delivered: Then, enter the date the survey was administered. | | | | | | | | | | | | | | | | | | |
|--|---|------------|------------|----------------|----------------|---------|--|---|---|-----|--------------|---------|--|---|---|------|--------------|---------|--|
| <p>Name *</p> <p>FY21 Plan, Shop, Save & Cook</p> <p>Cancel Save</p> | <ul style="list-style-type: none"> Name: The survey name will automatically populate. Last, Click the green [Save] button at the bottom of the page. | | | | | | | | | | | | | | | | | | |
| <p>PEARS Plan Track Analyze</p> <p>Track / Program Activities / TEST / Evaluation</p> <p>"FY21 Plan, Shop, Save & Cook - SPANISH" was added successfully.</p> <p>Surveys + Attach Survey</p> <table border="1"> <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>FY21 Plan, Shop, Save & Cook - SPANISH</td> <td>1</td> <td>⊙</td> <td>Pre</td> <td>May 03, 2021</td> <td>⋮ ✎ 🔗 ✕</td> </tr> </tbody> </table> | Name | Records | Aggregated | Type | Date Delivered | Actions | FY21 Plan, Shop, Save & Cook - SPANISH | 1 | ⊙ | Pre | May 03, 2021 | ⋮ ✎ 🔗 ✕ | <ul style="list-style-type: none"> PEARS provides a message confirming that the survey was added successfully and you will see it listed in the Surveys table on the Evaluation page. <p>*Note: If you are administering a pre/post survey, attach the survey TWICE:</p> <ul style="list-style-type: none"> Once as a Pre survey and Once as a Post survey. | | | | | | |
| Name | Records | Aggregated | Type | Date Delivered | Actions | | | | | | | | | | | | | | |
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| Name | Records | Aggregated | Type | Date Delivered | Actions | | | | | | | | | | | | | | |
| FY21 Plan, Shop, Save & Cook - SPANISH | 1 | ⊙ | Pre | May 03, 2021 | ⋮ ✎ 🔗 ✕ | | | | | | | | | | | | | | |
| FY21 Plan, Shop, Save & Cook - SPANISH | 0 | ⊙ | Post | May 31, 2021 | ⋮ ✎ 🔗 ✕ | | | | | | | | | | | | | | |

STEP 2: Entering Survey Data Collected in-Person for Program Activities

Surveys + Attach Survey

| Name | Records | Aggregated | Type | Date Delivered | Actions |
|--|---------|-----------------------|------|----------------|---------|
| FY21 Plan, Shop, Save & Cook - SPANISH | 1 | <input type="radio"/> | Pre | May 03, 2021 | |
| FY21 Plan, Shop, Save & Cook - SPANISH | 0 | <input type="radio"/> | Post | May 31, 2021 | |

Save and continue Save Cancel

- For surveys collected **online**, see the [Online Surveys Tip Sheet](#) for step by step instructions and **SKIP** to the next section for auto calculating Demographics.
- For surveys collected **in-person**, wait to enter survey data until after you complete all 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 **Evaluation** page, you will see a table listing the survey(s) you attached for this program activity.

***Note:** For pre/post surveys, you should see **BOTH** a **Pre** and **Post** survey attached and listed in the table. Make sure to attach the survey(s) in all languages needed for the class. If additional surveys are needed, follow **STEP 1** to attach any missing surveys.

Surveys + Attach Survey

| Name | Records | Aggregated | Type | Date Delivered | Actions |
|--|---------|-----------------------|------|----------------|---------|
| FY21 Plan, Shop, Save & Cook - SPANISH | 1 | <input type="radio"/> | Pre | May 03, 20 | |

Actions
Enter Response Data

If collecting surveys in-person:

- 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:** When collecting data **in-person**, to promote data quality and reduce the potential for inconsistent data entry and errors, it may be helpful to designate 1-2 staff to enter the survey data into PEARS.

Add New Response (FY21 Plan, Shop, Save & Cook - SPANISH) Delete Go Back to Attach Surveys

« 1 **New** »

Cree su propio # de identificación de 6 dígitos ingresando:

- Primera letra de su PRIMER nombre ("M" de María Rodríguez-Herrera),
- Primera letra de su APELLIDO ("R" de María Rodríguez-Herrera),
- Número de 2 dígitos para su MES de nacimiento ("01" para enero), y
- Número de 2 dígitos para el DÍA de su nacimiento ("03" para el tercer día).

En este ejemplo, el número de identificación de 6 dígitos es "MR0103".

ASEGÚRESE DE QUE EL # DE IDENTIFICACIÓN DE 6 DÍGITOS QUE INGRESE ANTES DE INICIAR EL PROGRAMA COINCIDA CON EL QUE INGRESÓ DESPUÉS DEL PROGRAMA, PARA QUE PODEMOS COINCIDIR CON SUS ENCUESTAS. *

¿Qué cambios ha hecho desde que han tomado estas clases?

8. SOLO RESPONDA LA PREGUNTA 8 *DESPUÉS DE* COMPLETA

Por favor, comparta un poco sobre usted.

Con el fin de mejorar nuestros servicios, nos gustaría saber r
Sus respuestas serán combinadas con todas las demás y no

SOLO RESPONDA LAS PREGUNTAS DEMOGRÁFICAS *ANTI

« 1 2 **New** »

Save Save and Add New

If collecting surveys *in-person*:

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

| Name | Records | Aggregated | Type | Date Delivered |
|--|---------|------------|------|----------------|
| FY21 Plan, Shop, Save & Cook - SPANISH | 5 | ⊘ | Pre | Nov. 1, 2018 |
| FY21 Plan, Shop, Save & Cook - SPANISH | 5 | ⊘ | Post | Nov. 29, 2018 |

If collecting surveys *in-person*:

- 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 cards 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.

Auto Calculating Adult Demographics in PEARs

Track / Program Activities / TEST / Program Activity Demographics

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically, first enter survey response data, or ask your administrators about demographics as estimates.

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

Total *

0

Progress

40%

- General Information
- SNAP-Ed Custom Data
- Evaluation
- Demographics**
- Mark as Complete

- If your team decides to enter the Adult Demographic Cards collected **in-person** into PEARs or administers the Adult Demographic Card or evaluation surveys with adult demographics in PEARs **online**, you will be able to **Auto Calculate** the Program Activity – Demographics for your adult class participants in PEARs.
- Follow **STEP 1** above to attach surveys in PEARs.
- For surveys collected **in-person**, follow **STEP 2** above to enter the survey data into PEARs.

Track / Program Activities / TEST / Program Activity Demographics

Program Activity Demographics

PEARS can compute the demographic makeup of participants automatically, first enter survey response data, or ask your administrators about demographics as estimates.

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

Total *

0

Progress

40%

- General Information
- SNAP-Ed Custom Data
- Evaluation
- Demographics**
- Mark as Complete

- 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.

***Note:** See KSU instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., class demo cards/evaluation surveys in English and Spanish).

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 adult class participants.

***Note:** For adult classes in other settings, **SKIP** to the next step.

Auto Calculate Using Survey Responses ✕

This method computes participant demographics based on survey response data recorded in the survey: **FY21 Plan, Shop, Save & Cook**

I would like to add new demographic data to existing demographic values instead of replacing them.

Yes

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.

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 |

- Next, a box will pop-up asking you if you would like to compute participant demographics based on survey responses in order to **Auto Calculate** the participant demographics.
- In this example, PEARS states that the demographics will be pulled from 'FY21 Plan, Shop, Save & Cook' – the only **Pre** survey attached to the Program Activity. If you have more than one pre-survey attached, see the note below.
- Click on the green **[Yes]** button to auto calculate the demographics for your class participants.

***Note:** See KSU instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., class demo cards/eval surveys in English and Spanish).

- 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.

California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit the [CalFresh Healthy Living](http://www.calfresh.org) website.