

**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**


[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/>
- *You should have received a Welcome Email from PEARS asking you to sign in and create a password, this portal is only open for 72 hours, if you do not go into the system and get your username and password set up the portal will close and you will need to click on forgotten password to have another email sent to you.*
- *If the system says there that no profile exists, you will need to contact the State Office to be added to the system please email:*

Jennifer Quigley [jaquigley@ucdavis.edu](mailto:jaquigley@ucdavis.edu)

Barbara McNelly [bmknelly@ucdavis.edu](mailto:bmknelly@ucdavis.edu)

or Angie Keihner [akeihner@ucdavis.edu](mailto:akeihner@ucdavis.edu)

**Overview**

It looks like you haven't entered any Program Activities yet. Demonstrate your impact by [creating a Program Activity](#) today!

Jennifer's 2016 - 2017 Reporting Period data

**Success Stories**

It looks like you haven't entered any Success Stories yet. Share your success by [creating a Success Story](#)!

Jennifer's 2016 - 2017 Reporting Period data

**Unfinished Items (0)**











You currently have no unfinished items.

**Recent Notifications**

[Program Sessions](#)  
9 days ago

[Demographics Updates](#)  
10 days ago

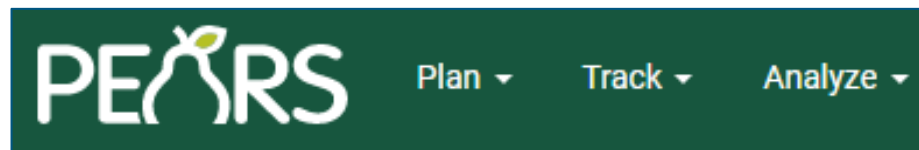
**Recent Activity**

-  Douglass Middle/Woodland Ad...  
less than a minute ago
-  Ms. Smith-2nd Grade  
2 minutes ago
-  ppp  
2 minutes ago
-  Douglass Middle/Woodland Ad...  
7 days ago
-  nnn  
Partnership  
9 days ago
-  Farm Smart  
9 days ago
-  Douglass Middle/Woodland Ad...  
10 days ago
-  Leslie Phillips AS  
13 days ago
-  ppp  
14 days ago
-  Ms. Smith-2nd Grade  
17 days ago

- *The opening Dashboard will be empty until you begin adding data to the system and will look something like this.*

- Items that can be seen on the dashboard:
  - Recent Activity
  - Program Activities status
  - Unfinished entries
  - Notifications from the PEARS staff
  - More...

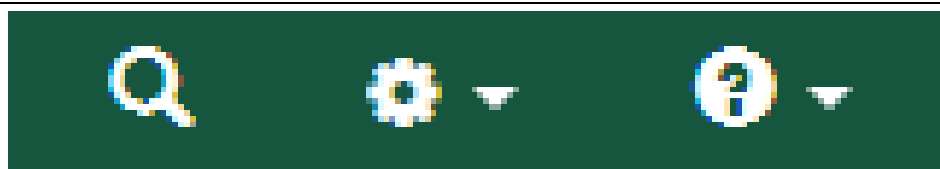
## PEARS Menu





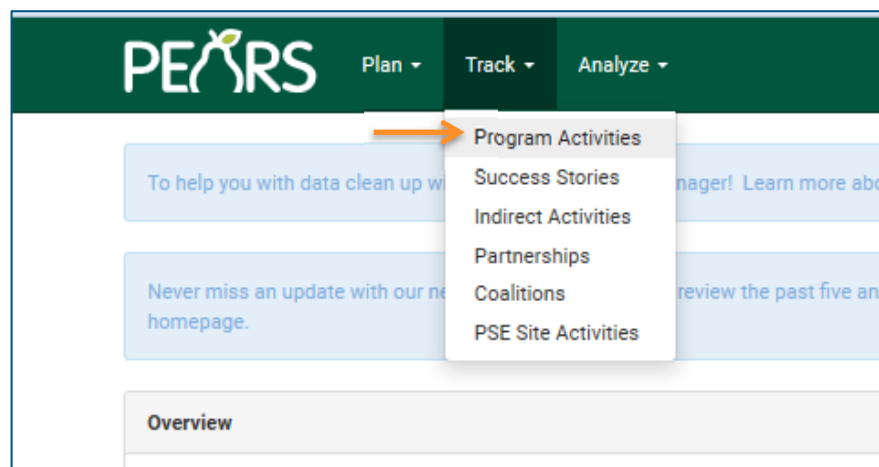
Track / Program Activities / YE-Series-Mr. James-Grd. 4

Breadcrumbs can be used to return to a previous page

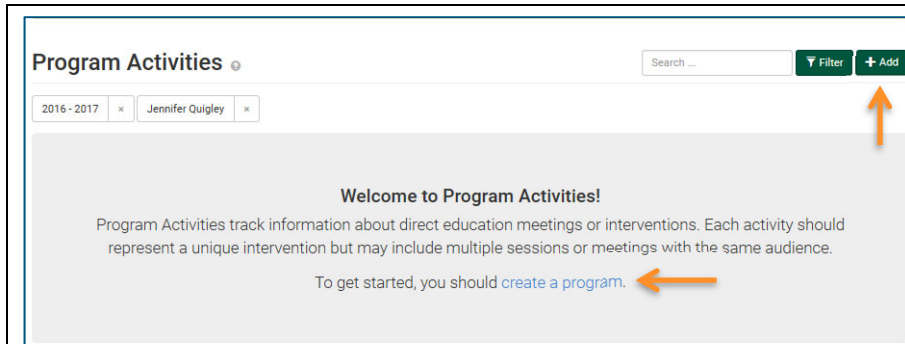
- **"Plan"** is where you will create your survey instruments. OR Evaluation Tools
  - For FFY18 there are only two evaluation tools available to UC CalFresh users
- **"Track"** is for recording the impact of your work. Here you can enter your program activities, success stories, indirect activities, PSE site activities, and partnerships.
- **"Analyze"** is where you will be able to see an overview of the information that has been entered into the system. From there you can begin interpreting and evaluating the data. This includes **reports** for the unit snapshot, EARS data, and duplicate contacts. You will also find **exports** for program activities, success stories, indirect activities, and templates here.






-  Use the search function to find Program Activities, Users or other data.
  - Use the filters function to narrow your search results.
-  This is the "Support" tab. From here you can go to the main documentation page where you will find detailed explanations, tutorials, and FAQs for each PEARs section. There is also a list of resources for SNAP-Ed with links.





- To begin adding a Program Activity (Direct Education) use the menu bar along the top and Click on **TRACK** and a dropdown list will appear → Choose **PROGRAM ACTIVITIES**




**Program Activities** 


Search ...  

2016 - 2017  Jennifer Quigley 

**Welcome to Program Activities!**

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

To get started, you should [create a program.](#) 

- Your initial page will have no activities listed, so you will need to choose the **ADD**  button to add a new Program Activity to the list or [“Create a program”](#)
- The next page that will appear is the first page to enter data for a Program Activity

Add Program Activity Screen 1

## Update Program Activity

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

**Program activity name \***

YE-Ms. Adams-GGG

This is a name you give the program activity for your reference.

**Reporting period \***

2017 - 2018

**Site \***

Alphabet Soup Childcare

Choose the site where this program was delivered. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). [What are inactive sites?](#)

**Unit \***

Yolo (County)

This is the unit where the program activity was delivered.

**Delivery people**

 Jennifer Quigley

These are the names of the users who delivered the program activity. If you helped deliver the program activity, remember to add yourself.

**Volunteers**

2

Number

1

Total hours



Youth Peer Volunteers Involved

## Sessions

If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

**Start Date \***

12/18/2017

Start Time

3:30 pm

Length (min) \*

30

# Participants



**Start Date \***

12/18/2017

Start Time

3:30 pm

Length (min) \*

30

# Participants



## Comments

Optional. Use the field below for any additional comments about the Program Activity.

22 participants



## Program Activity Information

Program Activities track information about direct education interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

Following are the fields to complete on the **Program Activity Information** page:

### Program Activity Name

Program activity name \*

This is a name you give the program activity for your reference.

- This is the name you will give to your Program Activity that will be carried out throughout the fiscal year as you add more session dates and time.
- Ensure the Program Activity Name is one you can filter on and return to and add additional Sessions.

*(See also Handout with Guidelines for Program Activity names)*

#### Suggestions/Examples:

- YE-series Ms.Smith-4<sup>th</sup> Grd  
*[YE=Youth Education-Name of teacher-Grade]*
- AE-series PSSC-Gospel Mission  
*[AE=Adult Education-Name of series-site]*

### Site

Site \*

Search for a site

Choose the site where this program was delivered. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). *What are inactive sites?*

Abraham Lincoln Alternative (INACTIVE)  
2601 Rosamond Boulevard, Rosamond, CA 93560-7688

Abraham Lincoln Continuation  
4341 Victoria Avenue, Riverside, CA 92507-5009

- Choose the name of the site the Program Activity is being delivered in, please ensure that you have the **correct address** for the name of the site as some site names are the same or very similar.
- Search for the site by name and by address.
- If the site is not listed please contact Jennifer Quigley at [jquigley@ucdavis.edu](mailto:jquigley@ucdavis.edu) to have the site added.  
o Do Not Add sites to PEARS
- If a site is listed as (INACTIVE) please contact Jennifer Quigley at [jquigley@ucdavis.edu](mailto:jquigley@ucdavis.edu)


## Unit

- This will be the county name, for clusters, please use the specific **county name** for the site the delivery occurred in.
  - **Do not** use the cluster option if you are part of a UC CalFresh Program with multiple counties

## Delivery People

- This will be the name of the educator(s) working with the site on the Program Delivery, and or the person (educator) entering the data. (Note: Delivery People need to have a PEARS user account.)
  - **Make sure the data entry staff or supervisor and the educator working with the site are listed so both can make edits to the Program Activity if needed**

## Volunteers

- Number
  - List the number of volunteers [Teacher/Extender(s)] involved in this Program Activity
- Hours
  - Enter the total number of hours for the reporting period the teacher/Extender(s) delivered the program activity.
    - **This number will increase over time as more sessions and volunteer time is accrued throughout the fiscal year**
  - Youth Peer Volunteers Involved – slide the bar to the right  to indicate if youth volunteers were involved in this program activity

**Note youth volunteers would be trained as SNAP-Ed extenders with a SNAP-Ed Educator**

## Sessions

**Sessions** ⓘ

If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

Start Date \* Start Time Length (min) \* # Participants Using IM

mm/dd/yyyy 3:30 pm   ☐ ☐

- These are the number of times the teacher/extender(s) have taught DE in a month/quarter
- This can also be a sessions that an educator teaches to the same audience or classroom, there would not be a separate program activity report created for the UCCE Educator if the teacher or extender is working collaboratively to deliver the lessons with UCCE staff.
  - Leave the # of Participants blank here

## Start Date

Start Date \* Start Time Length (minutes) \* Using IM

mm/dd/yyyy 3:30 pm  ☐

- This can be the actual date if using the *Daily Tracking* NARF with Dates included **or** the first working day of each month for the *Monthly Estimates* NARF.

Start Date \* Start Time Length (minutes) \* Using IM

07/03/2017 3:30 pm 30 ☐

Start Date \* Start Time Length (minutes) \* Using IM

07/03/2017 3:30 pm 30 ☐

Start Date \* Start Time Length (minutes) \* Using IM

07/03/2017 3:30 pm 30 ☐

## Monthly Estimate Program Activity Reporting Form

A.	B.	C.	D.	E.
Comments	Month	Total time spent teaching SNAP-Ed Curriculum materials	Total number of lessons taught during the month	Average length in minutes of one session
Add any clarifying comments here	The months of the fiscal year have been pre-populated	Enter the total time for the month spent teaching a SNAP-Ed Curriculum	Enter the number of times in the month a lesson was delivered from a SNAP-Ed Evidence based curriculum	This is for office use and will be entered into PEARS
	JULY	1.50	3.00	30
	AUGUST			

- For example** using the UC CalFresh **Program Activity Reporting Form** in July the extender taught 3 times for a total of one and a half hours. This averages out to 30 minutes per session.
  - The first workday was the 3<sup>rd</sup> so this date could be used for all July sessions entered for the month the extender taught lessons. (3 each 30 minute lesson for July)

**Note:** For extenders/volunteers, reporting the exact date sessions were delivered is not necessary; however, the date field does need to be completed.

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today Clear Close

2 PEARS Calendar

**Sessions** ⓘ

If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

Start Date *	Start Time	Length (minutes) *	Using IM
07/03/2017	3:30 pm	30	<input type="checkbox"/>
07/03/2017	3:30 pm	60	<input type="checkbox"/>
07/03/2017	3:30 pm	90	<input type="checkbox"/>
07/14/2017	3:30 pm	60	<input type="checkbox"/>
07/03/2017	3:30 pm	30	<input type="checkbox"/>

Figure 3 Example of finished sessions for the month of July

- If the UCCE Educator provides a support lesson or taste test lesson to the same participants, this would also be added; however, the educator would know the date of delivery and would add the session with the accurate date information and the accurate time in minutes the lesson was delivered rather than an average of all time in the month.

- **Start Time**

- This can be left at the default time of 3:30 pm

- **Length (Minutes)**

- Each lesson or session taught by the teacher/extender is listed out individually

- **Using Interactive Media (IM)**

- If IM was used to deliver the Program Activity in place of a live educator move the slide to the right turning the button green
  - Interactive Media, The integration of text, audio, graphics, still images, and moving pictures into one computer-controlled, multimedia product that provides and individualized educational experience based on the participant's input.



Hovering over the "IM" will provide you with this definition

## Comments


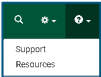

### Comments

Optional. Use the field below for any additional comments about the Program Activity.

- Use this section to clarify sessions, curricula, or any “Other” activities.
- **Saving your Program Activity**
  - Clicking Save and Continue will save the information and move to the next section “**SNAP-Ed Custom Data**”; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time.

Save and continue

Save

- There are 10 support Articles that can be reviewed on this section by clicking on the question mark on the green menu bar  and choosing Support from the dropdown list. , these articles can also be accessed anytime there is a question mark icon with in a data entry page you are working. 

- How to Add a Program Activity
- How to Add Custom Data
- How to Attach a Survey Instrument to a Program Activity
- How to Copy a Program Activity
- What are Inactive Sites

- How to Add Demographic Information to a Program activity
- How to Mark a Program Activity as Complete
- How to enter response data
- How to Delete a Program Activity
- Program Activity Excel Report

## SNAP-Ed Custom Data

In this section the following items will require completion:

### Add SNAP-Ed Custom Data

**Intervention name \***

Choose the statewide intervention or initiative most related to this activity. Please contact your organization's administrator if your intervention isn't in this list.

**Priority indicators \***

**Target audiences**

**Setting \***

Select the primary setting for this program activity.

**Primary curriculum \***

**Additional curricula**

Specify any additional curricula used for this activity.

**Objectives \***

**Intervention Topics \***

Save and continue

Save

Cancel



<p><b>Intervention Name</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Intervention name *</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Choose the statewide intervention or initiative most related to this activity. Please contact your organization's administrator if your intervention isn't in this list.</p> <p><a href="#">See gray box below for list</a></p> </div>	<ul style="list-style-type: none"> <li>For California, the Intervention Names are a condensed list of site settings based on the EARS site settings and 6 top level domains (Eat, Live, Learn, Play, Work, and Shop). <ul style="list-style-type: none"> <li>Please refer to the shaded box below for a listing of intervention names</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><b>Before/Afterschool Programs</b> (YMCA, Parks and Rec, Boys and Girls Clubs etc.)</li> <li><b>Early Care and Education</b> (ECE sites, Head Starts, Pre-K sites etc.)</li> <li><b>Faith Places of Worship</b> (Churches, etc.)</li> <li><b>Farmers Markets</b></li> <li><b>Food Distribution</b> (FDPIR distribution sites, Food Pantries, Food Assistant sites, etc.)</li> <li><b>Health Care Services</b> (Clinics, Hospitals, Family Resource Centers, etc.)</li> <li><b>Mass Media</b> (this would be used in the case of a social marketing initiative)</li> <li><b>Learning Sites (Other)</b> (Extension centers, Libraries, WIC Clinics, etc.)</li> </ul>	<ul style="list-style-type: none"> <li><b>Places People Play</b> (Parks, bicycle paths, Fairgrounds, etc.)</li> <li><b>Places People Eat</b> (Summer meals, Restaurants, Soup Kitchens, etc.)</li> <li><b>Residential sites</b> (Individual homes, rehab centers, group homes, etc.)</li> <li><b>Schools</b></li> <li><b>Senior Services</b> (Congregate Meal sites, senior centers, etc.)</li> <li><b>Stores</b> (Retail locations)</li> <li><b>Worksite and related</b> (SNAP Offices, Military bases, Adult Education (TANF), etc.)</li> <li><b>Other (please specify)</b> <ul style="list-style-type: none"> <li>If "Other" is chosen a new field will open below for you to enter the "Other" Intervention Name.</li> </ul> </li> </ul>
<p><b>Priority Indicators</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Priority indicators *</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div> <p><a href="#">See gray box below for list</a></p> <p><a href="#">(See also Handout with suggested indicators for commonly used curricula.)</a></p>	<ul style="list-style-type: none"> <li>These are based on the SNAP-Ed Framework and listed in a dropdown list, you may choose all that apply to your Program Activity or based on the curriculum used.</li> <li>For direct education, the individual-level indicators in bold in the drop down list below are the most relevant. These are organized by <ul style="list-style-type: none"> <li><b>Short Term (ST)</b> <ul style="list-style-type: none"> <li>Goals and Intentions</li> </ul> </li> <li><b>Medium Term (MT)</b> <ul style="list-style-type: none"> <li>Behavioral Changes</li> </ul> </li> <li><b>Long Term (LT)</b> <ul style="list-style-type: none"> <li>Maintenance of Behavioral Changes</li> </ul> </li> </ul> </li> </ul>

<b>Priority Indicators:</b> <ul style="list-style-type: none"> <li>MT1 Healthy Eating Behaviors</li> <li>MT2 Food Resource Management Behaviors</li> <li>MT3 Physical Activity &amp; Reduced Sedentary Behavior</li> <li>MT5 Nutrition Supports</li> <li>MT6 Physical Activity &amp; Reduced Sedentary Behavior Supports</li> <li>LT5 Nutrition Supports Implementation</li> <li>LT6 Physical Activity Supports Implementation</li> <li>LT7 Program Recognition</li> </ul>		<ul style="list-style-type: none"> <li>LT8 Media Coverage</li> <li>LT10 Planned Sustainability</li> <li>R2 Fruits and Vegetables</li> <li>ST1 Healthy Eating</li> <li>ST2 Food Resource Management</li> <li>ST3 Physical Activity &amp; Reduced Sedentary Behavior</li> <li>ST5 Readiness and Need</li> <li>ST7 Organizational Partnerships</li> <li>ST8 Multi-Sector Partnerships and Planning</li> </ul>	
Target audiences <input type="text"/>		<ul style="list-style-type: none"> <li>Target Audience is optional and not a requirement for CA data entry</li> </ul>	
<b>Setting (site)</b> Setting * <input type="text"/> Select the primary setting for this program activity.		<ul style="list-style-type: none"> <li>These are based on the site list definitions of site setting and come from the EARS 2107-19 EARS Form. These are based on the 6 domains and the settings that fall under each domain.</li> <li>The setting of your Program Activity may be different than the actual physical site setting.</li> </ul>	
<b>EAT</b> <ul style="list-style-type: none"> <li>Congregate meal sites/senior nutrition centers</li> <li>Fast food chains</li> <li>Mobile vending/food trucks</li> <li>Restaurants</li> <li>Soup kitchens (Listed as Cafeterias in PSE's only)</li> <li>USDA Summer Meals sites<sup>1</sup></li> <li>Other Places people eat outside the home</li> </ul>	<b>LIVE</b> <ul style="list-style-type: none"> <li>Community Organizations</li> <li>Emergency shelters and temporary housing sites</li> <li>Faith-based centers/places of worship</li> <li>Low Income Health Clinics (Incl. Health care clinics and hospitals)</li> <li>Indian reservations</li> <li>Public housing sites (Includes Individual Homes)</li> <li>Group living arrangements/residential treatment centers</li> <li>Other settings where people live or live nearby:</li> </ul>	<b>SHOP</b> <ul style="list-style-type: none"> <li>Farmers markets</li> <li>Food assistance sites, food banks, and food pantries</li> <li>FDPIR distribution sites<sup>3</sup></li> <li>Small food stores (≤3 registers)</li> <li>Large food stores and retailers (4+registers)</li> <li>Other places people go to shop for or access food:</li> </ul>	<b>WORK</b> <ul style="list-style-type: none"> <li>Adult education, job training, TANF,<sup>4</sup> and veteran services sites</li> <li>Military bases</li> <li>SNAP offices</li> <li>Worksites with low-wage workers</li> <li>Other places people go to work:</li> </ul>
<b>LEARN</b> <ul style="list-style-type: none"> <li>Before- and after-school programs</li> <li>Early care and education facilities</li> <li>Extension offices</li> <li>Family resource centers</li> <li>Libraries</li> <li>Mobile education sites</li> <li>Schools (K-12)</li> <li>Schools (colleges &amp; universities)</li> <li>WIC clinics<sup>2</sup></li> <li>Other Places people learn:</li> </ul>	<b>PLAY</b> <ul style="list-style-type: none"> <li>Bicycle and walking paths</li> <li>Community centers (Incl. Rec. Centers)</li> <li>Fairgrounds (State/County)</li> <li>Gardens</li> <li>Parks and open spaces</li> <li>Youth Organizations (Boys and Girls Clubs, YMCA, etc.)</li> <li>Other places people go to play:</li> </ul>		

<p><b>Primary Curriculum</b></p> <p>Primary curriculum *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>This is the Primary Curriculum used for the intervention strategy. <ul style="list-style-type: none"> <li>If Other Approved Curriculum is chosen another field will appear for you to describe or write in the Approved Evidence Based Materials you are using if they are not on the list</li> </ul> </li> <li>Additional Curriculum field is for any other approved curriculum the classroom is using.</li> <li>There is also an option for “Other Approved Materials (Please specify) Please only use other if this curricula is not on the list.</li> </ul>
<p><b>Additional Curriculum</b></p> <p>Additional curricula</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Specify any additional curricula used for this activity.</p>	<ul style="list-style-type: none"> <li>These are based on the Statewide Goals and Objectives in the CA. SNAP-Ed Plan. <ul style="list-style-type: none"> <li>Choose all that apply based on the intervention strategy of curricula you are using.</li> </ul> </li> </ul> <p><i>(See also Handout with suggested indicators for commonly used curricula.)</i></p>
<p><b>Objectives</b></p> <p>Objectives *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>See gray box below for list</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Improve the dietary quality of meals and snacks consumed by the SNAP-Ed eligible population (consistent with the current Dietary Guidelines for Americans).</li> <li>Increase consumption of fruits and vegetables among the SNAP-Ed eligible population</li> <li>Decrease consumption of added sugar from food and beverages among the SNAP-Ed population</li> <li>Increase time spent in physical activity among the SNAP-Ed eligible population</li> <li>Improve at least one resource management behavior among surveyed SNAP-Ed adult participants</li> <li>Increase food security among surveyed SNAP-Ed adult resource management participants</li> <li>Improve food environments in new and continuing at SNAP-Ed eligible sites or organizations</li> <li>Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved food environments.</li> <li>Improve physical activity environments and opportunities in new and continuing SNAP-Ed eligible sites or organization</li> <li>Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved environments and opportunities for physical activity.</li> <li>Other</li> </ul>

<p><b>Intervention Topics</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Intervention Topics *</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <p><i>See gray box below for list</i></p>	<ul style="list-style-type: none"> <li>These topics will come from the curriculum listing with the corresponding Intervention Topics and are based on reviews of the curriculum and the goals and objectives of the lessons.</li> </ul>
<p><b>Individual knowledge and skills</b></p> <ul style="list-style-type: none"> <li>MyPlate food groups and portions for a healthy eating pattern</li> <li>Food shopping and resource management</li> <li>Food preparation/cooking and food safety</li> <li>Promoting and maintaining a healthy weight</li> <li>Prevention of obesity, diabetes, and other chronic diseases</li> <li>Other – please specify: _____</li> </ul> <p><b>Individual behaviors</b></p> <ul style="list-style-type: none"> <li>Food and beverage consumption:</li> <li>Fruits and vegetables</li> <li>Whole grains</li> <li>Dairy (<i>including low-fat/fat-free milk and/or fortified soy beverage</i>)</li> <li>Protein foods (<i>including seafood; lean meats and poultry; eggs; nuts; seeds; and soy products</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Healthy fats and oils</li> <li>Fiber-rich foods</li> <li>Water</li> <li>Limiting added sugars</li> <li>Limiting saturated fats</li> <li>Limiting sodium</li> </ul> <p><b>Engagement in physical activity</b></p> <ul style="list-style-type: none"> <li>Active commuting (<i>e.g., walking and bicycling</i>)</li> <li>Participation in sports and recreational activities (<i>e.g., tennis and swimming</i>)</li> <li>Reducing sedentary activities and screen time (<i>e.g., decreasing the playing of computer games and TV viewing</i>)</li> <li>Other – please specify: _____</li> </ul>
<p><b>Saving your Program Activity</b></p>	<ul style="list-style-type: none"> <li>Clicking Save and Continue will save the information and move to the next section “<b>Demographics</b>”; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time.</li> </ul> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 5px;">Save and continue</div> <div style="border: 1px solid black; padding: 2px 10px;">Save</div> </div>

## Add Program Activity Demographics

In this section the following items will require completion:

### Add Program Activity Demographics

Click the auto calculate button to have your demographics auto calculated based on responses entered on attached program activity survey instruments.

Auto Calculate

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

Total \*

0

Method used to determine demographic makeup of participants \*

Actual Count

Source of Data \*

Survey of target audience

### Age & Sex \*

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

### Ethnicity

Hispanic / Latino	0
Non-Hispanic / Latino	0

### Race

American Indian or Alaska Native	0
Asian	0
Black or African American	1
Native Hawaiian or Other Pacific Islander	0
White	0

### For SNAP-Ed Users:

The age & sex table must equal the overall **Total\*** for SNAP-Ed participants. This is a requirement for EARS data. If you enter data for ethnicity it will be validated to make sure the sum of the numbers entered is **not higher than** the overall total. Since people may report multiple races the race table will allow for a sum higher than the total number of participants for the activity.

- For **adult** demographics
  - Before you can auto calculate your demographics you'll need to add a survey instrument and add all the responses for the Adult Demographic half sheet.
- For **youth** demographics
  - If the site is a public school and has a CDS (County District School) code with updated demographics, the demographics will calculate automatically.
  - If the youth site is not a CDE coded school then the number of students will need to be entered into the total Field, and all subsequent data, sex by age, Ethnicity and Race


### Total

**Total \***

0


- Report the total number of unique participants for this program activity.
  - For youth, enter in the total number of students in one classroom or group of students.
- If the extender has multiple classes or groups of students being taught each class will need to be entered separately under a separate Program Activity.

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

- Using the Auto Calculate feature

- Click on the "Auto Calculate" button

 Auto Calculate

### Auto Calculate Using Site-wide Demographics

This method computes participant demographics based on the overall demographic makeup of the site Sierra House Elementary. Please enter the total number of participants.

**Total Participants \***

0

This will replace existing demographic values. Are you sure?

Yes

No

- A warning box will appear.
- Click "Yes" if you are going to replace or have your demographics calculated automatically.
- Once you have indicated Yes the system will use the total entered and calculate the sex, age, ethnicity and race for you
  - *Note for schools with demographics, only the 5-17 age range will auto calculate. If you are working with another audience (0-4, 18-59 etc) you will need to enter these manually.*



<p><b>Total *</b></p> <p>25</p> <p><b>Method used to determine demographic makeup of participants *</b></p> <p>Estimated Count</p> <p><b>Source of Data *</b></p> <p>Other</p> <p><b>Source other *</b></p> <p>Site Demographics</p>	<ul style="list-style-type: none"> <li>For Method, and source these will auto populate based on whether you are using school CDS data or surveys.</li> </ul>																				
<p><b>Method used to determine demographic makeup of participants</b></p> <p><b>Method used to determine demographic makeup of participants *</b></p> <p>-----</p> <p><b>Source of Data *</b></p> <p>-----</p>	<ul style="list-style-type: none"> <li><b>Actual Count</b> = participants were actually counted by the educator or completed and adult demographic form themselves (self-reported data)</li> <li><b>Estimated Count</b> = all other methods used to count the participants including CDE Data</li> <li><b>Source of Data (examples)</b> <ul style="list-style-type: none"> <li><b>Commercial market data</b> on audience size           <ul style="list-style-type: none"> <li>Radio or television reach, supermarket reach or data on number of patrons in a specified amount of time</li> </ul> </li> <li><b>Survey of target audience</b> <ul style="list-style-type: none"> <li>Adult half sheet</li> </ul> </li> <li><b>Visual Estimate</b> <ul style="list-style-type: none"> <li>Visual count and estimate of race, ethnicity and gender</li> </ul> </li> <li><b>Other</b> <ul style="list-style-type: none"> <li>CDE Data</li> </ul> </li> </ul> </li> </ul>																				
<p><b>Age &amp; Sex</b></p> <p><b>Age &amp; Sex *</b></p> <table border="1"> <thead> <tr> <th></th> <th>Female</th> <th>Male</th> <th>Unknown</th> </tr> </thead> <tbody> <tr> <td>Less than 5 years</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>5 – 17 years</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>18 – 59 years</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>60 years or older</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Female	Male	Unknown	Less than 5 years	0	0	0	5 – 17 years	0	0	0	18 – 59 years	0	0	0	60 years or older	0	0	0	<ul style="list-style-type: none"> <li>Enter participants' age by sex per the EARS fields provided, the total must equal the total number of participants entered at the top of the page.</li> <li>If a participant does not wish to answer the demographic questionnaire, estimates may be entered into the "Unknown" fields to make the total by age and sex equal to the total participants.</li> </ul>
	Female	Male	Unknown																		
Less than 5 years	0	0	0																		
5 – 17 years	0	0	0																		
18 – 59 years	0	0	0																		
60 years or older	0	0	0																		

### Ethnicity and Race

Ethnicity		Race	
Hispanic / Latino	<input type="text" value="0"/>	American Indian or Alaska Native	<input type="text" value="0"/>
Non-Hispanic / Latino	<input type="text" value="0"/>	Asian	<input type="text" value="0"/>
		Black or African American	<input type="text" value="0"/>
		Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>
		White	<input type="text" value="0"/>

- Enter in the number of participants that are Hispanic Latino and not Hispanic Latino, the total cannot exceed the total number of participants entered at the top of the page.
- Enter the participants' race(s), this total does not need to equal the total at the top of the page as more than one Race may be chosen.

### 🚩 Saving your Program Activity

- Clicking Save and Continue will save the information and move to the next section "**Attach Survey Instruments**"; Clicking save will save the data entered on the Program Activity Page, you may return to this program activity name to continue entering data at a later time.

### Attach Survey Instruments

#### Progress

80%

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

- If you choose to use the adult demographic survey in PEARS to calculate the demographics for adults See the Surveys Tip Sheet [PEARS Surveys Tip Sheet for UC CalFresh Users](#)