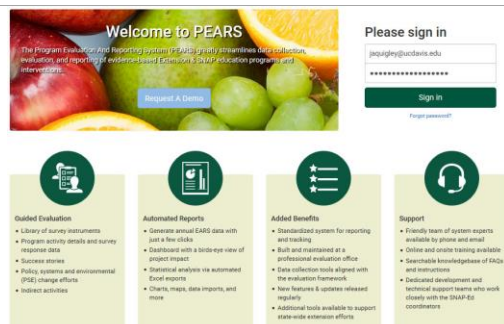


## CFHL, UC - Program Activity Tip Sheet

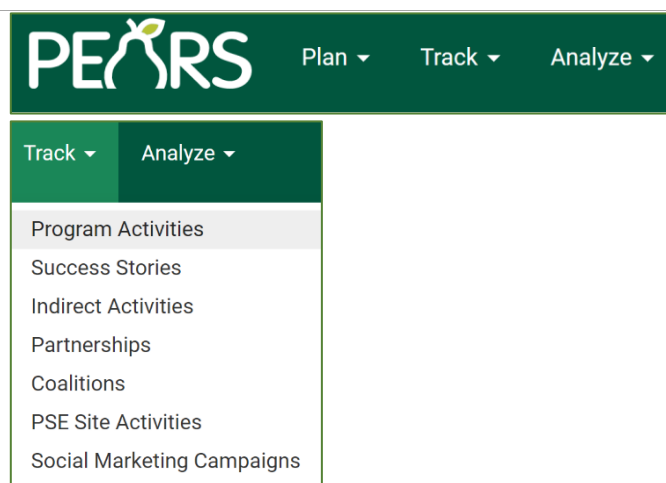
# PEARS | Program Activity Module



The PEARs Login Page can be found at the following link: <https://pears.oeie.org/accounts/signin/>

If you do not have a PEARs User Account, please contact the CFHL, UC State Office at [uccalfresh\\_so@ucdavis.edu](mailto:uccalfresh_so@ucdavis.edu)

For further information regarding training and resources please go to the [CDSS PEARs Resources and References page](#). There are manuals for each of the PEARs Modules as well as a listing of training dates and out resource materials on this webpage.



"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.

Click on the down arrow to Access all of the options including Program Activities



To add a program activity, click on the "ADD" button to the right of your screen.

This will open a new program activity in the "General Information" Page.

## CFHL, UC - Program Activity Tip Sheet

### Program Activity Module | General Information

#### General Information ⓘ

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.

Please complete the basic [Program Activities Module](#) training prior to entering data into the PEARS data portal for your county.

*The General Information Page includes basic program information fields. Titles with a red asterisk (\*) are required fields and must be completed in order to save and move on to the next page of the activity.*

#### Program Activity Name \*

Program activity name \*

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

This is the name you give the Activity, please follow the [PEARS Guidelines for Program Activity Naming Job Aid](#)

#### 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?](#)

This is the site where the activity takes place

**DO NOT add** sites to PEARS under any circumstances

For schools listed as “Inactive” please contact the CFHL, UC State Office by emailing Jennifer Quigley at [jaquigley@ucdavis.edu](mailto:jaquigley@ucdavis.edu) or for other site related issues

#### Unit \*

Unit \*

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This is the unit where the program activity was delivered.

This is the County where the activity takes place not the cluster

#### COVID-19 Impact

COVID-19 Impact

-----

This field is optional. Please follow the [Guidelines for Entering Interventions Impacted by COVID-19 in PEARS](#)

#### Method used to deliver this program \*

Method used to deliver this program \*

Face-to-face

Using the dropdown chose the method for how the session is delivered.

- Face to Face (default)
- Webinar/Online
- Mix of online and face to face
- Other
  - Choosing “Other” will create another open text field to describe the other method

## CFHL, UC - Program Activity Tip Sheet

### Volunteers

Volunteers

Number

Total hours

☐  
Youth Peer Volunteers Involved


This field is optional and should be completed when extenders are used to deliver the materials

- **Number** | enter the total number of volunteers involved
- **Total Hours** | enter the total hours the volunteer provided in-kind support to the program
- **Youth Peer Volunteers Involved** | if the volunteers are youth please indicate by sliding the button to right or green ☒

## Program Activity Module | General Information | Sessions

Sessions ?



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

**Start Date \***  
 mm/dd/yyyy 

**Start Time**  
 3:30 pm

**Length (min) \***

**# Participants**

**Using IM**  
☐  

### Start Date \*

For CFHL, UC the start date is flexible as long as the date falls into the current fiscal year.

Dates that fall outside of the fiscal calendar year will be flagged for correction

### Start Time \*

This will default to 3:00PM, there is no need to change this field

### Length (Min) \*

Enter the length of the session in minutes

### # of Participants

Please **DO NOT Complete** this field. All participant totals and demographics will be completed on the demographic page.

### Using IM

If the session is delivered using “Interactive Media” please slide the IM button to the right or green ☒

### Comments

Comments

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

This is an optional field and may be used if there is specific information the PEARS User wishes to document

## CFHL, UC - Program Activity Tip Sheet

### File Attachments

#### File Attachments

Optional. Upload files related to this program activity such as pictures or handouts. Please do not upload scanned survey responses as an alternative to entering the data.

Select or drop files

This is an optional field and may be used for flyers, documents, photo releases, or images of the session

## Program Activity | Collaborators

### Collaborators ?

Add collaborators to give them access to make changes in this record only. Adding a collaborator does not give them any additional sitewide access permissions.

This section replaces the previous field on the general information page “**Delivery People**”.

In the Collaborators section, the creator of a record can allow another user to view or edit the record. This section can also be used to give credit to other users who were involved and to describe their contribution.

If no collaborators need to be reported, click **Save and Continue** to go to the next section, or click **Save** to view the record details.

Save and continue

Save

Cancel

For more information on Collaborators click [here](#)

User	Contributor	View Only	View & Edit	Actions
Jennifer Quigley				

+ Add Collaborator

The initial screen will show the current user as a collaborator.

To add additional collaborators, click on the Add Collaborator button.

Add Collaborator

User \*

☐ Was this user involved in performing the work described in this record?

Access \*

View Only

What role or contribution did this user offer in this record?

No. of Sessions

Cancel Save

A pop-up window will appear with additional fields for the user to complete.

## CFHL, UC - Program Activity Tip Sheet

User \*

Derek Beins

Begin typing the name of a PEARS user that collaborated on this activity and choose the name from the list. Only users in your unit can be collaborators.

*Was this user involved in Performing the work described in this record?*

☐ Was this user involved in performing the work described in this record?

Check this box if the user was involved in the delivery of this activity

Access \*

Using the drop-down choose the type of access the collaborator will have to this record

### View | View & Edit

- Collaborators cannot delete record only the record creator or Data Manager can delete a record. *Data Managers are at the State Office Level.*
- Collaborator permissions may be edited or deleted at any time by the record creator.

*What role or contributions did this user offer in this record?*

What role or contribution did this user offer in this record?

Optionally information regarding the role of the collaborator can be added.

No. of Sessions

No. of Sessions

Optionally the number of sessions the collaborator is involved in can be added here.

Save and continue

Save

Cancel

Save and continue or Save and return later to complete the activity.

## CFHL, UC - Program Activity Tip Sheet

### Program Activity | SNAP-Ed Custom Data

For resources to assist in completing this section please refer to the PEARS Resources and References webpage. The [Curriculum Job Aid](#) will help in finding the correct priority indicators, Intervention topics and objectives for this section. Other resources are the [SNAP-Ed Framework](#) and the [EARS Reporting Form](#).

#### Intervention Name \*

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.

For California, 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).

Please refer to the shaded box below for a listing of intervention names.

<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>
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#### Priority Indicators \*

Priority indicators \*

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Priority indicator(s) addressed with this program activity. See the [SNAP-Ed Evaluation Framework](#) for a complete list & description of indicators.

These are based on the SNAP-Ed Framework and listed in a dropdown list, choose all that apply to the Program Activity or based on the curriculum used.

For direct education, the individual-level indicators in bold in the drop-down list below are the most relevant. These are organized by

- Short Term (ST) | Goals and Intentions
- Medium Term (MT) | Behavioral Changes
- Long Term (LT) | Maintenance of Behavioral Changes

#### Priority Indicators:

- **MT1 Healthy Eating Behaviors**
- **MT2 Food Resource Management Behaviors**
- **MT3 Physical Activity & Reduced Sedentary Behavior**
- **MT5 Nutrition Supports**
- **MT6 Physical Activity & Reduced Sedentary Behavior Supports**
- **LT5 Nutrition Supports Implementation**
- **LT6 Physical Activity Supports Implementation**
- **LT7 Program Recognition**

- **LT8 Media Coverage**
- **LT10 Planned Sustainability**
- **R2 Fruits and Vegetables**
- **ST1 Healthy Eating**
- **ST2 Food Resource Management**
- **ST3 Physical Activity & Reduced Sedentary Behavior**
- **ST5 Readiness and Need**
- **ST7 Organizational Partnerships**
- **ST8 Multi-Sector Partnerships and Planning**

#### Target Audience

This is an optional field and is not needed to complete the record.

## CFHL, UC - Program Activity Tip Sheet

### Setting \*

Setting \*

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Primary setting where this particular program activity takes place.

The site setting will default to the setting on the SharePoint Site List. These can also be found on the [EARS Form](#).

If the setting is different please change to the appropriate setting option from the dropdown. See listing of EARS Domains with site settings below.

#### EAT

- Congregate meal sites/senior nutrition centers
- Fast food chains
- Mobile vending/food trucks
- Restaurants
- Soup kitchens (*Listed as Cafeterias in PSE's only*)
- USDA Summer Meals sites<sup>1</sup>
- Other Places people eat outside the home

#### LEARN

- Before- and after-school programs
- Early care and education facilities
- Extension offices
- Family resource centers
- Libraries
- Mobile education sites
- Schools (K-12)
- Schools (colleges & universities)
- WIC clinics<sup>2</sup>
- Other Places people learn:

#### LIVE

- Community Organizations
- Emergency shelters and temporary housing sites
- Faith-based centers/places of worship
- Low Income Health Clinics (*Incl. Health care clinics and hospitals*)
- Indian reservations
- Public housing sites (*Includes Individual Homes*)
- Group living arrangements/residential treatment centers
- Other settings where people live or live nearby:

#### PLAY

- Bicycle and walking paths
- Community centers (*Incl. Rec. Centers*)
- Fairgrounds (*State/County*)
- Gardens
- Parks and open spaces
- Youth Organizations (*Boys and Girls Clubs, YMCA, etc.*)
- Other places people go to play:

#### SHOP

- Farmers markets
- Food assistance sites, food banks, and food pantries
- FDPIR distribution sites<sup>3</sup>
- Small food stores (*≤3 registers*)
- Large food stores and retailers (*4+ registers*)
- Other places people go to shop for or access food:

#### WORK

- Adult education, job training, TANF,<sup>4</sup> and veteran services sites
- Military bases
- SNAP offices
- Worksites with low-wage workers
- Other places people go to work:

### Primary Curriculum \*

Primary curriculum \*

-----

SNAP-Ed approved curriculum most aligned with the content and messaging of this program activity.

Choose the Primary curricula used for this activity. Choose from the [CA Approved Curriculum List](#).

Additional curricula may be added into the next field or alternatively there is a field for other approved material.

### Additional Curriculum

Additional curricula

-----

Additional, if any, SNAP-Ed approved curricula used to develop the content and messaging for this program activity.

Use this field if other curriculum was part of this activity.

### Objectives \*

Objectives \*

-----

Objective(s) from your state's SNAP-Ed proposal that are most closely aligned to this program activity.

The objectives are based on the Statewide Goals and Objectives in the current SNAP-Ed Plan.

These are also part of the [Curriculum Job Aid](#).

### Intervention Topics \*

Intervention Topics \*

-----

EARS intervention topic(s) covered by this program activity.

The Intervention Topics come from the [EARS Form](#). Intervention topics associated with each curriculum can be found on the [CA Approved Curriculum List](#).

## CFHL, UC - Program Activity Tip Sheet

### Food Demonstration

Did this activity include a food demonstration/taste test?

\*\*\*\*\*

This is an optional field and can be used if a food Demo or tasting was completed as part of this activity.

If yes is selected an additional optional field will appear asking What recipe(s) were used? This text field may also be used to indicate what food(s) were tasted.

Save and continue

Save

Cancel

Save and continue or Save and return later to complete the activity.

## Program Activity | Evaluation

### Evaluation ?

Did you perform any evaluations of this program activity? \*

\*\*\*\*\*

Save and continue

Save

Cancel

Please refer to the CFHL, UC Website [PEARS Program Activity and Surveys page](#) for more information.

This is a required field. If this activity has no demographic surveys or evaluation tools used in PEARS select no and save and continue

[PEARS Surveys Tip Sheet for CalFresh Healthy Living, UC Users](#)

This document will take you step by step through the process for attaching surveys.

- Entering matched pre/post survey data
- Using the auto calculate function to generate demographics for your adult class participants (optional approach).

[PEARS Online Adult Survey Links Tip Sheet](#)


This document will take you through the process for generating a public survey link in PEARS and distributing the link to adult class participants via Zoom.

[PEARS: How to Collect Survey Response Data with a Public Link](#)

This resource includes a “how-to” video from PEARS that take you step-by-step through the process for generating a public survey link in PEARS in order to collect adult participant surveys online when delivering web-based nutrition education classes.

## CFHL, UC - Program Activity Tip Sheet

### Program Activity | Demographics

 Auto Calculate

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.

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.

**Adult demographics** | Before you can auto calculate your demographics, you will need to add a survey instrument and add all the responses for the Adult Demographic data card.

**Youth demographics** | If the site where the activity is being delivered 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 Participants \*

**Total \***

0

If using the auto calc function click on the auto calc button and enter the total number of participants.

If manually entering the demographics enter the total number of participants here.

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

Method used to determine demographic makeup of participants \*

-----

*If using the auto calc function the method and source of the data will auto populate.*

Manually entered demographics:

**Actual Count** | participants were actually counted by the educator or completed an adult demographic form themselves (self-reported data)

**Estimated Count** | all other methods used to count the participants including CDE Data

## CFHL, UC - Program Activity Tip Sheet

### Source of Data \*

Source of Data *
<input type="text"/>

If using the auto calc function the method and source of the data will auto populate.

### Commercial market data on audience size

Radio or television reach, supermarket reach or data on number of patrons in a specified amount of time

### Survey of target audience

Adult demographic card

### Visual Estimate

CFHL, UC recommends only counting participants and using the target audience age as the estimated age range. All other fields would be unknown for participants that do not wish to complete a demographic card.

### Other | Describe in text field | CDE Data

Other | Describe in text field | CDE Data is an example of other

### Source Other \*

### Age and Sex \*

Age & Sex *	Female	Male	Unknown
Less than 5 years	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 – 17 years	<input type="text"/>	<input type="text"/>	<input type="text"/>
18 – 59 years	<input type="text"/>	<input type="text"/>	<input type="text"/>
60 years or older	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the participants into the age and sex fields.

If a participant chooses “prefer not to answer” or do not complete a demographic card this will be entered into the Unknown column.

The total number of participants entered into age and sex must equal the total number of participants entered in step 1 above. An error message will occur if these do not match.

### Ethnicity \*

Ethnicity *	
Hispanic / Latino	<input type="text"/>
Non-Hispanic / Latino	<input type="text"/>
Prefer not to respond	<input type="text"/>
Unknown	<input type="text"/>

Enter the participants into the Ethnicity fields.

If a participant chooses “prefer not to answer” this will be entered into the “**Prefer not to respond**” field

If a participant does not complete a demographic card these participants should be counted in the “**Unknown**” field for ethnicity.

The total number of participants entered into Ethnicity must equal the total number of participants entered in step 1 above. An error message will occur if these do not match.

## CFHL, UC - Program Activity Tip Sheet

### Race \*

Race *	
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Prefer not to respond	<input type="text"/>
Unknown	<input type="text"/>

Enter the participants into the Race fields.

If a participant chooses to prefer not to answer this will be entered into the **“Prefer not to respond”** field

If a participant does not complete a demographic card these participants should be counted in the **“Unknown”** field for ethnicity.

The total number of participants entered into Race must equal the total number of participants entered in step 1 above. An error message will occur if these do not match.

Save and continue

Save

Cancel

Save and continue or Save and return later to complete the activity.

## Program Activity | Mark as Complete

Mark as Complete



**Success**

Program Activity successfully marked as complete.

OK

Return to Program Activity List

Are you sure you want to mark this program as complete?

Make sure you've reviewed ALL program data and that you're ready to mark this program as complete.

Marking the program complete means you have finished entering data and are ready for this program activity's information to be included in reports.

### Modifications and edits to a completed Program Activity.

If you find errors or are requested to make changes to a “Complete” Program Activity you will need to return to the Program Activity and mark as Incomplete.

## CFHL, UC - Program Activity Tip Sheet

### Progress

100%

- ✓ General Information
- ✓ Collaborators
- ✓ SNAP-Ed Custom Data
- ✓ Evaluation
- ✓ Demographics
- ✓ Mark as Incomplete

To mark an activity as incomplete locate the program activity in your list.

Using the Progress box, click on Mark as incomplete.

Once you have successfully completed the “mark as incomplete” function, you may use the progress box to return to specific sections of the Program Activity to make edits or fix errors.