**Evaluation Cross-Project Office Hours March 16, 2022:**

**Who to contact at NPI:**

- For technical assistance on Program Evaluation and Reporting System (PEARS) and Site-Level Assessment Questionnaires (SLAQs) please email the Evaluate SNAP-Ed team: EvaluateSNAPEd@ucanr.edu
- For Impact Outcome Evaluation (IOE) and Adult Direct Education Evaluation, please email Amanda Linares: amlinares@ucanr.edu
- For questions or feedback about the Evaluation Cross-Project Office Hours please email Kaela Plank: krplank@ucanr.edu

**Resources shared during office hours:**

- Sign-up forms for evaluation project listservs: https://ucanr.edu/sites/LHDEvaluation/Evaluation_Project_Listserv_Signup/

- Evaluation Cross-Project OHs website: https://ucanr.edu/sites/LHDEvaluation/Evaluation_Cross-Project_Office_Hours_939/

- SLAQ and LHD Activity Checklist FAQs: https://ucanr.edu/sites/SLAQ/FAQ/

- NPI PEARS website: https://ucanr.edu/sites/CDPH_PEARS//

- CDSS training on Analyzing PEARS data: https://www.cdss.ca.gov/Portals/9/CAFSP/CalFresh/PEARS/Lesson_8_Analyze_Data.pdf

**Q&A:**

| Question | NPI Answer |
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| 1. In the PSE module on PEARS, should you report schools as a partner if you are doing policy, systems and environmental change (PSE) work at their school site? | CDSS has requested more guidance from USDA-FNS about what is expected to be reported in the partners section of the PSE module in PEARS. At this time, you do not need to add the school as a partner within the module in a report of PSE changes at their school site.<br><br>Although at this time we are not asking you to report the school as a partner in the PSE report, you should still report the school site as a partner in the Partnerships module. |
| 2. I am working with partners across the community on PSE changes at several schools. Some of our partners are implementing a garden program at a school and Waste Management is one of the partners. However, Waste Management itself is not located at CalFresh Healthy Living approved site. Can I still report them as a | Yes! You can still report on this partnership! Here is how to do it:<br><br>1. In the partnership module of PEARS, create a new report and give the partnership a descriptive name. In this example it could be "Waste Management", or you can include more information like "Waste Management and School Gardens." When creating a report in the Partnerships module, you must always use an approved, CFHL-eligible site. For your Waste Management partnership, list the site associated with this partnership as an approved school location where work is happening. |

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| partner in the PSE module of PEARS? | Note: If your partner, like Waste Management, works with you at multiple sites, just choose one site to connect the partnership to in the Partnerships module of PEARS. We recommend choosing a "stand out" site - a site that is most impacted by the partnership work. If there isn't a "stand out" site, then choose whichever site you want. If you find it useful, you can list other relevant sites in the "comments" field, but this is not required.<br><br>2. After creating the partnership report in the Partnerships module of PEARS, go to the PSE module and list Waste Management in the partners section for all relevant sites they partner with. In this example that would be for each of the school sites where Waste Management is partnering with you on garden work. |
| 3. I am conducting an Out-of-School Time (OST) SLAQ for a YMCA afterschool program located at a school. What do a list as the site on the OST SLAQ? | On the OST SLAQ, the site listed should be the location where your Policy, Systems, and Environmental (PSE) change work is being implemented.<br><br>In this example, the site is the school location.<br><br>Note: When reporting on this work in the PSE module of PEARS, list Site as the school and the PSE setting as "before and after-school programs". |
| 4. What is the timeline for when the SLAQ and LHD Activity Checklist (LAC) should be completed? | The SLAQ should be completed before any policy, systems, and environmental (PSE) changes begin for the upcoming school or program year. Read this FAQ on the SLAQ timeline.<br><br>The LAC should be submitted by the end of the school or program year. Read this FAQ on the LAC timeline. |
| 5. We completed a SLAQ at the beginning of the school year for our Impact Outcome Evaluation (IOE) school. Did we need to do this? Do we also need to complete an LHD Activity Checklist (LAC)? | Completing a SLAQ for IOE is only required if you are implementing any policy, systems, and environmental (PSE) changes as part of your work with a school. If you are implementing PSE changes at a school, it is best practice to complete the SLAQ at the beginning of the school year and an LHD Activity Checklist (LAC) at the end of the school year once all your activities are completed for the year. |

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| 6. | How to report on a social media work in the Indirect Activity module of PEARS. | If you are conducting social media work and you know the location of where the participants were recruited from, enter that location as the indirect site. For example, a Facebook group consists of members of a local church. The Facebook group posts video recipes and nutrition education brochures. The church would be the indirect site, even though the activity is online social media.<br><br>For indirect activities where you <u>cannot</u> pinpoint a specific site location, like social media activities where the participant recruitment location is unknown, please use the "*Approved non-site specific Indirect Education (IE)*" option for the site name.<br><br>Further information about how to report on Indirect Education sites can be found in [our IE site reporting job aid](our IE site reporting job aid). |
| 7. | For the Project Name field in PEARS modules, do you always select "Local Health Department Service Model"? | Yes! All local health department level work should use the **"Local Health Department Service Model"** option for Project Name in PEARS. |
| 8. | For Indirect Education, how do you report estimate number of unique individuals and new individuals reached. What if you don't know the number of new individuals reached? | You are welcome to enter "0" when you do not know the number of new individuals reached but we ask you try to estimate the best you can. Here are some examples of how to estimate these numbers:<br><br>**Scenario 1:** You are offering taste tests to 30 students at a school and you give each student a family packet to take home.<br><br>**How to report on Scenario 1:** the taste test with the 30 students is considered to be a direct education activity. The family packets are considered an indirect education activity. In your Indirect Education report in PEARS, you would enter 60 for the unique number of individuals reached (one parent and one child) and for the number of new individuals reached you would enter 30 (the 30 parents) because the children were already counted in the previous direct education activity.<br><br>**Scenario 2:** You repeat **scenario 1** on a monthly basis. Example, taste test with students and send home family packets in January 2023 and then in February 2023 you again do taste tests with the same students and hand out family packets to them.<br><br>**How to report on Scenario 2:** You would still enter 60 participants for the unique reach. You would enter "0" for the number of new individuals reached by your indirect education in February because the parents are no longer new (you reached these same parents when you conducted your indirect education activities in January.) |

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| | **Scenario 3:** You are giving out indirect materials to go along with a policy, systems and environmental (PSE) change effort or a large event, and you do not know how many were reached by the PSE or large event.<br><br>**How to report on Scenario 3:** In this case it is acceptable to enter "0" for the number of new individuals reached by the Indirect Education materials. |
| 9. How can a local health department (LHD) use PEARS to check the number of individuals they are currently reaching with direct education activities? | Yes! In PEARS there are a few options:<br><br>Export your program activity data. To do this:<br>1. Go to the Analyze tab at the top of the PEARS main page.<br>2. From the dropdown list, Select "Program Activities" under the Exports section header.<br>3. In the righthand corner, you will see an export button. Click the export button to download your data.<br>4. An Excel export will be downloaded to your computer from PEARS. In that Excel file, there are columns that report total reach and reach broken down by age, gender, race, and ethnicity.<br>If you need help navigating your Excel export, contact our team at: EvaluateSNAPEd@ucanr.edu.<br><br>Look at your impact dashboard:<br>1. Go to the Analyze tab at the top of the PEARS main page.<br>2. From the dropdown list, Select "Impact Dashboard" under the Reports section header.<br>3. Click on SNAP-Ed Highlights. This will open a dashboard. The third panel provides reach for direct education. <u>Note:</u> This dashboard provides both state-level and LHD-level data.<br>4. Ensure you are viewing the appropriate data by filtering for the reporting year you want to see. If you are looking at a prior year's data, you may also want to select completed records only.<br>5. Filters are also available for original activity creator, collaborators, site name or ID, curricula, and intervention name.<br><br>Look at the Unit Snapshot:<br>1. Go to the Analyze tab at the top of the PEARS main page.<br>2. From the dropdown list, Select "Unit Snapshot" under the Reports section header.<br>3. In the Totals section you will see the number of total direct education activities. In the Demographics section, you will see donut charts of the demographic breakdowns. If you |

hover over the sections of the charts, the number of participants in each demographic will display (see figure below for example).
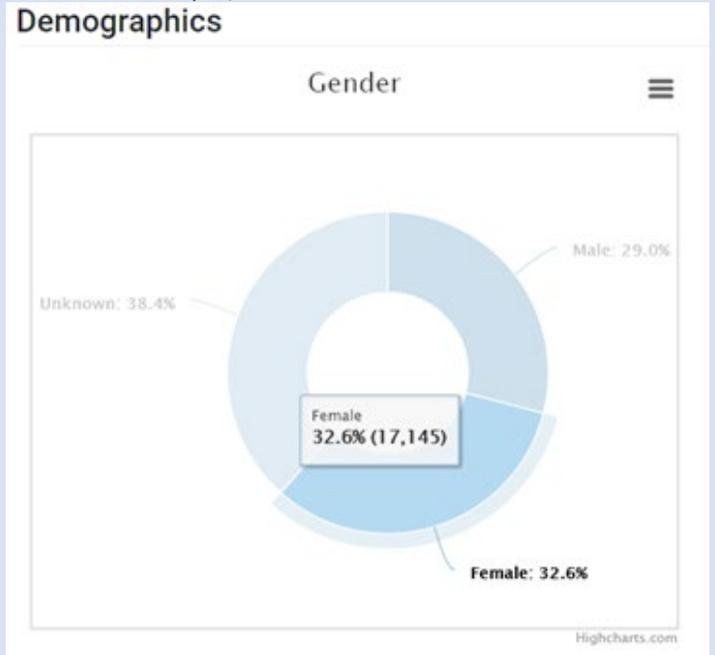


4. Ensure you are viewing the appropriate data by filtering for the reporting year you wish to see. Only completed records are included by default.
5. A date range filter is also available for quarterly and semi-annual reporting.

Please also see the CDSS training on analyzing PEARS data for further help!

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| 10. On PEARS SNAP-Ed highlights dashboard, how do you see data from all your teammates? | In SNAP-Ed highlights, all data entered is presented on the dashboard unless you use the filters at the top of the page. Use the filters at the top if you only want to view reports entered by a specific user ("Created By") or from a specific collaborator ("Collaborators"). You can also use the filters to remove any user names you've previously filtered by.  |

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| 11. If you have a partner that is both in your coalition and a partner, where do you report on meetings in PEARS? Should you enter meetings in the Partnerships or Coalitions module? | Entering meetings into either the PEARS Partnerships or Coalitions modules is completely optional. We recommend entering meetings into PEARS only if doing so is helpful to you. In that case, please enter the information in the module where it would be most helpful to your LHD. |
| 12. We have activities that were completed last fiscal year but were not entered into PEARS. Is there a way to add them now? | Unfortunately, no. Once the reporting period closes each year in October, we are unable go back and add new data to past reporting years in PEARS.<br><br>You do have a few other ways to report and keep track of data that is not in PEARS:<br>1. Report these additional activities in your reporting to CDPH<br>2. For your own records, export your PEARS data and add any missing data entries to the data files that you export from PEARS. If you choose to use this approach, we encourage you to have a method of indicating entries that you manually add to your PEARS datasets after export from PEARS. For example, you might add a column to the spreadsheet where you can mark which rows are manual additions. That way you know that the data did not originate from PEARS itself.<br><br>We recommend periodically checking your PEARS entries throughout the year. This will ensure that you don't miss entering all your activities into PEARS.<br><br>We also recommend creating an entry in PEARS whenever you start a new activity, then finalize it once the activity is complete. Only mark your PEARS reports as complete when you have completed and reported all relevant work. |