

## Evaluation Cross-Project Office Hours June 15, 2023:

### 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](mailto:EvaluateSNAPEd@ucanr.edu)
- For Impact Outcome Evaluation (IOE) and Adult Direct Education Evaluation, please email Amanda Linares: [amlinares@ucanr.edu](mailto:amlinares@ucanr.edu)
- For questions or feedback about the Evaluation Cross-Project Office Hours please email Kaela Plank: [krplank@ucanr.edu](mailto:krplank@ucanr.edu)

### Resources shared during office hours:

- Sign-up forms for evaluation project listservs: [https://ucanr.edu/sites/LHDEvaluation/Evaluation\\_Project\\_Listserv\\_Signup/](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/](https://ucanr.edu/sites/LHDEvaluation/Evaluation_Cross-Project_Office_Hours_939/)
- To sign up for the PEARS trainings visit the [CDSS PEARS Training Registration Website](#).

### Q&A:

Question	NPI Answer
1. Do you need to attend all PEARS training in sequence or can they be taken out of order? What do you recommend?	<p>We recommend taking the introduction training first if you can. After that the order in which you take the trainings is less important. Each training is very specific to the part of PEARS reporting it is about and does to build off of the other trainings. The trainings are designed to get you up to speed on a specific piece.</p> <p>We do recommend that you complete all the trainings so that you are aware of and understand how each reporting module works.</p> <p>To sign up for the PEARS trainings visit the <a href="#">CDSS PEARS Training Registration Website</a>.</p>
2. How should local health departments submit their IOE deliverables? Should they be submitted through email, PEARS, or other related portals?	<p>IOE deliverables should be submitted in the following way:</p> <ul style="list-style-type: none"><li>• EATS surveys are completed either on paper or online. Any survey completed on paper should be entered into Qualtrics by the local health department.</li><li>• IOE Planning worksheets, which are submitted in the fall and updated in June, can be emailed directly to Amanda Linares, <a href="mailto:amlinares@ucanr.edu">amlinares@ucanr.edu</a> or can be put into your local health departments Evaluation SharePoint/OneDrive folder. Send a link to the file to Amanda so that she knows it is in the SharePoint file once uploaded.</li></ul>

3. What evaluation related work should local health departments be focusing on over the summer (June to August)?

PEARS:

- QA/QC checks are a great thing to do at this time of year. NPI posted QA/QC files to LHD's SharePoint/ OneDrive folders in April and will release an updated QA/QC file at the end of July. Contact our team if you need access to these folders: [EvaluateSNAPEd@ucanr.edu](mailto:EvaluateSNAPEd@ucanr.edu)
- We also recommend using the summer to enter data into PEARS! Any work (Direct Education, Indirect Education, etc.) that has already been completed, should be entered in PEARS. Work that may take longer to complete, such as coalition work or Policy, Systems and Environmental (PSE) change work can be created at any time and then finalized at the end of the year.

SLAQs:

- For sites on a school year calendar where your CalFresh Healthy Living Activities have wrapped up for the year, now is a great time to submit your [LHD Activity Checklists](#). Local health departments do not need to consult with sites in order to complete the LHD Activity Checklists!
- If you have not submitted your completed SLAQs into Survey123 yet, summer is also a great time to work on data entry of those SLAQs!
- For all your sites that have completed SLAQs, this is also a great time to look over the past year's SLAQ results and start thinking about what your team would like to work on in the coming fiscal year. Ideally this planning would happen in partnership with your sites. If your site partners are unavailable, local health departments can still use this time to prepare for those future planning conversations with sites.

IOE:

- In the month of June, all EATS surveys completed by paper should be entered into Qualtrics by June 30, 2023.
- Local health departments should also connect with any sites they plan to work with next fiscal year and begin the planning process. We are aiming to pretest all school sites between August and October so the sooner you are connected with your sites the better.

Adult Direct Education Evaluation:

- Local health departments delivering direct education series classes (i.e. 4 or more classes over 4 or more weeks) to adults should continue to evaluate those classes using the [CalFresh Healthy Living Adult Survey](#).

<p>4. What is QA/QC for PEARS?</p>	<p>QA/QC stands for Quality Assurance and Quality Control. NPI conducts QA/QC review on PEARS entries on a quarterly basis and provides each LHDs with a list of issues we flagged during our review of their data entry. That list of issues is posted to each LHD's SharePoint/OneDrive folder.</p> <p>It is important to note that sometimes the items we flag are not necessarily errors and we rely on the local health department to let us know when something we flag is actually correct. Other times, the issues we flag are errors that need to be corrected by the local health department.</p>
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