

PEARS Pointers: Reporting Program Activities

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1:30 pm

Facilitators:

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Objectives

1. Identify which activities to report in the Program Activities module of PEARS.
2. Recognize common Program Activity data entry errors.
3. Find and use PEARS resources to accurately complete Program Activity entries.



What gets reported as a Program Activity?

USDA describes direct education as a program that:

...takes place when a participant is **actively engaged** in the **learning process** with an **educator** and/or interactive media within an **evidence-based intervention**.



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Common Errors in Program Activities

Activities that are not Direct Education

- Training/TA
- Community or school events
(unless specifically fits the DE definition)
- Materials, resources, taste tests, field trips, store tours, etc. used without a larger evidence-based intervention



Common Errors in Program Activities

Curriculum details (SNAP-Ed Custom Data):

- Priority Indicators (ST/MT vs. LT/R)
- Objectives
- Intervention topics



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Common Errors in Program Activities

Other common errors:

- Entries from wrong year
- Wrong site (right name/wrong address)
- Wrong “Intervention”
- No reach/Demographics in comments
- Entering multiple classes as a single session or multiple single sessions
- Entering into the Social Marketing PEARS module



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Check Yourself

Error Checks **within PEARS**

- Curriculum and Priority Indicator errors
- Review activity titles (naming convention)
- “Test” entries
- All dates fall within fiscal year



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Check Yourself

Error Checks with an **Excel Data Extract**

- All sites are within your jurisdiction
- All activities have a reach number and demographics



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PEARS Tools and Resources for Program Activities

[Printable Word Form](#)

[Curriculum Job Aid](#)

[Data Card Tally Sheet](#)

[Guidelines for Intervention Names](#)

Auto-calculate demographics (for schools)

DON'T FORGET!

- Clean up all “test” entries.
- Mark entries complete.
- Finish your PEARS data entry by September 30!



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For your PEARS Questions, please contact: EvaluateSNAPed@ucanr.edu