

PEARS Pointers: Keeping Your Sights on Sites

September 10th, 2018
1:30 pm

Facilitators:

Jennifer Huerta, Catholic Charities of California

Evan Talmage, Nutrition Policy Institute



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Objectives

By the end of this session, participants will be able to:

- Apply effective search methods to find correct sites in PEARS
- Determine when it is appropriate to add sites to PEARS
- Use the “add site” function to accurately add sites to PEARS, when appropriate
- Use a PEARS data extract to check site information



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Background information about PEARS Sites

- The initial list of PEARS sites were taken directly from your approved SharePoint site list
 - Names and addresses should match the site list
 - Only sites on the site list were added to PEARS
- Some PEARS users can now add sites
 - If you add a site in PEARS, your site list will not be updated or vice versa
 - These should only be approved sites from the site list
 - When entered into PEARS, new site names and addresses should match the site list



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Note for Catholic Charities

- You will no longer be able to add your own sites. You must contact Jennifer and Natalie when you wish to add a site to your site list and in PEARS.



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Searching for sites in PEARS

1. Enter the street number of the site
2. Find the site with a matching address and name
3. If you don't find the correct site, refer to your approved site list to check the address and name for the site you want



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- **Do NOT add sites that are not on your approved site list**
- **Do NOT add a new site because there is an error in the name or address of an existing one**
- **Do NOT add any “placeholder” sites**
- **Do NOT add sites that are not SNAP-Ed eligible**

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Creating a site in PEARS

1. Contact the appropriate persons and follow the procedure for adding a site to your site list.
2. Search for the site to make sure it doesn't already exist.
3. Click the add site option.

Site *

- Fill in the required information. *
 - For name: make sure it is something general that would encompass different settings and organizations.
4. Save the new site

Inactive Sites

- Why would a site be inactive?
- What should I do if the site I need to use is inactive?



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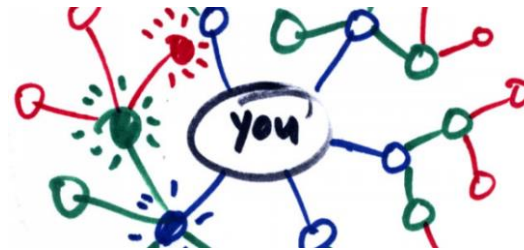
Extracting Sites

1. Click on the analyze button for any module
2. Remove all filters
3. Select extract
4. Make sure all people who have entered data are included
5. Look for site name, site address, and site ID

Pro Tip: You can copy and paste the site columns from each module into a single Excel file to keep all of your site information together.

What Would I Use the Site Info For?

- QA/Data Cleaning



- Evaluation
 - Impact Outcome Evaluation
 - Coming in 2020: CX3 and Site Assessments
 - Other local evaluation



For your PEARS Questions

LHDs may contact: EvaluateSNAPed@ucanr.edu

Catholic Charities may contact: Jennifer@catholiccharitiesca.org



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