Program Activities - IN-PERSON Direct Ed FY22

What is Direct Ed?   Direct education takes place when a participant is actively engaged in the learning process with SNAP-Ed for a **minimum of 20 minutes.** An approved curriculum MUST be used. The following IN-PERSON direct ed. activities are recorded in the Program Activities Module:

1. In-person sessions where all components of the lesson are delivered face-to-face.

Should I enter my program as a series or as a stand alone session?

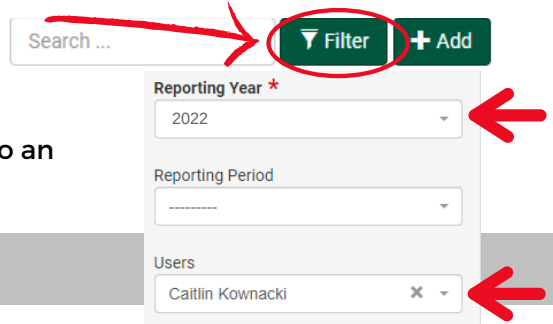**When SNAP-Ed is the host:** Always market programs as a series and report as a series.

When Partner is the host:
- If you and the partner agree that the lessons will be marketed and delivered as a series, then record as a series. In this case, participants ARE under the impression they should attend multiple sessions.
- If you're filling slots on the partner's calendar, report as a single session (ex. monthly Head Start parent meetings). In this case, participants ARE NOT under the impression they should attend multiple sessions.
- If you're delivering sessions for WIC then always report as a single session.

1. PEARS ➡ Track ➡ Program Activities
2. Filter by Reporting Year and User (at least).
   For example: 2022 and Caitlin Kownacki
3. Click **+ Add** to start a new Program Activity entry. To add a session to an existing entry click on the Program Activity that you already created.

(Filter panel shown:)
Search ... | **▼ Filter** | **+ Add**
Reporting Year *
2022
Reporting Period

Users
Caitlin Kownacki ✕ ▾

GENERAL INFORMATION

⭐ • **Program activity name**: Give your program activity a unique name that will help you find it if you need to add to it later. It should be easy to remember and find. If you are doing 2 different curriculums at the same site make 2 different Program Activity entries.

Examples:
Garden Hills Elementary/OWG/Mr. Smith
Hope Center/MPMF/Group#1

*If you are teaching the same curriculum in multiple classrooms, *each classroom* will be a separate Program Activity entry.

> ⭐ **Important fields for the 1L SNAP-Ed grant**

⭐ • **Program Area**: SNAP-Ed
⭐ • **Site:** Select the site where the program activity occurred. Hint: search by the site's zip code, not its name, then look for your site in the list. If you can't find your site, email uie-inepdocs@illinois.edu. Put "ATTN: new PEARS Site" in the subject line and the site name and address in the body of the email.
  - Do NOT enter new sites on your own.
⭐ • **Unit:** Select the County where the program occurred, NOT the county where you work.
⭐ • **Method used to deliver the program:** Select Face-to-Face.
  - **Volunteers:** Enter # of volunteers who helped (most of the time you will enter "0").
  - **Total hours:** Enter the TOTAL # of hours volunteers helped (most of the time you will enter "0").
⭐ • **Sessions:** Enter each session taught. If you scheduled a session but no one showed up delete that session.
  - **Start Date & Time:** Put the day and time you taught the session.
  ⭐ - **Length (min):** Put the total amount of time spent actually teaching. This must be AT LEAST 20 minutes.
  ⭐ - **# Participants:** Put the total # of people who attended your session. Use your Class Roster Form and Contact Report Form to track and tally participants. If you are setting up a Program Activity entry to get your survey links/QR codes leave this blank. Go back and enter # of participants after the lesson.
• **Using IM:** Do not use this field.
• **Comments:** Add any notes you would like. This field is not required.
• **File Attachments:** Optional - upload program forms if you would like to (ie. Class Roster)
  - Required - If newsletter sign-ups received, email Class Roster Form to uie-inepdocs@illinois.edu. Write "Class Roster Form" in subject line of email.

COLLABORATORS

- You will automatically be added as a collaborator to entries you create. Click [+ Add Collaborator] to add other staff to your entry. Check the box if the user helped with the work you're reporting.
- **Access:** If another staff member helped you give them "View Only" access.
- **What role/contribution did user offer?:** Enter the date(s) the staff member assisted with your activity.

CUSTOM DATA

- ⭐ **IL SNAP-Ed Grant Goals**: Select all IL SNAP-Ed grant goals your entry is related to.
- ⭐ **Total $ Value of Donations Received:** Enter the total $ value of all donations received this program year (combined) to support the work reported in the indirect activity. Only include those from sources outside the University and if the total of the donation is $20 or more.. If none, enter "0" or leave field blank. If you received physical items (water bottles, plates, t-shirts, etc.) estimate the $ value of the items. Each time a new donation is received add the value of it to the running total for the year.
- ⭐ **Special Projects:** Select all SNAP-Ed special projects that the work reported in this entry is part of (if any).

SNAP-Ed CUSTOM DATA

- ⭐ **Template:** Select the name of the curriculum you used.
  - The following fields will auto-populate for you, do not change them
    - intervention name
    - priority indicators
    - target audience
    - primary curriculum
    - objectives
- ⭐ **Setting**: The setting auto-populates based on the site you selected. Make sure the setting is correct and matches where the majority of participants <u>attended</u> the program.

Eat	Learn	Live	Play	Shop	Work
Congregate meal sites *Senior nutrition centers* *Fast food chains* *Mobile vending* *Food trucks* *Restaurants* *Soup kitchens* *Other places people go to eat outside the home*	*Before/after school programs* *Early care/education facilities (Head Start, etc)* *Schools (K-12)* *Schools (college/univ.)* *Extension offices* *Family resource centers* *Libraries* *WIC clinics* *Mobile education sites* *Other places people go to learn*	*Community orgs.* *Emergency shelters/temp housing* *Faith-based centers* *Group living* *Health clinics/hospitals* *Individual Homes/Public housing* *Residential treatment centers* *other neighborhood settings where people live or live nearby*	*Bike/walking paths* *Community/Rec Centers* *Gardens* *Parks/Open spaces* *State/County fairgrounds* *Youth organizations* *Other places people go to play*	*Farmers markets* *Food assistance sites, pantries, banks, etc.* *Large food stores/retail* *Small food stores/retails (3 or less registers)* *Other places people go to shop for or access food to prepare at home*	*Adult education, job training, TANF, veteran service sites* *SNAP offices* *Worksites with low-wage workers* *Other places people go to work*

- ⭐ **Intervention Topics:** Select all the topics you discussed at any point during your class(es).
- **Food Demonstration:** Not a required field.

EVALUATION

- ⭐ **Did you perform any evaluations of this program activity?:** Select "Yes" if you're using a PEARS link/QR code to collect participant demographic information and/or Eat.Move.Save sign-ups. If you're **not** using a PEARS link/QR code skip to "DEMOGRAPHICS" below.
- ⭐ **Attach surveys by clicking:** [+ Attach Survey]

IMPORTANT – You must create your Program Activity entry AND attach surveys BEFORE you begin your class in order to generate a link /QR code for you to use in class. Use the same PEARS link/QR code for each session within the same Program Activity (ie. series). Use a different PEARS link/QR code for different Program Activity entries.

- ⭐ **Survey:** Use the survey names listed below:
  - Demographics: SNAP-Ed Participant Questions
  - Newsletter and Text Program sign-ups: Eat.Move.Save. Sign-up
- **Type:** Select "Pre"
- **Date:** Select the day of your class. If this was a series select the day of your first class.
- **Name:** DO NOT change the name that auto-populates.

DEMOGRAPHICS

If you collected demographics using a PEARS link/QR code click the AUTO-CALCULATE button.   🔲 Auto Calculate

- If this is a school, box #1 (right) will appear. If you want to use pre-loaded ISBE demographic data because you couldn't get it from the school/teacher, select "Site-wide demographics for XXX", then "I would like to add new demographic data..." in box #2.
- If this is not a school, box #2 (below) will appear. Select "I would like to add new demographic data...". This will pull all responses from your survey into the demographic fields.
  - You can click Auto-Calculate after each lesson in a series to add info for NEW participants. If you re-share the survey link for new participants after the first lesson make sure to tell previous participants not to fill it out again!

Auto Calculate

① How would you like to compute demographic totals?

○ Site-wide demographics for Jefferson Elem School
● Survey responses attached to this program

Continue

② Auto Calculate Using Survey Responses ✕

This method computes participant demographics based on survey response data recorded in the survey: SNAP-Ed Participant Questions

☑ I would like to add new demographic data to existing demographic values instead of replacing them.

Yes **No**

- ⭐ **Total:** Enter the total # of UNIQUE participants for your class/series. *HINT: The UNIQUE number of participants is the number of individuals who attended a class/series counted only once. Example: If Jamal attends 3 sessions in a series he is counted as 1 unique participant for the series.
  - Use the Class Roster Form to track attendance.
  - If you used a PEARS link/QR code to collect demographics check that your Total # matches the total number of UNIQUE participants you had. If it doesn't, enter the correct number.
- **Method used to determine demographic makeup:** See below. It is best to do an Actual Count when possible.
  - **Actual Count:** Select if you used demographic slips, a PEARS link/QR code, or if the agency provided demographic info to you.
  - **Estimated Count:** Select if you used the "Auto-Calculate" button for a school, or because you couldn't get from partner, or if you did a visual estimate.
- **Source of Data:** See below
  - **Commercial market data:** Select if you used the "Auto-Calculate" button for a school..
  - **Survey of target audience:** Select if you collected info with the demographic slips or PEARS link/QR code.
  - **Visual estimate:** Use if you selected "Estimated Count" above.
  - **Site-provided demographics:** Select if the site provided the demographic information to you.
  - **Other:** DO NOT USE THIS OPTION.
- ⭐ **Age & Sex, Ethnicity, and Race:** Fill out based on your demographic slips or data from the agency. If you used a PEARS link/QR code to collect demographics and you had to update your "Total" field above, go through the demographics fields and add unknowns until each category matches the # of Total participants you had.

MARK AS COMPLETE: Once you have entered ALL sessions for your Program Activity select   **Mark as Complete**