

Types of PSE Program Activities:

- PDOs – SNAP–Ed & ABCs
- NEFPAT assessments (send to campus)

Campus data entry support**NEFPAT Assessments**

1. Complete the NEFPAT cover page (pg 1 of the NEFPAT document).
2. Send completed assessment + cover page to uie-inepdocs@illinois.edu ("ATTN: Environmental Assessment" in email subject line) for campus entry.
3. **DO NOT** create a program activity entry for each individual assessment. Campus Evaluation Team staff will add your results to the statewide entry.

ABCs of School Nutrition

1. Send attendance record (ie. webinar participant list or ABCs sign-in sheet), cover sheet, and other required documents to uie-inepdocs@illinois.edu, "ATTN: ABCs PDO".

1. PEARS → Track → Program Activities

2. Filter by Reporting Period and Program Area (at least).

**Use Extension for the Reporting Period and Family Consumer Science for Program Area.*

Ex: Extension 2022 (October 1-2021 - September 30, 2022) & Family Consumer Science

3. Add a new Program Activity to start a new entry.


GENERAL INFORMATION

- ★ • **Program activity name:** Give your PDO entry a name. This is typically the name of the training you delivered.
 - If it is a school food service training use the name exactly as it appears in the ABCs of School Nutrition Box folder.
 - If presenting more than 1 session to the same group of people on the same day (like an ABCs of School Nutrition Learning Institute) use that for your title. You can also list the individual sessions if you want, but those also need to go in the "Comments" field within your entry.
 - Ex. ABCs Learning Institute OR ABCs Learning Institute/Food Allergies, Plate Waste, Food Handler
- ★ • **Program Area:** Remove "SNAP-Ed" and select "Family Consumer Science".
- ★ • **Action Plan:** Select Healthy and Safe Community Environments or Food Access based on the work reported.
- ★ • **Site:** Enter the site where the program activity occurred. If you can't find your site email uie-inepdocs@illinois.edu to have it added. Put "ATTN: new PEARS Site" in the subject line and site name & address in the body of the email. Do NOT enter new sites on your own.
 - For virtual programs delivered in partnership with an organization, select the partner's site.
 - For virtual programs not delivered in partnership with an organization, select your Extension office.

★ **Important fields for the IL SNAP-Ed grant**

- ★ • **Unit:** Select the County where the program activity occurred.
- ★ • **Method used to deliver the program:** Select how you delivered the PDO.
 - **Volunteers:** Enter if you had any volunteer involvement (most of the time you will enter "0").
 - **Total hours:** Estimate the total amount of time volunteers were involved (most of the time you will enter "0").
- ★ • **Sessions:** If your program activity includes delivering multiple PDOs to the same people, on the same day, enter each topic as it's own session.
 - **Start Date:** Put the day you gave the PDO.
 - **Start Time:** Estimate the time.
- ★ • **Length (min):** Enter the total amount of time spent actually teaching.
 - **# Participants:** Enter total # of people who attended each session.
- **Comments:** Enter names of multiple topic PDOs here ONLY.
- **File Attachments:** Add any additional documents you would like for your own purposes.

COLLABORATORS

- You will automatically be added as a collaborator to entries you create. Click [+ Add Collaborator](#) to add other staff to your entry.
- **Access:** Add other staff members who had a role with the work reported.
- **What role/contribution did user offer?:** Optional

CUSTOM DATA

- ★ • **FCS Program team:** Select all FCS teams who were part of delivering the work reported in the entry.
- ★ • **IL SNAP-Ed Grant Goals:** If the entry is part of SNAP-Ed, select all IL SNAP-Ed grant goals it is related to.
- ★ • **Special Projects:** Select all special projects the training was part of. Select ABCs of School Nutrition for all PDOs provided to school food service staff.
- ★ • **Program Target:** select professionals
- ★ • **FCS long-term outcome:** select disease prevention

EVALUATION


- ★ • **Did you perform any evaluations of this program activity?:** Select "Yes" if you use a PEARS link/QR code to collect participant demographics and/or evaluation survey responses. If you are **not** using a PEARS link/QR code select "No" and skip to "**DEMOGRAPHICS**" below.

***IMPORTANT** – You must create your Program Activity entry AND attach the surveys BEFORE you begin your class to generate a link /QR code for use during 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 each different Program Activity entry. DO NOT reuse a link/QR code across PDOs, it will mess up your data.*

- ★ • Then, click [Attach Survey](#) to add a survey to your entry:
 - **Demographics:** Voluntary Demographic Information
 - **Evaluation:** SNAP-Ed Standard PDO Evaluation (use this for all ABCs of School Nutrition PDOs)
- ★ • **Type:** Select the survey type that displays
- ★ • **Date Delivered:** Select the date the PDO was delivered or today's date for any other type of entry.
- ★ • **Name:** See below
 - For PDOs: rename the survey to match the title of your session(s)
 - For demographics: leave the name that auto-populates

DEMOGRAPHICS

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

 Auto Calculate

This will pull all of the responses from your survey into the demographic fields.

If you're reporting for a program held at a school the box (right) will appear. Select "Survey responses attached to this program". Then, check the box that appears in the next prompt (#2, below). This will pull all of the responses from your survey into the demographic fields. You can click Auto-Calculate after each lesson in a series to add new responses or you can wait to do this once at the very end of the series.

- ★ • **Total:** Enter the total number of unique participants from your PDO. If you used a PEARS link/QR code to collect demographics check to make sure the number of participants matches the total number of participants you had. If it doesn't match, enter the correct number.

- **Method used to determine demographic makeup of participants:** ONLY select Actual or Estimated.

**You can estimate age but must attempt to collect race, ethnicity, and gender/sex to fulfill Civil Rights reporting requirements. If you attempt to collect demographics and people choose not to respond that is OK.*

- If "Actual Count" → select "Survey of target audience" → fill out each field with the appropriate info.
- If "Estimated Count" → select "Visual Estimate" → enter total youth and total count for Age, report the count of total participants as "unknown" for all other demographic fields.

- ★ • **Demographic fields:** Fill out based on your demographic slips. 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 "Prefer Not to Responds" until each category matches the # of Total participants.

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

MARK AS COMPLETE

- "Mark Complete" once you have finished entering all information.