# PSE SITE ACTIVITIES - FY22

The PSE Site Activities module is where the majority of the work done with individual sites is reported. Items to capture include: stage of implementation, pre/post environmental or policy assessments, changes adopted, improved, expanded, or actively maintained, media coverage of site–based work, sustainability plans and practices.

1. PEARS ➡ Track ➡ PSE Site Activities
2. Filter by Reporting Period and your Unit Number (not County).
   a. Ex: SNAP-Ed 2022 (October 1, 2021 - September 30, 2022) & Unit 13

Search ...

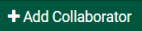**▼ Filter** | **◨ Copy Multiple PSE Site Activities** | **➕ Add**

Reporting Year
----------   ▼

Reporting Period
SNAP-Ed 2022 (October 1, 2021 - September 30, 2022)

Users
Search   ▼

Unit
Unit 13 (District)   ▼

GENERAL INFORMATION TAB

3. Review existing PSE Site Activities entries. If one does not already exist for your site create a new one.

➕ Add

⭐ **Important fields for the 1L SNAP-Ed grant**
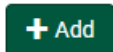
- ⭐ **Site or organization**: Enter the site of the PSE work.
  - If you can't find your site, email uie-inepdocs@illinois.edu to have it added. Put "ATTN: new PEARS Site" in the subject line and site name & address in the body of the email.
  - Do NOT enter new sites on your own.
- **PSE Project or description:**
  - ⭐ Extension: leave blank
  - CPHP: Write your intervention team name
- ⭐ **Intervention Name:** Select SNAP-Ed Community Network Intervention
- ⭐ **Unit:** Select the County, not the Unit.
  - This field captures the County of the PSE Site's physical location, not the reach of changes adopted.
- ⭐ **Program Area:** Select SNAP-Ed
- Please indicate if this site or organization is a USDA summer meal site, Indian reservation, or military base: Select as applicable.
- ⭐ **PSE Setting:** Will auto-populate based on the site you selected. You can change it if needed.
- **Intervention Topics:** Select any of the topics that relate to the work you're doing with the site.
- ⭐ **In what Federal Fiscal Year did you first contact this site to participate in SNAP-Ed funded PSE work?:** Add current year for new sites. Leave past year if the field is already filled out.
- ⭐ **Stages of Implementation:** Select the stage(s) the site is in for the <u>current</u> program year.
  - If new site this program year: Select "site contacted/agreed to participate". Add selections as the work progresses.
  - If you are continuing work started in a previous year be sure "site contacted/agreed to participate" is NOT selected.
  - If you select "Started Implementation of Changes" this field will appear: Approximate date you began implementing changes at this site. Estimate if you don't remember the exact date.
- **Comments:** Optional field
- **File Attachments:** Optional, upload files you would like to include in the entry.
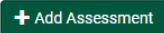
COLLABORATORS

- You will automatically be added as a collaborator to entries you create. Click **➕ Add Collaborator** to add other staff to your entry.
- **Access:** If other SNAP-Ed PSE staff members have a role with the partner add them. Give them either "View" or "View & Edit" access.
- **What role/contribution did user offer?:** Optional

CUSTOM DATA

- ⭐ **IL SNAP-Ed Grant Goals:** Select all of the IL SNAP-Ed grant goals that relate to the work at the site.
- ⭐ **Special Projects:** Select all SNAP-Ed special projects that the work reported in the entry is part of (if any).
- ⭐ **Total $ Value of Grants Submitted:** Enter the total $ value of all grants submitted to by the site (combined) during the program year to support the PSE work at the site.
- ⭐ **Total $ Value of Grants Awarded:** Enter the total $ value of all grants awarded during the program year (combined). If a grant is awarded to a coalition but the money will be going to a site where SNAP-Ed is providing PSE technical assistance then capture the grant at the site level, not the coalition level.
- ⭐ **Total $ Value of Donations Received:** Enter the total dollar value of all donations received to support the PSE work for donations with value >$20. It is ok to estimate the fair market dollar value of physical items. Be conservative in your estimate. If a donation is received by a coalition but is going to a site where SNAP-Ed is providing PSE technical assistance then capture the donation at the site level, not the coalition level.
- ⭐ **Total Pounds of Donated Produce Received:** Enter the total number of pounds of produce donated to this site during the program year. Each time more produce is donated, update with the new total. Ex. If 10lbs is donated in January and 20lbs is donated in February enter 30. If another 10lbs is donated in March update total to 40.
- ⭐ **Related Coalition:** Enter the Coalition ID of any Coalitions you'd like to link the PSE Site Activity entry to.

NEEDS, READINESS & EFFECTIVENESS

- ⭐ **Did you conduct any needs/readiness assessments at this site/org during the current reporting year?:** Select Yes or No. If "Yes" ➡ **+ Add Assessment**
- ⭐ **Assessment type:**
  - ○ Needs assessments/environmental scans: NEFPAT, GoNAPSACC, SLAQ, WellSAT
  - ○ Staff readiness: Pantry Readiness to Promote Health Survey
- ⭐ **Survey Instrument:** Search for the name of the assessment you conducted. For the food pantry readiness tool select "Other", then enter "Pantry Readiness to Promote Health Survey"
  - ○ Enter the date(s) you conducted the pre/post-assessment and the scores of those assessments. If the pre-assessment happened in a different fiscal year, write the score & date of the pre-assessment from the previous year.
    - ■ For GoNAPSACC: get from GoNAPSACC website under "Reports"
      - • Brief description fields: Enter the % of best practices met for each SNAP-Ed relevant module
      - • Ex. Child nutrition 50%, Screen Time 20%, etc.
      - • Assessment Score: Write the average % of best practices met for all SNAP-Ed relevant modules
    - ■ For SLAQ:
      - • If completed full assessment:
        - ○ Write "full assessment" in the "Brief Description" field. Write the final overall score in the "Assessment Score" field.
      - • If completed only some modules:
        - ○ Write name of the module and score of each module in the "Brief Description" field.
        - ○ Ex. Wellness Policies and Meal Program Participation - 20/40, Meals and School Meal Environment - 70/100, Food Access - 10/15
        - ○ Leave "Assessment Score" field blank

STRATEGY

- ⭐ **Select as appropriate:**
  - ○ Only use "Marketing" if promoting a specific PSE effort/event/campaign. Example: "Come see the new produce options!", "Use EBT at the market!", "Try breakfast at school!", etc. Not used for anything with an educational purpose (healthy posters, shelf-talkers, nudges, etc.)

  if site has SNAP-Ed direct ed
  ☐ Evidence-based education
  ☐ Marketing (Advertising, Promotion, etc.) *if PDOs @ site*
  ☐ Parent / community involvement
  ☐ Staff training on continuous program and policy implementation

  - • **In which ways are SNAP-Ed funds or people contributing to PSE efforts at this site or organization?:** Use your judgement to determine SNAP-Ed's role, which may change over time. "Please specify" section is optional.
  - • **Were youth actively involved in shaping this PSE through an established group?:** Select "Yes" if applicable. Include 4-H involvement, school advisory groups, etc. Then add the number of youth involved.

CHANGES ADOPTED

- ⭐ **Changes:** Select all PSE changes that are <u>new, improved, expanded or actively maintained</u> with SNAP-Ed support during the current program year. Do not select a change if the site is still planning for, assessing, or considering it.
    - Use the search function within "Add Changes" to find the change you are looking for. You can also filter by "Topic" to narrow your search. If you can't find the change you need use the "Were any other changes made..." box and type your change.
    - Use the changes adopted excel spreadsheet to narrow your options by site/setting type.
- ⭐ **Method used to determine total reach:** Select "Measured" or "Estimated". Prefer known numbers, if available.
    - Unknown: use when you have no data and no basis for making an estimate
    - Measured: use when # is coming from a reliable source (ISBE #s, census, organization managers, etc.)
    - Estimated: use when you can make an educated guess with some certainty
- ⭐ If Measured or Estimated is selected, then enter **Source of data:**
    - Commercial market data: use if you selected "measured" above and a reliable source gave you reach #s
    - Survey of target audience: use if you selected "measured" above and did your own physical count
    - Visual estimate: use if you selected "estimated" in the previous answer
    - Other: DO NOT USE
- ⭐ **Total number of people reached by PSE work at this site or organization:** Enter the number of eligible SNAP-Ed individuals likely reached across all changes reported for the site. Sometimes this number comes from the partner or market data, but sometimes you have to make your best estimate. It is always better to provide a conservative estimate than to overestimate. ONLY enter reach AFTER you have added changes adopted and when sites are in the "Started Implementation of Changes" and beyond stage of implementation.
- **Method used to determine characteristics of total reach:** Select Unknown unless you know the demographic make-up of the individuals that the PSE changes will affect.

INDIVIDUAL EFFECTIVENESS

- **Are you evaluating individual level effectiveness...?:** Select Yes or No. Evaluating the individual level effectiveness of PSE changes identify whether/how the changes have had an actual influence on the target audience's behaviors. Can be done via surveys, interviews, focus groups, or direct observations. Not currently required in IL SNAP-Ed.

RECOGNITION & MEDIA COVERAGE

- ⭐ **Did you receive any awards, recognition, or media coverage related to this site during the current reporting year?:** Select "Yes" or "No". If "Yes", select **+ Add Recognition** then fill out each field with the appropriate information.

SUSTAINABILITY

- ⭐ **Have any efforts been taken to support sustainability of the PSE changes over time?:** Select Yes or No. If no, move on to Reflection.
    - *This field is specifically asking about the sustainability of the ADOPTED PSE Changes.
    - If "Yes"➔ **Which of the following are in place to ensure the sustainability of this PSE work in future years?:** Select appropriate level of plans for each option.
- **Sustainability framework or assessment tool used:** Optional section. If you have used a tool select the appropriate one, if not select "None".
    - Selecting no is OK. You are not required to use a sustainability tool to determine whether you have achieved sustainability.
- **Please provide a brief description of your assessment results:** Optional

REFLECTION

- No required sections on this tab. Accomplishments/barriers are collected in the Partnerships Module for state level purposes. Can use this section for local purposes, if desired.

MARK AS COMPLETE

- Do not select "Mark as Complete" until the end of the reporting year (by Sep 30th), once all of your changes adopted have been entered for the entire year.