## Add Program Activity [Support](https://pears.oeie.org/docs/programs/activities/)

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

1. **Program activity name:**

This is a name you give the program activity for your reference. *Please see the Naming Guidelines posted* [*HERE*](http://www.cdss.ca.gov/Portals/9/CalFreshResourceCenter/GuidelinesforInterventionNames.docx?ver=2017-12-04-164755-993)

### Suggestions for Program Activities naming - PEARS Program Activity Module

For review or additional reporting, Program Activity entries can be filtered by a number of the data fields included in the activity entry. For most PEARS users, the most useful fields to filter by will be 1) users, 2) delivery site, 3) zip code, 4) unit (county), and 5) date range.In addition, the “Program activity name” is a flexible field that programs can use to identify a program activity entry (see PEARS excerpt below).

|  |  |
| --- | --- |
| **Type of Direct Education** | **Short-form name to be entered** |
| * Youth Education – series
 | * **YE – series**
 |
| * Youth Education – single session/workshop
 | * **YE – single**
 |

|  |  |
| --- | --- |
| * Adult Education – series
 | * **AE – series**
 |
| * Adult Education – single session/workshop
 | * **AE – single**
 |

|  |  |
| --- | --- |
| * Senior Education –series
 | * **SE – series**
 |
| * Senior Education – single session/workshop
 | * **SE - single**
 |

|  |  |
| --- | --- |
| * Family Education – series
 | * **FE – series**
 |
| * Family Education – single session/workshop
 | * **FE – single**
 |

|  |  |
| --- | --- |
| * General/All ages Education – series
 | * **GE – series**
 |
| * General/All ages – single session/workshop
 | * **GE - single**
 |
| Additionally, programs might want to include other specific information in the program activity name that is not already available as one of the filtering options i.e. ***language session delivered in, classroom number or volunteer teacher’s name, other education formats such as garden-based or store tours or topic focus such as physical activity.***  |

1. **Site:**

Choose the site where this program was delivered. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). [What are inactive sites?](https://pears.oeie.org/docs/places/inactive/)

### Adding new or missing sites to PEARS

|  |
| --- |
| It is important that the [**site change process**](https://snaped.dss.ca.gov/resources/Resource%20Documents/Program%20Directive%20%2017-01_FINAL%20DRAFT%2011-10-16.pdf)be followed in full. All SIAs and LIAs within the county jurisdiction should be notified of the site change once agreement and consensus has been made between the LIAs. Once updates have occurred and the SharePoint Site List has been updated in accordance to [**Program Directive 17-01: FFY 2017−2019 Site Change Process Notification**](https://snaped.dss.ca.gov/resources/Resource%20Documents/Program%20Directive%20%2017-01_FINAL%20DRAFT%2011-10-16.pdf) the LIA will submit a request to the appropriate SIA contact(s) to add the approved sites into the PEARS System.1. Organization name if applicable
2. Site Name and Address
3. Site Setting

The LIA PEARS User will enter in the new site using the Add Site cid:image006.jpg@01D3434F.F5676DF0 function.SIA’s will review the sites in PEARS and address duplication or incorrect information with the LIA. |

1. **Unit:**

This is the unit (County) where the program activity was delivered.

1. **Delivery People:**

Use this field if you are filling in this activity on behalf of another PEARS user. Enter that user’s name here.

1. **Volunteers Number: Hours:**

Volunteers who helped deliver your program. This is for volunteers that helped administer the curriculum or intervention. Logistics, planning, technical assistance and other forms of support that took place before the intervention should be reported in the Partnership section.

**Sessions** [**Support**](https://pears.oeie.org/docs/program-sessions/) *You may add more sessions if needed*

If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

1. ****

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

Start Date: \_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_ Length (min): \_\_\_\_\_\_\_\_\_\_ # Participants: \_\_\_\_\_\_[ ]  Using IM

1. **Comments:**

Optional. Use the field below for any additional comments about the Program Activity.

*If working with a CDS coded School site, enter in the number (#) of participants here in a numeric format and* ***skip demographics page completely.***

## Update SNAP-Ed Custom Data [Support](https://pears.oeie.org/docs/programs/add/)

*Please refer to the aid for custom SNAP-Ed Data* [***HERE***](http://www.cdss.ca.gov/Portals/9/CalFreshResourceCenter/GuidelinesforSNAPEdCustomData.xlsx?ver=2017-12-04-164934-513)*for priority indicators, objectives and intervention topics*

1. **Intervention name:**

Choose the statewide intervention or initiative most related to this activity. Please contact your organization's administrator if your intervention isn't in this list.

### Intervention Naming for California SNAP-Ed Programs

|  |  |
| --- | --- |
| * **Before/Afterschool Programs**

*(YMCA, Parks and Rec, Boys and Girls Clubs etc.)** **Early Care and Education**

*(ECE sites, Head Starts, Pre-K sites etc.)** **Faith Places of Worship** *(churches, etc.)*
* **Farmers Markets**
* **Food Distribution**

*(FDPIR distribution sites, Food Pantries, Food Assistant sites, etc.)** **Health Care Services**

*(Clinics, Hospitals, Family Resource Centers, etc.)** **Mass Media**

*(this would be used in the case of a social marketing initiative)** **Learning *Sites***

*(Other) [Extension centers, Libraries, WIC Clinics, etc.]** **Places People Play**

*(Parks, bicycle paths, Fairgrounds, etc.)* | * **Places People Eat**

*(Summer meals, Restaurants, Soup Kitchens, etc.)** **Residential sites**

*(Individual homes, rehab centers, group homes, etc.)** **Schools (K-12)**
* **Senior Services**

*(Congregate Meal sites, senior centers, etc.)** **Stores**

*(Retail locations)** **Worksite and related**

*(SNAP Offices, Military bases, Adult Education (TANF), etc.)** **Other** *(please specify)*
	+ If you feel that there is nothing that fits your Intervention and “Other” is chosen then another field will open below for you to enter the “Other” Intervention Name.
 |

1. **Priority indicators:**

|  |  |
| --- | --- |
| **Priority Indicators:*** **MT1** Healthy Eating Behaviors
* **MT2** Food Resource Management Behaviors
* **MT3** Physical Activity & Reduced Sedentary Behavior
* **MT5** Nutrition Supports
* **MT6** Physical Activity & Reduced Sedentary Behavior Supports
* **MT12** Social Marketing
* **LT5** Nutrition Supports Implementation
* **LT6** Physical Activity Supports Implementation
* **LT7** Program Recognition
* **LT8** Media Coverage
 | * **LT10** Planned Sustainability
* **R1** Overall Diet Quality
* **R2** Fruits and Vegetables
* **R3** Whole Grains
* **R4** Dairy
* **R5** Beverages
* **R7** Physical Activity and Reduced Sedentary Behaviors
* **R9** Healthy Weight
* **ST1** Healthy Eating
* **ST5** Readiness and Need
* **ST6** Champions
* **ST7** Organizational Partnerships
* **ST8** Multi-Sector Partnerships and Planning
 |

1. **Target Audience:**

|  |
| --- |
| * Pre-K-2nd Grades
* 3rd-5th Grades
* 6th-12th Grades / Teens
* Pregnant Teens
* Teen Parents
* Caregivers of Parents of Guardians
* Parents or Guardians of Young Children
* Families / Mixed Ages Group
* Adults
* Old Adults / Seniors (60 years or more)
* Adults with Developmental Disabilities
 |

1. **Setting:**

### Site Settings by Domain

|  |  |  |
| --- | --- | --- |
| **EAT*** Congregate meal sites/senior nutrition centers
* Fast food chains
* Mobile vending/food trucks
* Restaurants
* USDA Summer Meals sites**1**
* Other Places people eat outside the home

**LEARN*** Before- and after-school programs
* Early care and education facilities
* Extension offices
* Family resource centers
* Libraries
* Mobile education sites
* Schools (K-12)
* Schools *(colleges & universities)*
* WIC clinics**2**
* Other Places people learn:
 | **LIVE*** Community Organizations
* Emergency shelters and temporary housing sites
* Faith-based centers/places of worship
* Low Income Health Clinics *(Incl. Health care clinics and hospitals)*
* Indian reservations
* Public housing sites *(Includes Individual Homes)*
* Group living arrangements/residential treatment centers
* Other settings where people live or live nearby:

**PLAY*** Bicycle and walking paths
* Community centers *(Includes recreation Centers)*
* Fairgrounds *(State/County)*
* Gardens
* Parks and open spaces
* Youth Organizations *(Boys and Girls Clubs, YMCA, etc.)*
* Other places people go to play:
 | **SHOP*** Farmers markets
* Food assistance sites, food banks, and food pantries
* FDPIR distribution sites**3**
* Small food stores (≤3 registers)
* Large food stores and retailers (4+registers)
* Other places people go to shop for or access food:

**WORK*** Adult education, job training, TANF**4** and veteran services sites
* Military bases
* SNAP offices
* Worksites with low-wage workers
* Other places people go to work:
 |

1. **Primary Curriculum:**

 **12a. Additional Curricula:**

Specify any additional curricula used for this activity. If Other Approved Materials is chosen please specify in the field “***Additional Curricula Other***”

1. **Objectives:**

|  |
| --- |
| **Objectives:*** Improve the dietary quality of meals and snacks consumed by the SNAP-Ed eligible population
* Increase consumption of fruits and vegetables among the SNAP-Ed eligible population
* Decrease consumption of added sugar from food and beverages among the SNAP-Ed population
* Increase time spent in physical activity among the SNAP-Ed eligible population
* Improve at least one resource management behavior among surveyed SNAP-Ed adult participants
* Increase food security among surveyed SNAP-Ed adult resource management participants
* Improve food environments in new and continuing at SNAP-Ed eligible sites or organizations
* Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved food environments.
* Improve physical activity environments and opportunities in new and continuing SNAP-Ed eligible sites or organizations
* Increase the percentage of SNAP-Ed jurisdictions (counties/cities) that increase the number of eligible sites or organizations with improved environments for physical activity
* Other
 |

1. **Intervention Topics:**

|  |  |
| --- | --- |
| **Individual knowledge and skills*** MyPlate food groups and portions for a healthy eating pattern
* Food shopping and resource management
* Food preparation/cooking and food safety
* Promoting and maintaining a healthy weight
* Prevention of obesity, diabetes, and other chronic diseases
* Other – please specify:

**Individual behaviors*** Fruits and vegetables
* Whole grains
* Dairy *(including low-fat/fat-free milk and/or fortified soy beverage)*
 | * Protein foods *(including seafood; lean meats and poultry; eggs; nuts; seeds; and soy products)*
* Healthy fats and oils
* Fiber-rich foods
* Water
* Limiting added sugars
* Limiting saturated fats
* Limiting sodium

**Engagement in physical activity*** Active commuting *(e.g., walking and bicycling)*
* Participation in sports and recreational activities
* Reducing sedentary activities and screen time
* Other – please specify:
 |

**Update Program Activity Demographics** [**Support**](https://pears.oeie.org/docs/programs/demographics/)

|  |
| --- |
| Please note: **If you are entering a school site with a County District and School (CDS) code associated with it, please do not complete any field on the demographics page**. Return to the previous page (Update Program Activity) and enter the # (number) of participants in the comments field. The number needs to be numeric (i.e., 23). You cannot save and continue past the demographics page from within the demographics page. If you are already in the demographics page and cannot “Save and Continue,” use the page links on the right side of the page to select “Survey Instruments”. This will allow you skip the demographics page. However, you will not be able to “Mark As Complete” until the demographics information is auto-filled by the PEARS system. This feature will be applied in the upcoming months. |

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

1. **Total:**
2. **Method used to determine demographic makeup of participants**

 [ ] Actual [ ] Estimate

If you are using Data Cards or other enrollment information, select Actual. If you are using a visual estimate, select Estimate.

1. **Source of Data:**

[ ] Commercial market data on audience size [ ] Visual estimate

[ ] Survey of target audience [ ] Other Please specify: \_\_\_\_\_\_\_\_

(Data Cards, enrollment forms)

1. **Age & Sex**

Use “Unknown” if the gender on the data card was marked “Other” or was left blank.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Female** | **Male** | **Unknown** |
| Less than 5 years |  |  |  |
| 5-17 years |  |  |  |
| 18-59 years |  |  |  |
| 60 years and older |  |  |  |

1. **Ethnicity 20. Race**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hispanic / Latino |  |  | American Indian or Alaskan Native |  |
| Non-Hispanic / Latino |  |  | Asian |  |
|  |  |  | Black or African American |  |
|  |  |  | Native Hawaiian or Other Pacific Islander |  |
|  |  |  | White |  |

|  |
| --- |
| There are 9 support Articles that can be reviewed on this section by clicking on the **question mark** on the green menu bar and choosing **Support** from the dropdown list, these articles can also be accessed anytime there is a **question mark** icon with in a data entry page you are working.  |
| * [How to Add a Program Activity](https://support.pears.oeie.org/customer/en/portal/articles/2154334-how-to-add-a-program-activity)
* [How to Add Custom Data](https://support.pears.oeie.org/customer/en/portal/articles/2155848-how-to-add-custom-data)
* [How to Attach a Survey Instrument to a Program Activity](https://support.pears.oeie.org/customer/en/portal/articles/2155872-how-to-attach-a-survey-instrument-to-a-program-activity)
* [How to Add Demographic Information to a Program activity](https://support.pears.oeie.org/customer/en/portal/articles/2155849-how-to-add-demographic-information-to-a-program-activity)
 | * [How to Mark a Program Activity as Complete](https://support.pears.oeie.org/customer/en/portal/articles/2155881-how-to-mark-a-program-activity-as-complete)
* [How to Enter Response Data](https://support.pears.oeie.org/customer/en/portal/articles/2155878-how-to-enter-response-data)
* [How to Delete a Program Activity](https://support.pears.oeie.org/customer/en/portal/articles/2155883-how-to-delete-a-program-activity)
* [How to Copy a Program Activity](https://support.pears.oeie.org/customer/en/portal/articles/2496154-how-to-copy-a-program-activity)
* [Program Activity Excel Report](https://support.pears.oeie.org/customer/en/portal/articles/2158074-program-activity-excel-report)
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