PEARS Quarterly Reporting and Data Quality Q&A

How do I report series-based program activities which span federal fiscal years? (e.g. occurring September [FFY24] through October [FFY25])

Always report activities in the fiscal years when they are delivered. When an activity crosses federal fiscal years, report the activity in both years, separating the sessions according to fiscal year of the delivery dates. For the example you ask about, now that it is FFY25, you'll limit session reporting to sessions that happened in FFY24, that is on or after Oct 1, 2024.

Sometimes sites agree to participate in PSEs, but at the end of the FFY no changes have been adopted. In these cases, should we delete the PEARS PSE entry?

You should still keep those entries, with the implementation stage of "contacted and agreed." I would add a note in the comments section as well. It's not an expectation that every PSE project has adopted changes every year.

Are incomplete entries part of the QA/QC review?

Yes, all entries will be reviewed, whether incomplete or complete. In some cases, the review looks a bit different based on completion status.

Do all CFHL staff have access to the OneDrive folder? Or is it a designated few from each LHD?

This is different for each LHD. Project Directors determine what staff has access to their jurisdiction's NPI LHD OneDrive Folder. If you need access, please email EvaluateSNAPEd@ucanr.edu (cc'ing your PD) to request access. PDs are welcome to email us to request a list of those with access.

After we copy a PSE Site Activity, should we keep or remove data from previous FFY?

If you're copying a PSE Site Activity entry from a previous year's entry, you should review all the copied information to determine what needs editing to make it current for this FFY. Some things you can keep the same (e.g., setting often doesn't change), but other things usually need updating, like implementation stage, changes adopted, and reach.

On the 'What NPI looks for: Direct Education" slide, you mention that you will flag activities reported to have occurred at a school district. What do I do if my activity actually *did* occur at a school district?

Flagging this is a part of NPI's process because it typically school-based DE happens at individual schools. In the uncommon situation that your LHD is conducting DE at a school district office, please indicate in your QA/QC Issue File that we've flagged those entries incorrectly. Use the 'status' box and select 'reviewed-no changes' and provide a brief note in the 'LHD response' column. This is exactly the kind of scenario that we've built that feature into the Issue File for!