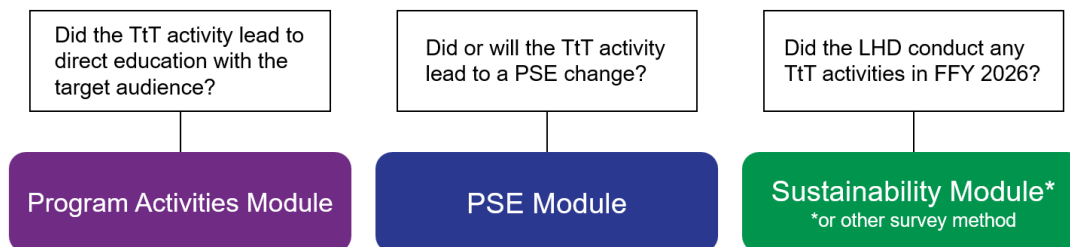


# Train the Trainer (TtT) Reporting in PEARS

## When and where to report TtT activities in PEARS

PEARS was not designed for reporting TtT activities, so there is not an expectation that these activities should be reported comprehensively in PEARS. To determine when it is appropriate to report these activities, use this decision tree:



Once an LHD has determined that it is appropriate to report a TtT activity in one or more of these three modules, continue to the following sections for more description of how to report in each one.

### Program Activities Module

**Did the TtT activity lead to classes with the target audience?** *If yes, proceed with entering the activity following the directions below.*

#### Directions for Direct Education (Program Activities) TtT Reporting

In the program activity module, only report direct education conducted with CFHL target audiences. Specifically, the site, setting, session information, curriculum, and reach should reflect the target audience. Do NOT report these details for training sessions.

Step-by-step, this looks like:

- 1) In the *General Information* section, insert the program activity name and add “TtT” to the end to facilitate quick identification of TtT-related efforts within PEARS and data exports.

**Program activity name \***

YE - Series MyPlate TtT

- 2) Go to the *Comments* field to capture more detailed information related to the TtT efforts. The following two examples illustrate the most common scenarios for TtT efforts related to direct education, along with the type of information that would be relevant to capture in the *Comments* fields in each case.

***Example A: Trainers delivering direct education after attending a TtT session***

Relevant information to include in the comment:

- The TtT audience that gave direct education
- The full audience of the TtT efforts
- The date and location of the training

**Comments**

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

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The class was taught by a 2nd grade teacher at California Elementary who was trained on the Serving Up MyPlate curriculum during the November 2025 MyPlate teacher training at ABC District Offices, 1234 Main Ave Sacramento 95814. The training included teachers from across ABC School District.

***Example B: Shadowing style training taking place during direct education***

Relevant information to include in the comment:

- Number and role of people being trained

**Comments**

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

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This class was given by Child Organization X to California Elementary 2nd graders. 2nd grade teachers from CA Elementary attended the class to shadow the instructor in preparation of the 2026-2027 school year. Starting in 2026 the teachers will take over teaching the course to 2nd graders.

**Did or will the TtT activity result in one or more PSE changes at a site, organization, or community-wide? If yes, proceed with entering the activity following the directions below.**

### Directions for PSE TtT Reporting

For all PSE sites, there are 2 sections of the PSE module to capture training. The first is the *Strategy* section. The second is the *Changes* section. When TtT activities happen at the organization level, also complete the *Custom Data* page and the supplemental org-level survey (in Survey123) linked from there.

Step-by-step this looks like:

- 1) In the *Strategy* section, under the list of complementary activities, mark the training-related box and any others that apply. In addition, please include a description of the training activities in the comments field under “*General Information*.”

### Choosing a PSE site to report TtT:

When reporting TtT activities in the PSE module, use the site, organization, or community where the PSE change(s) will happen. Do NOT create a PSE report for the site where the training occurred (unless the training happens at the same site as the PSE change). This is true for any kind of training that results in PSE change, not just TtT.

For example, if you train staff at a community-based organization (CBO) to train college students to lead recess physical activity at an elementary school, create a PSE report for the school, not the CBO or college. On the school’s PSE report, you would then list the CBO and college as partners.

## Strategy ●

Organizational changes are not intended to replace direct education or social marketing initiatives. In order to maximize the overall reach and effectiveness of your PSE work, it is suggested organizational policy changes and environmental supports be made as part of multi-component and multi-level interventions to sustain the new changes or standards over time.

Which of the following complementary activities were implemented at this site or organization during the current reporting year of **current reporting year of October 1, 2024 - September 30, 2025 (SNAP-Ed)** .

- ☐ Evidence-based education
- ☐ Marketing (Advertising, Promotion, etc.)
- ☐ Parent / community involvement
- ☒ Staff training on continuous program and policy implementation

Which of the following programs, packages or initiatives were used as part of the PSE efforts at this site during the current reporting year of October 1, 2024 - September 30, 2025 (SNAP-Ed)?

- 2) In the *Changes* section, select the “professional development” related changes adopted, in addition to any other PSE changes that were adopted this year.
  - There is one option for nutrition/food related work and one for physical activity. Select one or both – whichever applies to the training you conducted.

## Changes



Please select all of the types of PSE changes that were implemented, improved, expanded or actively maintained during the **current reporting year of October 1, 2023 - September 30, 2024 (SNAP-Ed)**. Please select **None** if the efforts to actually make that type of PSE change have not yet started (i.e. the site is still planning, assessing or considering whether to make that type of change).

Name	Level	Topic
Professional Development Opportunities On Nutrition (e.g. Nutrition Standards, Gardening, Breastfeeding, Etc.) <span>New</span>	Systems	Professional Development
Professional Development Opportunities On Physical Activity <span>Maintained</span>	Systems	Professional Development

- 3) If this is organizational-level work, be sure to complete all org-level reporting. To do this, go to the *Custom Data* page, complete the questions there, then follow the link there to complete the *supplemental org-level survey in Survey123*. This survey collects more specific information about conducting trainings and what PSE changes the trainings support.

The supplemental survey begins with this question, which is followed by additional questions to get into the specifics:

**What were your PSE efforts related to at the organization level this year?\***

(Mark all that apply)

☒ Training (e.g., trainings on how to display healthy foods or encourage healthy food selection; physical activity trainings, like CATCH for multiple ECE sites)

☐ Food-related practices (changes to vendor specifications or other food procurement strategies; changes to menus)

☐ Wellness policies

☐ Other

## Sustainability Module

**Did the LHD conduct any TtT activities in FFY26?** *If yes, proceed with entering information about the activities in the Sustainability Module (or separate survey, TBD in January 2026). More details will be provided when this module (or survey) is released.*

**Note:** All LHDs should complete an entry in the Sustainability Module, even if no TtT activities were conducted.