Evaluation Cross-Project Office Hours December 18, 2024

Who to contact at NPI:

For technical assistance on Program Evaluation and Reporting System (PEARS) and Site Level Assessment Questionnaires (SLAQs) please email the Evaluate SNAP-Ed team: EvaluateSNAPEd@ucanr.edu
For Impact Outcome Evaluation (IOE) and Adult Direct Education Evaluation, please email Amanda Linares: amlinares@ucanr.edu
For questions or feedback about the Evaluation Cross-Project Office Hours please email Summer Cortez: sjcortez@ucanr.edu

Resources referenced during office hours:

- Sign up for our next session, scheduled for March 20
- Sign up for our pilot QA/QC office hour, scheduled for February 12
- Sign-up for our listservs for timely announcements
- Easily navigate to all project-specific sites using our LHD Eval Landing Page

Q&A:

Question	NPI Answer
1. How would I report a class series that is not completed (e.g., it is a seven class series and we are only able to complete five classes)? Does this series get entered as indirect education because it was not fully completed?	• There are no situations where you would enter a direct education class into the indirect education module. • If an activity is intended to be delivered but is not able to be completed in its entirety, please enter what *was* able to be completed. • Use the comment fields to add context to your entry. Note that if the disruption that occurred was an emergency situation like a wildfire, there is a custom question where you can make note of that. • Please note that *planning* to deliver a portion of a series (as opposed to being unable to deliver a full series due to some sort of disruption) may

	be considered unallowable. Always check with your Project Officer if you are uncertain about an activity's allowability.
2. If a partner organization is not a qualified site, should I use the location of the qualified site they are supporting as the location entered in PEARS?	• Yes, always report a qualified site in PEARS. The partner and the site do not need to be the same entity.
3. Let's say many of our subcontractors are partnering with the Master Gardeners—we're only entering that partnership once into PEARS, correct? Do we list all of the locations in which the Master Gardeners are supporting in the comments?	You have two options right now 1. You could create multiple partnership entries. Report one site for each entry. To make this easier, we recommend using the copy feature, just be sure to review each entry for any differences between partnerships at the different sites. 2. You could create one entry. In the past, reporting guidance had asked for you to report one time only—but emerging conversations suggest that this is incomplete reporting. Reporting guidance appears to be moving toward preferring that the partnership be entered multiple times, once for each site, but at least for **right now** either option is acceptable .
4. My colleague and I are CNAP coordinators from different jurisdictions. Our CNAPs come together for a joint 'school meals access' workgroup. Are we both required to enter the participants from both jurisdictions?	For the CNAPs, there was new guidance released late FFY24. This guidance says that only one agency that is a CNAP lead needs to report all CNAP members. ***Resource:*** ***NPI Announcement, linking to FFY24 CNAP guidance*** In your case because you are not from the same CNAP, rather, you are coming together for joint workgroup meetings which are part of both of your separate CNAPs, you should each report your members separately.

5. My jurisdiction has a Parks Rx program. One of our community clinics does not belong to the county health system (it is a community nonprofit clinic) and has begun to participate. How should I report it—as a separate PSE entry or as part of my larger organization-level PSE entry?	If you are working with this site individually, you should do a separate, single-site, PSE report. You can request to add the community nonprofit clinic to the PEARS site list via our **site addition form**.
6. My jurisdiction is working with a city Parks and Rec dept to pilot a Rec Rx program with a city clinic. How do I report this?	The answer to this question depends on how you envision this program being implemented this year and beyond: • If you are working with the City Parks and Rec dept and the goal is to eventually implement the program in parks and recreation centers throughout the city, you should do a community-level PSE report. You would then describe the work completed each year in the comments section. This would allow you to copy the community-level report from year-to-year, and help us understand how the Parks/Rec Rx program is progressing or evolving over time. • The other option would be to do a single-site PSE report for the eah Parks and Rec location that is part of the pilot. To do this, you'd need to make sure this site is added to the site list. [**site addition form**]
7. Our subcontractor facilitates CATCH activities every day at recess. What is the best process for capturing this information in PEARS?	To best answer this question as it pertains to the program activities module, we need to know more information about these activities. In particular, we need to know if these activities are instructor-led and part of the curriculum or if they are part of activity box. You should also complete a PSE report for the school, if you work with the school directly, or for the school district, if you are implementing CATCH activities by

	partnering with the school district. For example, oftentimes LHDs or their subcontractors will work with a school district to provide CATCH training to all the recess monitors (or PE teachers, or before/afterschool staff, etc.) as a group, rather than training one school at a time. This would be captured in an organization-level PSE report, where the school district is the organization.
8. We do CATCH trainings for YMCA staff who are using the curricula to fulfill their physical activity requirements for after school programs at multiple locations. These staff do PA 2-3 times per week. How do I report these activities?	The training components can be captured in the PSE module, while the CATCH activities led by YMCA staff can be captured in the Program Activities module. If you perform your 'train the trainer' sessions widely (e.g. all of the YMCA sites in your jurisdiction at once), this would be reported as an organization level PSE, where the YMCA headquarters/main office would be considered the organization.