2021-2022 Extension Reporting Priorities At a Glance

All PEARS data for direct education outreach delivered and partnership/coalition activities conducted 10/1/2021-9/30/2022 should be submitted by 9/30/2022.

DO NOT ENTER IN PEARS 2021-2022
- Internal planning meetings (including meetings with Extension volunteers that have no educational component)
- Marketing efforts with no intended educational component
- Professional development offered to or attended exclusively by Extension employees
- Events with no intended educational component (e.g. parades, food booths, recruitment events, etc.)
- *Ag in the Classroom* (reported only in 4HOnline) - even when 4-H staff are NOT involved in the delivery of the

2021-2022 Extension-wide PEARS Reporting Priorities
INEP (SNAP-Ed and EFNEP) are NOT included in Extension-wide Reporting Priorities
See page 2 for additional reporting priorities for each program area

Priority #1: Direct education *reported in the PEARS program activities module and 4HOnline group enrollments*
- Direct education reporting is the only way to capture Civil Rights data for participants in PEARS and 4HOnline group enrollments.
- Direct education has planned educational content, is delivered online or in person, and involves a two-way interaction.
- Include online, self-paced courses if there is evidence of who participated (e.g., registration, demographic data requested) AND evidence that the program content was received (e.g., quiz, completion, culminating submission, or evaluation).

4-H staff should report direct education with youth audiences in 4HOnline group enrollments and direct education with adult audiences in PEARS by August 31, 2022. When a 4-H staff member collaborates with a staff member from another Extension team, it is appropriate to enter the program in both 4-H Online and PEARS. **Please note in the PEARS program activity comments box "Program is also reported in 4HOnline."**

Priority #2: Collaborations with one or more external organizations *reported in the PEARS partnerships module or PEARS coalitions module* *(NEW in 2022)*
- When Extension works with **one external organization** to accomplish a goal, we are tracking this collaboration in the **Partnerships module**. Report each partnership with a single external organization annually (can copy entries in subsequent years rather than entering again).
- When Extension works with **two or more external organizations** to accomplish a goal, we are tracking these external collaborators in the **Coalitions module.** *Report EACH external organization as a coalition member and be sure to select the PEARS Site* (organization's location). Report work with each group (coalition) of external collaborators annually (can copy entries in subsequent years rather than entering again).
- This new priority will help us track and communicate how we actively engage in local, regional, statewide, national and international connections that amplify benefits to our audiences and the broader public. Collaborations signify that we are intentionally leveraging resources and strong relationships to most effectively engage the public in ways that are meaningful and relevant.

If multiple Extension staff are included in a reported partnership or coalition, identify a lead who will enter and include all internal Extension collaborators in the partnership or coalition entry. *(NOTE -SNAP-Ed & EFNEP will have their own partnership and/or coalition entries separate from the other Extension program areas.)*

Priority #3: Accomplishments of impact *reported in the PEARS success stories module* by **November 30, 2022**.
- **IMPACT success story** – Educators should report one IMPACT success story annually, either individually or as part of a team or collaborative impact success story. Focus should be to tell a story of impact toward a state priority issue.

4-H Youth Development - Additional Reporting Priorities (in 4-H Online)
View the **4-H Reporting Guide** for general info on 4-H Reporting: https://go.illinois.edu/4HReportingGuide

4-H Club Member and Volunteer Enrollment
4-H clubs have a goal of both positive youth development principles and mastery. 4-H volunteers and members participating in clubs enter their own information into 4-H Online using the public-facing enrollment sections. All information must be verified by 4-H staff before it is complete. Supporting documents for 4-H Online can be found at: https://uofi.app.box.com/s/iut4qx303sm6uombfhshiczscraj4lqi

Non-Club Group Enrollments
All 4-H youth direct education programs beyond the scope of the 4-H club program are entered as group enrollments in the 4-H Online system. All Ag in the Classroom activities are also entered as group enrollments. Resources on how to enter group enrollments can be found in the 4-H Reporting Resources Folder: https://go.illinois.edu/4HReportingResources

AAB/NREE (formerly ANR)- Additional Reporting Priorities
See the **AAB/NREE reporting webpage** for info/resources: https://extension.illinois.edu/commit/reporting-aabnree
Expert Assistance. Report in PEARS Direct Contacts module**.** Report monthly counts of expert assistance—educational information provided in response to emails, phone calls, and face to face requests for information.
Indirect Activities. Report in PEARS Indirect Activities module with intervention channel. Report one way communications of topical information (not marketing), e.g. fact sheets, newsletters, blogs, podcasts, video, radio, TV, newspaper articles.
Research activities. Report using the Research Activities Entry form. Report research projects related to research and knowledge building including, including formal research, demonstrations and trials, structured scouting, research projects where Extension is providing an outreach component, and other activities that are designed to generate information or greater understanding for Extension and its audiences, such as Extension Collaboration grants.
Garden entries. For each garden supported by Extension staff or volunteers, make a separate entry in PEARS Program Activities (may be copied from prior year). For detailed instructions, please download the 2022 PEARS Garden reporting guide.

Community and Economic Development – Additional Reporting Priorities
Expert Assistance. Report in PEARS Direct Contacts module**.** Report monthly counts of expert assistance—educational information provided in response to emails, phone calls, and face to face requests for information.
Indirect Activities. Report in PEARS Indirect Activities module with intervention channel. Report one way communications of topical information (not marketing), e.g. fact sheets, newsletters, blogs, podcasts, video, radio, TV, newspaper articles.
North Central Regional Center for Rural Development Indicators. Please remember to keep track of activities that meet the NCRCRD indicators so that you can provide that information when it is time to be collected by the CED program leader.

Family and Consumer Sciences – Additional Reporting Priorities
SNAP-Ed & EFNEP
Follow SNAP-Ed and EFNEP specific guidance and cheat sheets for program data entry.

Nutrition and Wellness, Family Life, and Consumer Economics
Follow Extension-wide priorities. Use the FCS Standard Evaluation of Learning survey to collect evaluation data for community education and PDOs unless otherwise specified. See Family and Consumer Sciences Reporting to access FCS cheat sheets and resources to assist with PEARS reporting.