Am I done? Self-review of PEARS reporting for AAB/NREE educators

This resource provides a quick summary of items to check on your PEARS entries. Check out the reporting webpage for additional information. NOTE: Garden reporting is under development as of April 2023. Check for updated version with additional information later in the year.

Resources

Extension-wide guidance: https://extension.illinois.edu/commit/report
AAB/NREE reporting: https://extension.illinois.edu/commit/reporting-aabnree
Request a new PEARS site: uie-inepdocs@illinois.edu. Include organization name, address, city, zip.

AAB/NREE team members report on the following types of activities:

- Direct education
- Indirect activities
- Expert Assistance
- Gardens
- External collaborations (partnerships and coalitions)
- Research projects

Direct education

☐ All direct education activities are entered as program activities

☐ All program activities took place this reporting year. The reporting year runs October 1 through September 30.

☐ Program activities that are part of a statewide or major program follow the Naming Guide in the ANR Reporting Procedures Guide. Naming guide: https://go.illinois.edu/PEARS_naming

☐ Multi-session programs (delivered to the same audience, such as MG and MN core training) are entered as a single program activity.

☐ All activities you collaborated on are in PEARS. If not showing up as one of your program activities, contact the organizer.

☐ Program activity list does not include any single session presentations that were part of a unified series such as MG or MN. These should be included in the main program entry for the series.

☐ All program activity entries are to external audiences (i.e. NOT to other Extension staff)

☐ Meetings (e.g. with volunteers) are not included as program activities unless there is educational content provided, in which case the name should also include the topic.

☐ Program activities have all collaborators listed, including yourself, if applicable.

☐ All program activities have an Action Plan tagged. None have “Not linked to an action plan” tagged.

☐ Custom fields are completed
☐ All program activities have total participants listed.
☐ No programs appear to have duplicate entries
☐ No “supplemental reporting” entries—these are not used this year for reporting.

Indirect activities
Information: https://extension.illinois.edu/commit/indirect-activities-reporting
☐ Indirect activities entered and each one has at least one intervention channel
☐ Each separate “output” such as a blog post, newsletter issue, or podcast episode is listed as a separate intervention channel.
☐ If indirect activity is a series, list any specific Extension collaborators in the description so that there work on that output is associated with them. Continue to list everyone as a collaborator in the main entry.
☐ All Indirect intervention channels have topic or other descriptive information in description field—including title/topic and date of release
☐ Reach is entered as 0 if actual numbers are not EASILY available. Reach data are not used in statewide reporting at this time.

Expert assistance
Information: https://extension.illinois.edu/commit/expert-assistance-reporting
☐ Expert assistance contacts (phone calls, emails, face to face inquiries on content questions) are entered for each month in the PEARS Direct Contacts module.

Gardens
Information: https://extension.illinois.edu/commit/garden-reporting
Reporting on Extension-supported gardens for 2022-2023 is under development. Additional guidance should come out in late spring/summer 2023.

External collaborations
☐ Collaborations are reported in correct place: Partnerships module for collaborations with a single external partner, Coalitions module for collaborations with two or more external partners.
☐ Only external collaborations are reported.
☐ All collaborations included have a shared purpose for planning, developing or delivering programs, or implementing/adopting policies or practices.
☐ Each partnership and coalition has a brief description included describing the purpose
☐ All Extension staff collaborators are tagged in the Collaborators section.
☐ Partners (Partnerships) and Members (Coalitions) are tagged with the correct site, indicating both the correct organization name and the address.

Questions or comments: Karen Winter-Nelson (kwinter@illinois.edu)
☐ New sites were requested from uie-inepdocs@illinois.edu if needed.

Research projects (Update, although PEAR deadline does not apply)

Information:  https://extension.illinois.edu/commit/research-reporting

☐ Each research project conducted in whole or part this reporting year is reported in the research activities database.

☐ Completed research projects have been updated with a brief summary of results or link to publication.  Request link to update research entries