

## Direct Education Program Activities Reporting Guide (last update 6/29/2022)

(Note: Does not apply to SNAP-Ed and EFNEP outreach, which should follow grant-specific reporting instructions provided. FCS Nutrition and Wellness, Consumer Economics, and Family Life teams should reference the [Program Activities - FCS Core FY22 Cheat Sheet](#) with FCS specific instructions for entering direct education program activities)

### Definitions

- A direct education program, meeting the following criteria, should be reported in the [PEARS Program Activities module](#):
  - uses a planned curriculum
  - involves a two-way interaction (online or in-person)
  - is delivered/coordinated by Extension staff (with staff present)
  - can be a self-paced online course that uses a planned curriculum if there is evidence:
    - 1) of who participated (e.g., registration or demographic data requested, AND
    - 2) that the program was received or completed (e.g., quiz, course completion data, evaluation)
- The following activities are not considered direct education program activities and should NOT be reported in PEARS:
  - Internal planning meetings with no planned educational content
  - Marketing efforts with no planned educational content
  - Professional development activities you attend
  - Professional development delivered exclusively to Illinois Extension staff
  - Events with no planned educational component (e.g. parades, food booths, recruitment events, etc.)
  - Ag in the Classroom (reported only in 4HOnline)
  - 4-H educational programs delivered to youth audiences (reported only in 4HOnline)

### What to report

- Direct education program activities with one or more sessions delivered during the reporting year FY22 (Oct 1, 2021 – Sept 30, 2022) **should be entered by Sept 30, 2022**
- If the direct education program includes **multiple sessions with a consistent audience across sessions**, enter one program activity and add each delivery date as a session.
- If the direct education program includes **multiple sessions but the audience will differ across sessions** (e.g. “a la carte” selection of webinars in a series, often with separate registration for each session), enter each delivery date as a separate program activity.

### Instructions for reporting direct education program activities

- Instructions apply to: 4-H, AAB, CED, IHD, NREE program areas
- Does NOT apply to:
  - FCS Nutrition and Wellness, Consumer Economics, Family Life teams. Follow FCS specific instructions for reporting community education and PDO in the FY22 FCS Partnerships Cheat Sheet.

- SNAP-Ed and EFNEP. Follow grant-specific guidance and cheat sheets for program data entry.

Highlighted fields are important for Extension-wide reporting. Other fields are part of the PEARS interface but are not used for Illinois statewide reporting.

### General Information

Program activity name	Each program activity should have a unique name. Some program areas follow specific guidelines to assure that all program activities of the same type are entered using a similar naming convention across multiple educators. Refer to naming conventions for your program area, if applicable, at <a href="https://extension.illinois.edu/commit/plan-report">https://extension.illinois.edu/commit/plan-report</a> .
Program area(s)/ Team(s)	Select all program areas contributing to the delivery of the activity.
Action plan(s)	Select the state action plan (issue) that aligns most closely with the primary goals of the activity. If there are two state action plans (issues) that EQUALLY align with the activity, you can select two but do not select more than two.
Site	Enter the site where the program activity was conducted. Lookup by zip code to see if the organization is already in PEARS. All Extension offices are existing sites in PEARS. For webinars, report the Extension office broadcasting the webinar. If a unit hosts on-site viewing of a statewide webinar, report the Extension office that hosts the viewing. If the webinar is limited to a specific population (like a school), enter the school as the site. <b>*If the specific site is not listed, submit a new site request to <a href="mailto:uie-inepdocs@illinois.edu">uie-inepdocs@illinois.edu</a>. Put "ATTN: New PEARS Site" in the subject line. Put the organization name, address, city and zip code in the body of the email. You will be contacted when the site has been added.</b>
Unit / County	Select the option that best represents the catchment area for participants (e.g. county, unit, Illinois).
Method used to deliver this program	Select as applicable: Face-to-face, Webinar/online, Mix of online and face-to-face, or Other (and specify).
Volunteers Number Total hours	<b>Optional.</b> Not used at the state level to tally volunteer counts or hours.
Sessions	If your program activity includes delivering sessions of programming to the same audience over multiple dates or times, enter as ONE program activity and add all session dates. If participants register for, sign up for, or select specific delivery dates to attend, enter each as separate programs. Click on the  button to add each additional session as needed.
Start date	Enter each session date
Start time	<b>Optional.</b>
Length (min)	Enter the total number of minutes it took to deliver the session
# participants	Enter the total number of participants per session
Using IM	Do not change this field from the default

Comments	Enter any information you would find helpful to record about the activity. If the activity was also entered as a 4HOnline group enrollment (i.e. 4-H staff collaboration with another program area), include a comment: "Program also entered in 4HOnline".
File attachments	Add any additional documents you would like for your own purposes.

## Collaborators

Enter the following information for **each individual** who contributed to the activity. Note that the person who enters the activity is automatically included as a collaborator.

User	Search and select the name of the collaborator. Check the box "Was this user involved in performing the work described in this record?"
Access	If you want the collaborator to be able to edit information in the program activity, then select <b>View &amp; Edit</b> (recommended). The default is View Only, which assures that the program activity will display in each collaborator's program activity listing.
What role or contribution did this user offer in this record	Not used at the state level - optional
No. of sessions	Not used at the state level – optional and note that this field cannot be summed in the program activity export.

## Custom Data

During the 2022 reporting year, **only program activities tagged with AAB or NREE as the program area will see this screen.** See page 7 for a listing and explanation of [AAB and NREE custom data questions](#) for 2022. Note that FCS core team program activities include custom data questions, referenced in the [Program Activities - FCS Core FY22 Cheat Sheet](#).

## Evaluation

Did you perform any evaluations of this program activity?	Answer "YES" if you evaluated the program activity through any method (through a PEARS survey or survey outside PEARS) OR if you need to attach a survey. You are not REQUIRED to attach a survey if you answer "Yes".
+Attach Survey	If applicable, use the button to attach a survey that has been created in PEARS. For instructions to collect race, ethnicity, and gender data using a PEARS survey, see <a href="#">How-To Attach Demographic Survey in PEARS Program Activity</a> . If you use the Voluntary Demographic Information survey in PEARS to collect participant data, the demographic section of the program activity can be automatically populated (see <a href="#">Program Activity Demographics</a> section below)
Survey	Search for the survey name with the shortest text string possible then select the relevant survey from the drop down list.
Type	Select one of the following: Pre, Post, Follow-Up, or Retrospective depending on the type of survey used.

Date Delivered	Report the date you conducted the survey. If the survey was conducted online, report the date the survey was first available for online completion.
Name	Do not change the name of the survey – this field will autofill.
Aggregate responses	Only check this box if you are unable to enter survey data individually and will enter a single sum of respondents for each question.

**Program Activity Demographics**

This is an essential section for reporting participants’ Civil Rights data. See <https://extension.illinois.edu/commit/civil-rights-demographics-reporting> for more information on collecting and reporting demographics for program activities.

AutoCalculate	If you used the Voluntary Demographic Information survey in PEARS to collect demographic information from participants, click the  button to automatically pull in survey data to the Program Activity Demographics screen.
Total number of participants	Enter the total number of unduplicated (unique) participants that attended one or more sessions of the program. DO NOT report a sum of participants across sessions for multi-session programs.
Method used to determine demographic makeup of participants	You can estimate age but must collect race, ethnicity, and gender/sex from participants or an objective data source (e.g. school records) when reporting these demographics to fulfill Civil Rights reporting requirements. <ul style="list-style-type: none"> <li>• Select “Unknown” if you were not able to collect demographic data through registration or from participants.</li> <li>• Select “Actual Count” if you collected demographic data from participants</li> <li>• Do NOT select “Estimated Count” unless you are reporting only age group (e.g. number of youth, number of adults)</li> </ul>
Source of Data	Select “Commercial market data on audience size” if you used an existing data source (e.g. school website) Select “Site-provided demographics” if a partner site (e.g. teacher) provided participant demographics Select “Survey of target audience” if you collected data directly from participants or, if participants were minors, from parents/guardians of minors. Select “Other” and explain if you do not believe that the data source is relevant to the other options.
Gender	<b>Essential for Civil Rights reporting.</b> Enter the total number of participants that reported in each Gender category. If your data collection form included options beyond “Male” or “Female”, or if you were unable to obtain data on Gender, report those responses as “Unknown”. For all participants who were asked but chose not to report their Gender, report in the “Prefer not to respond” category.
Ethnicity	<b>Essential for Civil Rights reporting.</b> Report the total participants that reported in each Ethnicity category. If you were unable to collect or

	secure objective records data on Ethnicity, report those participants as “Unknown”. For all participants who were asked but chose not to report their Ethnicity, report in the “Prefer not to respond” category.
Age	Age of participants can be estimated because age is NOT required for Civil Rights reporting. At minimum, report “Total youth” and “Total adults”. If you collect age from participants, you can report totals in the age group categories and then the “Total youth” and “Total adults” fields will automatically sum/populate.
Race	<b>Essential for Civil Rights reporting.</b> Report the total participants that reported in each Race category. If you were unable to collect or secure objective records data on participants’ Race OR if participants reported some other race outside of the NIFA required categories, report those participants as “Unknown”. For all participants who were asked but chose not to report their Race, report in the “Prefer not to respond” category. At minimum, complete the <b>One Race Only column</b> . “# Unique participants with one race only” will automatically populate based on the sum of what is reported in the <b>One Race Only</b> column. Report any participants who reported that they identify with more than one race in the # Unique participants with 2 or more races” field. The sum of the one race only field and the two or more race field must equal total unduplicated (unique) participants.

Mark as Complete

Select the “Mark as Complete” button after you have entered all program activity data. If you need to edit a record after you have marked the record complete, you can use the “Mark as Incomplete” link in the Progress bar and select the red “Mark as Incomplete” button.

Copying a Program Activity (instructions for copying a program activity that has already been entered)

Sometimes programs are repeated with different audiences during the reporting year or from year to year. Sometimes a different program is delivered to the same audience. Copying a program activity can save time rather than creating a new entry from scratch. See PEARS instructions on how to copy a program activity: <https://support.pears.oeie.org/copy-a-program-activity/>

Tips

- Change the name. Do not leave the default name “Copy of...”
- Check each screen to make sure all information is correct.

## Direct Education Program Activities Module FY2022 (\*FCS entries should follow FCS cheat sheet instructions)

### General Information

(Blue highlighted fields are important for reporting)

**Program Activity Name** \_\_\_\_\_

**Program Area(s) / Team(s)**

- |   |  |
|---|--|
| <input type="checkbox"/> 4-H Youth Development              | <input type="checkbox"/> Cook County Initiative        |
| <input type="checkbox"/> Administration                     | <input type="checkbox"/> FCS (use FCS cheat sheet)     |
| <input type="checkbox"/> AAB                                | <input type="checkbox"/> Integrated Health Disparities |
| <input type="checkbox"/> Community and Economic Development | <input type="checkbox"/> NREE                          |

**Action Plan(s)** \_\_\_\_\_

**Site** \_\_\_\_\_

**Unit / County** \_\_\_\_\_

**Method Used to Deliver This Program**

- |   |   |
|---|---|
| <input type="checkbox"/> Face-to-face     | <input type="checkbox"/> Mix of online and face-to-face |
| <input type="checkbox"/> Webinar / online | <input type="checkbox"/> Other _____                    |

Number of volunteers \_\_\_\_\_ Total volunteer hours \_\_\_\_\_  
(optional field—not used at state level)

**Sessions**

Start date	Start time	Length (min.)	# Participants	Using IM
<input type="text"/>				
Start date	Start time	Length (min.)	# Participants	Using IM
<input type="text"/>				

### Collaborators

User \_\_\_\_\_ ACCESS:  View only  View & edit

Was this user involved in performing the work described in this record?

User \_\_\_\_\_ ACCESS:  View only  View & edit

Was this user involved in performing the work described in this record?

### Custom Data

For detailed guidance for AAB/NREE custom fields, see next page. No other program areas have custom fields in FY2022.

### Evaluation

Did you perform any evaluations of this program activity?  Yes  No

### Surveys

+ Attach Survey

Survey (survey name): \_\_\_\_\_  
Type: Pre/Post/Followup/Retrospective (may autofill)  
Date delivered: \_\_\_\_\_  
Name (autofills from Survey name): \_\_\_\_\_

### Demographics

Report the total number of unique participants for this program activity. Optionally include the demographic makeup of the participants.

**Total number of participants** \_\_\_\_\_

**Method used to determine demographics**

- Actual count  
 Estimated count  
 Unknown

**Source of data**

- Commercial market data on audience size  
 Survey of target audience  
 Other \_\_\_\_\_

Gender
Female
Male
Prefer not to respond
Unknown

Ethnicity
Hispanic/Latino
Non-Hispanic/Latino
Prefer not to respond
Unknown

Age
Less than 5 years
5-17 years
Total youth
18-29 years
30-59 years
60 years or older
Total adults
Prefer not to respond
Unknown

Race	One Race Only	2 or More Races
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian/ Other Pacific Islander		
White		
Prefer not to respond		
Unknown		
# Unique participants with one race only		
# Unique participants with 2 or more races		6

## Direct Education Program Activities Custom Data—AAB/NREE

Fields that appear on the Custom Data screen for all program activities tagged as AAB or NREE. Order of fields may vary. Required fields are marked \*.

### Topic-AAB/NREE\*

- Energy strategies
- Field crops
- Fruits and vegetables
- Hemp
- Invasive species
- Livestock
- Native plants
- Specialty crops
- Trees
- Other

### Theme-AAB/NREE\*

- Climate change
- Digital agriculture
- Green infrastructure
- Nutrient loss reduction
- Pest management
- Pollinators
- Soil health/regenerative agriculture
- Targets underserved groups
- Urban agriculture
- Waste management
- Youth education
- None of the above

### Program-AAB/NREE\*

- Annie's project
- Certified Livestock Management Training
- Conservation@Home
- Cook County composting initiative
- Crop management conference
- Everyday Environment
- FSMA
- Four Seasons gardening
- Good Growing
- Illinois Specialty Crops conference
- Junior Master Gardener program
- Master Gardener (add'l question below)
- Master Naturalist (add'l question below)
- Master Urban Farmer training
- PSEP-Commercial
- PSEP-Private
- Rainscaping education
- Small Farms webinar series
- Field days
- Saturday Gardening Days
- Stewardship days/Conservation days
- Other/none of the above

### MG/MN Program type

For Master Gardener and Master Naturalist activities, select the most applicable program type. See definitions at right. Meetings that have educational content are generally "other education for volunteers." Meetings without educational content should not be entered in PEARS.

- Core training
- Continuing education
- Other education for volunteers
- Volunteer-led education for public (with staff present).
- Other

### Is this a garden entry?

Check "yes" if this entry is to report the garden itself. Leave blank or check "no" if it is a direct education activity with participants (even if held at a garden).

- Yes, garden entry
- No

### Outcome data collection method

Which method(s), if any, did you use to evaluate program outcomes and/or impacts? Outcomes/impacts include new or changed participant knowledge, intentions, beliefs, actions, practices, or reported use of program information in some other way.

- Did not evaluate outcomes
- PEARS survey
- Qualtrics survey
- Zoom poll
- Moodle quiz or survey
- Paper survey
- Some other method

### Instructions for garden entries

For garden entries (not direct education activities at a garden), complete the fields as outlined here.

**Topic:** If applicable, select "fruits and vegetables" or "native plants." Otherwise select "other."

**Theme:** If applicable, elect any theme that is a primary focus of the garden. Otherwise, select "none of the above."

**Program:** Select "rainscaping education" if garden is part of that program, otherwise, select "other."

**MG/MN Program type:** Leave blank.

**Is this a garden entry?:** Yes, garden entry.

### Definitions for MG/MN Program type

**Core training.** Program for volunteers generally following the standard curriculum.

**Continuing education.** Programs designed for CE and expected to be reported as CE hours.

**Other education for volunteers.** Programs or meetings with planned educational content delivered to volunteers that are not designed to be CE or expected to be reported as CE hours.

**Volunteer-led education for public (with staff present).** Enter in PEARS if Extension staff are present and have helped coordinate/facilitate.

**Other.** Do not report planning meetings, or other meetings/ceremonies without educational content.