

Direct Education Program Activities Module FY2023 At a Glance

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 |
| <input type="checkbox"/> AAB | <input type="checkbox"/> Integrated Health Disparities |
| <input type="checkbox"/> Community and Economic Development | <input type="checkbox"/> NREE |

Action Plan(s) _____

Method Used to Deliver This Program

- In person Virtual, live online Virtual, self-directed & interactive

Sessions (if in person or virtual, live online)

Start date	Start time	Length (min.)	# Participants	Virtual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No

Start date	Start time	Length (min.)	# Participants	Virtual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No

Dates Content Available & Lesson Length & Reach (if virtual, self-directed & interactive)

Content start date	Content end date	Avg. Time (min.)	# Participants
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site _____

Unit / County _____

Number of volunteers _____ Total volunteer hours _____

(optional field—not used at state level)

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

This screen is customized to the program area(s) tagged for the activity. Follow instructions provided in the PEARS custom data screen or contact your [data team](#) representative with questions.

Evaluation

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

Surveys

Survey (survey name): _____ + Attach Survey

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	<input type="text"/>
Male	<input type="text"/>
Non-Binary/Not Listed	<input type="text"/>
Prefer not to respond	<input type="text"/>
Unknown	<input type="text"/>

Ethnicity	
Hispanic/Latino	<input type="text"/>
Non-Hispanic/Latino	<input type="text"/>
Prefer not to respond	<input type="text"/>
Unknown	<input type="text"/>

Age	
Less than 5 years	<input type="text"/>
5-17 years	<input type="text"/>
Total youth	<input type="text"/>
18-29 years	<input type="text"/>
30-59 years	<input type="text"/>
60-75 years	<input type="text"/>
76 years or older	<input type="text"/>
Total adults	<input type="text"/>
Prefer not to respond	<input type="text"/>
Unknown	<input type="text"/>

Race	One Race Only	2 or More Races
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Native Hawaiian/ Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Prefer not to respond	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>
# Unique participants with 1 race only	<input type="text"/>	
# Unique participants with 2 or more races	<input type="text"/>	

Direct Education Program Activities Reporting Guide (last update 2/16/2023)

This guide is intended for entering direct program activities aligned with one or more of the following program areas:

- Agriculture and Agribusiness
- Community and Economic Development
- Cook County Initiative
- Integrated Health Disparities
- Natural Resources, Environment, and Energy

Refer to the program area specific guidance for programs aligned with:

- SNAP-Ed and EFNEP (see Caitlin Kownacki caitlink@illinois.edu)
- FCS Nutrition and Wellness, Consumer Economics, and Family Life teams see guide at <https://extension.illinois.edu/commit/family-and-consumer-sciences-reporting>
- 4H Youth Development see guide at <https://extension.illinois.edu/commit/4H-Reporting>

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.)

What to report

- Direct education program activities with one or more sessions delivered during the reporting year FY23 (Oct 1, 2022 – Sept 30, 2023) should be entered on a quarterly basis. If the submission deadline falls on a holiday or weekend, the deadline will be the next business day. **The deadlines for reporting are as follows:**

Quarter	Outreach Delivered	Deadline
1	Oct 1 - Dec 31 (all program areas except 4-H)	Jan 10
2	Sept 1 - Mar 31 (4-H)* Jan 1 – March 31 (all program areas)	Apr 21* Apr 10
3	Apr 1 - June 30 (all program areas)	July 10
Final (full year)	July 1 - Aug 31 (4H) July 1 – Sept 30 (all other program areas)	Sept 10 Oct 10

**For the 2023 reporting year, the deadline for 4-H Q1 and Q2 youth program reporting will be extended to 60 days following the date of 4-H training to enter data into the new PEARS youth programming screen (delivered Feb 21, 2023).*




- 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

Highlighted fields are important for Extension-wide reporting. Other fields are part of the PEARS interface but are not used for Illinois statewide reporting. Previously entered program activities can be copied and updated to save data entry time. See [Appendix 1](#) for details.

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 https://extension.illinois.edu/commit/plan-report .
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.
Method used to deliver this program	Select as applicable (will affect how the session information is entered): In person Virtual, live online (e.g. Webinar) Virtual, self-directed & interactive (e.g. Moodle)
Sessions (in person and/or Virtual, live online)	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

	<p>specific delivery dates to attend, enter each as separate programs. Click on the  button to add each additional session as needed.</p> <p>Start date – Enter each session date Start time – Optional. Length (min) – Enter the total number of minutes content was delivered during the session.</p> <p style="text-align: center;">Virtual</p> <p>Virtual - Slide to the  right if the session was delivered virtually (participants experienced a live, online session)</p>
<p>Sessions (Virtual, self-directed & interactive)</p>	<p>If your program activity includes lessons or modules delivered in a self-directed and interactive method, you will not be asked to enter sessions. Instead, you will provide the date range that the virtual content was available. This also provides the data range for counting the number of participants engaged over the specific time period.</p> <p>Virtual content start date – Date virtual content started during the reporting year Virtual content end date – Date virtual content ended during the reporting year</p> <p>Click on the  button to add each module or lesson.</p> <p>Description – Title of the module or lesson Avg. Time (min) – Estimated or actual average time a participant engaged with the module or lesson # Participants – Optional (total unique participants are reported in the Demographics screen)</p>
<p>Site If needed, request a new site at inepdocs@illinois.edu Subject: New PEARS site Include organization name and full address</p>	<p>Select the site based on the location of the audience.</p> <p>In-person or mixed delivery Search for the name or address of the location. If the location is a private residence/farm, tag the Extension office in the county of the event.</p> <p>Virtual delivery Remote program with a targeted audience based at a specific location (e.g., remote presentation to a classroom)</p> <ul style="list-style-type: none"> • Tag the location associated with the audience (e.g., school address) <p>Remote program with a local dispersed audience (e.g., primarily in unit)</p> <ul style="list-style-type: none"> • Tag your Extension office (all Extension offices are already PEARS sites and start with “U of I Extension” as the site name.) <p>Remote program with a statewide dispersed audience (e.g., statewide webinar series, Moodle course)</p> <ul style="list-style-type: none"> • Tag STATE Webinars/Online/Moodle site in PEARS <p>See Appendix 2 for site searching tips.</p>

Unit / County	Select the option that best represents the area participants are coming from (e.g. county, unit, Illinois).
Language(s) used to deliver the program	The default option is "English". If the program was delivered in a language other than English, select each applicable language.
Volunteers Number Total hours	Optional. Not used at the state level to tally volunteer counts or hours.
Comments	Enter any information you would find helpful to record about the activity.
File attachments	Add any additional documents you would like for your own purposes.

At the bottom of the screen, you can "save and continue" if you want to proceed to the next screen OR you can "save" if you want to back later to complete the rest of the entry.

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 View & Edit (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

This screen is customized to the program area(s) tagged for the activity. Follow instructions provided in the PEARS custom data screen or contact your [data team](#) representative with questions.


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 How-To Attach Demographic Survey in PEARS Program Activity . 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 Program Activity Demographics 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"> • Select “Unknown” if you were not able to collect demographic data through registration or from participants. No demographic fields will display if you select this option. • Select “Actual Count” if you collected demographic data from participants • Do NOT select “Estimated Count” unless you are reporting only age group (e.g. number of youth, number of adults)
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	Essential for Civil Rights reporting. 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

	<p>“Unknown”. For all participants who were asked but chose not to report their Gender, report in the “Prefer not to respond” category.</p>
Ethnicity	<p>Essential for Civil Rights reporting. 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.</p>
Age	<p>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.</p>
Race	<p>Essential for Civil Rights reporting. 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 One Race Only column. “# Unique participants with one race only” will automatically populate based on the sum of what is reported in the One Race Only 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.</p>

[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.

Appendix 1

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.

Appendix 2

Tips to search for a site in a PEARS module

First click in the Site search box. As you type in the search box, a drop down of existing sites will display that match the text you enter (be sure to scroll down to see all matches). Do not be too specific in searching for a site, as site names and addresses might be worded differently. PEARS **does not** support searching by city.

Site *

- ❖ Search for **zip code** (may return too many results in urban areas).
- ❖ Search for the **site name**, using a minimum number of words, (e.g. search for “Winnebago” not “Winnebago health department”). The search function will match all words exactly as typed.
- ❖ Search for **street number**, (e.g., “4050” or “124”)
- ❖ Search for **street name only**:
 - ➔ Omit the street type (e.g., search for “hawthorne”, not “hawthorne ave” or “hawthorne avenue”)
 - ➔ Omit the street direction (e.g., search for “McNair” not “E McNair”), as it may be entered as “E”, “E.”, or “East”
 - ➔ If you need to include more than the street name because of too many sites returned, try all the variations (“E McNair”, “E. McNair”, “East McNair”)