

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 (for activities conducted 10/1/21-9/30/22) before the PEARS reporting year cycle closes for the year on 9/30/2022. Please make entries in a timely way, and complete entries as much as possible by 9/1/2022 to facilitate review. Check out the [reporting webpage](#) for additional information.

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.

Links to checklists for each activity type:

[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 before the end of the reporting year, 9/30/22. (PEARS Reporting for activities after 10/1/22 will open Monday 10/17/22)
- 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 and list have all sessions conducted 10/1/21-9/30/22
- 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. If not showing up as one of your program activities, contact the organizer.
- I am listed as a collaborator for any multi-session series (to a consistent audience, e.g. MG but not Four Seasons or Everyday Environment) that I have provided any direct education for. IF NOT, contact series coordinator or Karen Winter-Nelson to be added.
- 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.

Updated 6/20/2022

Questions or comments: Karen Winter-Nelson (kwinter@illinois.edu)

- 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—include 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>

- Each Extension-supported garden has a separate program activity entry with a 2022 Community Garden survey attached and completed.
- Garden naming follows the format GARDEN/Name of garden
- Any gardens listed that were not active this year were deleted, and the reason for deleting was listed in the Garden Status survey (<https://go.illinois.edu/GardenStatusSurvey>)
- Direct education activities at the garden are entered separately and do not use the GARDEN/... naming format.
- Note: watch for info on Garden reporting part two (brief end of season survey) in November 2022.

Updated 6/20/2022

Questions or comments: Karen Winter-Nelson (kwinter@illinois.edu)

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.
- New sites were requested from uie-inepdocs@illinois.edu if needed.

Research projects (Update, although PEARS 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](#)