

Capturing Interventions Impacted by COVID-19 in PEARS

Background

We recognize that due to shelter-in-place, shifting priorities of LIAs, and changing needs of our target audience, CalFresh Healthy Living activities are being impacted by COVID-19 in a variety of ways. This document has been developed to help LIAs report these impacted interventions into PEARS in a consistent manner, and in accordance with SNAP-Ed guidance. Consistent PEARS reporting is crucial to our ability to assess the impact of COVID-19 on CalFresh Healthy Living activities.

- NOTE: If a planned activity never happened at all due to COVID-19, this would not be entered into PEARS. For now, please track these types of activities outside of PEARS. CDSS and the SIAs are still considering the best tools to track this information.

LIAs should refer to the [glossary](#) (pg. 2) when determining how to define and report an activity.

This document will guide LIAs in reporting the following COVID-19 impacted activities:

- [Direct Education](#)
- [Indirect Education](#)
- [PSE Site Activities](#)

All activities impacted by COVID-19 should be identified with the new PEARS data field “COVID-19” impact. This field appears immediately after “Unit” in all modules. Options for this field (defined at the end of the Glossary) are:

- New due to COVID-19
- Postponed due to COVID-19
- Modified due to COVID-19
- Canceled / not completed due to COVID-19

If the activity was completed prior to COVID-19 or it was not impacted, there is no need to enter a response for this new COVID-19 PEARS data field.

In the instructions below, if the PEARS data field is not listed, the guidance for reporting remains unchanged.

If you have any questions about the guidance, please reach out to your SIA representative:

- CDPH: EvaluateSNAPEd@ucanr.edu
- CCC: [Jennifer Huerta](#)
- CDA: [Raheem Alli](#) or [Sharon Hawkins](#)
- CFHL, UC: [Jennifer Quigley](#) (DE and IE)
[Barbara MkNelly](#) or [Angie Keihner](#) (PSEs)



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Glossary *The below definitions are from the EARS FAQs and EARS Glossary located on the [USDA-FNS SNAP-Ed Education And Reporting System \(EARS\) webpage](#).*

Direct education (DE) takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention.

Interactive multimedia (IM) integrates text, audio, graphics, still images, and moving pictures into one computer-controlled, multimedia product that provides an individualized educational experience based on a participant's input.

Examples:

- Live webinar with interactive component
- PowerPoint with interactive component
- Interactive multimedia (i.e. Leah's Pantry EatFresh.org Mini-Course)

Direct education activities should be reported in the PEARS Program Activities module.

Indirect education (IE) is defined as the distribution or display of information and resources, including any mass communications, public events (such as health fairs), and materials distribution, which involve no participant interaction with an instructor or multimedia. Distribution of educational materials alone does not constitute an evidence-based intervention. Indirect education activities, or distribution of educational materials through indirect intervention channels, needs to take place within an evidence-based intervention.

Examples:

- Recorded video/webinars
- Handouts/ workbooks emailed out
- Educational materials posted on a website
- Handouts packaged with school meal distribution

Indirect education activities should be reported in the PEARS Indirect Activities module.

COVID19 Impact is a new field in PEARS that LIAs should use to identify the impact of COVID-19 on an activity being reported. This field will appear in all modules with four options:

- New due to COVID-19
- Postponed due to COVID-19
- Modified due to COVID-19
- Canceled / not completed due to COVID-19

These options are defined below by PEARS module for Program Activities, Indirect Activities, and PSE Site Activities. Additional guidance for Partnerships and Coalitions will be released at a future date.



Program Activities Module

- **New due to COVID-19**: A program activity that you created to reach a new audience, new site, or address new intervention topics as a result of COVID-19.
 - **Example**: A Head Start program begins offering online classes to parents to help them stretch food budgets during a crisis.
- **Postponed due to COVID-19**: Program Activity was started and continued in FFY2020 with the same delivery method and same participants after having been postponed.
 - **Example**: A nutrition education series hosted at a senior center began at the end of February 2020. At the onset of social distancing, the remaining class sessions were delayed due to barriers to moving the education online. The remaining classes are given in August 2020.
- **Modified due to COVID-19**: Activity started or planned prior to COVID-19 closures and modified to continue via distance learning (either as DE or IE), or is modified in other ways to meet participant needs resulting from COVID-19
 - **Example**: A food bank planned to implement a face-to-face class series with clients beginning on April 1. Due to COVID-19 social distancing guidelines, the food bank will provide classes via Zoom webinar. A school has been offering monthly classes to elementary kids since September using Harvest of the Month and in order to continue classes online changes to use CATCH Health at Home.
- **Canceled / not completed due to COVID-19**: Program Activity was started but will not continue in FFY2020.
 - **Example**: A nutrition education series hosted at a senior center began at the end of February 2020. At the onset of social distancing, the remaining class sessions were canceled.

Indirect Activities Module

- **New due to COVID-19**: New indirect activity implemented in response to COVID-19. This option should be selected for new IA entries that capture non-interactive online education to comply with social distancing, including when it is a continuation of face-to-face DE.
 - **Example**: When social distancing began, a class series hosted by a church was no longer able to continue in person. Educators pre-recorded videos of the remaining lessons and shared them with participants to watch at home. The portion of this series delivered by pre-recorded video should be entered as “new” IE.
- **Postponed due to COVID-19**: Indirect activity was started and temporarily halted and was continued at some point in FFY2020 OR has been rescheduled to a later date within FFY2020.

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- Example: A LIA planned to host a booth at a family night event at an ECE scheduled during April 2020. The event was rescheduled for September 2020 and the LIA participate on the new date.
- **Modified due to COVID-19**: Indirect activity is implemented but is modified due to social distancing or other aspects of COVID-19.
 - Example: A school typically distributes hard-copy newsletters to students but has switched to posting them online while the school is closed.
- **Canceled / not completed due to COVID-19**: Indirect activity was started but will not continue in FFY2020.
 - Example: LIA is unable to continue stocking recipe cards at a grocery store due to shelter-in-place.

PSE Activities Module

- **New due to COVID-19**: New PSE activity created to reach a new site/setting in response to COVID-19.
 - Examples: A school, church, library, etc. that is now functioning as a food pantry where the LIA is work with them to incorporate healthy pantry program strategies.
- **Postponed due to COVID-19**: PSE efforts have started but all progress has been temporarily halted due to COVID-19. PSE activity began again before the end of FFY2020.
 - Examples: Playground stencils and water stations were supposed to be in place in April 2020 but were instead installed in August 2020. Wellness committee activities have been suspended for the rest of the school year, and efforts to monitor policy implementation and engage parents are on hold until Sept 2020.
- **Modified due to COVID-19**: PSE efforts have not stopped, and the target audience remains the same. However, the focus of which PSE changes to implement has shifted.
 - Examples: Rather than moving forward with implementing Smarter Lunchroom strategies, CFHL has assisted school food service in improving recipes and menus for the food offered to families during school closures. Instead of increasing shelf space for healthy food items at a store, CFHL has redirected efforts to help the store implement a novel distribution system to reach high-risk customers.
- **Canceled / not completed due to COVID-19**: PSE efforts started at this site, but none can continue in FFY2020.
 - Example: You have engaged and begun planning what PSE changes to implement at a site, but after the COVID-19 closures went into effect, the site is no longer willing to participate. You may or may not be able to re-engage this site in FFY 21. Any PSE changes adopted prior to COVID-19 would still be recorded.


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Reporting Program Activities (DE) impacted by COVID-19 in PEARS

Skip ahead to read guidance based on the type of impact:

- [New due to COVID-19](#)
- [Postponed due to COVID-19](#)
- [Modified due to COVID-19](#)
- [Canceled / not completed due to COVID-19](#)

New Program Activity (DE) *A program activity that you created to reach a new audience, new site, or address new intervention topics as a result of COVID-19.*

- Create a new Program Activity
- **COVID-19 Impact:**
 - Select “New due to COVID-19”
- **Site:**
 - Enter the agency or site the participant is referred from
 - If parents from a school use the school site
 - If participant self refers from a link or other online outreach, please ensure distance learning recruitment methods targets SNAP-Ed eligible participants
 - If unsure what site to select, please reach out to your [SIA representative](#).
- **Method used to deliver this program:**
 - select “Webinar/Online”
- **Sessions:**
 - Add sessions to the Program Activity in the same way you would with “Face to Face” DE
 - If using Interactive Multimedia (see [glossary](#)), move the **Using IM** Toggle over to green 
green
 - For live webinars do **not** select the IM toggle
- **Comments:** *Describe how COVID-19 impacted this activity. Some examples might be:*
 - Reason why a new activity was delivered in response to COVID-19
 - Significant modifications to the series/resources used
 - Large change in the number of participants
 - Barriers to delivering activity, such as challenges using distance learning methods

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- **Primary curriculum:**

- Select the CalFresh Healthy Living approved curriculum being used with this program activity.
 - NOTE: If you cannot find the curriculum being used, contact your [SIA representative](#). Do **NOT** select “Other Approved Materials” unless directed by your SIA:

Demographics

- **Total**

- If the total participants were already entered leave unchanged
- Input the unique number of people who attended the DE, not the number of views
- If using the Auto Calculate feature for schools, use the existing classroom enrollment OR use a role call method to input ‘Total’
- For Adults, obtain demographics from participants in one of the following ways:
 - Use the “Attach Surveys” page to add Participant Data Cards to the activity, then send a **link** or **QR code** to participants to complete their demographics
 - Educator can interview the participant remotely and enter as usual
 - Visual estimate of webinar participants
 - Use webinar polling features to ask demographic questions, without sharing results with the class
- Once all the sessions are delivered, **Mark Program Activity as Complete**


Postponed Program Activity (DE) *Program Activity was started and continued in FFY2020 with the same delivery method and same participants after having been postponed.*

- Open the existing program activity
- **COVID-19 Impact**
 - Select “Postponed due to COVID-19”
- When the class meets again within FFY2020, add the additional sessions
- **Comments:** *Describe how COVID-19 impacted this activity. Some examples might be:*
 - Large change in the number of participants
 - Barriers to delivering activity, such as challenges using distance learning methods
- Once all the sessions are delivered **Mark Program Activity as Complete**



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Modified Program Activity (DE) *Activity started or planned prior to COVID-19 closures and modified to continue via distance learning (either as DE or IE), or is modified in other ways to meet participant needs resulting from COVID-19*

- Create new or open existing program activity for editing
- **COVID-19 Impact:**
 - Select “*Modified due to COVID-19*”
- **Method used to deliver this program:**
 - If DE is continued through interactive multimedia, face to face webinar, or “live” online delivery
 - Change to “*Mix of online and face-to-face*”
 - If DE moves to Indirect Delivery method
 - Change to “**Other**”
 - In “Delivery method other” field enter ***Delivered through IE***
 - Enter IE data into the Indirect Activity Module
- **Sessions:**
 - Add modified sessions to the Program Activity in the same way you would with “Face-to-Face” DE
 - If using Interactive Multimedia (see [glossary](#)), move the **Using IM** Toggle over to green for each session that uses IM 
 - For live webinars do **not** select the IM toggle
- **Comments:** *In comments section describe how activity was modified due to COVID-19. Some examples might be:*
 - How many sessions were delivered “Face-to-Face” and how many sessions were delivered “Webinar / online” or another method
 - Significant modifications to the series/resources used
 - Largest change in the number of participants
 - Barriers to delivering activity, such as challenges using distance learning methods
 - If activity is converted to IE, add Indirect Activity ID

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SNAP-Ed Custom Data

- **Primary Curriculum:**
 - Select the primary curriculum used prior to distance learning
- **Additional Curricula:**
 - Add any **new** or **additional curricula** from the CalFresh Healthy Living approved curriculum that will be used for the modified program activity
 - **NOTE:** If you cannot find the curriculum being used, contact your [SIA representative](#). Do **NOT** select “Other Approved Materials” unless directed by your SIA
- **Priority indicators, objectives, and intervention topics:**
 - Ensure that these are updated for additional curricula used for distance learning.

Demographics

- **Total**
 - If the total participants were already entered, leave unchanged
 - Input the unique number of people who attended the DE, not the number of views
 - If using the Auto Calculate feature for schools, use the existing classroom enrollment OR use a role call method to input ‘Total’
 - For Adults, obtain demographics from participants in one of the following ways:
 - Use the “Attach Surveys” page to add Participant Data Cards to the activity, then send a **link** or **QR code** to participants to complete their demographics
 - Educator can interview the participant remotely and enter as usual
 - Visual estimate of webinar participants
 - Use webinar polling features to ask demographic questions, without sharing results with the class
- Once all the sessions are delivered, **Mark Program Activity as Complete**

Canceled Program Activity (DE) *If a series started before COVID-19 and is now being canceled or discontinued, please make the following changes to the existing program activity in PEARS. Fields not addressed here should remain unchanged.*

- Open existing program activity
- **COVID19 Impact:**
 - Select *Canceled / not completed due to COVID-19*



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- **Comments**
 - Number of sessions that had to be canceled
 - Barriers to delivering activity, such as challenges using distance learning methods
- **Mark activity as complete**

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Reporting Indirect Activities (IA) impacted by COVID-19 in PEARS

*The expectation for FFY2020 is that there will be a significant increase in Indirect Activities reported. For this reason, we are asking that the **date** the activities are implemented be entered so that activities can be filtered by date to see the percentage of IA's entered after the shelter in place was implemented.*

Skip ahead to read guidance based on the type of impact:

- [New due to COVID-19](#)
- [Postponed due to COVID-19](#)
- [Modified due to COVID-19](#)
- [Canceled / not completed due to COVID-19](#)

New Indirect Activity *New indirect activity implemented in response to COVID-19. This option should be selected for new IA entries that capture non-interactive online education to comply with social distancing, including when it is a continuation of face-to-face DE*

- **COVID-19 Impact**
 - Select “New due to COVID-19”
- **Date Range (REQUIRED):** Input dates when Indirect Activity was implemented
 - *Required field* for IE impacted by COVID-19
- **Intervention Channels**
 - Select the intervention channel that best fits your indirect education delivery
 - **Video:** use for pre-recorded webinars, video or webinar content that is non-interactive
 - **Electronic materials:** use when distributing materials electronically to participants in lieu of face-to-face
 - **Hard copy materials:** use when distributing hard-copy materials, such as by mail or packaged with food distribution, to participants in lieu of face-to-face
- **Site**
 - For IE that is delivered remotely (online, by mail, etc.) you may select an approved site that is associated with the activity, such as where participants were recruited. Do not use a website in this field.
- **Estimated # of unique individuals reached**
 - Enter the estimated unique reach of individuals this Indirect Channel reached.
- **Estimated # of new individuals reached**
 - For intervention channels that are delivered online, e.g. newsletters posted to a website or blog, or other social media outreach, **new reach** should be reported as 0.
 - Additional guidance on social media reach will be released at a future date.
 - If you have questions regarding how to report “new” reach for an indirect activity please reach out to your [SIA](#).



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- **Source of reach data**

- For social media use “other” and in the description describe what tools or analytics are used to calculate the estimated unique reach.

Postponed Indirect Activity *Indirect activity was started and temporarily halted and was continued at some point in FFY2020 OR has been rescheduled to a later date within FFY2020.*

- Open existing Indirect Activity
- **COVID-19 Impact**
 - Selected “Postponed due to COVID-19”
- **Date Range (REQUIRED)**: Input dates when Indirect Activity was implemented
 - Required field for IE impacted by COVID-19

Modified Indirect Activity *Indirect activity is implemented but is modified due to social distancing or other aspects of COVID-19*

- Open existing Indirect Activity
- **COVID-19 Impact**
 - Select “Modified due to COVID-19”
- **Date Range (REQUIRED)**: Input dates when Indirect Activity was implemented
 - Required field for IE impacted by COVID-19
- **Indirect Channels**
 - Add the appropriate channel to capture the modified indirect activity(ies) delivered due to COVID-19
 - **Video**: use for pre-recorded webinars, video or webinar content that is non-interactive
 - **Electronic materials**: use when distributing materials electronically to participants in lieu of face-to-face
 - **Hard copy materials**: use when distributing hard-copy materials, such as by mail or packaged with food distribution, to participants in lieu of face-to-face
- **Site**
 - For IE that is delivered remotely (online, by mail, etc.) you may select a site that is associated with the activity, such as where participants were recruited. Do not use a website in this field.
- **Estimated # of unique individuals reached**
 - Enter the estimated unique reach of individuals this Indirect Channel reached.
- **Estimated # of new individuals reached**
 - For intervention channels that are delivered online, e.g. newsletters posted to a website or blog, or other social media outreach, **new reach** should be reported as 0.
 - Additional guidance on social media reach will be released at a future date.



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- If you have questions regarding how to report “new” reach for an indirect activity please reach out to your [SIA](#).
- **Source of reach data**
 - For social media use “other” and in the description describe what tools or analytics are used to calculate the estimated unique reach.

Canceled / not completed Indirect Activity *Indirect activity was started but will not continue in FFY2020.*

- Open existing Indirect Activity
- **COVID-19 Impact**
 - Select “*Canceled / Not Complete due to COVID-19*”
- **Date Range:** Input dates when Indirect Activity was implemented
 - Required field for IE impacted by COVID-19

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Policy System and Environmental (PSE) Activity Impacted by COVID-19

Skip ahead to read guidance based on the type of impact:

- [New due to COVID-19](#)
- [Postponed due to COVID-19](#)
- [Modified due to COVID-19](#)
- [Canceled / not completed due to COVID-19](#)

New PSE Site Activity *A new PSE activity created to reach a new site/setting in response to COVID-19*

- Create a new PSE site activity
- **COVID-19 Impact**
 - Select “New due to COVID-19”
- **Comments** *General Information Section*
 - Provide additional detail on how PSE efforts at this site were impacted because of COVID-19. Some examples to include:
 - How did you determine a new PSE was needed?
 - COVID-19 related barriers to continuing PSE at this site, such as challenges resulting from social distancing. This may also be captured in the Reflection Section.
- **Needs Readiness and Effectiveness**
 - Include needs assessments conducted to determine needs for this site related to COVID-19.
 - Use the “other” field if this is a created or informal assessment and use the prefix “CV-19”. For example, enter “CV-19, Principal Phone Interview.” Please include a brief description of the results.
- **Reflection Section** (optional)
 - Please note which barriers selected above are due to the COVID-19 closures and comment on any additional facilitators or barriers that you may have encountered due to COVID-19.
- **Mark activity as complete**

Postponed PSE Site Activity *When PSE efforts have started but all progress has been temporarily halted due to COVID-19, and PSE activity began again before the end of FFY2020*

- Open existing PSE activity for editing
- **COVID-19 Impact**
 - Select “Postponed due to COVID-19”
- **Comments** *General Information Section*



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- Provide additional detail on how PSE efforts at this site were impacted because of COVID-19. Some examples to include:
 - Which changes adopted have you had to postpone implementing as a result of COVID-19?
 - How has COVID-19 affected the stages of implementation for the PSE work at this site?
 - Has reach been impacted?
 - COVID-19 related barriers to continuing PSE at this site, such as challenges resulting from social distancing. This may also be captured in the Reflection Section.
- Please do not use the “*other changes*” write-in space to record impact of COVID-19
- **Reflection Section** (optional)
 - Please note which barriers selected above are due to the COVID-19 closures and comment on any additional facilitators or barriers that you may have encountered due to COVID-19.
- **Mark activity as complete**

Modified PSE Site Activity *When at least some PSE efforts at a site have not stopped, and the target audience remains the same, with a shift in the focus of which changes to implement*

- Open existing PSE activity for editing
- **COVID-19 Impact**
 - Select “*Modified due to COVID-19*”
- **Comments** *General Information Section*
 - Provide additional detail on how PSE efforts at this site were impacted because of COVID-19. Some examples to include:
 - Are there new changes adopted as a result of COVID-19?
 - How has COVID-19 affected the stages of implementation for the PSE work at this site?
 - Has reach been impacted?
 - COVID-19 related barriers to continuing PSE at this site, such as challenges resulting from social distancing. This may also be captured in the Reflection Section.
- Please do not use the “*other changes*” write-in space to record impact of COVID-19
- **Reflection Section** (optional)
 - Please note which barriers selected above are due to the COVID-19 closures and comment on any additional facilitators or barriers that you may have encountered due to COVID-19.
- **Mark activity as complete**



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Canceled PSE Site Activity *PSE efforts were started at a site but can no longer continue in FFY2020 due to COVID-19*

- Open existing PSE activity for editing
- **COVID-19 Impact**
 - Select “*Canceled / not completed due to COVID-19*”
- **Comments**
 - Provide additional detail on how PSE efforts at this site were impacted because of COVID-19. Some examples to include:
 - How has COVID-19 affected the stages of implementation for the PSE work at this site?
 - Has reach been impacted?
 - COVID-19 related barriers to continuing PSE at this site, such as challenges resulting from social distancing. This may also be captured in the Reflection Section.
- Please do not use the “*other changes*” write-in space to record impact of COVID-19
- **Reflection Section** (optional)
 - Please note which barriers selected above are due to the COVID-19 closures and comment on any additional facilitators or barriers that you may have encountered due to COVID-19.
- **Mark activity as complete**

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