

CATCH® Reporting in PEARS

CalFresh Healthy Living, UC



For Entering Data into PEARS for CATCH® Lessons

1. Prior to data entry into PEARS, the educator must review the CATCH® Form for accuracy and completeness, and follow-up with the extender if there are any outstanding questions.
 - a. A second review for quality assurance by the supervisor of the CATCH® Form and/or data entry into PEARS will reduce errors.
2. The “For Office Use Only” section on the form auto-calculates the data you will need to enter into PEARS.
 - a. For example, it will show the number of sessions and the number of minutes per session for each month that should be entered into PEARS, and the total volunteer time.

★	For Office Use Only <i>do not enter</i>					
For the month of	October	Enter	6	sessions at	25	minutes each
For the month of	November	Enter	4	sessions at	26	minutes each
For the month of	December	Enter	4	sessions at	26	minutes each
		Enter	6.00	Total volunteer hours for the quarter		

- b. *Note: If distributing as a hard copy form, the educator will need to calculate the minutes per session.*
3. If an extender is delivering both CATCH® and other CalFresh Healthy Living – UC curricula (nutrition, gardening, etc), **two** Program Activities will need to be entered into PEARS for that extender.
 - a. One Program Activity will capture the CATCH® lessons documented on the CATCH® Form.
 - b. One Program Activity will capture lesson delivery for nutrition, gardening, and other SNAP-Ed approved curricula documented on the Youth Program Activity Reporting Form (PARF).
 - i. *Note: Review the [PEARS Program Activity Naming Guidelines document](#) and indicate CATCH to distinguish between extenders with two Program Activities (CATCH® and nutrition/gardening/etc).*
 - c. For example, Ms. Baker teaches her 4th grade students garden-enhanced nutrition concepts by facilitating the Nutrition to Grow On curriculum. She also teaches CATCH® physical activity lessons to her 4th graders. Ms. Baker will complete both the CATCH® Form and the Youth PARF. In PEARS, the educator will create two Program Activities for Ms. Baker: one to capture her Nutrition to Grow On lessons, and the second to capture her CATCH® lessons.
 - i. Program Activity Naming examples would be:
 1. YE-series Ms. Baker-4th
 2. YE-series Ms. Baker-4th CATCH



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4. Completed CATCH® Forms should be kept on-file at the county-level for a minimum of 3 years from fiscal closure, plus the current fiscal year. These documents should be made available for review by the State Office upon request and can be filed electronically. See <https://snaped.fns.usda.gov/> → SNAP-Ed Guidance for more information.