Action Plans

• State plans due Dec. 1
• Option to copy forward from last year

• Use naming convention (state):
  – Main program area, program name
  – Ex. ANR, Corn Silage Quality Program
Action Plans

• Individual plans due Jan. 15
• If available, copy 2018-2019 state plan
• Use naming convention (individual):
  – Main program area, program name, county or department, last name
  – Ex. 4-H, Science, Mercer, Kemmet (agent)
  – Ex. FCW, Adulting#, HDFS, Johnson (specialist)
Surveys

• Extension is not using this module (yet)
• Survey module is a place to create evaluations in PEARLS for individual or state-wide collection
• More information and training will come later
**Professional Development**

- This module is optional
- Program team chairs are entering some professional development events
- You may experiment with creating a plan
- More information will come later
Impact Statements

• Extension is not using this year
• Submit impact statements the same as last year using template
• Extension plans to use PEARLS for reporting 2019 (in January 2020)
• Create action plan this year in order to do impact statement next January
Quarterly Effort Reports

• Due quarterly for all positions
• Auto calculate for program activities
• If using both program activities and hand calculations, auto-calculate and then make adjustments
• PEARs will automatically multiply participants x number of sessions for QER
Quarterly Effort Reports

• Auto calculate captures contacts by sex, race or ethnicity.
  – If those items are not entered in a program activity, then it will not carry forward to your QER.

• In PEARs, Sex ≠ Race ≠ Ethnicity
  – Ex. Webinars or phone conversations
  – Ex. Reporting multiple races
Program Activities

• Action Plans
  1. Link to your individual plan
  2. If no individual plan, link to state plan
  3. If no individual or state plan, leave blank

• Sites
  – For ranch or farm visits, choose your local extension office instead of individual address
Program Activities

• Units
  – Option to choose “out-of-state”

• Delivery People
  – Each person enters their own program activity when team teaching
  – Each person may still enter the other Extension agents as delivery people to show collaboration
Program Activities

• Sessions
  – Session length = amount of education each participant received
    • Ex. Judging at fair
    • Five minutes per participant vs 3 hours at event
  – Only list additional sessions if meeting with the same group more than once
    • Ex. Archery club or classroom lesson series
    • Create new program activity whenever group changes
Program Activities

• Demographics
  – Track one aspect of demographics so it reports in QER (sex, race, ethnicity)
  – When reporting Hispanic, choose “Hispanic” for ethnicity and choose “White” for race unless participant indicates otherwise

• Events module (coming in 2019)
  – Track efforts for events where you may or may not count contacts (ex. county fairs)
Success Stories

• Include name of program in title
• Simple or complex stories
• Upload pictures
• Able to view everyone’s success stories
Indirect Activities

• This module is optional
• Able to record indirect contacts like:
  – Newsletters, radio/TV interview, displays, newspaper column, social media
• Ability to attach photos and files
Partnerships & Coalitions

• These modules are optional

• Partnerships - two or more individuals who meet and work together to advance mutual interests
  – Ex. Crop improvement association

• Coalitions – group of individuals and organizations that commit to joint action
  – Ex. Creating a Hunger Free North Dakota coalition
Performance Reviews

• Performance review process will be in PEARS this year for agents
• Ability to complete questionnaire online and attach supporting materials
• More information and training coming in December
Resources

• PEARs “how to do it”
  – Ex. How to edit
  – Ex. How to copy

• Extension “what to do”
  – Website and Sharepoint
    • Search web for “NDSU PEARs”
  – FAQs and reference guides
Resources

• Contact us
  – Kim Ruliffson, Ron Wiederholt, Jim Gray
  – Susan Finneseth
    • Susan.Finneseth@ndsu.edu or 701-231-7254
  – PEARS Work Group
    • Kim Fox, Carrie Knutson, Chandra Langseth, Nicole Smith, Rita Ussatis