Annual Recurring PEARS Deadlines for LHDs

What actions should I take each month for my LHD's PEARS reporting and data quality assurance/quality control (QA/QC)?

	October	November	December
Quarter 1	• Finalize prior year reporting, including resolution of data quality issues flagged by NPI • Respond to questions from NPI during state-level data cleaning		• Ensure PEARS reporting is current through end of Quarter 1
	January	**February**	**March**
Quarter 2		• Review and resolve issues flagged by NPI for Quarter 1 data	• Ensure PEARS reporting is current through end of Quarter 2
	April	**May**	**June**
Quarter 3		• Review and resolve issues flagged by NPI for Quarter 2 data	• Ensure PEARS reporting is current through end of Quarter 3
	July	**August**	**September**
Quarter 4		• Review and resolve issues flagged by NPI for Quarter 3 data	• Ensure PEARS reporting is current through end of Quarter 4 (generally by 10/3)

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Reporting PSE by Quarter

What actions should I take each quarter to report my LHD's PSE activities?

Quarter 1 - Deadline: 12/31

- Copy entries from prior FFY for sites with ongoing PSE efforts
- Create entries for new PSE sites
- Check accuracy of setting, IWP sub-strategies, and whether report is for org- or community-level PSE work
- Update planning stages, needs assessments, changes adopted, and reach

Quarter 2 - Deadline: 3/31

- Create entries for new PSE sites
- Check accuracy of setting, IWP sub-strategies, and whether report is for org- or community-level PSE work
- Update planning stages, needs assessments, changes adopted, and reach (as appropriate)

Quarter 3 - Deadline: 6/30

- Create entries for new PSE sites
- Check accuracy of setting, IWP sub-strategies, and whether report is for org- or community-level PSE work
- Update planning stages, needs assessments, changes adopted, and reach (as appropriate)

Quarter 4 - Deadline: 10/3 (anticipated date)

- Create entries for new PSE sites
- Check accuracy of setting, IWP sub-strategies, and whether report is for org- or community-level PSE work
- Update planning stages, needs assessments, changes adopted, and reach
- Complete and submit supplemental surveys for org- and community-level PSEs
- Finalize all entries and mark complete

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Reporting DE (Program Activities) by Quarter

What actions should I take each quarter to report my LHD's Direct Education activities?

Quarter 1 - Deadline: 12/31

- Create new entries for DE started this quarter (or series continued from prior FFY)
- Finalize and mark complete entries for DE finished this quarter

Quarter 2 - Deadline: 3/31

- Create new entries for DE started this quarter
- Update entries for ongoing DE
- Finalize and mark complete entries for DE finished this quarter

Quarter 3 - Deadline: 6/30

- Create new entries for DE started this quarter
- Update entries for ongoing DE
- Finalize and mark complete entries for DE finished this quarter

Quarter 4 - Deadline: 10/3 (anticipated date)

- Create new entries for DE started this quarter
- Update entries for ongoing DE
- Finalize all entries and mark complete

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Reporting Indirect Education (IE) by Quarter

What actions should I take each quarter to report my LHD's Indirect Education activities?

Quarter 1 - Deadline: 12/31

- Create new entries for IE started this quarter (or ongoing IE continued from prior FFY)
- Finalize and mark complete entries for IE finished this quarter

Quarter 2 - Deadline: 3/31

- Create new entries for IE started this quarter
- Update entries for ongoing IE (add and update channels)
- Finalize and mark complete entries for IE finished this quarter

Quarter 3 - Deadline: 6/30

- Create new entries for IE started this quarter
- Update entries for ongoing IE (add and update channels)
- Finalize and mark complete entries for IE finished this quarter

Quarter 4 - Deadline: 10/3 (anticipated date)

- Create new entries for IE started this quarter
- Update entries for ongoing IE (add and update channels)
- Finalize all entries and mark complete

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Reporting Partnerships by Quarter

What actions should I take each quarter to report my LHD's Partnership activities?

Quarter 1 - Deadline: 12/31

- Copy entries from prior FFY for ongoing partnership efforts
- Create new entries for partnerships started this quarter

Quarter 2 - Deadline: 3/31

- Create new entries for partnerships started this quarter

Quarter 3 - Deadline: 6/30

- Create new entries for partnerships started this quarter

Quarter 4 - Deadline: 10/3 (anticipated date)

- Create new entries for partnerships started this quarter
- Complete evaluation section of all partnership entries
- Finalize all entries and mark complete

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Reporting Coalitions by Quarter

What actions should I take each quarter to report my LHD's Coalition activities?

Quarter 1 - Deadline: 12/31

- Copy entries from prior FFY for ongoing coalition efforts
- Create new entries for coalitions started (or joined by LHD) this quarter

Quarter 2 - Deadline: 3/31

- Create new entries for coalitions started (or joined by LHD) this quarter

Quarter 3 - Deadline: 6/30

- Create new entries for coalitions started (or joined by LHD) this quarter

Quarter 4 - Deadline: 10/3 (anticipated date)

- Create new entries for coalitions started (or joined by LHD) this quarter
- Complete evaluation section of all coalition entries
- Finalize all entries and mark complete

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