



fit families

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2025



Fit Families Evaluation Guide

FEDERAL FISCAL YEAR 2025 (OCTOBER 1, 2024 - SEPTEMBER 30, 2025)

Important Information

The Fit Families evaluation is conducted by the Population Health Institute at the University of Wisconsin-Madison. The UW Evaluation Team is here to help you with technical assistance. This guide will provide information on the evaluation requirements for Fit Families.

New Fit Families Coach?

If you have a new Fit Families Coach joining your team or if you are a new Fit Families Coach, please notify the UW Evaluation Team right away at fitfamilies@med.wisc.edu.

Fit Families Evaluation Resources Website

We have a website with all the Fit Families evaluation resources in one place:

[Fit Families Evaluation Resources](#)

Contact Information:

For technical assistance requests and general questions, please email us at the Fit Families Evaluation Team email (this email is checked twice per week):

fitfamilies@med.wisc.edu

For immediate assistance, please contact Sarah, Hilary, or Erin:

Sarah Linnan: linnan@wisc.edu or (608) 263-2680

Hilary Joyner: hjoyner@wisc.edu or (608) 265-6143

Erin Taber: etaber2@wisc.edu or (608) 265-9460

Note: Communication by email is best. If you call, please leave a message and we will return your call as soon as possible.



Reporting Requirements

A requirement of Fit Families is to report certain data at specific time intervals. This includes information about:

- Monthly contacts with families and children,
- At least one partnership and one PSE activity of your site,
- Satisfaction surveys completed by parents/guardians, and
- Your site's successes and challenges (Annual Narrative Report).

Reporting Timetable

Reporting Activity	When to Report	Where to Report
Monthly contact with families and children	Ongoing basis	Fit Families Direct Education REDCap project
PSE activities and partnerships	Due by October 1, 2025	PEARS
Satisfaction Surveys	Automated, ongoing basis	Automatically sent to participants through REDCap
Annual Narrative Report	Due by October 13, 2025	Annual Narrative Report

Monthly Contacts

Fit Families coaches are required to track their monthly contacts with families. This tracking information is entered into the Fit Families Direct Ed Data Collection project in REDCap. REDCap is a secure web platform for managing data and is administered by the University of Wisconsin-Madison School of Medicine and Public Health. Each Fit Families coach will have access to their data access group in REDCap.

Steps to Begin Monthly Contacts with Families

1

Notify UW Evaluation Team when there is a new Fit Families coach.

email the UW Evaluation Team at fitfamilies@med.wisc.edu with your site, name, and email address.

2

Review the REDCap training slides.

REDCap training slides can be found on Fit Families Evaluation Resources website:

[Entering Monthly Contacts](#)
[Resolving Errors](#)

3

Request REDCap account.

Instructions for requesting a REDCap account can be found on the Fit Families Evaluation Resources website:

[Instructions for requesting a REDCap account](#)

PEARS

PEARS (Program Evaluation and Reporting System) is a secure online data tracking system that is supported by Kansas State University and used by Fit Families and many other programs across the nation. Data related to PSE activities and partnerships are reported in PEARs. PEARs has excellent customer service help, and the UW Evaluation Team is also available to assist you.

PEARS Support Contact Information

Email: support@oeie.org

Phone: (785) 789-3199

Hours: Monday – Friday, 8am - 5pm Central Time

Steps to begin using PEARs

1

Review the Fit Families guide to reporting in PEARs and/or view the video tutorials.

Instructions for reporting in PEARs can be found on the Fit Families Evaluation Resources website. The evaluation team has also created step-by-step video tutorials to assist you when entering your information into PEARs. They are in a Google Drive folder for easy access.

[Instructions for reporting in PEARs](#)

[Access the video tutorials in Google here](#)

2

Enter data into PEARs.

[PEARs \(Program Evaluation and Reporting System\)](#)



Improved guidelines will be coming in early 2025 for PEARs reporting.

Satisfaction Surveys

When families complete the Fit Families program, parents/guardians will be offered a satisfaction survey. These surveys allow parents/guardians to share feedback about the Fit Families program and allow the UW Evaluation Team to provide valuable information for continuous quality improvement. Although the survey is voluntary and optional, it is important that each parent/guardian who completes the Fit Families program is offered a survey.



To streamline this process, surveys will be automatically sent through REDCap starting in FY25. This new process includes the following:

- Clients' satisfaction surveys will be unique to each parent for each year they are enrolled.
- REDCap will use information from Parent Contact section of the Enroll Family section to text/email survey link to the participant.
- You must use the correct survey for each client. If you choose not to use automatic survey invitations, ensure that you are sending the client the link from their REDCap record (see below).
- A midpoint survey will send to the participant after their Month 3 contact is marked as "Complete".
- A final survey will send to the participant after their Month 13 contact is marked as "Complete".

Please see the following page for ensuring surveys are automatically sent to participants.

Satisfaction Surveys- Continued

1. Click on the bubble under Enroll Family to open the Add Family form.

Record ID	Enroll Family	Add Family	Add Child(ren)	Add Child
1 Hilary Joyner - joyner, Hilary; Olsen, Iris - Term...				
2 Hilary Joyner - McTesty; Testerson; McGee, Test...				
3 Sarah Linnan - Tester, Thisisatest; Tester, Bob				
4 Erin Taber - Taber, Erin; Taber, Luka				
5 Erin Taber - McStuffins, Valerie; McStuffins, Glo...				

The Contact Information section has changes slightly from previous fiscal years. The "Send survey invites?" and "Mobile Carrier" fields are new in FY25.

2. Choose how you would like survey invitation to send to this client.

- To send by email, the client must have a valid email address in the **Email** field.

Email:
etaber2@wisc.edu

Automatic survey invitations will be sent by email to etaber2@wisc.edu.

Phone Number:
(608) 265-1234

Mobile Carrier:
ATT

Send survey invites?
☐ Yes, by text
☒ Yes, by email
☐ No

reset

- To send by text, the client must have information in both the **Phone Number** and **Mobile Carrier** fields.

Email:
etaber2@wisc.edu

Automatic survey invitations will be sent by text to 6082651234@txt.att.net.

Phone Number:
(608) 265-1234

Mobile Carrier:
ATT

Send survey invites?
☒ Yes, by text
☐ Yes, by email
☐ No

reset

3. Set the Form Status to Complete and **Save the form.**

4. The Month 13 contact will contain information for other ways that the client can complete the survey. There is a **link** you can open for them to complete the survey in person.

Satisfaction Survey

When you mark the Month 13 contact as complete, REDCap will automatically send a satisfaction survey link to this client if they have complete contact information recorded. The link will be sent to: 4807603218@messaging.sprintpcs.com.

You can also click on the following link to open the satisfaction survey tied to this client to have them complete it in person on a phone or tablet:
[Click here to access this client's Final Satisfaction Survey](#)

If automatic survey send does not work, you can also copy and paste this unique survey link to manually text or email the satisfaction survey to the client:
<https://redcap.ictr.wisc.edu/surveys/?s=5XTpxE9pxGpe9FL3>

The response will still be tied to this client.

You can also copy and paste the **survey URL** into your own email or text.

Annual Narrative Report

At the end of the fiscal year, you will be asked to complete the Annual Narrative Report. This is an electronic survey that documents your site's major achievements, setbacks, planned improvements, and other accomplishments. The Annual Narrative Report questions are provided on the following page so that you can gather the materials you need to fill in the electronic survey during reporting time.

Steps to Completing the Annual Narrative Report

1

Review the Annual Narrative Report questions.

The following page of this guide includes all the questions in the Annual Narrative Report. Review the questions, then gather the information you need to answer them.

2

Complete the electronic Annual Narrative Report.

Once you've submitted your information, you will not be able to access the electronic tool again. The Evaluation Team can re-open the tool for you one time.

[FY25 Annual Narrative Report](#)

3

Download a copy of you completed Annual Narrative Report for your records.

After you submit your information in the electronic Annual Narrative Report, you will have the option to save your responses. To save your responses, click Download PDF. We recommend you save your responses for your records.

Annual Narrative Report - Continued

Annual Narrative Report Questions

- Tell us about your site's major achievements this year.
- Tell us about your site's major setbacks, if any.
- Please provide a brief description of the PSE work that your agency has reported in PEARS.
- (Optional) Other Accomplishments. You may provide a brief description of SNAP-Ed projects that have had major impacts during this fiscal year. Relevant documentation may be attached as an appendix. Potential topics for inclusion are:
 - Staff/partner trainings
 - Conference presentations and/or other journal publications
 - Curriculum development
 - Partnership activities
 - Case studies
 - Awards
- (Optional) Relevant documentation may be attached as an appendix.

