**Automatic Evaluations Status Report**Due to Lead Center 15th of every month

|  |  |
| --- | --- |
| **Center Name** |  |
| **Submitted by** |  |
| **Date Submitted** |  |

**Consulting Evaluations Status**

|  |  |
| --- | --- |
|  | Month (prior month) |
|  | Total Consulting Sessions in the month |
|  | Number of Invitations Sent  |
|  | Total Responses |
|  | Response Rate (responses/unique invitations) |
|  | Average Score on Question #1 |

Pull up the Consulting Survey in Survey Beta. Don’t apply any filters on the Center IC Surveys Beta screen. Click ‘Results’. Export this prior months report (excel download button in the top left of screen). Filter this excel report by date to show just the prior month. Send with this status report. For “average score on Question #1,”highlight responses in column A and use the average found in the bottom right of excel. For the Number of Invitations Sent, go to the Center IC Surveys Beta page and put in the Invitations numbers (even though the results are from other months too).

**Training Evaluations Status**

|  |  |
| --- | --- |
|  | Month (prior month) |
|  | Total Training Attendees in the month |
|  | Automatic Training Evaluations Sent (Unique invitations – not including reminder emails) |
|  | Total Responses |
|  | Response Rate (response/unique invitations) |
|  | Average Score on Question #1 |

Pull up the Training Survey in Survey Beta. Click ‘Results’. Export this prior months report (excel download button in the top left of screen). Filter this excel report by date to show just the prior month. Send with this status report. For “average score on Question #1,”highlight responses in column A and use the average found in the bottom right of excel.