

Program Leadership Team Data Export Report Documentation

(PLT = Program Leadership Team)

Program Leadership Team Members Worksheet

PLT Member Key	ID Number	First Name	Last Name	Email Address	Phone Number	Member Roles	Start Date	Leave Date	Program Key	Program Name
<i>This is a unique identifier for the PLT Member record.</i>	<i>This is the PLT member's ID number.</i>	<i>If you are allowed to see private PLT member information, this is the PLT member's first name.</i> <i>If you are not allowed to see private PLT member information, this is just the text "HIDDEN".</i>	<i>If you are allowed to see private PLT member information, this is the PLT member's last name.</i> <i>If you are not allowed to see private PLT member information, this is just the text "HIDDEN".</i>	<i>The PLT member's email address.</i>	<i>The PLT member's phone number.</i>	<i>A comma separated list of the roles for the PLT Member record.</i>	<i>The date the PLT Member started.</i>	<i>The date the PLT Member left.</i>	<i>This is a unique identifier for the program record that is associated with the PLT Member record.</i>	<i>This is the program name for the program record that is associated with the PLT Member record.</i>

State Key	State Name	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the PLT member record.</i>	<i>This is the state name for the state record that is associated with the PLT member record.</i>	<i>This is the username of the user that added the PLT member record to PIDS.</i>	<i>This is the date that the PLT member record was added to PIDS.</i>	<i>This is username of the user that last edited the PLT member record.</i>	<i>This is the date that the PLT member record was last edited.</i>

Program Addresses Worksheet

Program Address Key	Street Address	City	State	ZIP Code	License Number	Is this the Program's Mailing Address?	Notes
<i>This is a unique identifier for the Program Address record.</i>	<i>This is the street address for the Program Address.</i>	<i>This is the city of the Program Address.</i>	<i>This is the state of the Program Address.</i>	<i>This is the ZIP Code of the Program Address.</i>	<i>This is the License Number of the Program Address.</i>	<i>Indicates whether the Program Address is the Program's Mailing Address with either a "Yes" or "No".</i>	<i>Further notes about the Program Address.</i>

Program Key	Program Name	State Key	State Name	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the program record that is associated with the Program Address record.</i>	<i>This is the program name for the program record that is associated with the Program Address record.</i>	<i>This is a unique identifier for the state record that is associated with the Program Address record.</i>	<i>This is the state name for the state record that is associated with the Program Address record.</i>	<i>This is the username of the user that added the Program Address record to PIDS.</i>	<i>This is the date that the Program Address record was added to PIDS.</i>	<i>This is username of the user that last edited the Program Address record.</i>	<i>This is the date that the Program Address record was last edited.</i>

Intent: This report is designed to export all the PLT Member, and the Program Address records for the specified timeframe and program(s)/hub(s)/cohort(s).

Program Leadership Team Members Worksheet: This worksheet includes all the PLT Member records that meet the following criteria:

1. The PLT record has a Start Date that is on or before the criteria End Date.
2. The PLT record does not have a Leave Date or the Leave Date is on or after the criteria Start Date.
3. The PLT record exists within the selected Program(s), Hub(s), and Cohort(s).

Program Addresses Worksheet: This worksheet includes all the Program Address records that meet the following criteria regardless of the criteria Start and End Dates:

1. The Program Address record exists within the selected Program(s), Hub(s), and Cohort(s).

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what records to include in the report.
End Date	No	This date forms the end of the window that determines what records to include in the report.
Program(s), Hub(s), and Cohort(s)	No	<p>This filters the records that are included in the report. All programs, hubs, and cohorts that are selected will be combined into a distinct list of programs. This is accomplished by determining what programs exist in the selected hubs and cohorts, and then adding that list of programs to the list of specific programs that were selected by the user. After that, any duplicate programs in the combined list are removed. Only records that are for the programs in the de-duplicated list will be included in the report.</p> <p>NOTE: Only certain users have access to the hub and cohort criteria. Most users will only have access to the program criteria and only have one option in that program list.</p>