Leadership Coach Log Data Export Report Documentation

(LCL = Leadership Coach Log)

Leadership Coach Logs Worksheet

LCL Key	Program Key	Program	Program ID	Program Type(s)	Leadership Coach	Type of Log	Date Completed
This is a unique identifier for the Leadership Coach Log record.	*This is a unique identifier for the program record that is associated with the LCL record.*	*The name of the program that is associated with the LCL record.*	*The ID number for the program that is associated with the LCL record.*	*The program type(s).*	*The username of the leadership coach associated with the LCL record.*	*Indicates whether the log is single engagement or a cumulative record of engagements over a one-month period.*	*The date of the single engagement record.* *Blank if the Type of Log is cumulative.*

Month of Log	Total Duration (Hours)	Total Duration (Minutes)	Number of communication/engagements	Number of attempted communication/engagements
The month that the LCL covers. *Blank if the Type of Log is a single engagement.*	*Total duration of the engagement(s) in hours.*	*Total duration of the engagement(s) in minutes.*	*Number of communication/engagements for a cumulative record.*	*Number of attempted communication/engagements for a cumulative record.*

Current Program Implementation Phase	Likelihood of timely phase progression	Likelihood of completing most or all action plan goals	Other individuals that had a communication/engagement	Domain 2 Specify
The current implementation phase the program is in.	*The likelihood that the program will make progress on the BOQ critical elements and professional development activities for the phase in a timely way.*	*The likelihood of completing most or all the goals of the program's action plan within the expected time frames.*	*Individuals that had an engagement that are not a team member.*	*Other meetings specify field.*

Site Resources Specify	Equity-focused topics specify	Targeted Training Hours	Targeted Training Minutes	Trainings Covered Specify	Think Narrative	Act Narrative	Highlights Narrative
Other data collection resources specify field.	*Other equity-focused topics specify field.*	*How much targeted training was provided in this reporting period in hours.*	*How much targeted training was provided in this reporting period in minutes.*	*Other training topics covered specify field.*	*The current impression of this program.*	*The next steps to continue supporting this program.*	*Any notable highlights, stories, or additional information.*

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the state record that is associated with the LCL record.	*This is the state name for the state record that is associated with the LCL record.*	*This is the username of the user that added the LCL record to PIDS.*	*This is the date that the LCL record was added to PIDS.*	*This is username of the user that last edited the LCL record.*	*This is the date that the LCL record was last edited.*

Involved Coaches Worksheet

LCL Key	Pyramid Model Professional Key	ID	First Name	Last Name	Email
This is a unique identifier for the Leadership Coach Log record.	*This is a unique identifier for the Pyramid Model Professional record associated with the Involved Coach record.*	*The coach's ID.*	*The coach's first name.* *Displays HIDDEN when the user is not allowed to view private employee information.*	*The coach's last name.* *Displays HIDDEN when the user is not allowed to view private employee information.*	*The coach's Email address.* *Displays HIDDEN when the user is not allowed to view private employee information.*

Program Key	Program	State Key	State	Added by	Date Added
This is a unique identifier for the program record that is associated with the LCL record.	*This is the program name for the program record that is associated with the LCL record.*	*This is a unique identifier for the state record that is associated with the LCL record.*	*This is the state name for the state record that is associated with the LCL record.*	*This is the username of the user that added the LCL record to PIDS.*	*This is the date that the LCL record was added to PIDS.*

Team Members Engaged Worksheet

LCL Key	PLT Member Key	ID	First Name	Last Name	Email	Role(s)
This is a unique identifier for the Leadership Coach Log record.	*This is a unique identifier for the PLT Member record associated with the team member record.*	*The Leadership team member's ID.*	*Leadership team member's first name.* *Displays HIDDEN when the user is not allowed to view private employee information.*	*Leadership team member's last name.* *Displays HIDDEN when the user is not allowed to view private employee information.*	*The team member's email address.* *Displays HIDDEN when the user is not allowed to view private employee information.*	*This column lists the team member's roles in a comma separated list.*

Program Key	Program	State Key	State	Added by	Date Added
This is a unique identifier for the program record that is associated with the LCL record.	*This is the program name for the program record that is associated with the LCL record.*	*This is a unique identifier for the state record that is associated with the LCL record.*	*This is the state name for the state record that is associated with the LCL record.*	*This is the username of the user that added the LCL record to PIDS.*	*This is the date that the LCL record was added to PIDS.*

Multi Select Fields Worksheet

LCL Key	Field Name	Option Selected	Added by	Date Added
This is a unique identifier for the Leadership Coach Log record.	*This is the name of the multi-select field.*	*This is the option that was selected in this field.*	*This is the username of the user that selected this option.*	*This is the date that the user selected the option.*

Intent: This report is designed to export all the Leadership Coach Log records for the specified timeframe and program(s)/hub(s)/cohort(s).

Leadership Coach Logs Worksheet: This worksheet includes all the LCL records that meet the following criteria:

1. The LCL has a Date Completed/Month of Log that is between the report start date and report end date.
2. The LCL exists within the selected Program(s), Hub(s), and Cohort(s).

Involved Coaches Worksheet: This worksheet includes information about all the coaches that were selected in the Classroom Coach(es)/Practice-Base Coach(es) field on the LCL. Only coaches that were selected on LCLs included in the Leadership Coach Logs Worksheet will be included.

Team Members Engaged Worksheet: This worksheet includes information about the program leadership team members that were selected in the Leadership team members that had a communication/engagement field on the LCL. Only team members that were selected on LCLs included in the Leadership Coach Logs Worksheet will be included.

Multi Select Fields Worksheet: This worksheet includes information about the options that were selected in the multi-select fields like the domains. Each option that was selected has its own row in the worksheet. Only options that were selected on LCLs included in the Leadership Coach Logs Worksheet will be included.

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what forms to include in the report. Only Leadership Coach Logs that have a Date Completed/Month of Log inside the window will be included in the report.
End Date	No	This date forms the end of the window that determines what forms to include in the report. Only Leadership Coach Logs that have a Date Completed/Month of Log inside the window will be included in the report.
Program(s), Hub(s), and Cohort(s)	No	This filters the Leadership Coach Logs 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 forms that are for the programs in the de-duplicated list will be included in the report. **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.