Leadership Coach Hub Data Export Report Documentation

Hub Meeting Schedules Worksheet

Hub Meeting Schedule Key	Leadership Coach	Hub Key	Hub	Year	Total Meetings	January – December Meeting?
This is a unique identifier for the meeting schedule record.	*The username of the leadership coach assigned to this meeting schedule.*	*This is a unique identifier for the hub record that is associated with the meeting schedule record.*	*This the hub name for the hub record that is associated with the meeting schedule record.*	*The year that the meeting schedule covers.*	*The total number of meetings scheduled for the year.*	*"Yes" if a meeting is scheduled for the month. "No" otherwise.*

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 meeting schedule record.	*This is the state name for the state record that is associated with the meeting schedule record.*	*This is the username of the user that added the meeting schedule record to PIDS.*	*This is the date that the meeting schedule record was added to PIDS.*	*This is username of the user that last edited the meeting schedule record.*	*This is the date that the meeting schedule record was last edited.*

Hubs Dropped by Coaches Worksheet

Hub Drop Key	Leadership Coach	Hub Key	Hub	Stop Date	Reason for Dropping Out	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the hub drop record.	*The username of the leadership coach assigned to this hub drop record.*	*This is a unique identifier for the hub record that is associated with the hub drop record.*	*This the hub name for the hub record that is associated with the hub drop record.*	*The date that the coach stopped coaching the hub.*	*The reason the coach stopped coaching the hub.*	*This is a unique identifier for the state record that is associated with the hub drop record.*	*This is the state name for the state record that is associated with the hub drop record.*	*This is the username of the user that added the hub drop record to PIDS.*	*This is the date that the hub drop record was added to PIDS.*	*This is username of the user that last edited the hub drop record.*	*This is the date that the hub drop record was last edited.*

Hub Meeting Debriefs Worksheet

Hub Meeting Debrief Key	Leadership Coach	Hub Key	Hub	Year	Lead Organization	Address	Primary Contact Email	Primary Contact Phone
This is a unique identifier for the meeting debrief record.	*The username of the leadership coach assigned to this meeting debrief.*	*This is a unique identifier for the hub record that is associated with the meeting debrief record.*	*This the hub name for the hub record that is associated with the meeting debrief record.*	*The year that the meeting debrief covers.*	*The lead organization for the meeting debrief record.*	*The address for the lead organization.*	*The primary contact email for the lead organization.*	*The primary contact phone for the lead organization.*

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 meeting debrief record.	*This is the state name for the state record that is associated with the meeting debrief record.*	*This is the username of the user that added the meeting debrief record to PIDS.*	*This is the date that the meeting debrief record was added to PIDS.*	*This is username of the user that last edited the meeting debrief record.*	*This is the date that the meeting debrief record was last edited.*

Hub Session Debriefs Worksheet

Hub Session Debrief Key	Hub Meeting Debrief Key	Year	Hub Key	Hub	Session Date	Session Start Time	Session End Time
This is a unique identifier for the session debrief record.	*This is a unique identifier for the meeting debrief record associated with the session debrief record.*	*The meeting debrief year.*	*This is a unique identifier for the hub record that is associated with the session debrief record.*	*This the hub name for the hub record that is associated with the meeting session debrief record.*	*The session debrief date.*	*The session debrief start time.*	*The session debrief end time.*

Next Session Date	Next Session Start Time	Next Session End Time	Action Plan Reviewed?	BOQ Reviewed?	Other Focus Item Reviewed?	Specify Other Focus Item	Meeting Summary	Next Steps Before Next Meeting
The next scheduled session debrief date.	*The next scheduled session debrief start time.*	*The next scheduled session debrief end time.*	*"Yes" if an action plan was reviewed during the session. "No" otherwise.*	*"Yes" if a Benchmark of Quality form was reviewed during the session. "No" otherwise.*	*"Yes" if an other focus item was reviewed during the session. "No" otherwise.*	*More details about the other focus item (if applicable).*	*The summary of the session.*	*The next steps to take before the next meeting.*

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 session debrief record.	*This is the state name for the state record that is associated with the session debrief record.*	*This is the username of the user that added the session debrief record to PIDS.*	*This is the date that the session debrief record was added to PIDS.*	*This is username of the user that last edited the session debrief record.*	*This is the date that the session debrief record was last edited.*

Hub Session Attendees Worksheet

Community Leadership Team Member Key	Team Member	Hub Session Debrief Key	Session Date	Hub Key	Hub	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the community leadership team member record associated with the session debrief record.	*The ID number and name of the team member.*	*This is a unique identifier for the session debrief record associated with the team member record.*	*The session debrief date.*	*This is a unique identifier for the hub record that is associated with the session debrief record.*	*This the hub name for the hub record that is associated with the session debrief record.*	*This is a unique identifier for the state record that is associated with the team member and session debrief records.*	*This is the state name for the state record that is associated with the team member and session debrief records.*	*This is the username of the user that added the association between the team member record and session debrief record.*	*This is the date that the association between the team member record and session debrief record was added to PIDS.*	*This is username of the user that last edited the association between the team member record and the session debrief record.*	*This is the date that the association between the team member record and session debrief record was last edited.*

Intent: This report is designed to export all the Hub records that exist on the Leadership Coach dashboard for the specified timeframe and selected hub(s)/state(s).

Hub Meeting Schedules Worksheet: This worksheet includes all the Hub Meeting Schedules that meet the following criteria:
1. The meeting schedule's year is contained within the Start Date criteria and End Date criteria. For example, if the Start Date is 02/01/2022 and the End Date is 08/30/2022, only schedules with the year 2022 will be included.
2. The meeting schedule is within the selected hub(s)/state(s).

Hubs Dropped by Coaches Worksheet: This worksheet includes all the Hubs that coaches are no longer working with that meet the following criteria:
1. The stop date is between the Start Date criteria and End Date criteria.
2. The hub is within the selected hub(s)/state(s).

Hub Meeting Debriefs Worksheet: This worksheet includes all the Hub Meeting Debriefs that meet the following criteria:
1. The meeting debrief's year is contained within the Start Date criteria and End Date criteria.
2. The meeting debrief is within the selected hub(s)/state(s).

Hub Session Debriefs Worksheet: This worksheet includes all the Hub Session Debriefs for the meeting debriefs that are included in the Hub Meeting Debriefs Worksheet.

Hub Session Attendees Worksheet: This worksheet includes all the Hub Session Attendees for the session debriefs that are included in the Hub Session Debriefs Worksheet.

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.
Hub(s) and State(s)	No	This filters the records that are included in the report. All hubs and states that are selected will be combined into a distinct list of hubs. This is accomplished by determining what hubs exist in the selected states, and then adding that list of hubs to the list of specific hubs that were selected by the user. After that, any duplicate hubs in the combined list are removed. Only records that are for the hubs in the de-duplicated list will be included in the report.