**Master Cadre Data Export Report Documentation**

**Activity Trackers Worksheet**

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| **Activity Tracker Form Key** | **Master Cadre Member** | **Start Date Time** | **End Date Time** | **Pyramid Model Activity** | **Participant Fee** |
| *This is a unique identifier for the activity tracker record.* | *The username of the master cadre member assigned to this activity tracker.* | *The date and time when the activity first started.* | *The date and time when the activity ended.* | *The type of Pyramid Model Activity completed.* | *The fee for each participant.* |

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| **Funding Source** | **Open to the Public?** | **Meeting Type** | **Meeting Location** | **Did the Event Occur?** | **Target Audience** | **# of Hours Planned for Session** | **Event ID #** | **Course ID #** |
| *The funding source for the activity.* | *“Yes” if the activity is open to the public. “No” otherwise.* | *The type of meeting for the activity.* | *The meeting location for the activity.* | *“Yes” if the event occurred. “No” otherwise.* | *The activity’s target audience.* | *The number of hours planned for the activity.* | *This is the Event ID of the activity tracker record added to PIDS.* | *This is the Course ID of the activity tracker record added to PIDS.* |

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

**Activity Tracker Dates**

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| **Activity Tracker Form Key** | **Date** | **Start Time** | **End Time** | **State Key** | **State** | **Added by** | **Date Added** | **Last Edited by** | **Last Edit Date** |
| *This is a unique identifier for the related activity tracker record.* | *The date of the activity.* | *The time when the activity started.* | *The time when the activity ended.* | *This is a unique identifier for the state record that is associated with the related activity tracker record.* | *This is the state name for the state record that is associated with the related activity tracker record.* | *This is the username of the user that added the date record to PIDS.* | *This is the date that the date record was added to PIDS.* | *This is username of the user that last edited the date record.* | *This is the date that the date record was last edited.* |

**Training Debriefs Worksheet**

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| **Training Debrief Key** | **Master Cadre Member** | **Pyramid Model Activity** | **Date Completed** | **Training Format** | **Meeting Location** | **# of Attendees** | **# of Evaluations Received** | **Event ID #** | **Course ID #** |
| *This is a unique identifier for the training debrief record.* | *The username of the master cadre member assigned to this training debrief record.* | *The type of Pyramid Model Activity completed.* | *The date of the debrief.* | *The training format.* | *The meeting location.* | *The number of attendees.* | *The number of evaluations received.* | *This is the Event ID of the training debrief record added to PIDS.* | *This is the Course ID of the training debrief record added to PIDS.* |

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| **Attended & Evaluations Uploaded to ASPIRE?** | **Was there interest in coaching or additional coaching circles/community of practice? What are the plans for follow-up?** | **Reflection – How did the session go overall?** | **Assistance I Need – Who do I Plan to Contact** |
| *Indicates whether this is true with a “Yes” or “No”.* | *The information about interest in coaching and follow-up plans.* | *A summary of the session.* | *Who the master cadre needs to contact for assistance.* |

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

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| **Intent:** This report is designed to export all the records that exist on the Master Cadre dashboard for the specified timeframe and selected state(s).  **Activity Trackers Worksheet:** This worksheet includes all the Activity Trackers that meet the following criteria:   1. The activity tracker’s oldest date is between the Start Date criteria and End Date criteria. 2. The activity tracker is within the selected state(s).   **Activity Tracker Dates Worksheet:** This worksheet includes all the Activity Tracker Dates that meet the following criteria:   1. The date is between the Start Date criteria and End Date criteria. 2. The related activity tracker is within the selected state(s).   **Training Debriefs Worksheet:** This worksheet includes all the Training Debriefs with that meet the following criteria:   1. The training debrief’s date completed is between the Start Date criteria and End Date criteria. 2. The training debrief is within the selected state(s). | | | | | |
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| **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. | |
| State(s) | | No | | This filters the records that are included in the report. | |