

Commissioner Tools Power Pivot Tables

A collection of Excel-based tools has been developed by volunteers, and ARE NOT supported by the BSA or the BSA's Information Delivery Group (IDG). These tools work only with **Excel 2013/2016** on a **Windows-based computer**. These tools provide the following detailed analysis of Commissioner Tools data. These tools have been designed to process large volumes of data and output the analysis in less time than it takes to generate the reports used for the analysis on Commissioner Tools. For assistance contact commissioner.support@scouting.org and a volunteer will respond to you.

***Special Note:** Across each of these tools you will see that the tabs are duplicated, you will see tabs that have appended to the name "(sd)" these tabs give you the data segmented down to the sub-district level, if you use those in your Council, and you want your reporting to that level of granularity.

<h3>Unit Contact Analysis</h3>		
Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
District_Contact_Stats_Analysis_Tool.xlsx	District Contact Stats 201x District_Contact_Stats_201x.csv As a second generation of this tool, this tool will not ask you for a file. It will look in the directory where it is located to find a District_Contact_Stats_201x.csv file. This tool may be used to analyze data from one or more Districts or Councils at a time. If the data does not load when the spreadsheet is opened, then click on the "Data" tab and select "Refresh All." It is suggested that you put your report files, and this tool in their own directory before opening the tool with Excel. There should be no other .csv files in the directory, or in any sub-directories, or the system will attempt to load those as well.	"Unit Contact Analysis" tab – provides a summary of the data in the report in a graphical and numeric format. Report is formatted by Council, District, (and Sub-District), and provides information on: <u>"# Units"</u> -- Number of Units in the District or Sub-District <u>"# Contacted, % Contacted"</u> -- The number and percent of units which have been contacted this year. This includes a graphical representation of the percentage. <u>"# Contacted in <month>, % Contacted in <month>"</u> -- The number of percentage of units contacted in the current month. The percentage is also provided in a graphical format. The name of the month will change on the 15 th . <u>"# New Units, # New Units Contacted, % New Units Contacted"</u> -- The number of new units, and the number and percentage of new units which have been contacted at least once this year. <u>"JTE Qualified, % JTE"</u> -- The number of units which have met the pro-rata JTE requirement for unit contacts in the year. This shows as the number of units, the percent of units, and the percentage is translated into

		<p>the appropriate JTE “score” of No Rating (no fill), Bronze, Silver, or Gold.</p> <p><u>“# Simple Contacts, # Detailed Contacts, 2018 JTE Qualified, % 2018 JTE”</u> -- The number of units who have at least one detailed assessment. The number of those units which have the pro-rata number of unit assessments, and the forecasted 2018 JTE.</p> <p>“CT District Summary Report” tab – provides a local version of the monthly report published by the Strategic Performance office. The archive of these reports can be found at: https://goo.gl/5YNTiO</p> <p>“Monthly Contact Analysis” tab – provides an analysis of the number of units contacts recorded by month for the current year. This information is provided by Council, District, and Sub-District.</p> <p>“Monthly Contact Analysis Chart” tab – provides the same information as above, but in a bar chart format. This report can also be filtered to show a singular Council, a District, or group of districts, and Sub-Districts.</p> <p>“New Units” tab – provides a listing, by Council, District, and Sub-District of the units defined as a “new unit” in Commissioner tools (36 months), including a count of the number of new units in each District. Additional filters allow this to be used to show “All” units, and to filter new units by the year they became a new unit.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region.</p> <p>Sample Reports are contained in the file: “Unit_Contact_Analysis.pdf”</p>
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Unit Health Analysis

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
Unit_Health_Assessment_Tool.xlsx	Unit Health 201x Unit_Health_201x.csv	<p>Council Graphical Summary tab – Provides a graphical summary, by Council of both the number and percentage of Units that have never been contacted, or their assessments were not entered (since the Council started using Commissioner Tools), and the number and percentage of Units who last assessment was scored 2.5 or lower. While useful for a singular council – this particular analysis was more designed for an Area Commissioner’s use.</p> <p>Council Summary tab – same information that was provided in the Council Graphical Summary tab, just in numeric format. Again, while useful at the Council level, it was designed more for use by an Area Commissioner.</p> <p>District Graphical Summary tab – Information by the District and Sub-district level, showing the number and percentage of Units that have never been contacted, or their assessments were not entered (since the Council started using Commissioner Tools), and the number and percentage of Units who last assessment was scored 2.5 or lower.</p> <p>District Summary tab – same information that was provided in the District Graphical Summary tab, just in numeric format.</p> <p>Unit Health Analysis tab – Provides information by Council, District, and Sub-District of each unit’s last assessment, if the score was 2.5 or lower (indicating the date of the last assessment) – if the assessment was a ‘S’imple or ‘D’etailed Assessment, the Commissioner who completed the last assessment, and a list of the units which have never been contacted, or their assessments were not entered (since the Council started using Commissioner Tools). An additional filter</p>

		<p>will allow the view to be changed to only present information on new units.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region. Each report also indicates the date of the last unit assessment which was recorded in the appropriate geographic area (District, Council, Area, Region).</p> <p>Sample Reports are contained in the file: “Unit_Health_Analysis.pdf”</p>
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Commissioner Contact Analysis

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
Commissioner_Contacts_Analysis.xlsx	Commissioner Contacts 201x without Subtotal Commissioner_Contacts_201x_Without_SubTotal.csv	<p>District Analysis tab – Provides a summary by District, of the number of Additional Unit Contacts, and the number of Assigned Units Contacts, totaled at the Council level. This quickly allows a commissioner to identify those Districts where unassigned commissioners are filling the requirement to help the units – or – that the District may not have assigned a specific commissioner to a unit (a failure of the Commissioner Administration task).</p> <p><i>What is an “Additional Contact”?</i> - Contacts recorded by a registered commissioner who is not assigned as a commissioner serving that unit. Additional Unit Contacts are included in Journey to Excellence totals.</p> <p>District Analysis Chart tab – Provides a graphical summary of the information presented in the “District Analysis” tab.</p> <p>Unit Summary Analysis tab – Provides statistical information by Council, District, Sub-District, and Unit Type of the number of Additional Contacts, and the number of Assigned Contacts by unit for the current calendar year.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District or Council.</p> <p>Sample Reports are contained in the file: “Commissioner_Contacts_Analysis.pdf”</p>

Roundtable Analysis (Calendar Year)

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
RT_Assessment_Tool.xlsx	Unit Health 201x Unit_Health_201x.csv	<p>District Summary tab – Provides by Council, District, and Sub-District the total attendance for 2016 Roundtables by Unit/Unit Type. This can quickly identify a lack of attendance by specific programs in various districts, or it can indicate a District which is not entering Roundtable attendance in the system.</p> <p>District Attendance Summary tab – Provides a breakdown by Council and District of the attendance by month. This report can be filtered to look at data for only certain units types, like Packs or Troops.</p> <p>District Attendance Summary Chart tab – provides the same information as in the District Attendance Summary tab, but in a graphical format. Additional filters allow for the report to be run by specific unit type, Council, and District.</p> <p>District Unit Attendance tab – shows by Council, District & Sub-District the number of units and the number and percentage of units that attended Roundtable for each month of the year. This report can be further filtered to show a specific Unit Type, and just the attendance information for New Units, allowing the Commissioner an opportunity to quickly see how many new Packs are attending Roundtable in each District.</p> <p>District Pct Unit Attendance Chart tab – provides a graphical representation of the percent of units attending by month. This can be further filtered by Unit Type, Council, and District.</p> <p>Never Attended RT tab – Shows all the units, by Council, District, Sub-District, and Unit Type which have no attendance recorded for a 2016 Roundtable.</p>

		<p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region.</p> <p>Sample Reports are contained in the file: “RT_Analysis.pdf”</p>
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Roundtable Analysis (Program Year)

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
<p>RT_Assessment_Tool_py.xlsx</p>	<p>Unit Health 201x Aug-Dec: Unit_Health_201x.csv Jan-Jul: Unit_Health_201(x+1).csv</p> <p>This version of Roundtable Analysis looks at RT attendance based on a Program Year, from August to July. In order to do this, two Unit Health Reports are needed. One to cover August – December attendance, and the other to cover the attendance for January – July.</p> <p>Example: You want to understand your Roundtable attendance from August, 2016 – July, 2017. The first report you would need will be Unit_Health_2016.csv, and also Unit_Health_2017.csv</p> <p>But what happens in August, 2017? There is no Unit_Health_2018.csv report yet! The system is designed to work with only one report when only one is available.</p> <p>To know which reports to use, a “Parameters” tab exists on this PowerPivot tool. You should only ever update either the RT_1 value, or the RT_2 value on this tab. <i>(Please do not modify the “File_Path” value as this is automatically generated by the system based on where your PowerPivot tool is stored.)</i></p> <p>RT_1 is the Unit Health report for the first half of the program year. RT_2 is the Unit Health report for the second half.</p>	<p>Unit Attendance Summary tab – Provides by Council, District, and Sub-District the total attendance for 2016 Roundtables by Unit/Unit Type. This can quickly identify a lack of attendance by specific programs in various districts, or it can indicate a District which is not entering Roundtable attendance in the system.</p> <p>Unit Attendance Chart tab – provides the same information as in the Unit Attendance Summary tab, but in a graphical format. Additional filters allow for the report to be run by specific unit type, Council, and District.</p> <p>Unit Attendance by Month tab – Provides a breakdown by Council and District of the number of units attending by month. This report can be filtered to look at data for only certain units types, like Packs or Troops.</p> <p>% Unit Attendance by Month Chart tab – provides a graphical representation of the percent of units attending by month.</p> <p>Volunteer Attendance Summary tab – shows by Council, District & Sub-District the number of volunteers that attended Roundtable for each month. This report can be further filtered to show volunteer attendance by a specific Unit Type.</p> <p>Volunteer Attendance Chart tab – provides a graphical summary of the information presented in the previous tab.</p> <p>Unit Attendance Detail by Month tab – provides unit-level detailed information on the number of Roundtables attended, the percentage of Roundtables attended, the number of volunteers from the unit that attended Roundtable each month, the total number of unit volunteers that attended Roundtable for the year,</p>

		<p>and the average number of volunteers attending Roundtable each month. The <i>% RT Attended</i>, and the <i>Avg # of Volunteers</i> are both calculated using the number of Roundtables the District has recorded in Commissioner Tools over the Program Year.</p> <p>Units Never Attended RT tab – Shows all the units, by Council, District, Sub-District, and Unit Type which have no attendance recorded for a Roundtable during this program year.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region.</p> <p>Sample Reports are contained in the file: “RT_Assessment_py.pdf”</p>
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District Commissioner Visual Analysis

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
DC_Visual_Unit_Contact_Analysis_Tool.xlsxm	District Contact Stats 201x District_Contact_Stats_201x.csv	<p><i>This is the first tool that uses Visual Basic for Applications. You must allow this to work in order for this tool to work.</i></p> <p>Unlike the other tools, this tool will not ask you for a file. It will look in the directory where it is located to find a District_Contact_Stats_201x.csv file. This tool should not be used to analyze data from more than one Council at a time.</p> <p>District Commissioners Tool tab – This tab provides a visual analysis of the “District Contacts Stats” report for your district. By default, the report is sorted with units that have the most contacts on the left, but you can change this sort order by the clicking the “Sort Order” button to choose a “Unit Number” sort. We do suggest that, especially if you have a large district, that you look at this information by Unit Type – focusing on one-unit type at a time. The report will automatically show you the number of simple (blue) and detailed (orange) contacts each unit has received. Keeping in mind that starting in 2017 for a unit to count towards JTE it must have at least one detailed contact.</p> <p>Units without Detailed Contact tab – This tab provides you a list (based on the filtering done on the chart) of the units that have not yet received a detailed contact this year. This will help with the management of your units – think of using commissioners who have completed detailed contacts with their units to assist with the units that have not received one.</p> <p>DC Tool – Data tab – This tab just shows the raw data that generates the chart and the report.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region.</p> <p>Sample Reports are contained in the file: “DC_Visual_Unit_Contact_Analysis_Tool_sample_reports.pdf”</p>

Units Needing Attention

Excel Spreadsheet Tool	Commissioner Tools Report	Analysis Provided
Units_Needing_Attention_Tool.xlsx	Unit_Health_201x.csv Priority_Needs_Units.csv Assigned_Units.csv	<p>Unlike the other tools, this tool will not ask you for a file. It will look in the directory where it is located to find a Unit_Health_201x.csv, the Priority_Needs_Units.csv, and the Assigned_Units.csv files. It is also the first tool that combined information from more than one report, and will take additional time when compared to other reports. This tool should not be used to analyze data from more than one Council at a time. Estimated time to complete a 600-unit Council – 30 seconds.</p> <p>It is important that the files from Commissioner Tools be named as specified above. The system will not look for a file named “Assigned_Units (1).csv”</p> <p>If the data does not load when the spreadsheet is opened, then click on the “Data” tab and select “Refresh All.”</p> <p>It is suggested that you put the three report files, and this tool in their own directory before opening the tool with Excel.</p> <p>Summary tab – This tab provides a statistical analysis of the units which are included in the report. It shows the total number of units which; have Never Been Contacted, were Last Contacted in 2015, whose Last Assessment Score was 2.5 or less, the Number of Units with Priority Needs, and finally, a total count of the Number of Units Needing Attention. The purpose of this report is to provide a list of units that a Council & District Commissioner can focus on, especially if they are short on staff.</p> <p>This list is only as accurate as the information contained in Commissioner Tools. For example, a 2016 JTE Gold unit that had not been contacted since 2015 would appear on this report. It might well not be a "Unit Needing Assistance," but even the best units should be contacted periodically by a commissioner. Making a contact and completing a Detailed</p>

		<p>Assessment should not require great effort and would immediately remove the unit from the report.</p> <p>Units Needing Attention tab – Provides a detailed list of the units which have been selected, and the reason why the unit is on the list.</p> <p>New Units Never Contacted Summary – Provides a separate summary of the focused group of information on New Units, specifically looking at those units which have never had a recorded contacted. Report is summarized by District and Council.</p> <p>New Units Never Contacted by District – Provides a graphical percentile summary of the new units which have never been contacted by district.</p> <p>New Units Never Contacted – Provides a detailed listing of new units which have never been contacted by district.</p> <p>Report Printing – each of the above tabs will automatically adjust the “print area” to the number of rows and columns for each sheet. Allowing it to be used for a District, Council, Area, or Region.</p> <p>Sample Reports are contained in the file: “Units_Needing_Attention_Sample_Reports.pdf”</p>
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