Those that have been around awhile may recall that commissioners have sometimes been referred to as unit doctors. Keeping a patient healthy is an important part of what a doctor does. The doctor relies on a great deal of information to keep a patient healthy. All the information that the doctor needs is found in the medical record that the doctor keeps on each patient.

The record contains identifying information, letting the doctor know to whom the record pertains. That record also contains a detailed medical and family history so that the doctor knows what has happened in the past and then decides how that information may affect future treatments. The record also contains a patient’s treatment history which informs him or her about treatments that have worked and treatments that have failed.
Years ago, these records were handwritten. Sometimes they were legible and sometimes they weren’t. If a patient was sent to another doctor for some reason, a copy of the record was sent to the new doctor. Now, medical records are pretty much all electronic. Everything is at the doctor’s finger tips. It's all very legible even prescriptions sent to pharmacies are much more accurate because they are sent electronically!

Think of commissioner tools and all of the other my.scouting applications as the medical record for the units that we serve. In these tools we find a wealth of information about our units. The tools give us access to nearly real time actionable information so that we can focus on the primary objectives of commissioner service. The tools supports roundtable and it supports Commissioner Administration.
The new version of commissioner tools has an improved method of navigation that makes it easier for a **unit commissioner** to find the unit(s) with which they are working. This is a view of a district dashboard. You will see the organization dashboard after selecting Commissioner tools in the my.scouting app on both the web and mobile apps. To enter a contact, select contacts.
This is the screen from which commissioners select a unit to enter an assessment. As a unit commissioner, you can see every unit in your district or you can filter for only those units which are assigned to you. Additionally, notice that you can filter for at risk units - those units with a score of 2.5 or below, or those units whose score has declined. Select the unit for which you wish to add a contact by clicking on the dot to the left of the unit number. From this point, you can view the unit's history and/or add a new contact. You can also print a copy of the unit's charter from this screen. Select view history to refresh your memory about the unit or to get information about the unit if you are newly assigned to it.
There are several important pieces of information displayed here. The red highlighted box provides: the unit type, number, the name of the Chartered Partner, the date of the last contact, and the name of the commissioner or professional who made the contact. You can also see the name of the commissioner assigned to the unit. Finally, you see the last contact score.
In the Contact Summary box, users can see three tabs labeled Completed, In Progress, and Scheduled, each with the number of contacts in that category shown parenthetically. In the upper right-hand corner, using the pulldown arrow the user can change the year for which the information is displayed. As required, from here commissioners have 48 hours from submission to edit or delete a completed contact. Click on the 3 dots after the contact date to edit or delete the contact. After 48 hours you will only be allowed to view or print the assessment.
The final box displays the unit health indicators for the unit based on the latest detailed assessment. These indicators only appear when a detailed assessment has been completed.
Now that you have reviewed the unit history, you can proceed directly to adding your own assessment for this unit based on your last contact with the unit.

Click on the Add New Contact button to add your contact.
The add new contact window will appear. Here you have several bits of information that are required to be entered in order to proceed. The first is to indicate the type of contact you have made.
The pull-down bar has several choices; Unit Meeting, Unit Committee/Leader Meeting, Unit Key 3 Meeting, Unit Activity, Unit Parent Meeting, and Other. When you select Other, a text box appears where you can indicate the other methods of contact you have used such as email, text message, or phone call. Soon to be added to the type of contact pulldown, will be Summer camp and District event.
The next field requiring completion is who is making the contact. The default selection is you, the commissioner who has signed into Commissioner Tools. However, you may be entering this contact on behalf of a fellow commissioner or professional. You can indicate for whom you are entering the contact through the commissioner pulldown bar. As was mentioned, your name is the default selection, or you can choose “On Behalf of”. When you select “On Behalf Of” another dropdown list appears which lists all of the commissioners registered in your district with 'professional' provided as the last choice. Select the name of the commissioner for whom you are making the entry and then select the date of the contact.
When you select “On Behalf Of” another dropdown list appears which lists all the commissioners registered in your district with ‘professional’ provided as the last choice. Select the name of the commissioner for whom you are making the entry and then select the date of the contact.
A calendar dropdown appears so that you can select the date that the contact occurred, **NOT THE DATE OF THE ENTRY**. The arrows at the top of the calendar will allow you to go back **60 days**. Or you can schedule a contact into the future. We'll talk more about that as we discuss Detailed Assessments and collaborative contacts.
The final point on this screen is the unit health status. The pulldown bar provides for three choices: Unit Health Unchanged, Unit Health Improved, and Unit Health Declined. Select the appropriate choice and then select the type of assessment you wish to enter.
There are two primary types of assessments that a commissioner can enter; a Simple Assessment or a Detailed Assessment. Here we chose a Simple Assessment. At the top of the screen is the unit health scoring matrix. Hover your mouse over each number to get a brief definition of what that score means. Then, choose the score you feel most accurately reflects the present health of the unit as determined from your latest contact with the unit.
In this example, you see that the score chosen was a three. This means that this is a typical unit but, there is room for improvement. The comments box must be completed. Remember, your comments should be *Actionable Information* about the unit so that the appropriate assistance can be provided. When you are satisfied with your comments and score, click on the SAVE button. Your simple assessment is now complete.
If you experience any problem with commissioner tools, Try and solve the problem at the lowest level possible. Be sure you are using a supported browser. When calling member care, there may be wait, or you may need to leave a message.

If you use JIRA, set an account. Use your email as your username.
Commissioner Tools