Unit commissioners input valuable and actionable information into Commissioner Tools when they record their unit contacts. This is important for them as unit commissioners so that they have a record of the assistance they are providing to their units. It is also important for unit commissioner succession planning because newly assigned unit commissioners can view the history of the unit. Administrative commissioners at all levels of the organization can see the health of the units in their jurisdiction to provide help and guidance when needed. Reports give commissioners actionable information to ensure that units remain healthy and able to deliver the promise of Scouting to the youth they serve.

The reports available in Commissioner Tools provides the information you need as an administrative commissioner to lead your commissioners in achieving the objectives of Unit Service.
Looking at the organization dashboard, there is a good bit of information here that gives commissioners a quick snapshot of the status of unit service in the Council or district. Looking across the top, you see the district or council name and number. You see the number of active units which is a count of all active units and includes units with expired charters extended but not separated for 60 days. Next is the number of active registered commissioners. Each commissioner is counted only once regardless of multiple registered commissioner positions. This number also includes commissioners with expired registration extended for 60 days. The next line shows the number of commissioners that are assigned to units verses unassigned. Then you have the number of units that are assigned a commissioner and the number that do not have a commissioner and finally the number of completed round tables. The Assessment summary area provides the percentage of units with a simple assessment along with the percentage of units with a detailed assessment and then the number of contacts in progress, meaning they have not been completed yet. The average score of completed simple and detailed assessments within the last four months is also shown. The service plan Summary section shows the number of units with a service plan created for them and the number of units that have a completed service plan. The unit’s summary section shows the total number of units along with the number of units that have not been contacted. This at a glance view can give administrative commissioners an idea of the kinds of information they need to extract from commissioner tools to effectively manage the unit service function of the district or council.
The reports available in Commissioner Tools provides the information you need as an administrative commissioner to lead your commissioners in achieving the objectives of Unit Service. The reports tab displays this window. At the very top of the page, you find the names and contact information for the Council or District Key 3.
The Reports section provides a list of all the reports that are available in Commissioner Tools. A new feature in this version of Commissioner Tools is that reports can now be generated using a range of dates instead of just a year to date range. This should improve performance and provide more relevant data to administrative commissioners. As an added benefit of the date selectable range for reports is that the number of listed reports is significantly shorter than in the last version of Commissioner Tools.
A date selectable range is particularly helpful when you need information that has been reported for more than one year. Sometimes our “Scouting year” differs from the calendar year. The following reports are available in Commissioner Tools. This listing shows the data provided in the report.
The Assigned Expired Units report displays a list of all expired units that are currently assigned to a commissioner.
The Assigned Units report displays a list of all units that have been assigned a unit commissioner.
The Commissioner Contacts Report displays all contacts made for units within the council and/or district. The report displays sub-totals for all assigned contacts.
The Commissioner Contacts Without Subtotals displays all contacts made for units within the council and/or district without the subtotals.
When commissioners contact units and they encounter another adult leader whom they think might be a good commissioner, as part of the Detailed Assessment, the commissioner can enter the name and contact information of the commissioner prospect. This Commissioner Recruitment Report provides a consolidated list of leaders who might make a good commissioner. This report can also help with recruiting commissioners.
Commissioners Without Contacts lists all commissioners that have not made a contact within the council and/or district as of the date of the report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>District Commissioner</td>
<td><a href="mailto:jdoe@scouts.org">jdoe@scouts.org</a></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Council Commissioner</td>
<td><a href="mailto:jsmith@scouts.org">jsmith@scouts.org</a></td>
</tr>
<tr>
<td>Rick Jones</td>
<td>District Commissioner</td>
<td><a href="mailto:rjones@scouts.org">rjones@scouts.org</a></td>
</tr>
<tr>
<td>Sally Brown</td>
<td>Council Commissioner</td>
<td><a href="mailto:sbrown@scouts.org">sbrown@scouts.org</a></td>
</tr>
<tr>
<td>Michael Lee</td>
<td>District Commissioner</td>
<td><a href="mailto:mlee@scouts.org">mlee@scouts.org</a></td>
</tr>
<tr>
<td>Emily Davis</td>
<td>Council Commissioner</td>
<td><a href="mailto:edavis@scouts.org">edavis@scouts.org</a></td>
</tr>
</tbody>
</table>
The Contacts in Progress report lists contacts that have been started by a commissioner and have not been fully completed. This report allows an administrative commissioner to contact the individual commissioner to see if there is an issue that might require help so that the contact can be completed before the 60 day window for completing the contact expires.
This report shows all of the detailed assessments that have been completed along with the comments that been made for each assessment category.
The District Contact Stats Report displays the number of contacts made over the date range selected, for a unit either at the district or council level. Only units within the selected district or council will appear. This report also allows for a quick visual analysis of district contacts.
There is a built-in web application that provides district commissioners a quick visual analysis of contacts made within a district. The UCVA provides three types of data analysis:

1. Visual – the app creates compound bar graphs which show the number of simple and detailed assessments per unit versus the current JTE pro-rata unit contact scale. These graphics are interactive, and you can scroll over them for more information, zoom in, or even capture the chart as an image for your report.

2. Descriptive – provided detailed, but easy to read an analysis of the data

3. Transformed – to show the supporting information from the graphics

You can filter the data being displayed to limit the information at which you are looking. (We recommend that you use the filters when you are looking at charts displaying information for more than 100 units.)
The Priority Needs report provides critical information on units that might be at risk of not renewing their charter or of failing sooner than charter renewal time. Units on this report need help NOW!
The Roundtable Attendance Report shows monthly roundtable attendance for each unit, the last numeric health score, and the last assessment date and type of assessment (a Simple or Detailed contact) for each unit.
This report provides all of the simple assessments completed along with comments from the person making the entry over the selected date range.
The Unassigned Expired Units report displays units that were not assigned to a unit commissioner, and that did not renew their charter. This report stresses the need to have an adequate number of trained commissioners.
The Unassigned Units report provides a list of units that do not have a commissioner assigned to them.
This report displays all units that have a service. Right now because of program complexities, to see the actual service plan, you must navigate to the specific unit and open the contact that has the service plan.
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