**Protective Factors Training Reporting Links and Information**

**You must complete ALL THREE of these reporting tasks.**

1. FY23 **Upcoming** Protective Factors Training Form

[**http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m4M27nm5**](http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m4M27nm5)

Ideally, you should complete this *before* you offer a training, but, if you forget to do so, you *still* need to enter all training information before 6/30/23, the end of the grant year.

Qr code

Description automatically generated

2. Protective Factors Training **Participant Evaluation** (See instructions below)

[**http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m4M27om5**](http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m4M27om5)

Please read the instructions and provide this link to ALL participants following a training.

**3. Attendance Numbers** for Completed Protective Factors Trainings

[**http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m8M27p61**](http://43.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=m8M27p61)

You *must* enter the **number** of participants who attended *each* course of *every training* that you offered into this survey before 6/30/23. You are welcome to enter the info at the end of each training to make things easier for you.

**Protective Factors Training Participant Evaluation Instructions**

**The evaluation should be given AFTER THE LAST COURSE when the entire training is completed.**

Some things you need to know:

1. Everyone who participated in **ANY** of your courses should take the survey. They **DO NOT** have to have completed the entire training. The survey will ONLY display the questions for the courses that they took.
2. **IF POSSIBLE**, email or text the link or provide the QR code to participants **At the END of your** your final course and have them complete the survey **on their phones** **BEFORE** they leave.

Some participants may not attend the final course or may not want to do it on the spot, so….

1. When your final course is over, email the link within **24 hours** to everyone who participated in ***ANY*** courses and has **NOT** yet completed the survey.
2. **Resend the emails a second time one week later** as a reminder to those who have not yet completed the survey. Indicate that those who have already completed the survey should ignore the email.

Those taking the survey **MUST** complete the first three questions.

**YOU WILL NEED TO PROVIDE THEM WITH THIS INFORMATION**

1. **Last name of the Certified Trainer.** *If you have multiple trainers, decide on one person and stick with that name.*
2. **Month the training ENDED.**
3. **The courses THAT specific individual took – THEY WILL FORGET – check attendance records and be ready at the last course and then send to each person individually in their email text.**