

## Protective Factors Training Reporting Links and Information

You must complete ALL THREE of these reporting tasks.

### 1. FY24 Upcoming Protective Factors Training Form

<https://www.surveymonkey.com/r/BDM2CSP>

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 6/30/24, the end of the grant year.

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

<https://www.surveymonkey.com/r/VN2VSVZ>

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



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

<https://www.surveymonkey.com/r/MGD6XM2>

You *must* enter the **number** of participants who attended *each* course of *every training* that you offered into this survey before 6/30/24. 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....

- 3) 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.
- 4) **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.**