Calendar Year 2023 UDS Annual State/Territory-Based Training
Evaluation Instructions for Attendees

Thank you for attending the 2023 Annual State/Territory-Based Uniform Data System (UDS) Training.

We are very interested in your feedback on this year's webinar UDS training series and would like to ask you to complete the evaluation survey within 48 hours of the final session. We use this information to report back to BPHC/HRSA and help inform future training opportunities and resources.

Instructions are provided below to aid you with the process. The evaluation link will be provided to participants by the Primary Care Association (PCA) on the day of the final session through the webinar platform and by email following the final session.

We ask that each attendee only submit one evaluation pertaining to your overall experience with this training series.

How to complete the evaluation survey:

1. **Navigate to the evaluation survey link:** https://redcap.vanderbilt.edu/surveys/?s=PNWWTWY7JP48JAKP

2. Please select the date you are completing the evaluation.

Please enter today's date
* must provide value

[ ] [31] [Today] M-D-Y

3. Please select the PCA whose 2023 Annual State/Territory-Based Training you attended using the drop-down list.

Please select the TRAINING you attended from the list: [▾]

4. Complete the evaluation.

5. Please remember to click on 'SUBMIT' when you are finished. Thank you!

[Submit]

Calendar Year 2023 UDS Annual State/Territory-Based Training
Evaluation Instructions for Hosting PCA

Each year we ask every attendee to submit an evaluation survey to receive feedback on the overall training series. Evaluation surveys are submitted electronically via a provided link. It is very important that all attendees have the opportunity to complete this survey. Each attendee should only submit ONE evaluation within 48 hours of the last training session. If an attendee does not attend the whole series (if applicable), then they should complete an evaluation to provide feedback for the session(s) they were able to complete.

Please review the steps below and reach out to your UDS Coordinator (UDSHill@ahpnet.com) with any questions.

1. **Your UDS Trainer will provide attendees with the survey link & instruction throughout the training series: https://redcap.vanderbilt.edu/surveys/?s=PNWWTWY7JP48JAKP**

2. **After your training series has ended (preferably within 24 hours of the last session), we ask that PCA teams please email your attendees to remind them to complete the evaluation survey. We have provided some sample messaging below**:

Thank you for attending the 2023 UDS Annual State/Territory-Based Training! This is a reminder to please provide your feedback on the overall training series at the following link:

https://redcap.vanderbilt.edu/surveys/?s=PNWWTWY7JP48JAKP

You should only submit one evaluation pertaining to your overall training experience.

Your feedback is valuable and will help to inform future trainings.

Thank you for your assistance.