**Training Summary Report Template**

Complete the table of reporting elements for each training held during the quarter. Duplicate table and complete if more than one training was held during the quarter.

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| --- |
| **Training Summary Table** |
| Reporting Period |  |
| **Training Event Information** |
| Name of Training: |  |
| Date of training  |  |
| Length or duration of training |  |
| Training method utilized  |  |
| Synopsis of attendees’ overall satisfaction |  |
| **Synopsis of any self-reported measure of change** |
| *Average Scores for Skills Assessment topics*  | *average baseline/pre-training score for enrolled providers* | *average post training score for all attendees. N/A if topic was not included in training survey* |
| Interfacing with BHH |  |  |
| Value-Added Use of BHH |  |  |
| Interfacing with BHH |  |  |
| Use of Screening Tools  |  |  |
| Documentation Skills |  |  |
| Clinical Skills |  |  |
| Additional synopsis on measure of self-reported change. |  |
| **Additional Needs or recommendations** |
| Describe identified needs or challenges or, recommendations for improvements to be incorporated in upcoming trainings  |  |

Insert or Attachment the following with summary:

* Copies of each completed Training Satisfaction Survey
* Copy of the attendee sign-in sheet, or virtual attendance log, that includes attendee names, their affiliated organizations and if they are an Enrollee or Participating Provider.
* Copy of the training materials used.