



Commissioner Tools Power Pivot Tables, or How You Can Analyze Your Commissioner Tools Data Without a “Data Dog”

By Rick Hillenbrand and Ron Blaisdell

Back in 2012, Ron Blaisdell had the opportunity to hear Larry Chase mention in one of his discussions during the Council Commissioner course at Philmont Training Center the need for a council commissioner to have a “data dog” who could help with the task of wrangling data out of our then-current unit contact management system known as Unit Visitation Tracking System (UVTS). Since Ron wrote his [commissioner science doctoral thesis](#) on exactly that topic, he figured that meant he qualified for the “Data Dog” title, and he has carried it proudly ever since.

In order to help administrative commissioners better understand the data in Commissioner Tools, the Commissioner Tools Task Force developed the “Creating Pivot Tables” training video (available in the BSA Learn Center under Commissioner Tools) and the associated step-by-step instructions, “Commissioner Tools Pivot Table Documentation.” But doing this project made us realize that there was so much more that could be done, provided some “data dog” was willing to build easy-to-use tools for administrative commissioners who may not have someone on their team who can do this analysis.

The number of data fields per entry in UVTS was less than one-tenth the number of data fields in Commissioner Tools, yet there was not a simple way to analyze the UVTS data. In the past, the use of Excel spreadsheet pivot tables was about the best we could do. The two biggest problems with pivot tables are: 1) they are not inherently simple and not everybody knows how to create and use pivot tables, and 2) each time you had new data you had to re-create the pivot table. However, not too long ago, Microsoft released and then improved a Power Pivot tool that could automate the creation of pivot tables and charts when applied to “raw” data files that were similarly constructed.

When combined with the existing reports already available through Commissioner Tools, Power Pivot tables take the pain out of creating pivot tables and charts, which can greatly simplify the job of analyzing the copious amounts of information found in Commissioner Tools. Fortunately, Ron Blaisdell is a member of the Commissioner Tools Task Force and an expert at creating Power Pivot tables. Together, the entire Commissioner



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Tools Task Force has been able to develop, over the course of four months, four new spreadsheets that will give administrative commissioners the ability to easily dive deeply into their data to get a solid understanding of how their units, and their commissioners, are performing.

The process for using these four Power Pivot tables is simple:

1. Run the required report in Commissioner Tools.
2. Download the report as a CSV file.
3. Open the associated Power Pivot table spreadsheet.
4. Tell the Power Pivot table spreadsheet where your downloaded CSV file is located.

Once it's loaded, the spreadsheet will perform all the analysis for you. You just need to read and print the results.

The **Unit Contact Analysis** spreadsheet (District_Contact_Stats_Analysis_Tool.xlsx) works with the District Contact Stats report from Commissioner Tools. This spreadsheet will summarize your data to let you know how many of your units have been contacted at least once this year, how many of your new units have been contacted at least once, and how your districts are doing on recording the pro rata number of contacts to meet the Journey to Excellence requirements. In addition, we



Unit Contact Analysis

Council Name	District Name	# Units	# Contacted	% Contacted	# Contacted in Jul	% Contacted in Jul	# New Units	% New Units	JTE Qualified	% JTE	# Detailed Contacts	2016 JTE Qualified	% 2016 JTE
Water and Woods Council 782	Blue Star District 08	75	68	90.67%	62	82.67%	16	15	22	29.33%	7	6	8.00%
	Blue Water District 09	58	36	62.07%	6	10.34%	5	4	21	36.21%	4	1	1.72%
	Chief Okemos District 06	105	38	36.19%	3	2.86%	17	6	9	8.57%	13	5	4.76%
	Heartland District 03	59	39	66.10%	2	3.39%	4	1	17	28.81%	2	2	3.39%
	Ojibway 04	39	22	56.41%	0	0.00%	4	1	10	25.64%	5	3	7.69%
	Rivers North District 07	57	34	59.65%	1	1.75%	5	2	12	21.05%	9	6	10.53%
	ScoutReach SR	65	3	4.62%	0	0.00%	8	0	0	0.00%	0	0	0.00%
	Shoreline 02	39	20	51.28%	2	5.13%	2	1	11	28.21%	5	4	10.26%
	Thumb 05	28	27	96.43%	10	35.71%	5	4	15	53.57%	1	1	3.57%
	Thunderhead 01	40	9	22.50%	3	7.50%	11	1	8	20.00%	11	8	20.00%
Water and Woods Council 782 Total		565	296	52.39%	89	15.75%	77	35	125	22.12%	57	36	6.37%
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have added the ability to find out how many units have received a detailed contact in each district and how many units that have a detailed contact also have the pro rata number of contacts in preparation for the 2017 JTE requirements. Other tabs in the spreadsheet show you the number of contacts in each district by month, as well as a listing of the units in each district (plus the ability to filter and show only new units).

The **Unit Health Analysis** spreadsheet (Unit_Health_Assessment_Tool.xlsx) works with the Unit Health Report in Commissioner Tools. This spreadsheet was developed as a way to implement the reporting described in the article “Units with a Commissioner Tools Score of 2.5 or Lower” from the Spring 2016 issue of [The Commissioner](#). This spreadsheet provides summaries (both statistical and graphical) at the council and district level, as well as a listing by district (and subdistrict if desired) of the units whose last score was 2.5 or lower and those that have never had an assessment entered in Commissioner Tools (since the council started using Commissioner Tools).

The **Roundtable Analysis** spreadsheet (RT_Assessment_Tool.xlsx) also works with the Unit Health Report. This spreadsheet looks at each district and the programs in the district (Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and Sea Scouting) to identify the participation of the units and their roundtable attendance for each month. Additionally, there is a tab that identifies units that have never had roundtable attendance recorded. The information is available in both statistical and graphical formats.

The **Commissioner Contact Analysis** spreadsheet (Commissioner_Contacts_Analysis.xlsx) works with the Commissioner Contacts Without Subtotal report to quickly allow a commissioner to identify those districts where unassigned commissioners are filling the requirement to help the units or where the district may not have assigned a specific commissioner to a unit. This information is available both statistically and graphically and is summarized at the district and unit level.

All the information, files, and samples you need to run your own Power Pivot tables—with the exception of the raw data CSV files—can be found on the [Commissioners website](#). Each of these spreadsheets has been developed by volunteers. Consequently, they are not supported by the BSA or the BSA’s Information Delivery Group. Support is available via email by contacting commissioner.support@scouting.org.

We hope that these spreadsheets will help ease the burden of doing data analysis by councils and districts and will help you get more out of the vast array of information available in Commissioner Tools. If you have suggestions for additional spreadsheet tools, please contact us at the email address listed above.

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