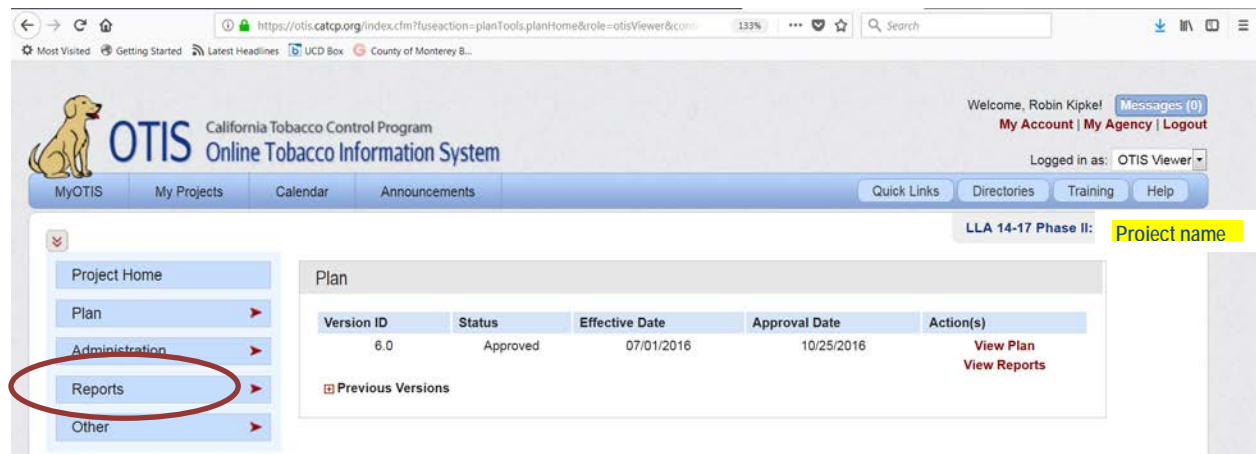


Accessing Your Final Evaluation Report Scores and Feedback

Final evaluation reports (FERs) are reviewed and scored by the Tobacco Control Evaluation Center (TCEC). Reviewers rate the reports and provide feedback in OTIS (the online tobacco information system). Once all reports have been scored, TCEC submits the scores in OTIS. An automated message is sent by OTIS to the specified contacts for each project that the FER has been scored and can be viewed in OTIS.

Here are the steps for accessing the scores and feedback.

1. Access the project in OTIS by signing in to your project under the relevant procurement period. Then in the left hand navigation panel, select **Reports**.

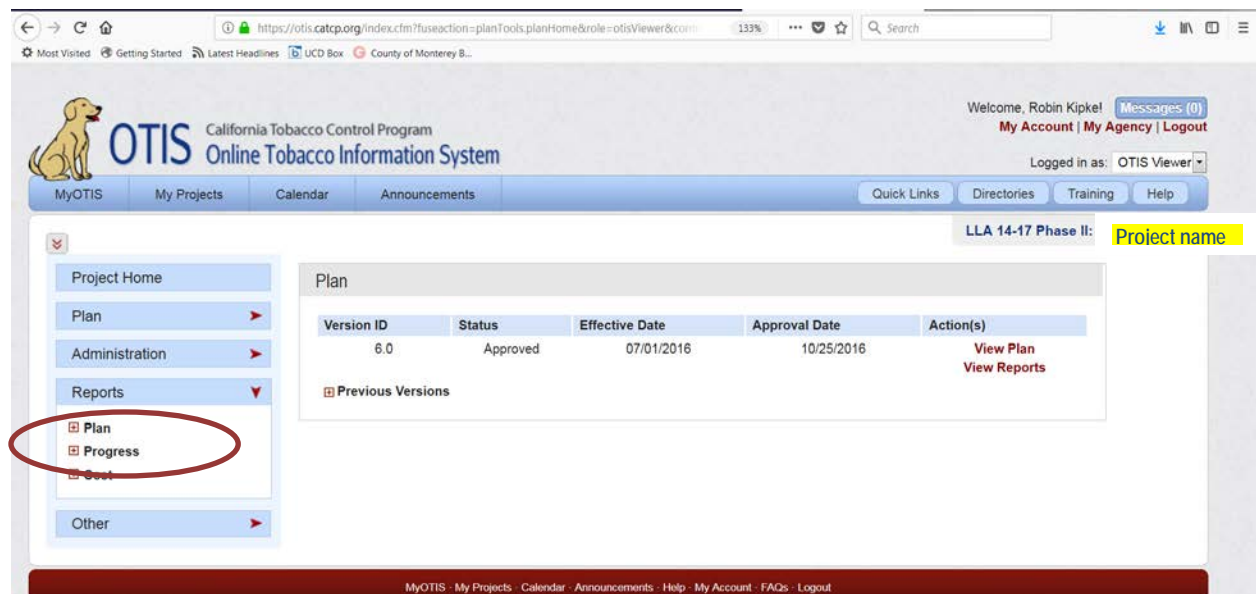


The screenshot shows the OTIS (Online Tobacco Information System) interface. The user is logged in as 'OTIS Viewer'. The left navigation panel has 'Reports' highlighted with a red circle. The main content area displays a 'Plan' table with the following data:

Version ID	Status	Effective Date	Approval Date	Action(s)
6.0	Approved	07/01/2016	10/25/2016	View Plan View Reports

Below the table, there is a section for 'Previous Versions'.

2. In the Reports section, select **Progress**.



The screenshot shows the OTIS interface with the 'Reports' menu expanded in the left navigation panel. 'Progress' is highlighted with a red circle. The main content area displays the same 'Plan' table as in the previous screenshot.

3. At the bottom of the list, select **Final Evaluation Reports** and in the right hand column titled Action, you should be able to select **View Scores** to access and/or download the rating form associated with your FER.

The screenshot shows a web application interface. On the left is a sidebar with a navigation menu. The menu items are: Project Home, Plan, Progress, Sample Progress Reports, Final Evaluation Reports (highlighted with a red circle), and Cost. The main content area is titled 'Final Evaluation Reports'. It contains a table with the following columns: Objective, Period Due, Status, and Action. The table has one row with the following data: Objective 2, 01/17-06/17, Reviewed, and View Report / View Scores. A callout box with a dark blue background and white text points to the 'View Scores' link in the 'Action' column. The callout box contains the text 'Select "View Scores"'. In the top right corner of the main content area, there is a 'Page Guides' button.

4. Review and discuss the report, scores and feedback with your project (including your evaluation team). Use the opportunity to identify what the report did well vs. where there was room for improvement. If needed, contact TCEC with questions in order to fully understand comments about where reporting fell short of providing a clear, accurate, compelling description of how the progression of project activities moved toward the objective. As a team, strategize about any intra-team communication, processes, and activity documentation procedures that could be implemented to improve the quality of future reporting.