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.

2. In the Reports section, select Progress.
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.

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.