Session Summary

(previously called an exit survey in digital navigator materials from NDIA)

To be completed during or immediately after every appointment with a community member, including following the initial intake appointment, to record details of the interaction.
* Required

1. **Name of Community Member*:**

GOALS AND NEEDS

2. **What goal(s) did you work on during this session?**

3. **Type of Support** – What type(s) of technology support did you work on during this session? (check all that apply)
   - ☐ Need a device (includes picking up a new device)
   - ☐ Support using a device (e.g. I need help turning on my smartphone)
   - ☐ Home internet connectivity (e.g. I need help finding an Internet Service Provider)
   - ☐ Digital Skills (e.g. I need to get into my email, help using a software program)

4. **Type of Device** – What type of device do you need help with? (select all that apply) *****
   - ☐ Smartphone
   - ☐ Tablet
   - ☐ Chromebook
   - ☐ Laptop
   - ☐ Desktop
   - ☐ I don't have a device
   - ☐ Other (please describe)

For community member to complete at end of session:

5. **How happy are you with the support you received during this session?**
    - ○ Completely happy
    - ○ Somewhat happy
    - ○ Somewhat unhappy
    - ○ Completely unhappy

SESSION INFORMATION

6. **Digital Navigator Name***

7. **Date of session**

8. **Time of session**

9. **Approximately how long did your interaction take? ***
    - ○ 0-5 minutes
    - ○ 6-15 minutes
    - ○ 16-30 minutes
    - ○ More than 30 minutes

10. **Session outcome:**
    - ○ Follow-up scheduled
    - ○ Client to reach back out (open-ended)
    - ○ Final meeting

Additional notes: