Excellence Initiative
Procedural Flow

1. For Kairos Inside and Kairos Torch the Advising Leader is tasked with completing the EI Report. For Kairos Outside the Advisory Council assigns a person to fill out the EI Report.

2. The assigned EI Entry person goes to www.KairosEI.com to download the EI survey report for their ministry program.

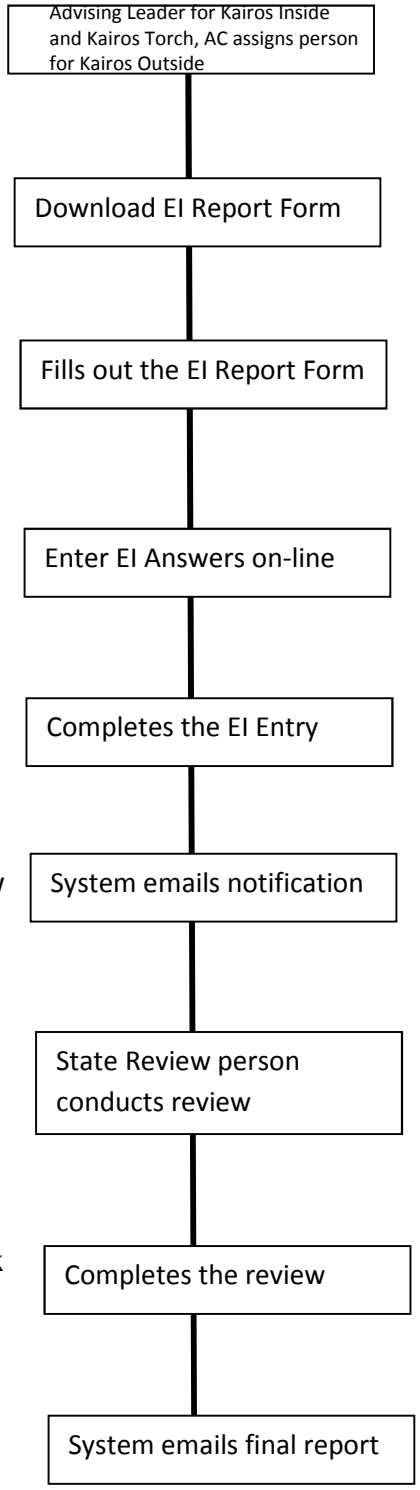
3. The assigned EI Entry person fills out the survey form before, during, and after the Weekend.

4. The assigned EI Entry person goes to www.KairosEI.com and logs in as the EI Entry Person and enters their EI survey information and question answers.

5. When the entry is completed, the EI Entry person clicks the "Entry Completed" button.

6. The KairosEI system will email a notification that the report is ready for review to the State Review person.

7. The authorized State Review Person logs in to www.KairosEI.com as the EI Reviewer and selects the report to be reviewed. If the state has multiple reviewers, the Reviewer will select their assigned Advisory Council's report(s).

8. When the authorized State Review person completes their review, they check the "Review Completed" button.

9. The KairosEI system will email a copy of the finalized EI Report to these persons:
   State Chair, Advisory Council Chair, Weekend Leader, Observing Leader, Advising Leader, Program Coordinator, EI Entry person.