

# DATA DASHBOARD QUICK REFERENCE

For Experienced Users

THE ANNIE E. CASEY FOUNDATION

- Every page in the dashboard has a **small back arrow** in the upper left of the screen. The easiest way to switch views is to click that arrow to return to the Table of Contents.
- There are nearly 200 **measures** in the system, organized into 14 groups that roughly track the progress of a case through the system. Most dashboard views include an expandable list of those groups on the left of the screen.
- On your first visit to a tab under the **Review My Data** heading, the chart space will be blank until you select a site.
- To view all data for your site, go to **ALL DATA**, hover over the word Measure in the upper left and click the = sign. Remember to select your site.
- Most **Race** dropdown menus allow you to select multiple races if you hold the control button while you click.
- Most views have additional information that appears when you move your cursor over a data point. These are called “**Tooltips.**”
- In the tabs that allow you to view multiple sites at a time, there are two options for how data is displayed:
  - **Raw Counts** shows you actual numbers. The tooltips in Raw Counts mode will show you trends in those numbers over time.
  - **Normalized** shows you a population-based rate — specifically, the number relative to every 10,000 people under age 18 in the jurisdiction. The tooltips in Normalized mode will show you the raw count and population data underlying the rate.
- The views that show multiple sites have two groups of filters:
  - The **green row** across the top and along the left has filters that allow you to change what data you are viewing.
  - The **yellow column** to the right has filters that allow you to narrow which sites you are viewing.
  - Each filter has an eraser in the upper right corner.

- One of the 14 groups of measures is **Probation Length of Stay**. Measures in this group will only make sense in **Raw Counts** mode. If you view an average length of stay in Normalized mode, a warning will appear on screen.
- For most measures and years, there are too many sites to display in one window. Use the horizontal scroll bar to see all sites or use the dropdown menus in the **yellow column** to show fewer sites.

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