# GETTING STARTED

With the Data Dashboard

THE ANNIE E. CASEY FOUNDATION

## HOW MEASURES ARE ORGANIZED

Throughout the dashboard, measures are organized into 14 groups that roughly track how a case moves through the system, with detention at the end:

1. Pre-Arrest
2. Referrals (including pre-file dispositions like diversion)
3. Formal Filings (Juvenile Court)
4. Formal Filings (Adult Court)
5. Informal Supervision
6. Probation
7. Probation Incentives
8. Probation Violations/Sanctions
9. Probation Case Closures
10. Probation Length of Stay
11. Probation Caseloads
12. Out-of-Home Placements
13. Detention Average Daily Population
14. Detention Admissions

## TO SEE WHAT'S IN THE SYSTEM FOR YOUR SITE

1. In the Data Dashboard's **Main Menu**, click **ALL DATA**.
2. Choose your site in the first dropdown and **Select All** in the second dropdown.

3. The system will display all measures and all years where data exists. To see more than the first four, put your cursor in the data window and scroll down.

## TO EXPLORE YOUR SITE'S DATA IN MORE DETAIL

1. Click the arrow in the upper left of the screen to return to the Data Dashboard's **Main Menu**.
2. Hover over any button in the **Main Menu** to see a short explanation of available views.
3. Click any button to jump to that view.

## TO SEE HOW YOUR SITE COMPARES TO OTHERS USING THE DASHBOARD

1. In the **Table of Contents**, click any button under the heading REVIEW DATA FOR ALL SITES.
2. Your site will be labelled, while other sites are masked as Site A, Site B, etc.
3. Use the **Raw Counts** button to see absolute numbers; use the **Normalized** button to see data expressed relative to each jurisdiction's youth population.
4. If your site is not named in the default view, no data has been reported for the selected measure(s) and/or year(s). Try using the dropdowns in the green row across the top to change what data are displayed. You can change measures, years or racial groups.
5. In any of the **All Sites** tabs, you can use the **Select Sites** dropdowns in the yellow box along the left side of the screen to view a smaller group of sites, according to features like population size or state.

## TO ENLARGE A VISUAL

1. Move your cursor to hover over the title of the graph. You will see three small icons appear to the right, beginning with a set of three stacked horizontal lines and ending with three dots.
2. Move your cursor to the right to hover over the second icon (**Focus Mode**). The icon looks like a rectangle with an arrow pointing northeast.
3. Click that icon to see an enlarged view.
4. Click **Back to Report** in the upper left to return to the dashboard.

## TO COPY VISUALS

Use the screenshot function on your computer to copy views. If you are not sure how to take a screenshot, Google it.

## TO EXPORT DATA

1. Move your cursor to hover over the title of the graph. You will see three icons appear to the right, beginning with a set of three stacked horizontal lines and ending with three dots.
2. Move your cursor to the right and click on the three dots.
3. Click **Export Data** and make sure **Summarized Data** is selected. The black dot indicates which option is selected.
4. The default format is Excel. Use the dropdown if you are looking for a CSV (comma separated values) file.
5. Click the yellow **Export** button. In most cases, the downloaded file will appear in the lower left of your screen.

## TO VIEW MEASURE DEFINITIONS

Click **Definitions** on the top menu.