

# EPIC Dashboard: Explaining the Numbers

**Bolded Black Text** indicates the name of a field in the Needs Portal.

**Bolded Blue Text** indicates the name of a field on the Dashboard.

## UPDATE: DASHBOARD

- In March 2021, we updated the calculations used in the Dashboard to mirror those used in the Timeline Report (accessible in the Needs Portal).
- A screening tool is considered to be complete if the tool **Date** has been entered. If there is a **Score** for the tool, but no **Date**, the tool is not counted as complete. (Not that a Score without a Date can only occur on an older tool that was entered in the first Needs Portal system)
- Note that while the labels on the Dashboard state “families” we are counting Program Terms. This means that if a family comes through the program a second time, they will be counted twice.

## Overview

Dashboard Element	Display			Description
	#	Chart	Map	
<b>Since Implementation</b>				
# Families by County			X	Total number of unique <b>Program Terms</b> - uses the <b>Case Location</b> field of the family. Colors indicate Cohorts.
<b>Family Counts</b> For program terms with an Agreement Date* within the selected timeframe.				
Total	X			Total number of unique <b>Program Terms</b> entered in the Needs Portal. (If a family has gone through two program terms, or the same family has been entered into the system twice, that will count as two.)
Open	X			Number of unique <b>Program Terms</b> where the <b>Program Closed Date</b> field (on the Program Term) is blank.
Closed	X			Number of unique <b>Program Terms</b> where the <b>Program Closed Date</b> field is populated (i.e., not blank).
# Families Starting the Program by Month		X		Total number of unique <b>Program Terms</b> with an <b>Agreement Date</b> in a given month. (If the Agreement date is blank, the SACWIS Open Date for the family will be used.)
<b>Participants</b> For participants in cases with an Agreement date* in the selected timeframe. ** Family Members that have not been added as Program Participants are not counted on the Dashboard.				
Adults	X			Total number of participants added to a <b>Program Term</b> where the <b>Family Role</b> is <i>Adult (Mother)</i> , <i>Adult (Father)</i> , or <i>Adult (Other)</i> .
Children	X			Total number of participants added to a <b>Program Term</b> where the <b>Family Role</b> is <i>Child</i> .
Children per Family	X			Total # of participants added to a <b>Program Term</b> whose <b>Family Role</b> is <i>Child</i> divided by <b># of Cases</b>
Children by Age & Referral Date		X		Age is calculated as <b>SACWIS Open Date</b> minus the <b>Date of Birth</b> , for all program participants where <b>Family Role</b> equals <i>Child</i> .

\* If no **Agreement Date** is entered for program participants, then the **SACWIS Open Date** is used.

## Parent Screening

Dashboard Element	Display		Description
	#	Chart	
<b>UNCOPE</b>			
<b>UNCOPE: Since Implementation</b>			
Families	X		Total number of unique <b>Program Term IDs</b> entered in the Needs Portal.
Families with an UNCOPE	X		Count of how many <b>Program Term IDs</b> have at least one completed UNCOPE.
Families with no UNCOPE	X		Count of how many <b>Program Term IDs</b> do not have at least one completed UNCOPE.
<b>UNCOPEs administered between the selected dates</b>			
Completed UNCOPEs	X		Count of completed UNCOPEs.
On Time UNCOPEs	X		Number of UNCOPEs completed within 7 days of <b>SACWIS Open Date</b> .
Average Days to Completion	X		The average length of time (days) between the <b>SACWIS Open Date</b> and <b>Date</b> recorded with the UNCOPE, for each completed UNCOPE.
# of completed UNCOPEs		X	Count of completed UNCOPEs by month administered.
% of UNCOPEs completed within 30 days of SACWIS Open Date		X	Percentage of completed UNCOPEs that were completed within 30 days of the <b>SACWIS Open Date</b> , by month administered.
# of UNCOPEs by Score (Average score = #.#)		X	Count of how many UNCOPEs have been completed at each score. The average <b>Score</b> of completed UNCOPEs is displayed in the title of the chart.
<b>ACE NOTE: ACES are reported for mothers and fathers only.</b>			
<b>ACE: Since Implementation</b>			
# Adult Mothers & Fathers	X		Total number of of program participants with a <b>Family Role</b> of <i>Adult (Mother)</i> or <i>Adult (Father)</i> .
Mothers/Fathers with an ACE	X		Count of ACEs (with a date) for Mother and Father program participants.
Mothers/Fathers with no ACE	X		Count of how many Adult (Mothers) and Adult (Fathers) program participants do not have a completed ACE.
<b>ACEs administered between the selected dates</b>			
Mothers/Fathers with an ACE	X		Count of ACEs (with a date) for Mother and Father program participants.
On Time ACEs*	X		Number of ACEs completed within 30 days of earliest <b>Agreement Date</b> .
Average Days to Completion*	X		The average the length of time (days) between the earliest <b>Agreement Date</b> and <b>Date</b> recorded with the ACE, for each completed ACE.
# of completed ACEs		X	Count of completed ACEs (Mothers/Fathers program participants only) by month administered
% ACEs completed within 30 days of Agreement Date*		X	Percentage of the completed ACEs (above) that were completed within 30 days of the earliest <b>Agreement Date</b> , by month administered.
# of ACEs by Score		X	Count of how many ACEs have been completed at each score. (Mothers/Fathers only). The average <b>Score</b> of completed ACEs is displayed in the title of the chart.

\* If no individuals on the Program Term have an **Agreement Date**, then then this cannot be calculated.

## Child Screening

Dashboard Element	Display		Description
	#	Chart	
<b>CTAC (0-5)</b>			
CTAC (0-5): Since Implementation			
CTACs (0-5) Needed	X		<b>CTACs (0-5) Completed</b> plus <b>CTACs(0-5) Not Completed</b>
CTACs (0-5) Completed	X		Count of completed CTACs (0-5 version).
CTACs (0-5) Not Completed	X		Count of individuals currently aged 0-5 who do not have a completed CTAC. Current age is the date of the data extract minus <b>date of birth</b>
CTACs (0-5) administrated between the selected dates			
Completed CTACs (0-5)	X		Count of Completed CTACs (0-5 version).
On Time CTACs (0-5)*	X		Number of CTACs (0-5) completed within 30 days of <b>Agreement Date</b> .
Average Days to Completion*	X		The average the length of time (days) between the <b>Agreement Date</b> and <b>Date</b> recorded with the CTAC (0-5) for each completed CTAC (0-5 version).
# of completed CTACs (0-5)		X	Count of completed CTACs (0-5 version) by month administered
% CTACs (0-5) completed within 30 days of Agreement Date*		X	Percentage of completed CTACs (0-5 version) that were completed within 30 days of the <i>Fidelity Date</i> , by month administered.
# of CTACs (0-5) by Score		X	Count of how many CTACs (0-5 version) have been completed at each score. (The number of CTACs in this chart may differ from the <b>CTACs (0-5) Completed</b> if there are CTAC's that have no score. (These are addressed in the QA process.) The average <b>Score</b> of completed CTACs (0-5 version) is in the chart title.
<b>CTAC (6-18)</b>			
CTAC (6-18): Since Implementation			
CTACs (6-18) Needed	X		<b>CTACs (6-18) Completed</b> plus <b>CTACs(6-18) Not Completed</b>
CTACs (6-18) Completed	X		Count of completed CTACs (6-18 version).
CTACs (6-18) Not Completed	X		Count of individuals currently aged 6-18 who do not have a completed CTAC. Current age is the date of the data extract minus <b>date of birth</b>
CTACs (6-18) administered between the selected dates			
Have CTAC (6-18)	X		Count of Completed CTACs (6-18 version).
On Time CTACs (6-18)*	X		Number of CTACs (6-18) completed within 30 days of <b>Agreement Date</b> .
Average Days to Completion*	X		The average the length of time (days) between the <b>Agreement Date</b> and <b>Date</b> recorded with the CTAC (6-18), for each completed CTAC (6-18 version).
# of completed CTACs (6-18)		X	Count of completed CTACs (6-18 version) by month administered
% CTACs (6-18) completed within 30 days of Agreement Date*		X	Percentage of completed CTACs (6-18 version) that were completed within 30 days of the <i>Fidelity Date</i> , by month administered.
# of CTACs (6-18) by Score		X	Count of how many CTACs (6-18 version) have been completed at each score. (The number of CTACs in this chart may differ from the <b>CTACs (6-18) Completed</b> count if there are CTAC's that have no score. These are addressed in the QA process.) The average <b>Score</b> of completed CTACs (6-18 version) is in the chart title.

\* If no individuals on the Program Term have an **Agreement Date**, then then this cannot be calculated.

## FPM Contacts

- FPM contacts reported on the Dashboard are drawn from data entered in Mentor Contact Logs.
- Contacts reported on the Dashboard are those Mentor Contacts logged into the Needs Portal that have face-to-face (in-person or video) or phone contact with other parties (i.e., not text or email).
- To qualify as a first FPM visit, a visit must meet the following criteria:
  1. **Date** of contact is after the **Agreement Date** (If there is no **Agreement Date**, we cannot determine if a contact meets the criteria for a first visit.)
  2. **Unsuccessful attempt** = No (unchecked)
  3. **Secondary contact** = No (unchecked)
  4. **Method** = "In-person, Video Call, Voice Call (Phone).

Dashboard Element	Display		Description
	#	Chart	
<b>Qualifying first FPM contacts</b>	For program terms with an Agreement Date between the selected dates		
Families with a Qualifying 1 <sup>st</sup> Contact	X		Count of unique <b>Program Term IDs</b> that have at least on mentor contact that meets the qualifications for a first visit.
Families with Contact, but No Qualifying First Contact	X		Count of unique <b>Program Term IDs</b> that have at a mentor contact entered into the system, but none of the contacts meet the qualifications required for the first visit.
Families with No Mentor Contacts	X		Count of unique <b>Program Term IDs</b> that have not contacts logged in to the system. (Remember we don't ever count text or email contacts on the Dashboard.)
Families with a Qualifying Contact within 7 Days	X		The number of <b>Program Terms with a Qualifying 1st Contact</b> within 7 days of the <b>Agreement Date</b>
Average # Days to 1 <sup>st</sup> Qualifying Contact	X		The average number of days that it took for the first qualifying mentor contact to occur. Calculated as the sum of the number of days from the <b>Agreement Date</b> to the <b>Date</b> of the 1 <sup>st</sup> FPM visit on the Program Term divided by the number of <b>Program Terms with a Qualifying 1st Contact</b> .
<b>Mentor Activity</b>	Mentor contacts occurring between the selected dates		
# of Contacts	X		The total number of mentor contacts logged into the Needs Portal.
Average # Contacts Per Family	X		The average number of mentor contacts per <b>Program Term ID</b> . Calculated as the <b># of contacts</b> divided by the number of program terms that have at least 1 contact.
# of Contacts with Duration Entered	X		Count of mentor contacts where the <b>Duration</b> field is filled in.
# of Contacts with No Duration Entered	X		Count of mentor contacts where the <b>Duration</b> field is blank. Note: This is not necessarily a data entry error; this might have been a meeting that was cancelled or an attempt to see a parent.
Total Time (Hours)	X		In hours, the total amount of time spent on mentor contacts – based on the <b>Duration</b> .
Average Length of Contacts (Minutes)	X		The average length of each mentor contact. Calculated as the <b>Total Time (Hours)</b> divided by the <b># of Contacts with Duration Entered</b> , and then multiplied by 60 to report in minutes.
% of Mentor Contacts by Length of Time		X	Using the <b>Duration</b> , we display the percentage of mentor contacts that fall in each length category. The denominator used to calculate the percentage is <b># of Contacts with Duration Entered</b> .