

## OhioSTART Dashboard: Getting Started

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**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.

### Location of Dashboard

- [OhioSTART](#): Includes OhioSTART program terms and the families and activities involved in the program.

### Basics

1. The Dashboard uses the word “families,” but we are displaying data for program terms. A family that has gone through OhioSTART, and restarted a second time, will be counted twice on the Dashboard.
  - Recall that a “Program Term” is the time period that individuals from a family participate in a specific program, like OhioSTART.
2. The dashboard displays data that was exported from the Needs Portal on a certain date.
3. When you first access the dashboard,

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- It displays statistics for the entire state.
- The Overview tab displays data for the entire history of the program
- The remaining tabs display data for the last year.

4. To download the dashboard, go to the bottom right and click on the download option:



### Using the Filters

Use the **County** drop-down to choose a county of interest.

- When you select a **County**, it will update the data on all of the dashboard tabs.
- You can change the **County** on any of the tabs and that selection is carried to the other tabs.
- Choose “(All)” in the **County** drop-down to return to all OhioSTART counties.

Use the **Status** drop-down to choose whether to look at open program terms, closed, or all.

- A program term is open if there is no **Program Closed Date** in the Needs Portal
- When you select a **Status**, it will update the data on all of the dashboard tabs.
- You can change the **Status** on any of the tabs and that selection is carried to the other tabs.
- Choose “(All)” in the **Status** drop-down to return to all cases, open and closed.

Use the **From** and **To** dates to choose a time period of interest.

<b>From:</b> 11/1/2017	<b>To:</b> 11/12/2019
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- When you click in the field, a calendar will display. You may either pick your dates of interest from the calendar, or you can just type in the **From** and/or **To** fields.
- The **From** and/or **To** dates on the Overview tab control data on that tab only.
- The **From** and/or **To** dates on the last 3 tabs are linked and a change to these dates will update data on the final 3 tabs.
- To see the entire OhioSTART history, set **From** date to 11/1/17 and **To** date to today's date.

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