

OhioSTART Dashboard: Getting Started

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 Needs Portal tickets where the **EPIC** checkbox is not checked.

Basics

1. The dashboard does not display “real-time” data. It displays data that was exported from the Needs Portal on a certain date.
2. When you first access the dashboard, it displays statistics for the entire state and program.
3. 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.
- If you select a **County** on one tab, that county selection is carried over to the other tabs
- You can change the **County** on any of the 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 cases, closed cases, or all cases.

- A case is determined to be open if there is no **Case Closed Date** in the Needs Portal
- When you select a **Status**, it will update the data on all of the dashboard tabs.
- If you select a **Status** on one tab, that county selection is carried over to the other tabs
- You can change the **Status** on any of the 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.

From: **To:**

- When you click in the field, a calendar will display. You may either pick your date of interest from the calendar, or you can just type in the **From** and/or **To** fields.
- When you adjust the **From** and/or **To** dates, it will update the data on all of the dashboard tabs.
- If you select a **From** and/or **To** on one tab, that county selection is carried over to the other tabs
- You can change the **From** and/or **To** dates on any of the tabs.
- To see the entire program history, set the **From** date to 11/1/17 and the **To** date to today’s date.