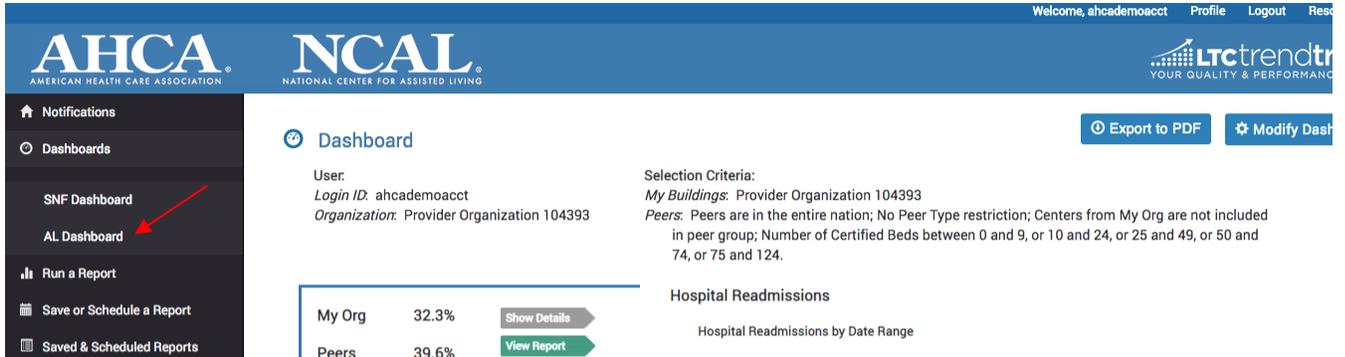


# Navigating the Assisted Living Dashboard

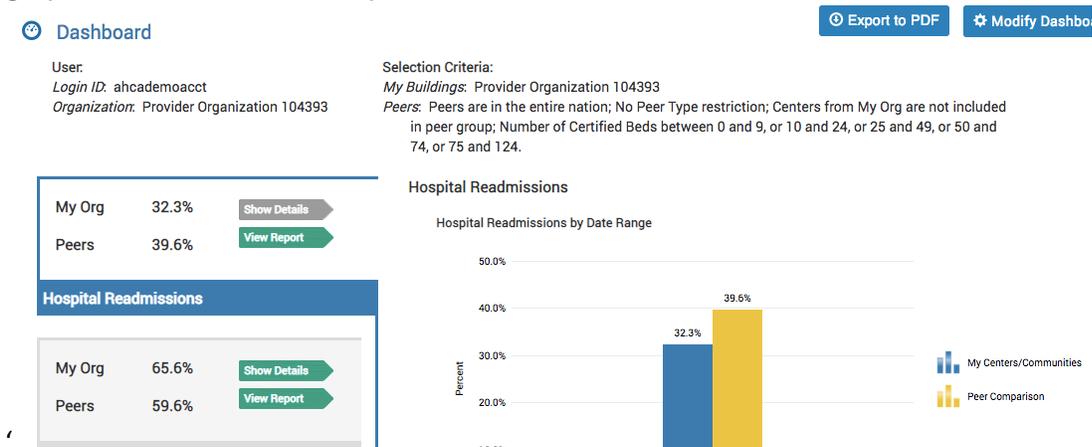
This document provides a summary of how to use the assisted living (AL) dashboard. The AL dashboard is a snapshot of selected AL data elements from various reports in LTC Trend Tracker<sup>sm</sup>. Please note that your account administrator defines all user permissions and can restrict access to certain communities and reports. Your user permissions will also affect the data you see on your dashboard.

## Access the AL Dashboard

1. Click on “Dashboards” on the left-hand side of the screen and choose “AL Dashboard.” Note: The following steps will only apply if you have access to assisted living communities in LTC Trend Tracker.



2. At the top of the dashboard you will see your username and organization, as well as the criteria for your desired peer groups that have been applied to generate your dashboard.
3. On the left-side of the dashboard are key metrics that you choose to see on your dashboard. You can choose up to four measures. Click on “Show Details” for the measure you would like to see the bar graph for. Click on “View Report” for additional information on the measure.



## Navigating the Assisted Living Dashboard

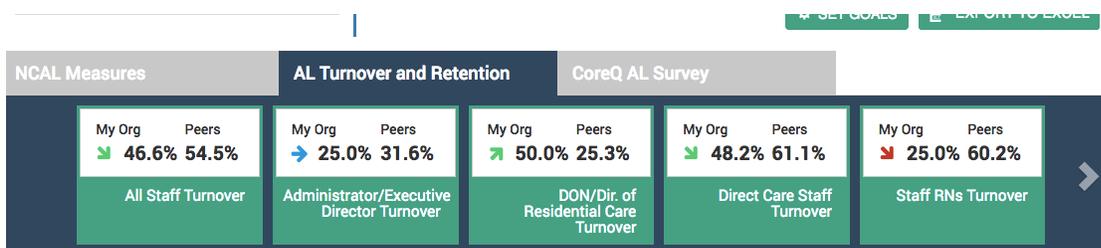
- At the bottom of the dashboard are key measures, including all the NCAL measures, AL Turnover and Retention, and CoreQ AL Resident and Family Satisfaction Surveys. If you see an arrow after a measure that means there are additional measures, click the arrow and the bar will scroll to show these additional measures.

**Green** arrows indicate a positive change (either decreasing or increasing). When positive change is associated with having a lower value, the arrow will point down (e.g. % of hospital admissions), when a positive change is associated with having a higher value, the arrow will point up (e.g. % of retention)

**Red** arrows indicate a negative change (either decreasing or increasing). When negative change is associated with having a lower value, the arrow will point down (e.g. % staff retention), when a negative change is associated with having a higher value, the arrow will point up (e.g. % hospital admissions)

**Blue** arrows indicate no change

No Arrow indicates that change over time is not monitored for this metric



- To modify the dashboard, click on the “Modify Dashboard” button.

The screenshot shows the top navigation bar of the dashboard. It includes the NCAL logo, the user's name 'Welcome, ahcademoacct', and links for 'Profile', 'Logout', 'Resources', and 'Help'. The 'LTCtrendtracker' logo is also present. Below the navigation bar, there are two buttons: 'Export to PDF' and 'Modify Dashboard'. A red arrow points to the 'Modify Dashboard' button.

- You can choose which measures you see on the left-hand side with a corresponding bar chart on your AL dashboard.

### Modify Dashboard

Configure your Dashboard criteria

Dashboard Metric Selections

Metric #1	<input type="text" value="Hospital Readmissions"/>
Metric #2	<input type="text" value="Resident Satisfaction Rating"/>
Metric #3	<input type="text" value="Aides Turnover"/>
Metric #4	<input type="text" value="Off-Label Use of Antipsychotics"/>

# Navigating the Assisted Living Dashboard

- You can then choose what communities you want in your peer group on your AL Dashboard. Follow the same instructions you would for running a report.

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**LTCtrend**  
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Community 73231 (Non-Member)  
 Community 74251 (Non-Member)  
 Community 76927

Name:  **SAVE SELECTED CENTERS/COMMUNITIES AS BUILDING GROUP (OPTIONAL)**

Limit my Peer results Geographically:  
 Only Peers that are in the same  as my Centers/Communities.  
 Only Peers that are in these areas:

Limit my Peer results to only Peers that are:

Include my selected Centers/Communities in Peer results

Limit my Peer results to Peers with Number of Beds in the range:

**SAVE DASHBOARD CRITERIA**

- You can also modify the goals on your dashboard. From the AL Dashboard, click “set goals”

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**My Org** 65.6% **Show Details**  
**Peers** 59.6% **View Report**

**Resident Satisfaction Rating**

**My Org** 50.5% **Show Details**  
**Peers** 64.3% **View Report**

**Aides Turnover**

**My Org** 9.3% **Show Details**  
**Peers** 8.9% **View Report**

**Off-Label Use of Antipsychotics**

**Hospital Readmissions by Building**

Division/Building	Org Goals (%)	My Goals (%)	Dec 2015 - Nov 2016	Dec 2014 - Nov 2015
Provider Organization 104393			35.7%	45.2%
Unassigned Centers of 05249				
Unassigned Centers of 09719				
Unassigned Centers of 09721				

**SET GOALS** **EXPORT TO EXCEL**

**NCAL Measures** | **AL Turnover and Retention** | **CoreQ AL Survey**

# Navigating the Assisted Living Dashboard

9. Depending on your permissions set by your LTC Trend Tracker Account Administrator, you may only be able to modify your community goals and not your organizational goals. Enter your goals for each measure and click “save goals.”

Welcome, ahcademoacct Profile Logout

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← RETURN TO DAS

### Set Goals on Dashboard

User:  
Login ID: ahcademoacct  
Organization: Provider Organization 104393

Selection Criteria:  
My Buildings: Provider Organization 104393  
Peers: Peers are in the entire nation; No Peer Type restriction; Centers from My Org are not included in peer group; Number of Certified Beds between 0 and 9, or 10 and 24, or 25 and 49, or 50 and 74, or 75 and 124.

Select a Building:

**SAVE GOALS**

NCAL Measures	Dec 2015 - Nov 2016	Organization Goals (%)	My Goals (%)	
Hospital Admissions	9.3% 6.3%	<input type="text" value="30"/>	<input type="text" value="20"/>	My Building My Peers
Hospital Readmissions	36.4% 39.6%	<input type="text" value="30"/>	<input type="text" value="25"/>	My Building My Peers
Off-Label Use of Antipsychotics	12.7% 8.9%	<input type="text" value="15"/>	<input type="text" value="10"/>	My Building My Peers