



# Accessing Your Measures of Excellence Dashboard

User Guide

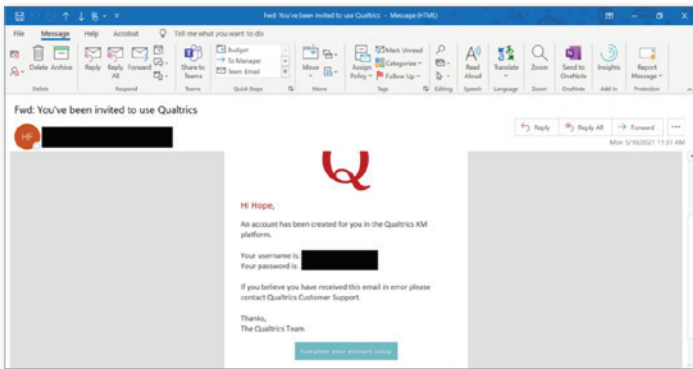
Version 1.1 / 6.7.23

# Accessing Your Measures of Excellence Dashboard

## User Guide



1. You will receive an email similar to the one below. **Note:** Qualtrics is the vendor NHPCO uses for performance measurement software.

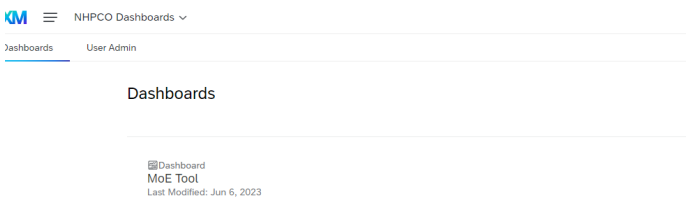


2. Select **"Complete Account Set Up"**

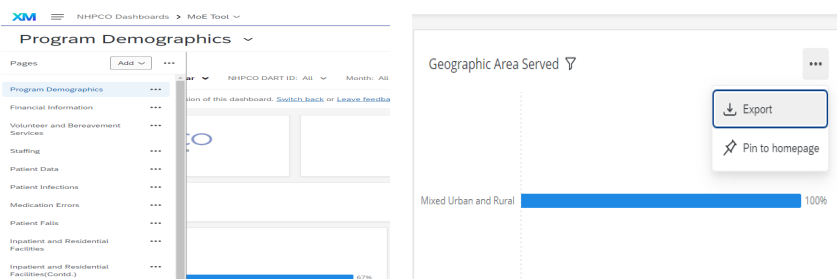
3. Enter the **username** and **password** that was provided in the email.

4. **Create a new password.**

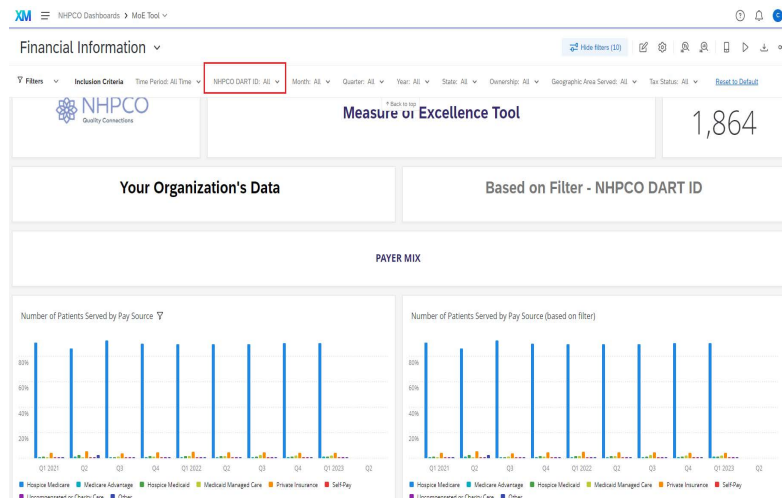
5. **Click on the MOE Tool Dashboard:**



6. **Along the top of the dashboard,** you can click on specific pages in the report to navigate quickly among report sections. You can also export pages to share with your team.



7. Side by side graphs are available on a number of the elements so members can see how they compare to the rest of the MOE users. Your answers will appear on the left and aggregate data will appear on the right. See section on using filters for more information.



\*The default filter will show 'All' Data. The Dashboard will show your organization's data on the left side of the screen, and the national comparison data on the right side of the screen. Dashboard labels have been added to assist.

# Accessing Your Measures of Excellence Dashboard

## User Guide



### Using Filters

The Measures of Excellence dashboard offers a number of filters to sort your data and quickly find relevant data points for the time period(s) you are searching for.

Note that only the NHPCO Dart ID filter will toggle between All (National) data and your organizational data. Other filters apply to all data being displayed.

See image below for available filters:

XM NHPCO Dashboards > MoE Tool

Financial Information

Hide filters (10)

Filters Inclusion Criteria Time Period: All Time NHPCO DART ID: 0000 Month: All Quarter: All Year: All State: All Ownership: All Geographic Area Served: All Tax Status: All

All viewers are currently seeing the new version of this dashboard. [Switch back](#) or [Leave feedback](#).

NHPCO Quality Connections

Measure of Excellence Tool

Count

When applying the filter selection to choose from areas such as Time Period, Quarter, Month, Year, State, Ownership, Geographic Area Served, etc., the filters will be applied to all data on the page.

If you are comparing your data to the national aggregates, you will only need to select the desired filter(s) once, and the dashboard will apply them to both data sets.

To reset all filters, select the 'Reset to Default' option on the top right of the dashboard (see image below).

Note: This option is only available after you have modified a filter selection. Until then, all filters are set to default. The example image below shows some applied filters, and the reset option available.

Hide filters (10)

State: KS, ND Ownership: All Tax Status: All Geographic Area Served: Mixed Urban and Rural Quarter: All [Reset to Default](#)

Measure of Excellence Tool

#response

3

PROGRAM DEMOGRAPHICS

Geographic Area Served

If you have any questions, please email [moe@nhpc.org](mailto:moe@nhpc.org)