

ILPTH REPORT GUIDE

Types of data reports available

Below are the available report options in ILPTH. Access to these reports is restricted based on organizational role. If you do not have access, you can request a copy of the reports, by contacting Amanda at AgeOptions: amanda.moudry@ageoptions.org.

Class Data Report

- Detailed report on classes and participants who attended the class.
- This report does not contain HIPAA protected information.
- Accessible to Provider Relationship Managers. For a copy of the report, email Amanda at AgeOptions: amanda.moudry@ageoptions.org. Specify the program(s), host organization(s), class status, and desired date range.
- Provides insights into the number of workshops conducted, participant and completer numbers, completer rate, and workshop status.
- Refer to page 2-3 for further details.

Participant Detail Report

- Comprehensive report covering host organization and site details, leader names, participant data and workshop-specific information.
- The raw data report contains sensitive HIPAA protected information and will be de-identified.
- Access is restricted to AgeOptions staff only. For a de-identified copy of the report, please contact Amanda at AgeOptions: amanda.moudry@ageoptions.org. Specify the program(s), host organization(s), and desired date range.
- Provides ability to view participant pre and post-survey responses and workshop participant attendance.
- Refer to page 4-5 for further details.

Class Leader Report

- View classes facilitated by leaders within your organization and detailed information about leader certification.
- Provider Contacts and Leaders can access. Providers can view all leaders under their organization. Leaders can view their own leader information.
- View leader contact info; certifications, type and expiration dates; last class led; and date of fidelity check.
- Refer to page 6 for further details.

CLASS DATA REPORT

Use the class data report to find workshop level data.

EXPORT A CUSTOM REPORT

Filter by date range, program, workshops paid or unpaid, etc.

(Accessible to Provider Relationship Managers)

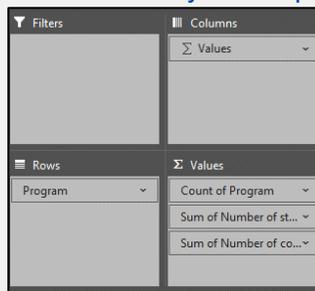
- **Step 1:** Navigate to the ILPTH Website. Sign in to the dashboard using the sign-in link in the upper right-hand corner (ilpathwaystohealth.org).
- **Step 2:** Click the “Reports” option on the left navigation panel.
- **Step 3:** Click “Class Data Report” to view the associated document.
- **Step 4:** Utilize the filtering options as necessary and export the file (it will appear in your downloads).
- **Step 5:** Open the Class Data Report to view and/or apply additional filter as needed.

CREATE CUSTOM TABLES

Create a pivot table to display info

(Ex. Workshops conducted, participant & completer counts)

- **Step 1:** Export the report using the steps above. If you lack access to the report in ILPTH and need a copy, email Amanda at AgeOptions: amanda.moudry@ageoptions.org. Specify the program(s), host organization(s), class status, and desired date range.
- **Step 2:** Open the Excel file and add a filter to the top row header. Filter and remove any unnecessary rows, as Excel will display all data in pivot table rather than just the filtered data.
- **Step 3:** Create a pivot table. Click “Insert” and select “Recommended PivotTables.” Choose a suitable pivot table option from the selection on the left and click “OK.” Adjust the pivot table fields as follows:



- **Step 4:** The pivot table will appear on a new sheet.

Row Labels	Count of Program	Sum of Number of starters	Sum of Number of completers
A Matter of Balance	1	11	9
Bingocize®	4	74	40
Tai Chi for Arthritis and Fall Prevention	2	22	0
Grand Total	7	107	49

Pivot Tables: Use the pivot table feature to create different tables.

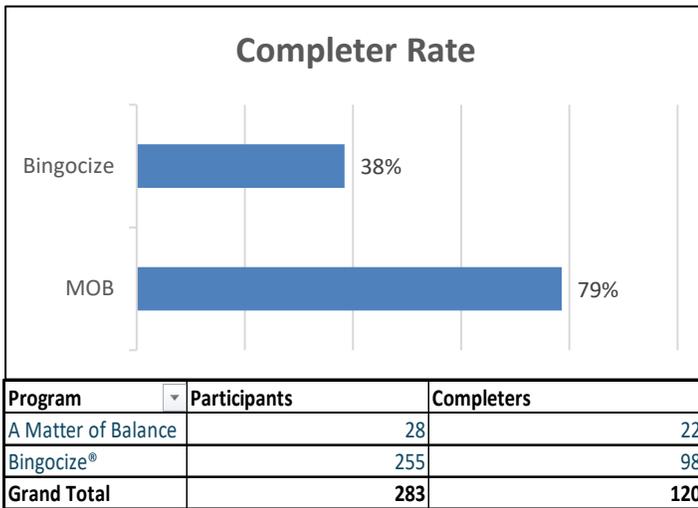
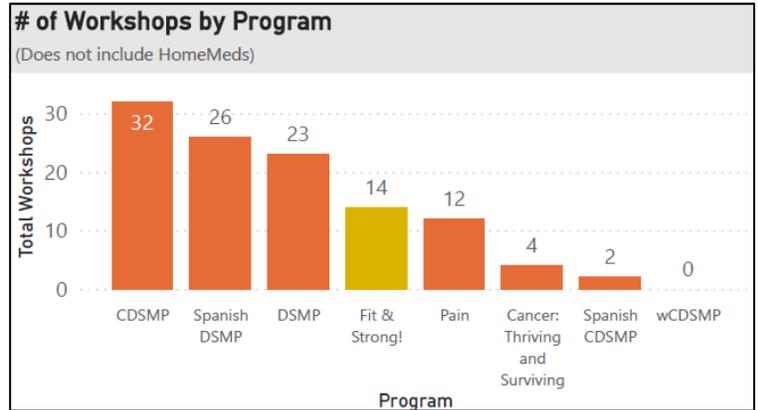
- Total workshops conducted
- Participant and completer counts
- Completer rate
- Review workshop status (i.e. Number of cancelations vs. completions)

You can also create custom charts utilizing data from the Class Data Report.

Examples of tables and charts that can be created are displayed on the next page.

CLASS DATA REPORT: PIVOT TABLE EXAMPLES

Program Summary				
Program	Participants	Participant Goal	Completers	Completer Goal
wCDSMP	0	56	0	40
Spanish DSMP	341	556	258	389
Spanish CDSMP	30	104	21	72
Pain	126	260	99	183
HomeMeds	1114	5040	1114	5040
Fit & Strong!	137	834	81	525
DSMP	225	1244	193	913
CDSMP	384	923	317	664
Cancer: Thriving and Surviving	38	216	27	152



Status	# of Workshops
Cancelled	11
554	1
555	1
565	1
569	1
587	1
610	1
613	1
639	1
663	1
718	1
747	1
Complete	2
597	1
645	1
InProgress	3
689	1
767	1
770	1
Grand Total	16

PARTICIPANT DETAIL REPORT

Use the participant detail report to access participant pre and post-survey responses, as well as workshop participant attendance. Advanced Excel skills (beyond the scope of this tutorial) are required to generate tables and charts for in-depth data analysis.

VIEW & ANALYZE PARTICIPANT LEVEL DATA

Design tables & charts for comparing pre and post-survey data

- **Step 1:** Request a de-identified participant data report by emailing Amanda at AgeOptions: amanda.moudry@ageoptions.org. Specify the program(s), host organization(s), and desired date range.
- **Step 2:** Upon receiving the report, open the Excel file.
- **Step 3:** Note that duplicate columns may appear on the report, as participant demographic data is listed under “Participant Info” and the “Pre-Survey” sections. Additionally, duplicate pre or post survey questions may exist due to older survey versions. Utilize Excel formulas to merge duplicate columns.
- **Step 4:** Analyze demographic data using pivot tables. Employ data analysis skills to create tables and/or charts for comparing pre and post-survey data.

SAMPLE OF EXPORTED DATA

An example of the de-identified data report you would receive

WorkshopID	Works	Start D.	End Da.	Cons	Participant	Participant	Participant	ParticipantID	HealthPlan Name
3	Bingooize	03/18/2021	05/25/2021	Yes	Chicago	IL	*60643	242	Unknown
3	Bingooize	03/18/2021	05/25/2021	Yes	Tinley Park	IL	*60477	240	Unknown
3	Bingooize	03/18/2021	05/25/2021	Yes	Burbank	IL	*60459	246	Unknown
3	Bingooize	03/18/2021	05/25/2021	Yes	Tinley Park	IL	*60477	241	Unknown
3	Bingooize	03/18/2021	05/25/2021	Yes	Chicago	IL	*60636	238	Unknown
3	Bingooize	03/18/2021	05/25/2021	Yes	Berkeley	IL	*60163	245	Unknown

First Survey D.	How did you he	Which Bingoci	Did your docto	How old are yo	Do you live at	Are you:	How would you	What sex were
03/18/2021	Exercise Only	No	No	70	Yes		Female	Female
03/18/2021	Exercise Only	No	No	76	Yes		Male	Male
03/18/2021	Exercise Only	No	No	75	No		Female	Female
03/18/2021	Exercise Only	No	No	78	Yes		Female	Female

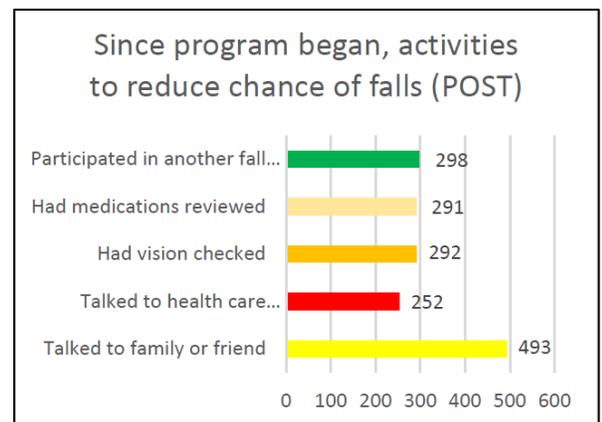
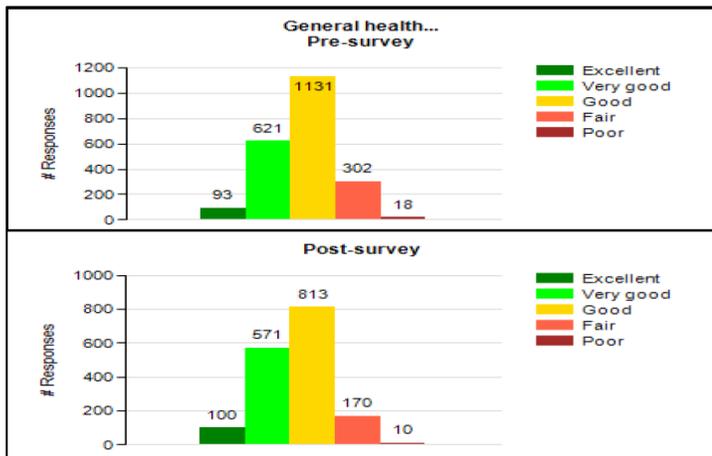
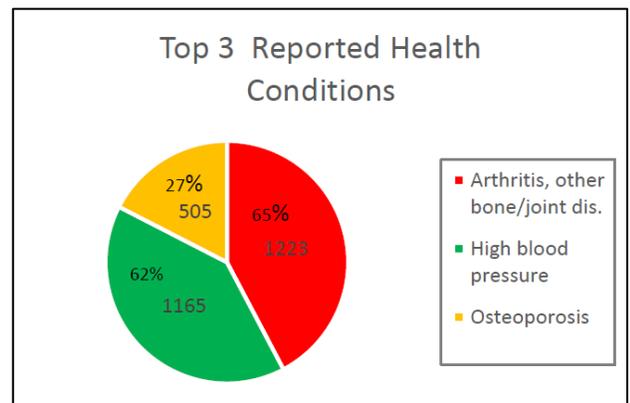
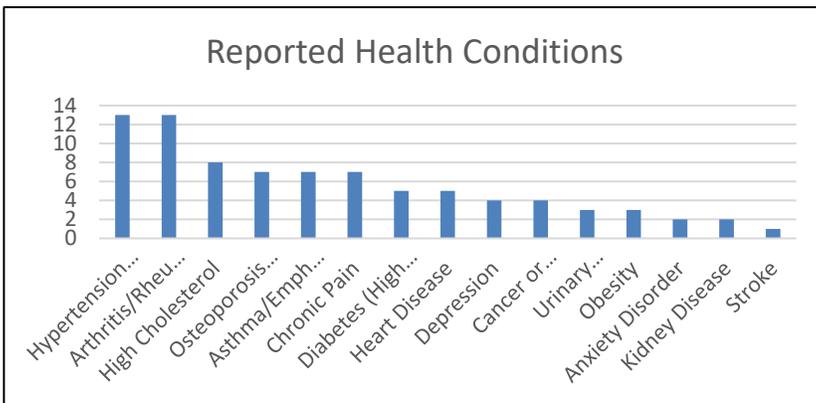
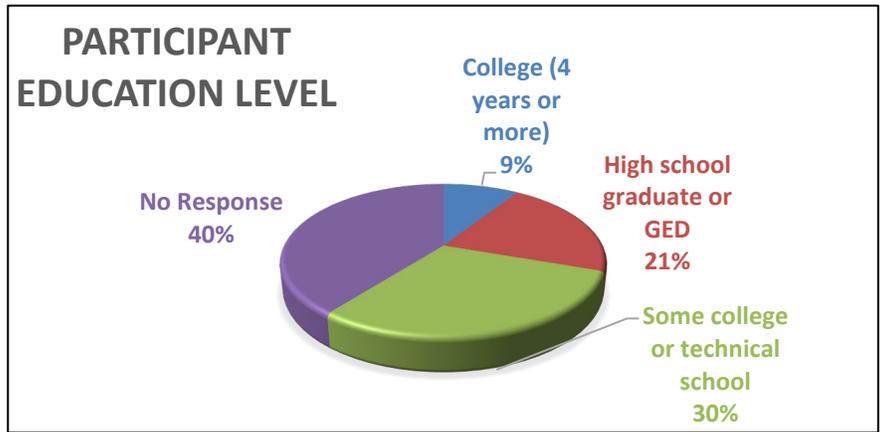
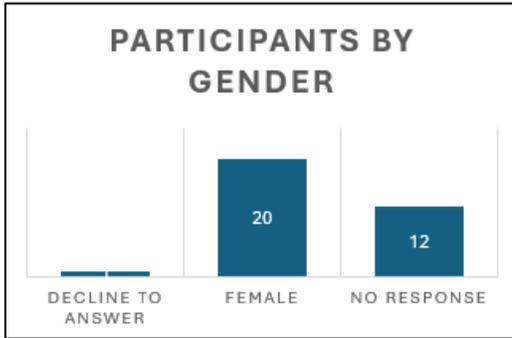
Last Survey D.	In general, wou	How often do	Since this pro	If you fell sinc	Did you tell an	What happen	How fearful ar	During the last
05/25/2021								
05/25/2021	Good						Somewhat	
05/25/2021	Very good		0				Somewhat	
05/25/2021								

Data Analysis: Create tables and/or charts to analyze data

- Compare participants by gender, race or education level.
- Analyze reported health conditions
- Contrast Pre and Post-Survey data
- Examine Post-Survey outcome data

Examples of tables and charts that can be created are displayed on the next page.

PARTICIPANT DETAIL REPORT: TABLE & CHART EXAMPLES



In general would you say that your health is...		Excellent		Very good		Good		Fair		Poor		No response	
Bingocize	Pre	17	3%	135	26%	278	54%	75	15%	6	1%	463	48%
	Post	23	6%	104	29%	196	54%	38	10%	3	1%	610	63%
	Change	6		-31		-82		-37		-3		147	
Fit & Strong!	Pre	4	8%	11	22%	24	49%	10	20%	0	0%	15	23%
	Post	6	13%	11	24%	26	58%	2	4%	0	0%	19	30%
	Change	2		0		2		-8		0		4	

CLASS LEADER REPORT

Explore classes facilitated by leaders within your organization and detailed information about leader certification.

VIEW CERTIFICATIONS & CLASSES FACILITATED

- **Step 1:** Navigate to the ILPTH Website. Sign in to the dashboard using the sign-in link in the upper right-hand corner (*ilpathwaystohealth.org*).
- **Step 2:** Click the “Class Leaders” option on the left navigation panel.
- **Step 3:** Use the search function to find the leader by name, then click on their name to view their profile.
- **Step 4:** Contact info will appear on the left-hand side. Classes led and certifications will be listed on the right-hand side.

Status	Active	Classes Led	Start Date
First Name	Alyssa	Take Charge of Your Diabetes	Jan 09, 2023
Last Name	Milano		
Email Address	amilano@yahoo.com		
Phone Number			
Region	ApplInc	Program Certifications	Fidelity Monitoring Check
SDD	Test Provider	A Matter of Balance	Leader Certification
Date Registered	Apr 26, 2021		Date Certified
Volunteer?	No	Take Charge of Your Diabetes	Apr 26, 2021
Last HIPAA Training	No HIPAA Training		
Notes			

EXPORT LEADER CERTIFICATION INFO

- **Step 1:** Navigate to the ILPTH Website. Sign in to the dashboard using the sign-in link in the upper right-hand corner (*ilpathwaystohealth.org*).
- **Step 2:** Click the “Class Leaders” option on the left navigation panel.
- **Step 3:** Utilize the filtering options as necessary and export the file (it will appear in your downloads).
- **Step 5:** Open the Class Leader Report to view and/or apply additional filter as needed.

SAMPLE OF EXPORTED DATA

An example of the class leader report

Name	Certification	Date Certified	Last Completed Class End Date	Certification Expiration
Alyssa Milano	A Matter of Balance	Apr 25, 2021	No Completed Classes	Apr 25, 2022
Alyssa Milano	Take Charge of Your Diabetes	Apr 26, 2021	Feb 6, 2023	Feb 6, 2024

Class Leaders - Juniper				
Email	Phone	Active	Status	Volunteer
amilano@yahoo.com		Yes	Approved	No
amilano@yahoo.com		Yes	Approved	No

Last HIPAA Training Date	Date of Fidelity Check	Leader Certification Type
No Date Recorded	No Date Recorded	Leader/Instructor/Coach
No Date Recorded	No Date Recorded	Leader/Instructor/Coach

Note: The export option does not show a list of classes led. That can only be viewed directly on the ILPTH Dashboard.