Illinois Pathways to Health
by AgeOptions

ILPTH REPORT GUIDE

Types of data reports available

Below are the available report options in ILPTH. Please not access to these reports is restricted based on organizational role. If you do not have access, you can request a copy of the reports using the following link: https://forms.office.com/r/fK7ebGNDdn

Class Data Report

- Detailed report on classes, participants and completers.
- This report does not contain HIPAA protected information.
- Accessible exclusively to Provider Relationship Managers. If unable to access, fill out the Data Request Form at the following link: https://forms.office.com/r/fK7ebGNDdn
- Provides insights into the number of workshops conducted, along with participant and completer numbers, completer rate, and workshop status.
- For more details, please refer to pages 2-3.

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. If unable to access, fill out the Data Request Form at the following link: https://forms.office.com/r/fK7ebGNDdn
- Includes participant pre- and post-survey responses, as well as workshop attendance data.
- For further details, please refer to pages 4-5.

Class Leader Report

- View classes facilitated by leaders within your organization, along with detailed information about leader certification.
- Accessible to Provider Contacts and Leaders. Providers can view all leaders under their organization, while leaders can view their own leader information.
- Includes leader contact details, certifications, type and expiration dates, the last class led, and the date of fidelity checks.
- For more details, please refer to page 6.

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)

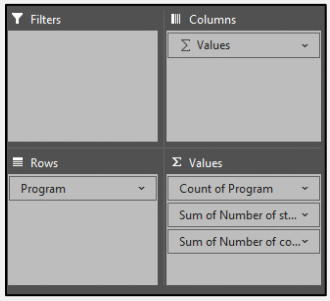
- **Step 1:** Navigate to the ILPTH Website and sign in to the dashboard using the link in the upper right-hand corner (*ilpathwaystohealth.org)*.
- **Step 2:** Click on the "Reports" option in the left navigation panel.
- **Step 3:** Click "Class Data Report." If you do not have access to the report in ILPTH and need a copy, complete the Data Request Form at the following link: https://forms.office.com/r/fK7ebGNDdn
- **Step 4:** Use the filtering options as needed, then export the file (it will be saved in your downloads).
- **Step 5:** Open the Class Data Report to view it and 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 outlined above.
- **Step 2:** Open the Excel file and add a filter to the top row header. Filter out 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 by clicking "Insert" and selecting "Recommended PivotTables." Choose an option from 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)

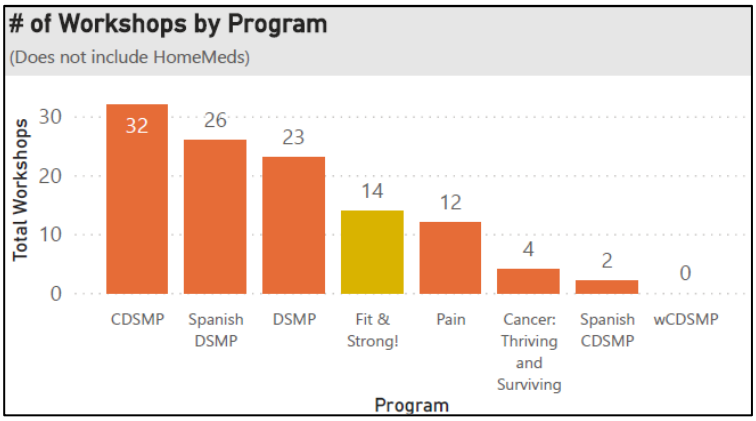
You can also create custom charts using data from the Class Data Report.

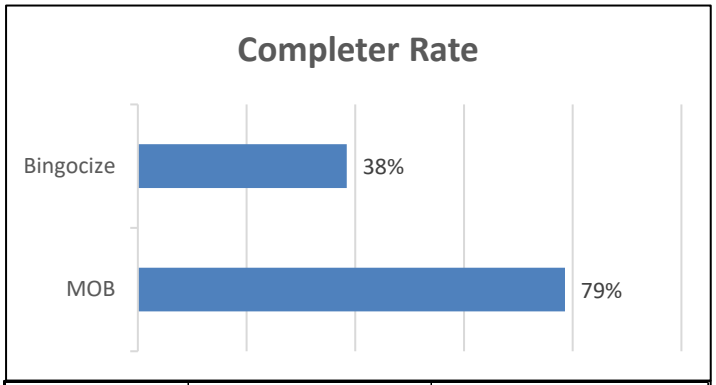
Examples of tables and charts that can be created are displayed on the next page.

CLASS DATA REPORT: PIVOT TABLE GRAPH 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





Program	Participants	Completers
A Matter of Balance	28	22
Bingocize®	255	98
Grand Total	**283**	**120**

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.

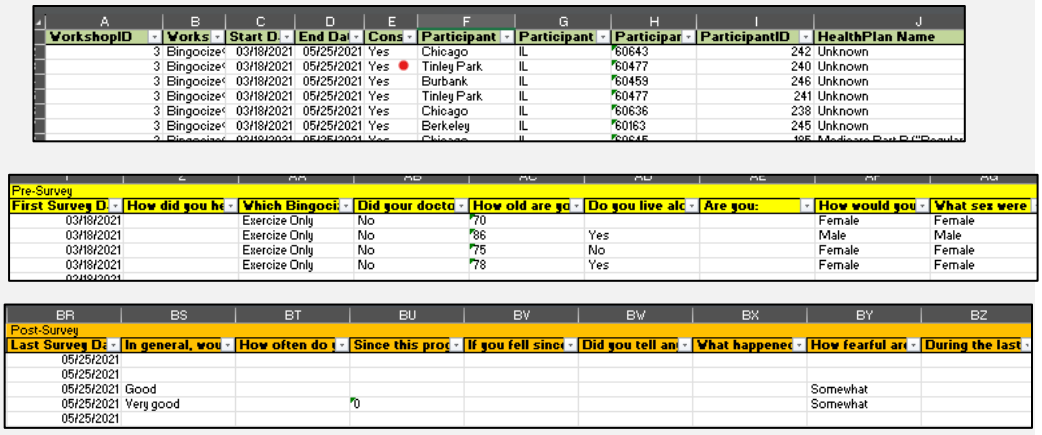
VIEW & ANALZYE PARTICIPANT LEVEL DATA

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

- **Step 1:** Request a de-identified participant data report by completing the Data Request Form at the following link: https://forms.office.com/r/fK7ebGNDdn
- **Step 2:** Once you receive the report, open the Excel file.
- **Step 3:** Be aware that duplicate columns may appear in the report, as participant demographic data is included in both the "Participant Info" and the "Pre-Survey" sections. Additionally, you may encounter duplicate pre- or post-survey questions from older survey versions. Use Excel formulas to merge any duplicate columns.
- **Step 4:** Analyze the demographic data using pivot tables. Apply data analysis skills to create tables and/or charts for comparing pre- and post-survey results.

SAMPLE OF EXPORTED DATA

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



A	B	C	D	E	F	G	H	I	J
WorkshopID	Works	Start D	End Da	Cons	Participant	Participant	Participar	ParticipantID	HealthPlan Name
	3 Bingocize	03/18/2021	05/25/2021	Yes	Chicago	IL	60643	242	Unknown
	3 Bingocize	03/18/2021	05/25/2021	Yes	Tinley Park	IL	60477	240	Unknown
	3 Bingocize	03/18/2021	05/25/2021	Yes	Burbank	IL	60459	246	Unknown
	3 Bingocize	03/18/2021	05/25/2021	Yes	Tinley Park	IL	60477	241	Unknown
	3 Bingocize	03/18/2021	05/25/2021	Yes	Chicago	IL	60636	238	Unknown
	3 Bingocize	03/18/2021	05/25/2021	Yes	Berkeley	IL	60163	245	Unknown

Pre-Survey								
First Survey D	How did you he	Which Bingoci	Did your docto	How old are yo	Do you live alo	Are you:	How would you	What sex were
03/18/2021		Exercize Only	No	70			Female	Female
03/18/2021		Exercize Only	No	86	Yes		Male	Male
03/18/2021		Exercize Only	No	75	No		Female	Female
03/18/2021		Exercize Only	No	78	Yes		Female	Female

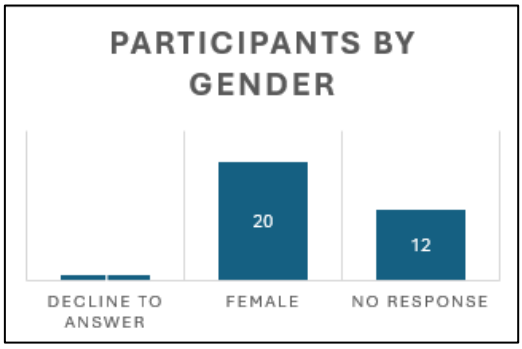
BR	BS	BT	BU	BV	BW	BX	BY	BZ
Post-Survey								
Last Survey Da	In general, wou	How often do t	Since this proc	If you fell since	Did you tell an	What happened	How fearful are	During the last
05/25/2021								
05/25/2021								
05/25/2021	Good						Somewhat	
05/25/2021	Very good		0				Somewhat	
05/25/2021								

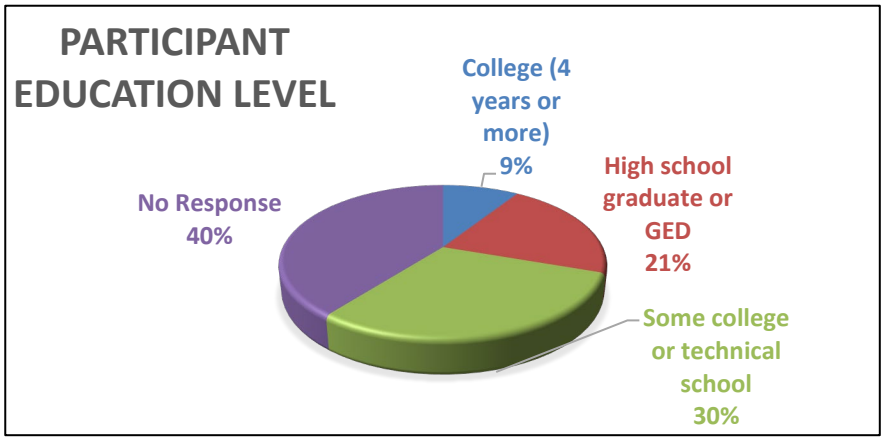
Data Analysis: Create tables and/or charts to analyze data

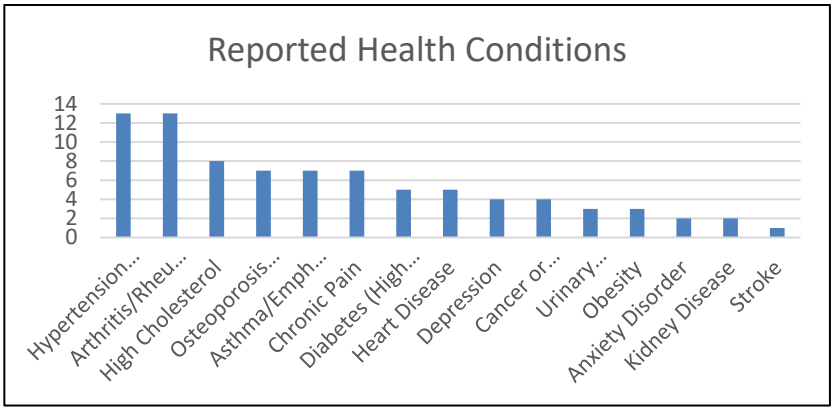
- Compare participants by gender, race or education level.
- Analyze reported health conditions
- Contrast Pre- and Post-Survey data
- Examine Post-Survey outcome data

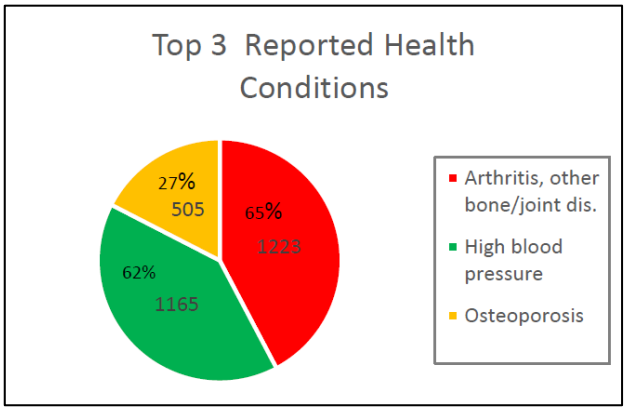
Examples of tables and charts that can be created are displayed on the next page.

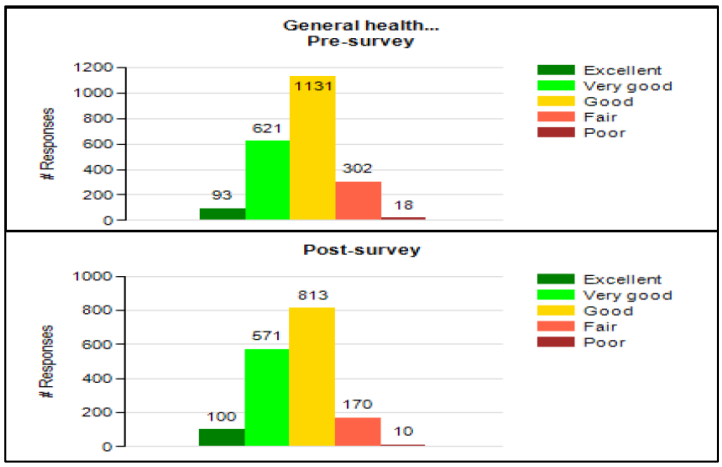
PARTICIPANT DETAIL REPORT: TABLE & CHART EXAMPLES

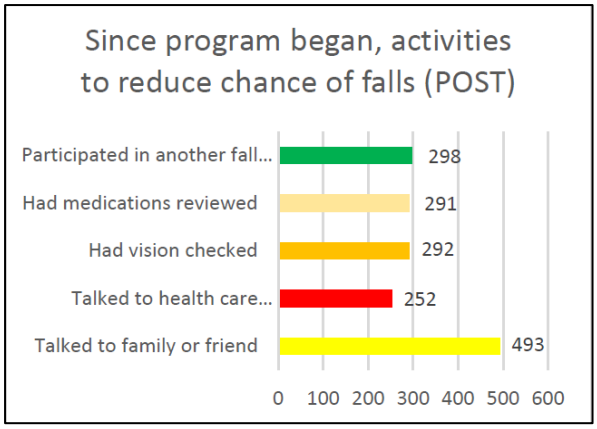












In general would you say that your health is...

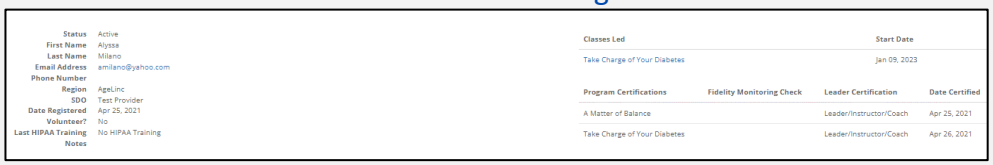
		Excellent		Very good		Good		Fair		Poor		No response	
Bingocize	Pre	17	3%	135	26%	278	54%	75	15%	6	1%	463	48%
	Post	23	6%	104	29%	196	54%	38	10%	3	1%	610	63%
	Change	6		-31		-82		-37		-3		147	
Fit & Strong!	Pre	4	8%	11	22%	24	49%	10	20%	0	0%	15	23%
	Post	6	13%	11	24%	26	58%	2	4%	0	0%	19	30%
	Change	2		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 and sign in to the dashboard using the link in the upper right-hand corner (*ilpathwaystohealth.org)*.
- **Step 2:** Click on the "Class Leaders" option in 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, while classes led, and certifications will be listed on the right-hand side.



EXPORT LEADER CERTIFICATION INFO

- **Step 1:** Navigate to the ILPTH Website and sign in to the dashboard using the link in the upper right-hand corner (*ilpathwaystohealth.org)*.
- **Step 2:** Click on the "Class Leaders" option in the left navigation panel.
- **Step 3:** Use the filtering options as needed, then export the file (it will be saved in your downloads).
- **Step 5:** Open the Class Leader Report to view it and apply additional filters 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.