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| EOTS – Aggregated Change Report – Power BI |
| Video Transcript |
| OFFICIAL |

This video contains a brief overview of the Aggregated Change report for the Enterprise Outcomes Tracking System, which is accessed via Microsoft Power BI.

To open the report, click on the title.

This report runs overnight, and the data is deidentified. So, no client identifying information, such as name or date of birth, is present in this report.

This report tracks if changes have occurred for certain questions and the total number of changes recorded, including if it was a positive or negative change.

This report may help Program Managers determine the effectiveness of the programs they are running.

This data also includes cases that are still in progress.

You will see various filters along the top of the screen. A good tip is to click the "Reset to Default" button on the top right-hand side when you first open the report, to clear any filters that might already be in effect.

At the bottom of the screen there is a graph of the data within the report.

I will now discuss some of the filters you may wish to apply.

You can choose to filter the data by "Service Type". Now, depending on your level of access, you may or may not be able to see all four service types listed here. You may only be able to see the service type applicable to you and then the programs within that service.

For this example, I will select "Better Futures". And for "Program Type”, I will select "Better Futures - In Care".

By default, every available question within a selected program is displayed, but you can apply filters to narrow down the data by a specific "Question Set" or an individual "Question", if you wish.

The data is displayed by positive change by default, but you can change how data is displayed by clicking on the top of a row.

So, for example, if you would like to sort the questions by percentage of cases with "No Change" recorded, click on the top of the row. You'll then be able to sort by descending or ascending order.

You can also change how the data is displayed in the graph. Click on the "More Options" icon on the top right-hand side of the graph, then hover your mouse over "Sort axis". Another menu will pop out to the left where you can choose your desired sorting options.

For this example, I'll choose to have the graph display the data by "No Change" recorded in descending order.

If you would like to download a copy of this report into Microsoft Excel, click the "More Options" icon on the top right-hand side of the table, then select "Export Data".

Once complete, the download will appear on the bottom left-hand side of your screen or within your browser downloads. Click to open in Excel.

The data that you saw on screen in Power BI will now be present in this spreadsheet, except for the graph.

The default formatting in Excel might make some of the data appear squished. To expand the cells to view the data, double click between the columns on the header row. The cells will automatically adjust to fit.

If you would like to download a copy of the graph, select the "Copy Visual Image” icon on the top right-hand side. Then select "Copy to Clipboard".

You can then choose to paste this graph into your Excel report or any other document if you wish.

Thank you for watching.

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