

# Cheat Sheet for OMS Qualtrics Reporting Dashboards (Vocalize Accounts)

To access the Qualtrics reporting dashboards, go to <https://nca.az1.qualtrics.com/vocalize/login> and enter the designated email address (also called “username” in some places). If you have forgotten your password or this is your first time logging in, click “Forgot your password?” and follow the prompts to receive a password reset email to set up a password. Contact [OMScoordinator@nca-online.org](mailto:OMScoordinator@nca-online.org) to change the username/email address associated with the account. Please do not attempt to create your own account in Qualtrics.

Once the password is set up, share the login information with any staff at your organization needing access to the reports.

**For more information, use this link to watch a 15 minute training video for the Qualtrics Dashboards:**

<https://register.gotowebinar.com/recording/541457085662288391>

The screenshot shows the Qualtrics dashboard interface. At the top left is the Qualtrics logo. On the right, there are buttons for 'Projects' (highlighted with a yellow box), 'Help', and a user profile icon. Below the header, there's a search bar and a '+ Create Project' button. The main content area displays a table of surveys. A green box highlights the first column of the table, which contains the survey names. A red diagonal line is drawn across the table, starting from the top right and extending towards the bottom left.

Survey Name	Pages	Widgets	Responses
1. OMS - Initial Visit Caregiver Survey Dashboard · Modified 2017-11-17 18:35:28	5	66	132k
2. OMS - Caregiver Follow-Up Survey Dashboard · Modified 2017-11-17 18:39:22	6	118	27k
3. OMS - Multidisciplinary Team (MDT) Dashboard · Modified 2017-11-17 18:44:40	6	68	40k
4. OMS - Case-Specific Multidisciplinary Team Dashboard · Modified 2017-11-28 20:16:04	5	37	7.4k
5. OMS - Individual Client Needs Assessment Dashboard · Modified 2017-11-17 18:46:45	5	49	19k

Showing page 1 of 1

To find this full list of surveys from any page, click the Projects button in the upper right-hand corner.

Select the survey type for which you wish to view results.

Disregard meta-data on the right. This refers to national totals. You will see your center’s own information in the dashboard itself for each survey type.

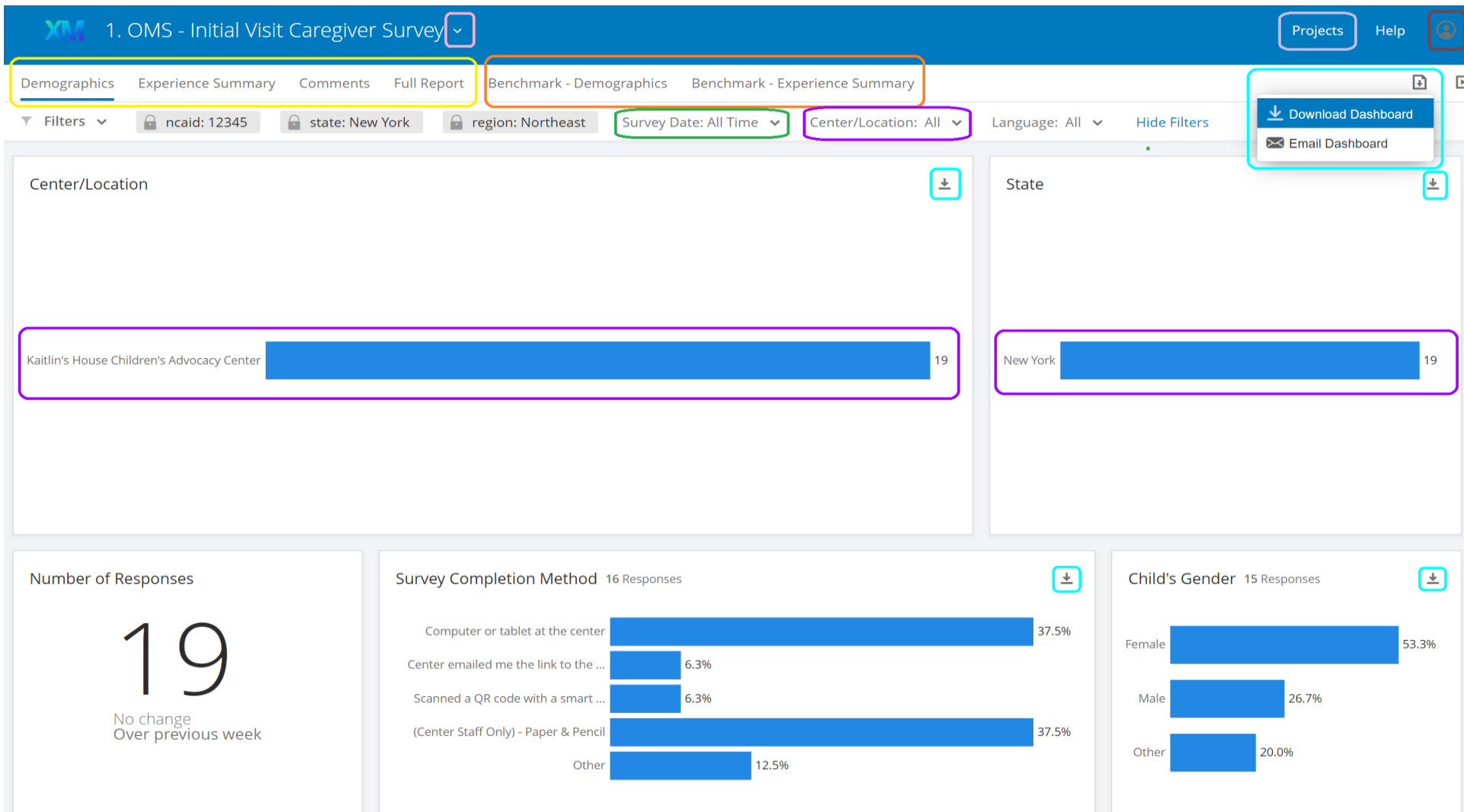
Switch surveys using the drop-down or return to the Projects page.

Your center's data is divided into the first 4 tabs (see review on the next page)

Benchmark your results to larger groups – state, region, national – via the last 2 tabs.

Download by page (entire tab) or by widget (individual charts)  
Export a PDF or JPG (image/screenshots) or CSV spreadsheet (Excel, raw data)

Filter results by timeframe. “All Time” by default, but click to choose a specific date range.



Filter results by location **(only necessary if your organization oversees multiple centers)**. Click the bar to select one center (or state, for regional users) or use the drop-down menu to select multiple locations at once (type in the first few letters of the name)

Access account settings (such as to change the password), refresh the account to prompt updates, or log out.

# Tabs in Dashboards

Your center will have a minimum of 6 tabs for each survey type. If your center has requested additional items, you may have one or more additional tabs for those items.

- **Demographics**: Number of surveys, completion method, and demographic information such as gender, race/ethnicity, and age for children, and professional discipline, years working with the CAC model, and county for MDT Surveys.
- **Experience Summary**: Core survey items (multiple choice, etc.) and any comments on each item. *Additional tabs in Follow-Up and MDT with N/A responses removed.*
- **Comments**: Comments on bigger/more detailed open-ended items. Includes word clouds. What caregivers appreciated the most, additional suggestions from teams, etc.
- **Full Reports**: Combines first 3 tabs into one report for ease of downloading results.
- **Benchmark - Demographics**: Compare your center's performance to state, regional, and national results. Each item has color-coded bars for each group. This tab shows benchmarking to demographic items of children or team members.
- **Benchmark - Experience Summary**: Shows benchmarking to all other multiple-choice items on the survey. *Comments are NOT included in benchmarking; centers cannot see comments left for other centers.*



# Differences Between Accounts & Links

- Links to each of the survey types for your center – use for collecting surveys themselves (on a tablet, entering paper surveys, etc.).
  - There is no login required. The links can be opened on any device connected to the internet.
  - The code at the end of each link is how the system knows that results belong to your center, so surveys results will show up in your reporting dashboards above, as well as state, regional, and national aggregated reports, all automatically.

**Please be careful when typing in links – consider using short links.**

- Qualtrics accounts are for viewing results in reporting dashboards.

**There are no survey links or other administration functions in the accounts themselves.**

**Login Page:** <https://nca.az1.qualtrics.com/vocalize/login>

**Username/Email:** email@example.com

**Password:** Use “Forgot Password?” button if needed

**Each CAC has one account – share login information with all staff at your center who will be working on OMS. Passwords can be changed using the “Forgot Password?” option.**

**For username/email changes and accessing links to the surveys themselves if they have been misplaced, contact [OMScoordinator@nca-online.org](mailto:OMScoordinator@nca-online.org) for assistance.**

