

EMPLOYEE ENGAGEMENT

ORG DETAILS

The Org Details page allows you to view all the information about each unit in your hierarchy.



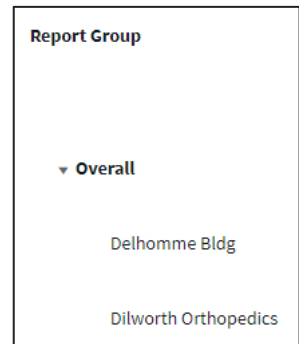
Report Group	Engagement Indicator	vs. Overall Organization	vs. Nat'l Healthcare Avg 2019	Power Item	Team Index	Leader Index	Respondents	Rollup
Overall	4.09	0.00	-0.03	3.04	2	85	2817	*
CEO Administration - Shannon West	4.08	-0.01	-0.04	3.04	2	85	2804	*
CFO Administration - Melinda Geggie	4.20	+0.11	+0.08	4.07	2	88	304	*

Navigating the Hierarchy

To navigate through all the units in your hierarchy, you have a couple of options on this page, which are explained below.

EXPANDING THE REPORT GROUP

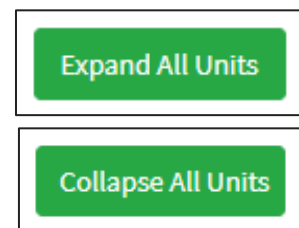
Clicking the down icon next to the word “Overall” allows you expand and contract the hierarchy in the center of the screen. This makes it possible to view Report Group units in a format similar to the hierarchy export.



Report Group

- ▼ Overall
 - Delhomme Bldg
 - Dilworth Orthopedics

You can also use the green buttons at the top of the screen to expand all units or collapse all units. Selecting to **expand all** units will expand all units of the hierarchy; it will not remove rollup groups. Selecting to **collapse all** units will collapse the tree back down to the top level.



Expand All Units

Collapse All Units

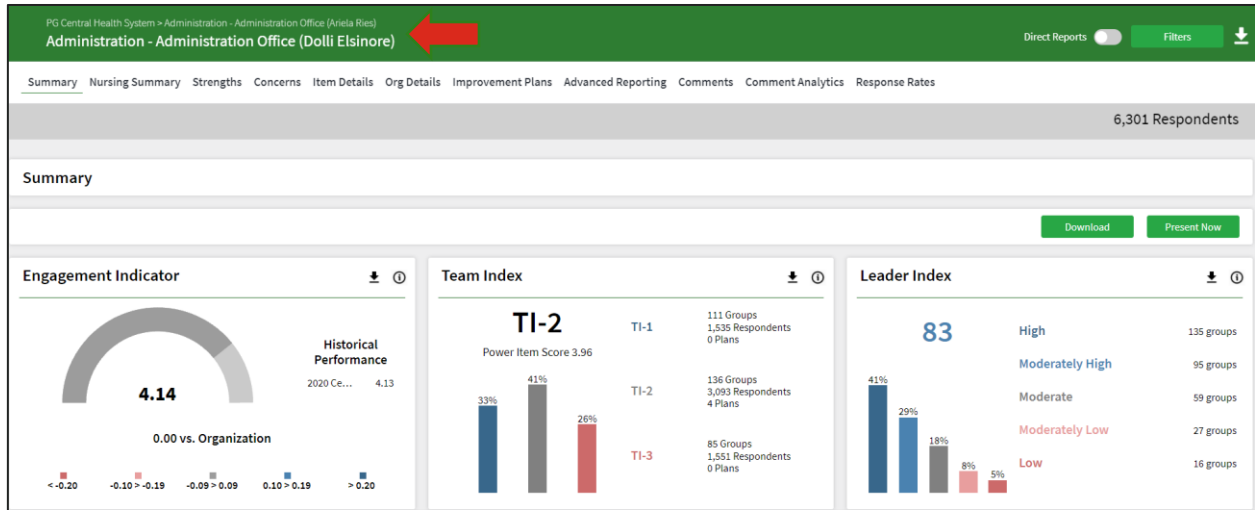
DIRECT LINK TO REPORT GROUP SUMMARY PAGE

When you hover over a Report Group, the option to Select will appear.



- Childrens Foundation - Spring Childrens Hospital (Randa Duwalt)
- Press Med Ctr Foundation - Fall Hills Community Hospital (Teriann Hourigan)
- Magnolia Foundation - Magnolia Hospital (Teriann Hourigan)
- ▼ Administration - Administration Office (Dolli Elsinore) **Select**
- ▼ Administration - Magnolia Hospital (Amelia Gilbertson)
- Pain Mgmt Center - Magnolia Hospital (Amii Pulsifer)
- Diabetes Services - Magnolia Hospital (Amii Pulsifer)
- Ophthalmology Clinical - Magnolia Hospital (Amii Pulsifer)

When you click on Select, you will be taken to the Summary page for that group.



Explanation of Table

The table displays scores for each unit. You'll see the Engagement Indicator score for each unit, the difference of the unit score from the overall organization, and the national average comparison.

Engagement Indicator	vs. Overall Organization	vs. Nat'l Healthcare Avg
4.09	0.00	-0.03
4.08	-0.01	-0.04

Additionally, the table displays the Power Item score that determines the Team Index, as well as the Team Index group (1, 2, or 3).

Power Item	Team Index
3.94	2
3.94	2

Next, you'll see the Leader Index score on a 100-point scale and the number of respondents in each unit.

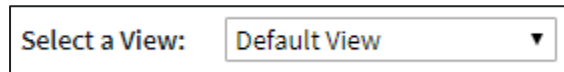
Leader Index	Responses
85	2817
85	2804

Finally, the Rollup column indicates when a unit includes all individuals rolling up to that leader, the leaders direct and indirect reports. A group marked as a rollup can expand to show all groups under it.



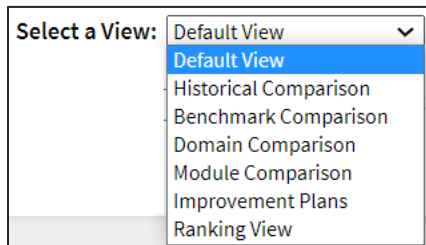
Selecting a View

At the top of the page, you can choose the view of the Org Details page. There are six different views you can choose from.



DEFAULT VIEW

The Default View is what you will likely use most.



Org Details: Default View Select a View: Default View

Team Index
 Leader Index
 Group by:

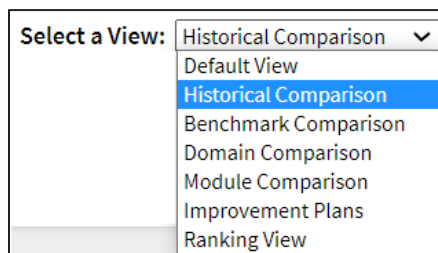
 Hide Too Few

 Sort by Columns

Report Group	Engagement Indicator	vs. Overall Organization	vs. Nat'l Healthcare Avg 2019	Power Item	Team Index	Leader Index	Respondents	Rollup
Overall <i>Completed</i>	4.09	0.00	-0.03	3.94	2	85	2817	*
CEO Administration - Shannon West	4.08	-0.01	-0.04	3.94	2	85	2804	*
CFO Administration - Melinda Gegge	4.20	+0.11	+0.08	4.07	2	88	304	*

HISTORICAL COMPARISON VIEW

The Historical Comparison view shows the previous Engagement Indicator, Power Item, Team Index, and Leader Index scores for comparison purposes.



Org Details: Historical Comparison Select a View: Historical Comparison

Expand All Collapse All Export to CSV

Team Index Leader Index Group by: Add Columns Hide Too Few

Clear All Apply Selections

Sort by Columns

Show 25 entries Search:

Report Group	Engagement Indicator	Power Item	Team Index	Leader Index	Eng (2018)	Power Item (2018)	T.I. (2018)	L.I. (2018)	Eng (2017)	Power Item (2017)	T.I. (2017)	L.I. (2017)	Respondents	Rollup
Overall	4.09	3.94	2	85	3.00	3.01	3	51	2.99	2.99	3	51	2817	*
CEO Administration - Shannon West	4.08	3.94	2	85	3.00	3.01	3	51	2.99	2.99	3	51	2804	*
CFO Administration - Melinda Geggie	4.20	4.07	2	88	2.97	3.03	3	51	2.97	3.00	3	51	304	*

BENCHMARK COMPARISON

The Benchmark Comparison view shows all the benchmarks you chose for your survey: the score for each average and the difference between the unit score and the national average score.

Select a View:

- Benchmark Comparison
- Default View
- Historical Comparison
- Benchmark Comparison
- Domain Comparison
- Module Comparison
- Improvement Plans
- Ranking View

Org Details: Benchmark Comparison Select a View: Benchmark Comparison

Expand All Collapse All Export to CSV

Team Index Leader Index Group by: Add Columns Hide Too Few

Clear All Apply Selections

Sort by Columns

Show 25 entries Search:

Report Group	Engagement Indicator	vs. Overall Organization	Nat'l Healthcare Avg 2019	vs. Nat'l Healthcare Avg 2019	Nat'l Registered Nurse Avg 2019	vs. Nat'l Registered Nurse Avg 2019	Nat'l Resilience Avg	vs. Nat'l Resilience Avg	AMA-1 Employee Avg 2019	vs. AMA-1 Employee Avg 2019	Respondents	Rollup
Overall	4.09	0.00	4.12	-0.03	4.05	+0.04	-	-	3.98	+0.11	2817	*
CEO Administration - Shannon West	4.08	-0.01	4.12	-0.04	4.05	+0.03	-	-	3.98	+0.10	2804	*
CFO Administration - Melinda Geggie	4.20	+0.11	4.12	+0.08	4.05	+0.15	-	-	3.98	+0.22	304	*

DOMAIN COMPARISON VIEW

The Domain Comparison view shows the scores for each unit for all the Employee Engagement domains.

Select a View:

- Domain Comparison
- Default View
- Historical Comparison
- Benchmark Comparison
- Domain Comparison
- Module Comparison
- Improvement Plans
- Ranking View

Org Details: Domain Comparison ⓘ Select a View: Domain Comparison ▼

Team Index
 Leader Index
 Group by:
 Add Columns
 Hide Too Few's

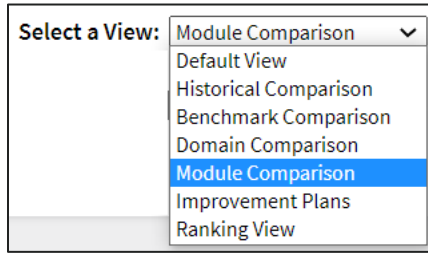
Sort by Columns

Show 25 entries Search:

Report Group	Engagement Indicator	vs. Overall Organization	Organization	Manager	Employee	Respondents	Rollup
Overall <input type="button" value="Expand Group"/>	4.09	0.00	3.86	4.05	4.06	2817	*
CEO Administration - Shannon West	4.08	-0.01	3.86	4.05	4.06	2804	*
CFO Administration - Melinda Geggie	4.20	+0.11	3.99	4.21	4.11	304	*

MODUE COMPARISON VIEW

The Module Comparison view shows the scores for each module used by your organization.



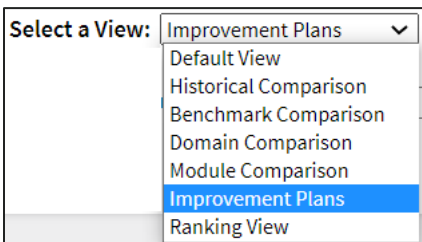
Org Details: Module Comparison ⓘ Select a View: **Module Comparison** ▼

Team Index Leader Index Group by: [] Add Columns Hide Too Few's Clear All Apply Selections Sort by Columns []

Report Group	Engagement Indicator	vs. Overall Organization	Diversity	Resilience	Safety Culture	Respondents	Rollup
PG Central Health System Current Group	4.14	0.00	3.99	4.19	4.01	8,860	*
Administration - Administration Office (Ariela Ries)	4.14	0.00	3.99	4.19	4.01	8,859	*
Strategy Bus Dev - Administration Office (Anthia Malvino)	4.22	+0.08	4.10	4.03	4.01	16	*
Strategy Bus Dev - Administration Office (Ginnie Frodi)	-	-	-	-	-	Too Few Responses	
Enterprise Project Mgmt Office - Administration Office (Halette Pitt)	4.23	+0.09	4.04	4.05	3.96	12	
Foundations Administration - Administration Office (Averyl Emmaline)	4.09	-0.05	3.99	4.22	4.14	30	*
Foundation Development Srvc - Marion South Building (Doralyne Sherfield)	4.46	+0.32	4.17	4.46	4.46	12	*
Foundation Development Srvc - Marion South Building (Concettina Evlie)	-	-	-	-	-	Too Few Responses	

IMPROVEMENT PLAN VIEW

The Improvement Plan view will show you the number of plans created for each unit, as well as an overview of the plans organized by their status: Draft, On Hold, In Progress, Completed.



Org Details: Improvement Plans ⓘ Select a View: **Improvement Plans** ▼

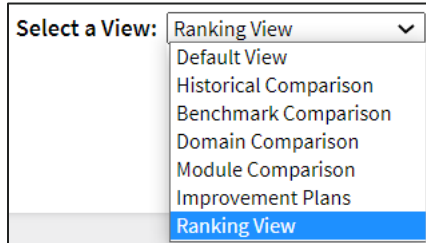
Team Index Leader Index Report Group breakout Group by: [] Add Columns Hide Too Few's Expand All Collapse All Export to CSV Clear All Apply Selections Sort by Columns []

Show [25] entries Search: []

Report Group	Engagement Indicator	vs. Overall Organization	vs. Nat'l Healthcare Avg 2019	Draft	On Hold	In Progress	Completed	Respondents	Rollup
Overall Current Group	4.09	0.00	-0.03	6	4	5	4	2817	*
CEO Administration - Shannon West	4.08	-0.01	-0.04	1	1	1	0	2804	*
CFO Administration - Melinda Geggie	4.20	+0.11	+0.08	0	1	0	0	304	*

RANKING VIEW

Finally, the Ranking view will show you a flat list of units in the hierarchy. Ranking view organizes these units in a ranked order based on the item chosen in the Ranking Item dropdown menu. This dropdown menu includes all items on the survey, as well as all metrics, domains, themes, and modules. The default will be lowest score to highest score, but you can sort to show highest to lowest by clicking the column header.



Org Details: Ranking View ? Select a View: Ranking View Rank by: Items Export to CSV Clear All Apply Selections

Items

Show 25 entries Search:

Report Group	Respondents	Rollup
Overall Overall	2817	-
CEO Administration - Shannon West	2804	-
CFO Administration - Melinda Geggie	304	-

Page Features and Options

SORTING BY COLUMNS

To sort by the columns in the table, you can use the **Sort by Columns** toggle to turn this feature on or off.

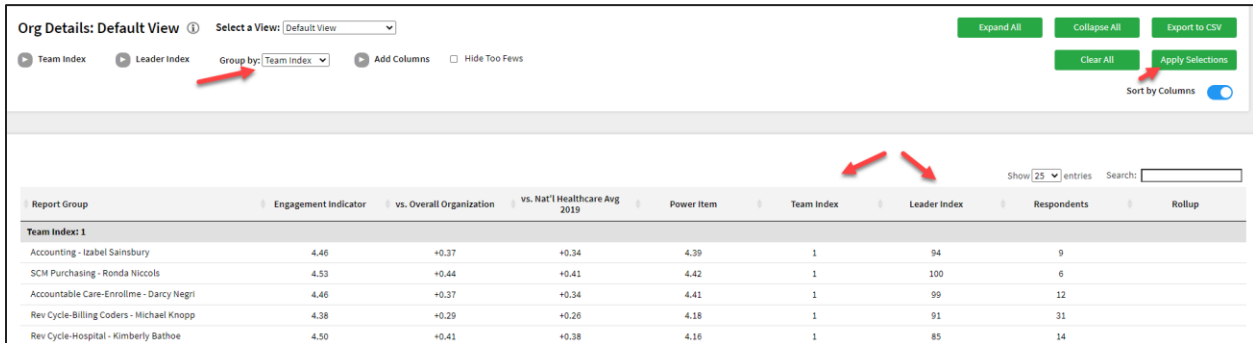
In Org Details, when you turn this feature on, you will be shown a flat list of units that does not include any rollups. You will then be able to click the header of each column to sort by largest to smallest or vice versa for score columns, or alphabetical order for the Report Group column.



Engagement Indicator ▲
3.60
3.88

GROUP BY TEAM OR LEADER INDEX

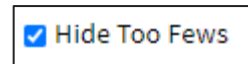
To group by the team or leader index value, use the dropdown at the top of the screen, then apply your selection.



The screenshot shows the 'Org Details: Default View' interface. At the top, there is a 'Select a View' dropdown set to 'Default View'. Below it, there are radio buttons for 'Team Index' (selected), 'Leader Index', and 'Add Columns'. A red arrow points to the 'Group by' dropdown, which is currently set to 'Team Index'. To the right, there are buttons for 'Expand All', 'Collapse All', 'Export to CSV', 'Clear All', and 'Apply Selections'. A 'Sort by Columns' toggle is also visible. The main table below has columns for 'Report Group', 'Engagement Indicator', 'vs. Overall Organization', 'vs. Nat'l Healthcare Avg 2019', 'Power Item', 'Team Index', 'Leader Index', 'Respondents', and 'Rollup'. The table is grouped under 'Team Index: 1' and lists several report groups with their respective engagement scores and response counts.

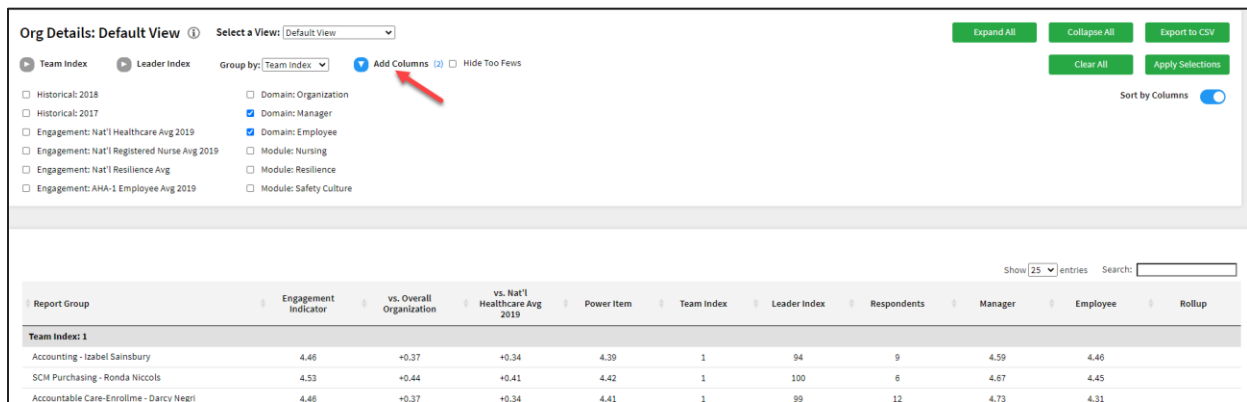
HIDE TOO FEWS

To hide data when there are five or fewer responses, check the Hide Too Few's checkbox.



ADD COLUMNS

Use the Add Columns option to add additional information to the Org Details displayed. Make your selections and Apply Selections. Note that additional columns may need to be displayed on additional pages. Exporting to CSV will be the best way to view additional columns.



The screenshot shows the 'Org Details: Default View' interface with the 'Add Columns' dropdown menu open. A red arrow points to the 'Add Columns' button. The dropdown menu lists various options: 'Historical: 2018', 'Historical: 2017', 'Engagement: Nat'l Healthcare Avg 2019', 'Engagement: Nat'l Registered Nurse Avg 2019', 'Engagement: Nat'l Resilience Avg', 'Engagement: AHA-1 Employee Avg 2019', 'Domain: Organization', 'Domain: Manager' (checked), 'Domain: Employee' (checked), 'Module: Nursing', 'Module: Resilience', and 'Module: Safety Culture'. The main table below now includes additional columns for 'Manager' and 'Employee' scores.

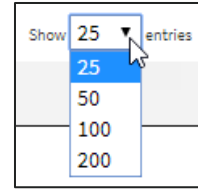
SEARCHING

The Search feature can be used to search the page for keywords. Simply type any words you'd like to find into the search field.



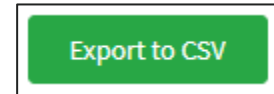
NUMBER OF SEARCH ENTRIES TO SHOW

In your search, you can choose to show 25, 50, 100, or 200 units on a page at a time.



EXPORTING TO CSV

The entire page can be exported to CSV by clicking the Export to CSV button.

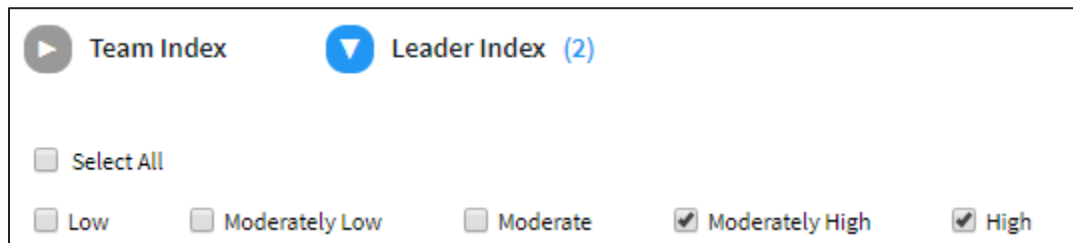
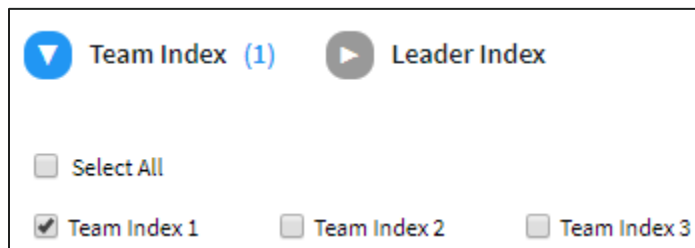


GROUP BY

Responses can be grouped by Leader Index or Team Index. Make your selection from the Group by dropdown menu and Apply Selections.

FILTERING SELECTIONS

You can also use the options at the top of the page to narrow down the units that appear on the page. Select any desired Team Index or Leader Index options, and then click the **Apply Selections** button (on the right side of the screen) to apply your selections.



Be sure to click on Apply Selection so you your Filters are applied.

