# The QLIK IHD Health Service nKPI Report Screencast – Accessible Version

Introduction

Welcome to the *QLIK IHD Health Service nKPI Report* screencast.

This screencast will show you how to work with the *QLIK IHD Health Service nKPI Report,* which will be accessed by health service users through the Health Data Portal.

By the end of this screencast, you should know how to access the *QLIK IHD Health Service nKPI Report* and view your nKPI data trends over time, as well as being able to compare your nKPI data to that of other health services with similar characteristics.

Overview

The *QLIK IHD Health Service nKPI Report* contains several reports you can use to obtain a graphical view of your health service’s aggregated nKPI (and some OSR) data dating back to *December 2014*.When working with the *QLIK IHD Health Service nKPI Report*, you can view your most recent nKPI data for specific indicators and compare the data to your data for previous collection periods. You can also compare your data, if needed, to data for comparison groups you have built yourself, comprising other health services with similar characteristics such as remoteness, service size and state.

The QLIK IHD Health Service nKPI Report

As a health service user, you access the *QLIK IHD Health Service nKPI Report* by selecting **Reports >** **Interactive Reports** on the menu bar at the top of the Data Portal home screen.**Note:** To have access to the ***Reports >*** ***Interactive Reports*** option in the Data Portal, you must first have been assigned the *Interactive Report Viewer* role by your *User Administrator*.

1. From the Data Portal home screen, select **Reports > Interactive Reports**.
2. To continue, select **Indigenous Health…** on the left-hand side of the screen.
3. Select the top half of **IHD** **Health Service nKPI Report** on the right-hand side of the screen.

**Note:** If you select the bottom half of a report in QLIK, it will provide you with additional information regarding the report but won’t open the selected report.

The IHD Health Service nKPI Report screen displays the different reports (displayed as ‘sheets’) you can use to view your health service’s nKPI data trends over time and compare your service’s nKPI data to that of other health services with similar characteristics (known as a comparison group).

The sheets available on the Health Service nKPI Report screen are:

* The Health Service Snapshot – allows you to view key summary OSR and nKPI information for your service.

The *Health Service Snapshot* is covered in more detail later in this screencast.

* The Summary Over Time sheet – allows you to see your key OSR summary information for all collection periods, back to *June 2016*.
* The nKPI – Indicators Over Time sheet – displays your results for all indicators/focus areas for all collection periods, back to June 2018.

The *nKPI – Indicators Over Time* sheet is covered in more detail later in this screencast.

* The Executive Summary sheet - Allows you to see your health service’s results for the three most recent collection periods, for each indicator, by indicator grouping. It also shows how your results compare to your self-determined targets and the results of the pre-determined comparison groups sourced from the *nKPI Summary sheets*.

The *Executive Summary* sheet is covered in more detail later in this screencast.

* The nKPI Summary sheets – There are three *nKPI Summary sheets* within QLIK: *Maternal and Child Health Summary*, *Preventative Health Summary* and *Chronic Disease Management Summary*.Each of these summary sheets contain graphs displaying your health service’s results (along with results for other select groupings of services) for the most recent collection period, for each of the indicators within the selected grouping.

These summary sheets are covered in more detail later in this screencast.

* The Closing the Gap Target #2 sheet - shows how your health service’s PI02 healthy birthweight results compare to the *Closing the Gap Target #2,* which is to increase the proportion of Aboriginal and Torres Strait Islander babies born with a healthy birthweight to 91% by 2031.

This *Closing the Gap Target #2* sheet is covered in more detail later in this screencast.

* The National Trajectories sheet – The N*ational Trajectories* sheet displays your health service’s results along with the corresponding national trajectories back to *December 2014*, for the five indicators that have had national trajectories set for them by the AIHW. There are eight graphs on the sheet across the five applicable indicators, due to some of the indicators containing multiple result bands.

The *National Trajectories* sheet is covered in more detail later in the screencast.

* The Individual Indicator Sheets - There is an individual indicator sheet in the *QLIK* *IHD* *Health Service nKPI Report* for each indicator (or nKPI) with some indicators having more than one sheet.Each of the detailed indicator sheets contains a graph that displays your health service’s results for the selected indicator, by collection period, back to *December 2014*. Some also contain a separate graph that allows you to compare your health service’s results to those of a comparison group of services of your choice.The individual indicator sheets are covered in more detail later in this screencast.
* The Data Export Sheets – The two Data Export sheets allow you to view and export your nKPI data back to *December 2014*, as well as the data for health services nationally or in a comparison group of your creation.

 The *Data Export* sheets are covered in more detail later in this screencast.

* The nKPI Definitions sheet – contains current definitions of all the indicators health services report on, as well as a summary of the changes that have been made to each indicator, where applicable, since nKPI reporting in the Data Portal commenced.

 The *nKPI Definitions* sheet is covered in more detail later in this screencast.

* The Notes and exclusions sheet – The *Notes and exclusions* sheet contains important covering information regarding all the sheets in the report. It also lists any data exclusions for your health services for each collection period back to *December 2014*.

The *Notes and exclusions* sheet is covered in more detail later in this screencast.

The Health Service Snapshot

The *Health Service Snapshot* allows you to see key OSR and nKPI information for your health service.

1. To open the Health Service Snapshot, from the *IHD Health Service nKPI Report screen*, select the **Health Service Snapshot** sheet.

The key elements of the *Health Service Snapshot* sheet are:

* **Top left section** – shows your service’s location on a map, along with information related to your service’s number of sites, remoteness category and socio-economic IRSEP index number. It also shows some of your key service delivery numbers for the most recently completed collection period.
* **Indigenous Client Population Jun 2023 graph** – shows the gender breakdown (in numbers) for your health service’s Indigenous population, by age group, for the most recently completed collection period.
* **Service Summary table** – shows key summary information for your health service for the three most recent collection periods, such as your client numbers, episodes of care and FTE numbers. The table also contains a *Trend* column, which shows you how you are trending for each of these elements.
* **Indigenous Clients 715 Health Assessments graph** – plots the number of health assessments your service has conducted, by age group, back to *December 2014*. The information displayed here can be filtered by age group, Indigenous status, and gender, using the buttons
* **Work Force FTE (key roles) – Jun 2023 table** – shows your paid and unpaid FTE numbers for key position types, for the most recently completed collection period.
* **Targets graph** – shows your service’s self-determined targets for the applicable nKPIs, along with your actual results and the national average for each of these indicators, for the latest collection period.

The Summary Over Time sheet

The *Summary Over Time* sheet allows you to see your key OSR summary information back to June 2016.

1. To open the *Summary Over Time* sheet, from the *IHD Health Service nKPI Report screen*, select the **Summary Over Time** sheet.

The Summary Over Time sheet allows you to see your key OSR summary information (such as *client numbers*, *episodes of care* and *FTE numbers*) for all collection periods, back to June 2016.

The sheet also contains a *Comparison Group – June 2023* column, which allows you to display data for the most recently completed collection period, for the comparison group of your choice, created using the *Comparison Group* section on the right-hand side of the sheet.

As well as the table, the sheet contains a graph that presents a pictorial representation of the selected measure, back to *June 2016*. Using the *Client* Measure field to the left of the graph, you can select the characteristic to display your data for in the graph, including *clients*, *episodes of care* and *FTE*.

The nKPI – Indicators Over Time sheet

The *nKPI – Indicators Over Time* sheet allows you to view your results for all indicators/focus areas, for all collection periods back to June 2018.

The *nKPI – Indicators Over Time* sheet contains the *nKPI Results by Reporting Round* table, which displays your results for all indicators/focus areas back to June 2018.

Where your results for an indicator/focus are improving, the values will display in *green*. Where your results are getting worse over time, they will display in *red*.

Where there has been a change to an indicator’s specification, a – will display for that indicator for all collection periods prior to the specification change.

1. To remove an indicator/focus area’s results from the table, simply select the applicable button in the **Remove Indicator** column.

The Executive Summary sheet

The *Executive Summary* sheet allows you to see your health service’s results for the three most recent collection periods, for each indicator, by indicator grouping. It also shows how your selected service’s results compare to the results of the pre-determined comparison groups sourced from the *nKPI Summary* *sheets*.

The following are key elements of the *Executive Summary* sheet:

* **Custom filter fields** – allow you to build your own customised comparison group for which results will then display in the *Custom* column of the *Comparison Group* table.
* **Indicator and nKPI columns** – describe each of the indicators included in the specified grouping.
* **The Focus Area column**– displays the specific area of focus for the indicator, if applicable
* **The Preferred outcome column** – informs you whether the preferred outcome is a higher or lower result.
* **Collection period columns** – shows your results for the last three collection periods for each of the indicators in the specified grouping.
* **The My Service Target column** - shows your health service’s self-determined targets for the most recent collection period, in the *My Service Target* column.
* **The National IP Goals column –** shows the Implementation Plan goals trajectory set by the AIHW for the applicable indicators, for the most recently completed collection period.
* **The Comparison group table** – shows the results of the most recently completed collection period for the comparison groups shown in the *nKPI Summary* *sheets* and the customised comparison group, that can be set using the custom filter fields at the top of the sheet.

The nKPI Summary sheets

The three *nKPI Summary sheets* contain graphs representing the indicators belonging to the summary grouping. These graphs allow you to compare your health service’s results for the most recent collection period for each indicator, with the corresponding results for health services:- nationally, - of the same size as your health Service, - from the same state as your Health service, and- with the same remoteness category as your health service.In addition to the above, you can also use these summary sheets to see how your health service’s most recent results for the selected indicator compare with your results for the previous collection period.

The summary sheets display your health service’s results (dark blue bar in the middle of the graph) for the applicable nKPIs, for the most recent collection period. These indicators are grouped by *Process of Care* (top half of the sheet) and *Outcome* (bottom half of the sheet).There is at least one graph for each indicator in each of the summary sheets and, for some indicators, there may be more than one.

In addition to your health service’s latest results, each of the graphs in the three *nKPI Summary sheets* display different results you can compare your health services results to, for the most recent collection period. Each of these results are displayed as a different coloured bar in the graphs.

- The *orange* bar shows the national average for the selected indicator, for the most recent collection period.
- The *grey* bar shows the results for those health services with a similar number of clients for the selected indicator, for the most recent collection period.- The *dark blue* bar shows your results for the selected indicator, for the most recent collection period. The light blue dot that appears with the bar represents your health service’s results for the previous collection period, so you can easily see how your results are trending for the indicator.
- The *green* bar shows the results for all health services in the same state, for the selected indicator, for the most recent collection period.
- The *brown* bar shows the results for all health services with the same remoteness category as your health service, for the selected indicator, for the most recent collection period.

When viewing your health service’s results for a particular indicator in a summary sheet (dark blue bar) and comparing these to your results for the previous collection period (light blue dot) you can easily see if your most recent results are better or worse than your results for the previous period.This is done by looking at the arrow to the left of the indicator title at the top of each graph. If the arrow is pointing up, this means that a higher result is better for that indicator. If the arrow is pointing down, then a lower result is the preferred outcome.In addition to what has already been covered, there are some other options available to you in the *nKPI Summary sheets* in QLIK:

- The *My Service Data Export* button will take you to the *Data export – My Service* sheet, which will allow you to export your health service’s data contained within the graphs in the sheet to Excel. For more information, see *The Data Export Sheets* later in this screencast.

- The *Comparison group dat...* button will take you to the *Data export – Comparison Group* sheet, which will allow you to export your comparison group data contained within the graphs in the sheet to Excel. For more information, see *The Data Export Sheets* later in this screencast.

- The *Indicator report (arrow)* button takes you to the individual indicator sheet for the selected indicator. The individual indicator sheet will allow you to see your results for the selected indicator, back to *December 2014*.

The Closing the Gap Target #2 sheet

The *Closing the Gap Target #2* sheet shows how your health service’s PI02 healthy birthweight results compare to the *Closing the Gap Target #2* (represented by the red lines) which is to increase the proportion of Aboriginal and Torres Strait Islander babies with a healthy birthweight is 91% by 2031.

The comparison group that displays in the graph defaults to the national average but can be changed if needed by creating your own customised comparison group using the *Comparison Group* section on the left-hand side of the sheet.

In addition to the graph, the data contained within this sheet will also display as a data table on the right-hand side of the sheet. The data in this table can be exported to Excel as needed by right-clicking on the table and selecting **Export > Export data**.

The National Trajectories sheet

The *National Trajectories* sheet shows your health service’s results back to *December 2014*, for the following indicators:- PI03: Health assessments - 0-4yrs- PI03: Health assessments - 25-54yrs- PI03: Health assessments - 55yrs+- PI05: HbA1c recorded - Previous 12 Months- PI14: Immunised against influenza 50yrs+- PI18: Kidney function test - Type 2 diabetes- PI23: Blood pressure recorded.Your results are displayed in each graph as dark blue bars, while the national trajectories set by the AIHW are displayed as the red lines.If needed, you can filter the sheet by *Collection Month* if you only want to see your results for a particular period and how they compare to the set trajectories.**The Individual Indicator sheets**

There are 22 individual indicator sheets within the *QLIK IHD Health Service nKPI Report*. Each of these sheets will allow you to compare your health service’s most recent results for the selected indicator to your results for each previous collection period, back to *December 2014*.In addition, you can also compare your health service’s results for the indicator to those of other health services contained within a comparison group of your choice (displayed as orange lines on the graph).

Within the *QLIK IHD Health Service nKPI Report*, there are two types of individual indicator sheets:- **Single Dimension Indicator sheets** - one bar chart is used to display your health service’s results back to *December 2014*, along with comparison data from either the national average or a selected comparison group (the orange lines).- **Indicators with Multiple Result bands** - two bar charts are displayed. The top chart shows all result bands for your health service while the bottom chart displays comparison group data.

Each of the individual indicator sheets contain the same elements, allowing you to analyse and interpret your nKPI data for each of the indicators, back to *December 2014.* These are:

* The *Title Bar* at the top of the sheet, which displays the title of the sheet you are currently viewing.
* *Filter* fields, which allow you to filter the results displayed in the graph by characteristics such as *Collection Month*.When a selection is made in a *Filter* field, the results in the graph will change to reflect this selection. For more information, see *Work with Filters* later in this screencast.
* The *Comparison Group* section, which allows you to create a comparison group of your choice (e.g all services from the same state) to compare your results against for the selected indicator. In these sheets, comparison groups are represented in the graphs by orange lines. For more information, see *Work with Comparison Groups* later in this screencast.
* The *Trial Submissions* toggle, which allows you to switch the display of your trial submission data on and off in the graph in the sheet.
* The *Time Period* toggle. Which allows you to switch between seeing your data pre or post December 2020, when certain changes were made to some nKPIs.
**Note:** By default, any trial submissions you have entered in the Data Portal will display on the graph as a blue bar (with the applicable month displayed on the bottom axis and T displayed in brackets).To remove your trial submission data from the graph, simply select *Exclude trial submissions* in the toggle at the top of the sheet.
* The *nKPI Definitions and Change History* button, which takes you to the *nKPI Definitions* sheet, detailing the current definition for each of the indicators and a summary of any changes that have been made to an indicator’s specification, where applicable.
* The *Export* buttons, which allow you to export your health service’s results, or the results of your comparison group, for the selected indicator, to an Excel spreadsheet for analysis if needed.
* The *Comparison Group Limiter* allows you to add results for the top 5, 10 or 25% of health services, within the selected comparison group, to the graph.When selected, these results will display as a red triangle in the graph.

The graphs in the individual indicator sheets display your health service’s results for the selected indicator, from the most recent collection period (far right-hand side of the graph) back to *December 2014* (far left-hand side).The results display as a dark blue bar for each collection period and any trial submissions (if your health service has submitted trial data for the indicator through the Data Portal).

The label at the top of each bar in the graph will display your results for the selected collection period both as a percentage and as raw values.If your health service’s results for the selected indicator, for the most recent collection period, are less than the results for the national average or your selected comparison group (represented by the orange lines) text will display underneath the indicator title informing you of how many more clients your health service needs to equal the results for the national average or selected comparison group.

As discussed earlier in this screencast, there are two types of individual indicator sheets in the *QLIK IHD Health Service nKPI Report*: Single dimension indicator sheets and sheets with multiple result bands.The *Time View - My Service* section of sheets with multiple result bands (top half) shows your results for the indicator, back to *December 2014*. The *Comparison Group* section (bottom half) allows you to build a comparison group, using the available *Filter* fields, once you have selected a filter in the top half of the sheet.Each of the sections of the individual indicator sheets containing a single dimension indicator sheet (exporting data, toggling trial submission data on and off etc) are also available in indicators with multiple result bands.

nKPI Targets in QLIK

For the five indicators/seven focus areas for which the AIHW has set national trajectories (PI03, 05, 14, 18 and 23) health services are asked to set their own self-determined targets for these indicators through the *nKPI Targets* tab of the nKPI form in the Health Data Portal.

Once entered, these targets will display in the applicable individual indicator sheets within the *QLIK IHD Health Service nKPI Report* and will display on the graphs as green lines.

Note: Health services were asked to enter their targets in the nKPI form for the first time for the *December 2020* collection period, meaning the *June 2021* collection period was the first period for which a target line displayed in the applicable indicator sheets in QLIK.

For PI03: Health assessments 0-4:

1. For your self-determined targets to display, you first need to select the **Show > Dec 2020** toggle at the top of the **PI03: Health assessments 0-14yrs** sheet.
2. To get your targets to display for the 0-4 age group, select the **0-4YR** age group from the **Age Groups > Dec 2020** filter field.

Your targets for PI03: 0-4 will now display in the comparison graph in the *Comparison View* graph at the bottom of the sheet.

Note: You can also display your targets for PI03: 0-4 by selecting the *Bookmarks* button at the top of the sheet, right-clicking on the PI03: 0-4 bookmark and then selecting *Apply selections*.

1. If you entered supporting strategy text when setting your **PI03 0-4yrs** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI03 0-4yrs in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI03: Health assessments 25-54:

1. For your self-determined targets to display, you first need to select the **Show > Dec 2020** toggle at the top of the **PI03: Health assessments 15-65+yrs** sheet.
2. To get your targets to display for the 25-54 age groups in PI03, select the **25-34, 35-44** and **45-54** age groups from the **Age Groups > Dec 2020** filter field.

Your targets for PI03: 25-54 will now display in the comparison graph in the Comparison View graph at the bottom of the sheet.

Note: You can also display your targets for PI03: 25-54 by selecting the *Bookmarks* button at the top of the sheet, right-clicking on the PI03: 25-54 bookmark and then selecting *Apply selections*.

1. If you entered supporting strategy text when setting your **PI03 25-54yrs** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI03 25-54yrs in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI03: Health assessments 55+:

1. For your self-determined targets to display, you first need to select the **Show > Dec 2020** toggle at the top of the sheet.
2. To get your targets to display for the 55+ age groups in PI03, select the **55-64** and **65 and over** age groups from the **Age Groups > Dec 2020** filter field.

Your targets for PI03: 55+ will now display in the comparison graph in the *Comparison View* section at the bottom of the sheet.

Note: You can also display your targets for PI03: 55+ by selecting the *Bookmarks* button at the top of the sheet, right-clicking on the PI03: 55+ bookmark and then selecting *Apply selections*.

1. If you entered supporting strategy text when setting your **PI03 55yrs+** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI03 55 in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI05: HbA1c recorded:

1. For your targets to display, you first need to select the **Time Period PI05** filter fieldand then select **Previous 12 months.**

Your targets for PI05 will now display in the comparison graph in the *Comparison View* section at the bottom of the sheet.

Note: You can also display your targets for *PI05* by selecting the *Bookmarks* button at the top of the sheet, right-clicking on the *PI05 – Previous 12 months* bookmark and then selecting *Apply selections*.

1. If you entered supporting strategy text when setting your **PI05** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI05 in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI14: Immunised against Influenza:

1. For your self-determined targets to display, you first need to select the **Show > Dec 2020** toggle at the top of the sheet.

Your targets for PI14 will now display in the individual indicator sheet.

1. If you entered supporting strategy text when setting your **PI14** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI14 in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI18: Kidney function test – Type 2 diabetes:

Your targets will display in the graph as soon as the PI18 individual indicator sheet is selected.

1. If you entered supporting strategy text when setting your **PI18** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The My Service Target Strategies tab will display any strategy text you entered in for PI18 in the nKPI Targets tab of your nKPI form, back to June 2021.

For PI23: Blood pressure recorded:

Your targets will display in the graph as soon as the PI23 individual indicator sheet is selected.

1. If you entered supporting strategy text when setting your **PI23** targets on the nKPI Targets tab of the nKPI form, this text can be displayed in the applicable individual indicator sheet by selecting the **My Service Target Strategies tab**.

The *My Service Target Strategies* tab will display any strategy text you entered in for PI23 in the nKPI Targets tab of your nKPI form, back to June 2021.

The Data Export sheets

1. From the *Health Service nKPI Report* screen, select the **Data Export – My Service** sheet.

The *Data Export - My Service* sheet displays your health service’s nKPI data for each indicator, for each collection period, back to *December 2014*.If required, you can filter the data by *Collection* (top left-hand corner of the sheet) to only display your data for a particular collection period. You can also filter your health service’s data by any of the categories listed in each of the columns in the table by using the magnifying glass at the top of each column.

1. Now, right-click anywhere In the Data Export table, select **Export** in the menu that displays.

- To extract the table as an image, select **Export as an image**.- To place the table into a PDF document, select **Export to PDF**.- To extract the data in the table into an Excel spreadsheet for use as needed, select **Export data.**

1. To export your data to Excel, select **Export data** and then select **Click here to download your data file**.

We will now look at the **Data Export – Comparison Group** sheet

The *Data Extract - Comparison Group* sheet displays the national dataset for each indicator, for each collection period, back to *December 2014*. By default, this extract will display national averages, however if a comparison group has been selected then the results for the comparison group will display here.
If required, you can filter the data by *Collection* (at the top of the sheet) to only display the data for a particular collection period. You can also filter the data by one of the categories listed in each of the columns in the table by using the magnifying glass at the top of each column.

If required, the information contained within the *Data Extract - Comparison Group* table can be extracted from QLIK into an Excel spreadsheet as required.This is the same process as we covered earlier in the screencast when looking at the *Data Extract – My Service* sheet.

The nKPI Definitions sheet

The *nKPI Definitions* sheet lists the detailed name and current definition for each of the indicators currently being reported on by health services.

The *nKPI Definitions* sheet also includes a column that details any changes that have been made to the specifications of any of the indicators being reported on.

This information could help you and other users within your health service understand exactly what you are looking at when analysing your data for a particular indicator in an individual indicator sheet.

The Notes and exclusions sheet

1. From the *Health Service nKPI Report* screen, select the **Notes and exclusions** sheet.

The *Notes and exclusions* sheet contains two sections - *Usage Notes* and *Exclusions* for xxxx (where xxxx is the selected reporting round):**Usage Notes**

The *Usage Notes* section of the *Notes and exclusions* sheet is used to provide additional information (including disclaimers) relating to the content of the sheets within your QLIK report.The information provided here relates to most of the sheets contained within the report, so it is more efficient to present the information once here on the *Notes and exclusions* sheet rather than repeating it on each individual sheet.

**Exclusions for…**

The *Exclusions for...* section displays the indicators and whether your health service’s data for each of the indicators has been “Accepted” or “Excluded” by the AIHW for the selected reporting round.If your health service doesn’t report on a particular indicator, “No data available” will be displayed for that indicator.**Note:** By default, the information will display for the most recent reporting round, however you can display the exclusion/acceptance information for a previous reporting round if needed using the **Collection** filter field at the top of the sheet.

Work with Filters

When your health service’s data displays in the graph in an individual indicator sheet in QLIK, it will display all your results for the selected indicator for all collection periods, back to *December 2014*.If required though, you can filter the data displayed in the graph to only show certain results (e.g. results for a particular *collection month* or *age group*).

1. To filter the results in the graph in an individual indicator sheet, you first select the *Filter* field for the characteristic you wish to filter the results by, on the left-hand side of the sheet.
2. In the window that displays, select the option you wish to filter by and then select the **Confirm selection** button (the green tick).

The selected filter has now been applied and the results displayed in the graph have changed accordingly.

**Note:** Any filters you apply will display in the grey *Filter Bar* at the top of the sheet so you can see exactly what results are being included in the graph.

**IMPORTANT NOTE:** When working in sheets for indicators with multiple result bands, filtering your results by one of those result bands in the graph will generate a graph in the *Comparison View section* in the bottom half of the sheet.Once a graph has been generated in the *Comparison View* section of the sheet, you can then create a comparison group to compare your results to for the selected result band. For more information, see *Work with Comparison Group* later in this screencast.

Work with Comparison Groups

Comparison groups allow you to build customised groupings of other health services you wish to compare your health service’s results to, for certain indicators.For example, you may wish to compare your results for an indicator to the results of other services in the same state with the same number of clients.**Note:** The orange ‘comparison group’ lines on the graphs will represent the national average until you create a comparison group.

The *Comparison Group* section of the individual indicator sheets will display differently depending on the sheet you are working in.

In sheets for indicators with a single dimension (such as *PI01: Birthweight recorded*) the *Comparison Group* section will display in the bottom left-hand corner of the sheet.

In sheets for indicators with multiple result bands, there will be a separate *Comparison View* section in the bottom half of the sheet.A *Comparison Group* section will display in the bottom left-hand corner of the *Comparison View* section.**Note:** In sheets for indicators with multiple result bands, a graph will not display in the *Comparison View* section until a result band has been selected in the *Time View - My Service* section in the top half of the sheet.

1. To begin creating a comparison group in QLIK, select the first characteristic you wish to add to the group.
2. In the window that displays, select the option you wish to add to the comparison group and then select the **Comparison group** button (the green tick).

The selection has now been applied to your comparison group, and the number of health services that currently meet the criteria of your comparison group displays in the title bar of the *Comparison View* section.

1. Add any other selections to your comparison group if needed.

Once you have completed the creation of your comparison group, you will be able to see how many health services you are now comparing your results to. Your results (back to *December 2014*) will display in the graph as blue bars. The results for the comparison group you have created will appear as orange lines for each of the collection periods in the graph.You can now easily compare your results to the results in your selected comparison group.**Note:** To clear the comparison group you have created, select **Clear all selections** on the *Filter Bar* at the top of the sheet.

Save Filters/Comparison Groups to Apply to Other Sheets

Once you have applied filters or created a comparison group in a sheet in QILK, you can save them as bookmarks for future use if you would like to apply them to other sheets within QLIK.

1. To do this, select the **Bookmarks** button on the *Menu Bar*.
2. To continue, select the **Create new bookmark** button.
3. Enter a title for your new filter/comparison group in the **Title** field and then select **Create**.

While working in an individual indicator sheet in QLIK, you may decide to apply a particular filter/comparison group so you can compare your results against those of other health services.Rather than creating the comparison group from scratch, you can apply a previously created comparison group using the **Bookmarks** button.

1. To do this, select the **Bookmarks** button on the *Menu Bar*.

A list of your saved comparison groups/filters will display here.

1. To apply the applicable comparison group/filter to the selected sheet, right-click on the applicable comparison group and select **Apply selections**.

The comparison group/selection of filters has now been applied to the sheet you are working in and the number of health services you are comparing your results to, will change in the *Comparison Group* section of the sheet.The selections that make up the comparison group that has been applied can each be seen in the *Filter Bar* at the top of the sheet.

Other QLIK Features

**The Shortcut Menu**

When you right-click on a graph in any of the QLIK sheets, a Shortcut menu will display, presenting you with some additional options regarding what you can do with your data.

These options are:**Full screen** – Allows you to put the selected graph into full screen mode.

**Exploration menu** - Allows you to change the way the results display in the graph.**View data** – Shows the selected graph as a data table.

**Share** - Allows you to embed the selected chart into a web page or document.

**Storytelling snapshots** - Allows you to either take a snapshot of the data that can then be used in a presentation you may wish to give about your data or open a library containing the snapshots you have taken using the **Take snapshot/camera** option.

**Download as…** - Gives you the option to export the data as an image, a PDF or an Excel spreadsheet.

**The Hover Menu**When you hover your mouse pointer over a graph in any of the sheets, a Hover menu will display, presenting you with some additional options. These options are:- **Full screen** - Expands the selected graph to full screen view.

- **More (the three dots) –** Displays a menu that allows you to:

* Put the graph into screen mode
* Use the *Exploration menu* to change the way results display in the graph
* Show the selected graph as a data table.
* Embed the selected chart into a web page or document.
* Either take a snapshot of the data that can then be used in a presentation you may wish to give about your data or open a library containing the snapshots you have taken using the **Take snapshot/camera** option.
* Export the data as an image, a PDF or an Excel spreadsheet.