



## **FOTO Executive Dashboard User Guide**

Updated September 2020

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*Any "patient data" displayed in these materials is completely fictionalized and does not relate to any actual individual. Any similarity between the data displayed and any actual individual is purely coincidental.*

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## Overview

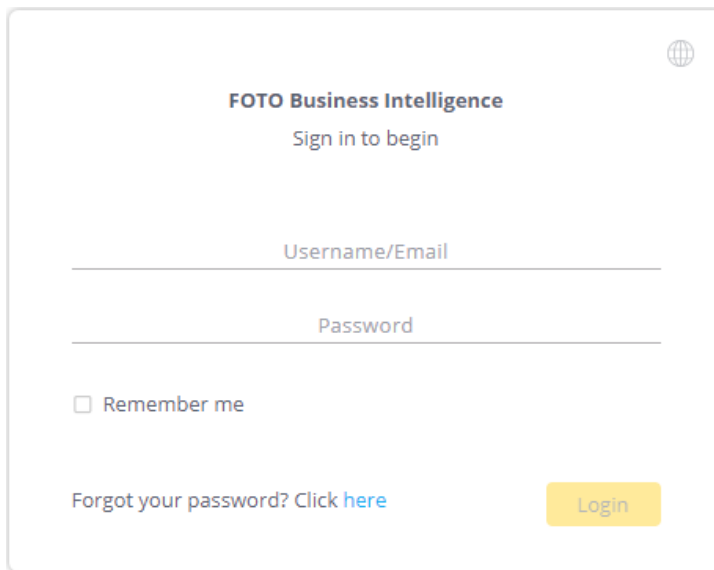
The FOTO Executive Dashboard gives high-level executives and managers a configurable, accessible summary of your FOTO Data. Using custom analytics, you can focus on clinic management, treatment trends, facility marketing, and overall patient care on a monthly, or quarterly basis.

The Executive Dashboard is not limited to one source of valuable data – there are dozens of [available dashboards](#) containing information from Net Promotor Score (NPS) to survey completion rates. All data can be formatted and filtered into easily digestible graphs and charts that you can manipulate to get the information you need.

## Opening the FOTO Executive Dashboard

You can access the FOTO Dashboard by navigating to <https://outcomesanalytics.fotoinc.com/>.

Once you have opened the page, you can login using your email and password. This information will be provided by your administrator.



The screenshot shows the login interface for FOTO Business Intelligence. At the top, it says "FOTO Business Intelligence" with a globe icon in the top right corner. Below that is the instruction "Sign in to begin". There are two input fields: "Username/Email" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom left, there is a link that says "Forgot your password? Click here". At the bottom right, there is a yellow "Login" button.

## Navigating the FOTO Dashboard

The FOTO Executive Dashboard is separated into four main sections.

The screenshot shows the FOTO Analytics Pulse interface. On the left, a 'Dashboards' sidebar lists several options. The main area displays 'Unit Data' for 'Aug 17, 2020 11:53:45 AM' with a table of data. On the right, a 'Filters' panel is visible. A 'User Settings' callout points to the user profile icon in the top right corner.

Group Id	Group	Clinic Id	Clinic
10000G1	Demo Group 1	10000007	Practice 7

### Available Dashboards

The left side of the page lists all the accessible dashboards. You can view a dashboard by selecting it from this list.

A close-up of the 'Dashboards' sidebar showing a search bar and a list of dashboard options:

- Averages - Months
- Averages - Quarters
- Core FOTO - Months - Clinics
- Core FOTO - Months - Groups

### Unit Data

The center of the page contains all the data for the dashboard. Each type of data is represented in an intuitive table or graph, such as pie charts, bar graphs, or any other combination. The displayed charts and graphs change based on the selected dashboard.

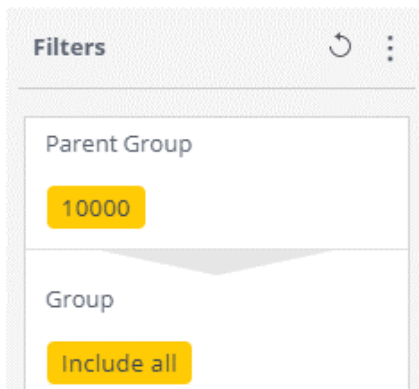
You can print the data in an image, .csv, .pdf, or Excel file by selecting the button in the top right corner.

Unit Data			
Aug 17, 2020 11:53:45 AM			
Group Id	Group	Clinic Id	Clinic
10000G1	Demo Group 1	10000007	Practice 7

You can view more in-depth information about each dashboard [here](#).

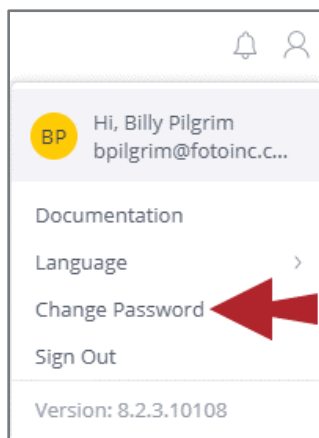
### Dashboard Filter

The right side of the page contains the selected Dashboard’s filters. You can filter the displayed data by choosing options from the dropdown. See [Filtering the Dashboard](#) for more information.



### User Settings

Your user settings are in the top right corner of the page. You can change your password under this menu.



## Filtering the Dashboard

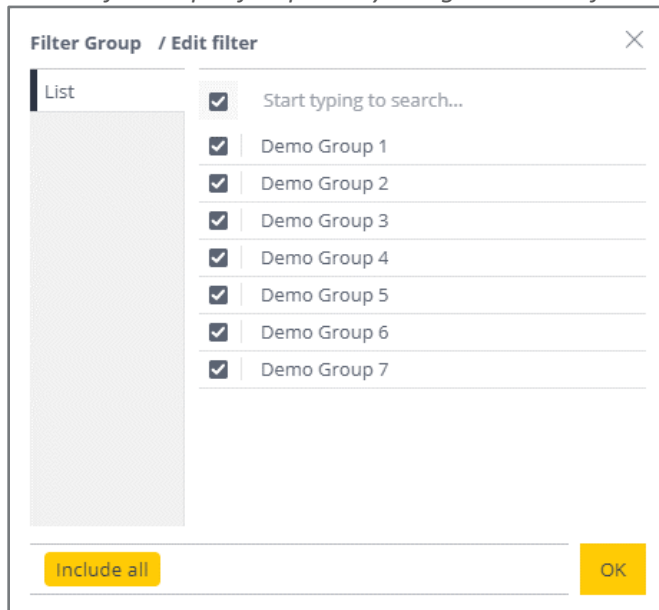
Any dashboard can be filtered by selecting options on the right side of the page. Each dashboard will have different filters.

1. Select the **Edit** icon next to a specific filter.



2. Select each checkbox to include in the dashboard.

*You can find a specific option by using the search field at the top of the window.*



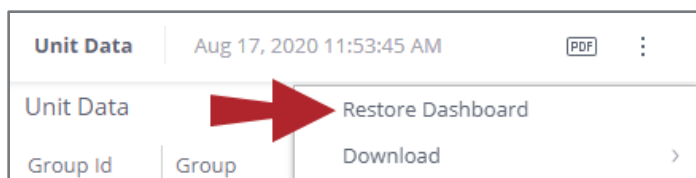
3. Select **OK**.

## Resetting Filters

You can clear all filters on a dashboard by selecting the restore button at the top of the **Filters** panel.

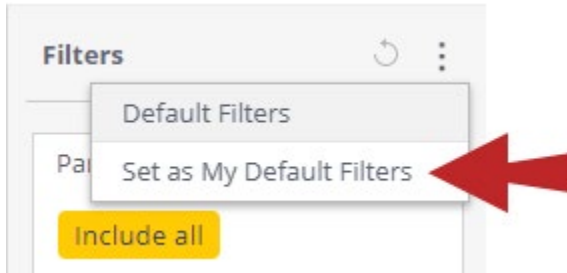


Alternatively, you can reset your filters by selecting **Restore Dashboard** under the **Unit Data** panel.



## Default Filters

If you want the current filter setup to be applied every time you open a dashboard, you can set it as a **Default Filter** using the three dots in the top right corner of the **Filters** panel.



## Printing and Downloading the Dashboard

Dashboard data can be **printed** or **downloaded** so it can be easily distributed to other parties.

Printed data is sent directly to a connected printer. Downloaded information is first saved on the computer and can be printed later.

Dashboard data can be downloaded into four file types:

- **Images** and **PDFs** are preferred if you want to display the information exactly as it appears on the screen, without allowing the recipient to modify it.
- A **csv** or **Excel** file is preferred if the recipient needs to modify, tweak, or copy any of the information.

## Printing Information

You can quickly print to PDF by selecting the **PDF** icon above the **Unit Data** panel.



## Downloading Information

You can download information by using the three dots above the Unit Data panel.

1. Select the **More** icon.

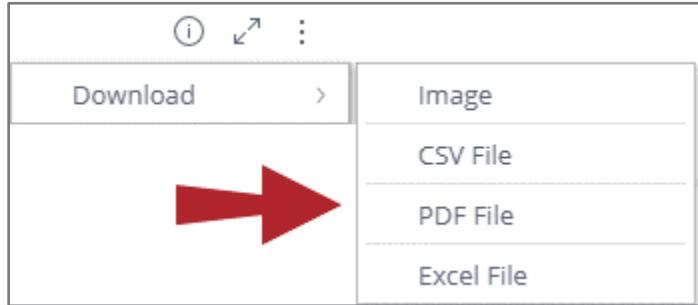


2. Choose **Download**.



3. Choose your file type. The file will automatically start to download.





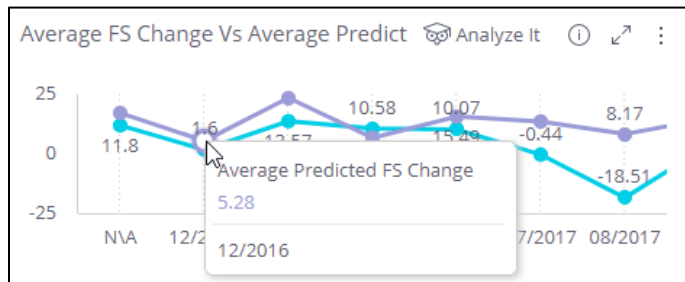
## Interacting with the FOTO Executive Dashboard

The FOTO Dashboard is highly interactive and intuitive when filtering your data.

Each dashboard is made up of **widgets**. A widget is a specific graph, table, or other collection of data. By interacting with these widgets, you can filter, sort, and drill down into more detailed information.

### Viewing more information

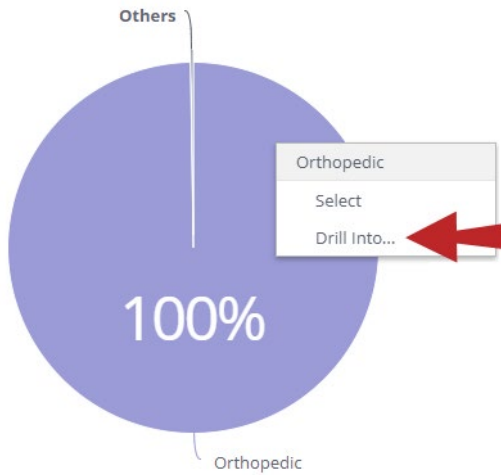
You can view more specific information on a data point by hovering your cursor over a chart or graph. Any additional information will display in a pop-up window.



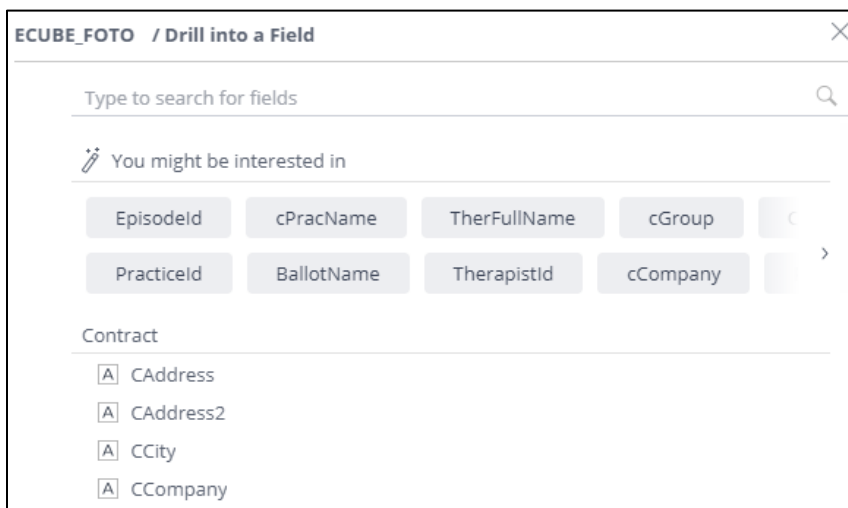
### “Drilling down” into a graph

“Drilling down” means accessing more detailed information for a specific widget. Each widget has different data that can be “drilled down” into.

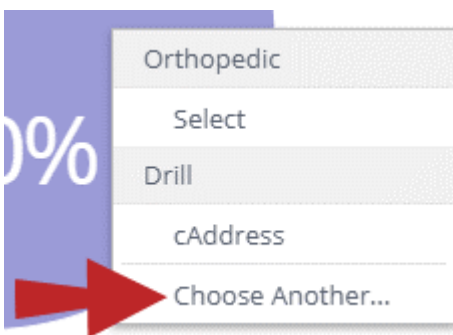
You can drill down into a graph by right clicking on the widget and selecting **Drill Into** from the menu.



After selecting this button, you must select a specific data field from the pop-up window. The dashboard will automatically update the displayed data based on your choice.



If you have previously drilled into a widget, the most recently selected option will display under the **Drill** menu. You can choose a new option by selecting **Choose Another**.



### Sorting a table

Data on a table can be ordered by clicking on the arrow icon in a column header. Selecting this icon will sort all the entire table in ascending or descending order.



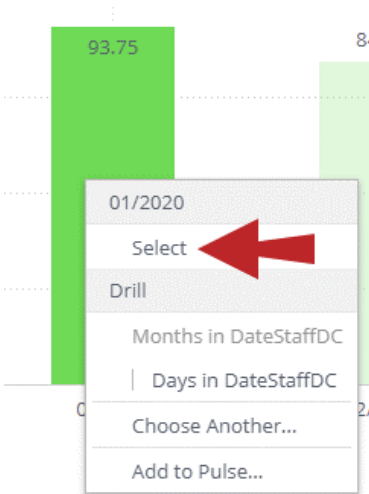
Once a table is sorted, the icon will display next to the column that is currently being used to sort the table. To reverse the sort order, select the arrow again.

Clinic Id	Clinic	# Episodes	Average FS Change	Average Predicted FS Change
10000099	Practice 99	1,958	11.79	15.35

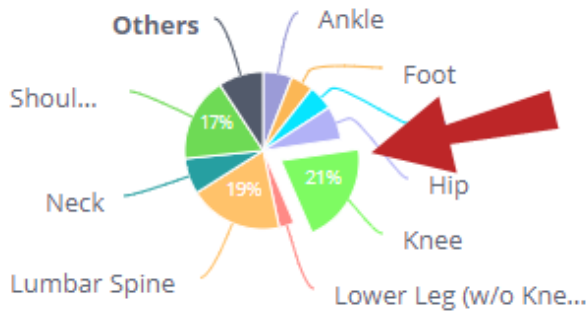
### Filtering with a chart

Pie charts and bar charts are a simple way to visually represent data points. You can filter the rest of the dashboard by specific data points by selecting part of the chart.

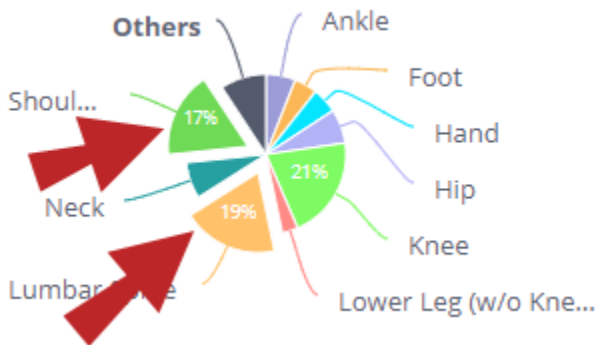
You can also right click on a part of the chart and choose **Select** to choose that part of the widget.



When a chart is being used to sort the rest of the dashboard, the “slice” will be pulled out from the rest of the chart. On bar graphs, the widget will only display the selected parts.



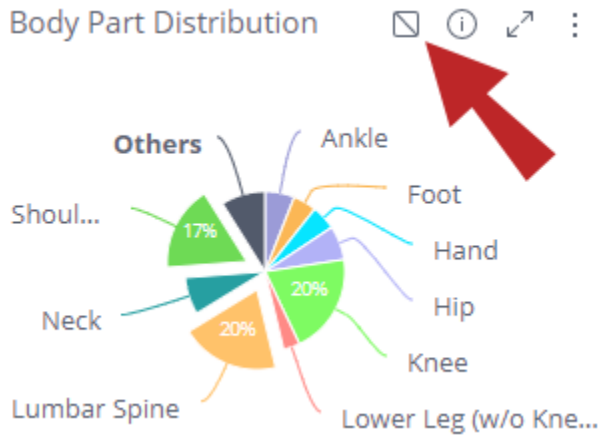
You can select multiple parts of a chart by holding the **Ctrl** key while clicking.



You can also sort using multiple charts by selecting more than one widget on the dashboard.

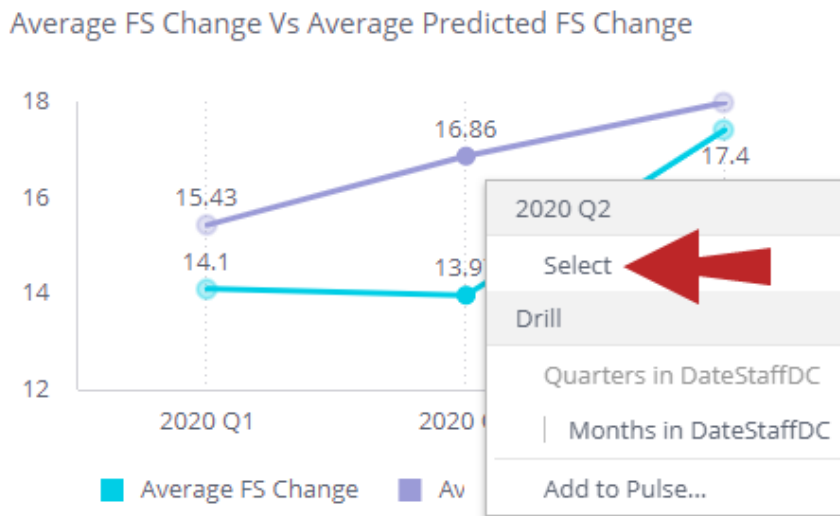


To clear the applied filters, hover on a dashboard widget and select the **Clear Selection** icon.



### Filtering with a line graph

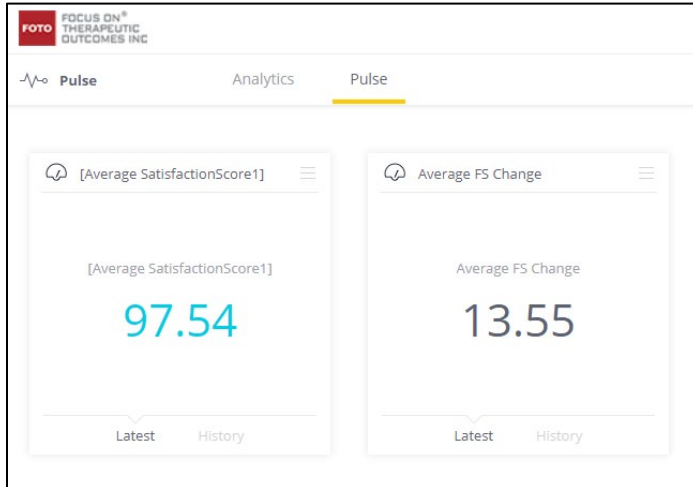
You can select a specific data point on a line graph by clicking it, or by right clicking and choosing **Select**.



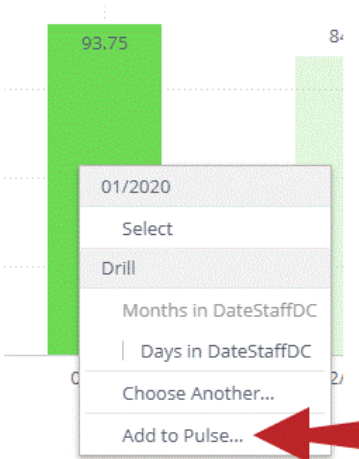
More than one data point can be selected by holding the **Ctrl** key while clicking.

## Using Pulse

The **Pulse** tab is a customizable area where you can add specific metrics and thresholds for quick, easy access.



You can add new point to the pulse tab by right clicking on a data point and selecting **Add to Pulse**.



Once a data point is added to Pulse, you can interact with it in a few ways:



## Available Dashboards

### Averages – Months

The Averages dashboard calculates the average number of visits, average episode duration, and average functional status change for completed episodes and compares them to the average FOTO predicted values on a month-by-month basis.

This dashboard can be used to locate specific trends in treatment and compare the predicted values against the recorded data.

### Averages – Quarters

The Averages dashboard calculates the average number of visits, average episode duration, and average functional status change for completed episodes and compares them to the average FOTO predicted values on a quarterly basis.

This dashboard can be used to locate specific trends in treatment and compare the predicted values against the recorded data.

Calculations on this dashboard are identical to the **Averages – Months** dashboard.

### Core FOTO – Months – Clinics

The Core FOTO Dashboards are a summarization of all your FOTO data for a specific date range and type of audience. This dashboard combines key data points from a variety of other dashboards into a single location.

This dashboard summarizes this data by clinic on a monthly basis.

### **Core FOTO – Months – Groups**

The Core FOTO Dashboards are a summarization of all your FOTO data for a specific date range and type of audience. This dashboard combines key data points from a variety of other dashboards into a single location.

This dashboard summarizes the data by group on a monthly basis. Groups on this dashboard will be different for each client, as they reflect how groups are utilized in your FOTO organization.

### **Core FOTO – Months – Therapists**

The Core FOTO Dashboards are a summarization of all your FOTO data for a specific date range and type of audience. This dashboard combines key data points from a variety of other dashboards into a single location.

This dashboard summarizes this data for episodes administered by specific therapists on a monthly basis. To be included on the dashboard, the therapist must be listed as the primary clinician for the episode in FOTO.

### **Core FOTO – Quarters – Clinics**

This dashboard summarizes this data for episodes for an entire clinic on a quarterly basis.

### **Core FOTO – Quarters – Groups**

The Quarters – Groups summarizes this data for episodes for a group of clinics on a quarterly basis.

Groups on this dashboard will be different for each client, as they reflect how groups are utilized in your FOTO organization.

### **Core FOTO – Quarters – Therapists**

This dashboard summarizes this data for episodes administered by a specific therapist on a quarterly basis.

### **CPG Classifications**

The CPG Classifications dashboard summarizes episodes by CPG Classification over a specific date range. In order to display on this charge, the CPG Classification must be selected in FOTO for the patient episode in the Episode Details screen.

Columns on this dashboard are based on the Clinical Practice Guidelines (CPG) developed by the APTA.

This dashboard can be used to filter outcomes based on CPG classifications.

### **Net Promotor – Months**



The Net Promotor – Months dashboard will summarize your Net Promotor Score (NPS) data on a monthly basis.

Promotors (score of 9 or above) are displayed in green. Passive responses (score of 7 or 8) are displayed in grey. Detractors (score of 0 to 6) are displayed in red.

### **Net Promotor – Quarters**

The Net Promotor – Quarters dashboard will summarize your Net Promotor Score (NPS) data on a quarterly basis.

Promotors (score of 9 or above) are displayed in green. Passive responses (score of 7 or 8) are displayed in grey. Detractors (score of 0 to 6) are displayed in red.

### **Satisfaction – Months**

This dashboard summarizes the average post-visit survey satisfaction rating given by patients for the past 6 months. The average status for a single month is the combination of all questions that were available in the survey.

An overall status calculation for the date range is also provided.

### **Satisfaction – Quarters**

This dashboard summarizes the average post-visit satisfaction rating given by patients for the past 3 quarters. An overall status calculation for the date range is also provided.

### **Secondary Assessments**

The Secondary Assessments dashboard compiles and summarizes the secondary assessments that were administered for a specific date range.

### **Unit Data**

The Unit Data dashboard summarizes specific episode functional status change, and prediction data for specific therapists by clinic and group.

This dashboard can be used to more deeply examine and filter detailed information that might be listed on other dashboards.

### **Unit Data Employer Referral**

The Unit Data Employer Referral dashboard compiles episodes for which a specific Employer Referral was selected in the Episode Details.

This dashboard can be used to market your outcomes to a specific employer.

### **Unit Data Insurance Referral**

The Unit Data Insurance Referral dashboard compiles episode data based on the insurance plan selected as the Insurance Referral in the Episode Details.

This dashboard can be used to market your outcomes to specific payors.

## Unit Data Other Referral

The Unit Data Other Referral dashboard compiles episodes for which an “Other Referral” was selected in the Episode Details. Other Referrals can be anything the organization wants to track such as episodes included in a specific study. The FOTO Admin can create multiple Other Referrals as needed in FOTO.

## Unit Data Physician Referral

The Unit Data Physician Referral dashboard compiles episode data by the physician who referred the patient to the therapist or clinic.

## Utilization – Months

The **Utilization – Months** dashboard will analyze the patients Risk Adjusted Utilization Index on a monthly basis.

This index calculates and compares the patient’s functional status (FS) change and visits against the predicted change and number of visits, then adds the patient in one of three ranks: **high, expected, or low.**

- **High utilization** indicates that the patient had less visits than predicted to achieve their expected functional status (FS) change.
- **Expected utilization** indicates that the patient had the same amount, or close to the predicted number of visits to achieve their functional status (FS) change.
- **Low utilization** means the patient had more than expected visits to achieve the expected functional status (FS) change.

	Low Visits	Expected Visits	High Visits
High FS Change	1	2	3
Expected FS Change	4	5	6
Low FS Change	7	8	9

*FS/Visit Cell:* High Expected Low

## Utilization – Quarters

The **Utilization – Months** dashboard will analyze the patients Risk Adjusted Utilization Index on a monthly basis.

This index calculates compares the patient’s functional status change against the predicted number of visits and adds the patient in one of three ranks: **high, expected, or low.**

- **High utilization** indicates that the patient met or exceeded the predicted functional status (FS) change in the predicted number of visits or less.

- **Expected utilization** indicates that the patient either met the predicted change in the predicted number of visits, had fewer visits than predicted and a low functional status (FS) change, or had a higher number of visits and exceeded the predicted FS change.
- **Low utilization** means the patient had a low functional status (FS) change in the predicted number of visits or had more than expected visits to achieve a low or expected functional status change.

	Low Visits	Expected Visits	High Visits
High FS Change	1	2	3
Expected FS Change	4	5	6
Low FS Change	7	8	9

FS/Visit Cell: 

High	Expected	Low
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