Zero Suicide Data Dashboard
User Manual

Last Updated 2/25/2025

Helpdesk/contact information: zsionline@edc.org

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Signing up for the Zero Suicide Dashboard

Access to the Zero Suicide Data Dashboard can be found on this <u>webpage</u>. Once you click on **'Access Portal'** you will click the button on the top right of the screen which reads **'Sign Up!'** to create a new account. You will only do this if you are the first person at your organization to register for a Zero Suicide Account, otherwise, you should request your organization's admin invite you to create a team member account.

Where to find the link to register for the ZS Data Dashboard

Data Entry

Once the Organization, Groups, and Members are set up under the organizational dashboard account, both admins and general users will be free to submit data to the dashboard on behalf of their group.

The first time a member of a group enters data, they will be asked to set up which of the nine Zero Suicide metrics they wish to track. This process may take a few minutes and is best determined by the group in advance.

It's recommended that organizations enter data into the Zero Suicide Data Dashboard quarterly to celebrate implementation successes and identify areas for improvement.
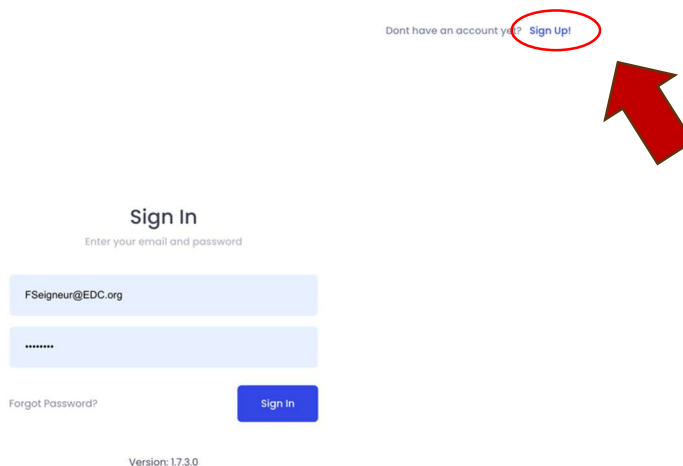
Technical Support

If you experience any technical issues with the Zero Suicide Data Dashboard platform, please reach out for support at zsionline@edc.org.

Access Portal

Creating an Admin account for your organization

This is where you will go to create an Organizational Admin account **if your organization does not already have an account**. You will click the 'Sign Up' button on the top right corner of the page.

Dont have an account yet? **Sign Up!**

Sign In
Enter your email and password

FSeigneur@EDC.org

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Forgot Password?   **Sign In**

Version: 1.7.3.0

Sign Up Page

Complete the sign-up page and verify your email address as prompted.
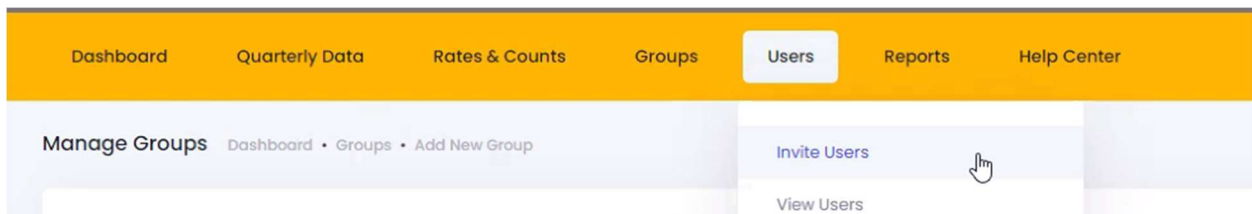
Welcome Screen

Once you've completed your sign up, you will see the following Welcome Screen
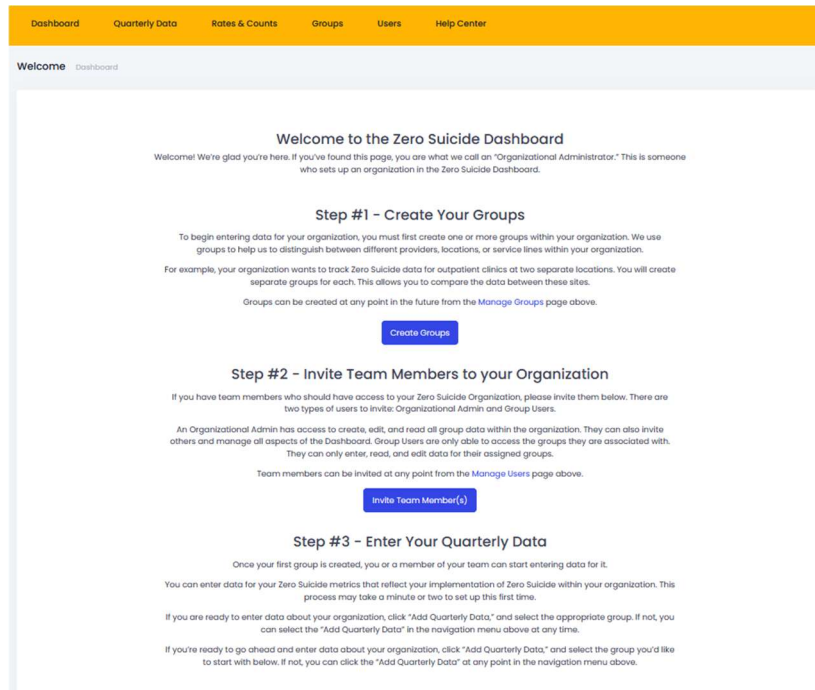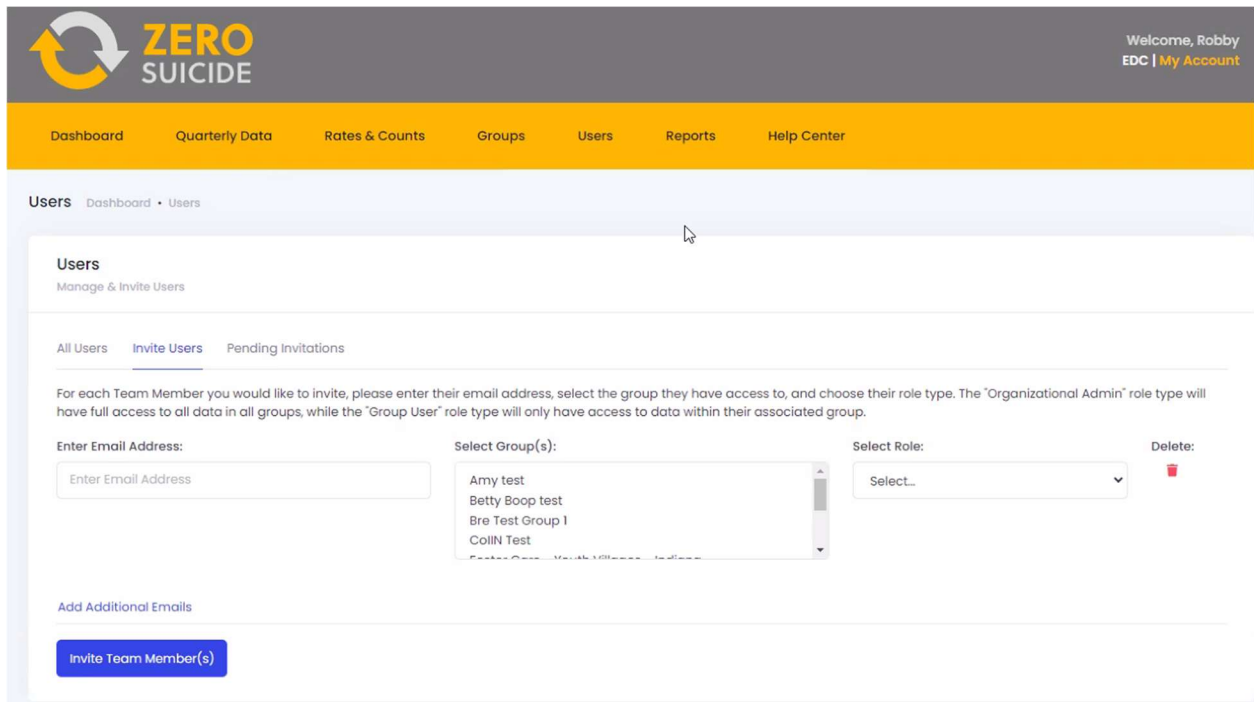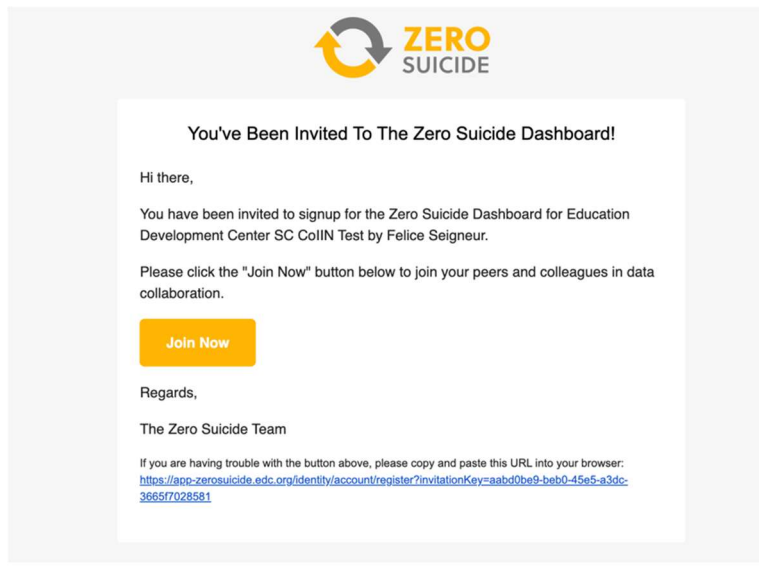

Adding New Users

Inviting a New User

The Organizational Administrator can invite new team members. To invite a new user, you will click on 'Users' then select 'Invite Users.' After this, you will enter information for the new user.
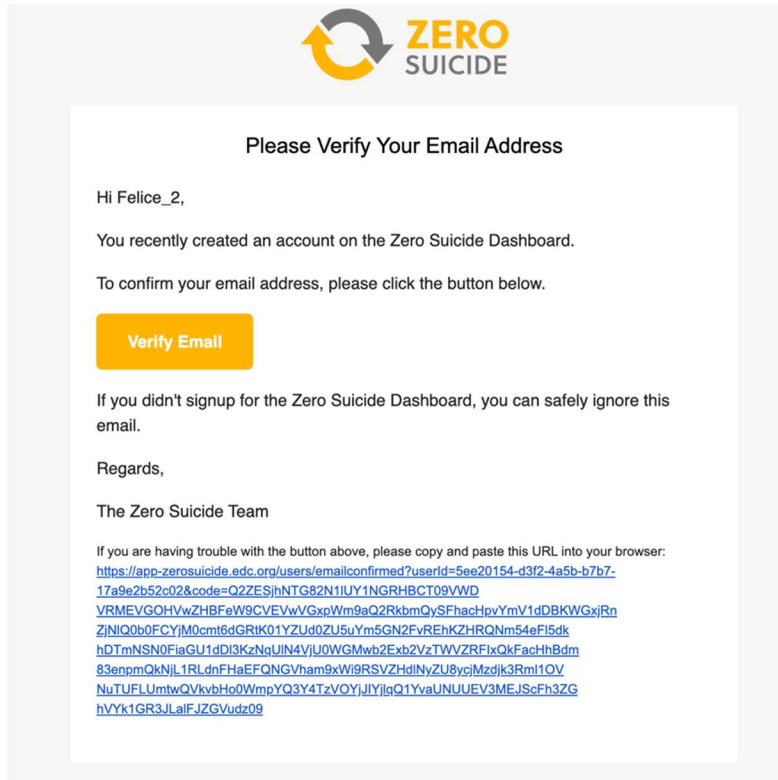
Once the organization admin has completed these steps, then the end user should receive the following email:

After clicking on the 'Join Now' link, you'll be instructed to verify your email address.

Team Member Welcome Screen

After you've verified your email address, you'll be directed to the following Welcome Screen which provides details on common dashboard actions.

Step #1 - Verify Your Group

Welcome! We're glad you're here. If you've found this page, you're what we call a "Group User." This is someone who has been invited by an organizations Zero Suicide Dashboard Administrator to join one or more groups within the Zero Suicide Dashboard. We use groups to help us to distinguish among different providers or service lines within your organization.

For example, your organization wants to track Zero Suicide data for outpatient clinics at two separate locations. Separate groups are created for each location and you are only allowed to enter and view data for the group you are a member of.

You have been added to the group(s) **ED_1_SC CollN, ED_2_SC CollN** . If you believe you're in the wrong group, contact your Organizational Admin or Team Manager.

Step #2 - Enter Your Quarterly Data

Once your group has been created, you or a member of your team can start entering data for it.

You have the option of entering data for up to 9 key Zero Suicide metrics that reflect your work on the implementation of Zero Suicide within for your organization. This process may take a minute or two to set up this first time.

If you're ready to go ahead and enter data about your organization, click "Add Quarterly Data," and select the group you'd like to start with below. If not, you can click the "Add Quarterly Data" at any point in the navigation menu above.

Add Quarterly Data ⌄

Step #3 - View Your Dashboard

Once you're finished entering your data, you'll be able to see your data in the Dashboard by clicking "View Dashboard" below or the "Dashboard" navigation menu item above. .

You may also want to enter historical data (e.g., data from the past year of implementation if you have it) so you can start to go ahead and see trends for your organization.
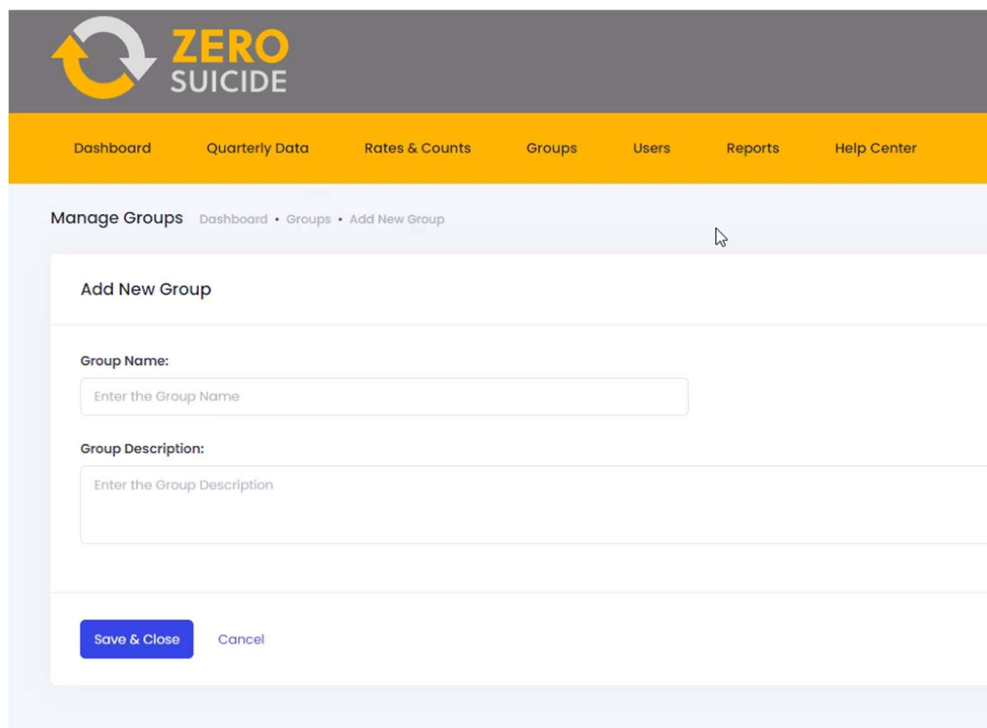
View Dashboard

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Adding New Groups

Any data entered into this dashboard needs to be associated with a group. Your organization may have several groups within it, each could have distinct data to report. Organizational administrators may create or delete groups. If you have a team member account, you may already have access to your organization's groups, to check your access you can click on 'Groups', then 'View Groups.'

To create a new group, you will click on 'Groups' then 'Add Group.'
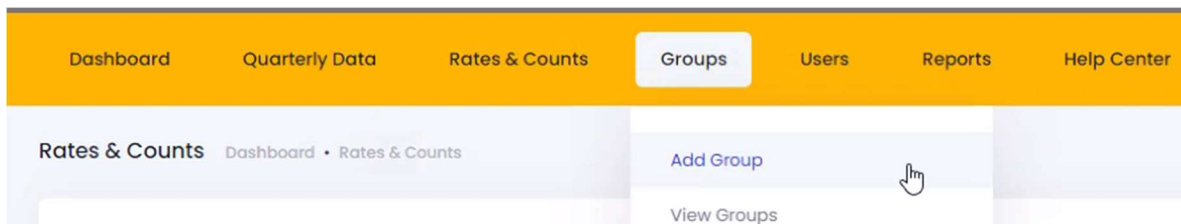
After clicking on 'Add Group' you will then enter information for your new group. Make sure you are as descriptive as possible, so that other users within your organization who have access to this group know how you define the group.

Adding New Data

Accessing New Data Entry from Welcome Screen

This can be done by either clicking on Step 2 on the Welcome Screen, or by clicking on 'Quarterly Data' on the top horizontal menu.
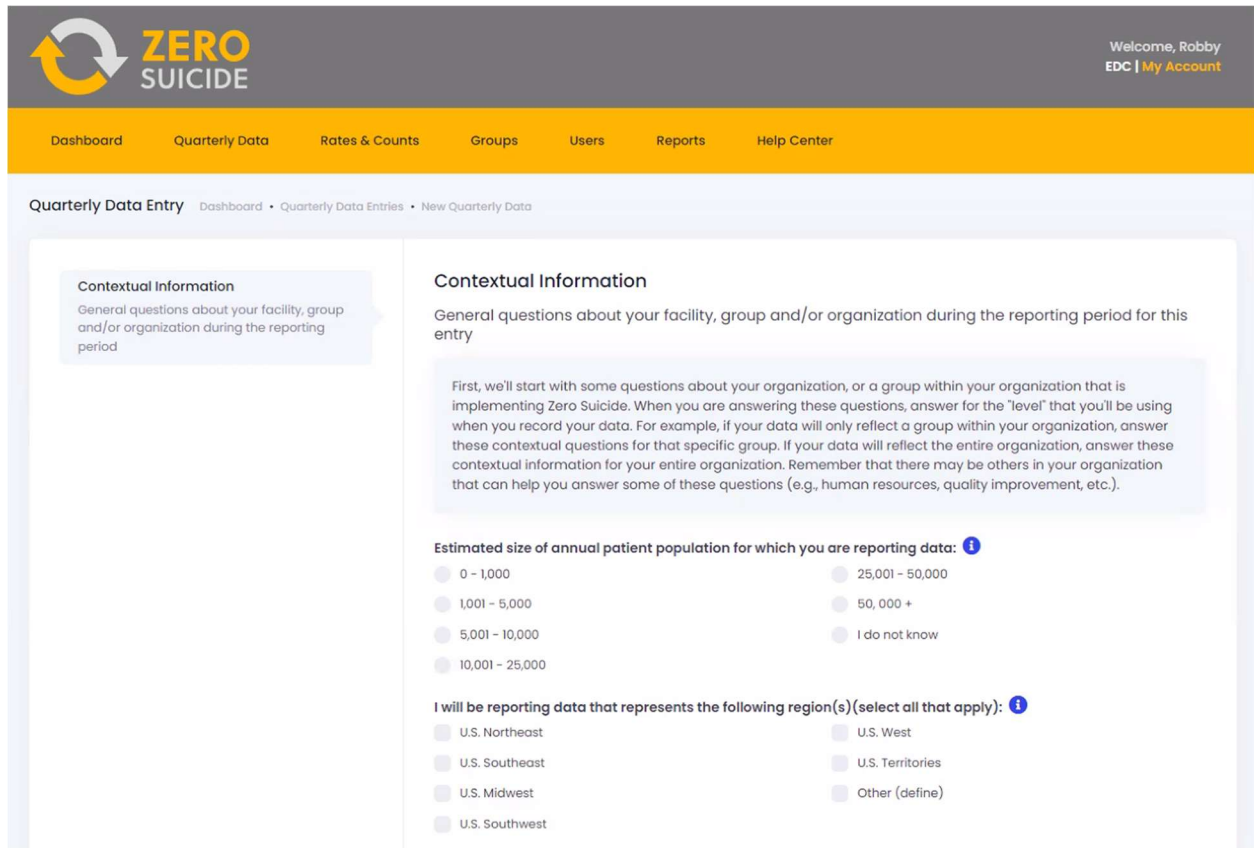

Accessing New Data Entry from the Top Tool Bar

After clicking 'Add Quarterly Data' you'll need to select the group to which you'll be adding new data (depending on your access, you may only see one group here).
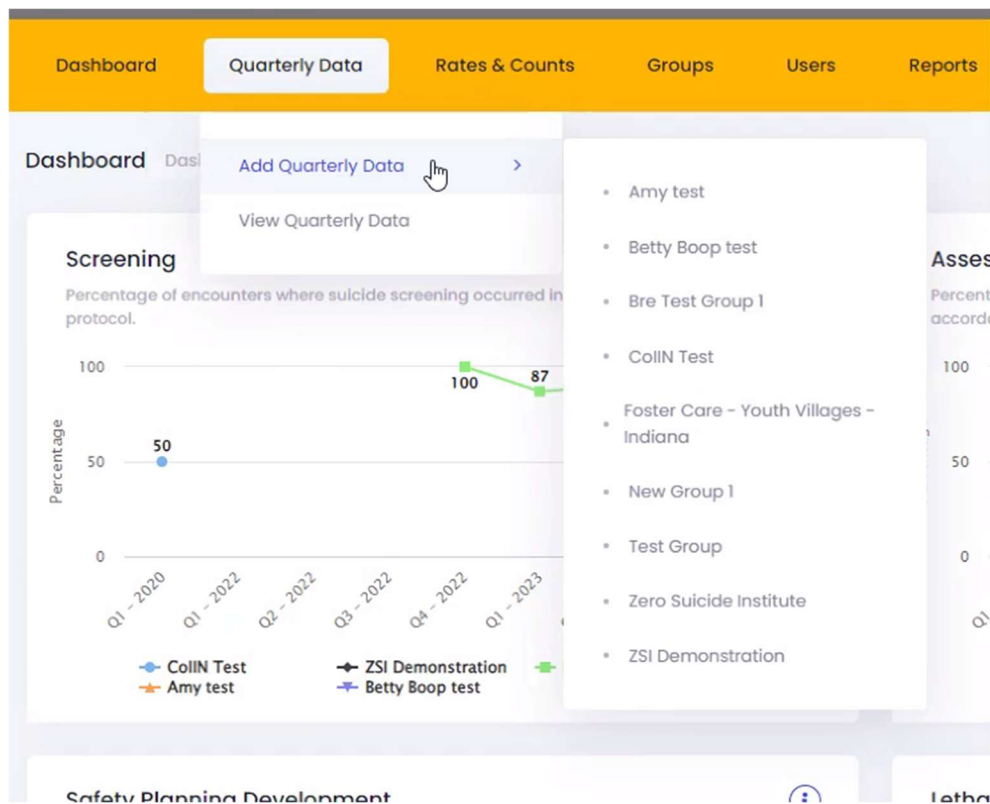
Adding Contextual Information

Before entering any data related to tracking implementation of Zero Suicide, you will need to report on contextual information relevant to the environment where you are implementing the Zero Suicide framework and expecting to see change. This may be a team, division or department within a larger organization or clinic, or the entire organization itself. These data points will help with calculating rates, understanding how to interpret data, and provide context across different reporting organizations. Lastly, depending on which elements of Zero Suicide you select that your group is currently implementing, this will determine which data points you will have access to in your data dashboard (e.g. Screening, Assessment, Safety Plan Development, etc.).

As with any of the data fields in this dashboard, please read the instructions before responding, as they will provide important guidance on how to accurately record your data.

Contextual Info Cont.

My healthcare system is/is part of a (select all that apply):

National system   Health plan
Regional system   Hospital system
Multi-state system   Integrated delivery system
State/tribal system   Provider organization
Children's hospital   Other(define)

What is the setting for which you are reporting data (select all that apply)?

Community Mental Health Center(CMHC)/ Outpatient Behavioral Health   Emergency Department (General Medical)
Outpatient Psychiatric   Psychiatric Emergency Services
Primary Care (non-FQHC)   Urgent Care
Integrated Primary Care/Behavioral Health   Indian Health Services
Federally Qualified Health Center (FQHC)   Tribal Primary Care
Certified Community Behavioral Health Clinic (CCBHC)   Tribal Behavioral Health Organization
Outpatient Medical/Specialty Medical   Department of Defense (DoD)/Military Health System/Veterans Health Administration (VHA)/Other primarily veterans-serving organization
Inpatient Psychiatric   College Counseling Center
Inpatient Behavioral Health   School/school-based health Center
Residential – Behavioral Health   Crisis Center/Mobile Crisis
Rehabilitation (substance misuse)   Other (define)
Inpatient Medical
Substance Abuse Treatment

What is the age of population for which you are reporting data (select all that apply)?

Under 18   45-64
18-25   65+
26-44

Contextual Info: Selecting Zero Suicide Elements

As part of your organization's protocol, which of the following Zero Suicide activities do you implement?

Selecting all of the Zero Suicide activities you implement in this question is **important** as it drives the metrics that will be included on your Dashboard. Please select the activities for which you are reporting data.

Suicide screening   Follow-up when patient is discharged, transferred, or otherwise separates from the treatment setting.
Suicide assessment   Caring contacts
Safety planning   Direct Treatment
Lethal means counseling
Care management plan/pathway to care
Follow-up procedures for missed appointments for patients who are on a suicide care management plan/ pathway to care

Enter the Reporting Period
Please enter all metrics according to your group's protocol during the reporting quarter.

Reporting Year: **Reporting Quarter:**

[   ]   Select...   ⌄

Reviewing Contextual Data

Each time you are going to add new quarterly data you will be asked to review the contextual data and revise/change as appropriate.

Adding Zero Suicide Element Data

Depending on which elements you reported implementing in your contextual data screen, you will have options to enter data related to those Zero Suicide elements. As seen below, this user selected 'Screening,' 'Assessment,' and 'Safety Plan Development' as the elements they are entering data for. After you click 'next' on the contextual data page those options should appear on your left menu. As you are completing each data element, please read the guidance text carefully to ensure accuracy.
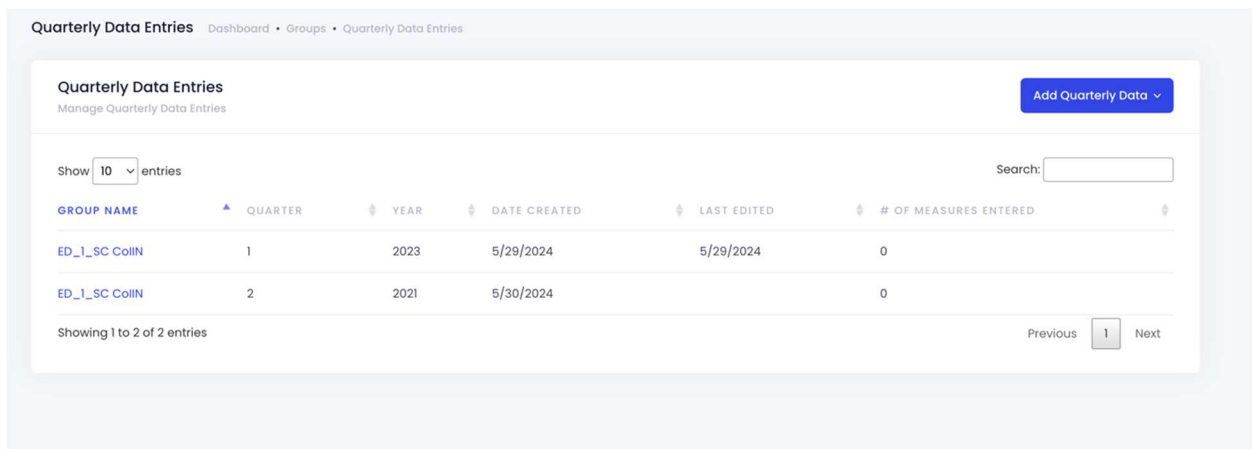
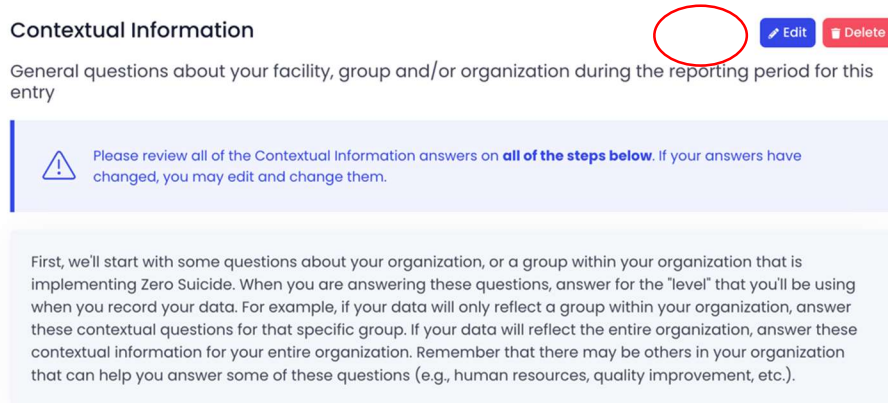## Editing previously entered Quarterly Data

To edit previously entered data you can click on 'View Quarterly Data'
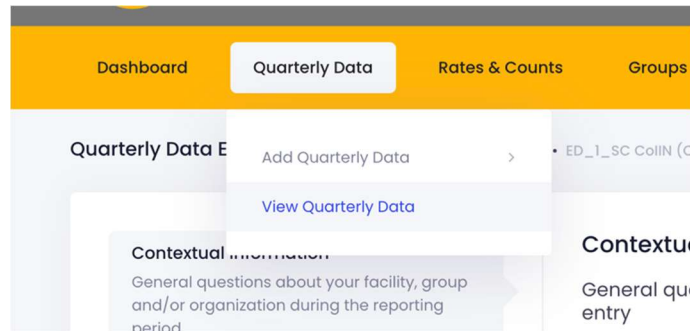
Once you click on view data, you will see a list of all data entries by group that have been entered.
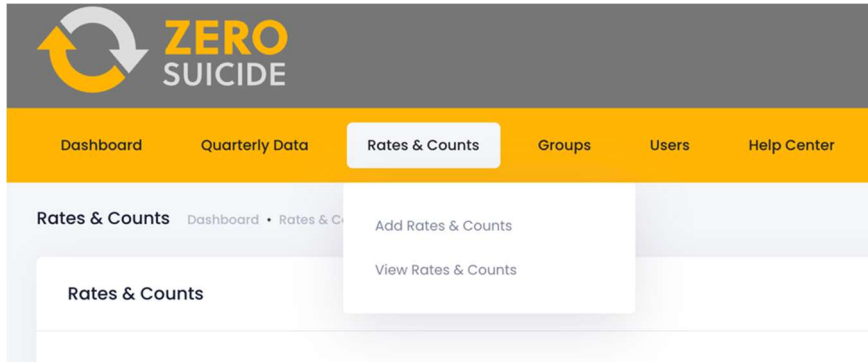

After clicking on the group/reporting period you'd like to edit, you will see the following option at the top of the screen to edit or delete the entry.
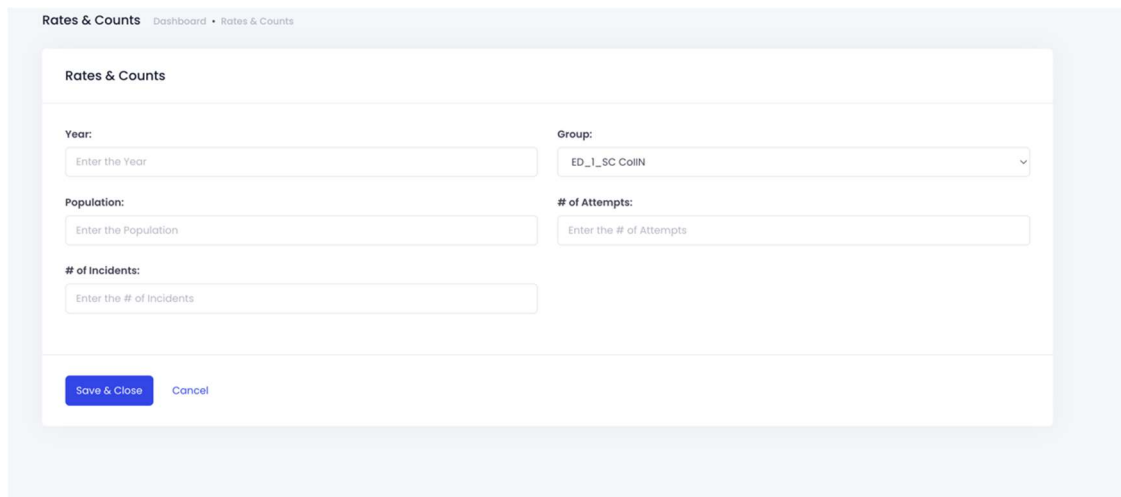
Adding New Data for Rates & Counts

Ideally, you will want to track the number of suicide deaths (incidents) and suicide attempts within your group. To do this, you will click on 'Rates & Counts' and select 'Add Rates & Counts.'

You will then enter your group's data related to incidents and attempts for the relevant year (these rates/counts are only collected annually).
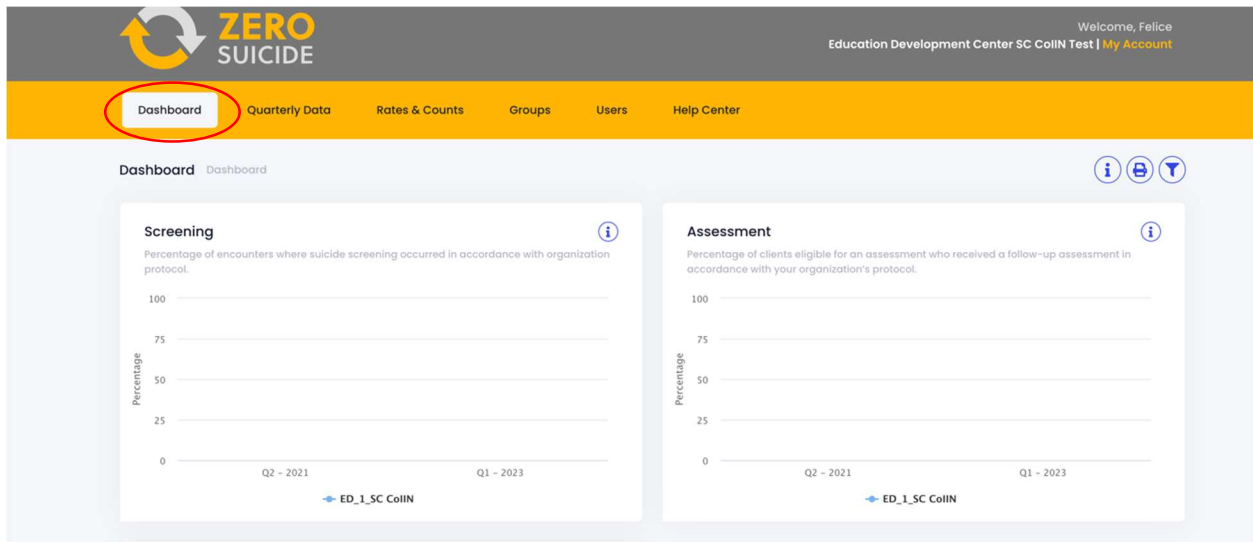
Viewing Data

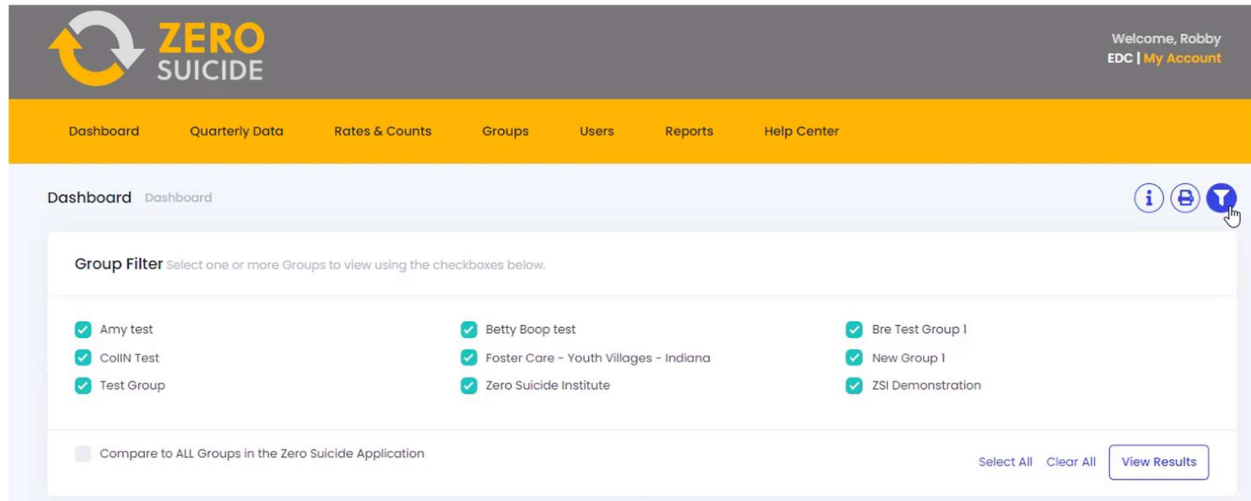## Viewing Previously Entered Quarterly Data

There are two different ways to view quarterly data you have previously entered. If you want to view an individual entry and not longitudinal data, (this is primarily used for editing or deleting as described above) you can click on 'Quarterly Data' then select 'View Quarterly Data'.
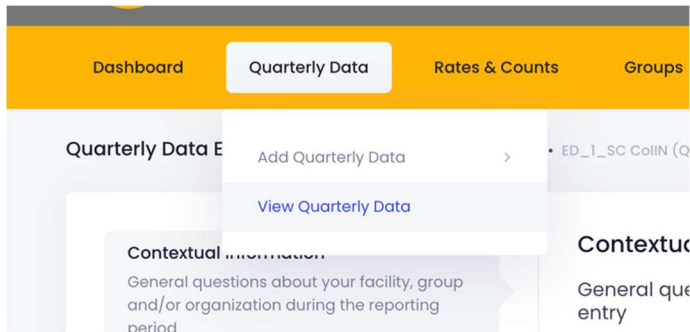
If you would like to view all data for which you have entries, across time periods, or longitudinally, you can click on the 'Dashboard' option on the top menu.
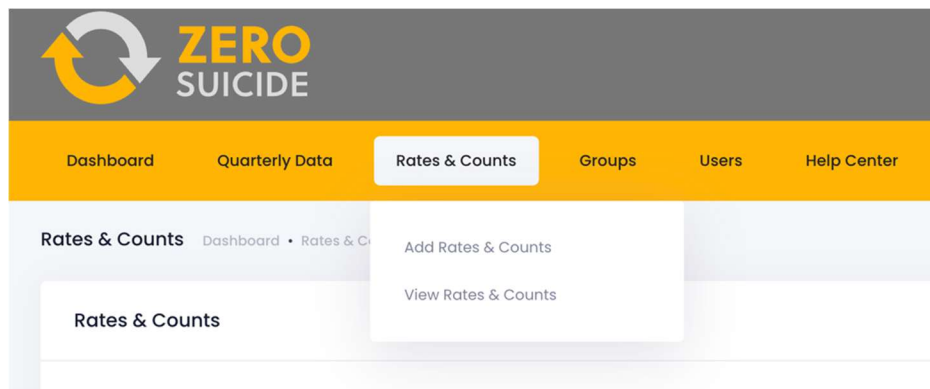
Once there, you can filter data by group.

Viewing Previously Entered Rates/Counts Data

Like Zero Suicide element data, there are two ways to view previously entered rates and counts. You can click 'View Rates & Counts' from your top menu.

You will then see individual entries for annual rates and counts with a text display. You can click on the year for the entry, this will allow you to edit or delete the entry.
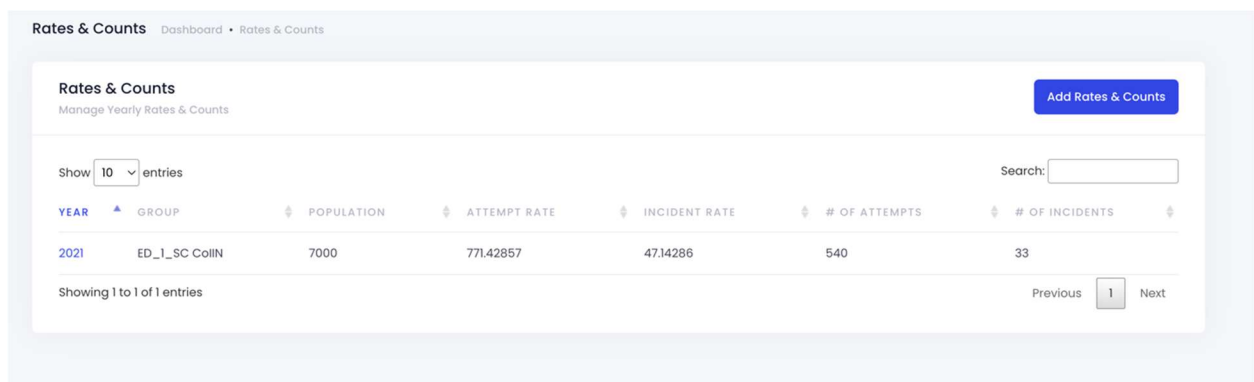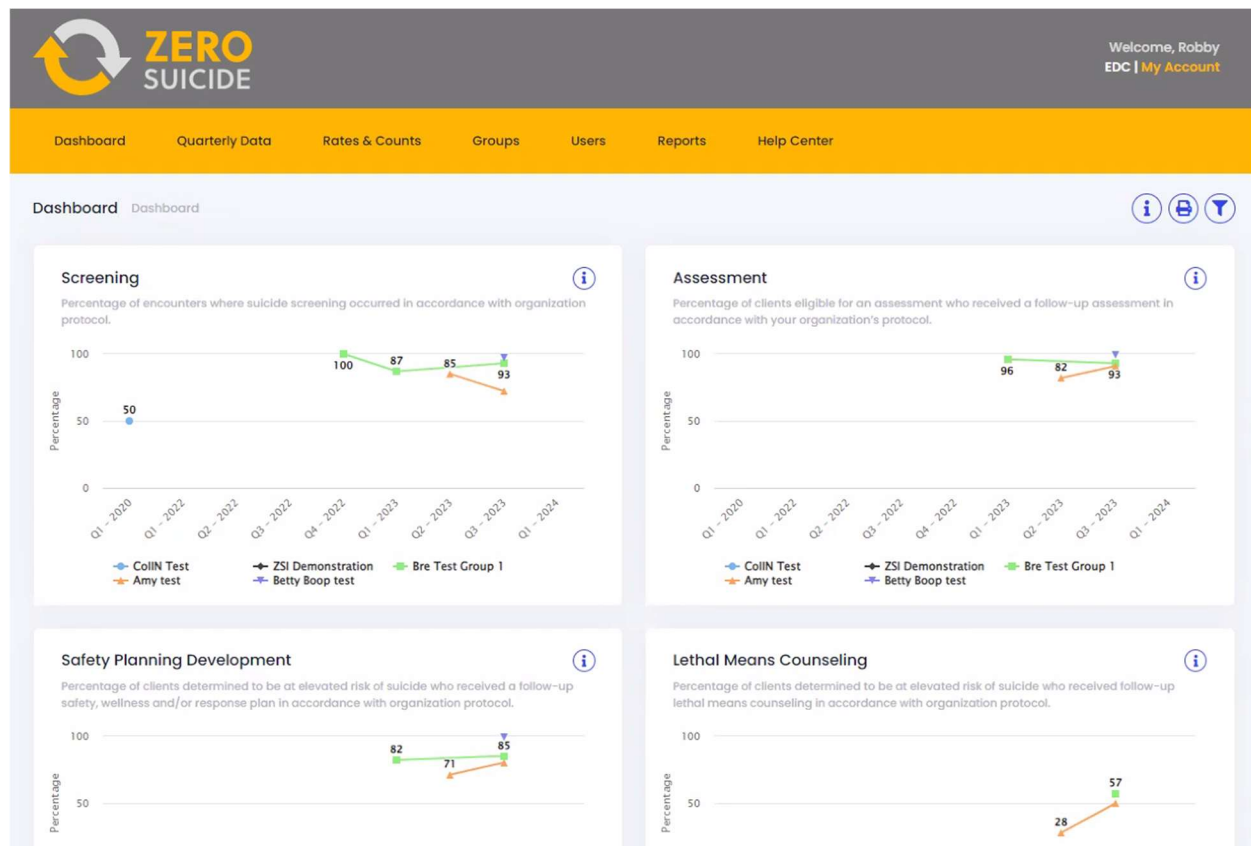
Once you have data entered for rates and counts, these data will be displayed graphically and longitudinally on your main dashboard page, underneath any Zero Suicide element data you may have. Rates are calculated and shown as per 10,000 persons.

Main Dashboard View

Once you have entered data into one or more groups, your main dashboard page will look like this.

Frequently Asked Questions

The 'Frequently Asked Questions' page is a helpful resource if you have questions about a particular function or requirement for the dashboard.