

Zero Suicide Data Dashboard User Manual

# Zero Suicide Data Dashboard User Manual

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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 acc	ount yet? Sign Up!	>
Enter yo	Sign In bur email and password			
FSeigneur@EDC.org				
Forgot Password?	Sign II			
	Version: 1.7.3.0			



# Sign Up Page

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

Sig	your account and organia	zation.	Already have an account?	Login
First Name	Last Name			
Organization				
IMPORTANT NOTE: Please confirm with yo have an account in the Zero Suicide Data duplicate organization unless you're creat region within your organization. If so, plea difference, i.e. Education Development Ce Center.	ur organization that they Dashboard. You should n ting an account for a diffe se ensure the name you on nter Solutions vs. Education	do not already tot create a erent section or enter reflects that on Development		
DUNS Number				
Organization Address				
City	STATE	Zip		
FSeigneur@EDC.org				
Confirm password				
Passwords must be at least 6 characters long character.	g with 1 uppercase, 1 lower	rcase, 1 number, and 1		
I'm not a robot				



## Welcome Screen

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

Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Help Center
Welcome Dashboar	rd				
		We	elcome to	the Zer	o Suicide Dashboard
	Welcome!	We're glad you're here. I	f you've found th who sets up ar	nis page, you a n organization	re what we call an "Organizational Administrator." This is someone in the Zero Suicide Dashboard.
			Step #	‡1 - Crea	te Your Groups
	To b	egin entering data for yo groups to help us to dist	ur organization, inguish betweer	, you must first n different prov	create one or more groups within your organization. We use iders, locations, or service lines within your organization.
	For exar	mple, your organization v separate g	vants to track Ze roups for each. <sup>1</sup>	aro Suicide dat This allows you	a for outpatient clinics at two separate locations. You will create to compare the data between these sites.
		Groups can I	be created at an	ny point in the f	uture from the Manage Groups page above.
				Create	Groups
		Step #2	- Invite Te	eam Mer	nbers to your Organization
	If you	have team members wh tw	o should have o o types of users	to invite: Orga	Zero Suicide Organization, please invite them below. There are nizational Admin and Group Users.
	An O others	rganizational Admin has and manage all aspect Th	access to creat s of the Dashboo ey can only ent	te, edit, and rec ard. Group Use er, read, and e	ad all group data within the organization. They can also invite rs are only able to access the groups they are associated with. If data for their assigned groups.
		Team me	mbers can be in	nvited at any p	oint from the Manage Users page above.
				Invite Team	n Mømbor(s)
			Step #3 -	Enter Yo	our Quarterly Data
		Once your first	group is created	l, you or a men	nber of your team can start entering data for it.
	You car	n enter data for your Zero	Suicide metrics process may	s that reflect yo take a minute	ur implementation of Zero Suicide within your organization. This or two to set up this first time.
	If you a	re ready to enter data at can sele	oout your organi ct the "Add Qua	ization, click "A rterly Data" in I	dd Quarterly Data," and select the appropriate group. If not, you the navigation menu above at any time.
	If you're	e ready to go ahead and to start with below. If n	enter data abou ot, you can click	ut your organiz the "Add Quar	ation, click "Add Quarterly Data," and select the group you'd like terly Data" at any point in the navigation menu above.

# 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.

Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center
Manage Groups Dashboard • Groups • Add New Group				Invite Use	ərs dı	ŋ
				View Use	rs	



ashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center		
S Dashboard • U	Jsers							
					G			
sers								
lanage & Invite Use	Jsers Pending Inv	itations						
Il Users Invite Use Invite Users Invite Use or each Team Mer ave full access to inter Email Address	Jsers Pending Inv mber you would like all data in all groups s:	itations to invite, please enter th , while the "Group User" r	eir email address ole type will only Select Group(s)	, select the gro have access t ):	oup they have ac	cess to, and choose their role type. The ' ir associated group. Select Role:	Organizational Admin" re	ole type w
Invite Use Invite Use Invite Use Invite Users Invite Users Invite User or each Team Mer ave full access to nter Email Address Enter Email Address	Isers Pending Inv mber you would like all data in all group: s: ess	itations to invite, please enter the , while the "Group User" r	eir email address ole type will only Select Group(s) Amy test	, select the gra have access t I:	oup they have ac	cess to, and choose their role type. The ir associated group. Select Role: Select_	Organizational Admin" re	ole type wi Delete:
Il Users Invite Use or each Team Mer ave full access to nter Email Address Enter Email Addres	rs Pending Inv mber you would like all data in all groups s: ess	itations to invite, please enter the , while the "Group User" r	eir email address ole type will only Select Group(s) Amy test Betty Boop tes Bro Zet Crou	, select the gro have access t : st	oup they have ac	cess to, and choose their role type. The ir associated group. Select Role: Select.	Organizational Admin" re	ole type wi Delete:
II Users Invite Use or each Team Mer ave full access to nter Email Addres Enter Email Addre	rs Pending Inv mber you would like all data in all groups s: ess	itations to invite, please enter the , while the "Group User" r	eir email address ole type will only Select Group(s) Amy test Betty Boop te Bre Test Grou CollN Test	, select the gro have access t I: st p 1	oup they have ac	cess to, and choose their role type. The ir associated group. Select Role: Select.	Organizational Admin <sup>*</sup> re	ole type wi Delete:
II Users Invite Use or each Team Mer ave full access to nter Email Addres Enter Email Addre	rs Pending Inv mber you would like all data in all groups s: ess	itations to invite, please enter the , while the "Group User" r	eir email address ole type will only Select Group(s) Amy test Betty Boop te Bre Test Grou CollN Test	, select the gro have access t l: st p 1	bup they have ac	cess to, and choose their role type. The ir associated group. Select Role:	Organizational Admin <sup>*</sup> re	ole type wi Delete:
anage & Invite Use II Users Invite U or each Team Mer ave full access to nter Email Addres: Enter Email Addres	rs Pending Inv mber you would like all data in all groups s: ess	itations to invite, please enter the , while the "Group User" r	eir email address ole type will only Select Group(s) Amy test	, select the gro have access t ):	oup they have ac	cess to, and choose their role type. The ir associated group. Select Role: Select.	Organizational Admin" re	ole

Once the organization admin has completed these steps, then the end user should receive the following email:

You've	Been Invited To The Zero Suicide Dashboard!
Hi there,	
You have been in Development Cer	vited to signup for the Zero Suicide Dashboard for Education ter SC CoIIN Test by Felice Seigneur.
Please click the " collaboration.	Join Now" button below to join your peers and colleagues in data
Join Now	
Regards,	
The Zero Suicide	Team
If you are having trout https://app-zerosuicide 3665f7028581	le with the button above, please copy and paste this URL into your browser: .edc.org/identity/account/register?invitationKey=aabd0be9-beb0-45e5-a3dc-



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

	Please Verify Your Email Address
Hi Felice_2,	
You recently cre	pated an account on the Zero Suicide Dashboard.
To confirm your	email address, please click the button below.
Verify Ema If you didn't sign email.	nup for the Zero Suicide Dashboard, you can safely ignore this
Regards,	
The Zero Suicio	le Team
If you are having troc https://app-zerosuic 17a9e2b52c02&coc VRMEVGOHVwZH ZjNIQ0b0FCYjM0cr hDTmNSN0FiaGU1 83enpmQkNjL1RLd NuTUFLUmtwQVk	uble with the button above, please copy and paste this URL into your browser: ide.edc.org/users/emailconfirmed?userId=5ee20154-d3f2-da5b-b7b7- ie=Q2ZES/ihNTG82N1IUY1NGRHBCT09VWD 3FeW9CVEVwVCxpWm9a02RkbmQySFhacHpvYmV1dDBKWGxjRn nt6dGRtK01YZUd0ZU5uYm56N2FvREhKZHRQNm54eF15dk d03k2xApully4VjU0WGkwb2Exb2VzTWVZRFbxQFacHhBdm nFHaEFQNGVham9xWi9RSVZHdINyZU8ycjMzdjk3RmI10V bHo0WmpYQ3Y4TzVOY,JJYjlqQ1YvaUNUUEV3MEJScFh3ZG above to above the second sec

## 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 COIIN, ED\_2\_SC COIIN. 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.





# 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.'

Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center
Rates & Counts	Dashboard • Rates & C	Counts	Add Group		راس	
			View Group	)S	U	

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.

2		ZERO SUICIDE						
	Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center	
,	Manage Groups	Dashboard • Groups	Add New Group			R		
	Add New Gr	oup						
	Group Name:							
	Enter the Gro	up Name						
	Group Descript	ion:						
	Enter the Gro	up Description						
	Save & Close	Cancel						



# 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.



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

You'll 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.



# 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).

Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports
Dashboard Dasi	Add Quarterly Data	0			
	Add Quarterly Data	1m (	<ul> <li>Amy test</li> </ul>		
Screening	View Quarterly Data	1	<ul> <li>Betty Boop te</li> </ul>	st	Asses
Percentage of enc protocol.	ounters where suicide sc	reening occurred in	Bre Test Grou	р1	Percent accorde
100		100 87	CollN Test		100
50 50			Foster Care - Indiana	Youth Villages -	50
Perce			<ul> <li>New Group 1</li> </ul>		
0		0	<ul> <li>Test Group</li> </ul>		0
01-2020 01	2022 02 2022 03 2022	04-2022 01-2023	<ul> <li>Zero Suicide I</li> </ul>	nstitute	0
CollN -≟- Amy t	Test - ZSI D est - Betty	emonstration Boop test	<ul> <li>ZSI Demonstre</li> </ul>	ation	
Safety Planni	na Nevelonment				Letha



## 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.

		E	Welcome, Robl DC   My Accou
ashboard Quarterly Data Rates & (	Counts Groups Users Rep	rts Help Center	
rterly Data Entry Dashboard • Quarterly Data Er	tries • New Quarterly Data		
Contextual Information	Contextual Information		
General questions about your facility, group and/or organization during the reporting period	General questions about your fac entry	lity, group and/or organization during the reporting peri	od for this
	First, we'll start with some questions implementing Zero Suicide. When y when you record your data. For exa these contextual questions for that contextual information for your enti that can help you answer some of t	about your organization, or a group within your organization that u are answering these questions, answer for the 'level' that you'll nple, if your data will only reflect a group within your organization pecific group. If your data will reflect the entire organization, ans e organization. Remember that there may be others in your orga lese questions (e.g., human resources, quality improvement, etc.	is be using , answer wer these nization ).
	Estimated size of annual patient pop	lation for which you are reporting data: 🚺	
	0 - 1,000	25,001 - 50,000	
	1,001 - 5,000	50,000 +	
	5,001 - 10,000	I do not know	
	10,001 - 25,000		
	I will be reporting data that represen	s the following region(s)(select all that apply): 🟮	
	U.S. Northeast	U.S. West	
	U.S. Southeast	U.S. Territories	
	U.S. Midwest	Other (define)	



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Contextual Info Cont.

My healthcare system is/is part of a (select all that apply	y):
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 (sele	ect all that apply)?
Community Mental Health Center(CMHC)/ Outpatient	Emergency Department (General Medical)
Behavioral Health	Psychiatric Emergency Services
Outpatient Psychiatric	Urgent Care
Primary Care (non-FQHC)	
Integrated Primary Care/Behavioral Health	Indian Health Services
Federally Qualified Health Center (FOHC)	Tribal Primary Care
	Tribal Behavioral Health Organization
	Department of Defense (DoD)/Military Health
Outpatient Medical/Specialty Medical	System/Veterans Health Administration (VHA)/Other primarily veterans-serving organization
Inpatient Psychiatric	College Courseling Conter
Inpatient Behavioral Health	Conege Coursening Center
Residential – Behavioral Health	School/school-based health Center
Rehabilitation (substance misuse)	Crisis Center/Mobile Crisis
Inpatient Medical	Other (define)
Substance Abuse Treatment	
Substance Abuse requirem	
What is the age of population for which you are reporting	g 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
ncluded on your Dashboard. Please select the activities for which you are reporting data.

Caring contacts

Direct Treatment

Follow-up when patient is discharged, transferred, or otherwise separates from the treatment setting.

Suicide	screening
	5

- Suicide assessment
- Safety planning
- 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 yo	our group's protocol during the reporting quarter.	
Reporting Year:	Reporting Quarter:	



#### **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.

#### **Contextual Information**



General questions about your facility, group and/or organization during the reporting period for this entry

Please review all of the Contextual Information answers on **all of the steps below**. If your answers have changed, you may edit and change them.

First, we'll start with some questions about your organization, or a group within your organization that is implementing Zero Suicide. When you are answering these questions, answer for the "level" that you'll be using when you record your data. For example, if your data will only reflect a group within your organization, answer these contextual questions for that specific group. If your data will reflect the entire organization, answer these contextual information for your entire organization. Remember that there may be others in your organization that can help you answer some of these questions (e.g., human resources, quality improvement, etc.).

#### 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.

#### Contextual Information

General questions about your facility, group and/or organization during the reporting period

#### Screening

Percentage of encounters where suicide screening occurred in accordance with organization protocol.

#### Assessment

Percentage of clients screening positive for suicide or being referred for suicide ideation or behavior via another mechanism, who received a standardized suicide risk assessment

#### Safety Plan Development

Percentage of clients determined to be at elevated risk of suicide who received a follow-up safety, wellness and/or response plan in accordance with organization protocol

#### Screening

Percentage of encounters where suicide screen protocol.	ing occurred in accordance with organization
Suicide prevention experts usually use the term suici standardized instrument or protocol is used to identi are brief questionnaires that measure the individual encounter is any contact between the provider and i	de screening to refer to a procedure in which a fy individuals who may be at risk for suicide. Screening tools s suicide risk. For the purposes of this dashboard, an the client virtually or in-person.
Nhat type of screening instrument was used for this r	netric (select all that apply)?
We do not use a validated screening tool	Patient Health Questionnaire (PHQ)-2
ASQ suicide risk screening tool	Patient Safety Screener (PSS-3)
Columbia Suicide Severity Rating Scale (C-SSRS)	Suicide Behavior Questionnaire-Revised (SBQ-R)
Patient Health Questionnaire - 9th Item (PHQ-9)	Other (define)
Patient Health Questionnaire - Adolescent Version (PHC A; 9th item)	-
Accordina to your organization's protocol, a screenin	a should occur (select all that apply):
Daily	Select



## 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.

Quarterly Data Entri Manage Quarterly Data Entri	es ries				Add Quarterly Data 🗸
Show 10 v entries					Search:
GROUP NAME	QUARTER	¥ YEAR	DATE CREATED	🗍 LAST EDITED	# OF MEASURES ENTERED
ED_1_SC CollN	1	2023	5/29/2024	5/29/2024	0
ED_1_SC CollN	2	2021	5/30/2024		0
Showing 1 to 2 of 2 entries					Previous 1 Next

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.

Contextual Information General questions about your facility, group and/or organization during the reporting period for this
entry
Please review all of the Contextual Information answers on <b>all of the steps below</b> . If your answers have changed, you may edit and change them.
First, we'll start with some questions about your organization, or a group within your organization that is implementing Zero Suicide. When you are answering these questions, answer for the "level" that you'll be using when you record your data. For example, if your data will only reflect a group within your organization, answer these contextual questions for that specific group. If your data will reflect the entire organization, answer these contextual information for your entire organization. Remember that there may be others in your organization that can help you answer some of these questions (e.g., human resources, quality improvement, etc.).
-



## 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.'

Rates & Counts	Groups	Users	Help Center
Add Rates & Counts			
View Rates & Counts			
	Rates & Counts Add Rates & Counts View Rates & Counts	Rates & Counts     Groups       Add Rates & Counts     View Rates & Counts	Rates & Counts     Groups     Users       Add Rates & Counts     Image: Counts     Image: Counts       View Rates & Counts     Image: Counts     Image: 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).

Year:	Group:	
Enter the Year	ED_1_SC COIIN	~
Population:	# of Attempts:	
Enter the Population	Enter the # of Attempts	
# of Incidents:		
Enter the # of Incidents		



# 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.

				Education Dev	Welcome, Felice elopment Center SC CollN Test   My Account
Dashboard Quarteriy Data	Rates & Counts	Groups	Users	Help Center	
Dashboard Dashboard					(i) (d) (T)
Screening Percentage of encounters where suicide so rotocol. 100 75 50 25 0 Q2 - 2021 ◆ ED.	reening occurred in acco Q 1_SC CollN	rdance with organ	i	Assessment Parcentage of clients eligible for an assessme coordance with your organization's protocol	ent who received a follow-up assessment in



Once there, you can filter data by group.

Description and	Questado Data		0	Hereit	Describe	Hale Cartes		
Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center		
shboard Das	shboard							( <b>i</b> ) ( <b>e</b>
Group Filter	Select one or more Grou	ups to view using the che	eckboxes below.					
Group Filter	Select one or more Grou	ups to view using the che	eckboxes below.					
Group Filter	Select one or more Grou	ups to view using the che	eckboxes below.	test			Bre Test Group 1	
Group Filter  Amy test CollN Test	Select one or more Grou	ups to view using the che	Betty Boop     Foster Care	test - Youth Village	es - Indiana		Bre Test Group 1 New Group 1	
<ul> <li>Group Filter</li> <li>Amy test</li> <li>CollN Test</li> <li>Test Group</li> </ul>	Select one or more Grou	ups to view using the che	<ul> <li>Betty Boop</li> <li>Foster Care</li> <li>Zero Suicide</li> </ul>	test - Youth Village e Institute	əs - Indiana		Bre Test Group 1 New Group 1 ZSI Demonstration	

## 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.

Dashboard Quarterly Data	Rates & Counts	Groups	Users	Help Center
Rates & Counts Dashboard • Rates & Co	Add Rates & Counts			
Rates & Counts	View Rates & Counts			

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.

ates & Counts anage Yearly Rates & Counts					Add Rates & Counts
now 10 v entries					Search:
AR A GROUP	POPULATION	- ATTEMPT RATE	INCIDENT RATE	# OF ATTEMPTS	♣ # OF INCIDENTS ♣
ED_1_SC CollN	7000	771.42857	47.14286	540	33
nowing 1 to 1 of 1 entries					Previous 1 Next



## Zero Suicide Data Dashboard User Manual

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.

	ZERO SUICIDE						Welcome, Robby EDC   My Account		
Dashboard	Quarterly Data	Rates & Counts	Groups	Users	Reports	Help Center			
Help Center	ashboard • Help Center								
Establish	ning Groups	Frequently Asked Questions							
Setting	up My Team	🕹 What is	a Group?						
Contextu	ual Information	A group can be a number of different things, but here, we use groups to identify users who work together in the same service line or setting who are working to implement Zero Suicide. A health system may have several groups within in that are all independently implementing Zero Suicide (i.e., outpatient group, inpatient group, emergency department group within one hospital system).							
Rates an	nd Counts								
		>> Why do	we use Groups	s in the Dash	nboard?				
Zero Suid	cide Elements	>> How to think about groups within my agency?							