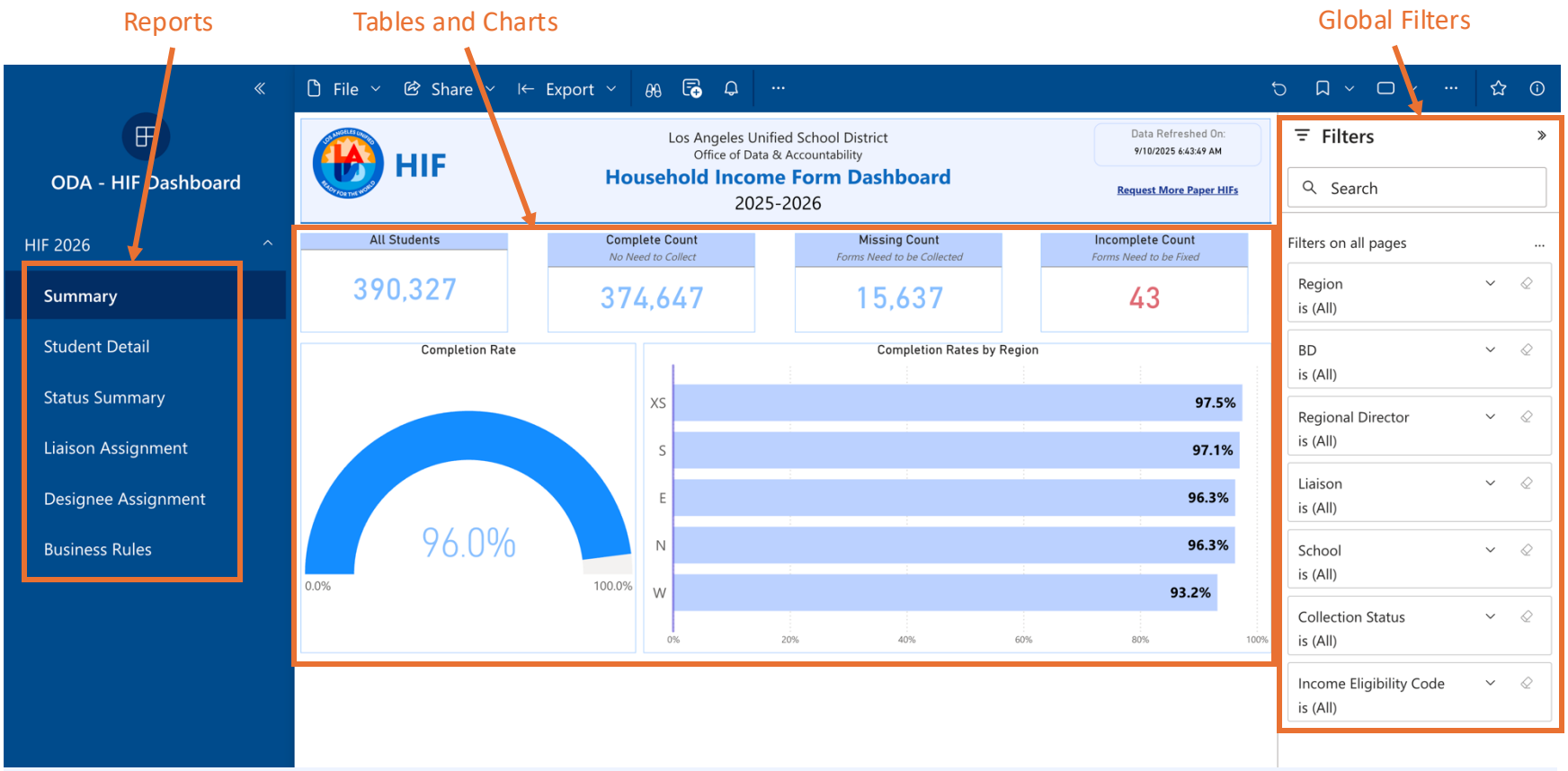
Office of Data and Accountability – Household Income Form (HIF) Dashboard School Job Aid

Welcome to the new Household Income Form (HIF) Dashboard. This dashboard replaces the old MTAM Dashboard found on FOCUS. This job aid is designed to provide schools with a quick overview of the dashboard and how to navigate the different reports and export data. We will continue to add functionality to this Dashboard. As updates are released, this job aid will be updated. The version number is at the end of the file name.



Descriptions:

Reports: These are the different report options available.

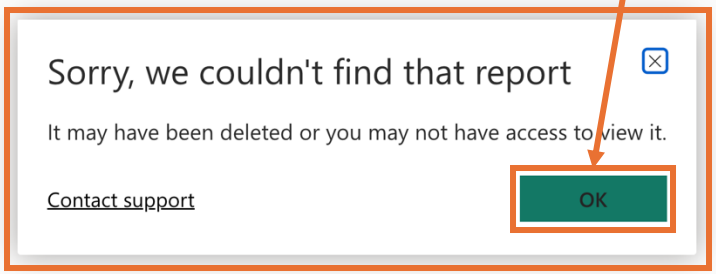
Global Filters: This is where you can filter the data as needed. For schools, the filters are limited since access is school specific.

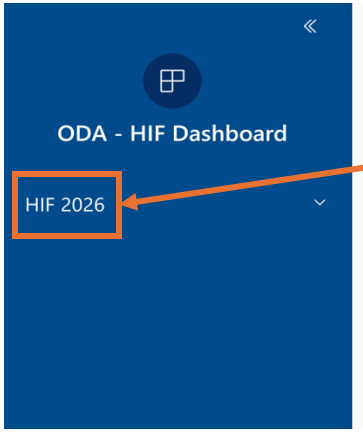
**Note: The filters stay selected as you switch reports. They are global filters.*

Tables and Charts: The tables and charts will change as you select different filters.

Summary Report – Accessing the Summary Report at Login

1 At login, a popup stating ***"Sorry, we couldn't find that report"*** may appear. First, please click on "OK" to clear the dialog box.





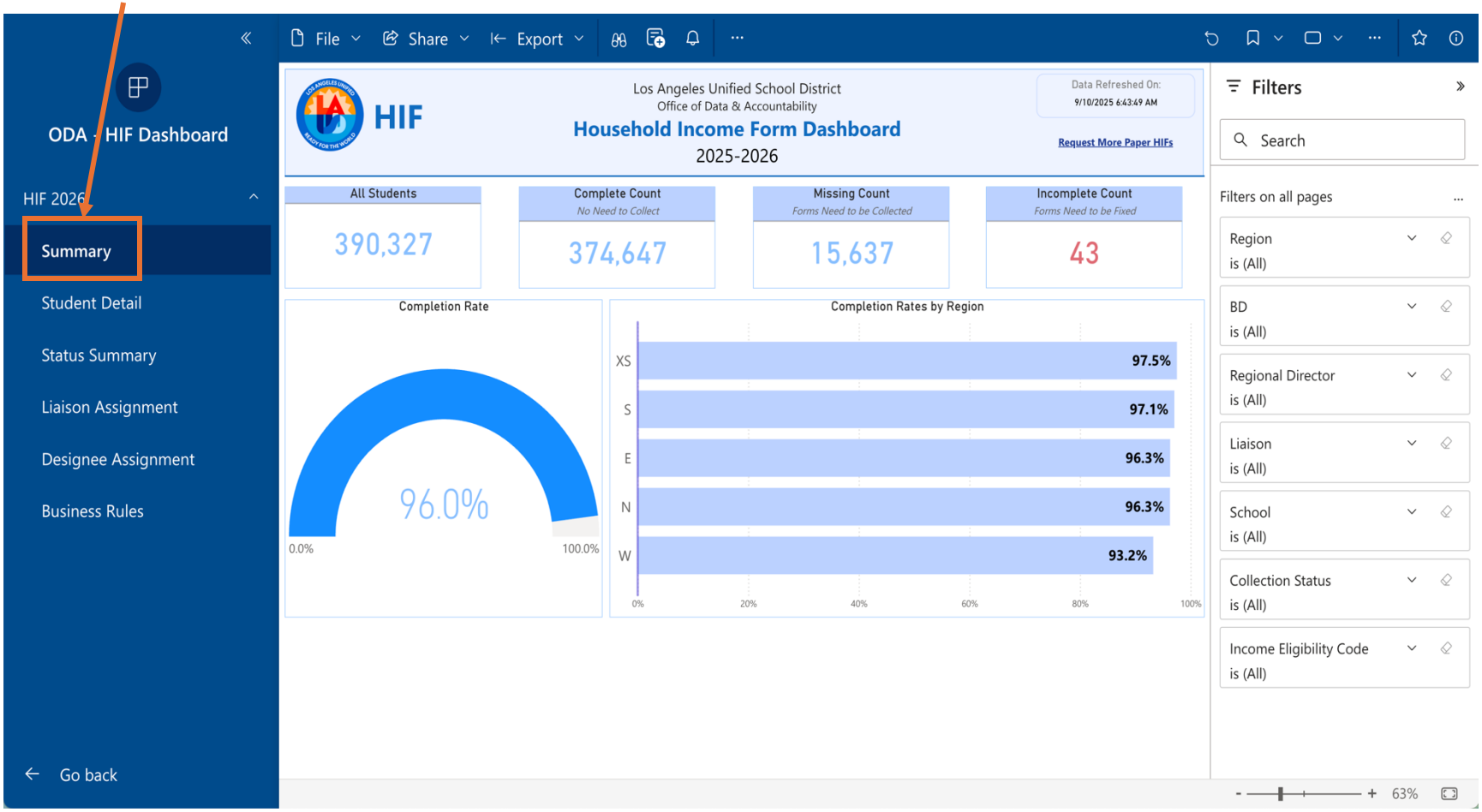
2 Then, click on "HIF 2026" to access the Summary Report.

Note: Alternatively, click on your preferred browser's refresh icon to refresh the page to access the Summary Report.

Summary Report

The Summary Report displays overall school counts and information. The counts include all students enrolled at the school, the students that need to have HIF collected in the current HIF Cycle, the students with completed HIF, the students missing a HIF, and the students with an incomplete HIF. The two charts indicate the percent complete toward the goal of 100% HIF collection.

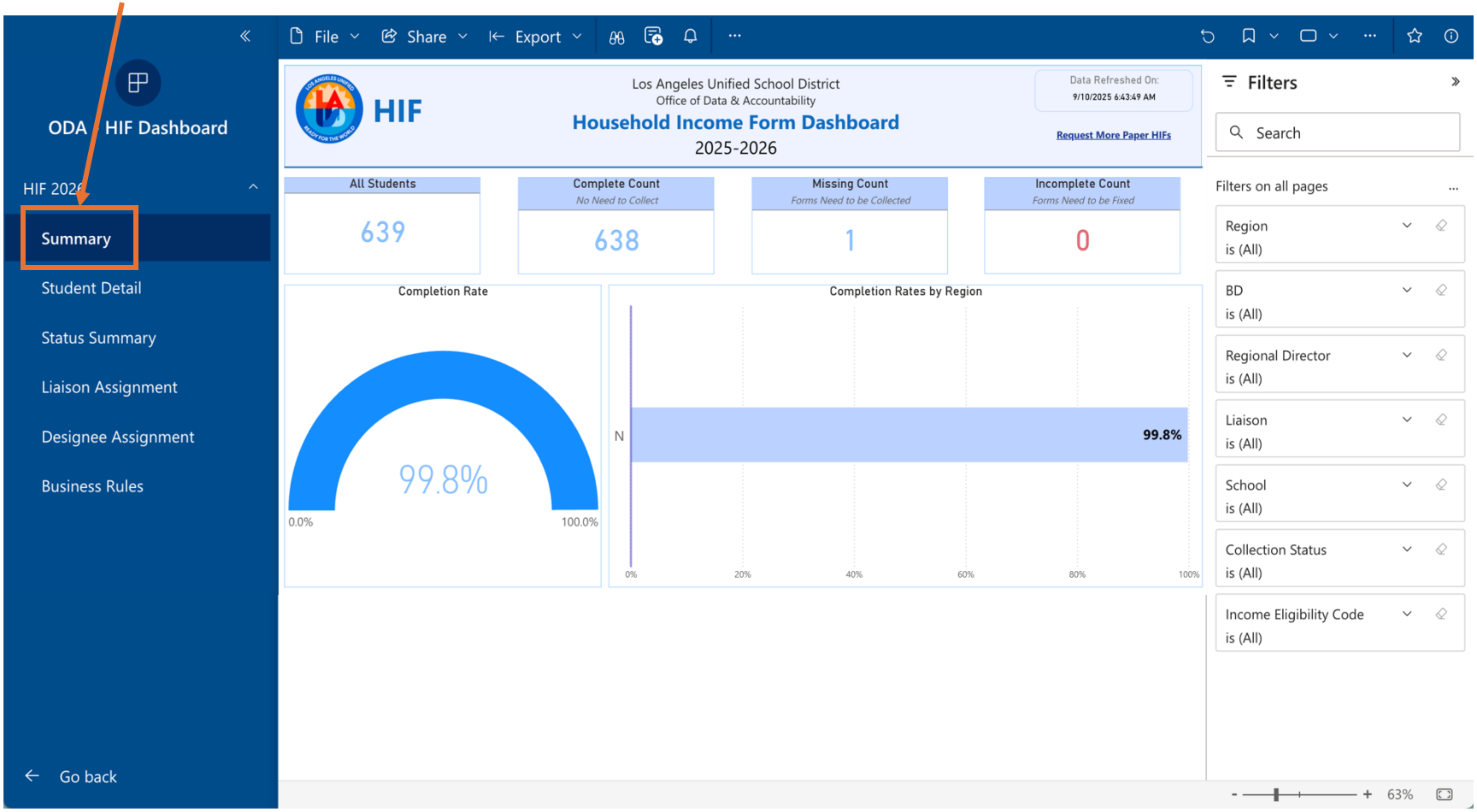
Summary Report



Summary Report

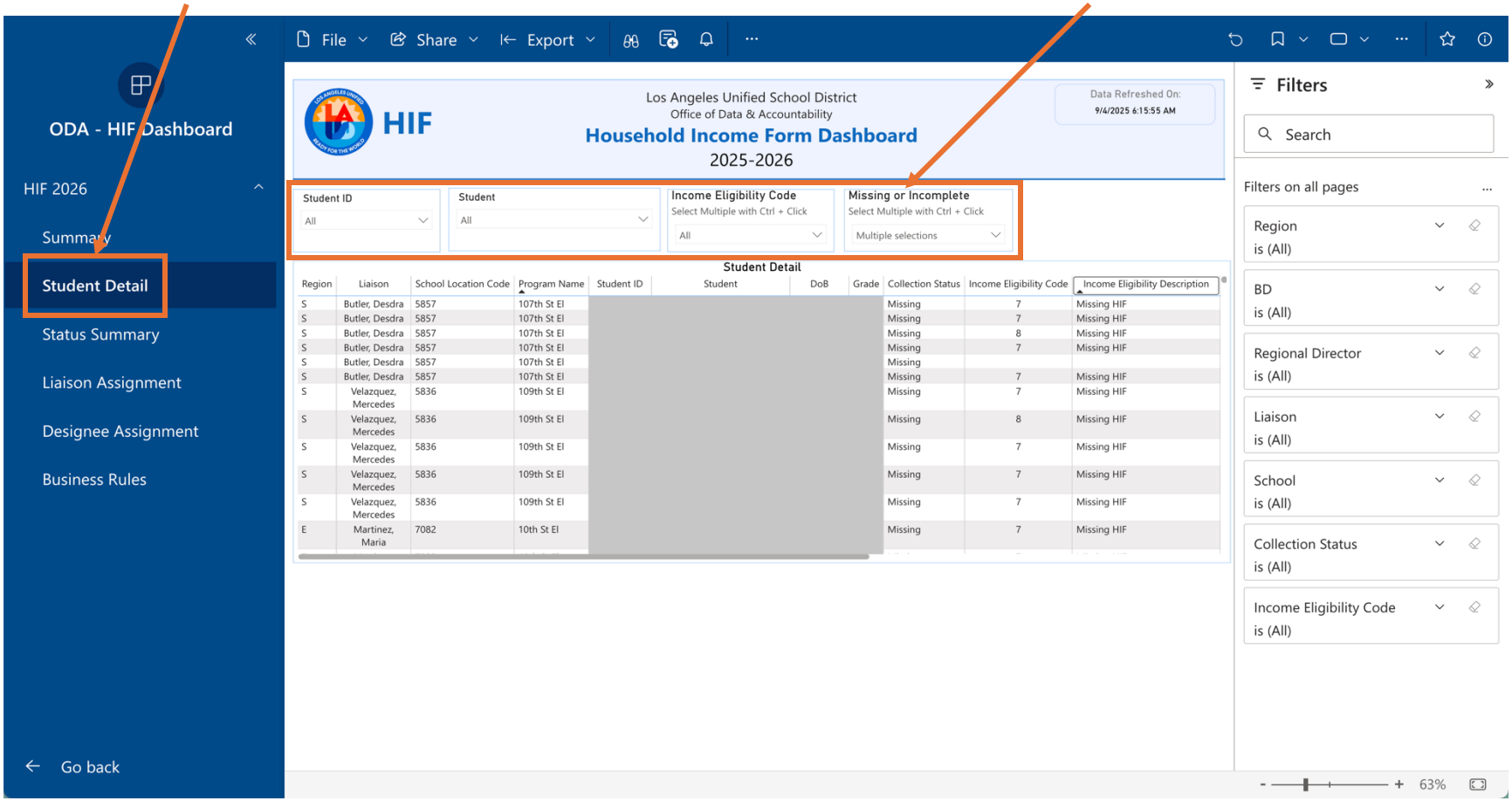
Note: If you are a Principal or school staff, you will only see HIF collection data from your school.

Summary Report



Student Detail Report

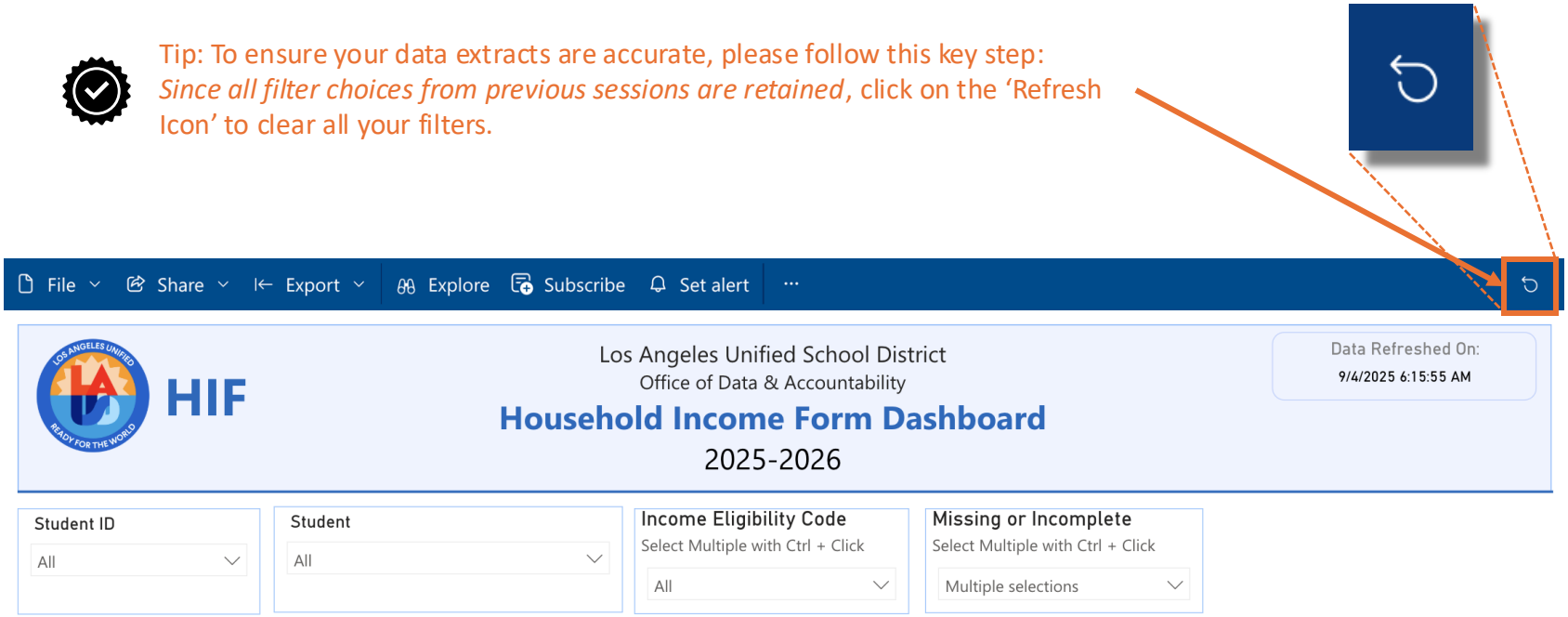
The Student Detail Report contains a list of all students enrolled at a school. The filters allow you to search/filter by student ID, student name, filter for all students or just students in the current HIF collection cycle, and filter for the HIF collection status.



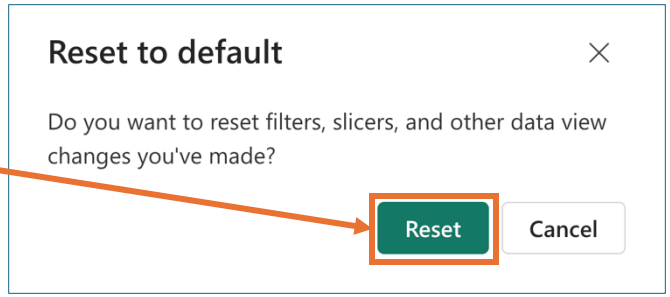
*Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Navigation Tips

Tip: To ensure your data extracts are accurate, please follow this key step: *Since all filter choices from previous sessions are retained*, click on the 'Refresh Icon' to clear all your filters.

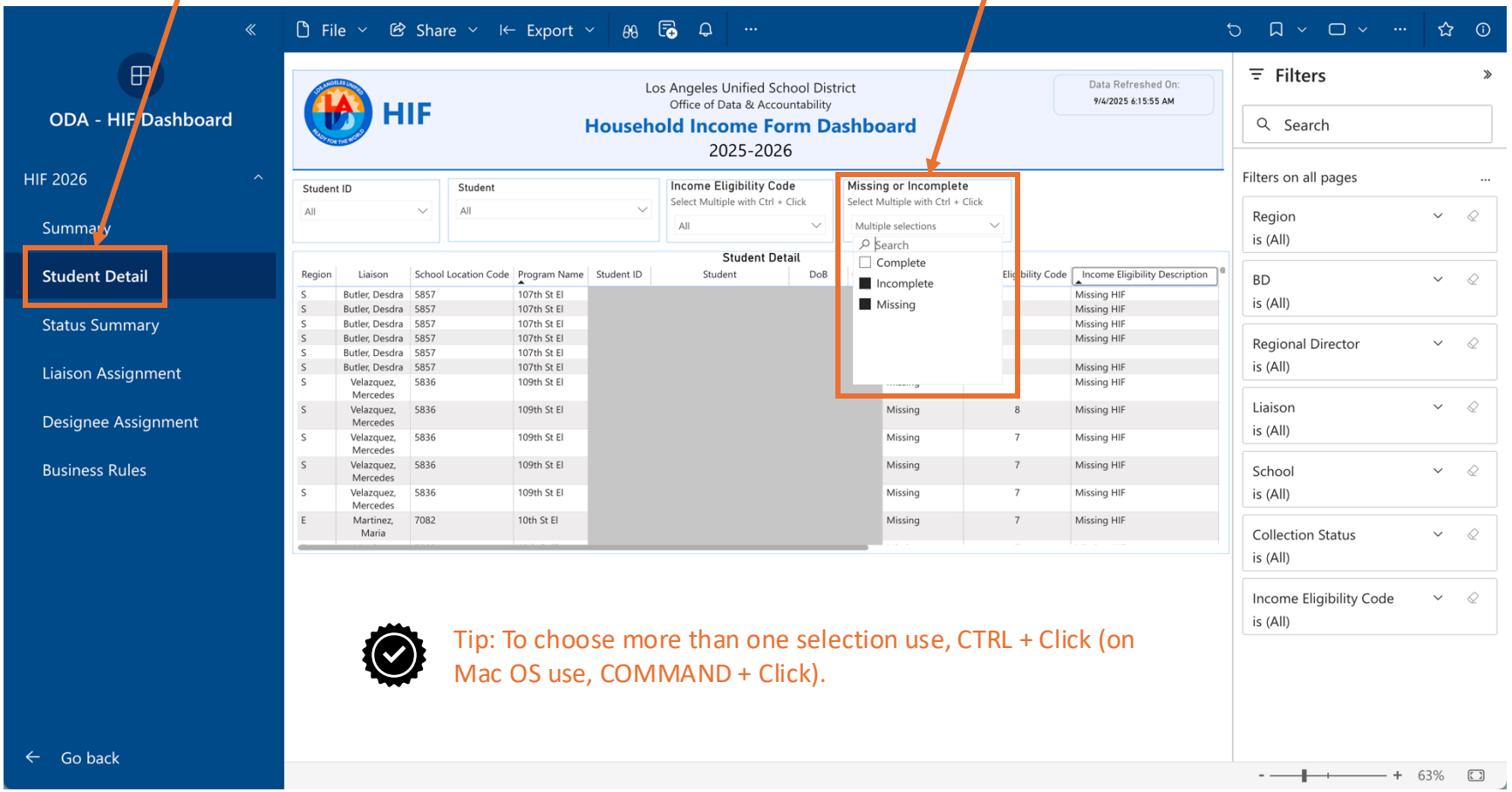


Click ''Reset''



Student Detail Report – Getting your list of students missing an HIF

To get the list of students missing an HIF, click on the drop-down arrow in the “Missing or Incomplete” filter and click the boxes next to “Incomplete” and “Missing”. These are the students at your school that need to complete an HIF.



Tip: To choose more than one selection use, CTRL + Click (on Mac OS use, COMMAND + Click).

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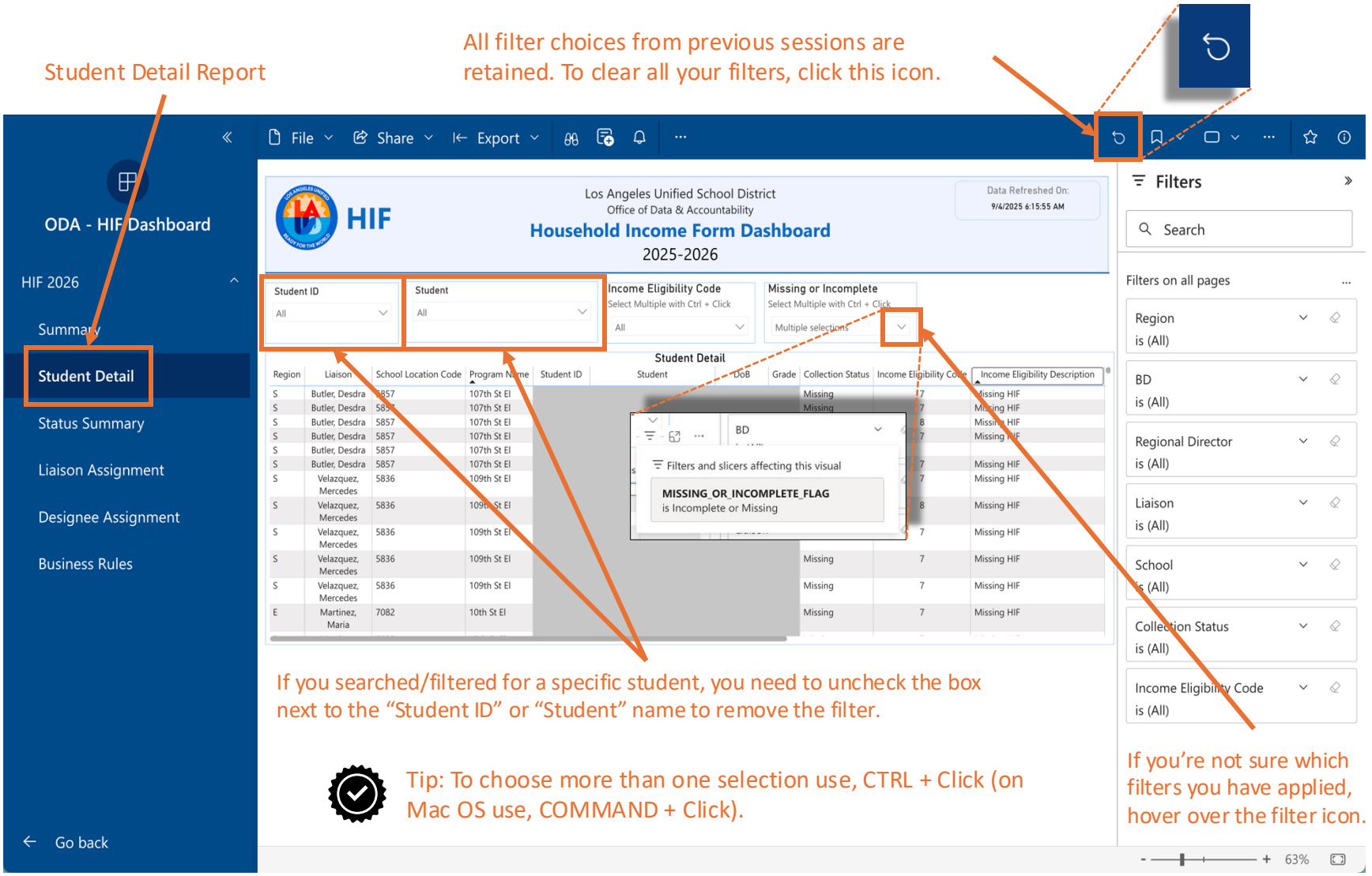
Student Detail Report – Navigation Tips



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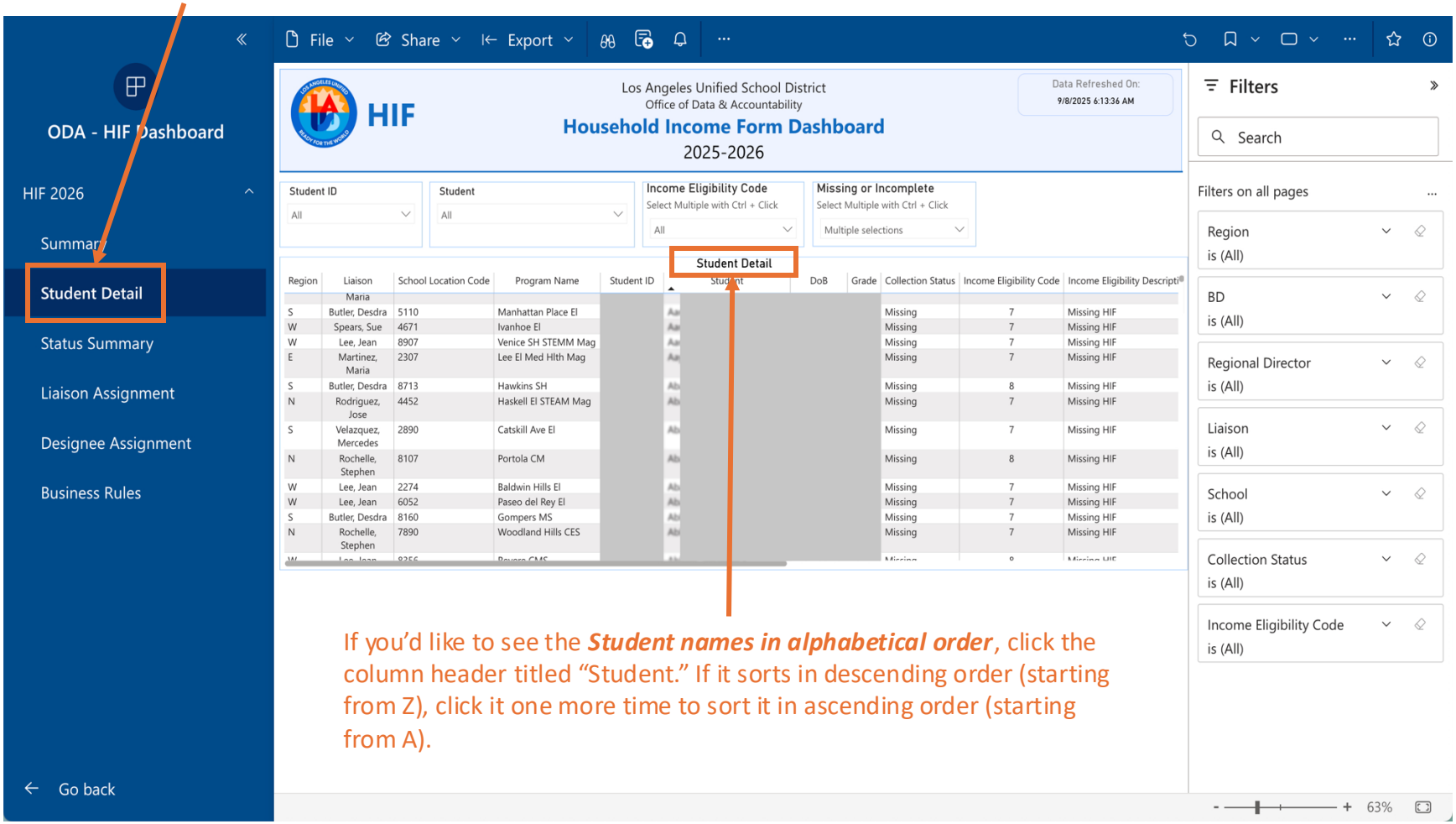
Student Detail Report – Navigation Tips

Student Detail Report



If you'd like to see the ***Student names in alphabetical order***, click the column header titled "Student." If it sorts in descending order (starting from Z), click it one more time to sort it in ascending order (starting from A).

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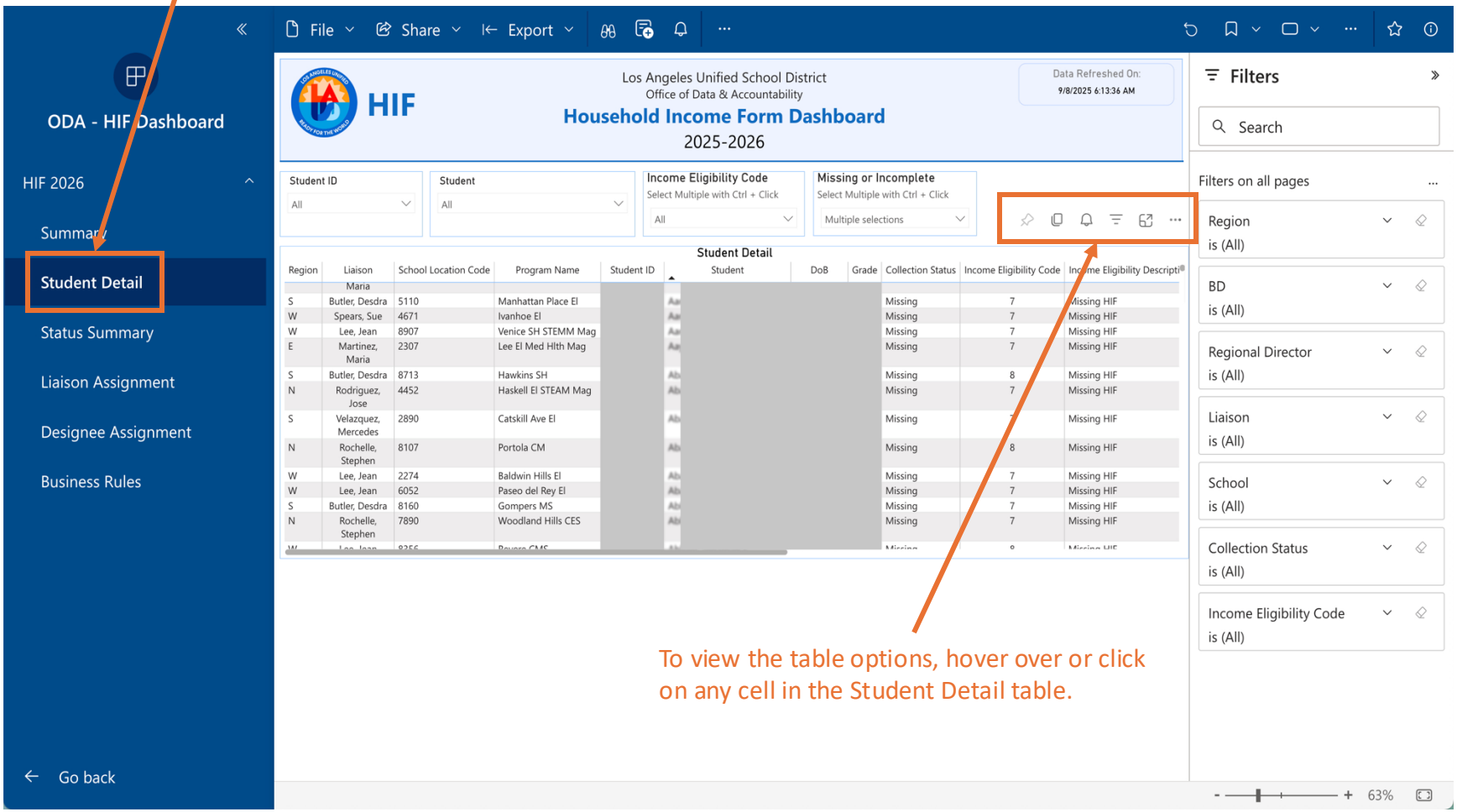
Student Detail Report – Navigation Tips

Student Detail Report



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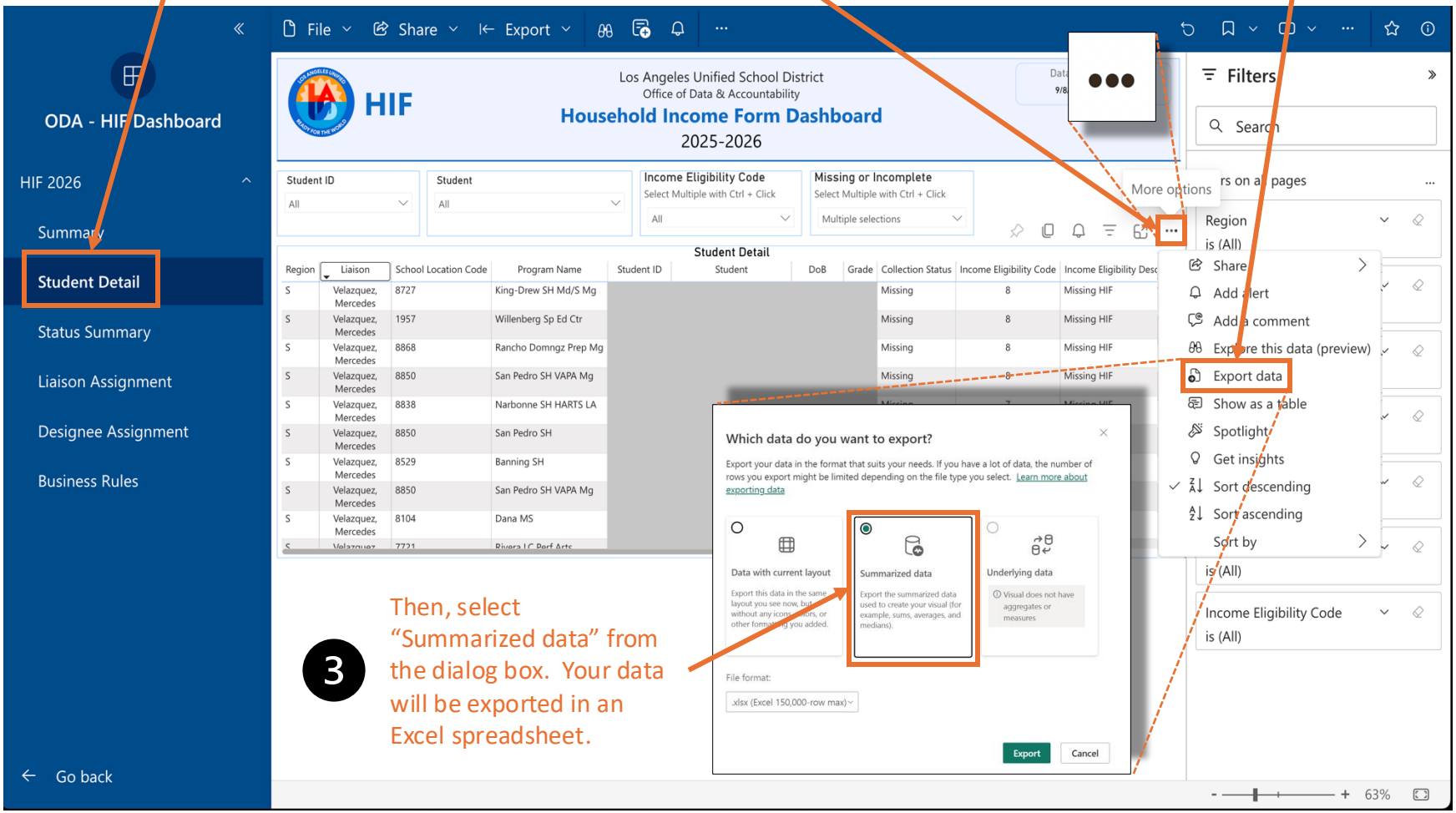
Student Detail Report – Exporting Your Data



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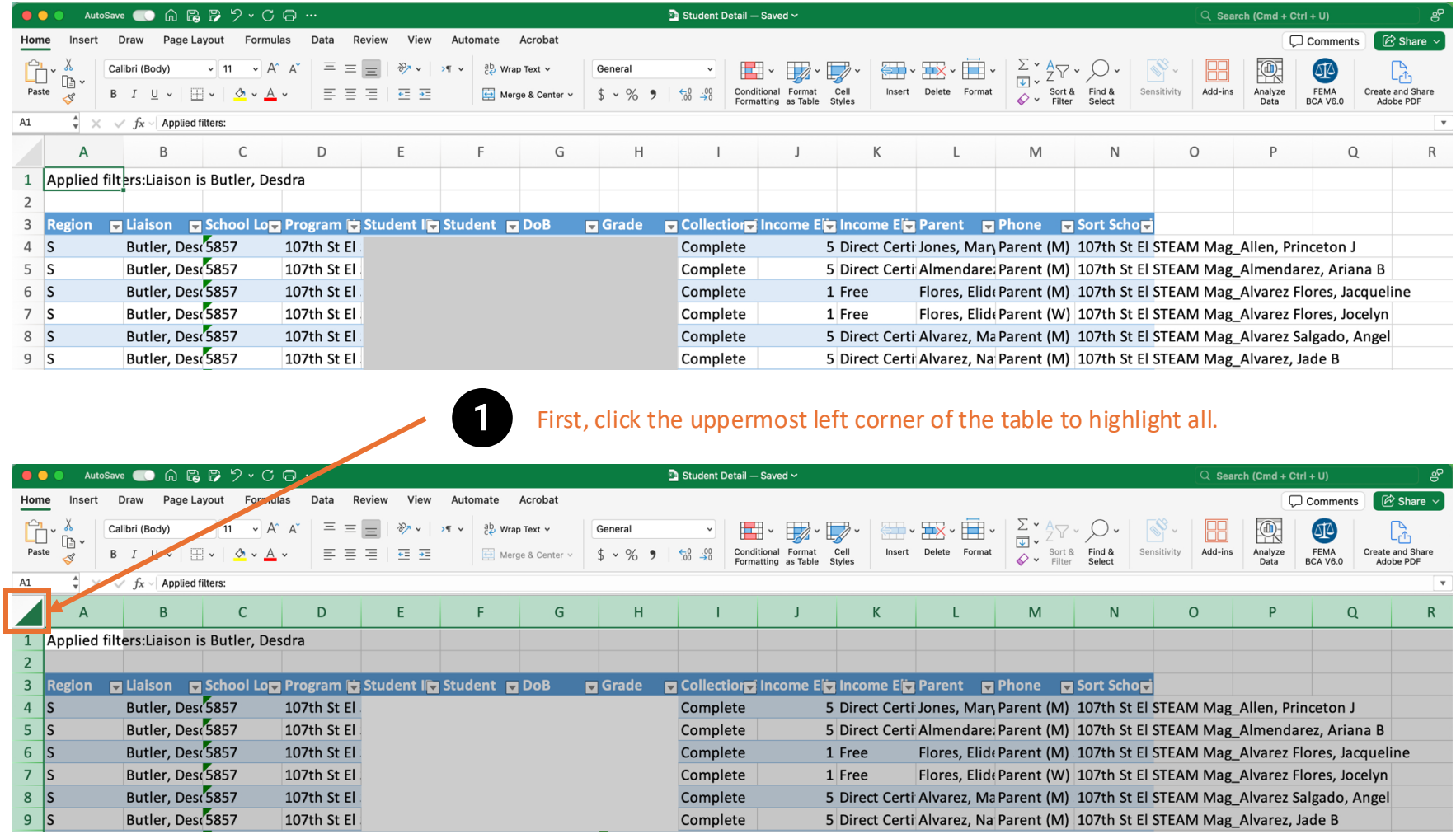
Student Detail Report – Formatting Exported Summarized Data

Open the exported “Student Detail.xlsx” file and note that the columns are not fully showing the labels and data below it. To show all, please follow the steps outlined below:



Applied filters:Liaison is Butler, Desdra

Region	Liaison	School Lo	Program	Student I	Student	DoB	Grade	Collectior	Income E	Income E	Parent	Phone	Sort Scho
S	Butler, Des	5857	107th St El					Complete	5	Direct Certi	Jones, Mar	Parent (M)	107th St El STEAM Mag_Allen, Princeton J
S	Butler, Des	5857	107th St El					Complete	5	Direct Certi	Almendare	Parent (M)	107th St El STEAM Mag_Almendarez, Ariana B
S	Butler, Des	5857	107th St El					Complete	1	Free	Flores, Elid	Parent (M)	107th St El STEAM Mag_Alvarez Flores, Jacqueline
S	Butler, Des	5857	107th St El					Complete	1	Free	Flores, Elid	Parent (W)	107th St El STEAM Mag_Alvarez Flores, Jocelyn
S	Butler, Des	5857	107th St El					Complete	5	Direct Certi	Alvarez, Ma	Parent (M)	107th St El STEAM Mag_Alvarez Salgado, Angel
S	Butler, Des	5857	107th St El					Complete	5	Direct Certi	Alvarez, Na	Parent (M)	107th St El STEAM Mag_Alvarez, Jade B

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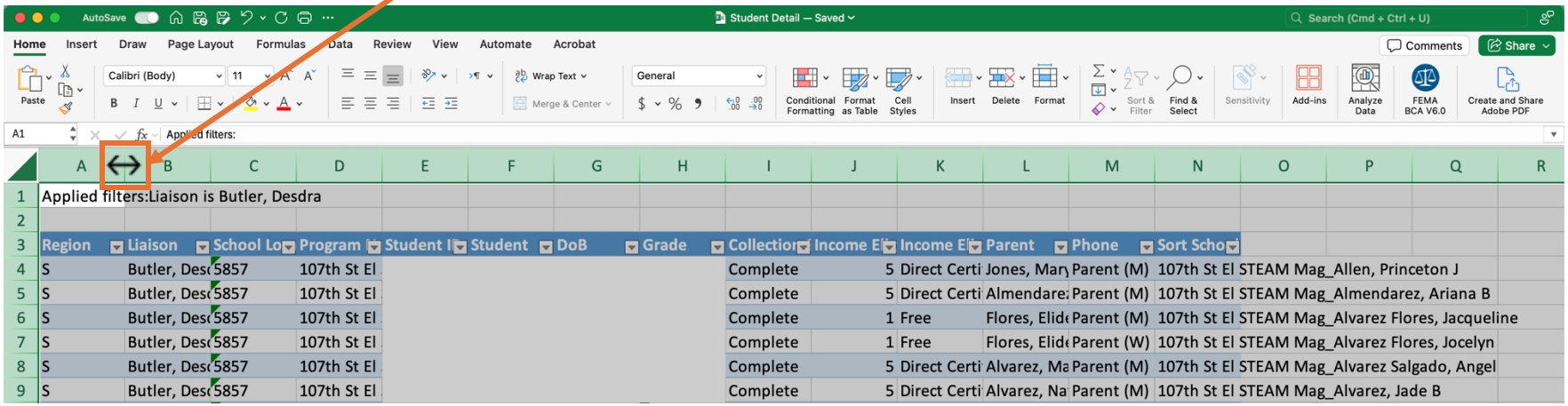
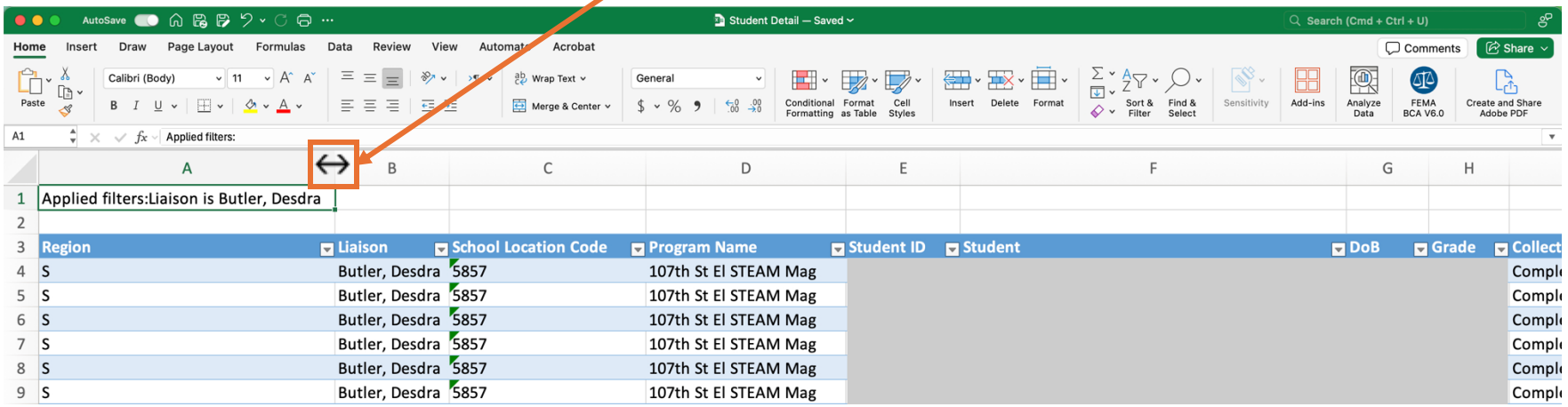
Student Detail Report – Formatting Exported Summarized Data

2 Next, double click in-between two columns when you see the "left-right" arrow to auto size.



3 Next, drag column 'A' (labeled "Region") to adjust as needed.



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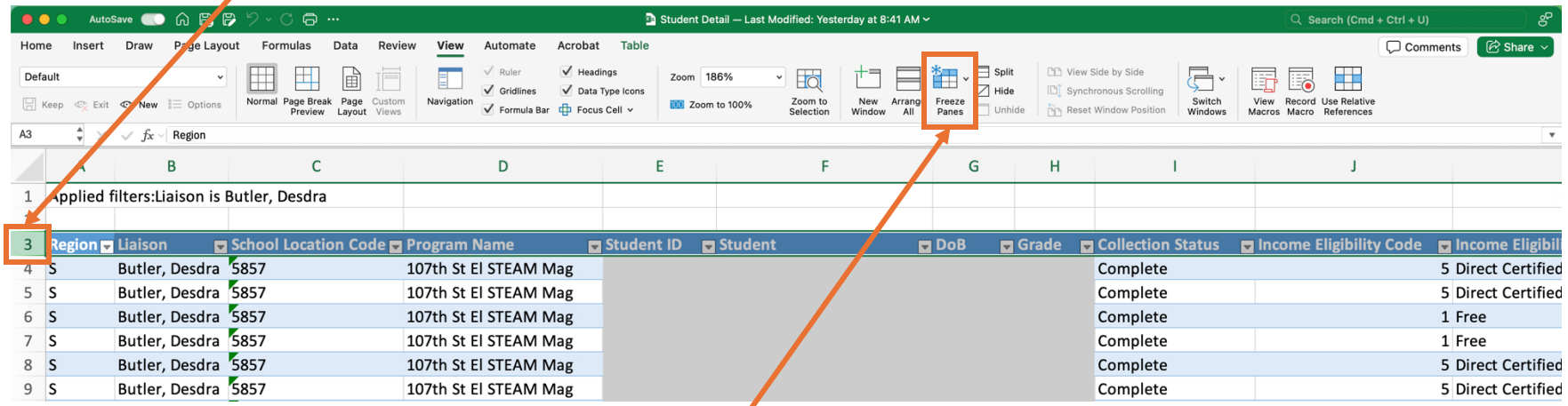
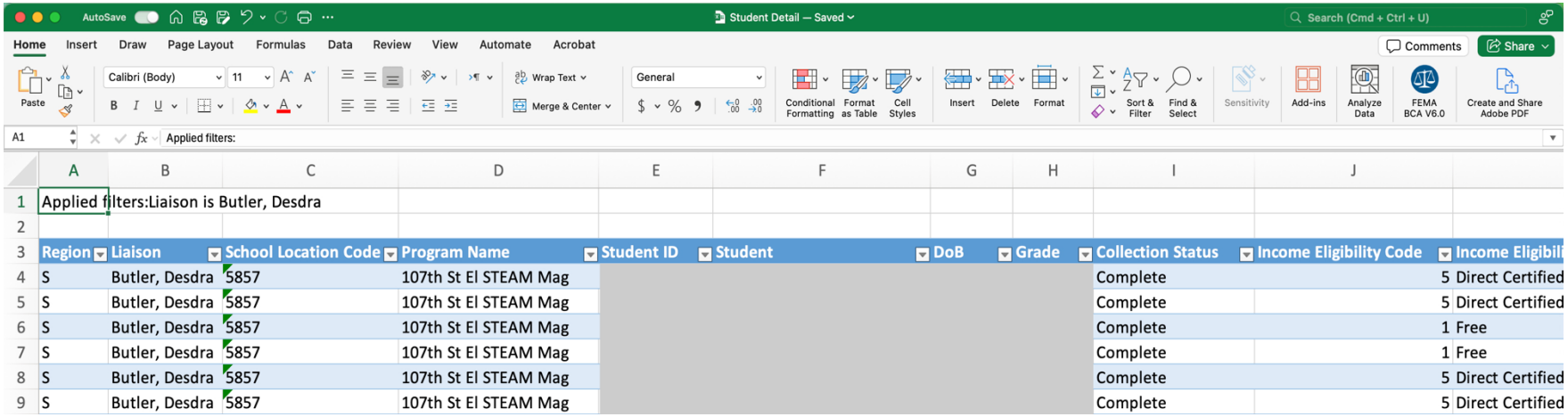
Student Detail Report – Exported Summarized Data

4 Next, to freeze the row labels, click on row '3' to highlight the whole row.



	A	B	C	D	E	F	G	H	I	J
1	Applied filters:Liaison is Butler, Desdra									
3	Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibili
4	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
5	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
6	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	1	Free
7	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	1	Free
8	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
9	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified

5 And, finally, click on the 'Freeze Panes' button.



	A	B	C	D	E	F	G	H	I	J
1	Applied filters:Liaison is Butler, Desdra									
2										
3	Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibili
4	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
5	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
6	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	1	Free
7	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	1	Free
8	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified
9	S	Butler, Desdra	5857	107th St El STEAM Mag					Complete	5	Direct Certified

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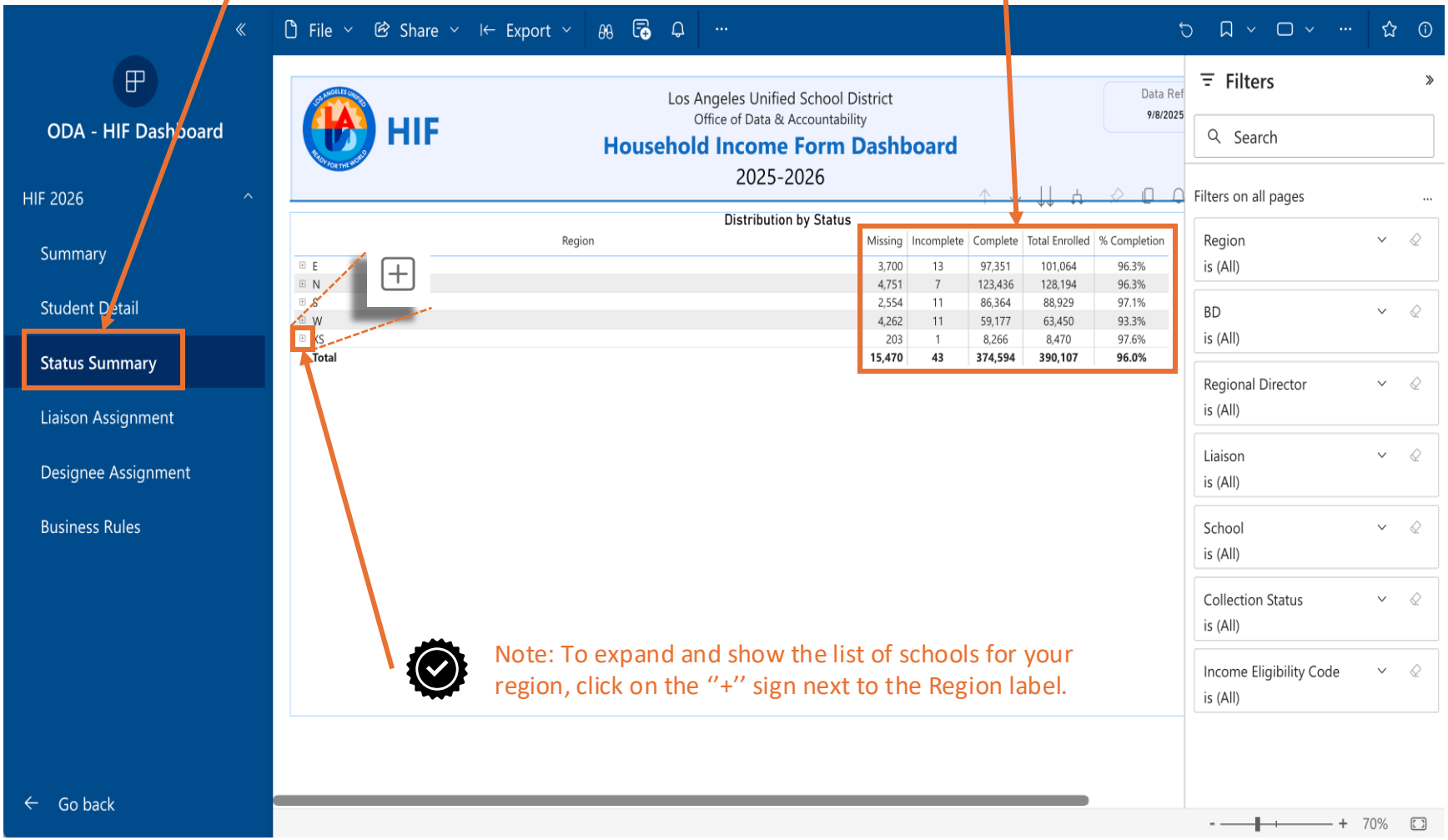
Status Summary Report

Status Summary Report

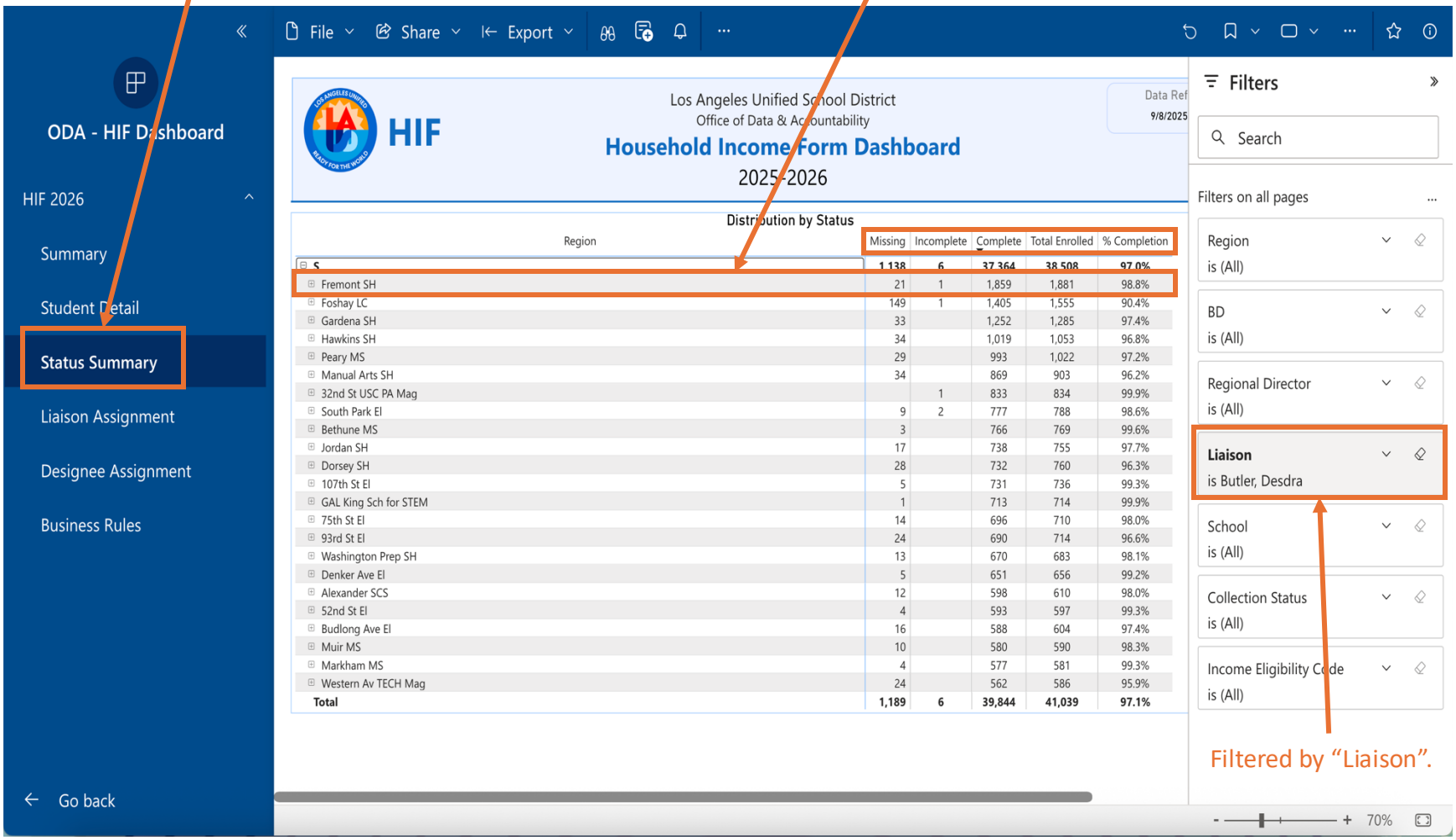
The Status Summary Report lists the breakdown of students included in the current collection cycle broken down in five groups.



Status Summary Report – School Level Totals

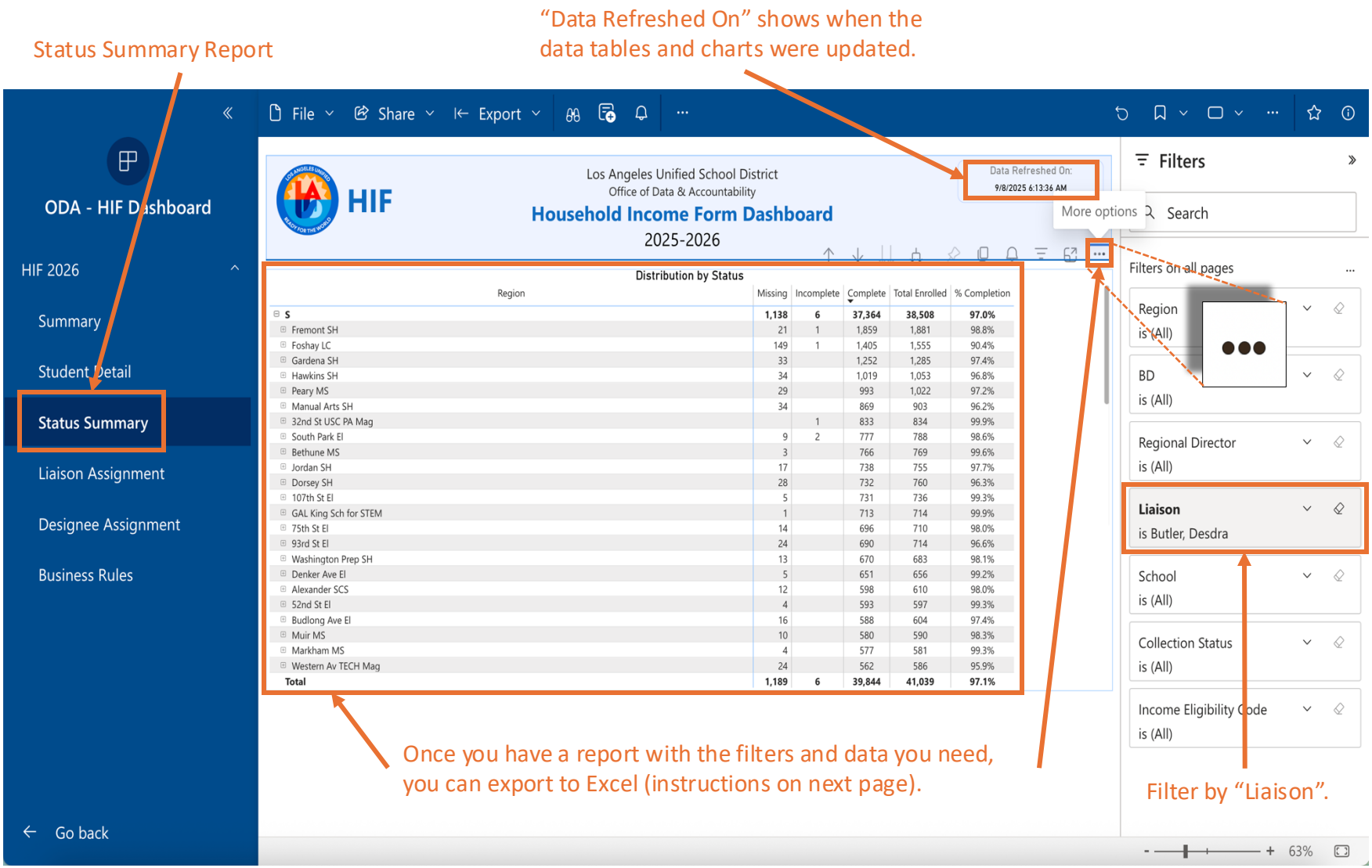
Status Summary Report

On this report, you can see the total number of students “Missing, Incomplete, Complete, Total Enrolled, and % Completion” for each school.



Filtered by “Liaison”.

Status Summary Report with same Liaison filter selected (cont.)

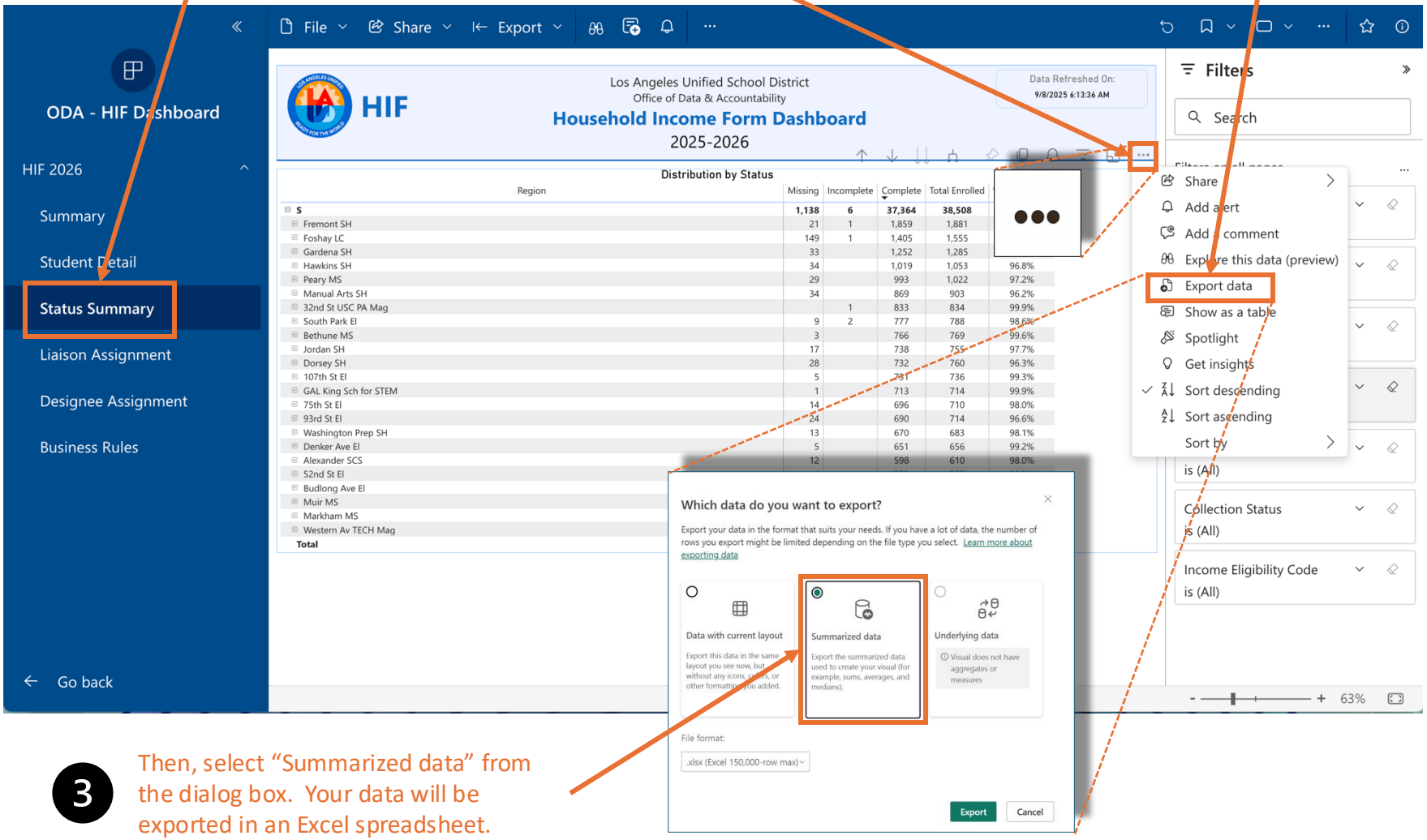


Status Summary Report – Exporting Your Data

Status Summary Report

1 First, click the ‘three dots’ icon for “More options”.

2 Next, select “Export data” from the dropdown menu.

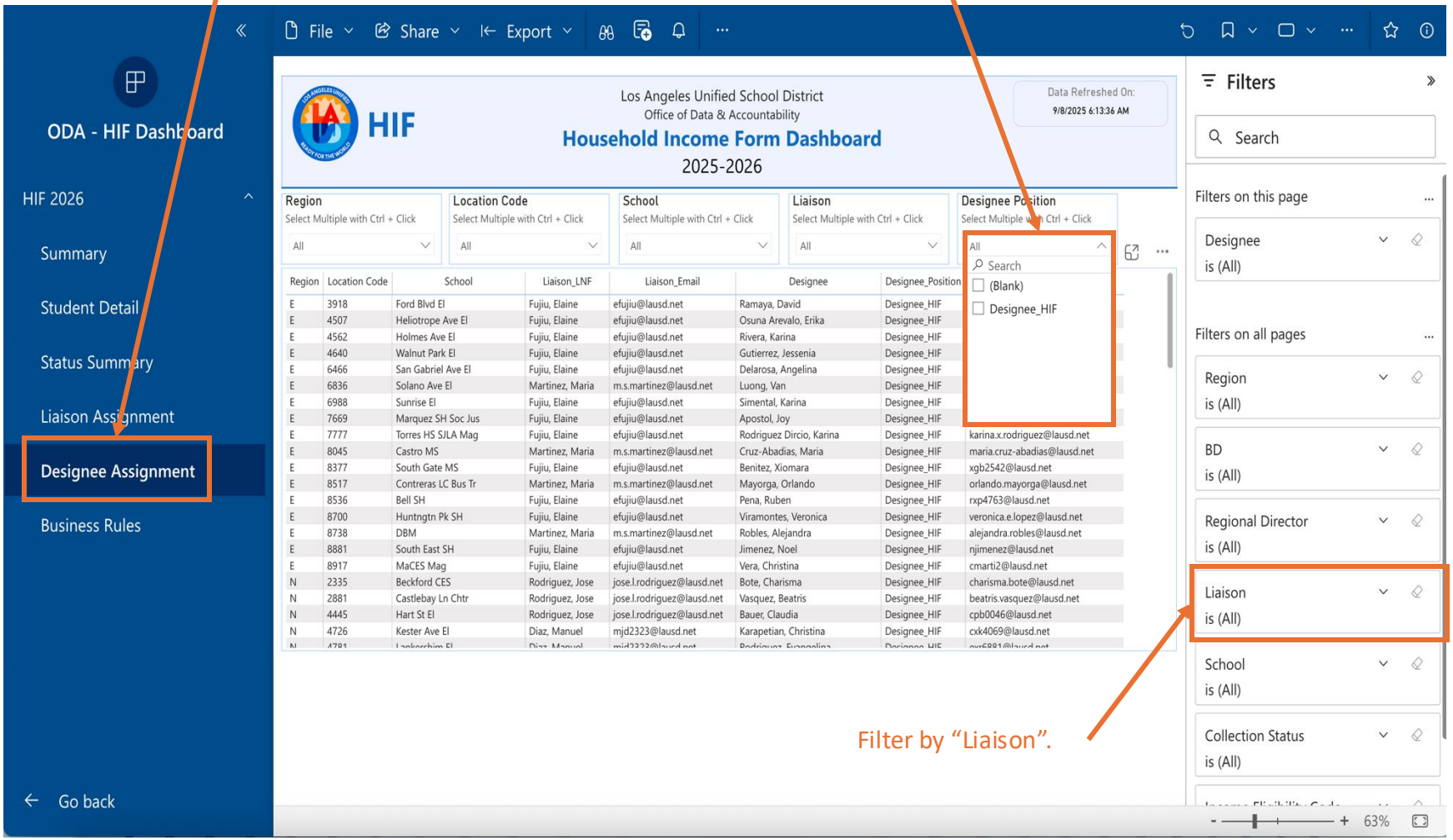


3 Then, select “Summarized data” from the dialog box. Your data will be exported in an Excel spreadsheet.

Designee Assignment Report – Filters

Designee Assignment Report

"Designee Position" column added.

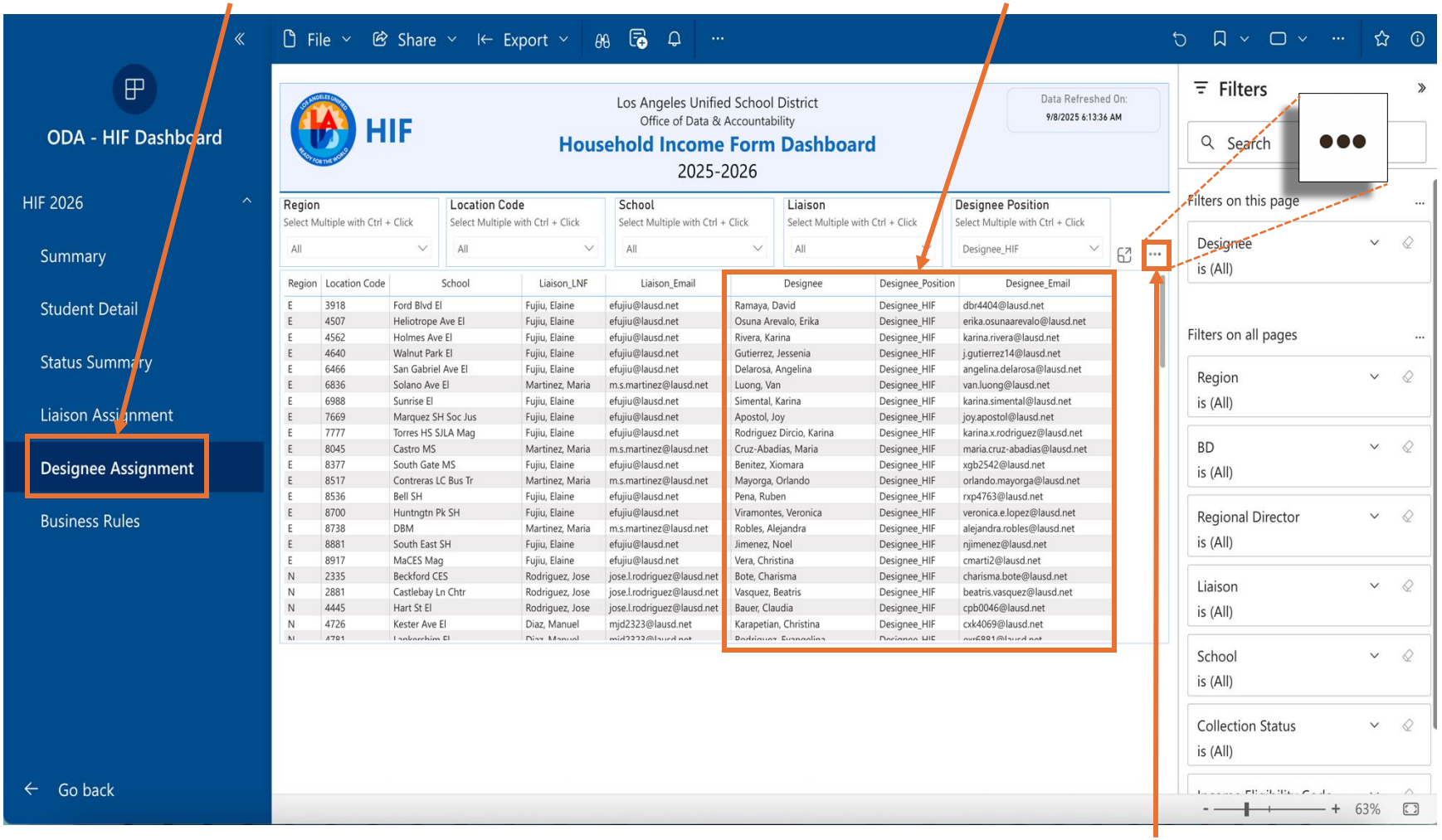


Filter by "Liaison".

Designee Assignment Report

Designee Assignment Report

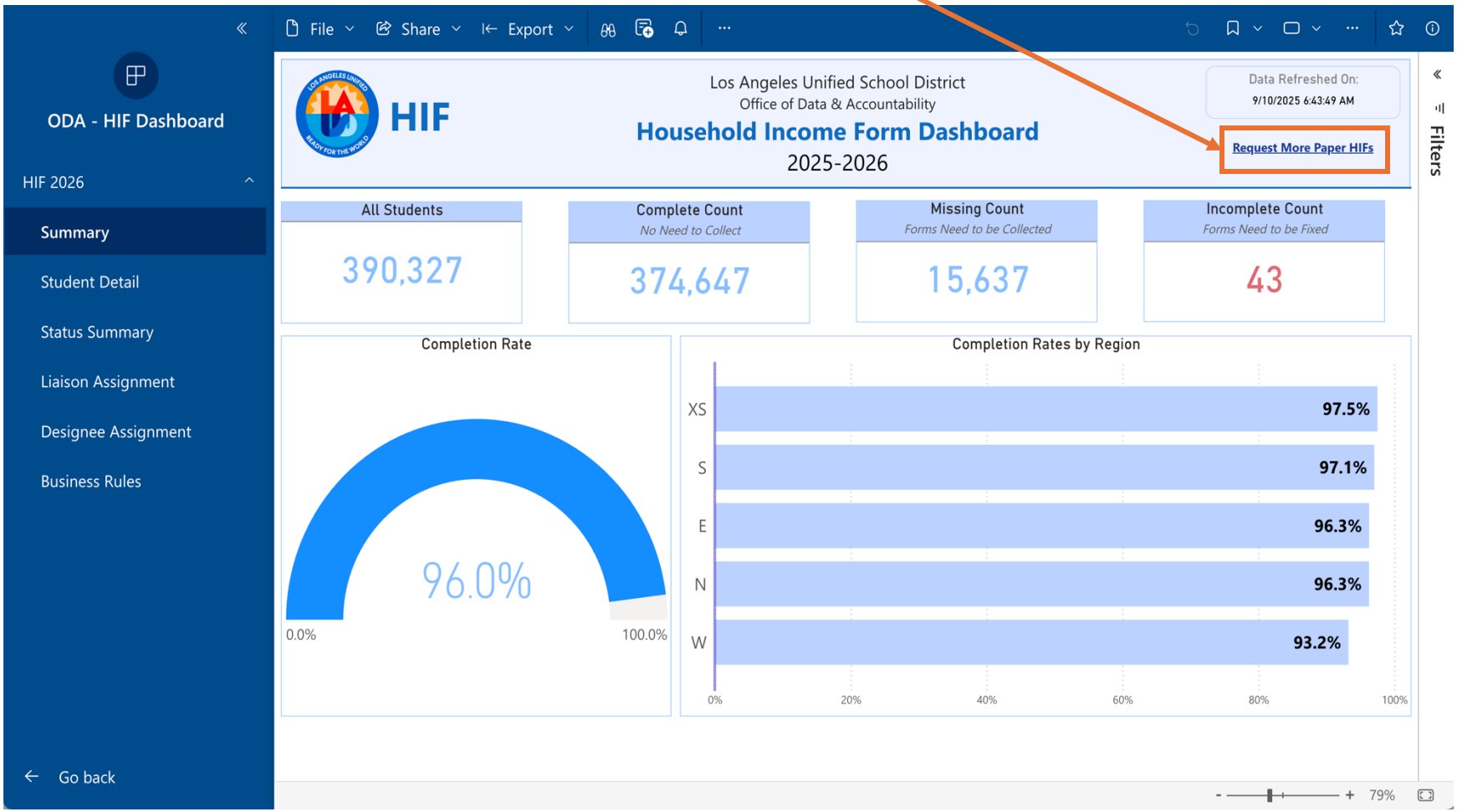
"Designee" columns added.

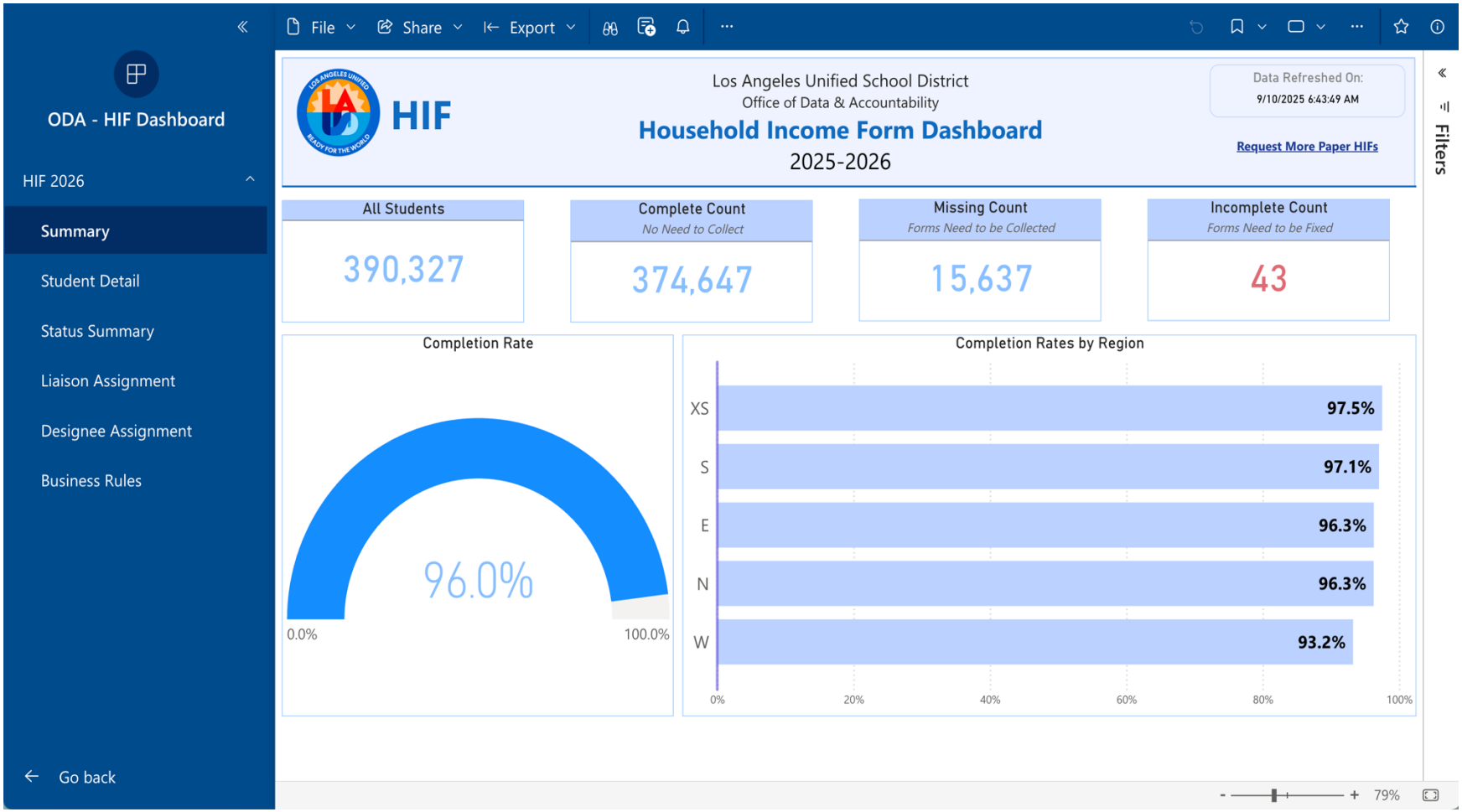


Once you have a report with the filters and data you need, you can export to Excel.

Office of Data and Accountability – Household Income Form (HIF) Dashboard

To receive more paper Household Income Forms, click on the "Request More Paper HIFs" link.



Office of Data and Accountability – Household Income Form (HIF) Dashboard

Click on the image below to go to the HIF Dashboard!