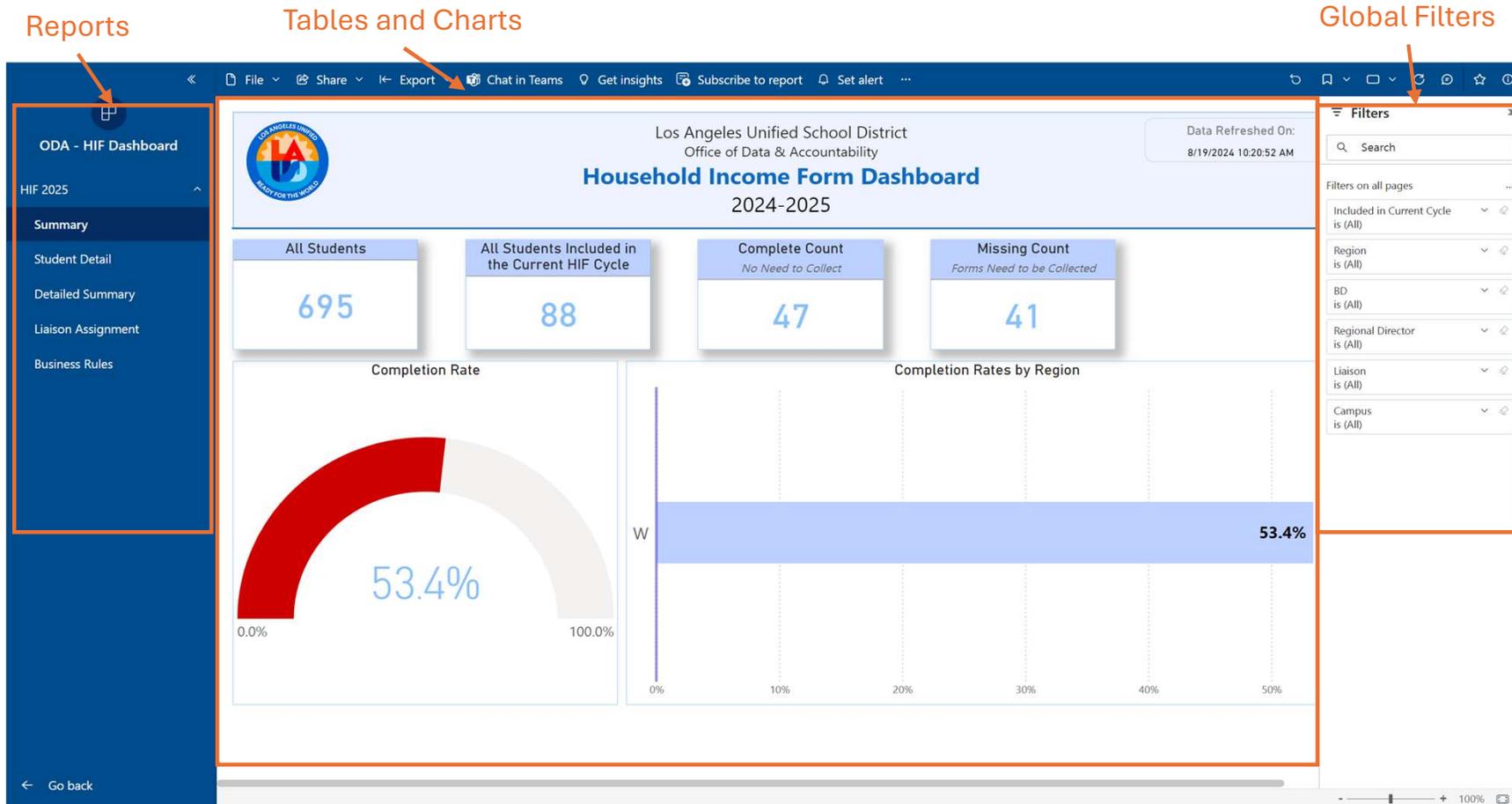


# Office of Data and Accountability – Household Income Form (HIF) Dashboard School Job Aid

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. It focuses on the two main reports schools will use, the Summary and Student Detail reports. 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.

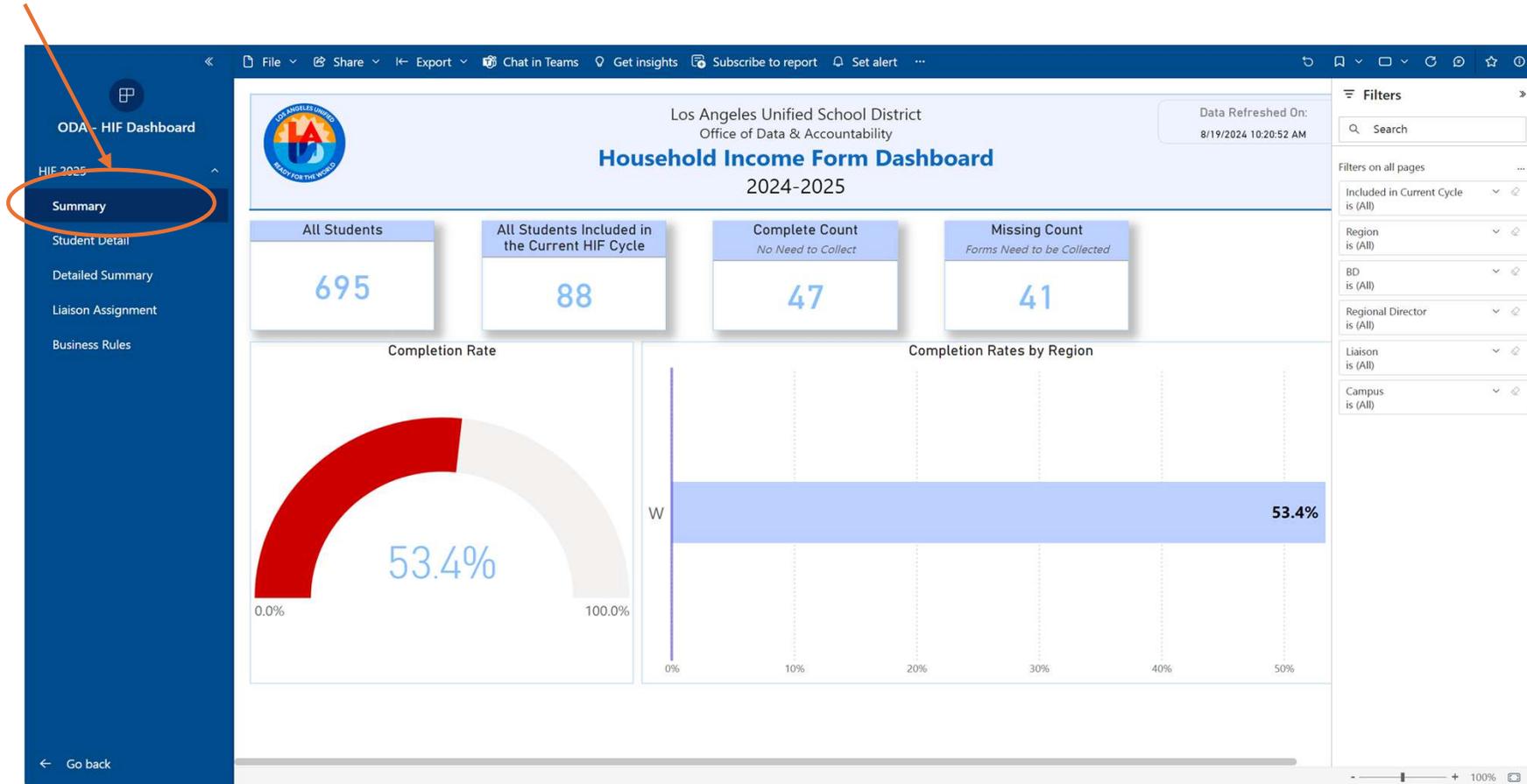
**Global Filters:** This is where you can filter the data as needed. For schools, the filters are limited since access is school specific.

TIP: 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

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.

# Student Detail Report

Student Detail Report

Additional filters available in this report

Los Angeles Unified School District  
Office of Data & Accountability  
Household Income Form Dashboard  
2024-2025

Data Refreshed Up to: 8/19/2024 10:20:52 AM

Filters

Search

Filters on all pages

Included in Current Cycle is (All)

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

Campus is (All)

Student ID: All

Student: All

Included in Current Cycle: All

HIF Collection Status: Select Multiple with Ctrl + Click, All

| Region | Liaison     | Campus Code | Campus       | School Code | School       | Student ID | Student | DoB | Grade | HIF Collection Status           |
|--------|-------------|-------------|--------------|-------------|--------------|------------|---------|-----|-------|---------------------------------|
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH |            |         |     |       | Need to Collect                 |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Collection Complete             |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH |            |         |     |       | Not in Current Collection Cycle |

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.

\*a gray box has been placed over student information for privacy reasons

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

Student Detail Report

Filter for “Need to Collect”

ODA - HIF Dashboard

HIF 2025

Summary

**Student Detail**

Detailed Summary

Liaison Assignment

Business Rules

Go back

Los Angeles Unified School District  
Office of Data & Accountability

Household Income Form Dashboard  
2024-2025

Data Refreshed Up to:  
8/19/2024 11:23:23 AM

Filters

Search

Filters on all pages

Included in Current Cycle is (All)

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

Campus is (All)

Student ID: All

Student: All

Included In Current Cycle: All

HIF Collection Status

Select Multiple with Ctrl + Click

Need to Collect

Collection Complete

Need to Collect

Not in Current Collection Cycle

| Region | Liaison     | Campus Code | Campus       | School Code | School                | Student ID | Student         |
|--------|-------------|-------------|--------------|-------------|-----------------------|------------|-----------------|
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH CA/CT Mg |            |                 |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            |                 |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH CA/CT Mg |            |                 |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH CA/CT Mg |            |                 |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH CA/CT Mg |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 7535        | Bernstein SH CA/CT Mg |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |
| W      | Spears, Sue | 8696        | Bernstein SH | 8696        | Bernstein SH          |            | Need to Collect |

To get the list of students missing an HIF, click on the drop-down arrow in the “HIF Collection Status” filter and click the box next to “Need to Collect”. These are the students at your school that need to complete an HIF.

\*a gray box has been placed over student information for privacy reasons

# Student Detail Report – Navigation Tips

If you want to clear all your filters, click this icon.

The screenshot shows the 'Household Income Form Dashboard' for the 2024-2025 school year. At the top, there are navigation options like 'File', 'Share', 'Export', 'Chat in Teams', 'Get insights', 'Subscribe to report', and 'Set alert'. A refresh icon is circled in orange. Below the navigation is a header with the Los Angeles Unified School District logo and the text 'Los Angeles Unified School District Office of Data & Accountability Household Income Form Dashboard 2024-2025'. The dashboard includes several filter sections: 'Student ID' (set to 'All'), 'Student' (set to 'All'), 'Included In Current Cycle' (set to 'All'), and 'HIF Collection Status' (set to 'Need to Collect'). A table titled 'Student Meal Description' is displayed below, with columns for Region, Liaison, Campus Code, Campus, School Code, School, Student ID, Student, DoB, Grade, and HIF Collection Status. The table contains 15 rows of data, with a gray box obscuring the 'Student' and 'DoB' columns. On the right side, there is a 'Filters' pane with a search bar and a list of filters: 'INCLUDED\_IN\_CURRENT\_CYCLE is (All)', 'Included in Current Cycle is (All)', 'Region is (All)', 'BD is (All)', 'Regional Director is (All)', 'Liaison is (All)', and 'Campus is (All)'. A filter icon is circled in orange.

If you searched/filtered for a specific student, you need to uncheck the box next to the student ID or name to remove the filter.  
To choose more than one selection, use Ctrl + Click.

If you're not sure which filters you have applied, hover over the filter icon

\*a gray box has been placed over student information for privacy reasons

A close-up of the filter icon in the top right corner of the dashboard. The icon is circled in orange. A tooltip is visible, showing the text 'Filters and slicers affecting this visual' and 'HIF\_COLLECTION\_STATUS\_01 is Need to Collect'.

