

PH WINS DASHBOARD USER GUIDE



Objective: Learn how to use the basic features of the PH WINS Dashboard.

This User Guide explains how to use the basic features of the PH WINS dashboard to help you answer research questions you have about your workforce.

By the end of this guide, you'll be able to:

- Navigate from the Dashboard homepage to a Topic page or a workforce subgroup dashboard.
- Use the Control Panel to filter, compare, sort, and download data.
- Interpret the information presented in the bar and slope graphs.
- Find detailed information in the popup tooltips in each graph.
- Access additional Resources like survey methods and summary reports.

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Dashboard Homepage

From the homepage, you can go directly to data for the national workforce or select a specific topic or subgroup of interest. You'll also find links to additional resources about PH WINS.

Navigation Bar

The **Navigation Bar** at the top of the homepage has links for **Home**, **National**, **Subgroups**, and **Resources**.



Click **Home** to go back to the Dashboard homepage at any time.

Click **National** to go directly to the National Dashboard (you will land on the Demographics page by default).

Click **Subgroups** to select a specific workforce subgroup. Drop down menus will appear. Click the Setting, HHS Region, or Workforce group you are interested in exploring. This will take you to the corresponding Dashboard (you will land on the Demographics page for the subgroup by default).

Click **Resources** to access downloadable summary reports and survey methods, submit a data request, and go to the PH WINS homepage.

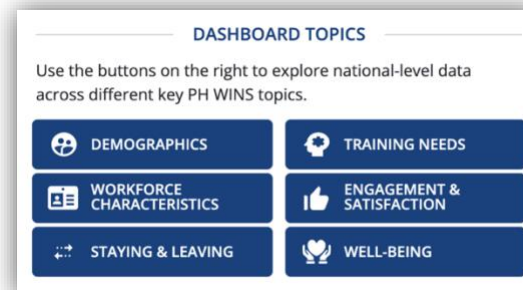
✓ **Tip:** The Navigation Bar will always be at the top of your screen as you move to different pages in Dashboard.

Dashboard Topics

Use the **Dashboard Topics** buttons to go directly to national data for a specific survey topic.

There are buttons for each section of PH WINS 2021: Demographics, Workforce Characteristics, Staying & Leaving, Training Needs, Engagement & Satisfaction, and Well-being.

✓ **Tip:** Use the Topic buttons if you want to explore **national data by topic area**.



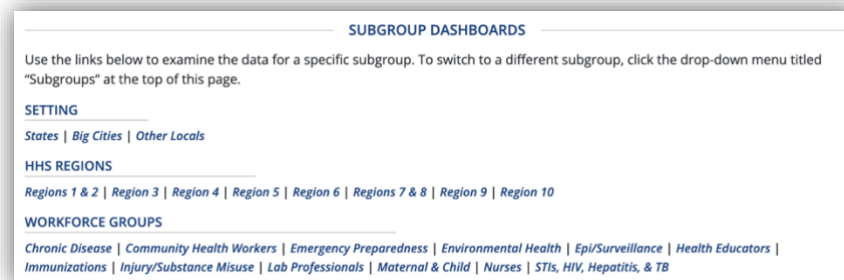
Subgroup Dashboards

Individual dashboards are available for **subgroups of national governmental public health employees**.

Subgroups are categories of respondents that share similar characteristics, such as working in the same setting (state or big city, for example), HHS region, or in certain workforce groups like maternal and child health or emergency preparedness.

Click the hyperlinks for any of the **Subgroup Dashboards** to go directly to the data for that subgroup. You will land on the Demographics Topic page for that subgroup by default.

✓ **Tip:** Use the Subgroup dashboard links if you want to **compare data** by setting, region, or workforce groups to national findings.



Resources

Click any of the **Resources** tiles to find out more information about PH WINS.

Available resources include:

- Dashboard User Guide (this document)
- Summary Reports (downloadable PDF)
- Survey Methods (downloadable PDF)
- Submit Data Request (link to webpage)
- PHWINS.ORG (link to webpage)



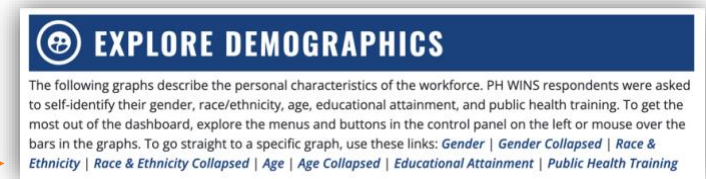
Topic Page

A **Topic page** contains graphs for individual survey questions that relate to a certain topic area. Topics include Demographics, Workforce Characteristics, Staying & Leaving, Training Needs, Engagement & Satisfaction, and Well-being.

Topic Text

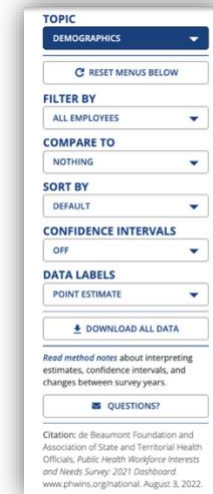
Each Topic page begins with a **brief description of the survey topic**. Use the **hyperlinks** at the end of the introduction paragraph to jump to a specific graph.

Hyperlinks →



Control Panel

The **Control Panel** allows you to **customize the data** in the graphs. Select options from the dropdown menus to filter, compare, and sort data. You can also use this panel to download all data on a topic page, review method notes that help you interpret the data, and email the PH WINS team.



✓ **Tip:** Control Panel options are not always available to use. If an option is not available, it will appear “grayed out,” or very light in color.

“Grayed out” option →



Topic

Use the **Topic** dropdown menu to **navigate to different Topic Pages** for the workforce you are currently viewing. You can select one of the six survey topic areas: Demographics, Workforce Characteristics, Staying & Leaving, Training Needs, Engagement & Satisfaction, and Well-being.

TOPIC

DEMOGRAPHICS

Example: Select **TOPIC>ENGAGEMENT & SATISFACTION** to go to view all graphs for survey items in the Engagement & Satisfaction survey topic.

TOPIC

DEMOGRAPHICS

DEMOGRAPHICS

WORKFORCE CHARACTERISTICS

STAYING & LEAVING

TRAINING NEEDS

ENGAGEMENT & SATISFACTION

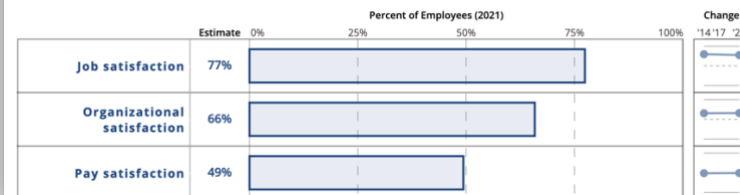
WELL-BEING



EXPLORE ENGAGEMENT & SATISFACTION

The following graphs describe the workforce's satisfaction with and perceptions of their workplace, supervisors, and organization. PH WINS respondents were asked to rate their agreement with several statements related to these topics. To get the most out of the dashboard, explore the menus and buttons in the control panel on the left or mouse over the bars in the graphs. To go straight to a specific graph, use these links: [Employee Satisfaction](#) | [Perceptions about Workplace](#) | [Perceptions about Supervisors](#) | [Perceptions about Organization](#)

EMPLOYEE SATISFACTION NATIONAL: ALL EMPLOYEES



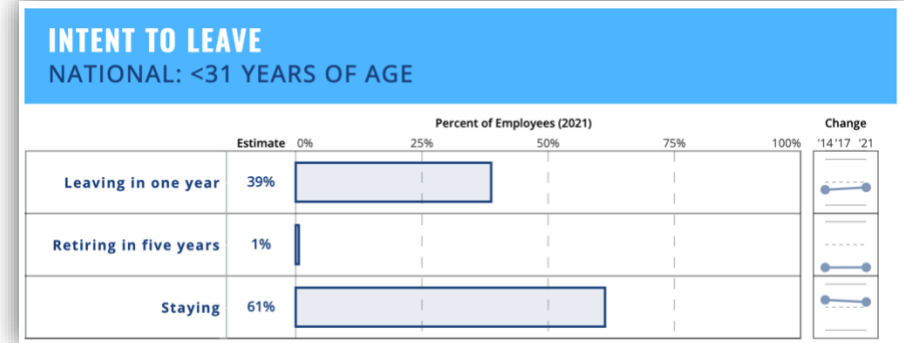
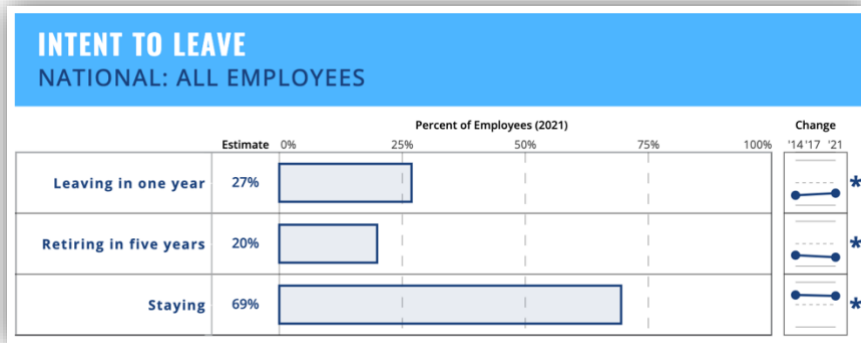
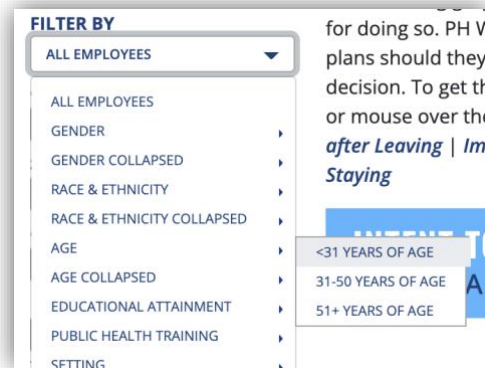
Filter By

Use the **Filter By** dropdown menu to update all graphs on the topic page to only show data for **specific groups of respondents**. The menu is always set to ALL EMPLOYEES by default.

FILTER BY

ALL EMPLOYEES ▼

Example: On the national Staying & Leaving Topic page, select **FILTER BY>AGE COLLAPSED> <31 YEARS OF AGE**. All graphs on the topic page will update to show you data for respondents who reported an age of less than 31 years on PH WINS 2021.



Compare To

Use the **Compare To** dropdown menu to compare data in the graphs to the national sample or another subgroup.

COMPARE TO

NOTHING

Example: Compare estimates from the States setting to national estimates. From the homepage, use the Navigation Bar to select **SUBGROUPS>SETTING>STATES**. Select Staying & Leaving from the Topic dropdown menu. Select **COMPARE TO>NATIONAL (ALL EMPLOYEES)** (**ALL EMPLOYEES**). All graphs on the topic page will update to include vertical comparison lines representing estimates for the entire national workforce. The graph titles will also update to include a third line describing the comparison.

COMPARE TO

NOTHING

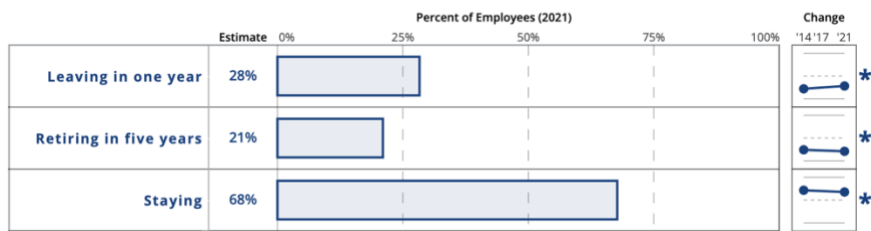
NOTHING

NATIONAL (ALL EMPLOYEES)

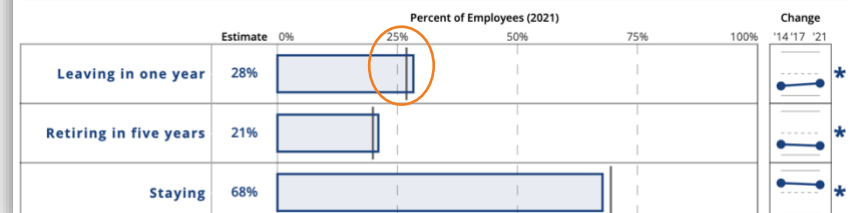
STATES (ALL EMPLOYEES)

OFF

INTENT TO LEAVE STATES: ALL EMPLOYEES



INTENT TO LEAVE STATES: ALL EMPLOYEES COMPARED TO NATIONAL, ALL EMPLOYEES



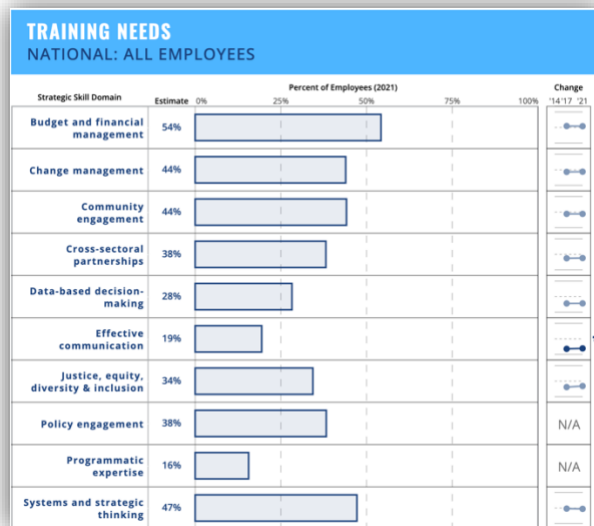
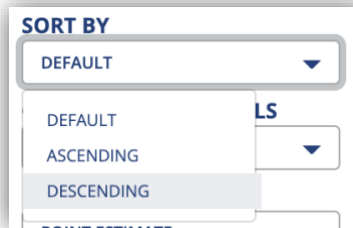
Sort By

Use the **Sort By** dropdown menu to **change the way the graphs are sorted**. Sorting certain graphs can help you better understand and communicate the data.

SORT BY

DEFAULT

Example: On the national Training Needs Topic page, select **SORT BY>DESCENDING**. All graphs on the topic page will update so that the bars are sorted from greatest percentage to least percentage. This is useful for identifying the top five and bottom five training needs.



Confidence Intervals

Use the **Confidence Intervals** dropdown menu to **turn on small line markers** on the bars in each graph that represent the **width of the 95% confidence intervals** around the point estimate. By default, confidence interval markers are turned off.

CONFIDENCE INTERVALS

OFF

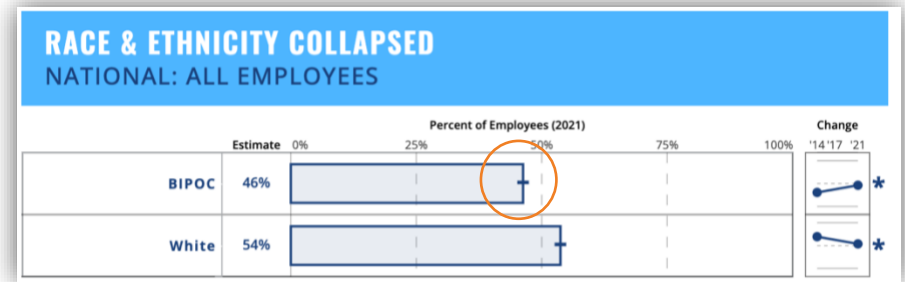
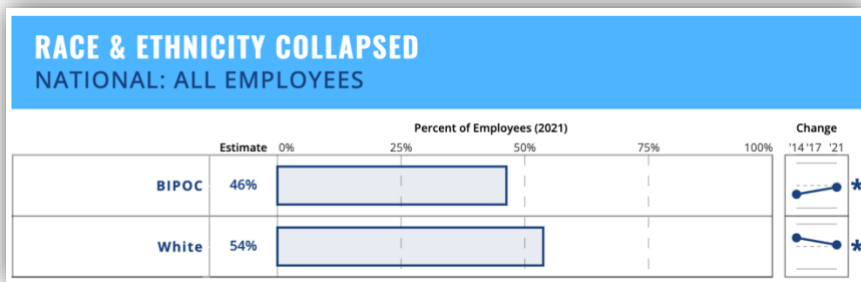
Example: On the national Demographics Topic page, select **CONFIDENCE INTERVALS>ON** to turn on the confidence interval markers on the Race & Ethnicity Collapsed graph.

CONFIDENCE INTERVALS

OFF

ON

OFF



Data Labels

Use the **Data Labels** dropdown menu to **customize the type of row labels** that appear to the left of each bar in the graphs. By default, Data Labels are set to Point Estimate. They can be changed to Confidence Intervals to display the 95% confidence interval for each estimate.

DATA LABELS

POINT ESTIMATE ▼

Example: On the national Well-being Topic page, select **DATA LABELS>CONFIDENCE INTERVALS (CI)** to update all graphs on the topic page to display the 95% confidence interval for each bar in the Workplace Challenges graph.

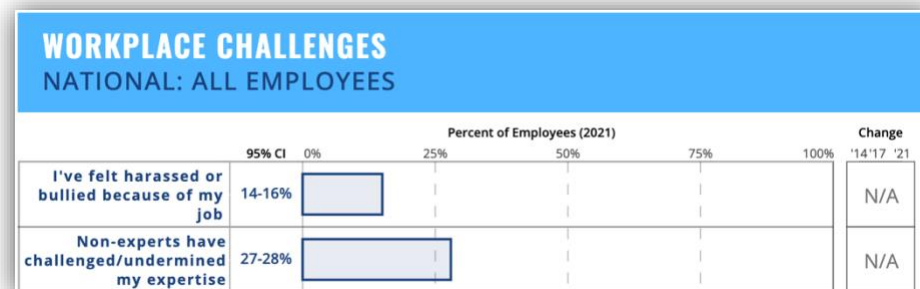
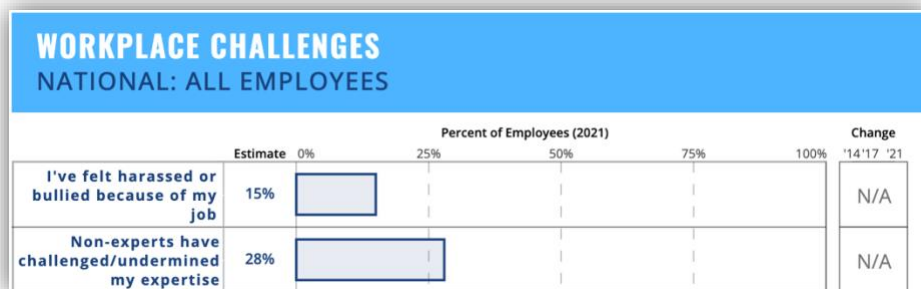
DATA LABELS

POINT ESTIMATE ▼

POINT ESTIMATE

CONFIDENCE INTERVALS (CI)

NEW MEMORANDUMS ABOUT INTERPRETING



Download All Data

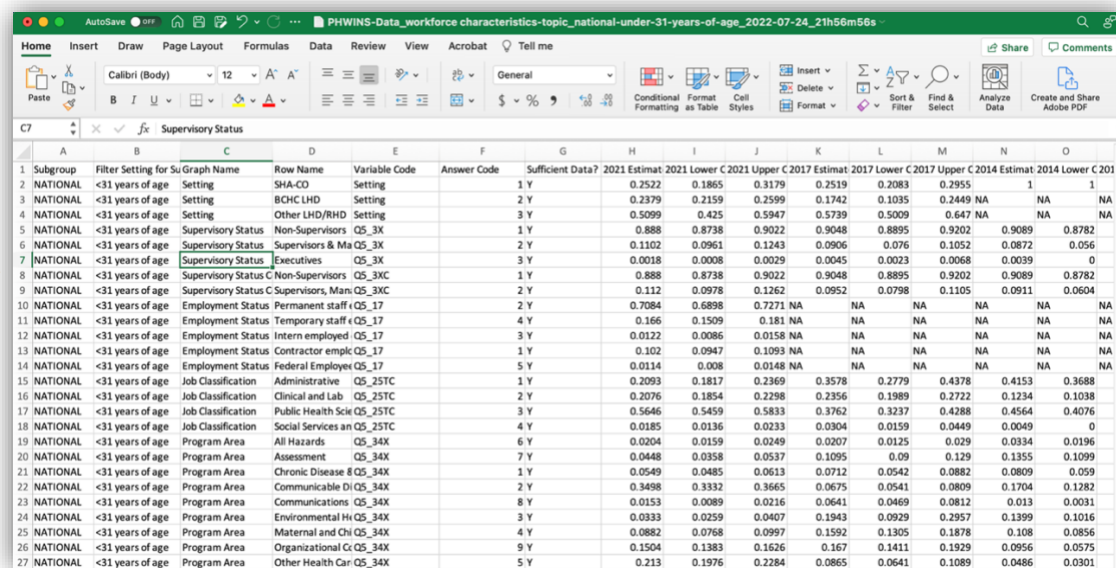
Use the **Download All Data** button to download a Comma Separated Values (.csv) file containing **data for all graphs** on the topic page you are viewing.

 **DOWNLOAD ALL DATA**

Check your computer's Downloads folder for the file. You can open .csv files in Microsoft Excel or similar programs and use them to create your own custom tables and graphs.

Example: Download All Data from the national Workforce Characteristics Topic Page. To do this, go to the National dashboard and select **FILTER BY>AGE COLLAPSED> <31 YEARS OF AGE**. Click the **Download All Data button in the Control Panel**. Detailed data for each graph on the page will be included in the downloaded .csv file, as well as variable and answer codes, and any filter settings and comparison groups that were turned on before you download the data.

Example .csv file →



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Subgroup	Filter Setting for Su	Graph Name	Row Name	Variable Code	Answer Code	Sufficient Data?	2021 Estim	2021 Lower C	2021 Upper C	2017 Estim	2017 Lower C	2017 Upper C	2014 Estim	2014 Lower C
1	NATIONAL	<31 years of age	Setting	SHA-CD	Setting		1 Y	0.2522	0.1865	0.3179	0.2519	0.2083	0.2955	1	1
2	NATIONAL	<31 years of age	Setting	BCHC LHD	Setting		2 Y	0.2379	0.2159	0.2599	0.1742	0.1035	0.2449	NA	NA
3	NATIONAL	<31 years of age	Setting	Other LHD/RHD	Setting		3 Y	0.5099	0.425	0.5947	0.5739	0.5009	0.647	NA	NA
4	NATIONAL	<31 years of age	Supervisory Status	Non-Supervisors	Q5_3X		1 Y	0.888	0.8738	0.9022	0.9048	0.8895	0.9202	0.9089	0.8782
5	NATIONAL	<31 years of age	Supervisory Status	Supervisors & Ma	Q5_3X		2 Y	0.1102	0.0961	0.1243	0.0906	0.076	0.1052	0.0872	0.056
6	NATIONAL	<31 years of age	Supervisory Status	Executives	Q5_3X		3 Y	0.0018	0.0008	0.0029	0.0045	0.0023	0.0068	0.0039	0
7	NATIONAL	<31 years of age	Supervisory Status	Supervisors C Non-Supervisors	Q5_3XC		1 Y	0.888	0.8738	0.9022	0.9048	0.8895	0.9202	0.9089	0.8782
8	NATIONAL	<31 years of age	Supervisory Status	Supervisors C Supervisors, Man	Q5_3XC		2 Y	0.112	0.0978	0.1262	0.0952	0.0798	0.1105	0.0911	0.0604
9	NATIONAL	<31 years of age	Employment Status	Permanent staff	Q5_17		2 Y	0.7084	0.6898	0.7271	NA	NA	NA	NA	NA
10	NATIONAL	<31 years of age	Employment Status	Temporary staff	Q5_17		4 Y	0.166	0.1509	0.181	NA	NA	NA	NA	NA
11	NATIONAL	<31 years of age	Employment Status	Intern employed	Q5_17		3 Y	0.0122	0.0086	0.0158	NA	NA	NA	NA	NA
12	NATIONAL	<31 years of age	Employment Status	Contractor emp	Q5_17		1 Y	0.102	0.0947	0.1093	NA	NA	NA	NA	NA
13	NATIONAL	<31 years of age	Employment Status	Federal Employee	Q5_17		5 Y	0.0114	0.008	0.0148	NA	NA	NA	NA	NA
14	NATIONAL	<31 years of age	Job Classification	Administrative	Q5_25TC		1 Y	0.2093	0.1817	0.2369	0.3578	0.2779	0.4378	0.4153	0.3688
15	NATIONAL	<31 years of age	Job Classification	Clinical and Lab	Q5_25TC		2 Y	0.2076	0.1854	0.2298	0.2356	0.1989	0.2722	0.1234	0.1038
16	NATIONAL	<31 years of age	Job Classification	Public Health Scie	Q5_25TC		3 Y	0.5646	0.5459	0.5833	0.3762	0.3237	0.4288	0.4564	0.4076
17	NATIONAL	<31 years of age	Job Classification	Social Services an	Q5_25TC		4 Y	0.0185	0.0136	0.0233	0.0304	0.0159	0.0449	0.0049	0
18	NATIONAL	<31 years of age	Program Area	All Hazards	Q5_34X		6 Y	0.0204	0.0159	0.0249	0.0207	0.0125	0.029	0.0334	0.0196
19	NATIONAL	<31 years of age	Program Area	Assessment	Q5_34X		7 Y	0.0448	0.0358	0.0537	0.1095	0.09	0.129	0.1355	0.1099
20	NATIONAL	<31 years of age	Program Area	Chronic Disease	Q5_34X		1 Y	0.0549	0.0485	0.0613	0.0712	0.0542	0.0882	0.0809	0.059
21	NATIONAL	<31 years of age	Program Area	Communicable DI	Q5_34X		2 Y	0.3498	0.3332	0.3665	0.0675	0.0541	0.0809	0.1704	0.1282
22	NATIONAL	<31 years of age	Program Area	Communications	Q5_34X		8 Y	0.0153	0.0089	0.0216	0.0641	0.0469	0.0812	0.013	0.0031
23	NATIONAL	<31 years of age	Program Area	Environmental H	Q5_34X		3 Y	0.0333	0.0259	0.0407	0.1943	0.0929	0.2957	0.1399	0.1016
24	NATIONAL	<31 years of age	Program Area	Maternal and Chi	Q5_34X		4 Y	0.0882	0.0768	0.0997	0.1592	0.1305	0.1878	0.108	0.0856
25	NATIONAL	<31 years of age	Program Area	Organizational Cr	Q5_34X		9 Y	0.1504	0.1383	0.1626	0.167	0.1411	0.1929	0.0956	0.0575
26	NATIONAL	<31 years of age	Program Area	Other Health Car	Q5_34X		5 Y	0.213	0.1976	0.2284	0.0865	0.0641	0.1089	0.0486	0.0301

Other Features

Reset Menus Below

Use the **Reset Menus Below** button to clear any selections you have made for the Filter By, Compare To, Sort By, Confidence Intervals, and Data Labels dropdown menus. This resets all menus to their default state. Refreshing your browser page will not clear any selections you have made in the Control Panel.

 **RESET MENUS BELOW**

Read Method Notes

Click the **Read Method Notes** hyperlink to read more about **how to interpret the estimates and confidence intervals** in the graphs and **details about survey methods**, including changes to PH WINS over time.

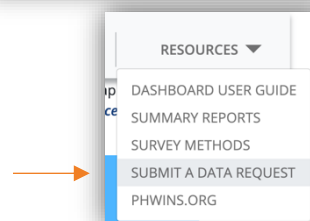
Read method notes about interpreting estimates, confidence intervals, and changes between survey years.

Questions

Click the **Questions** button if you need to send an email to the PH WINS team. Contact the team with questions about PH WINS or the PH WINS dashboard.

 **QUESTIONS?**

✓ **Tip:** If you would like to request additional data that is not available on the PH WINS Dashboard or in the summary reports, go to *Resources* in the Navigation Bar and select *Submit a Data Request*.



Citation

Copy and paste the **Citation** text into your reports, presentations, and other materials that include or reference data from the PH WINS Dashboard.

Citation: de Beaumont Foundation and Association of State and Territorial Health Officials, *Public Health Workforce Interests and Needs Survey: 2021 Dashboard*. www.phwins.org/national. August 3, 2022.

Graph features

Each **graph** on a Topic Page has numerous features for you to **visualize, interpret, and download** PH WINS data that describe the governmental public health workforce. The graphs present data from PH WINS 2021, and for certain workforces, the 2014 and 2017 surveys.

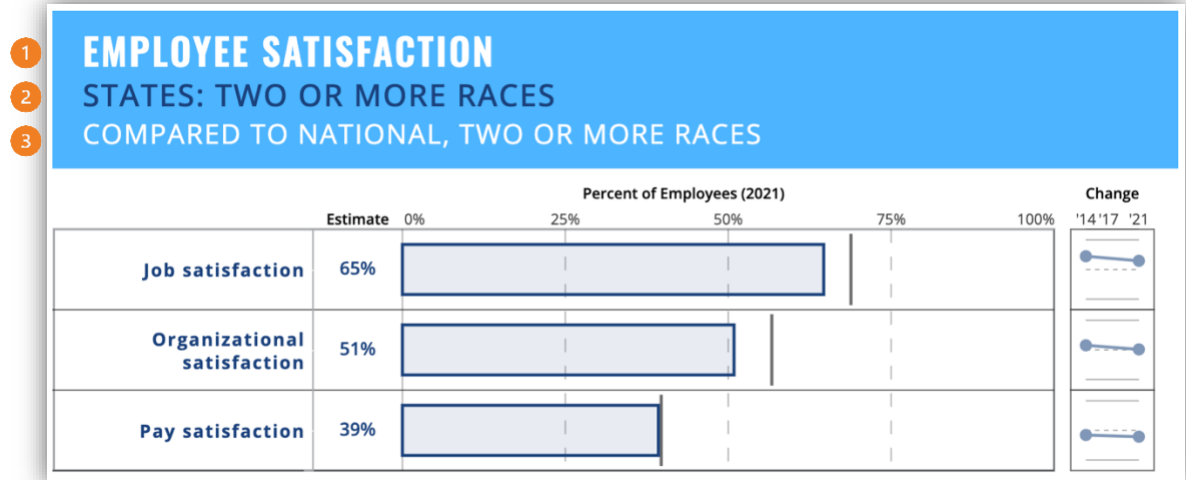
Titles

Graphs will have **two to three title lines**, depending on the options you have selected in the Control Panel. Titles describe the survey question, the workforce you are exploring, and any comparisons or filters that you have selected.

EMPLOYEE SATISFACTION
STATES: TWO OR MORE RACES
COMPARED TO NATIONAL, TWO OR MORE RACES

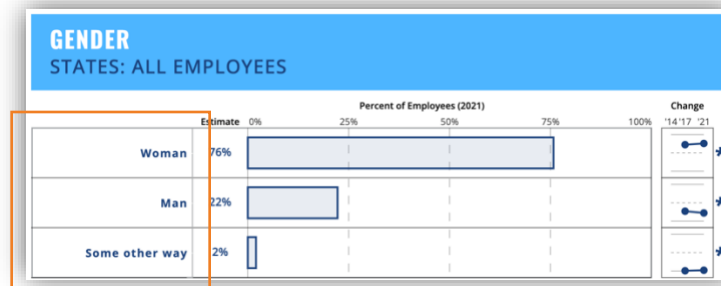
Example: Review the titles for the Employee Satisfaction graph for the States workforce on the Satisfaction Topic Page, filtered by Two or More Races and compared to the National Workforce.

- 1 The first title describes the survey item.
- 2 The second title describes:
 - the workforce you are viewing, e.g., National, States, Chronic Disease
 - whether you are viewing the complete workforce or a filtered group.
- 3 The third title appears when you have selected a comparison group using the Compare To dropdown menu in the Control Panel.



Row Labels

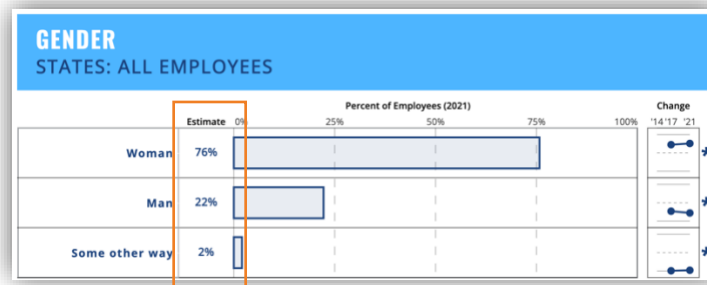
Row labels correspond to the **response categories** for each PH WINS 2021 survey item. These are the categories that respondents could select when completing the PH WINS 2021.



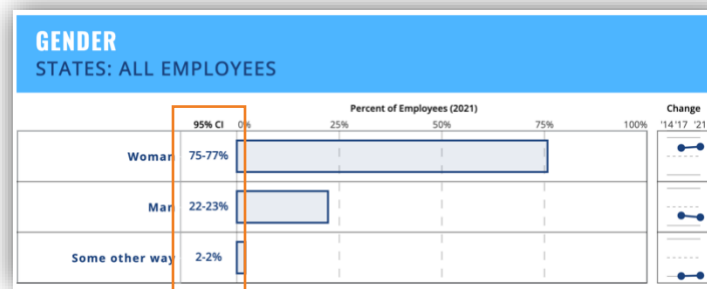
Data Labels

Data labels are provided for each row in a graph.

By default, the data labels represent the **percentage (“point”) estimate** for each row in the graph. A point estimate is the percentage of the workforce that selected a specific response for a survey question. For example, 76% of the States governmental public health workforce selected the response category “Woman” for the Gender survey question.

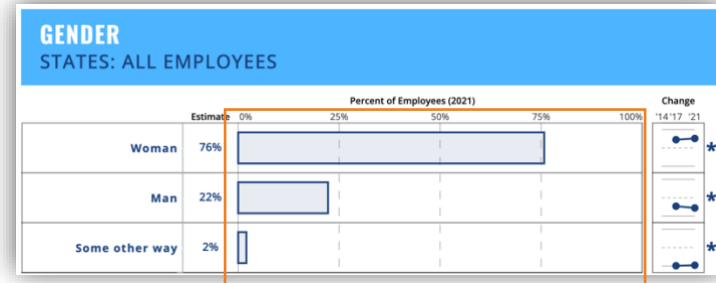


You can change the data labels to 95% Confidence Intervals by selecting **DATA LABELS>CONFIDENCE INTERVALS (CI)** in the Control Panel.



Bars

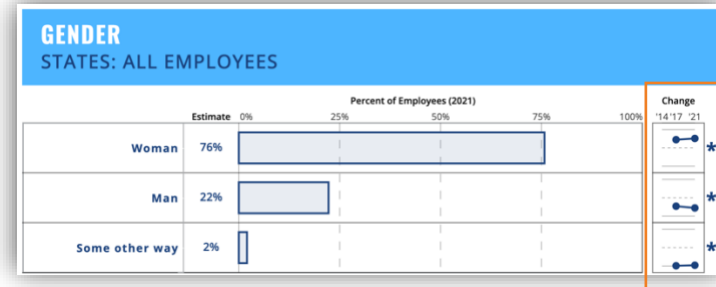
The **Bars** in the graphs **represent the point estimate** for each row. Bars will not appear if the point estimate is 0%. Bars will not change if you switch the data labels to 95% confidence intervals.



Change Over Time

The change over time (Change) section of a graph appears when data from PH WINS 2014 or 2017 are available for the workforce you are viewing.

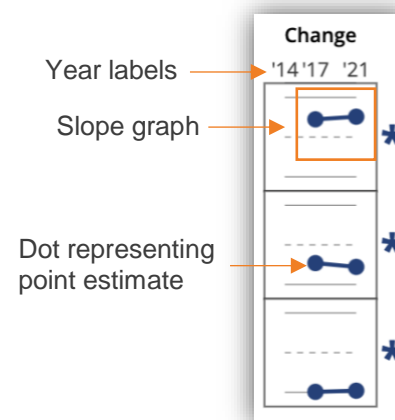
This section can help you interpret whether the point estimate for a specific response to a survey question has increased or decreased across survey years or stayed the same.



Slope graph

When data from PH WINS 2014 or 2017 are available, you will see slope graphs (lines connecting two or more dot markers) for each row.

The dots in the slope graph represent the point estimate for each survey year. These dots line up with year labels at the top of the section ('14=PH WINS 2014; '17=PH WINS 2017; and '21=PH WINS 2021).

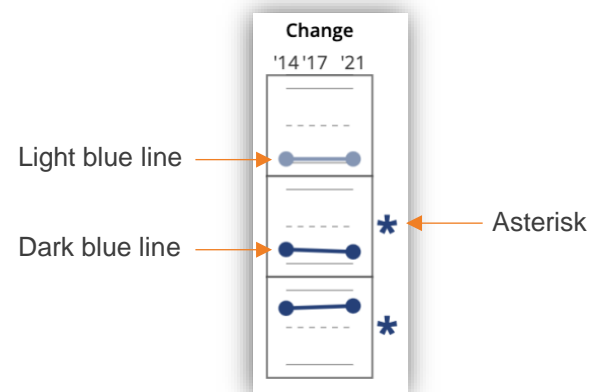


There are special features of the slope graph that can help you better understand the change over time data:

Line color and symbols

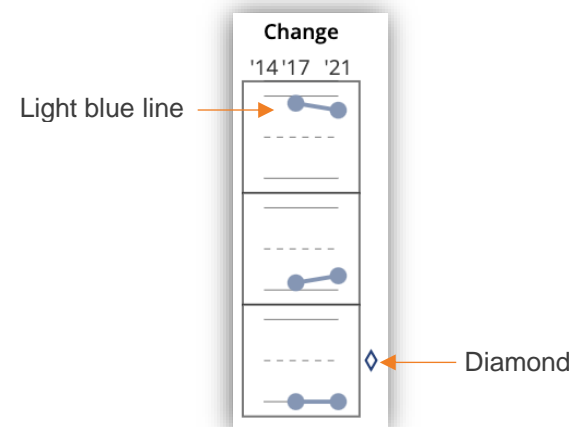
Dark blue lines in the slope graph indicate that the change over time for the row is **statistically significant** at a 95% confidence level.

Slope graphs with dark blue lines will always have an asterisk (*) next to them. You will find a note labeled with an asterisk below the graph explaining the statistical significance. See the [Notes & Caveats](#) section of this guide for more information.



Light blue lines indicate that the change over time for the row is **not statistically significant** at a 95% confidence level.

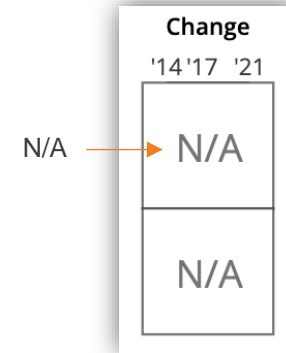
Light blue lines with a diamond symbol (◊) indicates that statistical significance could not be calculated because one of the point estimates is either 0% or 100%. You will find a note labeled with a diamond below the graph explaining the statistical significance. See the [Notes & Caveats](#) section of this guide for more information.



N/A

Data from 2014 or 2017 PH WINS **are not always available** for every workforce, survey question, or topic.

For example, new survey questions were added in 2021 to collect information on employees' mental and emotional well-being. Previous data on these questions are not available, so the Change section will display "N/A."



Change	
'14	'17 '21
N/A	N/A
N/A	N/A

✓ **Tip:** Make sure to [read the method notes](#) to find out more about data availability across survey years.

Tooltips

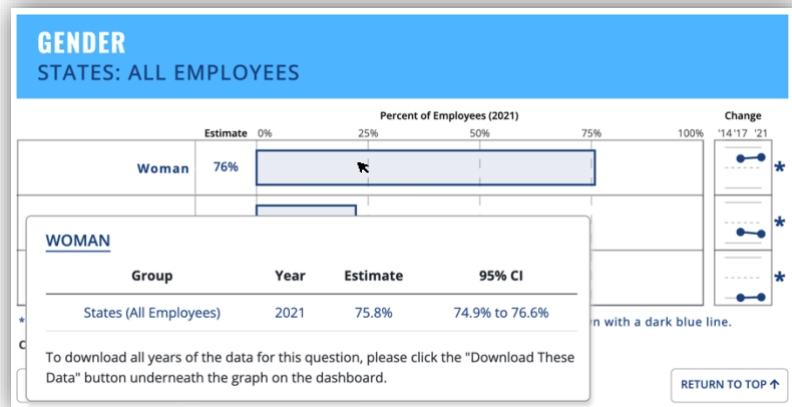
You can trigger **Tooltip popups** to appear for the each of the graph bars and the change over time slope graph.

Hover your mouse cursor anywhere in one of the graph bars or change over time slope graph to open the Tooltip.

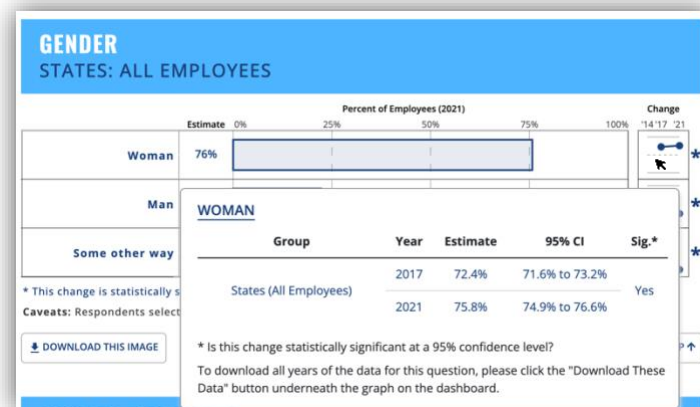
The Tooltip will contain more detailed data for the bar and change over time:

- Name of response category (in all caps at the top)
- Workforce group you are viewing ("Group")
- Survey year ("Year")
- Point estimate ("Estimate")
- 95% confidence intervals (95% CI)
- An indicator of statistical significance for change over time ("Sig.*")
- Notes and caveats

Tooltip for row bar



Tooltip for change over time slope graph

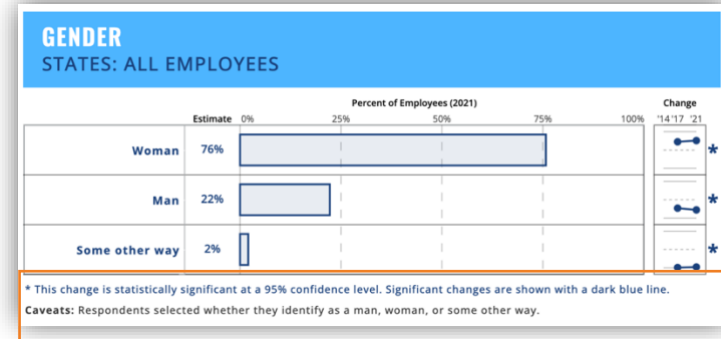


✓ **Tip:** If you want to capture an image of the Tooltip, take a screenshot of the Tooltip using your keyboard. On Windows, use the Windows Key + PrtScn to screenshot your entire desktop, or Alt + PrtScn to screenshot just your browser window. On Mac, use Shift + Command + 3 screenshot of your entire desktop, or Shift + Command + 4 to screenshot a specific area of your desktop.

Notes & Caveats

Notes and Caveats are below each graph. These explain specific nuances to the data shown in the graph. Consider these notes and caveats when interpreting the data and making conclusions.

Notes and caveats are included in the graph image download. You can crop them out, but you should include a reference to them elsewhere in your report or slide presentation.



Download This Image

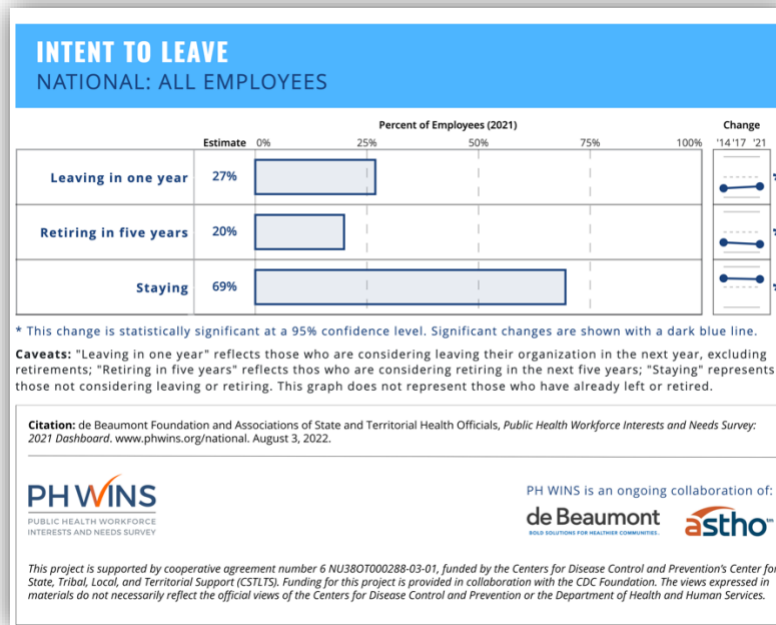
Use the **Download This Image** button below each graph to download the graph image to use in your presentations and reports. A Portable Network Graphic (.png) file will download.

↓ **DOWNLOAD THIS IMAGE**

Check your computer's Downloads folder to find the file. Double click the .png file to open it using your computer's default image viewer.

Example: Download This Image from the Intent to Leave graph on national Staying & Leaving Topic Page. To do this, go to the National dashboard and select **TOPIC>STAYING & LEAVING** from the Control Panel. Find the Intent to Leave graph and click the **Download This Image** button below the graph. A .png file will download and contain the graph, notes and caveats, and footer with a citation, logos for PH WINS and partnering organizations, and a statement regarding CDC funding.

Example graph image →



✓ **Tip:** If you crop out the notes and caveats, be sure to include a reference to them somewhere else in your report or presentation!

Download These Data

Use the **Download These Data** button to download a Comma Separated Values (.csv) file containing **data for the specific graph** you are viewing.

↓ **DOWNLOAD THESE DATA**

Check your computer's Downloads folder for the file. You can open .csv files in Microsoft Excel or similar programs and use them to create your own custom tables and graphs.

Example: Download These Data from the Intent to Leave graph on national Staying & Leaving Topic Page. To do this, go to the National dashboard and select **TOPIC>STAYING & LEAVING** from the Control Panel. Find the Intent to Leave graph and click the **Download These Data** button below the graph. Detailed data for each graph on the page will be included in the downloaded .csv file, as well as variable and answer codes, and any filter settings and comparison groups that were turned on before you download the data.

Example .csv file →

Subgroup	Filter Setting for Subgroup	Graph Name	Row Name	Variable Code	Answer Code	Sufficient Data?	2021 Estimate	2021 Lower Confidence Bound	2021 Upper Confidence Bound	2017 Estimate
NATIONAL	All Employees	Intent to Leave	Leaving in one year	Leave	1 Y		0.2688	0.259		0.2786
NATIONAL	All Employees	Intent to Leave	Retiring in five years	Retire	1 Y		0.1988	0.1927		0.2049
NATIONAL	All Employees	Intent to Leave	Staying	Stay	1 Y		0.6946	0.6853		0.7039

NOTES:

- Percentages are shown as proportions. For instance, 98.4% would be reported as 0.984.
- This download only provides results displayed in the selected dashboard view. "NA" indicates that data are not available. For instance, records showing "N" in the "SufficientData" column are not available in order to provide confidence bounds.
- Confidence bounds and significance are calculated using a 95% confidence level. "NC" in the "SigFlag" column indicates that significance could not be evaluated because at least one of the proportions involved was equal to zero.
- Use the population and filter columns to understand whether the record applies to the primary group being displayed or to the comparison group. (No comparison group records are provided if no comparison group is in view.)
- File downloaded on: 2022-7-27, 11:34:46, America/New York

Return To Top

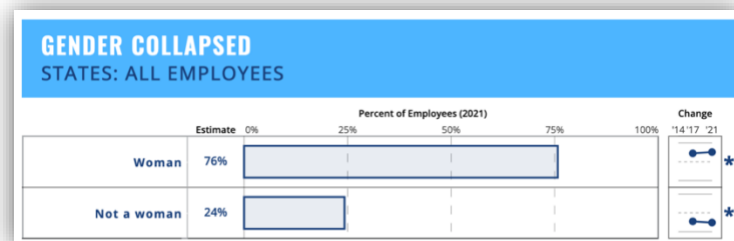
Click the **Return to Top** button below any graph to be taken back up to the top of the Topic Page. Use this button instead of scrolling to the top of the page with your mouse.

RETURN TO TOP ↑

Collapsed Graphs

Collapsed Graphs are provided for certain survey items, including Gender, Race/Ethnicity, Age, and Supervisory Status.

In Collapsed graphs, certain response categories are collapsed, or combined, into one category to provide an alternative way of visualizing the data. For example, in the Gender Collapsed graph, the response categories for “Man” and “Some other way” are collapsed into “Not a woman.”



The **Caveats** below the graph define the collapsed categories in each of these graphs.

Collapsed categories are available in the Filter By dropdown menu in the Control Panel.

Suppressed Graphs

Suppressed Graphs are missing data labels, row bars, change over time slope graphs, and tooltips. They contain a message that reads “Data suppressed because of insufficient respondents.”

Graphs must be suppressed when there are too few responses for a survey question due to data protection rules.

Download This Image and Download These Data buttons are disabled for Suppressed Graphs. Data for these graphs are not included in .csv file generated with the Download All Data button in the Control Panel.



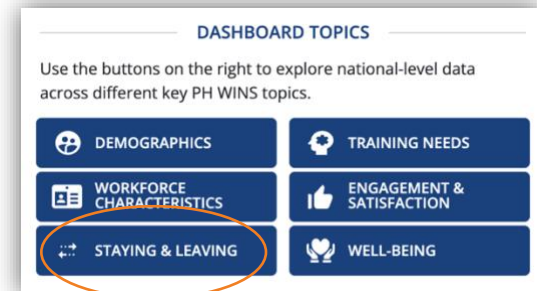
Example Research Question: *What percentage of the public health workforce is considering leaving their organization?*

The PH WINS Dashboard can be used to answer research questions that you have about the national governmental public health workforce and its subgroups.

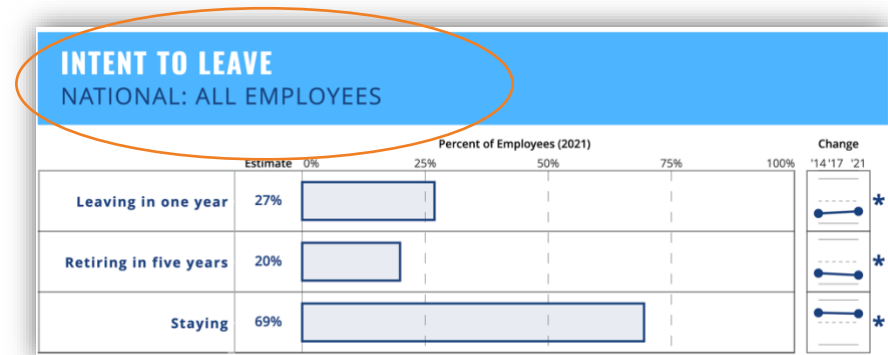
Follow along with the steps below to determine what percentage of the national governmental public health workforce is considering leaving their organization in the next year and whether this differs by certain demographic characteristics.

This is a real example, and you can use the data in the instructions and screenshots to confirm that you are using the dashboard correctly.

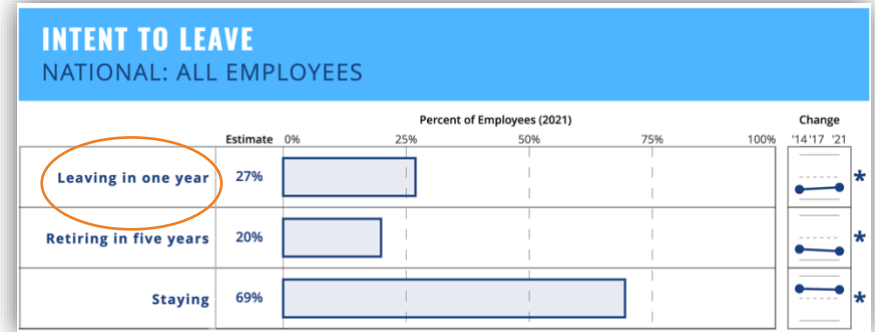
1. On the Dashboard Homepage, click the **Staying & Leaving Topic Button**.



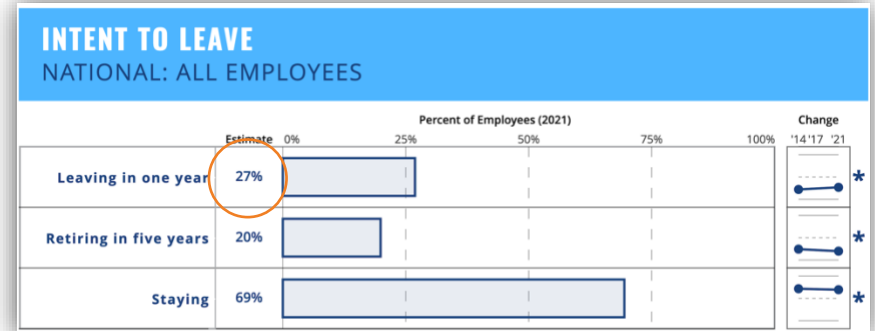
2. Scroll to the **Intent to Leave** graph and use the graph title to confirm that you are viewing the National workforce, all employees.



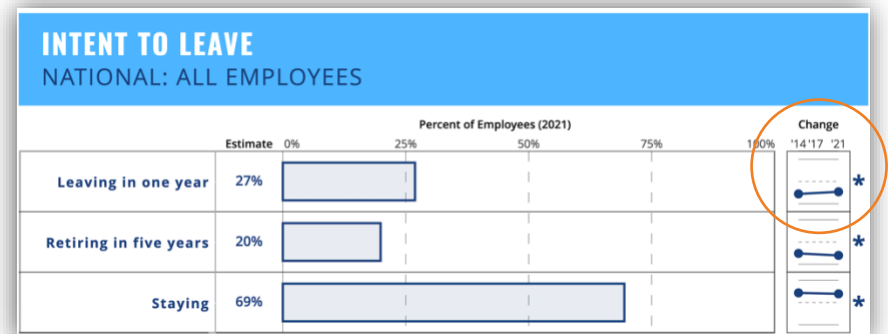
3. Find the row label “**Leaving in one year.**” This row represents the percentage of the national workforce that is considering leaving their organization in the next year, excluding retirements.



4. Draw your eyes across to the “**Estimate**” section of the graph to view the point estimate for the “Leaving in one year” row.
- a. 27% of the workforce is considering leaving in one year.



5. Continue to draw your eyes over to the “**Change**” section of the graph to view how the percentage of the workforce considering leaving has changed between 2014 and 2021 PH WINS.
- a. You will see an asterisk (*) indicating that the change over time is statistically significant.



6. **Hover your mouse cursor** over the “Leaving in one year” bar to **open the Tooltip** and view the detailed 2021 estimate and the 95% confidence interval.

LEAVING IN ONE YEAR			
Group	Year	Estimate	95% CI
National (All Employees)	2021	26.9%	25.9% to 27.9%
To download all years of the data for this question, please click the "Download These Data" button underneath the graph on the dashboard.			

7. **Hover your mouse cursor** over the Change graph to **open the Tooltip** and view the detailed estimates and 95% confidence intervals from PH WINS 2014 and PH WINS 2021.

- a. In 2014, 22.1% of the workforce considered leaving compared to 26.9% in 2021.

LEAVING IN ONE YEAR				
Group	Year	Estimate	95% CI	Significant*
National (All Employees)	2014	22.1%	21.3% to 23.0%	Yes
	2021	26.9%	25.9% to 27.9%	

* Is this change statistically significant at a 95% confidence level?

To download all years of the data for this question, please click the "Download These Data" button underneath the graph on the dashboard.

Contact

For questions about PH WINS or the PH WINS Dashboard, **reach out to the PH WINS team** at phwins@debeaumont.org.

To submit a data request for additional data that is not found on the PH WINS dashboard:

- Go to Resources in the Navigation Bar and select Submit a Data Request, or
- Scroll down to Resources on the Dashboard Homepage and click the Submit a Data Request tile.

