THANK YOU for participating in the Workforce Benchmarking Network national survey and reports! This guide will help you understand the various types of online “live” reports now available and how to get the most useful information from them. As the number of organizations providing data for the survey continues to grow, we hope these reports will be more and more helpful to inform your program strategies and continuous improvement efforts.

As an “early adopter” user of the new WBN survey and reporting tools, you can help us in these ways:

- **Let us know your questions (large or small) about using the reports!** This will help us ensure that this documentation and related webinars or technical assistance meet your needs and those of future users.
- **What else would you like to know about what’s in the data?** Hearing your thoughts will help us prioritize further analysis we want to do which will be highlighted in future communication with survey users and the larger field. It will also inform our thinking about areas of focus for potential virtual learning communities.
- **Help us spread the word with your networks and peers!** The WBN team is continuing outreach and looking at other strategies to increase the number of programs represented in the dataset. We welcome your suggestions of individual programs or networks who might be interested in adding their program information to the dataset.

Please don’t hesitate to contact the WBN team at benchmarking@skilledwork.org with your questions or suggestions.
Getting Started

To log in to reports, go to the same site where you took the survey and follow the same process for logging in. If you have forgotten that process, you can access support documentation here. IMPORTANT: The system is not compatible with Internet Explorer, so please use another browser when logging in and accessing the reports. At the top right you will see, “SIGN IN.” Click “SIGN IN” and enter your email address as well as the password that you created. If you have forgotten your password, please email benchmarking@skilledwork.org for assistance.

To access reports, go to the “Reports” tab on the top right. Once there, you will see a list of reports to choose from. Each report and directions for using the report are described in detail in this documentation. There are 10 reports that you have access to:

Distribution Explorer: How are answers to specific survey questions “spread” across programs in the dataset?
Outcomes Explorer: How do my results compare to mid-point and high-performance levels for an outcome?
Dashboards: What types of participants and services are represented by programs that submitted surveys?

- Participant Demographics Dashboard
- Participant Characteristics Dashboard
- Participant Services Dashboard
- Employer Services Dashboard

Wages by Gender: How does wage information submitted vary by gender and how do my results compare?
Wages by Race: How does wage information submitted vary by race and ethnicity and how do my results compare?
Equity Outcomes Explorer by Gender: How do other outcomes reported vary by gender and how do my results compare?
Equity Outcomes Explorer by Race: How do other outcomes reported vary by race and ethnicity and how do my results compare?

You can easily navigate to your preferred report in this document by clicking the report of choice in the list above or using Ctrl + Click in the Table of Contents.

To sign out of the system, select SIGN OUT on the top right side of the screen next to the other tabs.

Please note that the reports site is “live,” so as more data are entered, the reports will continually be changing. If you run a report one month and then come back the next, please do not be surprised if the data have changed. Because data are constantly updating, make a note to continually come back and review how your outcomes compare to others in the dataset.

Glossary of Key Data Terms

Characteristic: This pertains to the characteristic(s) (reflected in the Data Filters) you choose for your report, e.g., cohort size. Sometimes they are referred to in this document as a variable or a value, because there are different types of reports available.

- A variable is anything that can have different values, and these correspond to the data we collected in the survey. We use variable or characteristic when referring to how to customize your reports. For example, when running field grouping distribution reports, you will select which variable that you would like to see the distribution for, e.g., program enrollment.

- Values are the specific piece of data provided for a variable. For example, for the variable “gender”, the values that we collected data on this survey include women, non-binary/third gender, or men, and you can select those specific values as Data Filters in a number of the reports.

Distribution: Very simply put, the distribution refers to all the values of the data and how often they occur. For categorical data (e.g., gender rather than cohort size), the distribution will show you the number or percentage of
programs that fall in each group (value). For numerical data (e.g. cohort size), the distribution is arranged from lowest to highest.

**Range:** The range is the distance between the lowest and highest outcomes achieved for a given characteristic. The range is used in this document when referring to the light blue bar (in many of the reports) that spans these outcomes from the lowest to the highest.

**Median:** The median is the value located in the middle of the distribution (the 50th percentile).

**Percentile:** The percentile indicates the value below which a percentage of data falls. In these reports, you will use percentiles to understand how your outcomes compare to the other programs in the report. For example, if your outcome is 78% with a percentile of 42nd, you will know that your program is performing better than 42% of the other programs in the report but that your outcome still falls slightly below the median.
The Distribution Explorer report was designed to let you see the data in the system across a range of characteristics so that you can get a sense of what types of programs are in the dataset, who they serve, and the services they provide. Some reports also provide general information about program outcomes. You might, for example, use these reports to see how many other programs are providing a type of service you’ve been considering or to learn how many serve participants with an education level similar to your program’s.

When you open the Distribution Explorer, you will see the dropdown menu to the left.

**Selecting a Program and Cohort**

To start, you will choose the program and cohort that you wish to run reports for in the first dropdown menu at the top, labeled “Select a Program.” Organizations can take as many surveys across as many programs as they would like, so for some there may be a list of programs while for others there may just be one program. Organizations are also able to enter data for cohorts from as many one-year time periods for a program as they would like, so there may be multiple cohorts (denoted by date ranges) for one program.

Please select the appropriate cohort under the appropriate program for the report that you wish to run. The programs (as shown above) appear in dark blue, and the cohorts appear nested below the program and are labeled with the date ranges. You can only run reports for one cohort at a time.

**Selecting a Field Type**

After selecting the program and cohort you are interested in running a report for, select which type of report you would like to see by checking the box next to the appropriate option. The Distribution Explorer has two options: Single Field and Field Grouping.

With a Single Field report, you can learn more about one specific field in the dataset, e.g., the lengths in weeks of programs’ pre-employment services. With a Field Grouping report, you can get a picture of how programs answered multiple choice or checklist survey questions, e.g., how many programs are offering various types of supportive services?

**Single Field Reports**

Single Field reports allow you to see one element (one value for a variable) of data rather than all the values for one variable (if applicable). For example, if you are interested in understanding the gender of the participants in the dataset, you could use the Single Field option to explore one gender in your report at a time, e.g. men. But, if you wanted to see a report that compared all gender values (Women, Non-binary/Third Gender, Men), you would choose Field Grouping Reports.
If you choose the Single Field Report, then a column chart will appear that shows the distribution of participants identifying as men in the dataset.

If you have chosen a characteristic that includes your data, then you will see highlighted in yellow the “bin” that contains your value, so you can see where your program falls in the distribution of the dataset. (Bins are explained more below.)

Field Grouping Reports
As mentioned above, the Field Grouping option allows you to see all the values for a variable characteristic displayed in the same report for a different type of comparison and understanding of the data in the dataset. For example, instead of a chart that just shows the distribution of men, we could run a chart that shows all the gender value rates, including Women, Non-binary/Third Gender, and Men. For this report, you will see two columns per value—All Data and My Data. This allows you to see what your rate is for each of the values included in the report as well as the rate for the dataset overall. These are noted in the legend at the bottom right as well.

Gender - Rate
Percent of Participants by Gender
Selecting a Data Filter (Characteristic)

After you choose the field type, choose the characteristic that you would like to run a report for. In the examples above, the characteristics were “men” and “gender.” For both field types, when you select the characteristic, you will see a list of dropdown menu categories from Program Enrollments to Financial Security Outcomes. There are more options available in the Single Field charts since they present one value at a time, whereas the Field Groupings are grouped values across a characteristic.

Nested under each menu category are the specific characteristic options. Since these are distribution reports, you can only choose one at a time.

Number of Bins

The final (optional) decision to make before running the report is how many columns (or bins) you would like to appear for the distribution if you have selected Single Field reports. If you have chosen Field Grouping reports, this field will be grayed out since the groupings are predetermined for each characteristic (e.g., women, non-binary/third gender, men).

The default option is 10 bins or columns as shown below.

Enter the Number of Bins (Optional)

10

For different type of charts, the X-axis (the horizontal reference line running along the bottom of the chart) generates differently.

- Rate and Percentage Charts: For rate charts (charts with “rate” in the title) or charts that display percentages (most of the charts in the report), the 10 bins automatically show you increments of 10%.
- Multiple Choice Qualitative Charts: For the charts that display the distribution of categorical data (questions where there were options to select from, e.g., Cohort Selection Criteria), the bins cannot change. This is because they were designed to automatically fit the question choices in the survey.
- Number Charts: For charts that report whole numbers, e.g., Program Enrollments, the bins generate to fit the data in the distribution automatically, and the range for those bins will change as more data are entered into the system.
- Median Wage Charts: For charts that report wages, e.g., Median Wage at 6 Months, the bins generate to fit the data in the distribution automatically, and the range for those bins will change as more data are entered into the system.
- Outcomes Charts that Report Rates: For rate charts (charts with “rate” in the title) or charts that display percentages (most of the charts in the report), the 10 bins automatically show you increments of 10% but this might not be true for the charts that display the distribution of outcomes. This is because outcomes reported might not reach 100%, so these generate to fit the range of the outcomes reported.

Adjusting the Number of Bins

Having 10 bins is helpful if you would like to see details across many groupings, but for some, this might be too much. For example, for the rate charts, you might want to see 25% increments. To do so, you would delete the default “10” and then type in the bin value to “4”.

Now, the chart shows 4 columns with 25% increments. Below is the same chart displaying the rate for participants identifying as men but now with 4 bins.
Running the Distribution Explorer

Once you have made all your selections, select “Run/Refresh Report” to generate your report.

Once you have run a report, you can adjust the criteria selected and then select this button again to see your changes.

Distribution Explorer Report Elements

Men Rate

Percentage of Enrollees with This Characteristic

Using the same example as above, you can see there are many different elements of the Distribution Explorer.
Axes
The vertical axis tells us the percentages, number, or wages presented in the chart and it also is titled to let us better understand the data that we are seeing. In the chart above, we can see that the chart is showing us the number of surveys.

The horizontal axis details the columns or bins for the report. This too will change, as explained above in the Bins section, to fit the type of report we have chosen.

Title and Subtitle
To start, on the top left, you can see the title and the subtitle for the chart. The title is the characteristic or data filter you chose and then the subtitle gives you more information about the data presented in the chart. Please note that the type of data displayed in these reports will change to fit the filter chosen, so it is very important to pay attention to the chart subtitle. In this case, the subtitle is telling us that we are seeing percentages for enrollees identifying as men.

Slider
Next, at the top of the chart, we can see a gray bar that spans the length of the chart horizontally as pictured below.

This is the slider and it lets you examine the chart in closer detail. It does not remove any of the data in the chart, but it lets you zoom in to better see columns. This is especially important for charts where a lot of data are presented.

For example, in this chart of Funding Sources, you can see that there are many options. The chart is squeezing to fit on the page and making it hard to read the axis or the values for various columns/bins.

Funding Sources - Average
Average Percent of Funding from each Funding Source

To fix this, we can drag the slider from one or both sides to zoom in on an area of the chart that we want to see more closely. Below, the slider has been dragged from right to left to better see the first columns in the chart.
Surveys Reporting
Under each chart, you can find language that says in black and bold text, “Surveys Reporting.” This tells you what the overall “n” or number of surveys/programs supporting this chart is, so that you can determine if this feels representative for the field or not. For the Distribution Explorer charts, this is more informational but for the Outcomes Explorer, Wage Reports, and Equity Explorers, this number will be more important to consider.

When looking at the Single Field charts, you will see a picture such as this one that shows you the number of surveys represented in the chart.

**Surveys Reporting Data: 85**

When looking at the Field Grouping reports, you will see the language below instead.

**Surveys Reporting Data: Displayed in All Data column as n**

This is to tell you that you can find the n in the All Data columns. The n or total surveys/programs represented is located behind the “n=” as pictured to the right.

Legend
As mentioned above, there is a legend on the bottom right of the chart that tells you how to determine where your data are in the distribution.

- **All Data**
- **My Data**

Program and Cohort
At the very bottom of the chart, you will find written the Program and Cohort that this chart is representing. This is so that if you export or print the chart, you will have that information included. Please note that if you export the data alone, that information is not displayed in the file.

Data Not Included
You can also use the Distribution Explorer to see the distribution of data for variables that you did not report data for in the survey. When you do this, the following language will appear to the bottom right of the chart.

My program did not provide this data.
Outcomes Explorer

The Outcomes Explorer was designed to replace the previous Benchmarking reports and allows you to continue to benchmark your outcomes to others nationally, but with more sophisticated filtering and with access to real-time data that is continually updating. You can also still view multiple outcomes at once, allowing you to create a dashboard of outcomes that matter to you. This report will help you understand what “good performance” looks like for programs serving different populations or offering particular services. As you filter reports to narrow the information to programs like yours, you can identify where you are performing well in comparison to peers and where you need to focus improvement efforts.

When you open the Outcomes Explorer, you will see the dropdown menu to the right.

Selecting a Program and Cohort

To start, choose the program and cohort that you wish to run reports for from the first dropdown menu at the top, labeled “Select a Program.” Organizations can take as many surveys across as many programs as they would like, so for some there may be a list of programs while for others there may just be one program. Organizations are also able to enter data for as many cohorts (different one-year time periods) for a program as they would like, so there may not only be multiple programs but multiple cohorts as well (denoted by date ranges).

Please select the appropriate cohort under the appropriate program for the report that you wish to run. The programs (as shown to the left) appear in dark blue and the cohorts appear nested below the program and are labeled with their date ranges. You can only run one cohort at a time.

Selecting Outcomes

As mentioned above, the purpose of this report is to allow you to compare your outcomes to others in the dataset. For this report, you can choose up to 8 outcomes at a time to examine. You can explore more outcomes than 8 but will have to do it in separate charts. (This limitation is for readability purposes.)

For the outcomes, you will see a list of dropdown menu categories from Completions to Retention of Placed Individuals. Nested under each menu category are the specific outcomes options for you to choose from.

To get out of the outcomes selection dropdown, just click anywhere outside of the box.
Selecting a Filter (Characteristic)

After you choose the outcomes you wish to view, you can run the report “as is” to see results for all programs in the dataset. Or, you have the option to filter the report so that you can ensure that only programs that are similar to yours appear.

As with the outcomes dropdown, you will see a list of dropdown menu categories from Demographics to Time in Program Activities. Nested under each menu category are the specific filter options, or characteristics, for you to choose from.

You can add as many filters as you would like but you will select and add them one at a time. Once you select the filter you are interested in, click “Add Selected Filter.”

After you select the filter category, you then need to select the extent to which you would like to filter the dataset. This is what allows you to create a group for your benchmarking report that is more like your program for a better apples to apples comparison.

To do this, use the slider shown below to pick the group you are most interested in comparing to for this filter.

In this example, you’ve chosen Disability Rate as a filter because most of your participants have a disability. You would like to run outcomes reports that allow you to compare your program to those serving the same population rather than organizations who serve different customers who may be easier to serve or place. You would, therefore, filter this so that only organizations appear in the report who serve at least 50% to 100% of participants with a disability.

To remove a filter at any time, select the “x” in the top right corner of the filter.

Running the Outcomes Explorer Report

Once you have made all your selections, select “Selections Have Changed Run/Refresh Report” to generate your report.

Once you have run a report, you can adjust the criteria selected and then hit this button again to see your changes.

Outcomes Explorer Report Elements

In the example scenario below, you are interested to see how you compare to other programs like yours that offer Occupational Training Leading to Industry-Recognized Credentials. The filter range for this report is that 50% to 100% of participants receive this service.
You can see below that there are many elements of the Outcomes Explorer report.

**Title and Subtitle**
To start, on the top left, you can see the title for the chart. It is a basic title for this report. It will not change no matter what selections you choose for the report, unlike the Distribution Explorer.

**Axes**
The vertical axis in this report shows us the outcomes that we chose as well as the n or number of surveys/programs included in that specific bar chart—“Programs Included: 32.” For example, in the picture above, there are 3 separate bar charts in the report for the 3 outcomes we chose, and for each, the n has changed to match the data collected for that outcome. For the Completions bar chart, we can see that of the programs that provide Occupational Training Leading to an Industry-Recognized Credential to at least 50% of their cohort, there are 32 programs in the dataset including ours.

**Completions**
(Programs Included: 32)

*For the Outcomes Explorer, it is very important to pay attention to the number of programs included, because the more you filter, the smaller the number will be, and the smaller the number, the less representative the data might be.*

The “programs included” number will continue to change as more take the survey.

The horizontal axis shows the percentages 0 to 100% to allow for easier comparison.
There are several elements to pay attention to on the chart itself which are also described in the legend on the bottom right of the chart:

- To start with, the range is shown by the light blue bar in the chart. The range tells you the range (minimum and maximum) of outcomes reported for the programs included. In the example above, the range goes from 20% to 95%.

- Next, is the median, the purple triangle. This is the midpoint of the range, the 50th percentile. In the example, the midpoint completion rate for all programs included is 79%.

- Next, is the yellow star, which is the 75th percentile marker. This number indicates the bottom or gateway to the “top 25%” — the higher performing programs. In the example, a completion rate of 87% is at that 75th percentile point.

- Last, is the green dot, which is the My Rate and My Percentile marker. This tells you two things: the data your program reported for this outcome and how it compares to the rest of the data in the report. You can see in this example, that this program’s outcome for Completions was 74%. This outcome is in the 31st percentile of other programs included in the report. Visually, the location of the green dot also shows that your completion rate is lower than both the median and the 75th percentile mark.

If you hover over the range, you can see a snapshot of all these key numbers as well, as demonstrated below.

NOTE: The numeric results for some charts may cause the icons to be “on top of one another” or make numbers hard to read. If this happens, click on one of the icons in the legend at the bottom of the chart and that icon will temporarily disappear. To make it reappear just click on it again.

Selected Filters
On the bottom left of the chart, you can see listed the selected filters, if you have chosen any, for this report. This is helpful in case you opt to export the chart so that others can see the parameters for the data included. These filters will not display if you export the data alone, however.

Program and Cohort
At the very bottom of the chart, you will find written the Program and Cohort that this chart is representing. This is also so that if you export or print the chart, you will have that information included. Please note that if you export the data alone, that information is not captured in the file.
Data Not Included
You can also use the Outcomes Explorer to see outcomes for programs that provide services or serve populations that you do not. You would run the reports in the same way, but your data would not be included, so there would be no green dot on the bar chart for “My Rate or My Percentile.” The chart would also have the following language located on the bottom right.

My data on this characteristic not available.

In some cases, it may not just be that your data are not included but that there are not enough data to support the Outcomes Explorer using the options you have chosen. In these cases, either no range will show or maybe no chart will appear at all.

Limitations
A key benefit of this report is that it allows you to filter the report so that you can create a relevant comparison group. In the example above, a filter was added to compare to other organizations offering the same key service. However, in terms of “apples to apples” it’s still a real mix of Granny Smiths, Red Delicious, Gaia, and others. Ideally, you would continue to filter the report by additional program characteristics you are interested in to see how you compare to programs more like you. As you do this, though, the number of programs providing data to support the chart will go down. While the benefit is that you’re getting more specific or relevant information, the tradeoff may be that the smaller amount of data is less representative of or consistent with what’s happening in the larger field. In research language, the validity of the data is affected.
**Dashboard**

There are four dashboard reports included in the system that convey pre-determined data to show Network users key information about the dataset. These dashboards are live and update as more data are entered, but the elements presented cannot change or be filtered.

**Participant Demographics Dashboard**

**Participant Demographics**

- Gender Distribution
  - Male 41.1%
  - Female 58.9%

- Race/Ethnicity
  - Black or African American: 42.6%
  - Asian: 10.0%
  - Latinx: 18.8%
  - Multiracial: 2.5%
  - American Indian or Alaskan Native: 0.7%
  - Native Hawaiian or Other Pacific Islander: 0.7%

- Age Group Distribution

This dashboard provides a quick snapshot of key demographics of participants in the dataset. It shows a breakdown of gender, race and ethnicity, and age for the dataset.

If you hover over a value in the chart you can see the number of surveys, or the n, supporting the data in that chart.

**Participant Characteristics Dashboard**

**Participant Characteristics**

- Percentage of Programs Serving 33% or More Participants with the Following Characteristics:
  - Participants Aged 18-34: 14.7%
  - Participants Involved with Criminal Justice System: 22.0%
  - Participants without a High School Degree or Equivalent: 11.8%
  - Participants with a Disability: 8.6%
  - Participants Identified or Reeferred: 6.6%
  - Immigrant, Refugee, or TPS Status: 4.2%
  - Veterans: 1.1%

- Criminal History for Those Justice Involved
  - Incarcerated within 5%: Number of Surveys: 10

- Employment Status at Enrollment

- Highest Education Level at Enrollment

[Graphs and charts related to participant demographics and characteristics]
This dashboard provides a quick snapshot of other key characteristics of participants represented in the dataset. These characteristics include key populations served, criminal history, employment status at enrollment, and highest level of education at enrollment.

As with the previous dashboard, if you hover over a value of interest in a chart, you can see the number of surveys, or n, supporting the data in the chart.

For the bar chart that displays key populations served, this chart was generated using a threshold of 33%. To be included in the data in that chart, at least 33% of a program’s participants had to identify as having that characteristic.

**Participant Services Dashboard**

**Participant Services**

For the occupational skills training charts, these charts reflect the top 5 types of occupational training received.
This dashboard provides a quick snapshot of data collected on employer services and engagement.

As with the previous dashboards, if you hover over a value of interest in a chart, you can see the number of surveys, or n, supporting the data in the chart.
**Wages by Gender and Race Reports**

The Wage charts are designed to work very similarly to the Outcomes Explorer, but they will also allow you to filter median wage outcomes by participants’ gender or race and ethnicity. While this information is useful for everyone, for these reports to be of most use you will need to have provided disaggregated outcome data in the survey. With these reports you can see how your results for various sub-groups compare to those of other programs. If you did not provide this information in your survey, you can go back and do so at any time. Since the Wage charts are set up similarly, the instructions provided in this section apply to both the Wages by Gender and Wages by Race reports.

As with the Outcomes Explorer, the Wage by Gender and Race reports can be filtered further. For example, you might want to look at how wages differ for programs offering credential training or programs offering financial security services. Because wage levels differ across the country, this report can also be filtered by Location. For a list of how states have been divided into regions in these reports, see information about the Location filter in Appendix A.

When you open the Wage charts, you will see the following:

**Selecting a Program and Cohort**

To start, you will choose the program and cohort that you wish to run reports for from the first dropdown menu at the top, labeled “Select a Program.” Organizations can take as many surveys across as many programs as they would like, so for some there may be a list of programs, while for others there may just be one program. Organizations are also able to enter data for as many cohorts for one program as they would like, so there may not only be multiple programs but multiple cohorts (denoted by date ranges).

Please select the appropriate cohort under the appropriate program for the report that you wish to run. The program (as shown to the left) appears in dark blue and the cohorts appear nested below the program and are labeled with their date ranges. You can only run one cohort at a time.

**Selecting Wage Outcomes**

As mentioned above, the purpose of this report is to allow you to compare your disaggregated median wage outcomes to others in the dataset. For this report, you can choose up to 8 wage outcomes at a time to examine. You can explore more wage outcomes than 8 but will have to do it in separate charts. (This limitation is for readability purposes.)

One helpful feature of this report is that it allows you to see the wage outcomes for all as well as those for a specific gender or race and ethnicity so that you can see how a specific demographic compares to the overall dataset. In this report, it might be helpful to pick one outcome menu category, such as Median Wage at Placement, and then run those 4 gender options together rather than combining up to 8 so you can see all the wages for a specific outcome at once. The downside, though, is that 8 will not allow you to run all race and ethnicity values for one outcome together as there are too many.

For the wage outcomes, you will see a list of dropdown menu categories from Median Wage at Placement to Median Wage at 12-Month Retention. Nested
under each menu category are the specific wage outcomes options for you to choose from, which will represent the demographic values for the wage data collected (e.g., women or Black or African American).

To get out of the wage outcomes selection dropdown, just click anywhere outside of the box.

**Selecting a Filter (Characteristic)**

After you choose the wage outcomes you wish to view, you can run the report as is or you have the option to filter the report to ensure that only programs that are similar to yours appear.

As with the wage outcomes dropdown, you will see a list of dropdown menu categories from Enrollments to Location. Nested under each menu category are the specific filter options for you to choose from. The dropdown choices here are more limited than with the Outcomes Explorer.

You can add as many filters as you would like but you will select and add them one at a time. Once you select the filter you are interested in, you will then click “Add Selected Filter.”

After you select the filter category, you then need to select the extent to which you would like to filter the dataset. This is what allows you to create a group for your benchmarking report that is more like your program for a better apples to apples comparison.

To do this, as with the Outcomes Explorer, use the slider shown below to pick the group you are most interested in comparing to for this filter.

To remove a filter at any time, select the “x” in the top right corner of the filter.

**Running the Wages Outcomes Report**

Once you have made all your selections, select “Selections Have Changed Run/Refresh Report” to generate your report.

Once you have run a report, you can adjust the criteria selected and then hit this button again to see your changes.

**Wages Outcomes Explorer Report Elements**

You can see below that there are many elements of the Wages Outcomes Explorer reports.
Title and Subtitle
To start, on the top left, you can see the title for the chart. It is a basic title for this report. It will not change no matter what selections you choose for the report, unlike the Distribution Explorer.

Axes
The vertical axis in this report shows us the outcomes that we chose as well as the n or number of surveys/programs included in that specific bar chart—“Programs Included: 10.” For example, in the picture above, there are 3 separate bar charts in the report for the 3 outcomes we chose, and for each, the n has changed to match the data collected for that outcome. For the Median Wage at Placement for Non-binary/Third Gender bar chart, we can see that for the programs that provide Median Wage at Placement data disaggregated by gender, there are 10 programs in the dataset including ours.

As with the Outcomes Explorer, it is very important to pay attention to the number of programs included, because the more you filter, the smaller the number will be, and the smaller the number, the less representative the data might be.

The “programs included” number will continue to change as more take the survey.

The horizontal axis shows the range of wages included in the dataset for the report that you have run. This axis changes to fit the data included for that report.

Bar Charts and Legend

There are several elements to pay attention to on the chart itself which are also described in the legend on the bottom right of the chart:
To start with, the range is shown by the light blue bar in the chart. The range tells you the range (minimum and maximum) of wages for this outcome, for the programs included. In the example above, the range goes from $0 to $18.

Next, is the Median Hourly Wage, the purple triangle. This is the midpoint of the range of wages, the 50th percentile, which for this report is $5.00.

Next, is the yellow star, which is the 75th percentile marker. This number indicates the bottom or gateway to the “top 25% of wages” – the higher performing programs – which is this case is $12.00.

Last, is the green dot, which is the My Median Hourly Wage and My Percentile marker. This tells you your program’s wage for this outcome and how it compares to the rest of the wages in the report. You can see in this example, that this program’s outcome value falls between the median and the 75th percentile for other programs in this dataset with these filters. You can also see here your percentile ranking within this category. For this outcome, we are in the 60th percentile.

If you hover over the range, you can see a snapshot of all these key numbers as well, as demonstrated below.

NOTE: The numeric results for some charts may cause the icons to be “on top of one another” or make numbers hard to read. If this happens, click on one of the icons in the legend at the bottom of the chart and that icon will temporarily disappear. To make it reappear just click on it again.

Selected Filters
On the bottom left of the chart, you can see listed the selected filters, if you have chosen any, for this report. This is helpful in case you opt to export or print the chart so that others can see the parameters for the data included. The filter data does not appear when you export the data alone, however.

Program and Cohort
At the very bottom of the chart, you will find written the Program and Cohort that this chart is representing. This is also so that if you export or print the chart, you will have that information included. Please note that if you export the data alone, that information is not captured in the file.

Data Not Included
You can also use the Wage Reports to see wages disaggregated by demographics for programs that provide services or serve populations that you do not. You would run the reports in the same way, but your data would not be included, so there would be no green dot on the bar chart for “My Median Hourly Wage or My Percentile.” The chart would also have the following language located on the bottom right.

My data on this characteristic not available.

In some cases, it may not just be that your data are not included but that there are not enough data to support the Wage charts using the options you have chosen. In these cases, either no range will show or maybe no chart will appear at all.
Limitations

A key benefit of this report is that it allows you to filter the report so that you can create a relevant comparison group. As you do this, though, the number of programs providing data to support the chart will go down. While the benefit is that you’re getting more specific or relevant information, the tradeoff may be that the smaller amount of data is less representative of or consistent with what’s happening in the larger field. In research language, the validity of the data is affected.
**Equity Outcomes Explorers by Gender and Race**

The Equity Outcomes Explorers are designed to work very similarly to the Outcomes Explorer, only they will allow you to filter the outcomes by the disaggregated demographic data collected. For these reports to be of most use to you, you will need to have provided disaggregated outcome data in the survey. If you did not, you can go back and do so at any time. Since the Equity Outcomes Explorers are set up similarly, the instructions provided in this section apply to both the Equity Outcomes Explorer by Gender and by Race.

As with the Outcomes Explorer, the Equity Outcomes Explorer reports can be filtered further. For example, you might want to look at how outcomes differ for programs offering credential training or programs offering financial security services. Because outcomes may differ across the country, this report can also be filtered by Location. For a list of how states have been divided into regions in these reports, see information about the Location filter in Appendix A.

When you open the Equity Outcomes Explorers, you will see the following:

**Selecting a Program and Cohort**

To start, you will choose the program and cohort that you wish to run reports for from the first dropdown menu at the top, labeled “Select a Program.” Organizations can take as many surveys across as many programs as they would like, so for some there may be a list of programs, while for others there may just be one program. Organizations are also able to enter data for as many one-year cohorts for one program as they would like, so there may not only be multiple programs but multiple cohorts (denoted by date ranges).

Please select the appropriate cohort under the appropriate program for the report that you wish to run. The program (as shown to the left) appears in dark blue and the cohorts appear nested below the program and are labeled with their date ranges. You can only run one cohort at one time.

**Selecting Outcomes**

As mentioned above, the purpose of this report is to allow you to compare your disaggregated outcomes to others in the dataset. For this report, you can choose up to 8 outcomes at a time to examine. You can explore more outcomes than 8 but will have to do it in separate charts. (They were limited to 8 for readability purposes.)

One helpful feature of this report is that it allows you to see the outcomes for all as well as those for a specific gender or race and ethnicity so that you can see how a specific demographic compares to the overall dataset. In this report, it might be helpful to pick one outcome menu category, such as Completions, and then run those 4 gender options together rather than combining up to 8 so you can see all the outcomes for a specific outcome across gender values at once. The downside, though, is that 8 will not allow you to run all race and ethnicity values for one outcome together as there are too many.

For the outcomes, you will see a list of dropdown menu categories from Completions at Placement to 12-Month Retention. Nested under each menu category are the specific outcome options for you to choose from, which will represent the demographic values for the data collected (e.g., Women or Black or African American).
To get out of the outcomes selection dropdown, just click anywhere outside of the box.

**Selecting a Filter (Characteristic)**

After you choose the outcomes you wish to view, then you can run the report as is or you have the option to filter the report to ensure that only programs that are similar to yours appear in the report.

As with the outcomes dropdown, you will see a list of dropdown menu categories from Enrollments to Location. Nested under each menu category are the specific filter options for you to choose from. The dropdown choices here are more limited than with the Outcomes Explorer.

You can add as many filters as you would like but you will select and add them one at a time. Once you select the filter you are interested in, click “Add Selected Filter.”

After you select the filter category, you then need to select the extent to which you would like to filter the dataset. This is what allows you to create a group for your benchmarking report that is more like your program for a better apples to apples comparison.

To do this, as with the Outcomes Explorer, use the slider to pick the group you are most interested in comparing to for this filter.

To remove a filter at any time, select the “x” in the top right corner of the filter.

**Running the Equity Outcomes Explorers**

Once you have made all your selections, you will then select “Selections Have Changed Run/Refresh Report” to generate your report.

Once you have run a report, you can adjust the criteria selected and then hit this button again to see your changes.

**Equity Outcomes Explorers Elements**

You can see below that there are many elements of the Equity Outcomes Explorers.
Equity Outcomes Explorer by Race

This report shows performance rates by race and ethnicity for those programs that submitted data disaggregated for an outcome.

Title and Subtitle
To start, on the top left, you can see the title for the chart. It is a basic title for this report. It will not change no matter what selections you choose for the report, unlike the Distribution Explorer.

Axes
The vertical axis in this report shows us the outcomes that we chose as well as the n or number of surveys/programs included in that specific bar chart—“Programs Included: 61.” For example, in the picture above, there are 5 separate bar charts in the report for the 5 outcomes we chose, and for each, the n has changed to match the disaggregated data collected for that outcome. For the “Black or African American Enrollees Placed” chart, we can see that for the programs that provide data disaggregated by Black or African or American participants, there are 61 programs in the dataset including ours.

As with the Outcomes Explorer, it is very important to pay attention to the number of programs included, because the more you filter, the smaller the number will be, and the smaller the number, the less representative the data might be.

The “programs included” number will continue to change as more take the survey.

The horizontal axis shows the percentages 0 to 100% to allow for easier comparison.

Bar Charts and Legend
There are several elements to pay attention to on the chart itself which are also described in the legend on the bottom right of the chart:

- 75th Percentile Marker
- Range
- My Rate (My Pctl)
- Median
To start with, the range is shown by the light blue bar in the chart. The range tells you the range (minimum and maximum) of outcomes in your outcomes report for the programs included. In the example above, the range goes from 0% to 100%.

Next is the median, the purple triangle. This is the midpoint of the range, the 50th percentile, which is a 63% enrollee placement rate.

Next, is the yellow star, which is the 75th percentile marker. This number indicates the bottom or gateway to the “top 25%” – the higher performing programs, which in this case is 79%.

Last, is the green dot, which is the My Rate and My Percentile marker. This tells you your program’s outcome value for this outcome and how it compares to the rest of the data in the report. You can see in this example, that this program’s outcome value falls below the median and the 75th percentile for other programs in this dataset. You can also see here your percentile ranking within this category. For this outcome, we are in the 19th percentile of programs that provided data on Enrollees Placed who identify as of Hispanic, Latinx, or Spanish Origin.

If you hover over the range, you can see a snapshot of all these key numbers as well, as demonstrated below.

NOTE: The numeric results for some charts may cause the icons to be “on top of one another” or make numbers hard to read. If this happens, click on one of the icons in the legend at the bottom of the chart and that icon will temporarily disappear. To make it reappear just click on it again.

Selected Filters
On the bottom left of the chart, you can see listed the selected filters, if you have chosen any, for this report. This is helpful in case you opt to export or print the chart so that others can see the parameters for the data included. The filter information will not appear when you export the data alone, however.

Program and Cohort
At the very bottom of the chart, you will find written the Program and Cohort that this chart is representing. This is also so that if you export or print the chart, you will have that information included. Please note that if you export the data alone, that information is not captured in the file.

Data Not Included
You can also use the Equity Outcomes Explorers to see outcomes disaggregated by demographics for programs that provide services or serve populations that you do not. You would run the reports in the same way, but your data would not be included, so there would be no green dot on the bar chart for “My Rate or My Percentile.” The chart would also have the following language located on the bottom right.

My data on this characteristic not available.

In some cases, it may not just be that your data are not included but that there are not enough data to support the Equity Outcomes Explorer using the options you have chosen. In these cases, either no range will show or maybe no chart will appear at all.
Limitations

A key benefit of this report is that it allows you to filter the report so that you can create a relevant comparison group. As you do this, though, the number of programs providing data to support the chart will go down. While the benefit is that you’re getting more specific or relevant information, the tradeoff may be that the smaller amount of data is less representative of or consistent with what’s happening in the larger field. In research language, the validity of the data is affected.
Accessing Data and Printing Reports

If you would like to export or print the reports or data behind the reports, then you are able to do that for each of these reports by selecting the icon at the top right of the page.

Once selected, you will see the option to choose Image, Data, or Print as shown here to the right.

- If you choose “Image,” then there are options for exporting the chart as an image.
- If you choose “Data,” then there are options for how to export the data behind the chart. Please note that if you export the data in this way, that information about the filters selected, the program name, and the cohort are not captured in the file.
- If you choose “Print,” then a prompt to print the chart will appear.

For the four dashboards, there are only options to export as an Image or Print.

More Information

Thank you again for taking the time to participate in the survey and for accessing your reports! We will also be posting demo videos on our site for how to access the reports as well as hosting live webinars that demo the reports, where we can answer questions. You can find information for participating in these webinars as well as their recordings on our site as well. In addition to resources for accessing the reports, we will also be sharing helpful resources in the future for incorporating the reports into your work.

If you have any questions, please contact the team at benchmarking@skilledwork.org.
Appendix A: Location Filter

The table below presents a crosswalk of which region a given state falls under in the reports. We understand that the regional breakdown includes many states at this point, but these are the regions used until more programs enter data.

<table>
<thead>
<tr>
<th>State</th>
<th>Location in Data Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Southeast</td>
</tr>
<tr>
<td>Alaska</td>
<td>Northwest</td>
</tr>
<tr>
<td>Arizona</td>
<td>Southwest</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Southeast</td>
</tr>
<tr>
<td>California</td>
<td>West</td>
</tr>
<tr>
<td>Colorado</td>
<td>Southwest</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Northeast</td>
</tr>
<tr>
<td>Delaware</td>
<td>Mid-Atlantic</td>
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<tr>
<td>District of Columbia</td>
<td>Mid-Atlantic</td>
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<tr>
<td>Florida</td>
<td>Southeast</td>
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<td>Southeast</td>
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<td>Hawaii</td>
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<td>Idaho</td>
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<td>Illinois</td>
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<td>Midwest</td>
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<td>Southeast</td>
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<td>Minnesota</td>
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<tr>
<td>Mississippi</td>
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</table>

<table>
<thead>
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<th>State</th>
<th>Location in Data Filter</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Nebraska</td>
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<td>Nevada</td>
<td>West</td>
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<tr>
<td>New Hampshire</td>
<td>Northeast</td>
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<td>New Jersey</td>
<td>Mid-Atlantic</td>
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<td>New Mexico</td>
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<td>Washington</td>
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<tr>
<td>West Virginia</td>
<td>Mid-Atlantic</td>
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<tr>
<td>Wisconsin</td>
<td>Midwest</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Northwest</td>
</tr>
</tbody>
</table>
The table below presents a crosswalk of states to specific regions (locations).

<table>
<thead>
<tr>
<th>Location</th>
<th>States</th>
<th>States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Atlantic</td>
<td>Delaware, District of Columbia, Maryland, New Jersey</td>
<td>New York, Pennsylvania, Virginia, West Virginia</td>
</tr>
<tr>
<td>Midwest</td>
<td>Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan</td>
<td>Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin</td>
</tr>
<tr>
<td>Northeast</td>
<td>Connecticut, Maine, Massachusetts</td>
<td>New Hampshire, Rhode Island, Vermont</td>
</tr>
<tr>
<td>Southeast</td>
<td>Alabama, Arkansas, Florida, Georgia, Louisiana</td>
<td>Mississippi, North Carolina, South Carolina, Tennessee</td>
</tr>
<tr>
<td>Southwest</td>
<td>Arizona, Colorado, New Mexico</td>
<td>Oklahoma, Texas, Utah</td>
</tr>
<tr>
<td>West</td>
<td>California, Hawaii, Nevada</td>
<td></td>
</tr>
</tbody>
</table>