

CLA Reporting Overview

CLAs licensed by DDS are required to follow regulations mandated by the state government. DDS regularly inspects CLAs and cites any regulatory violations observed. These violations are recorded in the Statement of Citation. CLAs that receive a Statement of Citation are required to fill out and enact a Plan of Corrections to assure the quality of their services.

The eLicense dashboard on this web page provides an overview of CLA regulatory violations cited by DDS since April 2018. It includes graphs that display violation trends and tables that provide additional information, including links to download the Statement of Citation and Plan of Corrections documents.

eLicense Dashboard Instructions

Page Navigation

The dashboard has two pages labeled “Violations by Residence” and “Violation Trends.” There are two ways to navigate between the pages and view each.

- Click the oval buttons under “Select Report Page” at the bottom right corner of the dashboard to switch page views. The shaded oval indicates which page is in view.
- Click the “<” and “>” icons on the navigation bar at the bottom of the dashboard. In some browsers, there may be a gap between the dashboard and navigation bar.

Filters and Sorting

The five dropdown menus at the top of each dashboard page can be used to filter the information displayed in the graphs and tables. Any filter applied using the dropdown menus will impact both pages of the dashboard.

- Click any part of the dropdown menu box to view filter options.
- Click on the “v” icon to expand the dropdown menu to see more filter options.
- Click the check boxes next to each option to select one or more values and apply a filter.

The graphs and legend labeled “Category” can also be used to filter the tabular data displayed at the bottom of each dashboard page.

- Click lines, bars, values in the x-axis or legend to apply a filter based on the data selected.
- Click the same highlighted area again to remove the filter.

Tabular data in the “Violations by Residence” page can be sorted by values in one or more columns displayed. Dates can be sorted in regular or reverse-chronological order, text can

be sorted in ascending or descending alphabetical order, and numerical values can be sorted in increasing or decreasing order.

- Click any bold header in the table to sort by values in the column.
- Click the header again to reverse the order of the sort.
- Hold down shift and click another column once (or twice for reverse order) to sort by an additional column. The additional sort will only apply when the previously selected column has duplicate values.

Data and Document Exports

The table displayed at the bottom of each dashboard page can be exported to an excel file.

- Hover over the table to display options at the top right of the table.
- Click on the three dots “...” to display more options.
- Select “Export Data” and click “Export” from the popup window to download an excel file.

Links to download the Statement of Citation and Plan of Corrections documents can be found on the “Violations by Residence” page.

- Scroll horizontally to the far right of the table.
- Click on an underlined hyperlink to start downloading a document file.