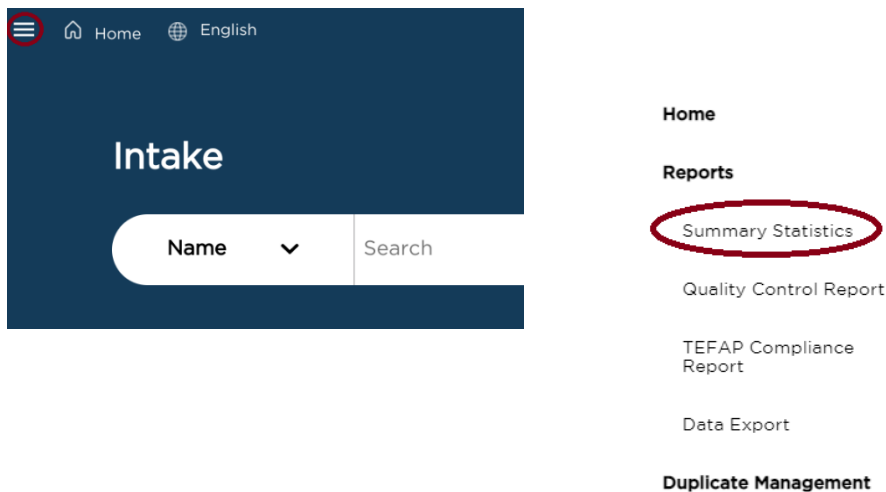


Reports Overview

The reporting features will allow you to retrieve the statistical information input into the Service Insights on MealConnect platform. The reports are generated in Tableau Software, an interactive data visualization platform. There are 7 different Tableau reports available: 1. Snapshot Overview, 2. Individual Demographics, 3. Core Household Statistics, 4. Other Household Statistics, 5. Service Trends, 6. Geographic Breakdown, and 7. Agency Attributes. Depending on the activities of your pantry, not all reports may be applicable. For most pantries, the Agency Attributes and Snapshot Overview reports will be the most used.

To access any of these reports, click the menu on the top left corner of the main screen, then click **“Summary Statistics.”**



Next click the name of the report you want to access. ***Note, to access reports, you may be prompted to sign in.** The username and password are the same as provided to you by the food bank to log-in to the Service Insights on MealConnect platform.

Summary Statistics

Upon clicking a report below, a new page will open in Tableau. This is a temporary function that will be improved in future versions of the application.

| Name of report | Description |
|---|---|
| Snapshot Overview | Total individuals and households served, visits, and active programs by month |
| Individual Demographics | Individuals served by age, gender identity, and race or ethnicity |
| Core Household Characteristics | Households served, size, age composition, and government program participation |
| Other Household Characteristics | Household dietary factors, health, income, military status, living situation, etc. |
| Service Trends | Individuals and age groups served by week, month, day, and time of day |
| Geographic Breakdown | Number of programs, events, individuals and household served for all zip codes and counties |
| Agency Attributes | Status, service types, and individuals and households served by all programs and agencies |

Filtering

Each report can be filtered using the options on the left-hand side of the screen. Filter options change by report, although all can be pulled for different time periods. Please note that the default date range on each report is the last full month of the year. For example, if you log-in to view the Snapshot Overview on June 12, the information displayed will be for the month of May.

To change any of the filters, click in the white box under and filter name and select the data you want to include. Click apply after making changes. The system will take a few moments to update.

Individual Reports

Snapshot Overview

This report provides a high-level picture of key details about your organization's visit history, including total individuals and households served.

Filters are located on the left-hand side of the screen. To see the number that corresponds to the percentages shown on the bars, hover over the respective bar.



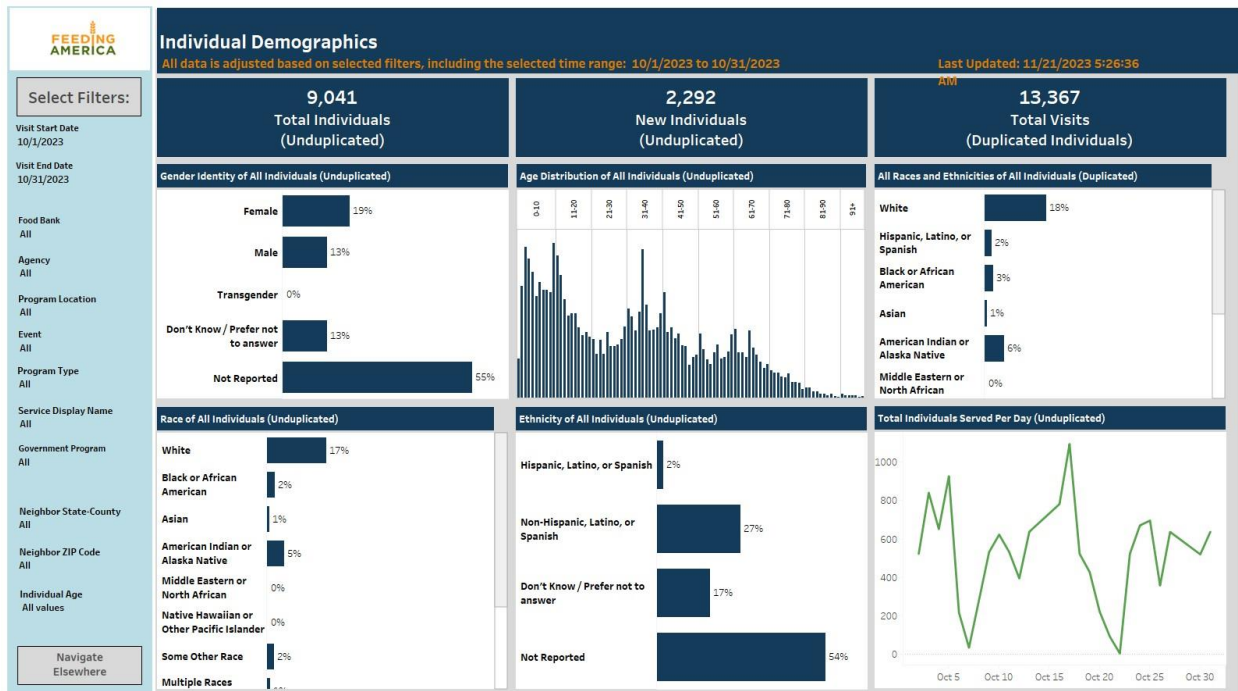
Metrics Displayed

- **Total Individuals (Unduplicated):** The number of unique people served.
- **New Individuals (Unduplicated):** The number of unique people added to the food bank's system for the first time during the date range selected.
- **Total Visits (Duplicated Individuals):** The total number of times a person was served at an event. All active members of a household are counted in this total. If a person was served more than once in the date range selected, each time is included in this count. If a person received more than one primary or additional service during an event, it is still only counted as one visit.

- **Total Households (Duplicated):** The total number of times a household was served at an event. If a household was served more than once, each visit is included in this count.
- **Total Households (Unduplicated):** The number of unique households served.
- **Average Visits Per Household:** The average number of times a household was served during the date range selected.
- **Age Distribution of All Individuals (Unduplicated):** A breakdown of the number and percentage of people served by common age groups. People whose age or birthdate are unknown are categorized as “Not reported”.
- **Service Details by All Zip Codes:** A map highlighting visit details based on the ZIP Codes of those individuals and households. You can zoom in and hover over each ZIP Code for more information.
- **Visits by Rolling 12 Months (Duplicated Individuals):** The total number of times a person was served in each of the last 12 months.

Individual Demographics

This report provides details about individuals served by your organization, broken out by age, gender identity, and race and ethnicity.



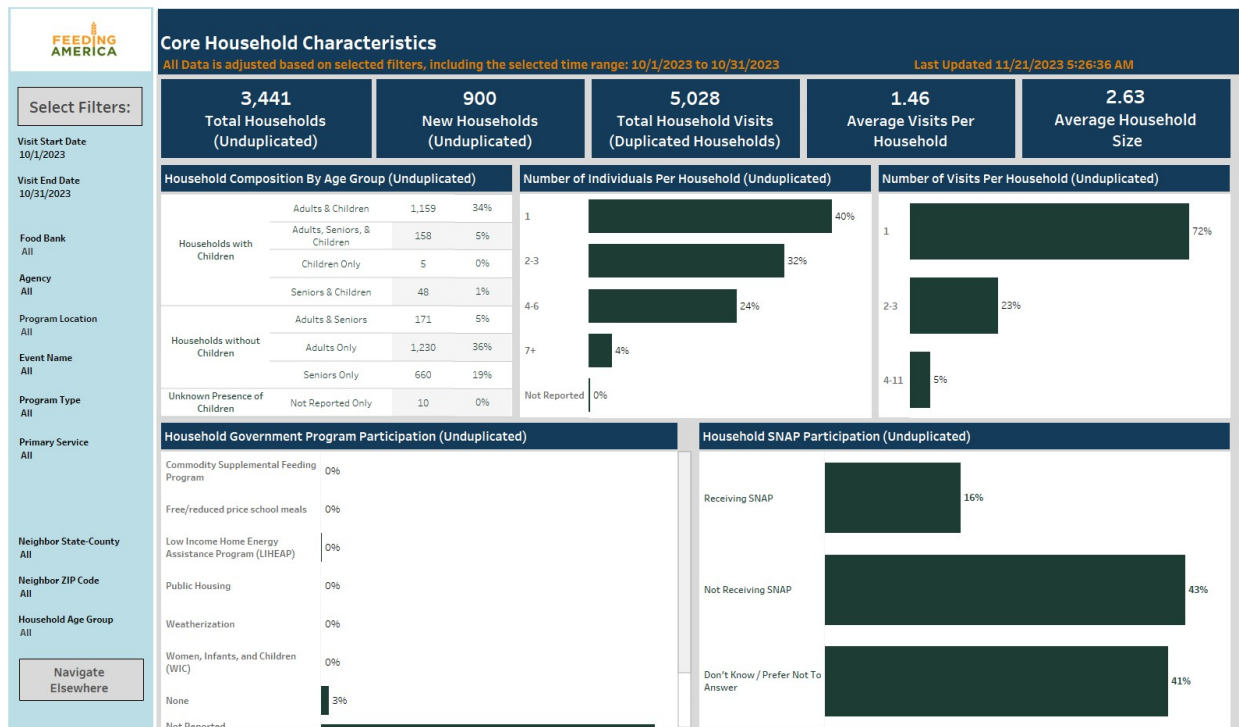
Metrics Displayed

- **Total Individuals (Unduplicated):** The number of unique people served.
- **New Individuals (Unduplicated):** The number of unique people added to the food bank’s system for the first time during the date range selected.
- **Total Visits (Duplicated Individuals):** The total number of times a person was served at an event. All active members of a household are counted in this total. If a person was served more than once in the date range selected, each time is included in this count. If a person received more than one primary or additional service during an event, it is still only counted as one visit.

- **Gender Identity of All Individuals (Unduplicated):** A breakdown of the number and percentage of people served by self-reported gender identity.
- **Age Distribution of All Individuals (Unduplicated):** A breakdown of the number and percentage of people served by common age groups. People whose birthdate/age are unknown are categorized as “Not Reported”.
- **All Races and Ethnicities of All Individuals:** A breakdown of the number and percentage of people served by self-reported race/ethnicity. People who select more than one race/ethnicity are counted more than once. Therefore, the percentages in this chart will likely add up to more than 100%.
- **Race of All Individuals (Unduplicated):** A breakdown of the number and percentage of people served by self-reported race. People who only identify as Hispanic, Latino, or Spanish are grouped in the “Some Other Race” category; whereas people who identify as Hispanic, Latino, or Spanish in addition to another race category are groups in the “Multiple Races” category.
- **Ethnicity of All Individuals (Unduplicated):** A breakdown of the number and percentage of people served by self-reported ethnicity.
- **Total Individuals Served Per Day (Unduplicated):** The total number of unique people served each day. This number is unduplicated for each day; a person who is served on multiple days will be included in the total for each of those days. If they are served multiple times within a single day, they will only be included once in the total for that day.

Core Household Characteristics

This report provides details about households served by your organization, broken out by household size, age composition, visit frequency, SNAP participation, and other government program participation.

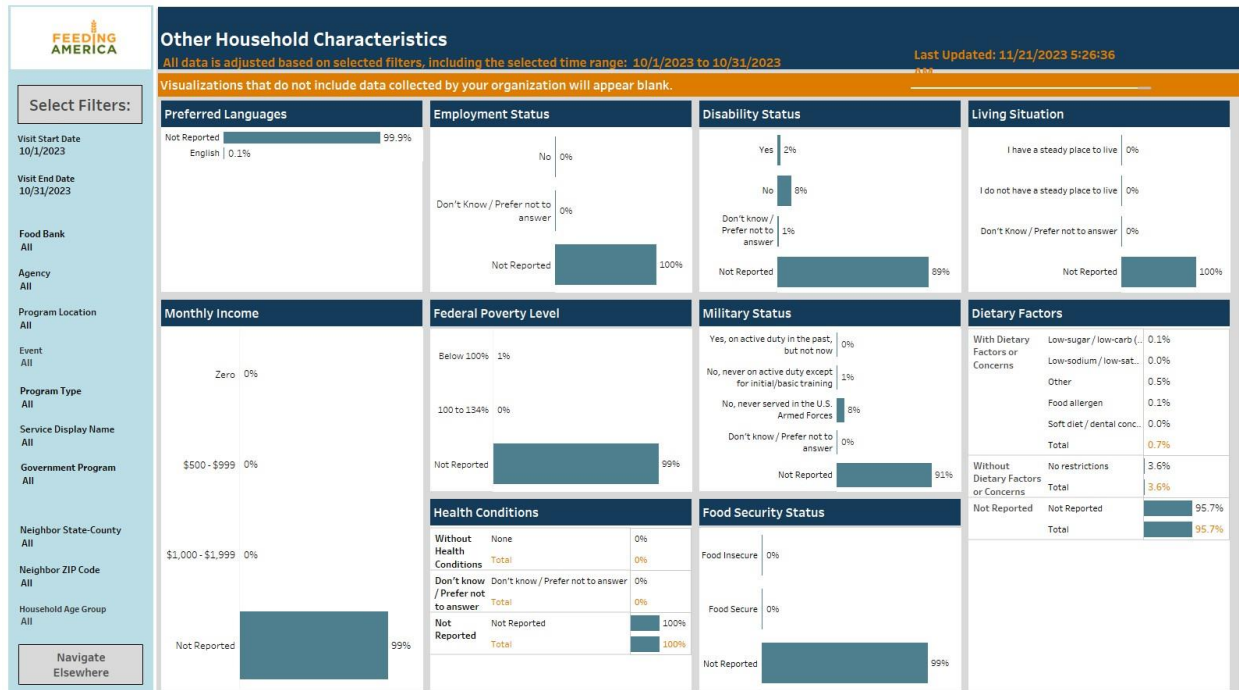


Metrics Displayed

- *Total Households (Unduplicated)*: The number of unique households served.
- *New Households (Unduplicated)*: The number of unique households added to the food bank's system for the first time during the date range selected.
- *Total Household Visits (Duplicated Households)*: The total number of times a household was served at an event. If a household was served more than once, each visit is included in this count.
- *Average Visits Per Household*: The average number of times a household was served during the date range selected.
- *Average Household Size*: The average number of people in households that were served during the date range selected.
- *Household Composition by Age Group (Unduplicated)*: The number and percentage of households served broken out on the age groups of all active household members. The household composition categories are children only; adults only; seniors only; adults and children; seniors and children; adults and seniors; and adults, seniors, and children. Clicking on any of the age group boxes will change the rest of the report to only display information about that age group.
- *Household Size Distribution (Unduplicated)*: The total number of unique households served organized by number of people in each household. This chart can be expanded to view more detailed information: if you hover your mouse over "1 Individual," you will notice a small box with a "+" sign in it. Click on the + sign and the chart will expand to show every household size group.
- *Household Visit Frequency (Unduplicated)*: The total number of unique households served organized by the number of visits made by those households during the date range selected. This chart can be expanded to view more detailed information: if you hover your mouse over "1 Visit," you will notice a small box with a "+" sign in it. Click on the + sign and the chart will expand to show every number of visits.
- *Household Government Program Participation (Unduplicated)*: The number and percentage of households served that reported participating in different government programs. Households may be participating in more than one government program.
- *Household SNAP Participation (Unduplicated)*: The number and percentage of households served that reported receiving SNAP benefits (food stamps)

Other Household Characteristics

This report provides additional details about households served by your organization: preferred language, employment status, disability status, living situation, monthly income, dietary factors, health conditions, military status, food security status, and federal poverty level. If you are not collecting responses to any of these questions, that chart will show 100% "Not Reported".



Metrics Displayed

- **Preferred Languages:** The top 5 languages preferred by households served.
- **Household Employment Status:** The number and percentage of households in which at least one household member worked for pay full time (for 30 hours per week or more) in the last month. Households in which no one worked full time in the last month are categorized as "Not Employed."
- **Household Disability Status:** The number and percentage of households in which at least one household member had a disability that prevented them from accepting any kind of work during the next six months.
- **Household Living Situation:** The number and percentage of households reporting whether they have a steady place to live, are worried about losing their housing, or do not have a steady place to live.
- **Household Monthly Income:** The total income of all members of a household in a typical month, by self-reported income category. If your organization distributes TEFAP, this chart does not show income from the TEFAP eligibility form.
- **Household Federal Poverty Level:** A measure of poverty determined by the number of people in the household and the total household income. Households below a specific level are eligible to receive certain government benefits.
- **Household Military Status:** The percentage of households in which at least one household member serves or has served in the U.S. Armed Forces.
- **Household Dietary Factors:** The percentage of households in which household members have special dietary needs, restrictions, or preferences. Households can select more than one dietary factor.
- **Household Health Conditions:** The percentage of households in which at least one household member reported having been told by a doctor or other health professional that they have any of the specified health conditions. Households can select more than one health condition.

- **Household Food Security Status:** The percentage of households identified as at risk of food insecurity. Households are considered "food insecure" if (1) they were worried food would run out in the last 30 days and/or (2) their food did not last, and they did not have enough money to get more in the last 30 days.

Service Trends

This report provides details about people served by month, week, day, and day of the week.

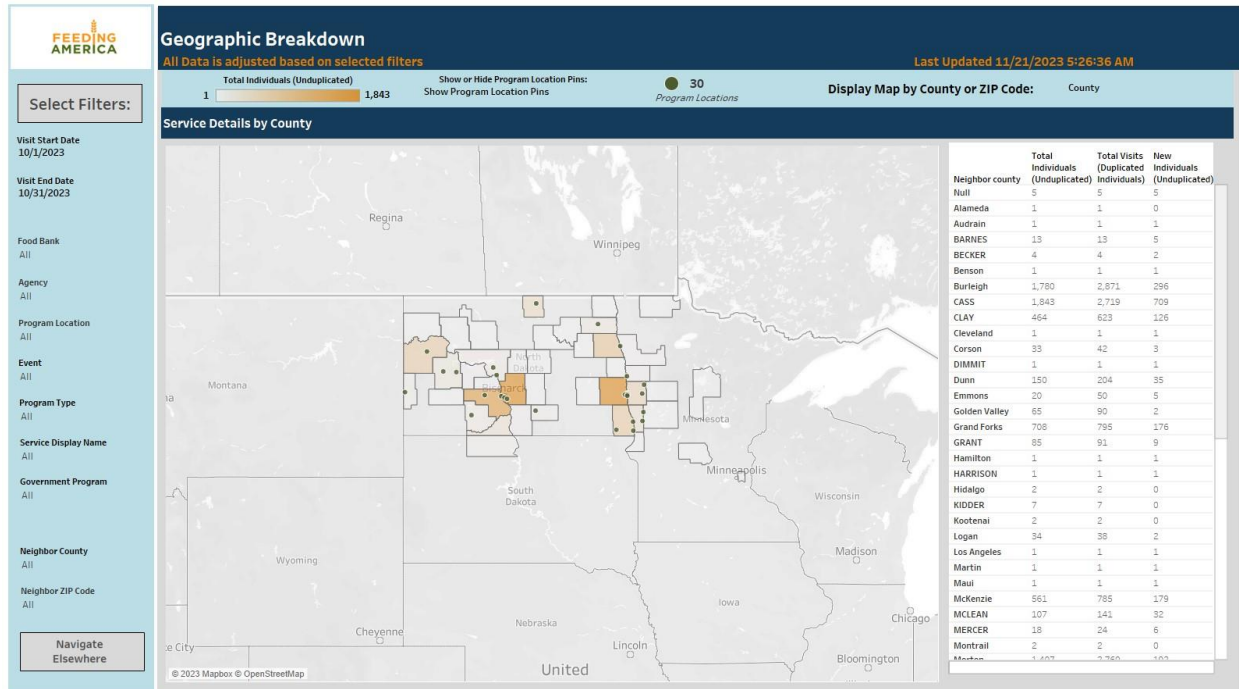


Metrics Displayed

- **Individuals by the Last 12 Months (Unduplicated per Month):** The total number of unique people served each month in the last 12 months. This number is unduplicated for each month, so that a person who is served in multiple months will be included in the total for each of those months but not if they are served multiple times within a single month.
- **Individuals by Day of the Week (Unduplicated per Day):** The total number of unique people served on a specific day of the week. This number is unduplicated for each day of the week, so that a person who is served on multiple days will be included in the total for each of those days but not if they are served multiple times within a single day.
- **Individuals by Day / Individuals by Week (Unduplicated):** The total number of unique people served each day or each week, depending on the view you've selected. This number is unduplicated for each day (/week), so that a person who is served on multiple days (/weeks) will be included in the total for each of those days (/weeks) but not if they are served multiple times within a single day (/week). Note: weeks are calculated as Monday through Sunday.

Geographic Breakdown

This report provides details about the number of people and household served by your organization, broken down by ZIP Codes and counties of those individuals and households.



Metrics Displayed

- **Service Details by All Zip Codes:** A table and map highlighting visit details based on the ZIP Codes of those individuals and households. You can zoom in and click on each ZIP Code for more information.
- **Service Details by All Counties:** A table and map highlighting visit details based on the counties of those individuals and households. You can zoom in and click on each county for more information.

Agency Attributes

This report provides administrative and service details about the active program locations for your organization. Agencies can have multiple program locations, all of which will appear in this report. Inactive program locations will not appear in this list. The visit start and end date filters only apply to the bottom charts: Active Program Locations by Primary Service and Service Details by Program Location.



Program Location and Agency Attributes

All Data is adjusted based on selected filters

Last Updated 11/21/2023 5:26:36 AM

Select Filters:

Food Bank
All

Agency
All

Program Location
All

Event
All

Program Type
All

Service Display Name
All

Government Program
All

Program State-County
All

Program ZIP Code
All

Navigate Elsewhere

Active Program Locations by the Last 12 Months

| | |
|----------------|----|
| November 2023 | 30 |
| October 2023 | 30 |
| September 2023 | 31 |
| August 2023 | 35 |
| July 2023 | 26 |
| June 2023 | 26 |
| May 2023 | 31 |
| April 2023 | 25 |
| March 2023 | 29 |
| February 2023 | 26 |
| January 2023 | 23 |
| December 2022 | 25 |

Administrative Details by Program Location

| Organization Name | Organization Number | Program Location Name | Program Location Number | Program Location Status | Program Location Household | Program Location ZipCode | Program Location County | Program Location State |
|---------------------------------|---------------------|---------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|-------------------------|------------------------|
| Bismarck Emergency Food Pantry | | Bismarck Emergency Food Pantry | | Active | Visible | 58504 | Burleigh | ND |
| Community Cupboard of Underwood | | Community Cupboard of Underwood | | Active | Visible | 58576 | McLean | ND |
| Country Community Cupboard | | Country Community Cupboard | | Active | Visible | 58533 | Grant | ND |
| Faith Food Pantry | | Faith Food Pantry | | Active | Visible | 58102 | Cass | ND |
| Faith4Hope Food Pantry | | Faith4Hope Food Pantry | | Inactive | Visible | 58102 | Cass | ND |
| GPPB Mobile Food Pantry | | Adams | | Active | Visible | 58210 | WALSH | ND |
| GPPB Mobile Food Pantry | | Binford | | Active | Visible | 58416 | GRIGGS | ND |
| GPPB Mobile Food Pantry | | Binford | | Inactive | Visible | 58416 | GRIGGS | ND |
| GPPB Mobile Food Pantry | | Dilworth Mobile | | Active | Visible | 56529 | CLAY | MN |

Service Details by Service Type

Select Service Details View: Service Details by Service Type

Visit Start Date: 10/1/2023 Visit End Date: 10/31/2023 Child Age Range: 0 to 17 Adult Age Range: 18 to 59 Senior Age Range: 60 to 175

| Program Type | # of Events as Primary Service | # of Events as Additional Service | Total # of Events | Total Individuals (Unduplicated) | Total Visits (Duplicated Individuals) | New Individuals (Unduplicated) | Total Households (Unduplicated) | Total Households (Duplicated) | New Households (Unduplicated) | Total Adults (Unduplicated) | Total Children (Unduplicated) | Total Seniors (Unduplicated) | Total Individuals with Uncat. | Total Individual with Unk |
|---------------|--------------------------------|-----------------------------------|-------------------|----------------------------------|---------------------------------------|--------------------------------|---------------------------------|-------------------------------|-------------------------------|-----------------------------|-------------------------------|------------------------------|-------------------------------|---------------------------|
| Food Pantry | 193 | 0 | 193 | 8,245 | 12,276 | 1,866 | 3,176 | 4,726 | 775 | 4,068 | 2,995 | 1,192 | 0 | 0 |
| Choice Pantry | 5 | 0 | 5 | 259 | 313 | 96 | 90 | 122 | 31 | 115 | 95 | 49 | 0 | 0 |
| Mobile Pantry | 6 | 0 | 6 | 753 | 778 | 375 | 240 | 297 | 109 | 320 | 299 | 134 | 0 | 0 |

Metrics Displayed

- **Active Program Locations by the Last 12 Months:** The number of program locations that were active in each of the last 12 months.
- **Administrative Details by Program Location:** A summary of key administrative details about the active program locations for your organization. The “Organization Name” is the parent agency for each program location. “Program Location Household Profile Status” and “Program Tags” are administrative settings chosen by your food bank or agency administrator.
- **Active Program Locations by Primary Service:** The total number of program locations offering each primary service available within your organization during the date range selected. Secondary services are not included in this list.
- **Service Details by Program Location:** A summary of key service details for each active program location in your organization during the date range selected. The “Organization Name” is the parent agency for each program location.