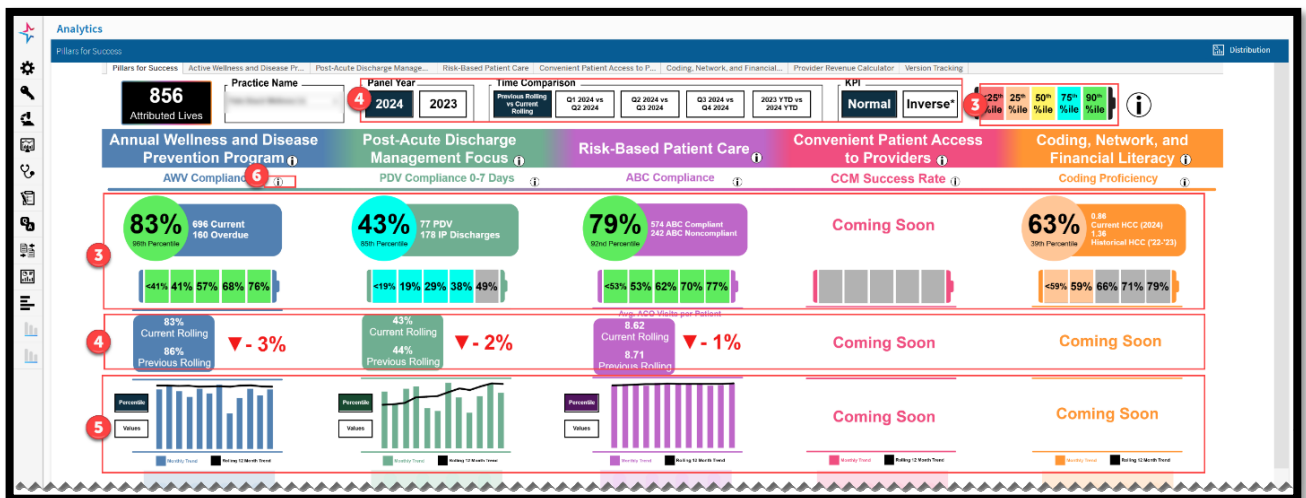# Tip Sheet: How to Navigate your Pillars for Success (PFS) Dashboard

1. Login to your American Choice Healthcare (ACH) Portal (https://portal.americanchoicehealthcare.com/). Your landing page will be the Pillars for Success Dashboard.

2. You can always navigate back to the dashboard.

   a. Click on "ACH Analytics" located in the left-hand ribbon.
   b. Then, click on "Pillars for Success" to access your practice-specific Report Card.
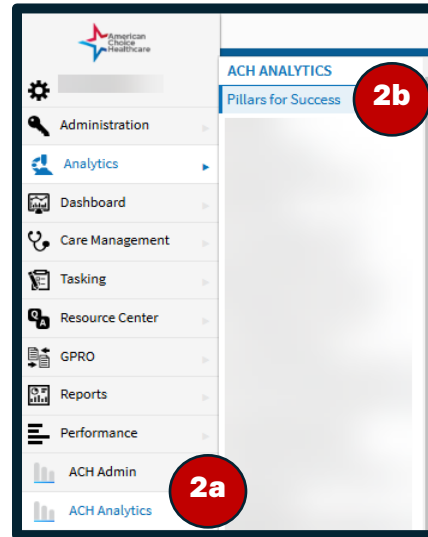
3. The landing page consists of the Core Key Performance Indicators (KPIs) that drive performance in any given Pillar. Identify your performance and your percentile ranks (top-right provides a color legend).

4. Navigate to the top for various filters
   a. **_Panel Year_** – if you are participating in multiple performance years, you can see your performance in the current performance along with your performance in the previous year
   b. **_Time Comparison_** – Identify trends from one timeframe to another. These comparisons include quarter over quarter, rolling, and Year-To-Date (YTD).
   c. **_KPI Direction_** – See the inverse of certain KPIs to identify the noncompliant opportunities.

5. For core KPIs, you can identify monthly trends (month over month and rolling 12 months) by percentile ranking amongst peers or by values of actual performance.

6. Informational icons ⓘ will be presented throughout the PFS dashboard. Utilize these icons to identify definitions for any given metric.

7. Secondary KPIs respective to the Pillars will be presented towards the bottom of the primary dashboard.

8. To access the detailed dashboard for any given Pillar, select "More" or click on the respective tab on top.

9. The same interaction with core KPIs will be present for almost all secondary KPIs.

10. Additional Data elements that correlate to the selected Pillar will be located towards the right of your screen.

11. Click on the metric counts to view the patient details. The detailed dashboard will provide patient level details for the selected KPI.

12. Sort your patient details; options for sorting will be based on the details presented for the given KPI. You can sort "Ascending" or "Descending"

13. Use the home button to return to the core Pillars dashboard. You can use the tabs at the top for navigation.
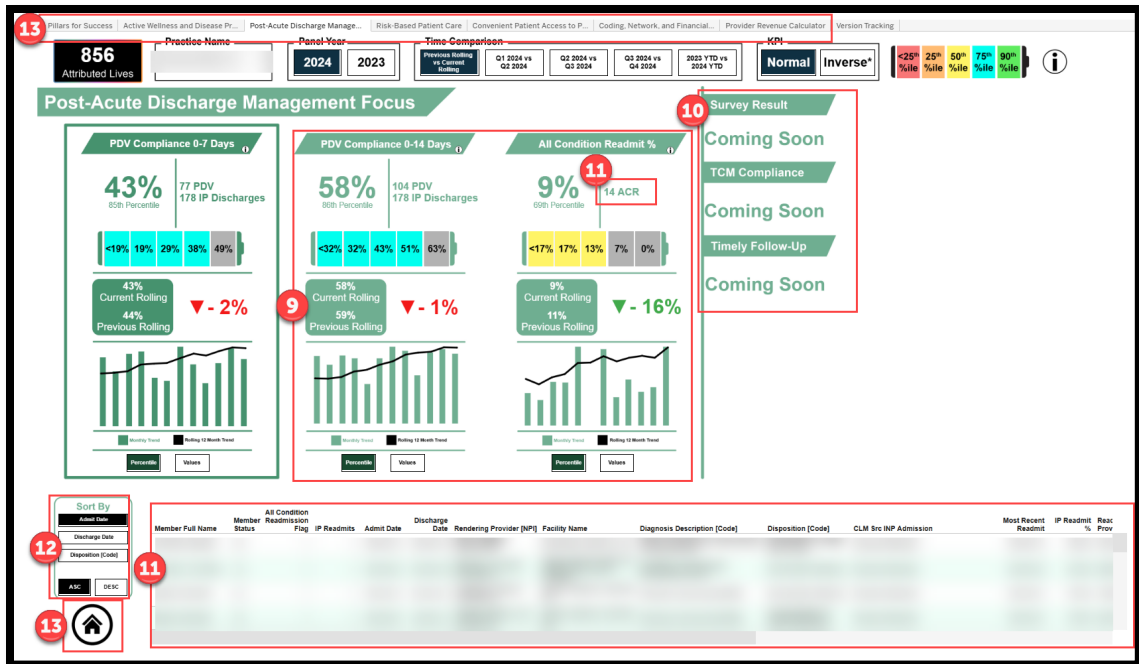
For any additional questions, please reach out to your Provider Success Specialist.