

eLicense Dashboard Instructions

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

[Dashboard View]

The two dropdown menus at the top of each dashboard page can be used to filter the information displayed in the graphs and tables.

- Click any part of the dropdown menu to view filter option.
- Click on the “V” icon to expand the dropdown menu options.
- Click on one or more options to apply a filter.

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

- Click on any part of the graphs or legend to apply a filter based on the data selected.
- Click the same highlighted area again to remove the filter.

The tables 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.

Horizontally scroll to the far right of tables in the “Citations by Agency” and “Citations by Geography” dashboard pages to find the Statement of Citation and Plan of Corrections document links.

- Click on an underlined hyperlink to start downloading a document file.