

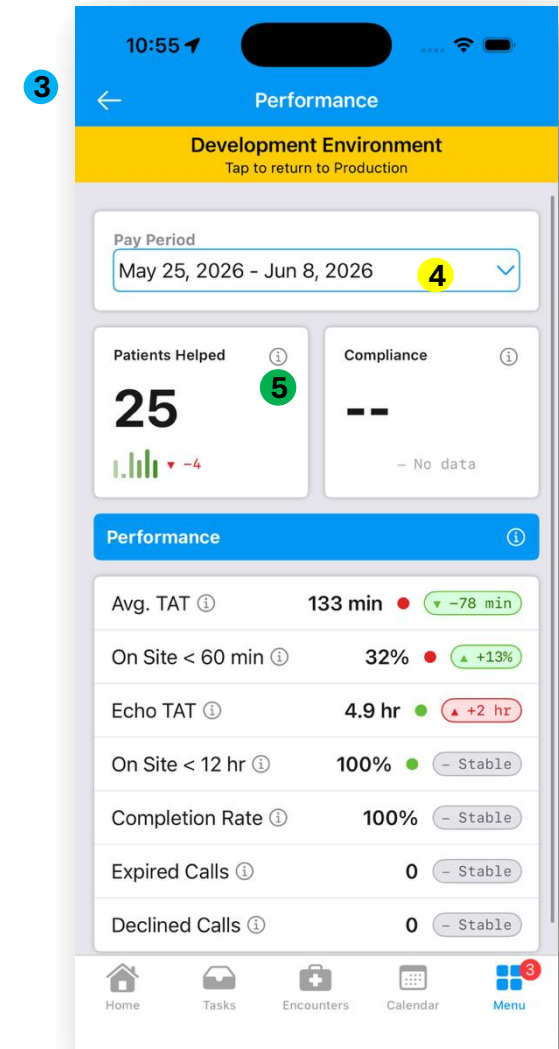
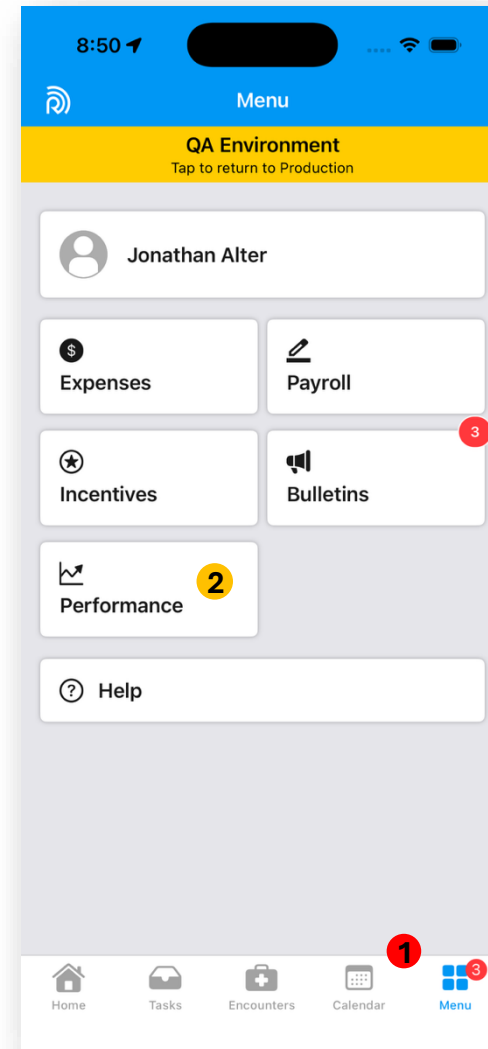
Employee Report Card Training

Date: 6/25/26

Employee Report Card

1. Employee Report Card

- Within the Provider App, click the **Menu** tab in the bottom right corner of the screen
 - Select the **Performance** section to view your performance details
 - Within the **Performance** screen you will see metrics related to your work history
 - Select **Pay Period** to set your metrics date range
 - Tap the ⓘ icon on any card for a plain-language explanation
- Note:
 - The **colored dot** shows how you track against targets
 - ▲ / ▼ arrow shows the direction of change vs the previous pay period.
 - The **badge** shows the change vs the previous period.
 - Green badge = improved & red badge = got worse. The color accounts for whether higher or lower is better for that metric.
 - **“Stable”** means no change from last period.





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