

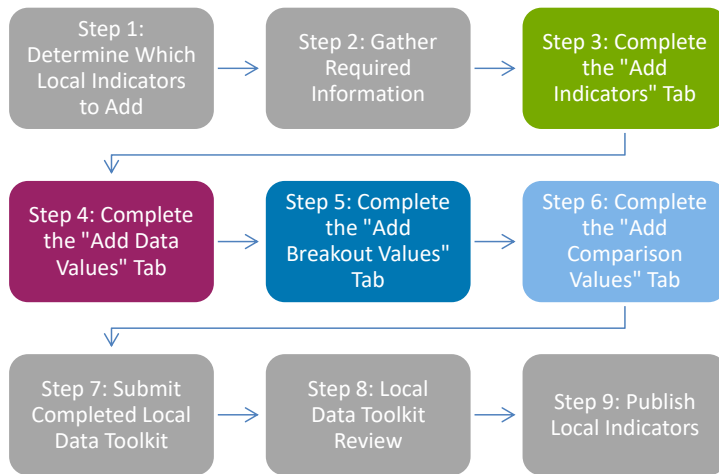
## Overview of Local Data Toolkit for Partners

The purpose of this Local Data Toolkit is to walk you through the process of preparing the necessary information needed by the site Local Administrators to add local indicators to Healthy Northeast Ohio. An indicator describes an aspect of the population used to measure health or quality of life. This toolkit includes the following tabs:

<b>Add Indicators</b>	<ul style="list-style-type: none"> <li>• Enter the information required to create new local indicators</li> </ul>
<b>Add Data Values</b>	<ul style="list-style-type: none"> <li>• Enter the data values available for each local indicator (rows for each location and year)</li> </ul>
<b>Add Breakout Values</b>	<ul style="list-style-type: none"> <li>• Enter any breakout data values available for each local indicator (rows for each subgroup)</li> </ul>
<b>Add Comparison Values</b>	<ul style="list-style-type: none"> <li>• Enter the comparison name(s) and value(s) for each local indicator</li> </ul>

## Local Data Process Diagram

The diagram below outlines the process of adding local indicators to the Healthy Northeast Ohio website. This process, from start to finish, is estimated to take 4-6 weeks. These steps are color coded to match the toolkit tab they correspond to. Please continue reading for more detailed information on each step.



## Step 1: Determine Which Local Indicators to Add

Conduent - Healthy Communities Institute estimates that adding an indicator can take between 2-4 hours, so it is important to select indicators that will be useful to your organization, partners, and others using the Healthy Northeast Ohio website. Here are some things to consider when selecting local data add to the website:

- ? What will the data compare to? All indicators on the website must have a comparison value.
- ? Is the data current, and will it be collected again? More than one period of measurement is needed to allow for comparisons over time.
- ? Is the indicator different than what is currently available on the website?
- ? Is the indicator relevant to your organization, community goals, and priority areas?

## Step 2: Gather Required Information

Once you have identified the local indicators you would like added to Healthy Northeast Ohio, the next step is to gather the information that is required to create these indicators. This information includes:

Indicator Title	<ul style="list-style-type: none"><li>• Short and descriptive name of what the indicator measures (e.g., Adults who are Obese)</li></ul>
Geography	<ul style="list-style-type: none"><li>• The physical region the data describes. This could be a county, municipality, zip code, or census tract (e.g., Cleveland, OH)</li></ul>
Values	<ul style="list-style-type: none"><li>• This is the numerical measurement value. This could be a percent, count, or ranking (e.g., 23%)</li></ul>
Time Period	<ul style="list-style-type: none"><li>• The range of time over which the data was collected. This could be a month, year, or a span of years (e.g., 2012-2014)</li></ul>
Source Name	<ul style="list-style-type: none"><li>• The name of the organization or survey from which the data is obtained (list the primary rather than secondary source of data)</li></ul>
Source URL	<ul style="list-style-type: none"><li>• The URL a user can follow to find the data</li></ul>
Classification	<ul style="list-style-type: none"><li>• Used to group indicators based on common terms by which public health data is understood and organized (select only one)</li></ul>
Age Group	<ul style="list-style-type: none"><li>• Mark if the indicator only applies to a certain age group(s)</li></ul>
Comparison	<ul style="list-style-type: none"><li>• All indicators must compare to another value. An indicator can have multiple comparisons.</li></ul>

Below is more detailed information about the classifications used on Healthy Northeast Ohio.

### Classifications

- **Clinical Care:** Indicators that measure medical care, including how and if care is provided (e.g., mothers who received late or no prenatal care, and primary care provider rate)
- **Health Outcome:** Indicators that measure acute or one-time events including death (e.g., adults who experienced a stroke, and death rate due to lung cancer)
- **Health Behaviors:** Indicators that measure individual behaviors (e.g., fruit and vegetable consumption, adults who smoke, and children with influenza vaccination)
- **Health Status:** Indicators that measure chronic conditions, general or self-reported health status, and emotional health (e.g., adults who are obese, children with asthma, and persons with a disability)
- **Social Determinants of Health:** Indicators that measure the social conditions in the environment in which people live that affect health and well-being (e.g., students proficient in reading, families living below the poverty level, and people 65+ living alone)
- **Physical Determinants of Health:** Indicators that measure physical conditions in the environment in which people live that affect health and well-being (e.g., mean travel time to work, annual particle pollution, and liquor store density)

## Step 3: Complete the "Add Indicators" Tab

Now that you have gathered the information that is required to create these indicators, some of this information will need to be entered in the "Add Indicators" tab. Be sure to read the description for each field, and note that some fields are optional. Please complete one row per indicator.

#### Step 4: Complete the "Add Data Values" Tab

After completing the "Add Indicators" tab, the next step is to add the data values available for each indicator. The data value is the numerical measurement of the indicator. Each indicator may have multiple rows, including rows for each location and measurement period where data is available. Please be sure to read the description for each field, and note that some fields are optional.

#### Step 5: Complete the "Add Breakout Values" Tab

After completing the "Add Data Values" tab, the next step is to add any subgroup data values available for each indicator. For example, subgroup data is data broken out by gender, race/ethnicity, and age. Each indicator may have multiple rows: a row for each subgroup where data is available (e.g., females, males). Please be sure to read the description for each field, and note that some fields are optional. If the "Breakout Parent Category" drop down menu does not include an option you need, please use "other" and contact the site Local Administrators for assistance.

#### Step 6: Complete the "Add Comparison Values" Tab

As shared above, every indicator added to Healthy Northeast Ohio must compare to another value. An indicator can have multiple comparisons. Each local indicator should have one or more rows. Here is more detailed information on the different comparison types used on Healthy Northeast Ohio:

#### Comparison Types

- **Prior Measurement Period:** The value for at least one previous measurement period
- **Target Value:** A local or national identified target value (e.g., HP2020 target)
- **State or U.S. Value:** A state or national value or average (e.g., Ohio value)
- **Distribution:** All data values for the same locale type within a region or state

#### Step 7: Submit Completed Local Data Toolkit

Once you have completed each tab in the Local Data Toolkit, please email it to the site Local Administrators:

**Sarah Szabo** - [sszabo@ccbh.net](mailto:sszabo@ccbh.net)      **Libby McGraw** - [libby.mcgraw@chanet.org](mailto:libby.mcgraw@chanet.org)

#### Step 8: Local Data Toolkit Review

Next, the site Local Administrators will review your Local Data Toolkit. They will contact you regarding any questions or additional information that is required.

#### Step 9: Publish Local Indicators

Once the Local Data Toolkit is finalized, the site Local Administrators will add and publish your new indicators to a curated dashboard on the Healthy Northeast Ohio website. Please let the site Administrators know what the curated dashboard should be named, and what text and any custom content to include on the curated dashboard.



Have questions? Please contact the site Local Administrators:

**Sarah Szabo** - [sszabo@ccbh.net](mailto:sszabo@ccbh.net)      **Libby McGraw** - [libby.mcgraw@chanet.org](mailto:libby.mcgraw@chanet.org)