

# **HRSA Data Warehouse Map Tool Help**



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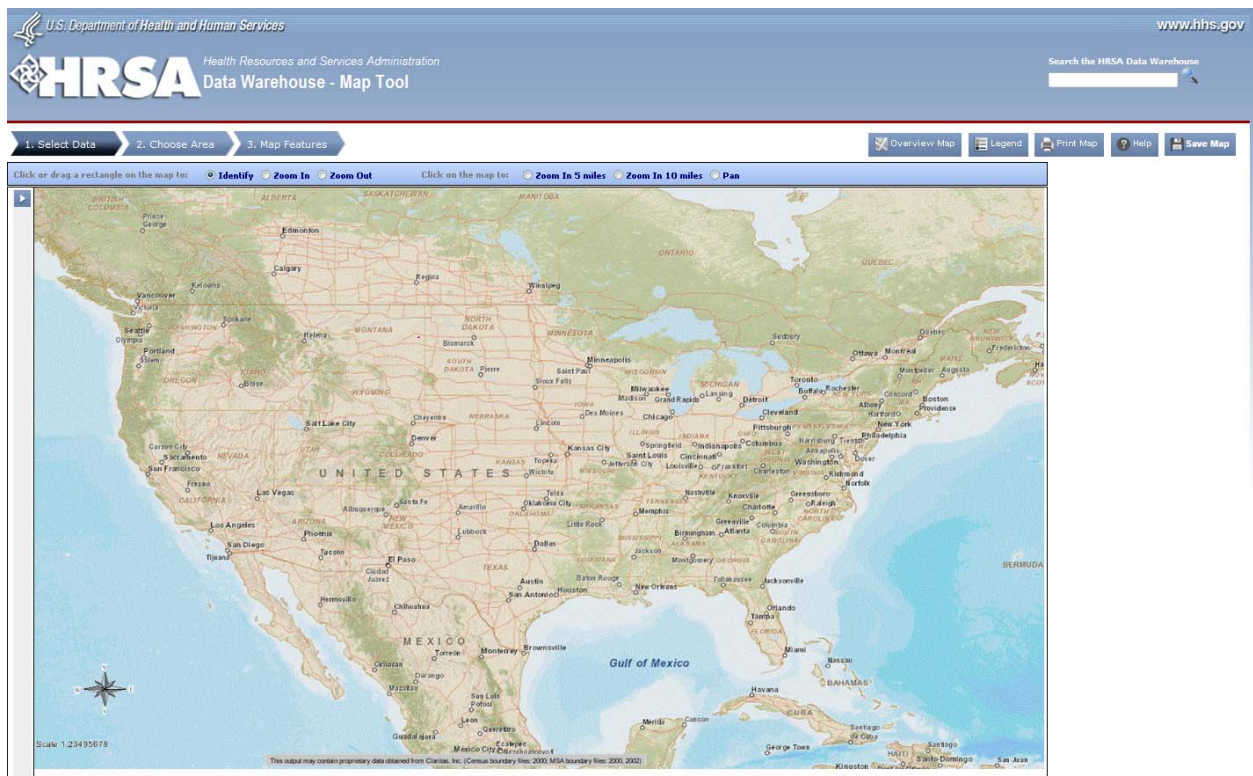
# Getting Started

## Welcome to the HRSA Map Tool

The Map Tool allows users to create a graphic representation of the data contained in the HRSA Data Warehouse, and uses a map display to place the data in a geographic context.

The Map Tool allows the visualization of HRSA's grant data and HRSA-specific geographic designations such as Health Professional Shortage Areas (HPSAs), Medically Underserved Areas/Populations (MUA/P), and Primary Care Service Areas (PCSAs).

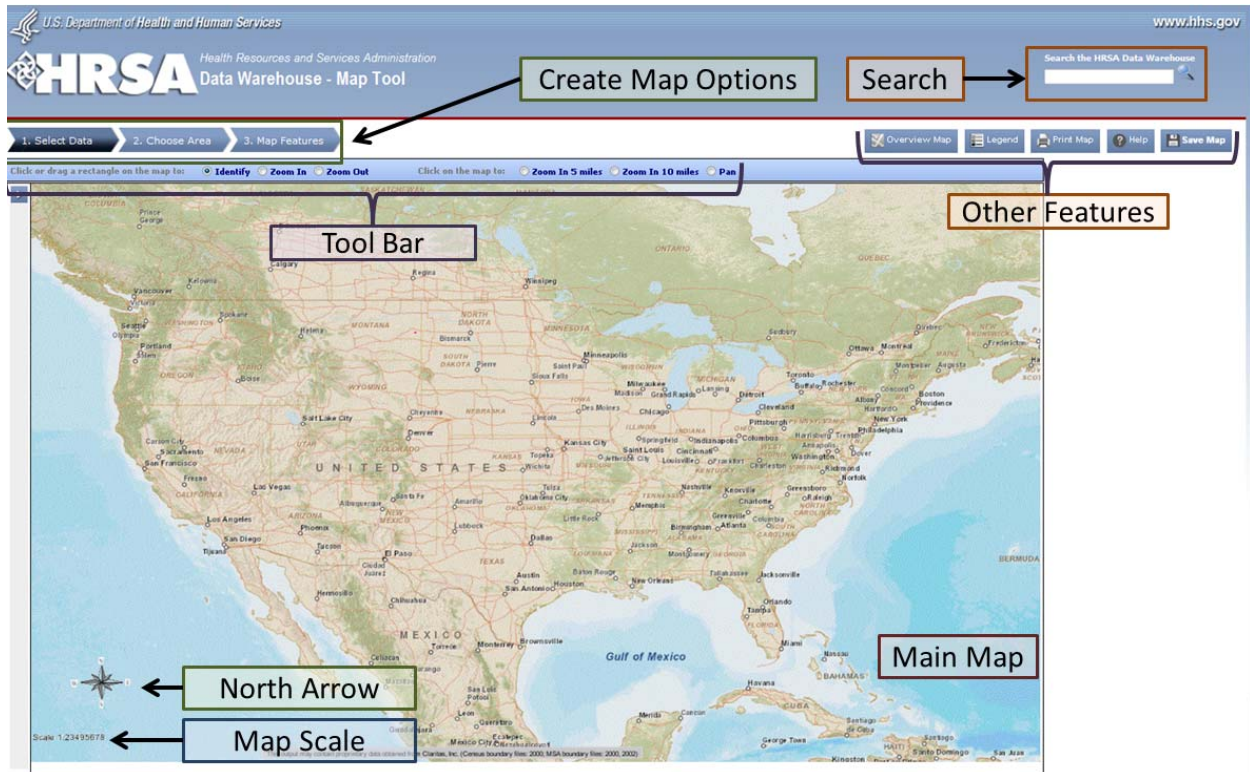
Business metadata is also provided to enable users to properly understand, analyze and present findings based on the information.



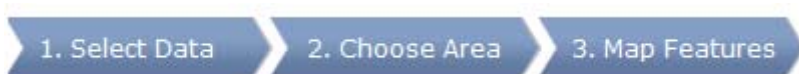
# Navigating the HRSA Map Tool

The HRSA Map Tool window is divided into five areas:

- Create Map Options
- Search
- Tool Bar
- Main Map
- Other Features

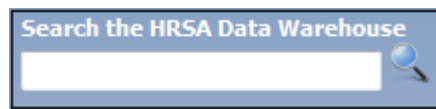


## Create Map Options



- **Create Map Options:** The Create Map Options Menu has three steps: Select Data, Choose Area, and Map Features used to create a map. For more information on creating a map please click [here](#).

## Search



- **Search:** This allows you to look for anything contained in the HRSA Data Warehouse

## Tool Bar



- **Identify:** This tool allows you to get more information about a feature on the map by drawing a rectangle or clicking on a specific point on the map.
- **Zoom In:** This tool enables you to enlarge the area covered by the map by drawing a rectangle or clicking on a specific point on the map.
- **Zoom Out:** This tool enables you to reduce the area covered by the map by drawing a rectangle or clicking on a specific point on the map.
- **Zoom in 5 miles:** This tool enables you to zoom to a selected area of approximately 5 miles by clicking on a specific point on the map; the click point becomes the map center.

## HRSA Data Warehouse Map Tool Help

- **Zoom in 10 miles:** This tool enables you to zoom to a selected area of approximately 10 miles by clicking on a specific point on the map; the click point becomes the map center.
- **Pan:** This button allows you to move your map area in any direction by clicking on a specific point on the map; the click point becomes the map center.

## Main Map



- **Main Map:** This area displays the interactive map.
- **North Arrow:** This symbol indicates the cardinal directions (North, South, East, West) and the orientation of the map.
- **Map Scale:** A map represents the world's features at a smaller size. The ratio of this reduction is the scale of the map.



## Other Features



- **Overview Map:** This button toggles the Overview (birds-eye view) Map in the upper right hand corner of the map. Click once on this button with the mouse and the Overview Map will appear. Click again and the Overview Map will disappear.
- **Legend:** The legend provides information about what the various symbols on the map represent.
- **Print Map:** Click this button to open a dialog box that creates a version of the map formatted to fit on an 8.5 by 11 inch page in landscape orientation. For more information on print a map please click [here](#).
- **Help:** Click this button to access the online help (this help document) for the Interactive Map Tool.
- **Save Map:** Click this button to save your current map configuration as a file on your computer. You can use the saved file to return to the HDW Map tool at a later time by opening it in your web browser. For more information on print a map please click [here](#).

# Technical Support

Technical support for the HRSA Map Tool and the HRSA Data Warehouse is available from the **HRSA Contact Center**.

HRSA Contact Center  
Phone: 1-877-GO4-HRSA (1-877-464-4772)  
E-mail: [CallCenter@HRSA.Gov](mailto:CallCenter@HRSA.Gov)

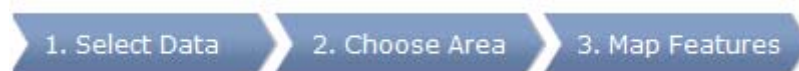
Hours of Operation: Monday through Friday 9am to 5:30pm EST (except Federal Holidays).

# Create a Map

## How to Create a Map

**When the Map Tool is started, a new map containing basic information (physical features such as land areas, state and national capital cities, major roads, and large bodies of water) is shown.**

### Three Step Process



Use the three-step Map Tool Options Menu to create a map:

- Step 1. Select Data
- Step 2. Choose Area
- Step 3. Map Features

Each of these steps is described in detail in this section of this guide.

# Step 1. Select Data

## 1. Select Data

Select Data is Step 1 of creating a map. This step allows you to pick data from which to generate the map from one or more of the following categories: HRSA Data, HRSA Grants, Demographics, and Health Systems.

**NOTE:** For information on rearranging layers, labeling layers, and changing symbols click [here](#).

## HRSA Data

- The HRSA Data tab contains a wide range of HRSA Data like Area Health Education Centers, Health Professional Shortage Areas, NHSC Job Opportunities, and Organ Transplant Programs.

HRSA Data	HRSA Grants	Demographics	Health Systems
Area Health Education Centers - Centers			
Area Health Education Centers - Programs			
Health Care Service Delivery Grantees			
Health Care Service Delivery Sites			
Health Professional Shortage Area Components (Dental Care)			
Health Professional Shortage Area Components (Mental Health)			
Health Professional Shortage Area Components (Primary Care)			
Health Professional Shortage Areas (Dental Care)			

[How to select/de-select multiple values?](#)

## HRSA Grants

- The HRSA Grants tab contains information on HRSA Grants arranged by Fiscal Year and HRSA Grant Program.

HRSA Data	HRSA Grants	Demographics	Health Systems
Fiscal Year:	Active <input type="button" value="v"/> <i>(Choose one FY or "Active" filter at a time; you may mix FYs and "Active" filter by repeating the selection process for each FY in turn.)</i>		
Filter Grants By Key Program Area:	All Key Program Areas <input type="button" value="v"/> <i>(Selecting a key program area filters the list of grant programs based on AOJ, FY, and selected key program area)</i>		
HRSA Grant Programs:	ACA Prevention Center for Healthy Weight (UC5) Academic Administrative Units in Primary Care (D54) ADAP Shortfall Relief (X09) Advanced Nursing Education Expansion (T57) Advanced Nursing Education Grants (D09) AETC National Multicultural Center (U2T) Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program (C12)		
	<i>Select one or more HRSA Grant Programs, then click the "Add" button to include them in the list of selected Programs.</i>		
Colors On The Map Distinguish Between:	Years: <input checked="" type="radio"/> Key Program Areas: <input type="radio"/> <i>(Color choice won't apply to the "Active" HRSA Grant layers.)</i>		
<input type="button" value="Add"/>	<a href="#">How to select/de-select multiple values?</a>		

## Demographics

- Data contained in the Demographics tab is comes primarily from the Bureau of Labor Statistics (BLS), the Census Bureau, Primary Care Service Areas (PCSA), the American Community Service (ACS), and the Infant Mortality Network (IMN).

HRSA Data	HRSA Grants	Demographics	Health Systems
Demographic and Statistics Variable Selection			
Work through the options from top to bottom, then click the 'Add' button to add a demographic theme to your map. Repeat this process for as many demographic variables as you like.			
Category:	1. Select the broad category to map <input type="button" value="v"/>		
Variable:	2. Select the specific variable to map <input type="button" value="v"/>		
Time Period:	3. Select the time period <input type="button" value="v"/>		
Summary Level:	4. Select the summary level <input type="button" value="v"/>		
Value or Percent:	5. Select the value type <input type="button" value="v"/>		
<a href="#">Compare To:</a>	6. Choose Comparison Scope <input type="button" value="v"/>		
<input type="button" value="Add"/>	<a href="#">How to select/de-select multiple values?</a>		

## Health Systems

## HRSA Data Warehouse Map Tool Help

- Data contained in the Health Systems tab is all non-HRSA data including data from the Centers for Medicare & Medicaid Services (CMS).

HRSA Data	HRSA Grants	Demographics	Health Systems
Ambulatory Surgical Centers			
Critical Access Hospitals			
Federally Qualified Health Centers			
Hospices			
Hospitals			
Intermediate Care Facility-Mentally Retarded (ICF/MR)			
Nursing Facilities (NF)			
Organ Procurement Organizations - Office locations			

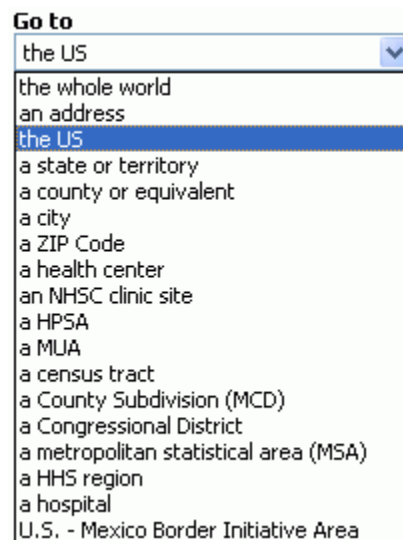
[How to select/de-select multiple values?](#)

## Step 2. Choose Area

### 2. Choose Area

Choose Area is Step 2 of creating a map. This step allows you to choose an area or place of interest to be shown on the map.

Use the drop down list under the "Go to" label in the upper area of the map configuration panel to select an area or type of area or feature that you would like to place at the center of your map.



Regardless of which type of area you select, you can use the "Go" button at any time to return the map to the area you selected, should you zoom or pan after it is displayed.

Note: Some of the options, such as "the whole world" and "the US", immediately zoom and pan the map area to the selection while others, such as "a state or territory", "a county", or "an address" require making additional selections and/or entering text.

## Step 3. Map Features

### 3. Map Features

Map Features is Step 3 of creating a map. This step allows you to add geographic boundary features to the map like Cities, HHS Regions, and Primary Care Service Areas.

**NOTE:** For information on rearranging layers, labeling layers, and changing symbols click [here](#).

#### Add Geographic Features to the Map:



- Cities
- Congressional Districts (111th Congress)
- County Subdivisions (2010)
- Federal Lands
- Generalized County Subdivisions (2010) 2010 SF1
- Generalized County Subdivisions 2006-2010 ACS
- HHS Regions
- Indian Lands and Native Entities



# Map Options

## Rearranging Layers

In Step 1. Select Data and Step 3. Map Features you can rearrange layers so that features in one layer are not obscured by the features in another layer.

Once you have added layers to the map (newly-added layers are always added to the top of the list), use the up and down arrow buttons (  and  ) next to the active layers list to rearrange the layers.

Select a layer in the list, then click the up arrow to move it nearer to the top, and the down arrow to push it toward the bottom of the stack.

## Labeling Layers

Step 1. Select Data and Step 3. Map Features of the Map Tool provide the capability to add, remove, and change the labels of features in the layers on your map.

You can add labels to layers that do not include them by default, remove existing (built-in) labels, change the labeling data (e.g. change from displaying a name to displaying an identification number), and alter the appearance of the labels for any layer by making them larger, smaller, using a different font, or changing their color.

To access the Label Manager, click the  button on the left side of the window, below the list of layers currently included in your map.

**NOTE:** The labeling tool does not operate on the Base Map Information layer. Hence, depending on the data you have selected and the labels you have assigned, you may see more than one label (e.g. more than one copy of a county name) displayed.

## Changing Symbols

The Map Tool provides the capability to change the symbols used to depict features in the layers on your map in Step 1. Select Data and Step 3. Map Features .

You can alter the appearance of the symbols for any layer except the Base Map Information.

To open the Symbol Manager and begin making changes to the symbols, click the



button located underneath the list of layers currently included in the map.

The specific changes you can make depend on the type of symbol:

Type of Symbol	Property	Can Change When
Point - Character point symbol	Specific symbol used	Any time; select from predefined group of symbols. Cannot switch from fancy character to simple symbol.
	Size	Any time; select from predefined range of sizes
	Color	Any time
	Style	Any time; select from predefined list of styles
	Min scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Max scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Label	Not changeable; this is for informational purposes only, so that you can tell what each symbol represents
Point - Simple point symbol	Symbol used	Any time; select from predefined list of symbols. Cannot switch from simple symbol to fancy character.
	Size	Any time
	Color	Any time
	Outline color	Any time
	Min scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Max scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Label	Not changeable; this is for informational purposes only, so that you can tell what each symbol represents
Polygon (area) - Simple polygons - Discrete value polygons - Value range polygons	Outline color	When original symbol includes an outline
	Outline style	When original symbol includes an outline
	Outline width	When original symbol includes an outline
	Fill color	When original symbol includes a fill
	Fill style	When original symbol includes a fill
	Min scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Max scale	Not changeable; this is for informational purposes only, so that you can tell when the symbol will be displayed.
	Label	Not changeable; this is for informational purposes only, so that you can tell what each symbol represents
Line	(No line layers are currently included in the HRSA Data Warehouse)	

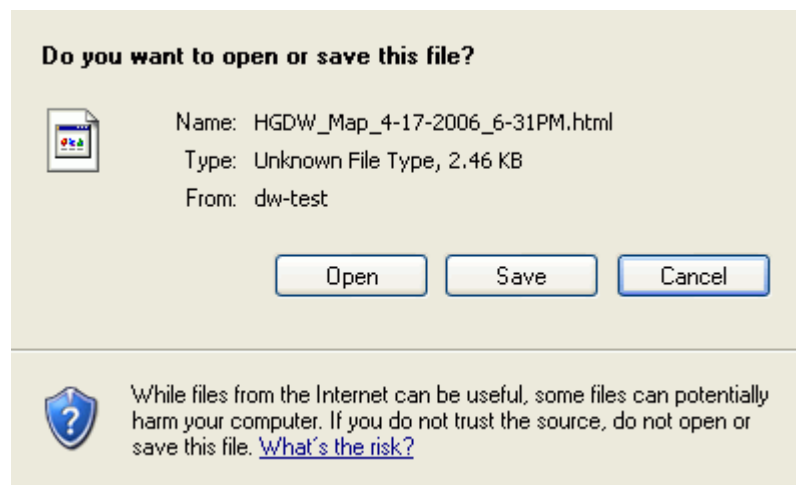
# Save a Map

## How to Save a Map

You can save your current map configuration as a file on your computer at any time the map tool window is open. The file is an HTML file that, when reopened, tells the map tool exactly what layers you had displayed, in what order they were displayed, where the map was located, and any other configuration information necessary to reproduce your map.

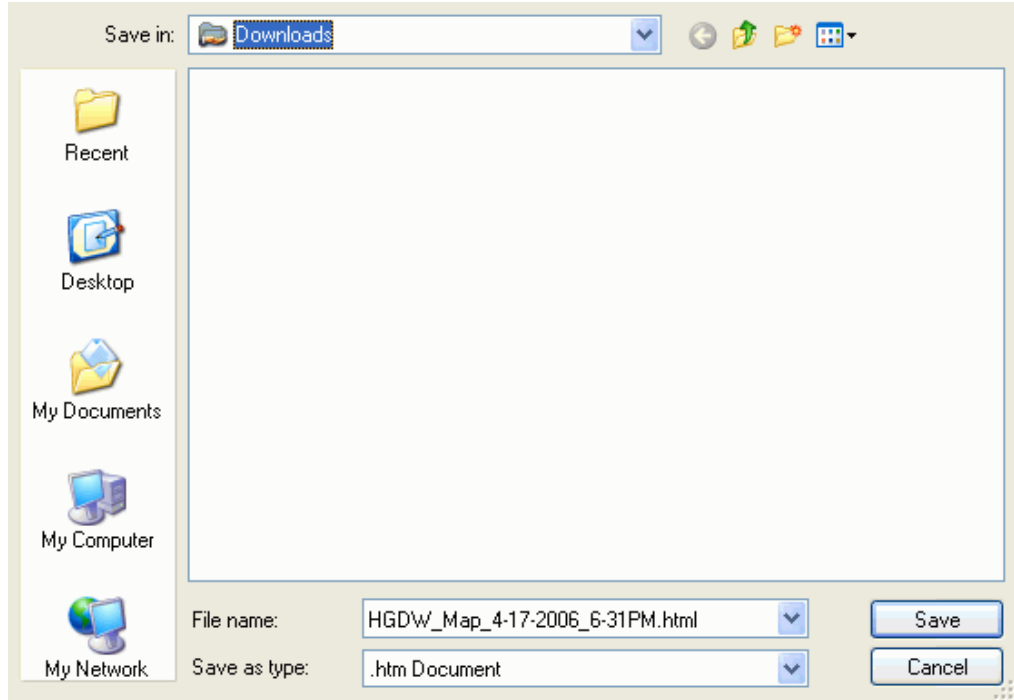
**NOTE:** the actual map images are not saved as a part of the file. Therefore, if the data have changed between the time you saved your map and the time you re-open it, you may see different results than you saw at the time you saved the map.

Click the "Save Map" button to open the File Download window. You will see something similar to the window shown below (the exact details may vary depending on what operating system you are using, but the process is the same as for saving any other type of file from a web page):



Click the "Save" Button to open the following File Save As window (below) or click the "Cancel" Button to close the File Download window without saving the map file. Clicking the "Open" Button will open the Map in another window, but it doesn't save it to your computer.

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From the top "Save in" drop down box, pick the folder to save the file in and click the "Save" Button to save the Map configuration in an HTML file. You may name the file anything you like; by default, the name includes the date and time that you clicked the Save button. Clicking the "Cancel" Button will abort the operation without saving the map.

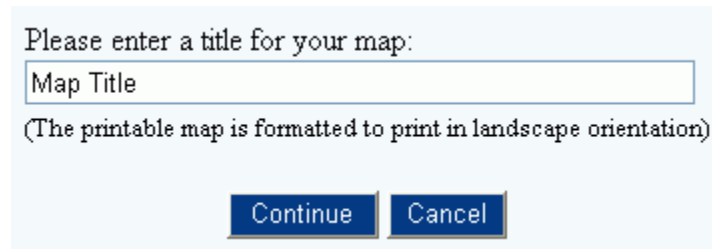
To open a saved map, double click on the html file or open it from a browser window; based on your browser security setup, you may need to allow retrieving active content explicitly.

# Print a Map

## How to Print a Map

**NOTE:** Due to the size and orientation of the map presentation, the usual browser printing procedures may produce unexpected results. It is recommended that you use the following procedure to print your maps.

Click the "Print Map" button to open the *Map Title* window. You are prompted to enter a title. Overwrite the existing title as desired. This title will appear at the top of the map printout.



A screenshot of a dialog box with a light blue background. At the top, it says "Please enter a title for your map:". Below this is a text input field containing the text "Map Title". Underneath the input field, there is a note in parentheses: "(The printable map is formatted to print in landscape orientation)". At the bottom of the dialog box, there are two buttons: "Continue" and "Cancel", both with a blue gradient and white text.

- Click the "Continue" button to launch a new window containing the printable map image and the Microsoft Windows *Print* dialog box.
- Click the "Cancel" button to abandon printing and return to the *Interactive Map* window.

The printable map is formatted to print in landscape orientation so you may need to adjust your printer orientation layout accordingly. Make changes as desired in the *Print* dialog box and press the *Print* button to print your map. You may close the *Print Map* window after printing is completed.

# HRSA Data Warehouse Map Tool Help

The screenshot displays the HRSA Data Warehouse Map Tool interface. The main window shows a map of the United States with numerous purple location markers. A print dialog box is open in the foreground, allowing users to select a printer, set the page range, and specify the number of copies. The map includes labels for states and provinces, such as CANADA, ONTARIO, QUEBEC, and MEXICO. The print dialog box has a 'General' tab selected, showing options for printer selection, page range, and number of copies. The map title is 'Map Title' and the location is 'Location 1'. The HRSA logo is visible in the bottom right corner.

HRSA Data Warehouse - Map Tool: Print Map - Windows Internet Explorer

Print

Map Title

Location 1

Map prepared by HRSA Data Warehouse. Map created on March 16, 2012 at 4:00 PM.

HRSA