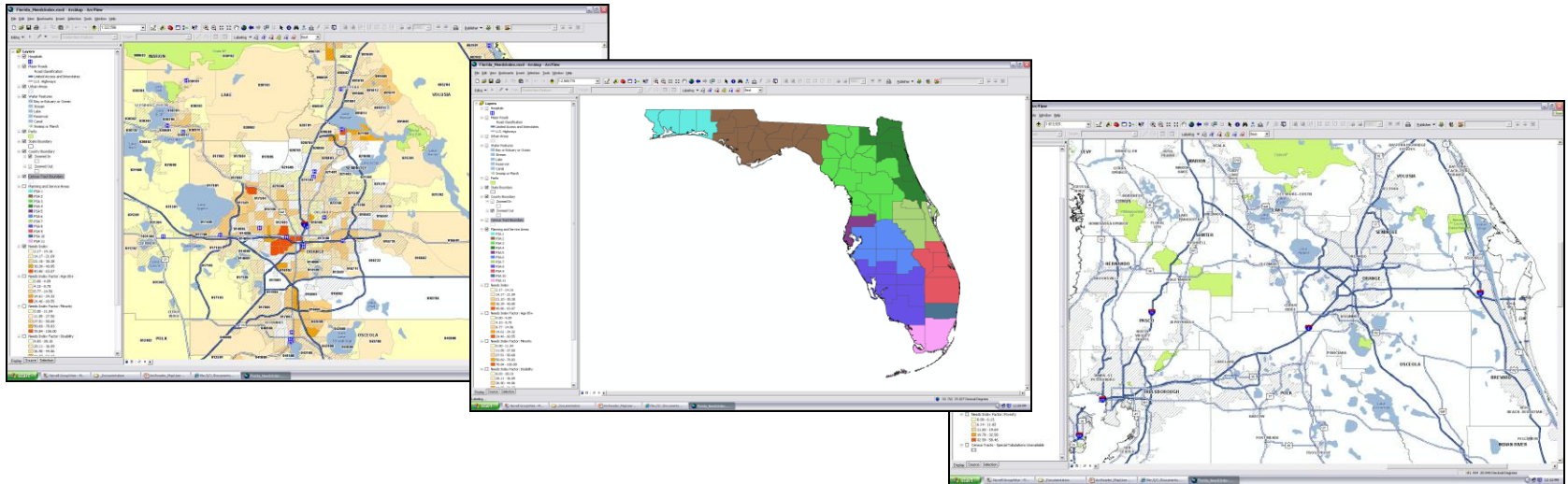


Florida Department on Elder Affairs Planning and Evaluation Unit



Elder Needs Index Quick Start Tutorial and Map User Guide



This presentation will familiarize you with the basic ArcReader tools you will use to explore our Elder Needs Index and Low-Income Subsidy Targeting maps.

Note:

- Prior to attempting to download the Elder Needs Index or Low-Income Subsidy (LIS) Targeting maps, ensure that ArcReader has been successfully installed on your computer. ArcReader is required to view the maps.

Table of Contents

Initial Preparation Steps..... slides 3 - 5

To be able to view the maps, you will first need to follow our initial preparation guidelines. This section provides instructions on how to download, extract, and save the compressed (zipped) map files to your computer, and launch the ArcReader application.

Exploring ArcReader and ArcReader Tools..... slides 6 - 9

This section guides you through some basic tools available for map exploration within ArcReader. For more details regarding the tool utility please refer to Environmental Systems Research Institute (ESRI's) [ArcReader Quickstart tutorial](#) or go to [ArcReader Key Features](#).

Map User Guide..... slides 10 - 15

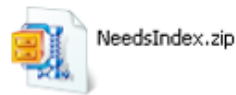
This section provides more detail on how to use the interactive Elder Needs Index and Low-Income Subsidy Targeting maps and also provides a description of each layer and layer fields that are included in the maps.

Sources..... slides 16 - 17

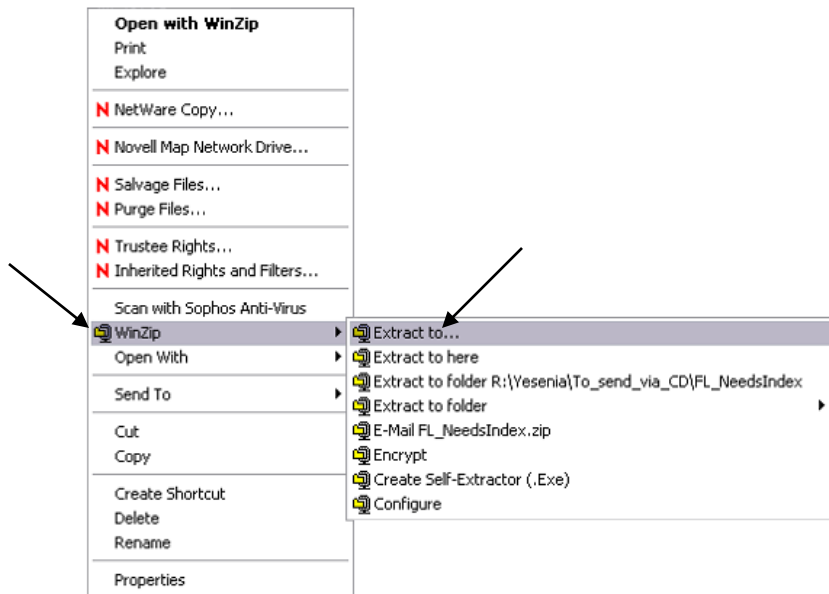
This section list the sources utilized to generate the layers included in the Elder Needs Index and Low-Income Subsidy Targeting Maps

Initial Preparation Steps

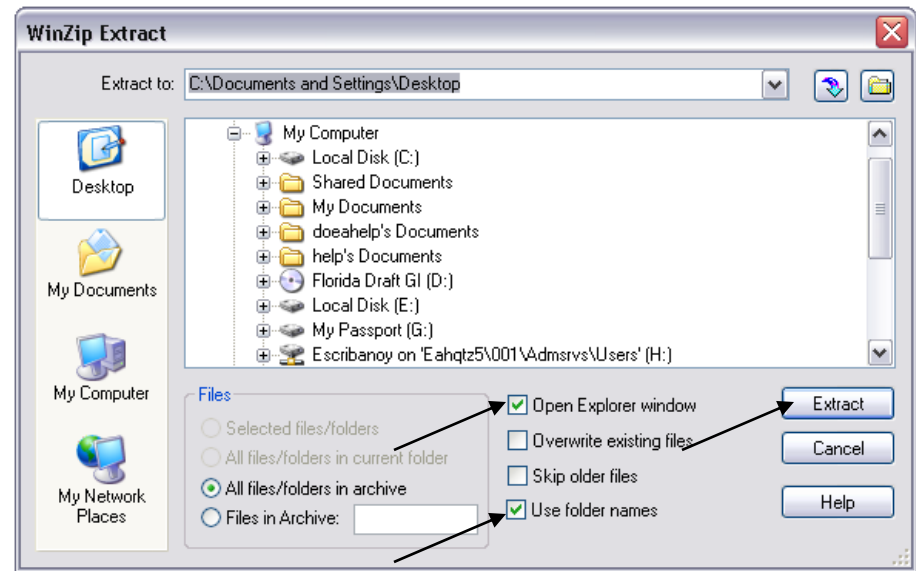
1. From the NASUA website, ([website here](#)), **double-click** on the name of the state for which you want to download the Needs Index (Needs Index.zip) and/or LIS (LIS.zip) interactive maps. **Double-click** on the Needs Index or LIS compressed data file to begin the download.



2. Select **WinZip** and **Extract To...**

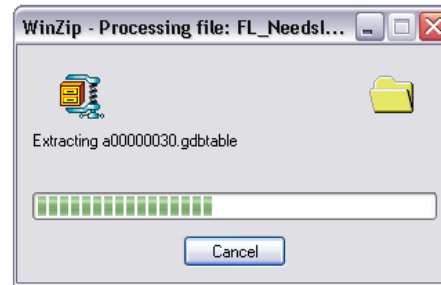


3. Select the destination to which you want to save the map file. Check the **Open Explorer Window** checkbox, and check the **Use folder names** check box and click **Extract**.



Initial Preparation Steps (continued)

NOTE: Extraction of the map file may take a few minutes.



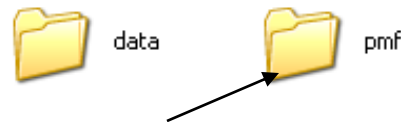
4. A new window will open. If you want to view the Elder Needs Index map, **double-click** on the NeedsIndex folder icon.

Or

If you want to view the Low-Income Subsidy Targeting map, **double-click** on the LIS folder icon.



5. **Double-click** on the pmf folder icon.

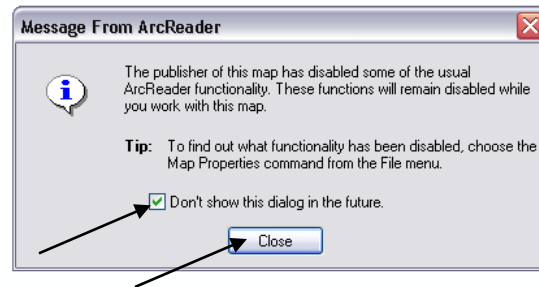


6. **Double-click** the NeedsIndex.pmf icon or the LIS.pmf icon to launch the ArcReader application and view the desired map.



Initial Preparation Steps (continued)

7. When either pmf map opens, a message from ArcReader may appear. If the message appears, check the box “Don’t show this dialogue in the future” and click **Close** .



8. Now you can begin to explore the many tools of ArcReader, the Elder Needs Index, and the LIS Targeting map features.

Exploring ArcReader

The ArcReader User-Interface is described below.

Toolbars: ArcReader has several tools that allow you to move around the map and query features on the map. For more information about how a tool or command works, you can quickly access help by pressing the Shift + F1 keys on your keyboard while pointing to the tool or highlighted item on a drop-down menu.

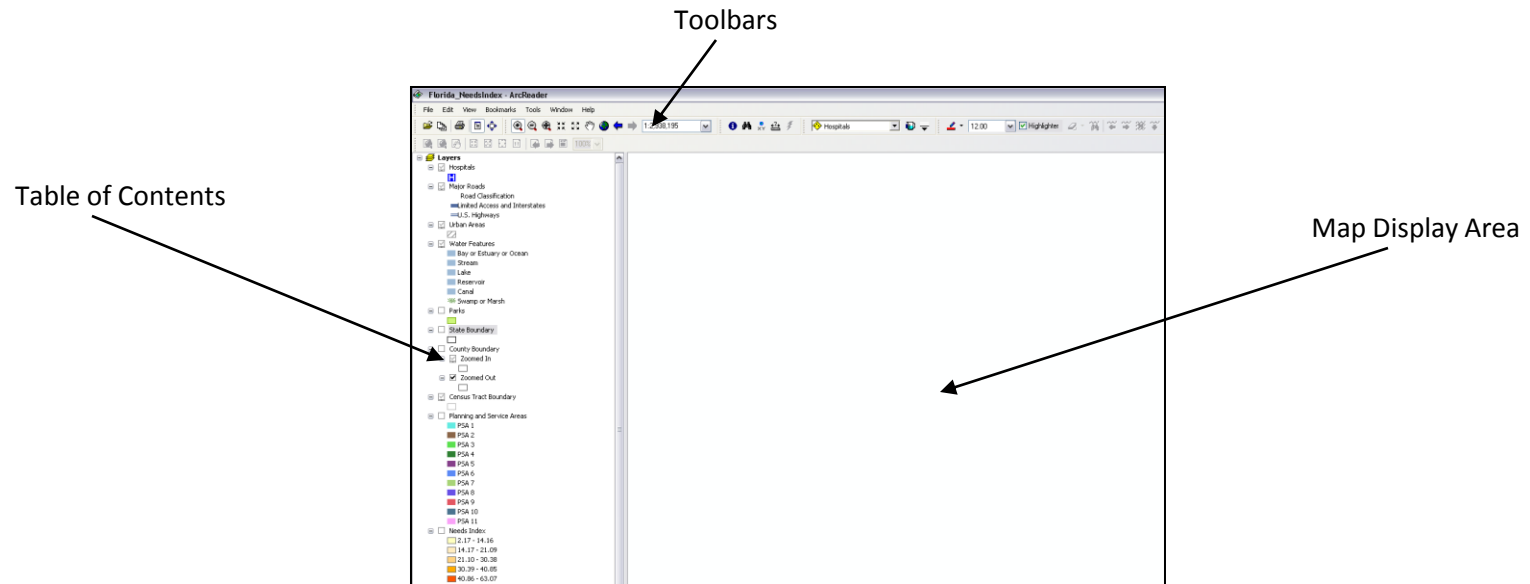
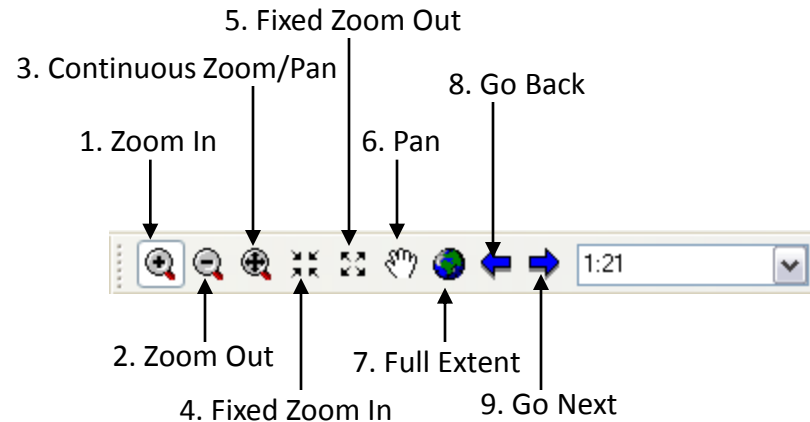


Table of Contents: Use the table of contents to turn map layers on and off. To display a layer, check the check box next to the layer's name. To turn the layer off, uncheck the box. Layers will draw on the map in the order they appear in the table of contents. **By right-clicking on any layer, you can view the layer description and the data source.**

Map Display Area: The PMF maps for this project were set up so that users can explore them within the Data View display only.

Exploring ArcReader Tools

Data View Toolbar

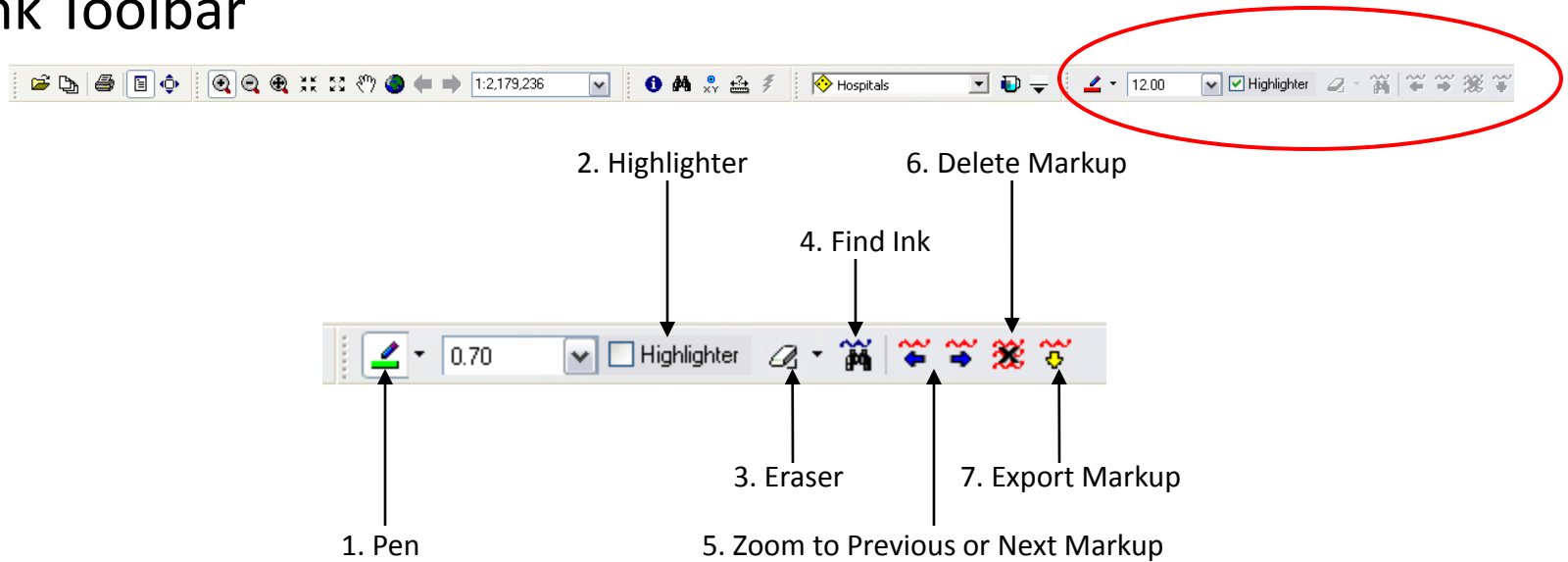


	Button	Name	Function
1.		Zoom In	Allows you to zoom in by clicking a point or dragging a box
2.		Zoom Out	Allows you to zoom out by clicking a point or dragging a box
3.		Continuous Zoom/Pan	Allows you to continuously zoom and pan the map
4.		Fixed Zoom In	Allows you to zoom in on the center of your map
5.		Fixed Zoom Out	Allows you to zoom out on the center of your map
6.		Pan	Allows you to pan the map
7.		Full Extent	Allows you to zoom to the full extent of the map
8.		Go Back	Allows you to go back to the previous extent
9.		Go Next	Allows you to go forward to the next extent

To learn more about the ArcReader Toolbars go to http://webhelp.esri.com/arcgisdesktop/9.3/index.cfm?TopicName=ArcReader_toolbars

Exploring ArcReader Tools (continued)

Ink Toolbar



	Button	Name	Function
1.		Pen	Creates ink graphics on the map in three varying widths
2.		Highlighter	Creates graphics on the map to highlight features in yellow, blue, or green
3.		Eraser	Erases ink and highlight graphics on the map
4.		Find Ink	Text search for ink on computer that support text recognition
5.		Zoom to Previous or Next Markup	Zoom to each ink element in the order that it was created
6.		Delete Markup	Remove all markup in the active view
7.		Export Markup	Create a Markup file (PMFINKX) for all ink in the active view

Exploring ArcReader Tools (continued)

Identify and Find Buttons



← **Identify Button:** Allows you to identify features by pointing at them

1. Click the **Identify** button
2. An Identify pop-up window appears
3. Click the map feature you want to identify
4. By default, information about the topmost layer will populate the Identify window
5. Use the **Identify from:** drop-down list to control which layer(s) will be identified
6. Only features in that layer will show in the Identify Results window



← **Find Button:** Finding a feature with an attribute value, place, or address

1. Click the **Find** button
2. Click the Features, Place, or Address tab
3. Under the corresponding tab, fill in the attribute value, place, or address you are looking for
4. Using the **In:** drop-down option, designate the layer you want to search
5. Using the **Search:** option, you can select to conduct a search through all fields of the specified layer by selecting **All fields:** or you can select to search through a particular field of the specified layer using the **In field:** drop down option
6. Click Find
7. Right-click on the found feature, place, or address to flash, zoom to or pan to the feature, place, or address

Map User Guide

If you would like to view the complete extent of the state, we recommend that users click on the **Full Extent** button.

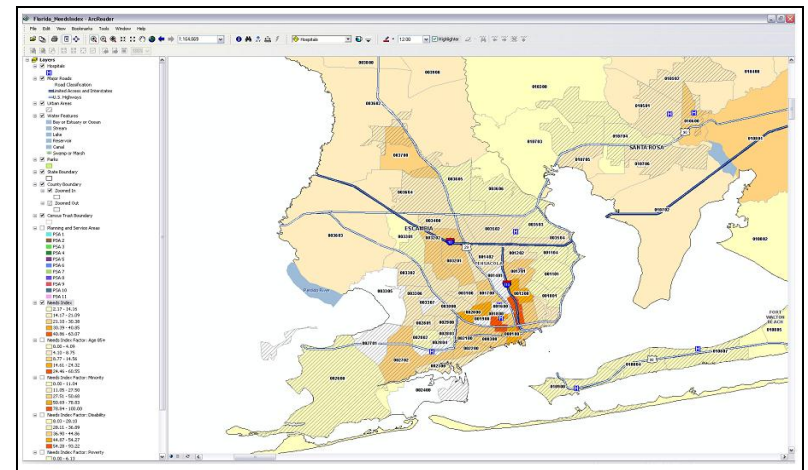
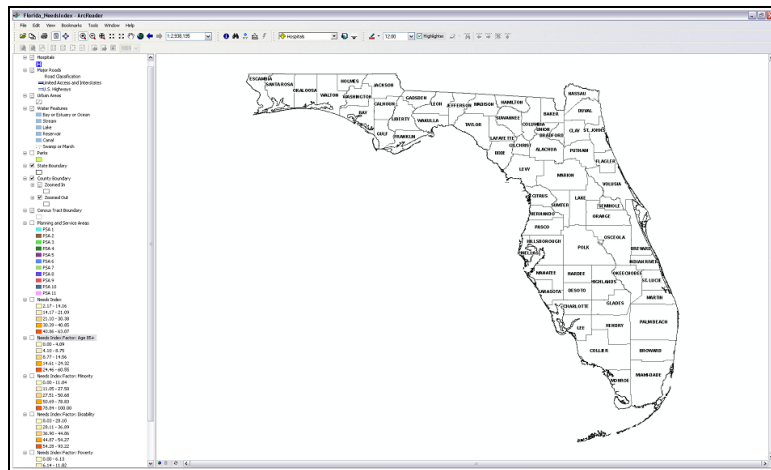
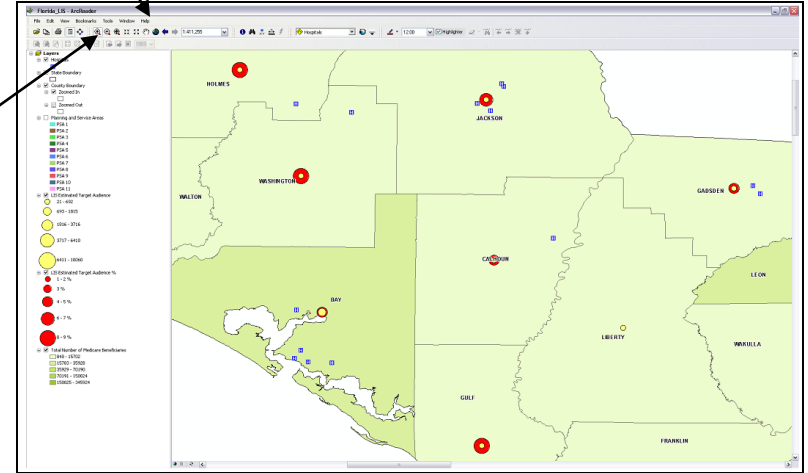


Note that the check boxes for several layers are grayed out. As you **Zoom-In** to the map the layers will turn on.

Use the **Zoom-In** tool also located in the Data View Toolbar to focus in on areas of interest.
















Reminder: By **right-clicking** on any layer and selecting **Properties**, you can view the map layer description and the data source. The description field is available at the top of the pop-up window.


















Map User Guide (continued)

The table below lists the Elder Needs Index map layer descriptions.

Layer Name	Description
Hospitals 	Represents an automated inventory of hospitals
Major Roads Road Classification  Limited Access and Interstates  U.S. Highways	Represents interstates, U.S. and state highways, major streets, and other major thoroughfares
Urban Areas 	Represents the Census 2000 Urbanized Areas (UA) and Urban Clusters (UC) Note: Any area that is not urban is defined as rural, thus, areas outside of this boundary are rural areas
Water Features  Bay or Estuary or Ocean  Stream  Lake  Reservoir  Canal  Swamp or Marsh	Represents water feature areas (for example, bays, lakes, and swamps)
Parks 	Represents major parks
State Boundary 	Represents a state's boundary
County Boundary 	Represents a state's county boundaries and county names

Map User Guide (continued)

The table below lists the Elder Needs Index map layer descriptions.

















Layer Name	Description
Census Tract Boundary 	Represents a state's census tract boundaries
Planning and Service Areas  PSA 1  PSA 2  PSA 3  PSA 4	Represents the Planning and Service Areas (PSA's) boundaries in within a state and allows users to see the counties that are in each of the PSA's
Needs Index  2.17 - 14.16  14.17 - 21.09  21.10 - 30.38  30.39 - 40.85  40.86 - 63.07	Represents the Elder Needs Index. The elements in the index represent: age of the population (age), poverty level (economic need), minority population (social needs), and disability (need for special services). This index was prepared using The Special Tabulation on Aging (STP 9) provided by the U.S. Census Bureau who entered into a reimbursable agreement with the Administration on Aging (AoA), U.S. Department of Health and Human Services to create a special tabulation based on Census 2000 results.
Needs Index Factor: Age 85+  0.00 - 4.09  4.10 - 8.75  8.77 - 14.56  14.61 - 24.32  24.46 - 60.55	Represents the percent population age 60 and older that are 85 years old and older

Note: All of the Needs Index and LIS data layers are symbolized using the Natural Breaks (Jenks) classification method. For more information about this classification method please refer to

<http://support.esri.com/index.cfm?fa=knowledgebase.techarticles.articleShow&d=26442>
















Map User Guide (continued)

The table below lists the Elder Needs Index map layer descriptions.

Layer Name	Description
<p>Needs Index Factor: Minority</p> <ul style="list-style-type: none">  0.00 - 11.04  11.05 - 27.50  27.51 - 50.68  50.69 - 78.83  78.84 - 100.00 	<p>Represents the percent population age 60 and older that are members of minority groups</p>
<p>Needs Index Factor: Disability</p> <ul style="list-style-type: none">  8.03 - 28.10  28.11 - 36.89  36.90 - 44.86  44.87 - 54.27  54.28 - 93.22 	<p>Represents the percent population age 60 and older that have any disability</p>
<p>Needs Index Factor: Poverty</p> <ul style="list-style-type: none">  0.00 - 6.13  6.14 - 11.82  11.83 - 19.69  19.70 - 32.58  32.59 - 58.46 	<p>Represents the percent population age 60 and older living below the poverty level</p>
<p>Census Tracts - Special Tabulations Unavailable</p> 	<p>Represents census tracts for which a Needs Index was not calculated because Special Tabulation Data on Aging was not available</p>

Map User Guide (continued)

The table below lists the Low-Income Subsidy Targeting map layer descriptions.

Layer Name	Description
<p>LIS Estimated Target Audience</p> <ul style="list-style-type: none">  21 - 692  693 - 1815  1816 - 3716  3717 - 6410  6411 - 10060 	<p>Represents the estimated number of the Medicare Part D eligible population that are Low-Income Subsidy targets as of April 2008</p>
<p>LIS Estimated Target Audience %</p> <ul style="list-style-type: none">  1 - 2 %  3 %  4 - 5 %  6 - 7 %  8 - 9 % 	<p>Represents the estimated percentage of the Medicare Part D eligible population that are Low-Income Subsidy targets as of April 2008</p>
<p>Total Number of Medicare Beneficiaries</p> <ul style="list-style-type: none">  840 - 15702  15703 - 35928  35929 - 70190  70191 - 150024  150025 - 345924 	<p>Represents the total number of Medicare beneficiaries eligible for Part D coverage as of April 2008</p>

Map User Guide (continued)

The table below lists the layer Field Names and Descriptions as seen when using the Identify and Find tools.

Field Name	Description
FIPS	Federal Information Processing Standards (FIPS) codes issued by the National Institute of Standards and Technology (NIST) that identify each geographic area
STATE_FIPS	A FIPS code which identifies U.S. states
CNTY_FIPS	A FIPS code which identifies counties and county equivalents in the United States
STCOFIPS	A combination of the State and County FIPS codes
TRACT	Census Tracts (small, relatively permanent statistical subdivisions of a county)
NEEDSINDEX	Provides the composite needs index value within a specific census tract
AGE85_PLUS	Represents the percent population age 60 and older that are 85 years old and older
MINORITY	Represents the percent population age 60 and older that are members of minority groups
DISABILITY	Represents the percent population age 60 and older that have any disability
POVERTY	Represents the percent population age 60 and older living below 100% of the poverty level
ESTTRGTAUD	Indicates the Estimated Target Audience. This layer represents the estimated number of the Medicare Part D eligible population that are Low-Income Subsidy targets as of April 2008
TRGTAUDPER	Indicates the Estimated Target Audience Percent. This layer represents the estimated percentage of the Medicare Part D eligible population that are Low-Income Subsidy targets as of April 2008
TOTMEDBEN	Represents the total number of Medicare beneficiaries eligible for Part D coverage as of April 2008

Sources

The Elder Needs Index map sources are listed below.

Census 2000 Special Tabulation on Aging CD

http://www.aoa.gov/AoARoot/Aging_Statistics/Tab/specialtab.aspx

Supporting Documents:

- AoA Technical Documentation: Census 2000 Special Tabulation Program (Issued April 2005)
U.S. Department of Health and Human Services Administration on Aging
- Table 1: Planning and Service Areas Codes and Names
- Table 2: Selected Geographic Areas Not Shown in STP 9

ESRI shapefiles used in Interactive Needs Index Maps

[ArcGIS 9 Media Kit: ESRI Data & Maps 9.3](#)

The Data & Maps and StreetMap North America DVD

Layers utilized:

- State Boundary - usa\census\dtl_st.sdc\dtl_st
- County Boundary - usa\census\dtl_cnty.sdc\dtl_cnty
- Census Tract Boundary - \usa\census\tracts.sdc\tracts
- Hospitals - usa\landmarks\hospitals.sdc\hospitals
- Major Rivers - \usa\hydro\drainage.sdc
- Major Roads - \usa\trans\mjrrds.sdc\mjrrds
- Urban Areas - \usa\census\urban.sdc\urban
- Water Features - \usa\hydro\hydroply.sdc\hydroply
- Parks - usa\landmarks\parks.sdc\parks
- Planning and Service Areas - generated from AOA Special Tabulations Technical Documentation Table 1: Planning and Service Areas Codes and Names and dtl_cnty
- Needs Index Shapefiles - generated from Special Tabulation on Aging Tables and tracts

Sources (continued)

The Low-Income Subsidy Targeting map sources are listed below.

2008 Low-Income Subsidy (LIS) Targeting Spreadsheets: An Example of How the Spreadsheets Can Be Used

<http://www.hapnetwork.org/assets/pdfs/using-targeting-data.pdf>

2008 U.S. Counties Estimated LIS Potentially-Eligible Targets Excel Table

http://www.cms.hhs.gov/apps/LIS/lis1_2008.asp

ESRI shapefiles used in Interactive Low-Income Subsidy Maps

[ArcGIS 9 Media Kit: ESRI Data & Maps 9.3](#)

The Data & Maps and StreetMap North America DVD

Layers utilized:

- State Boundary - usa\census\dtl_st.sdc\dtl_st
- County Boundary - usa\census\dtl_cnty.sdc\dtl_cnty
- Hospitals - usa\landmarks\hospitals.sdc\hospitals
- Planning and Service Areas - generated from AOA Special Tabulations Technical Documentation Table 1: Planning and Service Areas Codes and Names and dtl_cnty
- Low-Income Subsidy Targeting Shapefiles - generated from 2008 U.S. Counties Estimated LIS Potentially-Eligible Targets Excel Table and dtl_cnty