



Instructions for Your Data Your Story Profiles

In order to edit the template, Microsoft Word 2007 is required. Alternatively, a file extension to edit the document in earlier versions of Microsoft Word. For assistance in downloading the 2007 Microsoft Word File Extension, please visit the site: <http://office.microsoft.com/en-us/word/HA100444731033.aspx>

Select a Story

1. Select a personal story about a child with special health care needs.
 - a. Suggestions can include Transition to Adulthood, Medical Home, Adequacy of Health Insurance, Early & Continuous Screening

Select Data for Table

- Select data that supports the story that you selected.
- There are 2 ways to look at the data.
 1. Look at your state's profile, which provides a basic overview of Health Status, Health Insurance Coverage, Access to Care, and Impact on the Family
Go to www.cshcndata.org, and select National & State Profiles
 2. Go to www.cshcndata.org, and Search the Data Sets (2005/06 NS-CSHCN)
Data can be found in the CSHCN Chartbook Indicators, and Additional Measures of CSHCN Health, Access and Care Quality
- Fill in the table with the question labels, as well as state and national weighted percentages.

Select Data for Graphs

- Once you find appropriate and compelling data that you find compelling, you can stratify by subgroups, including age, race, family structure, household income, adequacy of insurance, type of special health care need, and many more.
 - a. To do this, click on the "Compare Subgroups" button in the upper right hand corner and then select the subgroup you wish to view.
- In order to replicate the graphs provided, you need the overall percentage, as well as the percentages for each population in the subgroup.

Create Graphs

- Open the Excel document provided [here](#).
- Insert the question title, and subgroup information (labels and weighted percentages)
- Highlight subgroup information and data, and then Insert → Column Chart
- Delete legend, Y-axis labels, and insert Data Labels (Right click on bar of graph)
- Copy graph and paste into Word document, resizing to fit in the space provided
- Repeat for the other chart on the template
- To change the colors on the chart, right click on a bar of the graph → Format Data Series → Fill

If you have any questions, concerns, or need further assistance, please feel free to contact the Data Resource Center at cahmi@ohsu.edu.