

HOP Environmental Scan Version 2.0[©]
User Guide



Medicaid Policy Research
at the USC Institute for Families in Society

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USC Institute for Families in Society
Division of Medicaid Policy Research

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The Healthy Outcomes Plan (HOP) Environmental Scan was developed under contract to the South Carolina Department of Health and Human Services.
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The goal of the HOP Environmental Scan[©] is to assist local HOP health care planning, coordination, and collaboration efforts aimed at improved access to care and better health outcomes for uninsured South Carolinians. The information contained in the HOP Environmental Scan[©], combined with individual HOP program data, provides a contextual framework to strengthen health care planning and service delivery for HOP participants and other low-income, uninsured residents of the state.

The HOP Environmental Scan Version 2.0[©] User Guide is a companion to the HOP Environmental Scan Version 2.0[©]. It will help you navigate through the process of turning interactive map layers on and off, consult geographic locator maps, and view tabled data to support local HOP planning and programming.

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Note: This document is best viewed on a Windows or Macintosh desktop or laptop using the current version of the free Adobe Acrobat Reader (Reader XI version 11.0.03 or higher) or Acrobat Pro. The figures in this document were captured while viewing the document with Adobe Acrobat Reader DC, 2015 release, Version 2015.010.20056. The interface in various Adobe Reader versions may look slightly different but the functions described are the same.

Navigating the PDF

This section provides basic information you will need to know about Adobe Reader in order to optimize your viewing of the HOP Environmental Scan[®].

Sizing the PDF to Fit the Screen

For optimal viewing, use the maximum window size of Adobe Reader (Figure 1) and click the “fit full page to window” icon (Figure 2) to view the whole cover page. To zoom in or out of specific areas of the maps or tables, use the “-” or “+” icons (Figure 2) found on the Adobe Reader tool bar, or specify the zoom level.

Once zoomed in, you can use the “pan” tool (Figure 2) to move around the map or table.

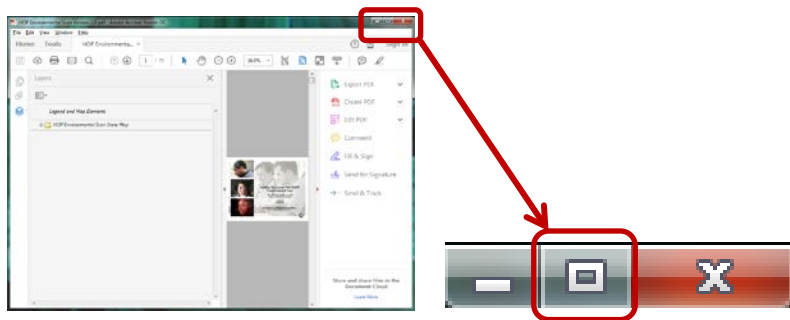


Figure 1: Maximize Window Size

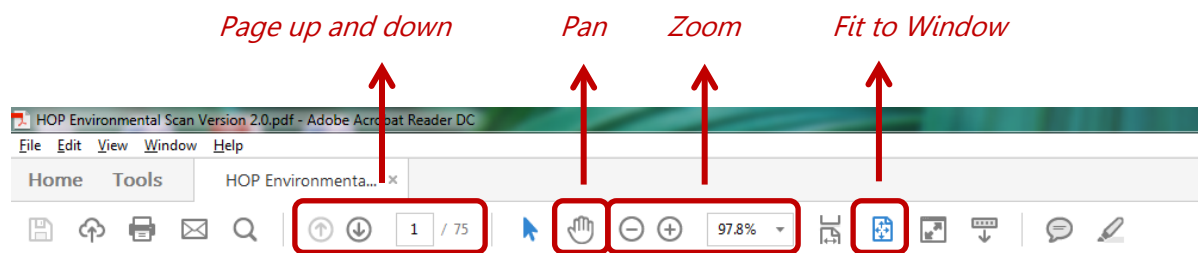


Figure 2: Adobe Reader tool bar (page up and down, pan, zoom, fit window)

Opening the “Layers” Panel

When opening the PDF, you may see a number of different views based on previous settings. On the left side of the screen you may already see the “Layers” panel (see Figure 3). The “Layers” panel will be used to interact with the statewide map.

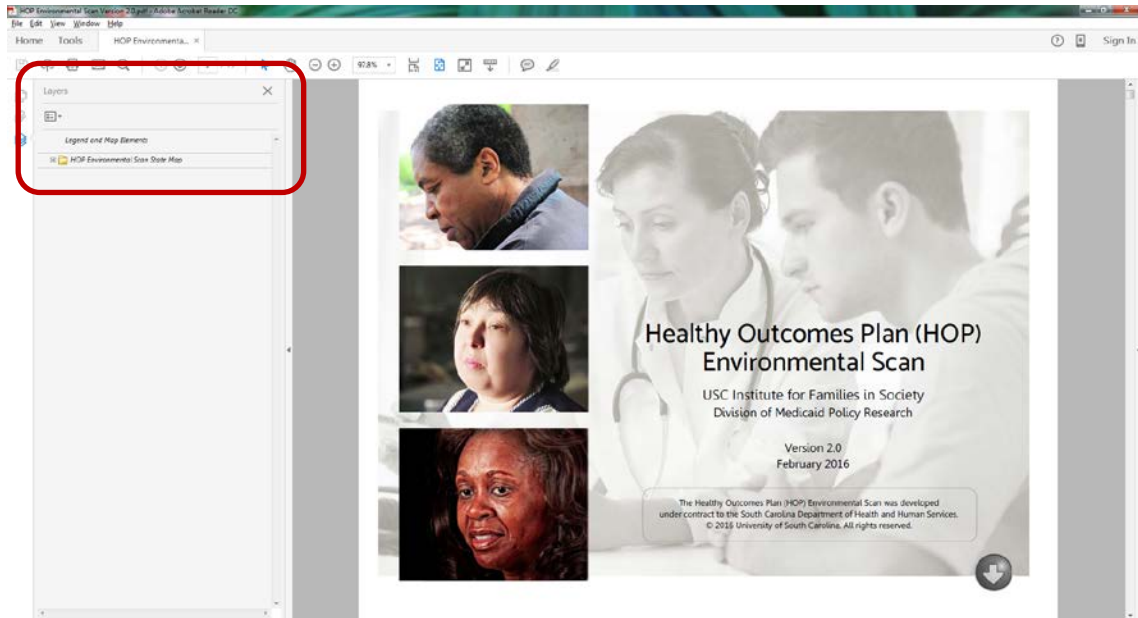


Figure 3: Default view with the “Layers” panel open

If the “Layers” panel is not visible, click the “View” menu item in Adobe Acrobat and then put the cursor on “Show/Hide.” Next, place the cursor on “Navigation Panes” and click “Layers” (Figure 4).

Shortcut: A shortcut is to hit the F4 key while the PDF is the active Window.

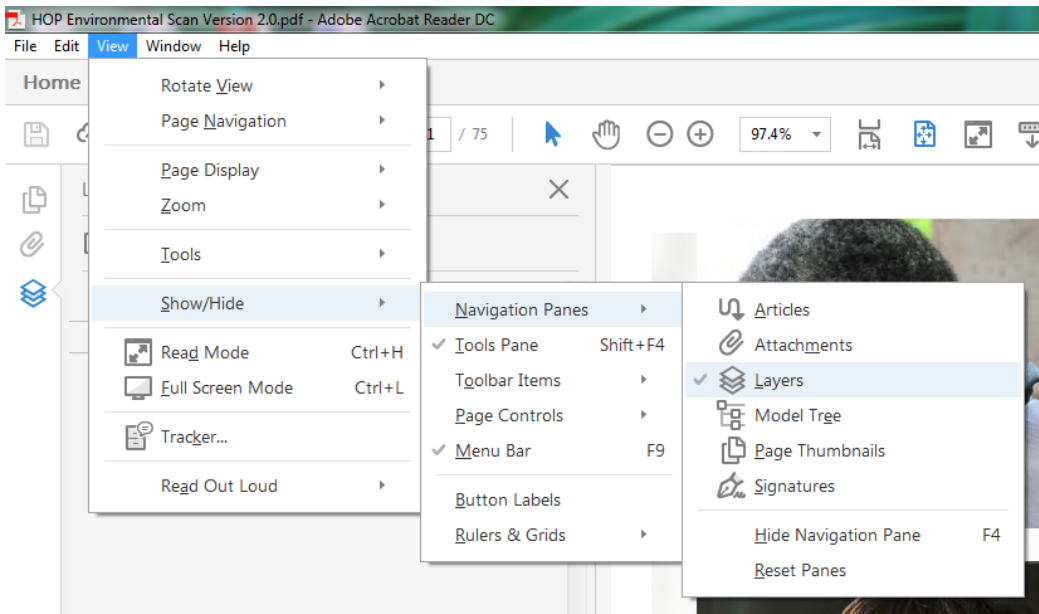


Figure 4: Show “Layers” panel

Alternatively, when the Navigation Pane is present, you should see different icons (Figure 5). Click the "Layers" Icon to open the "Layers" panel.

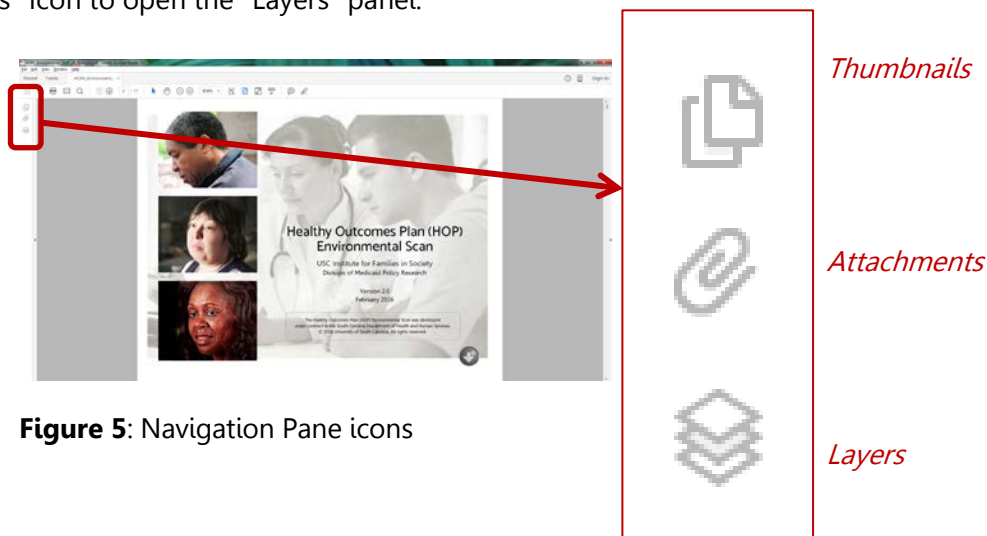


Figure 5: Navigation Pane icons

Moving from Page to Page

To page through the document, you can:

- use the button on the cover page to go to the Table of Contents (Figure 6);
- use the Acrobat arrow tools to review all pages one-by-one (Figure 7);
- directly enter the page number you want to access (Figure 7);
- use the page scroll bar to move the pages back and forth (Figure 6);
- use the up and down arrows on your key board; or
- use the mouse wheel.

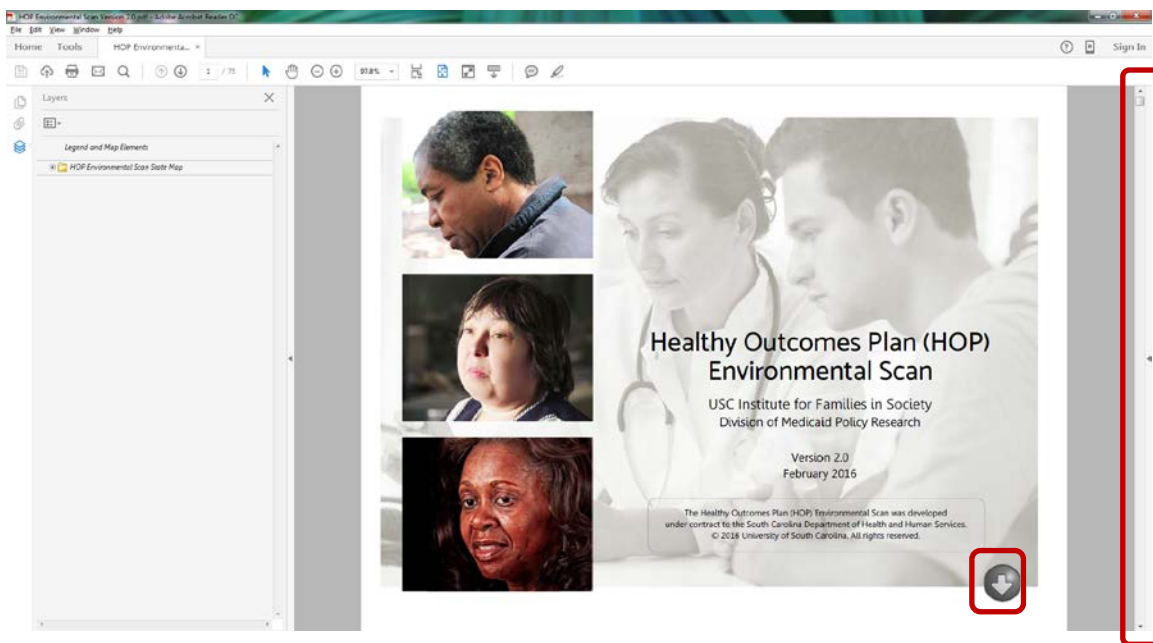


Figure 6: Cover page button and page scroll bar

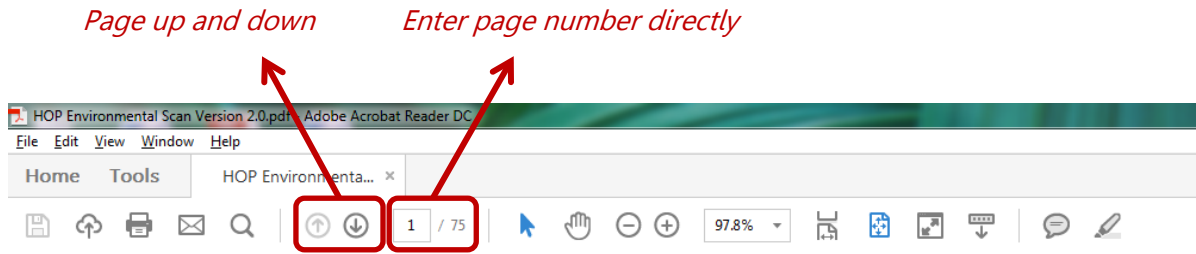


Figure 7: Adobe Reader tool bar (page up and down and enter page number)

Using Hyperlinks in the PDF

You can also take advantage of hyperlinks in the pdf. Each entry in the Table of Contents is a hyperlink that will take you directly to the referenced page. Every MPR logo (Figure 8) will take you back to the Table of Contents.

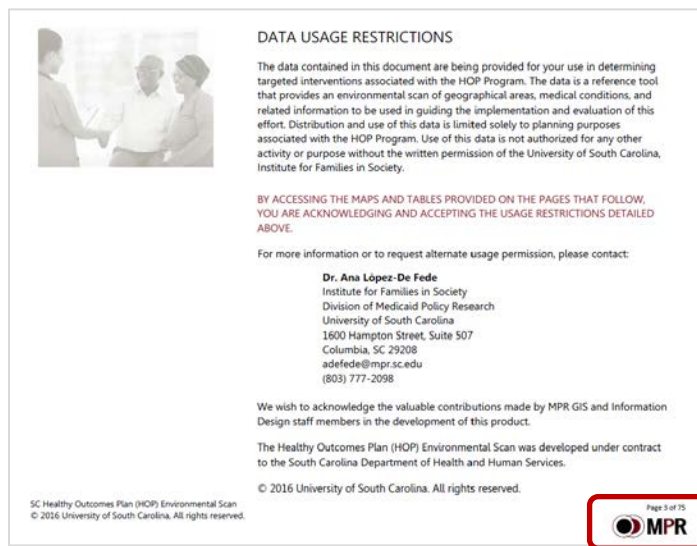


Figure 8: MPR Logo

When viewing the interactive map, you can click on the table icon in the upper right-hand corner (Figure 9) to view the Statewide Summary Table. This table provides information for South Carolina as a whole and for urban, suburban, and rural areas of the state. In turn, each row in the Statewide Summary Table will take you back to the interactive map, which then will display the specified row measure.

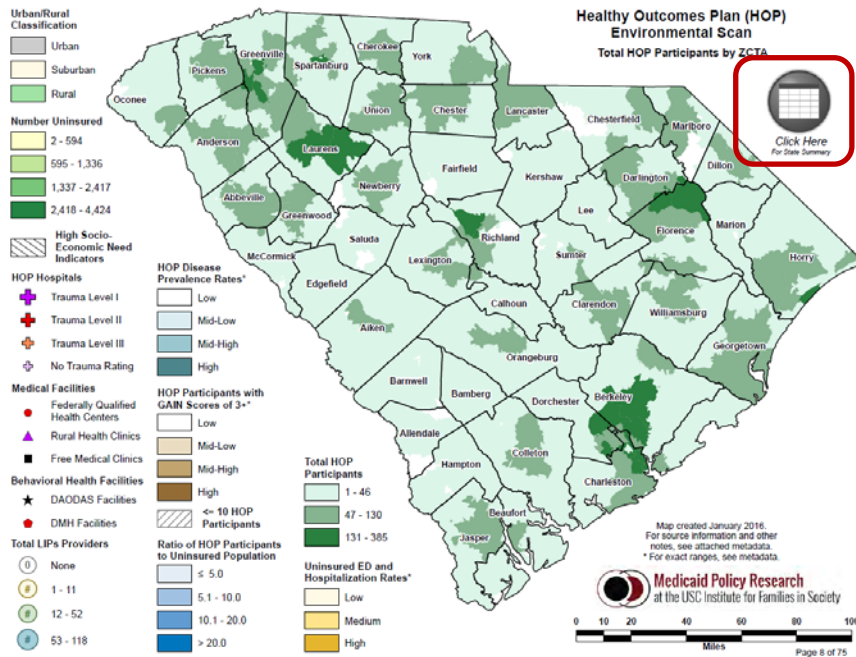


Figure 9: Statewide Summary Table Button

Reviewing the Introductory Pages

Reviewing the Introductory Pages will help you gain an understanding of what is included in the updated version of the HOP Environmental Scan[®], how you are permitted to use the information contained in the Scan[®], and how to make best use of its contents.

The Table of Contents lists everything available in the HOP Environmental Scan[®]. Each entry in the Table of Contents is hyperlinked to its associated page.

The other pages provide important details regarding data usage restrictions, scan usage information, caveats on interpreting data, details on what an environmental scan is and why one would use it, new features, and key statewide findings.

Interacting With the Statewide Map

NOTE: The interactive map may take several seconds to load. Because of the load time, there may also be a delay in the response when changing pages that include the map.

The default view of the statewide interactive map shows the total HOP participants at the Zip Code Tabulation Area (ZCTA) level.

What are ZIP Code Tabulation Areas?

ZIP Code Tabulation Areas (ZCTAs) are approximate area representations of U.S. Postal Service (USPS) five-digit ZIP Code service areas used by the Census Bureau to present statistical data from censuses and surveys (See "Metadata" in the HOP Environmental Scan Version 2.0[®] for additional details).

Expanding All Map Layers

Expanding all layers will allow you to see what data options are available for mapping. To expand all layers, click the “Layer Options” button on the upper left of the “Layers” panel and then select “Expand All” (Figure 10). This will expand all the layers in the “Layers” panel so you can view all the layer options. Alternatively, you may click the plus (+) or minus (-) icons to the left of each folder in the “Layers” panel to expand or collapse any layer groupings. Due to the large number of layers and groupings in this map, you will need to use the scroll bar to the right of the layers list to see all of the available map layers (Figure 11).

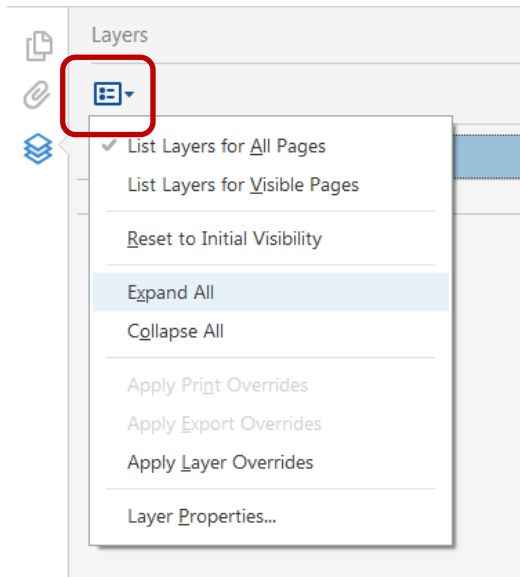


Figure 10: “Layers Options” (outlined above) and “Expand All”

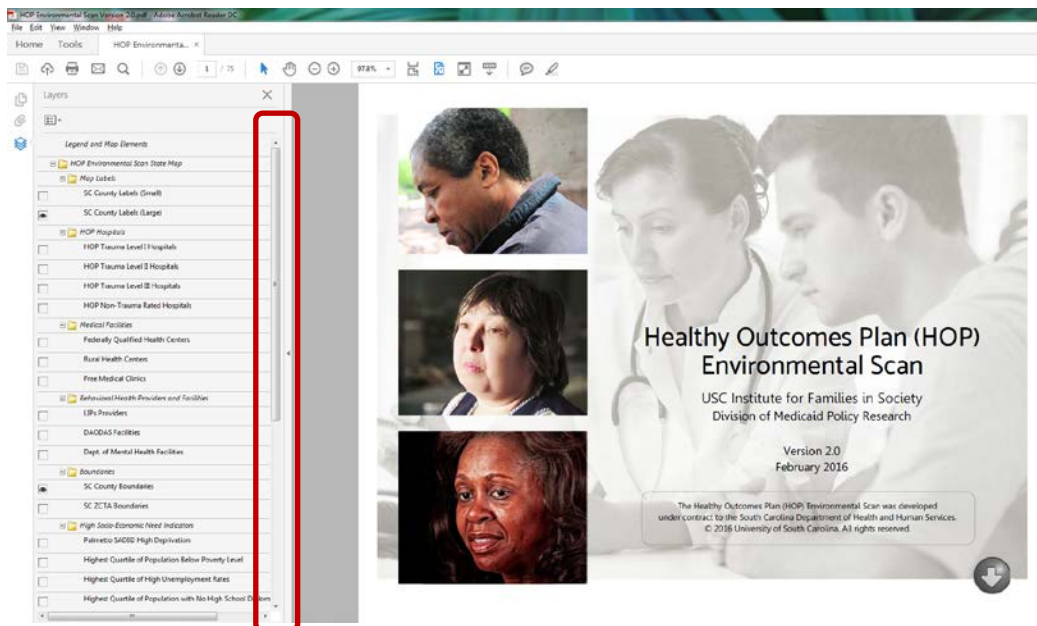


Figure 11: “Layers” scroll bar

Interacting with the Map Layers

The expanded “Layers” panel in the map shows you that the following layers and map elements are visible (as **indicated by the eye symbol**) by default:

“SC County Labels (Large)”, “SC County Boundaries”, and “Total HOP Participants by ZCTA” (Figure 12).

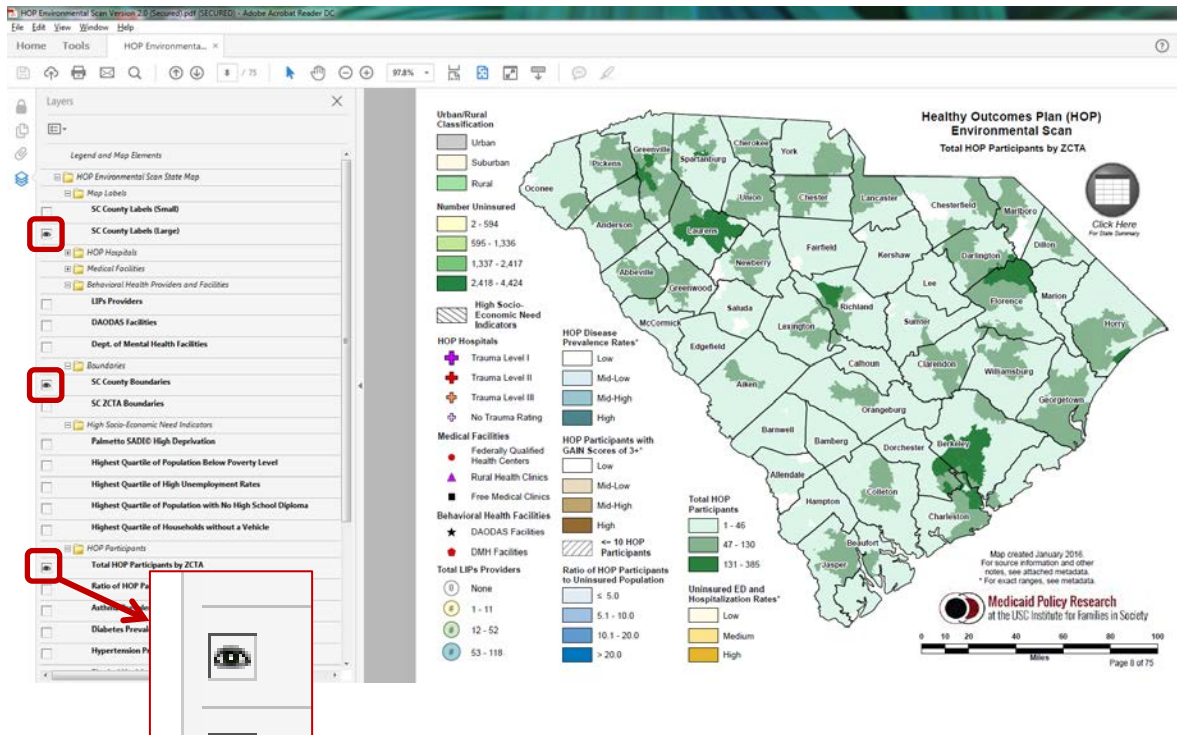


Figure 12: Visible layers (eye symbol)

With the “Layers” panel visible, you can click each layer’s eye symbol. Click to the left of the layer to turn it on or off. Click the plus (+) or minus (-) icons left of each folder to expand or collapse any layer groupings.

Choosing Map Layers

How do you know which layers to choose? Which layers can be viewed simultaneously? Here are a few pointers to help you build useful maps.

Build from the Bottom Up

It is recommended that you build your map from the bottom up and limit your concurrent selections so that the map is easier to understand.

Base Layers

Base layers are the foundation of your map. They are the layers that fully cover the map and have a solid fill color. **Only one base layer can be viewed at a time.** Base layers are found in these folders:

“HOP Participants,” “Uninsured,” and “Urban/Rural Classification” (Figure 13). Each base layer has its own subtitle (Figure 14). If you select more than one base layer at the same time, the subtitle will not be legible and only one set of data will be visible (Figure 15).

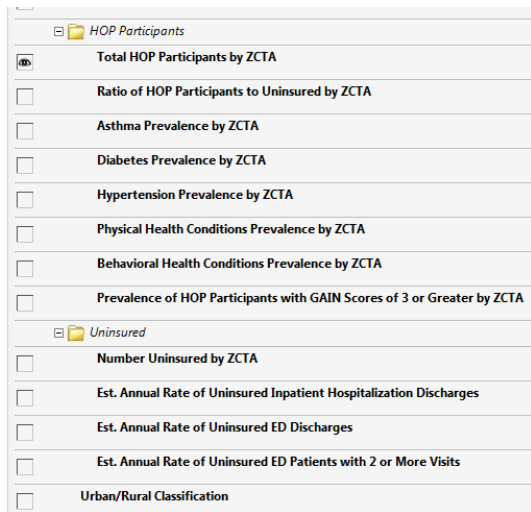


Figure 13: Base layer folders and their contents

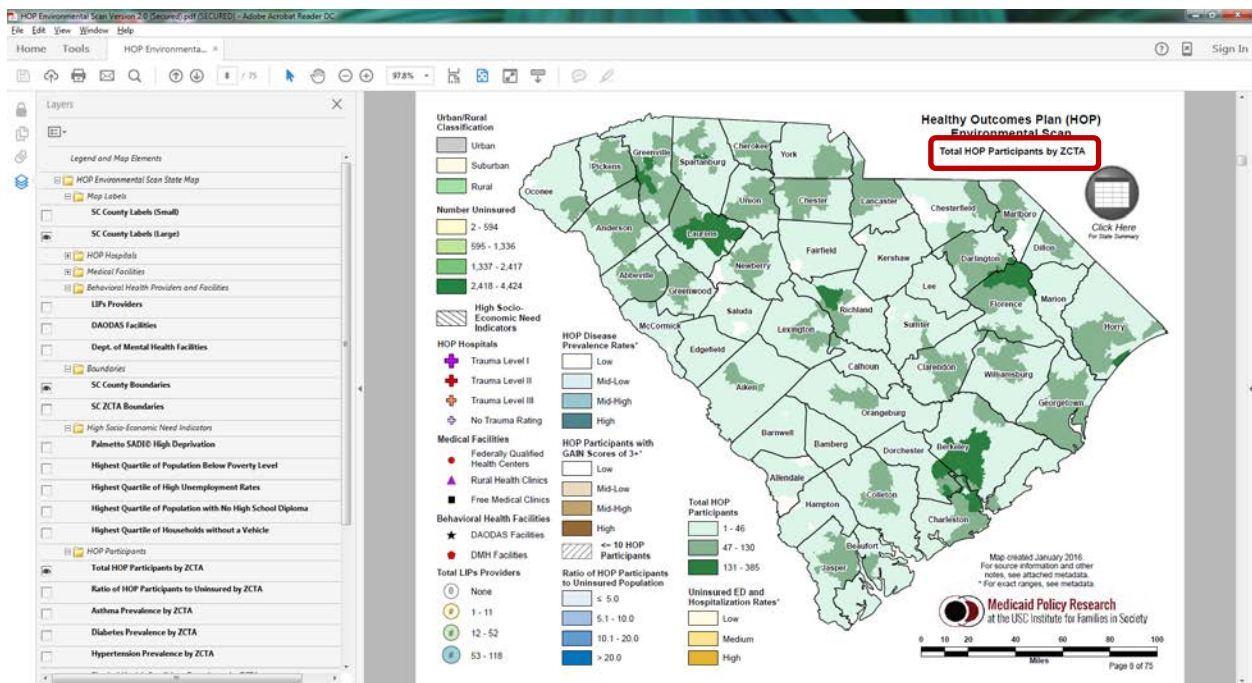


Figure 14: One base layer selected

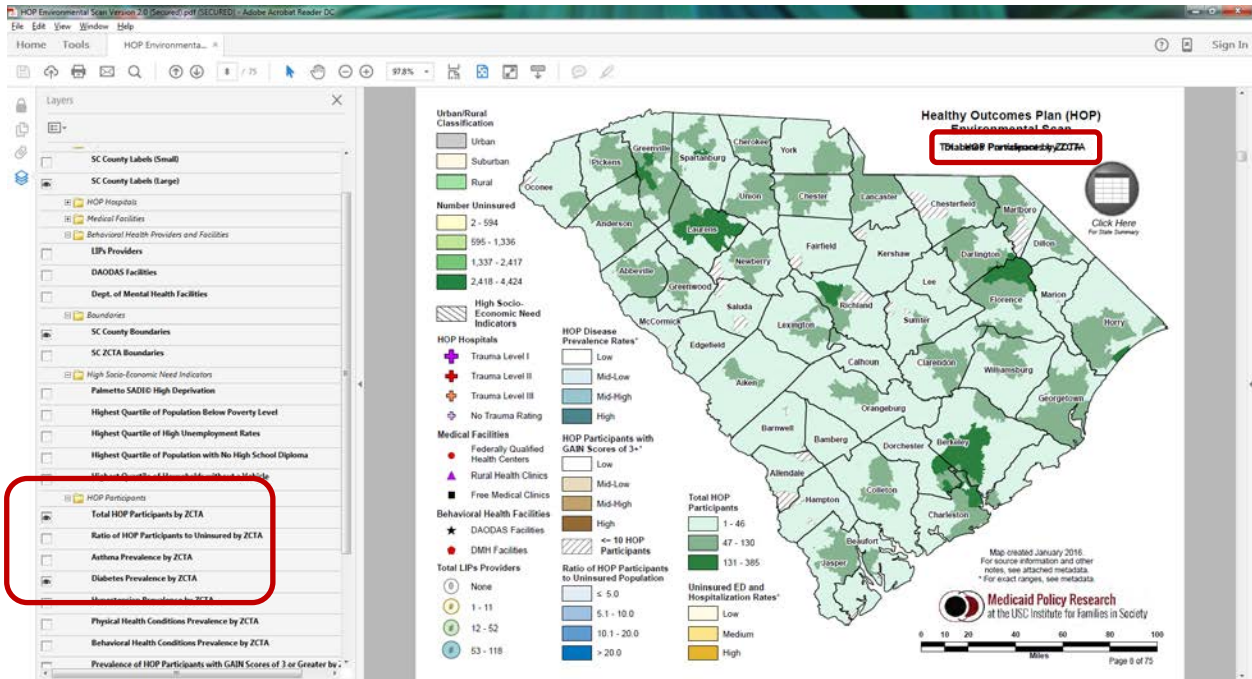


Figure 15: Two base layers selected – unreadable subtitle

Overlays

Overlays can be viewed at the same time as base layers. They will show up as hatched lines on top of the chosen base layer (Figure 16).

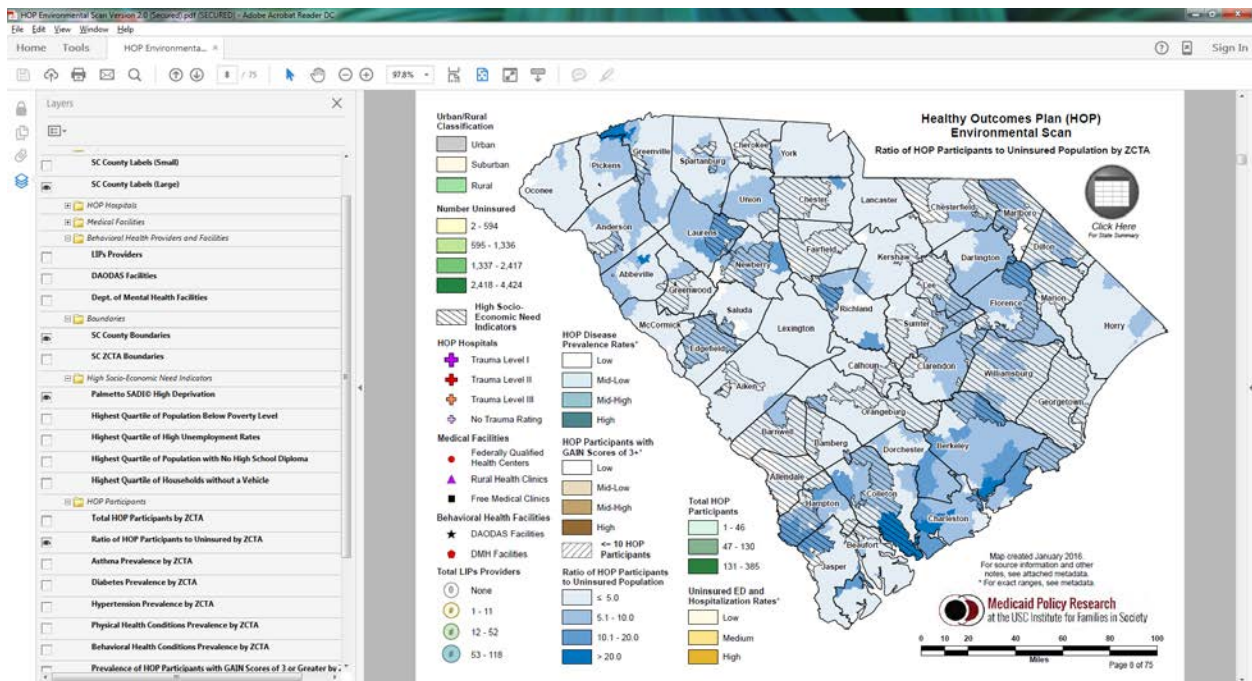


Figure 16: Overlay Example

Overlays can be found in the “High Socio-Economic Need Indicator” folder (Figure 17). Some base layers in the “HOP Participants” folder come with an overlay attached to show where rates may be unstable (i.e. calculated with such small numbers that the addition of a few more participants may greatly change the rate). You can add other overlays as desired, but note that the more you add, the harder it becomes to see each overlay’s distinct pattern. On the other hand, if the distinct pattern of each overlay is not as important as whether a local community of interest is in any of these areas, then you may find it useful to have all overlays visible at the same time.

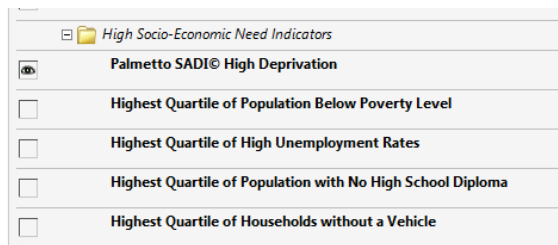


Figure 17: Overlay folder and contents

Point Features

Point Features in this map show point locations of facilities of interest or provider counts by county. Point features come in different colors and shapes such as circles, triangles, and crosses. They can be viewed on top of base layers and at the same time as overlays (Figure 18). Point features can be found in the “HOP Hospitals,” “Medical Facilities,” and “Behavioral Health Facilities” folders in the “Layers” panel (Figure 19).

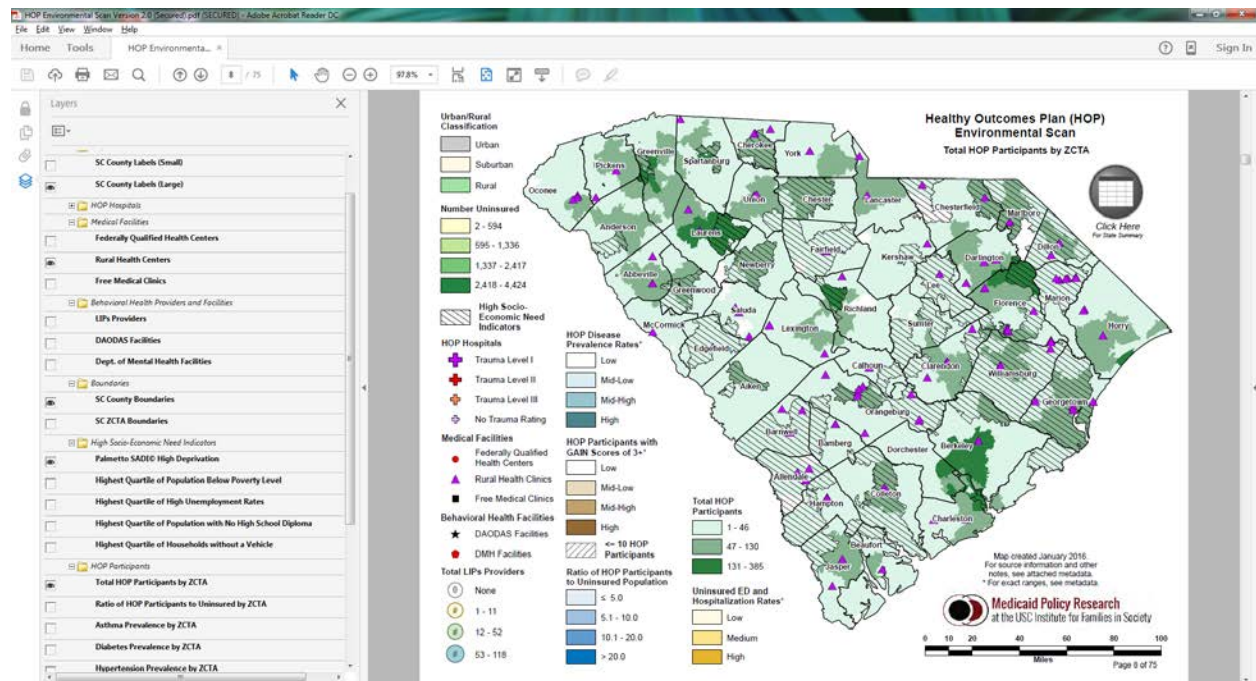


Figure 18: Point Features with base layer and overlay

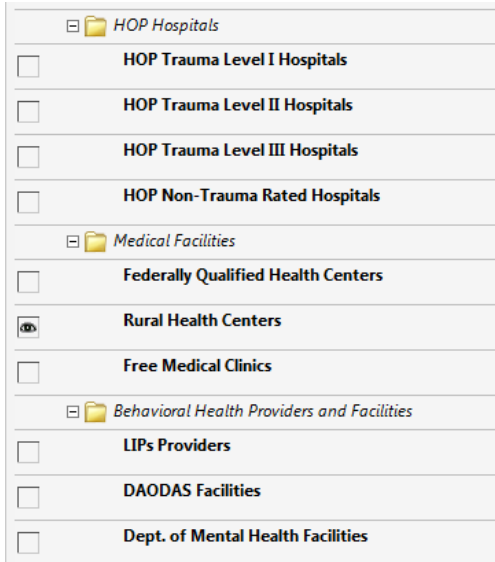


Figure 19: Point feature folders and contents

Viewing all facilities at the same time will cause some points to be hidden underneath others. This can make the map hard to interpret. Limit your selections so that the map is easier to understand.

Map Labels

Labels can be used with any combination of base layer, overlay, and/or point feature. There are two label options available in the statewide map in the “Map Labels” folder (Figure 20).

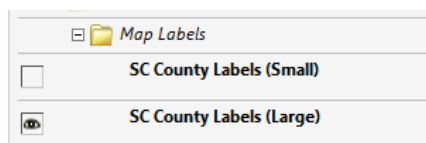


Figure 20: Map Labels folder and contents

Both are county labels but at different sizes. The large labels (Figure 21) are the standard county labels. These are easy to read on any base layer. The smaller labels (Figure 22) are less visible but allow you to see any point features that may lie underneath the label.

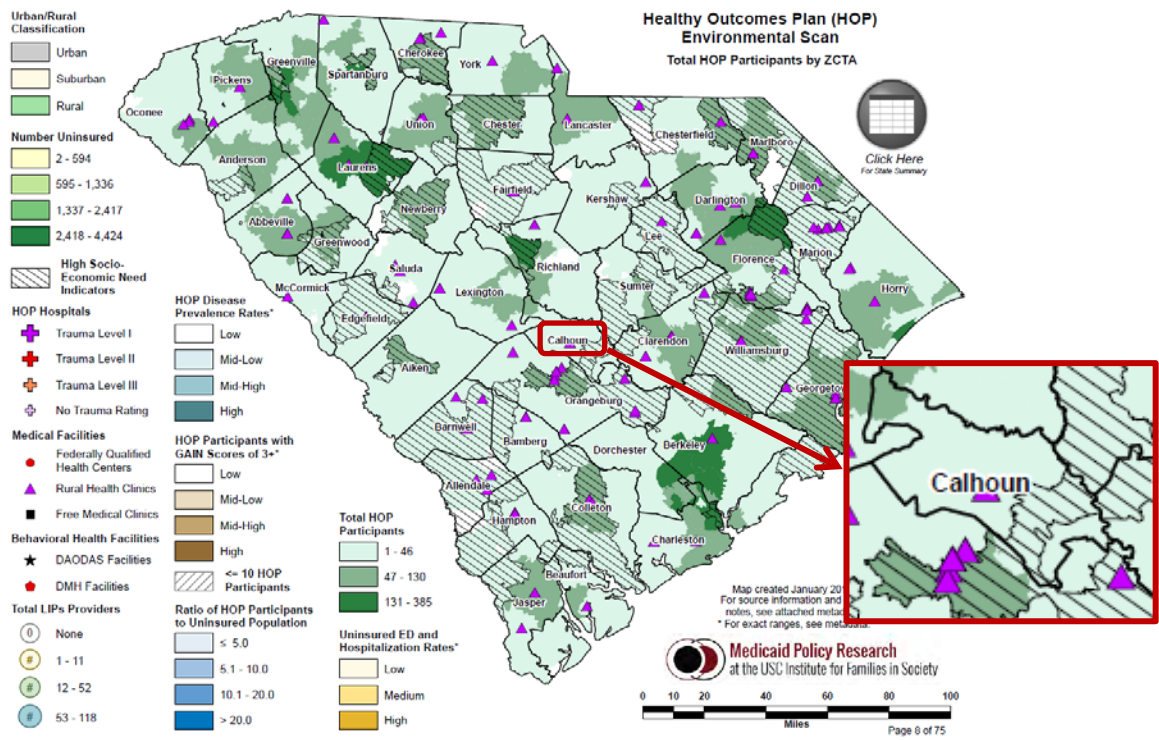


Figure 21: Large labels

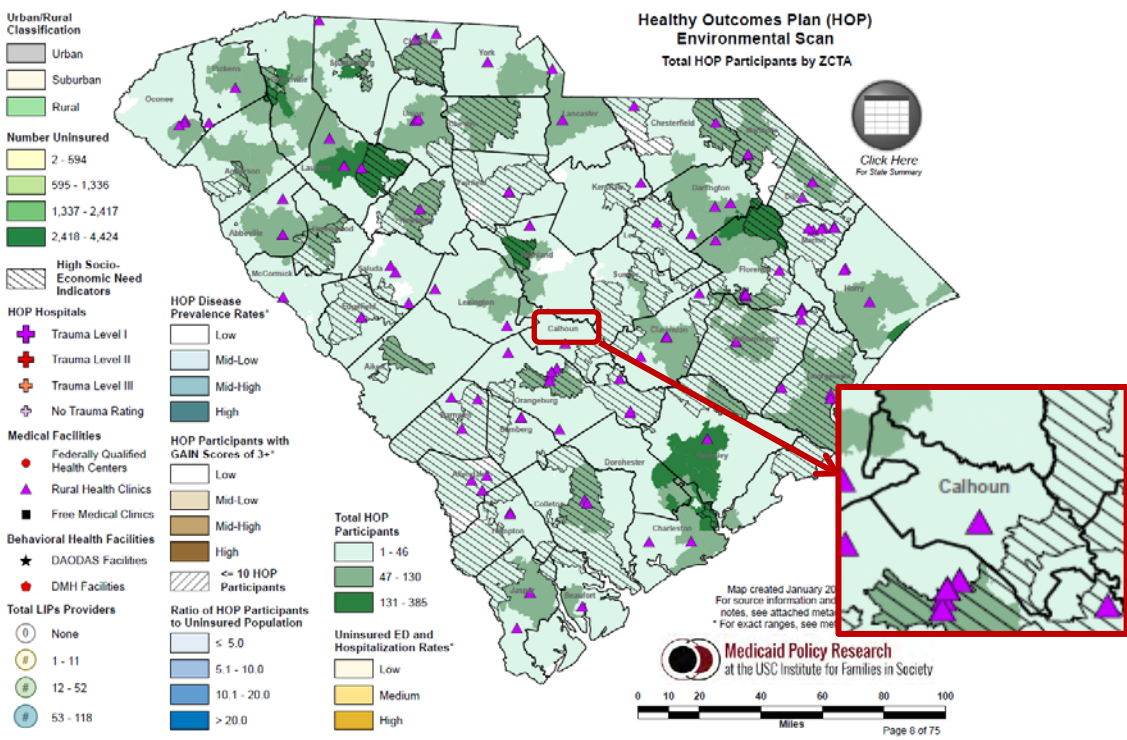


Figure 22: Small labels

Boundaries

Boundaries are the lines that separate geographic areas. In the statewide map, there are two boundary options (“SC County Boundaries” and “SC ZCTA Boundaries”) that can be found in the “Boundaries” folder of the “Layers” panel (Figure 23). By default, the county boundaries layer will be visible. The ZCTA boundaries will help visually delineate the different ZCTA areas. Boundaries can be used with any combination of base layer, overlay, point feature, and/or label.

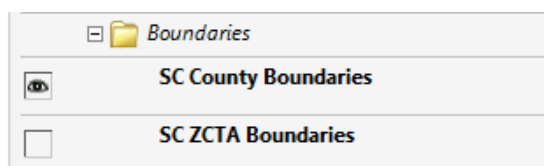


Figure 23: Boundaries folder and contents

Mapping FAQs

1. *How do I know what map layers to choose?*

This will depend on what you want to see. For example, you may want to look at behavioral health conditions among HOP participants, along with the location of behavioral health facilities in order to see what partnerships may be possible in areas with the highest poverty levels. In this case you would want to turn on the following layers:

- Base layer under “HOP Participants”:
 - “Behavioral Health Conditions Prevalence by ZCTA”
- Overlay under “High Socio-Economic Need Indicators”:
 - “Highest Quartile of Population Below Poverty Level”
- Point features under “Behavioral Health Facilities”:
 - “DAODAS Facilities”
 - “Dept. of Mental Health Facilities”
- Labels under “Labels”:
 - “SC County Labels (Small)”
- Boundaries under “Boundaries”
 - “SC County Boundaries”

2. *Why did the layer I selected not show up on the map?*

Base layers fully cover the map and have a solid fill color. If you select more than one base layer at a time, the one closest to the top of the “Layers” panel will be the only one visible. If you are having problems seeing layers that you selected, turn everything off and build your map again using the suggestions in the “Build from the Bottom Up” section on page 11.

3. *Why can I not read the map subtitle?*

This happens if you select more than one base layer at a time. Please read FAQ #2 above, or see Figure 15.

4. *Why can I not see the facility I selected?*

Because the facilities are represented as points on a map and facilities tend to co-locate (i.e. be physically near each other), it may be hard to distinguish individual locations. Turn off all

but one facility layer to see if it is easier to determine the location of the facility in which you are interested. Also, it may be helpful to either turn off the county labels or switch to the smaller county labels.

5. *The county labels are in my way; can I move them?*

You can't move them, but you can turn them off. If the county label is covering the location of a facility or the ZCTA you are interested in, you can turn the labels off or choose the smaller county label. See the "Labels" section above for more information.

Using the ZCTA Locator Maps

There are 4 ZCTA Locator Maps separated out into 4 different regions of South Carolina. These maps allow you to visually locate and identify ZCTAs. Make use of the "zoom" and "pan" tools to take a closer look at the ZCTA maps.

To zoom in or out of specific areas of the maps or tables, use the "+" or "-" icons (Figure 24) found on the Adobe Reader tool bar or specify the zoom level.

Once zoomed in, you can use the "pan" tool (Figure 24) to move around the map or table.

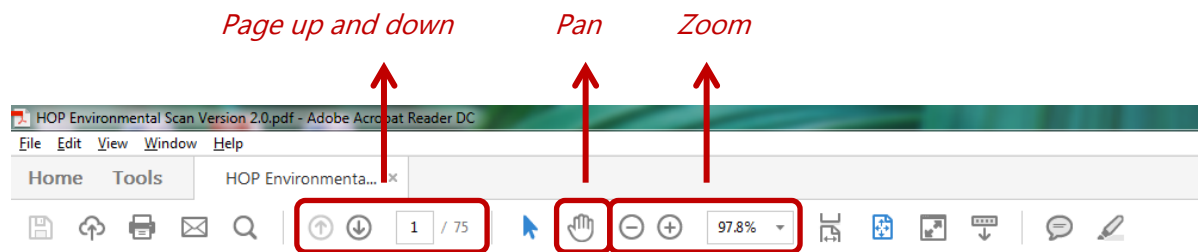


Figure 24: Adobe Reader tool bar (page up and down, pan, and zoom)

Reviewing the Tables and Metadata

The tables contain valuable information including the summary of measures at the state level, a summary of select measures at the ZCTA level, information about the location of individual facilities, and location information about each ZCTA.

The metadata at the end of the HOP Environmental Scan[®] provides source information about all data elements as well as additional notes, definitions, and specific range values for some of the measures found on the statewide map.