

Guidelines for Using the FHOP 2014 Needs Assessment Data Presentation Template

The sample Needs Assessment data PowerPoint presentation was developed by FHOP to provide a template that LHJs can use to present their data to their local stakeholders. If you choose to use this basic template, below are some guidelines to follow as you modify the presentation to meet your local needs.

This is a sample of a basic presentation which **MUST** be updated and edited to address your local data.

The slide show includes:

- Background information on the national Title V MCH Program and its goals
- A description of the Title V Needs Assessment requirement
- Key MCAH-related concepts to educate stakeholders, including the social determinant of health and the Lifecourse perspective
- Highlights of bright spots – where the local program is doing well
- Highlights of potential areas for improvement – where the local program is not doing as well as it was in the past, compared to the state, and/or compared to the Health People 2020 Objectives

Other slides you might want to make and include:

- The list of priorities from your last needs assessment and an update on your progress addressing these priorities
- Additional local data:
 - Data from your programs
 - Data from your local community hospital's needs assessment
 - Other locally-based data

Editing/Modifying the slide show

- Fields highlighted in **yellow** or **text in RED** is where LHJs need to delete/modify with local LHJ information
 - Example: title page – **names of authors, date of presentation, etc.**
 - Example: Slide #7 - **Our Community Residents (insert local data in local data column in table)**
 - Example: Slide #13 – **Indicators of Access to and Utilization of Care – insert local and state rates in bullet text**
- The bright spots and areas for improvement are samples and you will need to select which data to highlight as a bright spot or area of improvement based on your own local data
- If you change what indicator is being presented in a given chart or bullet, make sure that you update the data source to reflect the source of the data you are displaying (data and data source **MUST** coincide)

Updating Charts

- Data has been presented in variety of formats – narrative bullets, tables, and charts. You can use any or all of these format
- If there are not enough charts or tables for displaying your data, you can copy the slides with charts or tables and then edit/modify them
- When modifying a chart with your local data, click on the chart in the slide you want to change and the chart tools will become highlighted (see figure below). Then click on the Edit Data button and an Excel spreadsheet will open. Replace the 'local' data in the sample spreadsheet with your local data

Once you click on the chart to bring up the Chart Tools, click on the 'Edit Data' button on Design tab under the Chart Tools

Bright Spot: Children and Women without Health Insurance

Category	County	State
Uninsured children ages 0 to 18	6.4%	9.3%
Uninsured women ages 18 to 64	15.5%	22.1%

Source: Small Area Health Insurance Estimates (SAHIE), 2009-2011

- If you using a chart template for a different indicator than the template was created with, you will need to also change the chart **title** and **data label** to reflect your indicators.

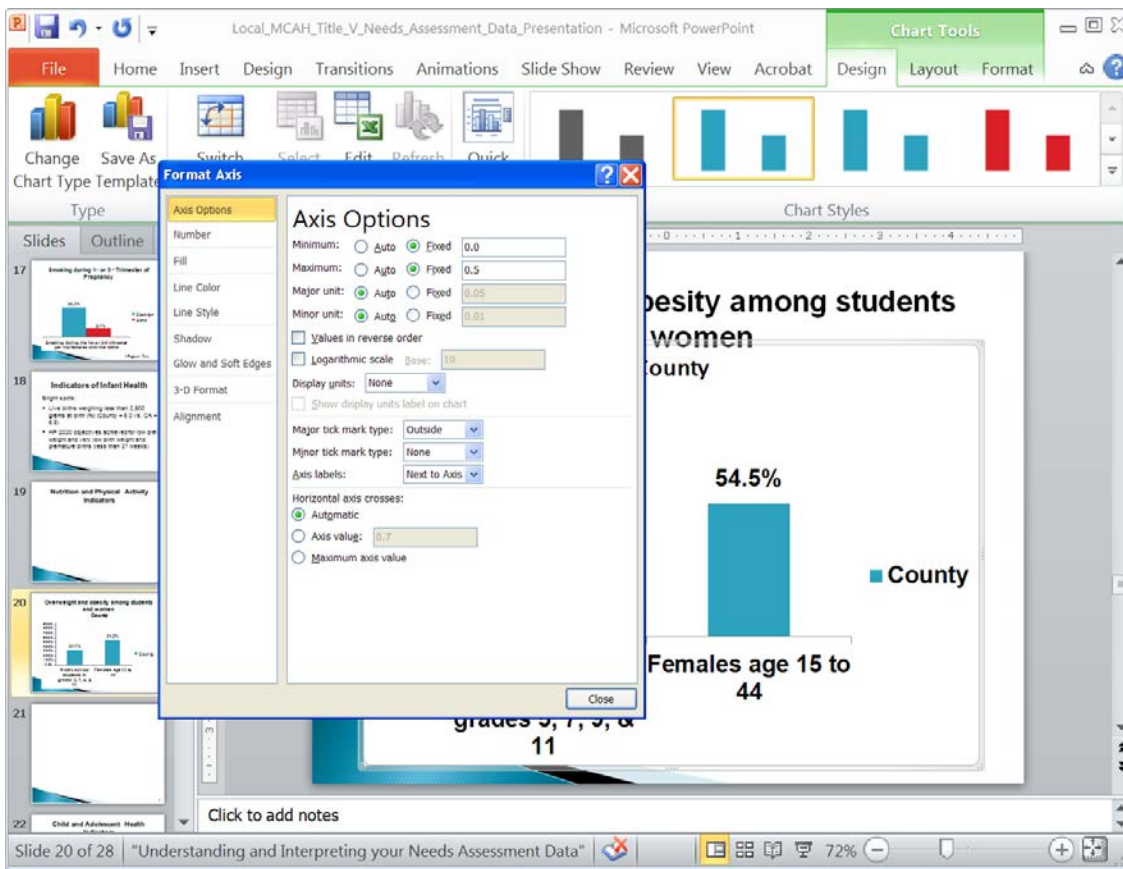
Add, remove, or position data labels.

Use data labels to label the elements of the chart with their actual data values.

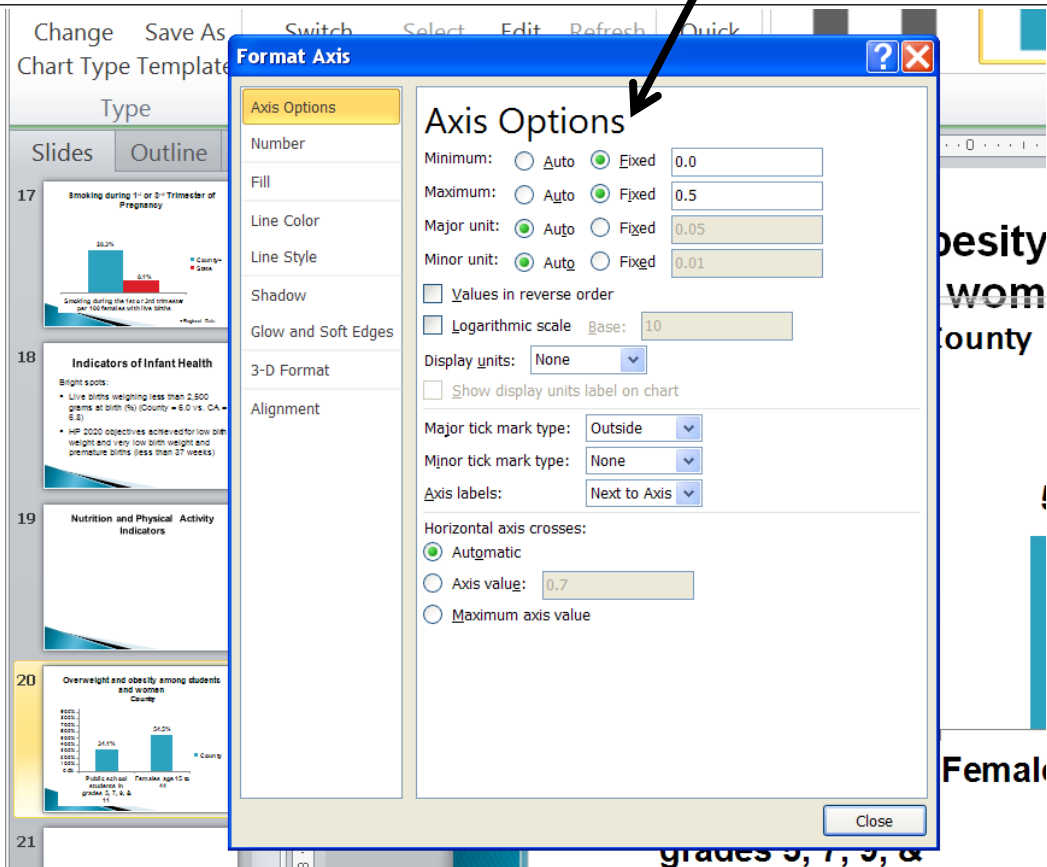
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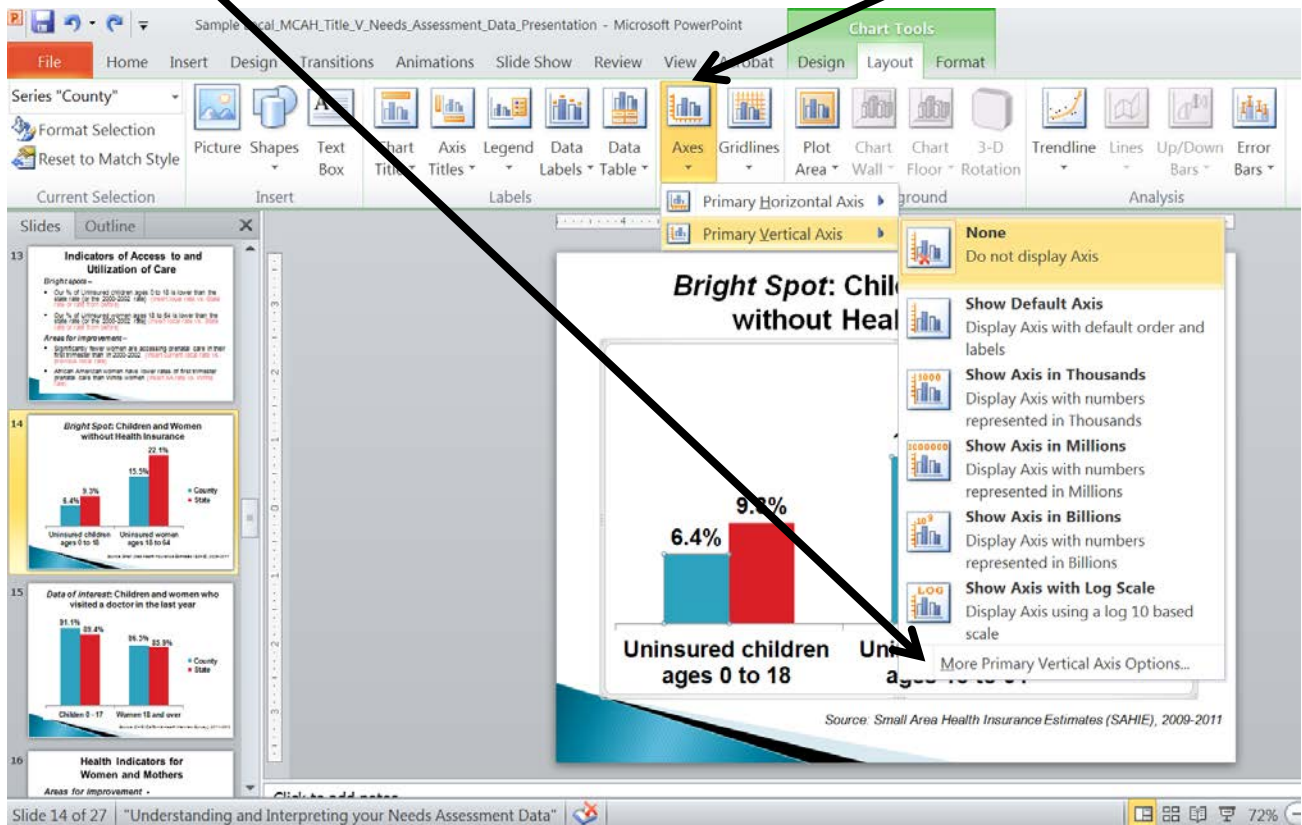
Source: Small Area Health Insurance Estimates (SAHIE), 2009-2011



Depending on how different the indicator values are from the ones that were used to create the chart, you may also have to change you horizontal 'Axis Options' (see figure below) to accurately display your data by either increasing or decreasing the Fixed Minimum or Maximum or by selecting the 'Auto' option.



- To change the Axis Options, click on the chart, then, under Layout, click on the Axes button and select 'More Primary Vertical Axis Option...' to pull up the menu to change axis options



- If you have challenges/problems modifying this template for your local use, please consult with FHOP for assistance at 415-476-4283 or email us at Fhop@fcm.ucsf.edu. We are happy to help!