

Children and Young People's Strategic Partnership

Training Manual



1. Introduction

This course workbook consists of a series of step by step exercises, although it can be used as a stand-alone document it is primarily to be used alongside the CYPSP Interactive Mapping Tool User Guide.

This workbook focusses on use of the HTML template of the dynamic reports however the general concepts also apply to the Flash editions with small variations in detail.

2. Accessing the maps

Exercise 2

In conjunction with your user guide (pg 3-4), open www.cypsp.hscni.net website and navigate to the interactive maps.

Open the healthy maps and click on Ward – once loaded click on full screen.

3. Basics of the Interactive Screen

Exercise 3

This will be an interactive session where your trainer will lead you through each window on your template and explain in detail each component.

4. Data

Exercise 4

Using your guide (pg 7) complete this exercise on how to use your **Data button**.

Within the Healthy outcome, choose indicator “percentage dental registrations for children aged 0-5 years” latest data.

5. Filter

Exercise 5

Using your guide (pg 7) complete this exercise on how to use your **Filter Button**

Filter to Local Government District 2015 “Armagh, Banbridge and Craigavon” then filter to Local Government District 2015 “Derry and Strabane”

6. Help

Exercise 6

Using your guide (pg 8) complete this exercise on how to access your **Help Button**.

Click on your help button and navigate to the instructions on Data Table using your menu to the left hand side, and then navigate to help on Bar Chart. Close the help window – hover and click on the X in top right corner.

7. Legend Settings

Exercise 7

Using your guide (pg 9) complete this exercise on how to change your **Palette Settings**

Open your settings window and change the colour palette to a colour of your choice.

8. Legend

Exercise 8.1

Using your guide (pg 9) complete this exercise on how to use your **Legend**

Within your Legend window, click to select your lowest quantile, ie your lowest range.


Then tick the box to show locational data on Dentists.

Scroll down within your legend and tick the box to show Sure Start boundaries.

Scrolling in and out using your mouse - You should be able to see visually on your map the wards with poorest dental registrations, if there are surgeries close by and possible partnership via sure start to take forward initiatives.

Exercise 8.2

Using your guide (pg 9) complete this exercise on how to change your **Legend Settings**

Click on cog  to open settings window and reverse the palette so that the poorer registrations are darker by using your arrow keys. Change your colour palette red to green.

Turn off your Sure Start boundaries.



9. The Map Panel

Exercise 9.1

Using your guide (pg 10-11) complete this exercise on understanding your **map panel**.

Filter to Local Government District Craigavon and zoom in using either the wheel on your mouse or the magnifier on the map panel. Using your mouse, hover over your map to highlight the different wards within the Craigavon LGD. Find the dental surgery at 47 High Street, Lurgan and using your magnifier – zoom in to that dental surgery and the Church ward. Click check box beside NI wards in legend to view on esri map which allows you see to street level – click and switch back on again and scroll out again.

Exercise 9.2

To view your map on full screen, click arrow on top corner of your map window . To close down from full screen click same diagonal arrow. 

10. Data Table

Using your guide (pg 12) complete this exercise on understanding your **data table**.

Exercise 10.1

Sort Columns: Click a column header to sort the table ascending/descending. Note that the Name column and the Indicator column of categoric indicators will sort alphabetically while the Indicator column of numeric indicators will sort numerically. Associate values (typically shown in columns to the right of indicator values) always sort as if they were text unless the administrator has defined otherwise.

Check which ward has the highest % Dental registrations and which ward has the lowest?

Exercise 10.2

Click on an area within the data table to zoom geographically on the map. Zoom to Court and find out the name of the 3 wards just below it?

Exercise 10.3

Scroll: A vertical scroll bar will be available if data cannot be viewed within the table dimensions. Scroll to the bottom of the table to find out the name of the last ward in the table.

Exercise 10.4

Maximise table: Hover over the top right hand corner of your data table and click on the maximise arrow. Once maximised you can go to top right corner and minimise again.

11. Time Animation

Using your guide (pg 13) complete this exercise on understanding your **Time Animation**

The time animation component can be used to view how indicators change over time.

First zoom out again so you can see the whole of Craigavon.

Close this map window and open the Learning maps and click on full screen.

Click on your data tab and scroll down and choose the indicator “Primary School Pupils with less than 85% attendance latest data”.

Filter to Local Government District Newry and Mourne and zoom into the map.

Exercise 11

On the Bar Chart click on the highest bar to the right hand side to select the area. Also within the comparison table select the Northern Ireland Average.

Click the double arrows pointing left to change the date that is currently displayed and step through each date back to 2008/09. Note the ward that has been selected and its performance each year

Click the "play" ➤ button to automatically view the thematics and data for all the available dates for the currently selected indicator and area.

Choose another area of your choice and play the animation.

12. Time Series Chart

Using your guide (pg 13) complete this exercise on understanding your **Time Series Chart**

Exercise 12.1

Line trends can be added or taken away from the graph by clicking on your bar chart, within the data table or on your map.

At the bottom of your data table hit the clear button to take away any areas selected. Leave your NI average switched on.

Through the Data tab, Change the data to percentage of leavers achieving 5 GCSEs A-C.

Using your bar chart select the poorest performing ward and the highest performing ward measured against the NI average. This allows you to see the direction a trend is travelling in whether in the right direction or the wrong direction and can be used as evidence for planning purposes to put interventions in place to change the direction if a trend is continuously poor.

Exercise 12.2

Hover over the little circle points on your Time Series Chart and a text box will appear to show you the value and ward name and date.

13. Bar Chart

Exercise 13

Using your guide (pg 14) complete this exercise on understanding your **Bar Chart**

At the bottom of your Data Table hit the clear button and leave on the NI average.

Under your data tab – scroll up and choose a new indicator – Percentage Primary School Children with English as an additional language.

Hover over your bar chart – you will see the name of each ward and value shown – you will also see the time series chart showing you a trend and each ward highlighted on the map window also to show you the location.

Select the top three bars on your bar chart. Again this can assist in looking at where additional resources may be required.

14. Comparison Table

Using your guide (pg 14) complete this exercise on understanding your **Comparison Table**

Exercise 14

Leaving your bar chart selected as it is – go to your comparison table and click on the Southern OPG (Outcome Planning Group) average figure.

Count how many wards in Newry and Mourne are above the NI average? And how many are above the Southern Area average?

15. Exercises – Performance Profile

Close this tab down.....

Exercise 15.1

On the top menu click on performance profile, Ward and full screen.

The performance profile takes a number of indicators and lists them under each high level outcome within a data table. Your trainer will take you through an interactive session to explain the template you can see.

Exercise 15.2

Using the -/+ key close up the outcome themes on the performance table

Open down the Living in Safety and Stability tab.

Click on the indicator Rate per 1000 road traffic casualties.

Under the filter tab choose Local Government District Armagh.

Exercise 15.3

Click on the Map/Tabular button to change from map view to table view and sort data highest to lowest. Click on the area with the highest Road Traffic Casualties.

Look at the current value – what is it? Hover over the coloured dot what does it tell you?

Look at the NI avg value – what is it?

Look at the baseline value for the area at 2008 – what is it?

Look at the trend column – what direction is it travelling – hover over the arrow is it getting better or worse.

Exercise 15.4

Look at the other indicators under this Category – are there other areas of concern being highlighted? What are they?

Exercise 15.5

In the Comparisons table add in the Southern OPG average to compare the local area to Southern average.

Click on Southern OPG to switch off Southern average.

Exercise 15.6

To view how children and young people are doing in a local area across all of the high level outcomes – filter to the area you live in and click on the ward you live in.

Then hit your +/- key and view each indicator under each outcome and how it is performing. To view the trend line for each indicator just click on each indicator and think about how you could apply this system within your own work environment.

16.Final exercise – Reports

Close tab

On the top menu click on reports follow guidance pg 18-19

Exercise 16.1

Click on Trust Area Report then choose an area of your choice by clicking on the map or Trust button.

Scroll down and view content.

Reports can be printed by hitting the print button or can be saved into pdf (if using google chrome) by choosing Change at destination and choose save to pdf.

You can also use snipping tool from your main menu

