

Data Innovation Project

How to Use the Data Scan

About the Data Scan

Purpose and Design

The purpose of the *Data Scan* is to provide a list of resources for data sources and reports regarding important issues related to *demographics, education, health, and economic issues*. Data within the scan may be in a variety of formats (e.g. pdf, Excel, or .csv).

Data included in the *Data Scan* come from a reputable source, are relevant to the work of organizations in Maine, are accessible, and free. The scan is in an Excel spreadsheet and includes the four main categories mentioned above as tabs. Keywords provide more detail about each data source (e.g. children, poverty, and state economic data). The Excel document allows users to apply filters to find specific data related to their topic of interest (e.g. one could search for health data related to children at the county level).

What the Data Scan looks like when you open it up...

Tabs and Keywords

The *Data Scan* is divided into four main **Data Tabs**:

Communities & People, Health, Education, Economy

Within each category are columns with various headings that help to organize the scan.

Keywords is one column and the keywords that are listed throughout the document include:

Keywords				
Adolescents (12-17)	Environmental and Occupational Health	Homelessness	Mental Health	PreK
Adults (27-64)	Food Security	Housing	New Mainers	Social Determinants
Agriculture	General Education	Income and Wages	Older Adults (65+)	State Economic Data
Children	General Health	Industry	Population	Transportation
Chronic Diseases	Geographic (GIS)	Infectious Diseases	Post secondary	Tribal
Emerging Adults (18-26)	Health Behaviors	K-12	Poverty	Violence and Injuries
Employment and Labor	Health Equity	Maternal and Child Health		

Other columns are **Data Level**, **Format**, and **Downloadable Format**, which are additional helpful ways to understand and sort the information in the scan. See below for the breakdown of these columns.

Data Level	
National	Zip Code
State	City/Municipality
County	School
Public Health District	Census Tract
School District	

Format	
Data Brief	Interactive Dashboard
Dataset	Map
Data Table	Online Statistics
Fact Sheet	Report
Graph / Chart	

Downloadable Format	
ASCII	pdf
csv	Rtf
Excel	SAS
Jpeg	Shapefiles
Png	Tableau
PowerPoint	Word



Practical Tips for Using the Data Scan

You may want to sort by keyword, level of data, or most recent year (or all of these things). Each column has a filter button that you can use to sort and filter the various categories.

Keyword  ← Filter button.

If you want to start with **Keyword** as the filter, click on the filter (arrow) button in the keyword column, click Text Filters, and then Contains (see Figure 1).

A new box will pop up. You can type up to two keywords that you might want to search. To get the second Contains field, be sure to have **And** checked and click on the empty box; scroll down and select “contains” so that it matches the top box (see Figure 2). Once you have typed in the two keywords that you want (e.g. General Health and Older Adults), click OK.

The *Data Scan* will be filtered to show only sources that contain BOTH General Health AND Older Adults. See the front page for a list of Keywords (or the *Outline of tabs and keywords* tab within the scan document).

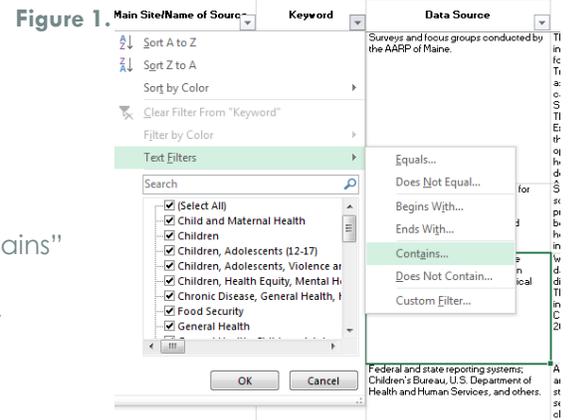


Figure 1.

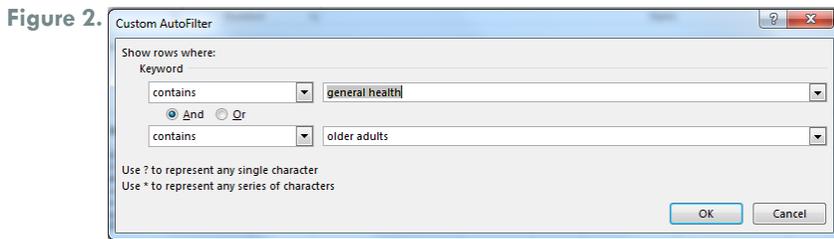


Figure 2.

To clear these filters, you will again click on the filter button for the column, then Clear Filter (see Figure 3).

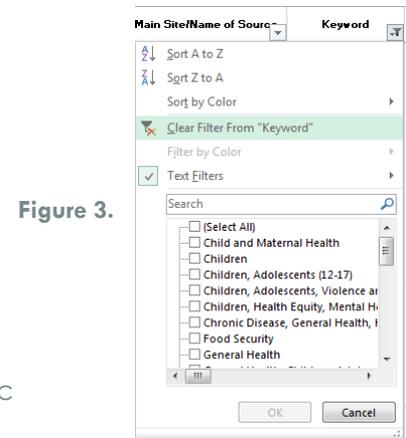
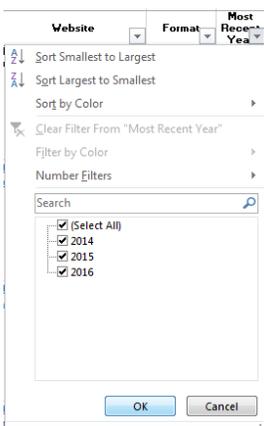


Figure 3.

Figure 4.



You can also sort by clicking on the filter key and selecting the fields you want to see. For example, in the **Most Recent Year** column, search for the specific year you would like by unchecking the year(s) that you do not want (see Figure 4).

These sorting processes can be used for any of the columns in the document. We recommend you start with Keyword and then move to other columns such as Most Recent Year, Data Level, Format, or Downloadable format.

For more information

The Data Scan seeks to fulfill a part of the DIP's vision that Maine organizations are empowered to use data. Working with this document is just the beginning!

It is a work in progress and does not encompass every data source that may be freely and publicly available online. We welcome feedback, amendments, and additions to this work in order to enhance connections to meaningful data.

Please contact Emilie Swenson at emilie.swenson@maine.edu or (207) 228-8295 if you have additional suggestions about or questions on the *Data Scan*.

