GUIDE

TO

INFOSHARE ONLINE

www.infoshare.org

Community Studies of New York, Inc.
310 W. 86th St. #6B
New York, NY 10024
(917) 601-0186
(212) 873-3483 (fax)
email@infoshare.org

What is Infoshare?

Infoshare Online brings together in one easy-to-use system dozens of local, State, and National data bases describing population, health, and socio-economic conditions. Infoshare can give you information on a wide variety of geographic areas, and it allows you to tabulate this data in tables of your own choosing. Any tables you generate can be printed or saved in convenient spreadsheet, text, and database formats.

Infoshare is brought to you by **Community Studies of New York, Inc.**, a non-profit organization founded more than ten years ago by faculty of the City University of New York. We are dedicated to meeting the data needs of communities and the non-profit, educational, and government agencies serving them.

How Help Works

In each section of the Infoshare website, you can click on the ***Help*** button on the **Left Sidebar** to receive help in navigating the website and obtaining data.

For help regarding the data itself, you can click on the ***Info*** icon on the lower right of the screens once you have selected a data set. This will give added details on the contents of the data file you are using. For instance, the ***Info*** button for Census data provides definitions of terms used in the Census tables.

Modules

Currently there are four different ways that Infoshare provides you with information:

In **Module 1, Area Profile**, you can select a geographic area and obtain a profile of the area using data from any of the data files in Infoshare. This is best for obtaining a broad range of information for a particular area. For example, you could create a population profile of a particular zip code or find the birth and death rates for a neighborhood.

In **Module 2, Area Comparison**, you can display select data for a set of geographic areas within a larger geographic region. This is useful for comparing specific characteristics of the smaller areas, e.g., zip codes, with each other, as well as comparing rates of selected events (e.g., birth rates) with those of larger areas such as Boroughs and Counties.

In **Module 3, Two-Way Table**, you can create a table with rows and columns of your choosing and set your own conditions on the data in the table. For instance, you could create a table from the 1997 birth file showing age of the mother by zip code for women of Dominican ancestry.

In **Module 4, Individual Site Data,** you can create a listing of sites of particular type and location, and examine the characteristics of individual sites. You can also save these listings for mapping using appropriate mapping software.

Data Files

Each data file in Infoshare presents a different type of data, often collected from different sources, ranging in topic from demographics (population characteristics) to health to a variety of socio-economic data. The data in Infoshare is collected primarily from public agencies at the Federal, State, and local level. It is then converted into a common format for use in Infoshare. *No changes are made in the data. They are presented exactly as they come from the agency which provides them.* Whenever you generate a table, it will contain, at the bottom of the table, information on the original source of the data contained in the table.

Module 1 - Area Profile

In **Module 1**, you can obtain a profile of any geographic area using any of the data files in Infoshare. This Module is ideal for obtaining a wide range of information on a particular local area. For example, you could create a racial and ethnic profile and tabulate the birth and death rates for a particular zip code or State Assembly District. Where percentage distributions are appropriate, they will be shown (but can be turned off if you don't want them displayed). All tables can be sorted, largest first or smallest first.

Follow this sequence to **create a Profile** of a geographic area:

Step 1.
Make sure the **Region** (e.g., New York City, New York State) in which your geographic area is located has been selected. **Note**: At present, **Infoshare** has far more data for areas inside the City than those outside it.

Step 2.
Choose the **Type of Area** you wish to profile (e.g. Zip Code, Assembly District, Borough, or County).

Step 3.
Choose the particular **Area** from the displayed list, by name or number. You can click on each of the "radio buttons" to scan quickly through all the areas, by Borough or County. ***Hint: Want to move more quickly through this or any list?*** Just press the first letter of the item you want on the keyboard.

Step 4.
Select a **Data File** of interest from the displayed list. Again you can use the "radio buttons" to scan through the list of data files.

Step 5.
If data for more than one year is available for the data file you selected, choose the **Year** you wish to see. If you would like more than one year for selected data elements, choose **Trend**. ***Hint: Want more information on the data in a Data File?*** Once you have selected the Year, for many data files you will see an ***Info*** button which will provide additional details on the contents of the Data File.

Step 6.
Choose the **Tables** you wish to display by clicking on each Table.

THE DATA ELEMENTS FOR THOSE TABLES WILL BE DISPLAYED AT THE BOTTOM OF YOUR SCREEN.

Now you can –

- **Print** the tables, just as they are displayed.
- **Save** the data to a file. You can save the data as an Excel spreadsheet or as a comma-delimited text file.

At any time in this sequence, you can –

- **Return to selections** and choose **different Tables** or a **different Year** or a **different Data File** to display.
- Select **New Profile** from the **Left Sidebar** and choose a **different Area** to profile.

Hint: Want to find data quickly? Once you have selected your geographic area, use **Search for Data** to locate the data you want.

Module 2 - Area Comparison

In **Module 2**, you can view data for a set of geographic areas within an "Overall Area", allowing you to compare them using data from any of the data files in Infoshare. For instance, you could compare birth rates for zip codes within a Congressional District, or single-parent households for Assembly Districts within a County. Tables created in Module 2 are suitable for mapping as well as graphing and other applications. All columns in these tables can be sorted, largest first or smallest first.

Module 2 will give you a table that has the data for each of the areas in the Overall Area you select, as well as the Borough-wide and City-wide values if you are looking at New York City data, or the County-wide and State-wide values if you are looking at New York State data. And if your Overall Area is smaller than a Borough or County (e.g., a Congressional District), it will give you the values for the Overall Area as well.

The first column in any table produced in Module 2 will be labeled "Map ID". It will contain values that will be recognized by your mapping software, if you choose to map the data. If you are not using the tables for mapping, simply delete the first column from any file you save.

Follow this sequence of steps to **create an Area Comparison table.** You will, step by step, construct this table by selecting the pieces of data, or "data elements", you want to see:

Step 1.

Make sure the **Region** (e.g., New York City, New York State) in which your **Overall Area** is located has been selected.

Step 2.

Choose the **Type of Overall Area** you wish to use for your table. This selection will determine the extent of the list of areas you will compare with each other. Usually, the **Overall Area** will be an area that is larger than the type of area you wish to view (for instance, a Borough or County if you want to view zip codes), but it might be the *same* type of area as you wish to view (see *Hint* below).

Step 3.

Choose the particular **Overall Area** you wish to use from the displayed list, by name or number. You can click on each of the "radio buttons" to scan through all the areas, by Borough or County.

Step 4.

Choose the **Type of Areas to Compare**, that is, the types of areas you wish to view in your table.

Hint: Want to find data more quickly? Once you have selected your Areas to Compare and your Overall Area, use **Search for Data** to locate the data you want.

Step 5.

Select the **Data File** containing the first piece of data you want in your table. Again you can use the "radio buttons" to scan through the list of data files.

Step 6.

If data for more than one year is available for the data file you selected, choose the **Year** you wish to see. If you would like data for more than one year, choose **Trend**.

Hint: Want more information on the data in a Data File? Once you have selected the Year, for many data files you will see an ***Info*** button which will provide additional details on the contents of the Data File.

Step 7.

Choose the **Table** containing the data you wish to display.

Step 8.

Select one or more **Data Elements** to construct your table. To select more than one data element, hold down **Ctrl** or **Shift (PC)** or **COMMAND (Mac)** key while selecting with the mouse. *If there is only one **Data Element**, you still must select it.* Hit the **Go** button to proceed.

YOU CAN NOW VIEW YOUR TABLE,
OR SELECTED DATA ELEMENTS IN YOUR TABLE.

IT WILL BE DISPLAYED AT THE BOTTOM OF YOUR SCREEN.

Now you can –

- **Return to selections** and add **more Data Elements** to your table by choosing a **different Table**, or a **different Year**, or a **different Data File** to display.

Hint: Want to combine data from different data files into one table? After selecting the data from one Data File, return to the **Data File** list and select another data file. Then choose the **Year**, **Table**, and **Data Element** you want to include from that Data File.

- **Print** the table, just as it is displayed.

- **Save** the data in your table to a file. You can save the table as an Excel spreadsheet or a comma-delimited text file. Most mapping software packages can use these as data files for generating maps.

At any time in this sequence, you can –

- **Return to selections** and choose a **different Table** or a **different Year** or a **different Data File** from which you can select **Data Elements** for your table.

- Select **Area Comparison** from the **Top Tabs** and choose a **different Overall Area** and **Comparison Areas** to display.

Hint: Want to compare data for a local area in New York City with corresponding data for the Borough and City, or compare data for a community in New York State with its County and the State as a whole? Select both the **Overall Area Type** and **Areas to Compare** as the type of area you are interested in (e.g., an Assembly District). Both of these selections will be the same, for instance, Assembly District. Select the particular one of these areas you want to examine (e.g., Assembly District 43). Choose the **Data** you want in your table. You will get a three-row table that shows the City or State values, the Borough or County values, and the area values for each data element you chose. By taking suitable ratios (e.g., Hispanics divided by population, births divided by number of women of childbearing age), you can compare the rates or proportions in your community with the Borough-wide and City-wide, or County-wide and State-wide, values.

Module 3 - Two-Way Table

In **Module 3**, you can create your own table, with rows and columns of your choosing. You can select from a list of data elements for the rows and columns in your table, and you can then set own conditions on the data that will be extracted from the records in the Infoshare data files. You can use this Module when the data available in Modules 1 and 2 is not sufficiently detailed for your purposes. What you are creating is sometimes called a "conditional cross-tab".

Note: The data files used in Module 3 are different from those used in Modules 1 and 2. In Modules 1 and 2, the data has been "pre-aggregated", that is, counts have been performed for each of the geographic areas shown there (for example, the number of persons living in each zip code within a certain age range has been counted). In Module 3, on the other hand, the Infoshare data files have individual records (e.g., individual birth and death records, individual hospitalization records, or individual census forms on a sampled basis). When you create a two-way table from one of these files, you are performing a count of the number of records with certain characteristics, as specified by the rows and columns in your table and the conditions you set on the table. ***If no record is present that meets your condition for a particular value in a row or column, that row or column will not be present in the table.***

As an example, you could create a table showing the educational attainment of Hispanics living in Brooklyn by zip code (i.e., the Column shows number of years of schooling, Row shows zip code, and the Conditions are Hispanic and Brooklyn). Or you could create a table showing the income of unmarried men by age living in Queens who served in the military during the Vietnam War (i.e., the Column shows income groupings, Row shows age groupings, and the Conditions are unmarried, Queens, served in the Vietnam War). As this example shows, *it is not necessary for the rows to be geographic areas*, as they are in Module 2 (but if they are, then the resulting data can be mapped). . All columns in these tables can be sorted, largest first or smallest first.

Follow this sequence of steps to **create a Two-Way Table**. You will define the Columns, the Rows, and then the Conditions you want in your table:

Step 1.
Make sure the **Region** (e.g. New York City, New York State) is the one you want.

Step 2.
Choose the **Data File** (e.g. Public Use Micro-Sample) from which to generate your table.

Step 3.
If data for more than one year is available for the data file you selected, choose the **Year** you wish to use.

Step 4.
For some data files, there may be additional **Categories** you must select. For instance, with Hospital Admission data you must indicate whether you want the number of Persons admitted, the number of Admissions (the same person may have been admitted more than once during a year), or the number of Patient-Days.

Step 5.
Select the type of data you wish to use as **Column** headings in your table. For example, if you choose Sex in one of the Death data files, your table will have the column headings Male, Female, and Sex Not Known.

Step 6.
Select the type of data you wish to use as **Rows**. For example, if you choose Borough, your table will have five rows: Bronx, Brooklyn, Manhattan, Queens, Staten Island.

YOU CAN NOW VIEW YOUR TABLE.
IT WILL BE DISPLAYED AT THE BOTTOM OF YOUR SCREEN.

YOU CAN ALSO DEFINE FURTHER CONDITIONS ON YOUR TABLE.

Now you can --

- Identify **Conditions** to use when selecting data from the Infoshare data file for your table. For example, if you choose Race as a Condition in the above Borough table and specify Black or African American, your table will consist of the numbers of Black residents in each of the five boroughs who died during that year, divided into male and female. *The total numbers will also be shown, both by row and by column.*

- You can **select other conditions** as desired. Each additional condition will further restrict the table, that is, all of the conditions must be satisfied for any record in the data file to be counted. For some conditions (e.g., Race), you will see a list of choices and you can select one or more of them. (If you select several choices in the list, a record in the data file will be counted if *any* of those choices are present.) For other conditions (e.g., Age), you will be asked to enter a range of numbers. Both types of conditions restrict the records that will be counted in creating your table.

- **Print** the table, just as it is displayed.

- **Save** your table to a file. You can save the table as an Excel spreadsheet, a comma-delimited text file, or a dBase file (Most mapping software packages can use dBase files as data files for generating maps).

At any step in this sequence, you can --

- **Go back toward the top** of the screen and choose a **different Condition, different Row, different Column**, or even a **different Data File** to generate your table.

- Go to **Two-way Table** from the **Top Tabs** and choose a **different Data File** for your table.

Geographic Areas

Infoshare uses geographic areas that follow governmental and institutional definitions. Listed below (in alphabetical order) are some definitions for geographic areas that may not be familiar:

Assembly Districts
New York State Assembly Districts are the 150 areas in New York State from which people are elected to the New York State Assembly. There are 61 New York State Assembly Districts in New York City. The Assembly Districts used in Infoshare were created after the most recent decennial Census.

Census Tract
A census tract is an area defined by the Bureau of the Census as part of their counting districts. It has an average population of 4,000 people, ranging from 1,500 to 8,000, and varies in size according to the population density of an area. Areas with denser populations will have smaller sized census tracts (as small as a few blocks), and areas with sparser populations will have larger sized census tracts. There are 2,281 Census Tracts in New York City and 5,514 in New York State.

City Council Districts
City Council Districts are the 51 areas in New York City from which representatives are elected to the City Council. The current City Council Districts were created after the most recent decennial Census.

Community District (CD)
Community Districts (CDs) were established by the New York City Charter in 1969 to facilitate delivery and accountability of city services. The New York City Department of City Planning issues maps of the fifty-nine Community Districts that make up the five boroughs. Each Community District is referred to by a borough and sequence number (e.g. BX-1 = Bronx Community District 1). Each borough has between three (Staten Island) and eighteen (Brooklyn) Community Districts.

Congressional District
Congressional Districts are the 435 areas in the U.S. from which people are elected to the U.S. House of Representatives. There are 27 Congressional Districts in New York State and 14 in New York City. The Congressional Districts in Infoshare were created after the most recent decennial Census.

Health Area
Health Areas are composed of specified sets of census tracts and are defined by the NYC Department of Health. There are 354 Health Areas in New York City

Health Districts
Health Districts (sometimes referred to as Health Center Districts) are composed of Health Areas and are defined by the NYC Department of Health. There are 30 Health Districts in New York City.

Neighborhood Tabulation Areas

These 195 areas, usually referred to as NTAs, have been defined by the NYC Department of City Planning in order to produce projections for social and environmental planning purposes. They are defined as combinations of census tracts having populations of at least 15,000 people and lying within one of the Sub-borough Areas or PUMAs (see below).

NYC Neighborhood
A NYC Neighborhood is one of 292 neighborhoods in which New Yorkers generally think of themselves as

residing. They are not precisely defined, and no government agency has specified official boundaries for them. Nevertheless, early in the 1990s an informal task force in the NYC Department of City Planning drew boundaries for them, and we are using these boundaries. In spite of their lack of official definition, these areas are useful, simply because they are the neighborhoods in which residents view themselves as living.

Police Precinct
A police precinct is a division utilized by the NYC Police Department. Police Precincts are usually coterminous with Community Districts, in order to facilitate communication between Community Board (which represent Community Districts) and the Policy Department. Exceptions are in high-crime or high-concern areas where more than one precinct may be defined. There are 76 police precincts in New York City.

PUMA
A Public Use Microdata Area (PUMA) is a decennial census area composed of census tracts for which the U.S. Census Bureau provides specially selected extracts of raw data from a sample of long-form census records that are screened to protect confidentiality. These extracts are referred to as Public Use Microdata Sample (PUMS) files. A PUMA must have a population of a least 100,000 people, to protect the confidentiality of census respondents. There 131 PUMAs in New York State.

School District
School Districts are geographic areas used by public school systems to group its elementary, junior high and high schools. There are 32 School Districts in New York City.

State Senate District
New York State Senate Districts are the 61 areas in New York State from which people are elected to the New York State Senate. There are 25 New York State Senate Districts in New York City. The State Senate Districts in Infoshare were created after the most recent decennial Census.

Sub-borough Area
Sub-borough Areas are groups of census tracts in New York City containing at least 100,000 population. Sub-borough Areas are the Public Use Microdata Areas (PUMAs) for New York City. The tract composition of each area is designed so that their boundaries approximate those of Community Districts, but they must meet Census Bureau requirements that no sub-borough area have a population of less than 100,000. As a result, Community Districts BX-1 (see Community District) and BX-2 in the Bronx are combined into a single Sub-borough Area, as are BX-3 and BX-6 in the Bronx, MN-1 and MN-2 in Manhattan, and MN-4 and MN-5 in Manhattan. There are 55 Sub-borough Areas.

UHF (United Hospital Fund) Neighborhood
UHF Neighborhoods are defined by the United Hospital Fund for its NYC Health Atlas. UHF Neighborhoods consist of between three and six zip codes. There are 41 UHF Neighborhoods in New York City.

Zip Code
Zip Codes are United States Postal Service designations used to deliver postal mail. There are 1,672 in New York State and 185 in New York City. Zip codes change periodically as the population pattern changes and the Postal Service reorganizes its delivery services. They sometimes cross County boundaries and bear to necessary relation to any other geographic area.