Early Years Services Map – User Guide
Updated: August 2015

Contents

**Why Use the Map? Purpose and Functions:**

The Early Years Services Map is an interactive tool and was created with the intention of assisting organizations serving children and families in their planning activities. The Map is housed along with the Child Wellbeing Dashboard, which highlights some important indicators related to children and youth in Waterloo Region in the areas of fundamental needs, health, relationships, and learning. Data presented as part of the Child Wellbeing Dashboard can be overlaid with program/service locations for the purposes of service planning. The map was designed to assist community organizations with:

- Understanding where programs and services for children already exist.

- Planning for a new program or service.

- Understanding which Neighbourhoods have a higher need for services based on community wellbeing indicators.

- Knowing how many programs and services are already located at one site, and understanding how many 'hub-type' sites already exist and their size.

- Knowing how many programs or services exist within a defined area, or zone (for example, how many schools are within a 5km radius of a library).

- Providing rationale to funding agencies for new programs and services.

The Basics:

1. Getting Started

- The link to the interactive map is available under the [Planning and Research Section of Children's Services](). Click on "MAP" in the centre of the Child Wellbeing Dashboard graphic. (Note: You will need to have Silverlight installed on your computer to view the Map).

- Click on the blue "I want to…." button to reveal the task options.

- Click on the arrow in the top left corner (to the left of the blue "I want to" box) to reveal your map layers (map layers are the programs, services or information that you can chose to put onto your map).

- Click on the tool box icon in the top right hand corner to access the tools. Click on the tool box icon again to close the tools.
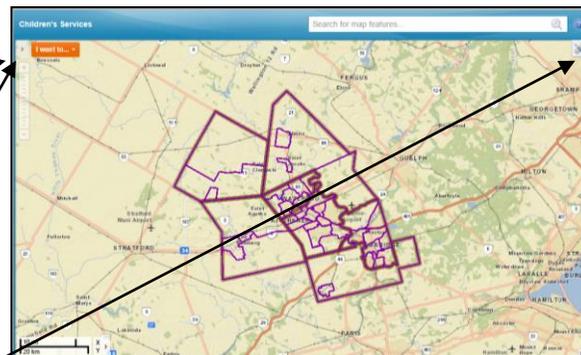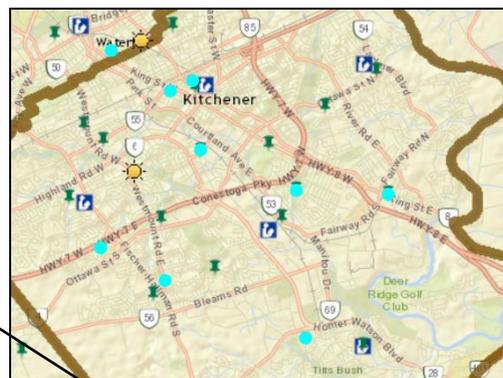
2. View Programs and Services by Mapped Location

This function allows you to see the services in any given neighbourhood or geographic location. You will be provided a copy of the map, plus a listing of the services and their address. You can also print your map.

- Click on the arrow in the top left corner (to the left of the blue "I want to" box) to reveal the layers (program sites/services) that can be turned on and off.
- Select any of the layers that you would like to appear on the map.

Use the +/- feature to zoom in or out.

- To Print your map, Click
    - I Want To
    - Create a Printable Map
    - Create File
   - Open File
    - Print from your computer's option menu

Example of Programs by Mapped Location:
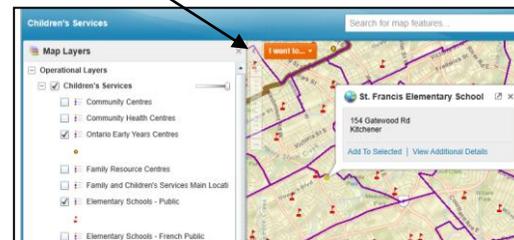
3. Create a Report by Location on Child Wellbeing Indicators

This function allows you to create a report, by neighbourhood, outlining the results of one of the 4 Child Wellbeing Indicators (Fundamental needs, Relationships, Health, Learning). You can also print a report for your reference.

- To create your own report, Click:
  - I Want To/
  - Create a Report/
  - Select Report Area (you can use the tools to identify one specific point/neighbourhood or a larger area with multiple neighbourhoods)
  - Download Report

- To Print your downloaded report, Click: Print from your computer's option menu.

Example of a Report by Location on Child Wellbeing Indicators:
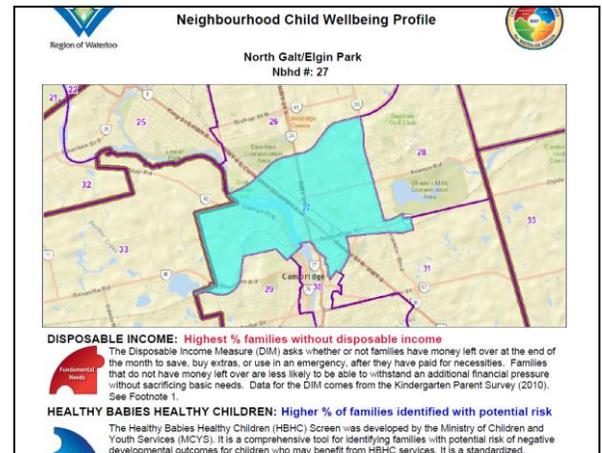
4. Update Your Organization's Contact/Program Information

This function allows you to easily update any program or contact information that has changed for your organization. The new information that you provide will also be sent to the Social Planning Council of Cambridge and North Dumfries where the information will be used to update the Community Information Database, which data is pulled from by other community organizations (eg: 211)

- To update your information, Click:
  - I Want To
  - Update Program info

5. Searching

This function allows you to find the location of any program, site or service (for example typing in "YWCA" will give you all of the YWCA programs and sites).

- To perform a search, use the search bar at the top of the screen (very top right). You can enter the full name or partial name and it will show you all matches.
- To zoom to a particular match click the location you want that appears in the list on the left hand side. Then click "Pan to Feature".
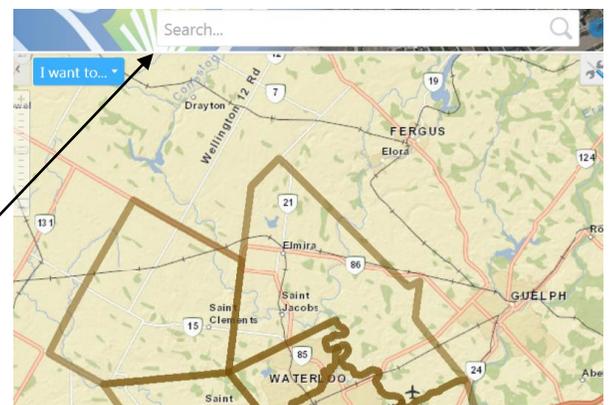
6. Map Services with Child Indicator Results

This function allows you to map the results of one of the 4 Child Wellbeing Indicators (Fundamental Needs, Relationships, Health, or Learning) and <u>overlap</u> this information with existing services.

- To create your own report, Click:
    - o I Want To
    - o Turn Map Data On/Off
    - o Map Theme - choose one of the 4 indicators from the drop down menu
    - o Operational Layers - choose one of the service types listed.
        - ▪ if your service is not listed in that menu, click:
        - ▪ I want To
        - ▪ Search Program by Category

- To Print your map, Click:
    - o I Want To
    - o Create a Printable Map
   - o Create File

Example of services mapped with child indicator results:
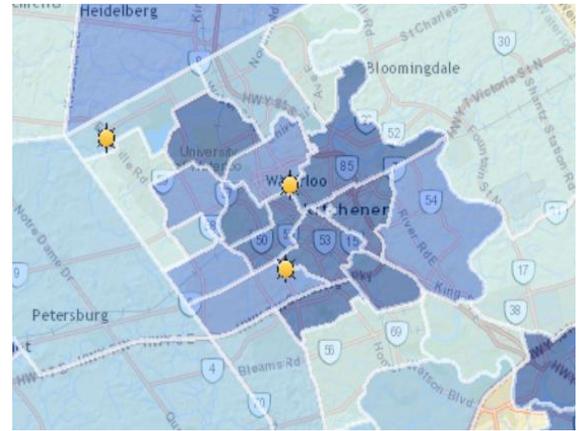
7. Identify Programs/Services at a Specific Location

This feature allows you to search for programs/services/sites at a specific address. You can also find out about what other services are also offered at locations appearing on your map.

- To find any program(s) at a specific location, click:
    - o I want to
    - o Find an Address
    - o Enter the Address

- To identify what programs exist at any point on the map, right click on a dot/symbol and click "What's Here". You will see all programs and services offered at that same location.
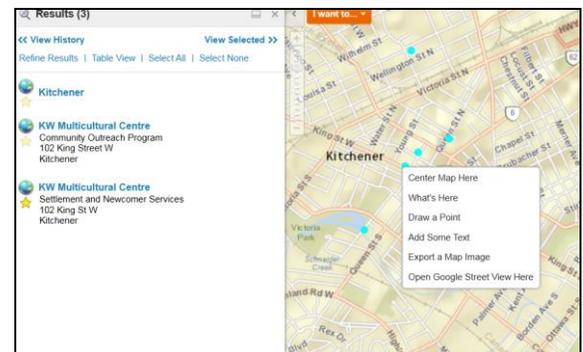
8. Map Activity Hubs

This feature allows you to view where activity hubs exist in a geographic area. 'Activity hubs' can be understood as a physical location (one address) that houses more than one program or activity.


- Click on the arrow in the top left (beside the blue "I want to" box) to reveal the map layers.
- As you scroll down past the programs and services, you will see an option to map "Program Activity Hubs". When this layer is turned on it shows where multiple programs/activities are occurring at the same address. When you right click on one of these green circles and select "what's here" you can see the actual number of programs as well as the particular address.
  a. Note: it is the address that is available rather than the name of the infrastructure building because in some cases there is more than one infrastructure building at the location (e.g., elementary school and ELCC centre).
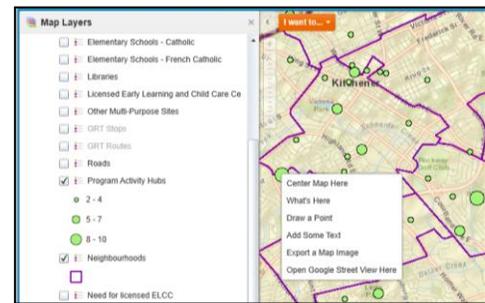
9. Map Distance

This feature allows you to view the programs and services within a desired distance (radius) from one point.

- Click on the Tool Box on top right side.
- Select Analysis, and check off the box for Buffered Identity, and select Point Identify.
- Click on the map for the point where you want to map from. A window will pop up asking you to enter the desired distance from the chosen point. Enter your desired distance (e.g., 2km). Also check off the box that asks if you want to add the buffer to the markup.
- All the locations that are captured in the radius will appear along the left side. You have the option to view as a list or a table (it will default to list). To view the table in wide view across the bottom click on the tiny square in the top right of the list (right beside the arrow that is used to expose the map layers).
- To cancel the current mapped distance (to create another radius for example) select the Tasks tab along the top and click on "clear all drawings."
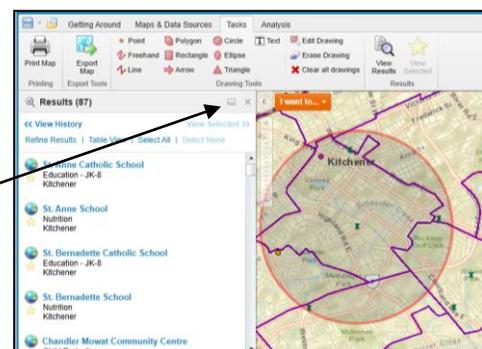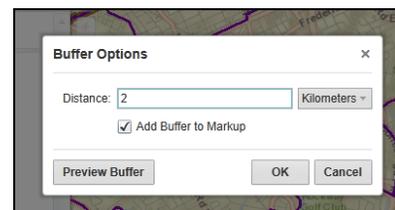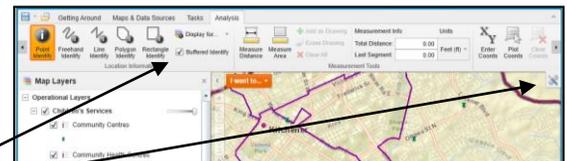
Further Information

Background:

The Early Years Services map was developed between 2012 and 2015, undergoing several changes before it arrived at the version that is available now. For more information on the history of the project, or the criteria used to determine what is included in the map, please contact Alison Pearson, Manager, Community Engagement and Planning with the Children's Planning Table at apearson@regionofwaterloo.ca.

Support:

This guide provides information on most commonly used functions of the Early Years Services Map, but there are additional features available that are not described in this user guide.

If you would like additional information on these features, or if you require further assistance with the instructions provided in this guide, please contact Alison Pearson at apearson@regionofwaterloo.ca.