



Healthy Kids Colorado Survey Data Presentation Manual

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Purpose:

This manual is intended to assist you in creating a presentation of local Healthy Kids Colorado Survey (HKCS) data that is most reflective of your school or community. By transferring the data from your report into the presentation, you will be able to create graphs that automatically populate. Additionally, the Power point provides a background on the HKCS and allows for you to provide some context around your school or community. If there is additional information you would like to share, you can create new slides to add as part of your presentation.

This Power point presentation is intended to be the starting point from which you can effectively communicate the data from your HKCS report. It is not tailored to an individual school or community but instead should serve as a template from which you can create your own presentation by adding, removing or changing the established slides and by including your own content and design preferences.

As noted above, the Power point is based on the data contained in your report. Therefore, it is important to familiarize yourself with the data and feel comfortable in explaining it. After all, you will probably be seen as the expert in explaining the results of your HKCS data.

OMNI recommends that you use this Power point in conjunction with the HKCS User's Guide that accompanied your reports. Reviewing the information in the User's Guide can help you anticipate and answer questions that may arise during your presentation. The User's Guide incorporates the most common questions received from schools and communities for understanding the HKCS report and interpreting the data. The User's Guide may also serve as a tool for identifying additional information that may help your audience achieve a greater understanding of your HKCS data.

Working in Power point:

We have included a few general guidelines for working in Power point. However, please be aware that the Power point presentation and accompanying manual both assume a basic level of familiarity with Power point and neither is meant to serve as a more general tutorial to Power point. For training in Power point, see: <http://office.microsoft.com/en-us/training>.

A power point presentation is intended to provide a visual for your audience and serve as a guide for the information you will be presenting. It should cue you to expand on details of your presentation.

To help you with your talking points during the presentation, you can utilize the "notes" section at the bottom of the Power point. This section is where you can include the details you will expand on for each slide. You can print these notes, but you will not be able to see them as you present.

If you would like to delete a slide, select that particular slide on the left hand side of your screen, right click and select "delete slide". If you would like to add a slide, select the slide above where you would like to add a slide, right click and select "new slide". To present your data, click "View" at the top of your toolbar and select slide show. To maneuver through the slides, use the left and right arrows on your keyboard.

Healthy Kids Colorado Survey Presentation Slides

Slide 1: Title Slide

Slide 2: Outline

Purpose: This slide may need to be revised to reflect the organization of your overall presentation. Although this is at the beginning of the presentation, you may want to edit this slide last, after you have finalized your structure.

Slides 3-10: HKCS Overview and Report Structure

Purpose: These slides are intended to provide context around what the HKCS is, the type of data collected by the instrument, and how the report is formatted. If your audience has less understanding of the HKCS, you may want to consider creating additional slides to further inform your audience of the HKCS. Additional information can be found in the User's Guide that accompanied your reports. If your group has seen HKCS data presentations in previous years and/or was particularly involved in the administration process, you may feel comfortable omitting these slides.

Slides 11-12: School/Community Background

Purpose: These slides offer you the opportunity to describe the school/community in which the HKCS was administered. This will help your audience contextualize the data. The information provided in these slides is a suggestion of what you might want to include in the presentation.

Slides 13: HKCS Survey Results

Purpose: This is the introductory slide to the meat of your presentation in which you will be presenting the data from your HKCS report. All HKCS sections are included. If for example, you intend to only report on substance abuse and delinquency, you may delete the slides in the other 6 sections.

Slides 14-38: HKCS Section Results

Purpose: These slides represent the 8 sections of the HKCS: Substance Use, Delinquency, Personal Safety and Violence, School and Family, Mental Health, Physical Health, Sexual Health and Risk and Protective Factors (Please see below for special instructions for the Risk and Protective Factor section). For each section, there is a description of what the HKCS measures and 2 graphs that display data. The graphs are designed to automatically populate based on the data the presenter enters from their report. These graphs are intended to serve as example graphs for each section and are not necessarily intended to represent the types of HKCS items that you will or won't present. See below for instructions on working in the graphs so that you can adjust the templates to meet your own needs.

Slide 39: Questions from Audience

Purpose: This slide allows your audience to ask questions on your presentation. It is important to be knowledgeable on the information you are presenting.

Slide 40: Contact Information

Purpose: This slide allows you to give contact information so that members of your community can follow up with you if they have additional questions after the conclusion of the presentation.

Tailoring the Presentation for Your Own Purposes:

First, you will need to think about your audience and determine what types of information are best suited to their interests and needs. This requires you to set some goals for the presentation by thinking about what you ultimately would like to achieve with your presentation. Is it purely informational? Are you trying to motivate people to take action? From there, you must decide what data from your reports best fits your desired goals. This will require you to examine and make critical observations about your HKCS data. For more assistance in these areas, please contact your Regional Prevention Consultant by visiting <http://rpscolorado.org/>.

In order to tailor this report to your specific school or community, you will need to go through the Power point and make the necessary changes as indicated on each slide by red type. Once you have made those changes you can change the font color back to black by highlighting your changes, hitting the format button at the top of the toolbar and selecting the color under the font tab.

Graphs:

The bulk of this Power point contains graphs that you can use to display the data from your HKCS report. You will notice that there are two graphs per section, each representing different types of data you can present. These graphs are just examples of what will populate when you enter your data and should not be considered as reflective of the data contained in your report. Remember this Power point should be tailored to the type of information you wish to share. You do not need to present on all sections of the report and you may wish to present items other than the templates given here. The reason for the inclusion of multiple graphs is because it is easier to delete what you don't need rather than adding additional slides. If in fact, you do want to include more graphs than provided, select the slide you would like to copy, right click and select "copy", then right click again and select "paste". The copied slide will appear below the original.

Changing the Graphs to Reflect Your Data:

After you have decided on the items you will be presenting, it is time to incorporate that data into the graphs provided in the actual Power point. To do that, click in the graph, then right click and select "Edit Data" from the list that appears. This will open up a Microsoft Excel document with your data that you can use for editing.

	A	B	C	D	E	F	G	H	I
1		0 Days	1 or 2 Days	3 to 5 Days	6 to 9 Days	10-19 Days	20-29 Days	All 30 days	
2	All	54	4	6	12	10	7	4	
3	6th Grade	80	5	5	10	0	0	0	
4	7th Grade	70	2	10	17	1	0	0	
5	8th Grade	65	5	5	10	15	0	0	
6	9th Grade	60	4	6	10	15	5	0	
7	10th Grade	55	3	7	15	12	8	0	
8	11th Grade	50	3	8	19	10	7	3	
9	12th Grade	45	6	4	15	15	10	5	
10									

This is where you enter your data by replacing the data in the table with the data from your report. The table above represents 30 Day Use of Alcohol. The column on the left represents the respondents (Green Arrow). This column can either identify respondents by grade (as shown in this example), by gender, or both. The top row (Red Arrow) in this particular table consists of the response options from a particular question on the HKCS. As you can see by looking at the top row, the response options are grouped into days as shown in the report. The numeric values (Blue Arrow) are the percentage of respondents within each category (grade or gender) that selected that particular response option. These are the numbers that you will pull directly from your report.

As stated above, many of you will choose to present on data that is not already in graph form in this power point template. Therefore, you will have to change the response options (the top row denoted by the red arrow) to match those of the table you would like graphed for your presentation. If you have fewer response options, for example 4 response options, you will delete columns E-G by highlighting those columns, right-clicking and selecting delete. Replace the text in the top row (Red Arrow) with the response options you would like to present. Additionally, many of you will not necessarily need/want to report responses from 6th-12th graders. Instead, you may want to only include 9th -11th graders or you may want to break it down by gender. In this case, delete the number of rows you don't need. To do this, highlight the row(s), right click and select "Delete." You can then change the text in the leftmost column (denoted by the green arrow) to reflect the grade(s) or gender(s) you would like to graph. There may be some instances as well where you want to add rows or columns. The same concepts apply as in the examples above but instead, right click on the row or column you would like to add, and select "Insert".

The final piece in modifying the graph to fit your needs is to enter data into the table provided in the power point. First, you will need to determine which data from tables in your report (see below) you would like graphed. You can then pull the data from the table in your report and enter it into the table provided in the power point (pictured above). If there is suppressed data, as represented by a dash in the table in your report, then enter a "0" in the corresponding column and row.

Substance Use - Alcohol

During the past 30 days, on how many days did you have at least one drink of alcohol?

Item response rate greater than 60%: Yes

Response	Sex	Grade								
		Total	6th	7th	8th	9th	10th	11th	12th	
0 days	Total	67%	88%	74%	69%	68%	59%	53%	46%	
	Female	67%	88%	73%	67%	68%	59%	56%	46%	
	Male	67%	88%	76%	70%	68%	60%	50%	45%	
1 or 2 days	Total	15%	7%	14%	14%	14%	18%	22%	22%	
	Female	18%	8%	16%	18%	14%	24%	26%	24%	
	Male	13%	6%	13%	10%	15%	13%	18%	19%	
3 to 5 days	Total	8%	3%	5%	6%	8%	10%	10%	14%	
	Female	7%	2%	4%	6%	8%	8%	7%	12%	
	Male	9%	3%	6%	6%	7%	12%	13%	16%	
6 to 9 days	Total	4%	1%	3%	5%	3%	5%	7%	9%	
	Female	4%	-	3%	4%	4%	3%	6%	8%	
	Male	5%	-	2%	6%	3%	7%	8%	11%	
10 to 19 days	Total	3%	-	1%	3%	3%	5%	4%	4%	
	Female	3%	-	2%	3%	3%	5%	3%	6%	
	Male	3%	-	-	4%	3%	4%	5%	-	
20 to 29 days	Total	1%	-	1%	-	2%	-	2%	2%	
	Female	1%	-	-	-	-	-	-	-	
	Male	1%	-	-	-	2%	-	3%	-	
All 30 days	Total	2%	-	-	3%	2%	2%	3%	3%	
	Female	1%	-	-	2%	-	-	-	-	
	Male	2%	-	-	4%	3%	3%	4%	4%	

Most times you will choose to present on data that is not included as a graph in the Power point template. After you have changed the variables in the table, you will then need to change the title of the graph. To do that, you will first need to click on the title in the graph. This will select the text box. Click on the title once more and you will see a cursor appear so you can edit the text.

There are many other modifications you can make to the graph. For example, if you click on a bar, then right click and select “Add Data Labels”, you can add the exact percentages above the bars in your graph. This is only recommended if you have a small number of grades or genders represented and your graph is not too cluttered already. Otherwise, it is best to include the percentages you would like to highlight in the notes of your presentation.

As explained before, this is a basic power point template from which you can create your own power point presentation. There are numerous ways to graph your data; too many, in fact, to even begin to include them in a basic power point template. We recommend experimenting with graphs and tables provided to explore the possibilities for representing your data. The graphs in the power point template were chosen because of the ease in transferring data from your reports into a presentation. For further assistance with presenting data, please contact your Regional Prevention Consultant by visiting <http://rpscolorado.org>.

Risk and Protective Factors:

The above concepts apply to the graphs contained in all sections of the HKCS report except for the Risk and Protective Factor section. However, the first graph in the Risk and Protective section, slide 37 varies from the other types of graphs contained in this presentation because of its complexity. The graph in this section is the same as the Risk and Protective Factor graphs provided in your report. This graph contains more information than the other graphs included in this presentation. In order to keep its integrity, it cannot be modified with the exception of entering the corresponding data from your report. Therefore, you cannot add or delete rows and columns.

The benefit of the graph being represented in this way is that risk and protective factors are parts of scales which paint a more complete picture of the amount of risk or protection present in the respondents. It is helpful to look at these all together. For more information on Risk Protective Factors, please reference your User's Guide or contact your Regional Prevention Consultant by visiting <http://rpcolorado.org>.

If, in fact, you would like to narrow in on specific risk and protective factors, the second graph in this section gives you that option. It is the same format as the other graphs included in this presentation.

Summary:

Sharing your HKCS results with appropriate community members is an important step in fostering effective prevention and intervention strategies. By utilizing this Power point presentation, you will be able to create a concise, well organized, and comprehensive presentation for your community. Remember, this Power point is simply a template and you should feel empowered to manipulate this presentation to fit the needs and goals of your school or community. OMNI Institute is committed to helping communities in the areas of prevention and intervention. Please visit our website at www.omni.org for further services and resources.