

Instructions for Creating a Service Area Map in the UDS Mapper
Updated August 28, 2013

- 1) Go to <http://www.udsmapper.org>
- 2) Click "[Register Now](#)" to register for free access, or log in if you are already registered
- 3) Choose a geographic area of focus:
 - a) In the search box within the Explore Service Area Tool (on the right side of the screen), type in a ZIP Code, ZIP Code Tabulation Area (ZCTA)*, County, State, or the name of a Health Center Program grantee or look-alike
 - b) Wait for a drop-down box to appear with search results, and select your desired result
 - c) Click "Go" to focus the map on that geographic area
- 4) Adjust the map as necessary:
 - a) To zoom in or out, use the "+" or "-" on the scale bar in the upper left corner of the map
 - b) To move the map, click anywhere on the map and hold down while dragging your mouse in the direction you would like to see on the map
- 5) Clear the map background:
 - a) Click on "Main Maps" (below the Explore Service Area Tool) to open the Main Maps tool
 - b) Click the radio button for "No Main Maps Selected" within the Main Maps tool
- 6) Select your service area ZIP Codes by either:
 - a) Clicking on each corresponding 5-digit ZCTA on the map OR
 - b) Individually typing each 5-digit ZCTA in the search box within the Explore Service Area Tool, selecting the ZCTA from the drop-down results, and clicking "Add". You can only add one ZCTA at a time, so you must repeat this search/add process for each ZCTA.
 - c) Note: In most cases, ZIP Codes are equal to ZCTAs. However, if you cannot find a ZIP Code where you think it should be on the map, click "Tutorials and Resources" and download the "[ZIP Code to ZCTA Crosswalk](#)" to find out which ZCTA corresponds with this ZIP Code. If you have questions about this, please use the [Contact Us](#) button to consult UDS Mapper user support.
 - d) Check to make sure that each service area ZCTA is listed in the large white box in Explore Service Area toolbox. Selected ZCTAs will appear outlined and dotted in black on the map.
- 7) Clearly outline the service area:
 - a) Click "Draw" (above the map to the right) to open the Drawing Tools
 - b) Change the shape color to black
 - c) Click "Line" or "Free Line" to trace the outline of your selected ZCTAs. If the service area includes a partial ZCTA, draw your outline through the appropriate place in the ZCTA.
 - d) If you make a mistake, you can erase a line by clicking "Erase" in the Drawing Tools box and then clicking on the line

***ZIP Code Tabulation Areas (ZCTAs)** are approximate area representations of U.S. Postal Service (USPS) five-digit ZIP Code service areas that the Census Bureau creates using whole blocks to present statistical data from censuses and surveys
http://www.census.gov/geo/reference/gtc/gtc_zcta.html.

- 8) Add Health Care Facilities: Open the Explore Service Area Tool by clicking its title (if not already open), use the scroll bar on the right to scroll down to the bottom of the tool, and check these boxes on the left:
 - a) Health Center Administrative Locations
 - b) Health Center Service Access Points
 - c) NHSC Sites
 - d) Rural Health Clinics
 - e) Hospitals
 - f) Facility and Point HPSAs

- 9) Add Medically Underserved Areas and Geographic Boundaries: Open the “Basemaps and Optional Layers” tool (beneath the Explore Service Area Tool) by clicking on its title, then scroll down to the bottom and check the boxes on the left for each of the following:
 - a) MUA/P
 - b) States (checked by default)
 - c) Counties (checked by default)
 - d) ZCTAs (checked by default)

- 10) Add other relevant providers in the area that are not already shown on the map:
 - a) Find out the address of each provider, then:
 - i) Minimize the UDS Mapper, and open a spreadsheet program (e.g. Microsoft Excel)
 - ii) In the first row of the first column, write “Name”, and then write the name of each provider in the rows below
 - iii) In the first row of the second column, write “Address”, and then write the street address of each provider in the row below that lines up with the provider name
 - iv) Title the third column “City”, and write the city for each provider in the appropriate row below
 - v) Title the fourth column “State”, and write the state for each provider in the appropriate row below
 - vi) Title the fifth column “ZIP”, and write the ZIP Code for each provider in the appropriate row
 - vii) Select all of the text in the spreadsheet, and press “Ctrl +C” on your keyboard to copy the text
 - viii) Return to the UDS Mapper
 - ix) Click the “Tools” button above the map, and check the box next to “QuickGeocodes”
 - x) On the right side of the screen, within the QuickGeocodes tool, click “Click here to begin”
 - xi) Click on the white screen, and press “Ctrl+V” on your keyboard to paste the spreadsheet text
 - xii) On the right side of the screen in the QuickGeocodes tool, click “Geocode Now” to add the addresses to the map (this may take a few seconds)
 - xiii) At the bottom of the QuickGeocodes tool, click the box next to “Name” so that you can see the name of each added site when you roll your mouse over it on the map
 - xiv) Click “Draw” to open the Drawing Tools
 - xv) Click “Label”
 - xvi) For each point you just added, click on the map next to the point you added, and type a label to specify the provider name (e.g., “XYG Health Clinic”). **Press Enter** on your keyboard to make the label stick. You can move the point or label by clicking “Move” in the Drawing Tools box and then dragging the feature to where you want it.

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- b) If you do NOT have a spreadsheet program, please follow these alternate directions to individually add provider locations by address:
 - i) Click “by Geography” in the Explore Service Area toolbox
 - ii) Enter the full address of the known provider in the search box of the Explore Service Area Tool
 - iii) Wait for the drop-down results to appear
 - iv) Select the correct address from the drop-down results
 - v) Click “Go” (you may ignore the red “drive time” area that appears, as you will remove this shortly)
 - vi) Click “Draw” (above the map) to open the Drawing Tools
 - vii) Click “Point”
 - viii) Choose a color that is different than what is already used for providers on the map, and then draw a point on the map where the pushpin enters the map
 - ix) Click “Label”
 - x) Click on the map next to the point you added, and type a label to specify the provider name (e.g., “XYG Health Clinic”). **Press Enter** on your keyboard to make the label stick. You can move the point or label by clicking “Move” in the Drawing Tools box and then dragging the feature to where you want it.
 - xi) Repeat this process for each provider not already shown on the map
 - xii) Click ‘by Geography’ to finish adding addresses

- c) If you do not know the address of a relevant provider, and cannot find it online, then you may use the Drawing Tools to add a point at the approximate location. Label the point with the provider name.

11) Add any proposed sites using the same process used in Step 10 (above). Clearly label each site.

12) Using the Drawing Tools, add labels to specify the names all HCP grantee and look-alike organizations shown on the map (in the UDS Mapper, you can see their name if you roll your mouse over their location)

13) To save your map and the data for the selected service area:

- a) Make sure the Explore Service Area Tool is open (click on its title on the right side of the screen)
- b) Click “Print” (above the map to the right)
- c) Check the box next to “Data Table” to save the map together with a data table for the selected ZCTAs
- d) Type a title for your map. This title will appear at the top of the PDF.
- e) Make sure the map is zoomed and centers as you would like. Within the preview window, you can use the zoom bar and also click and drag to pan the map.
- f) Click “PDF”
- g) **Important:** Save your file with a .pdf extension at the end of the name you give the file