NEO CANDO

User Guide

(Version 3)

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Introduction and Overview

ABOUT THIS USER GUIDE

This User Guide is designed to assist you in learning the procedures for effectively using version 3 of the NEO CANDO web-based information tool.   To supplement your understanding and use of NEO CANDO, you should consider using the tutorials found on the NEO CANDO website and taking free courses offered by Case Western Reserve University.

OVERVIEW

With NEO CANDO you can:

- Access multiple data sources to get accurate and timely information.

- Map information using GIS (layering) technology.

- Review trend lines over many years to understand what is going on in an area.

- Easily generate reports on property data, and social and economic data.

- Create quick profiles of the data most useful for a geographic area.

This User Guide refers to NEO CANDO version 3. The developers of NEO CANDO are responsive to the needs of Community Development Corporations (CDCs) and other users of NEO CANDO. Using feedback gathered from users of the first two versions, the current version is even more user-friendly and able to deliver information in useful format. Your constructive feedback is encouraged and appreciated.

WHAT IS NEO CANDO?

NEO CANDO, Northeast Ohio Community and Neighborhood Data for Organizing , is a free and publicly accessible social and economic data system of the Center on Urban Poverty and Social Change, a research institute housed at Case Western Reserve University's Mandel School of Applied Social Sciences. NEO CANDO allows users to access data for the entire 17 county Northeast Ohio region, or for specific neighborhoods within the region.

Academic researchers, community and economic development professionals, public officials, neighborhood activists, business leaders, and concerned citizens of all types can easily use this system to explore aspects of the area such as population trends, poverty, employment, educational attainment, housing, and crime. NEO CANDO users can generate data tables, maps, and charts, and either print them or export them into Word and Excel files. NEO CANDO represents a long-term collaboration between various non-profit organizations, foundations and government agencies, including the absorption of CleveInfo, the parcel-based data system jointly organized by the Cleveland Housing Network, the Enterprise Foundation and Neighborhood Progress, Inc.

Efforts to enhance the property data tools located within NEO CANDO are underway as recommended by the National Vacant Properties Campaign report, "Cleveland at a Crossroads" as well as by the Vacant Properties Steering Committee, an interagency task-force consisting of several Cleveland City departments, Cleveland City Council, the Northeast Ohio First Suburbs Consortium, numerous departments within Cuyahoga County, community development organizations, and research interests. NEO CANDO will be a one-stop-shop for identifying vacant and abandoned properties as well as serve as an early warning system to provide a means for preventing more abandonment.

NEO CANDO compiles data from many different sources and links to data provided by public agencies in order to have the most recent data available. Before using NEO CANDO, users should read the legal disclaimer and the general information about using the system located in this User Guide. Data sources are listed in the Appendices.
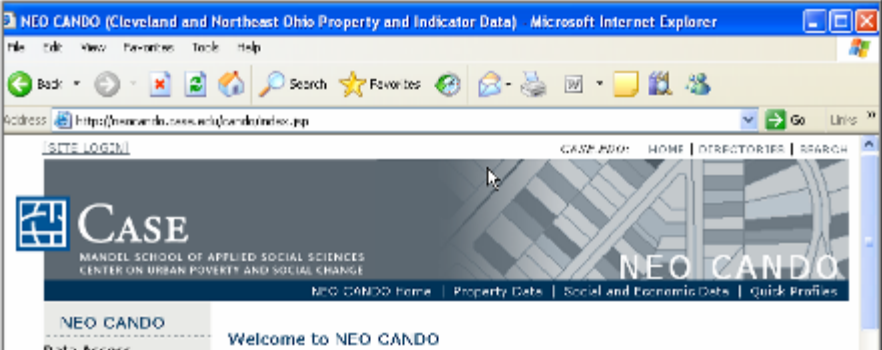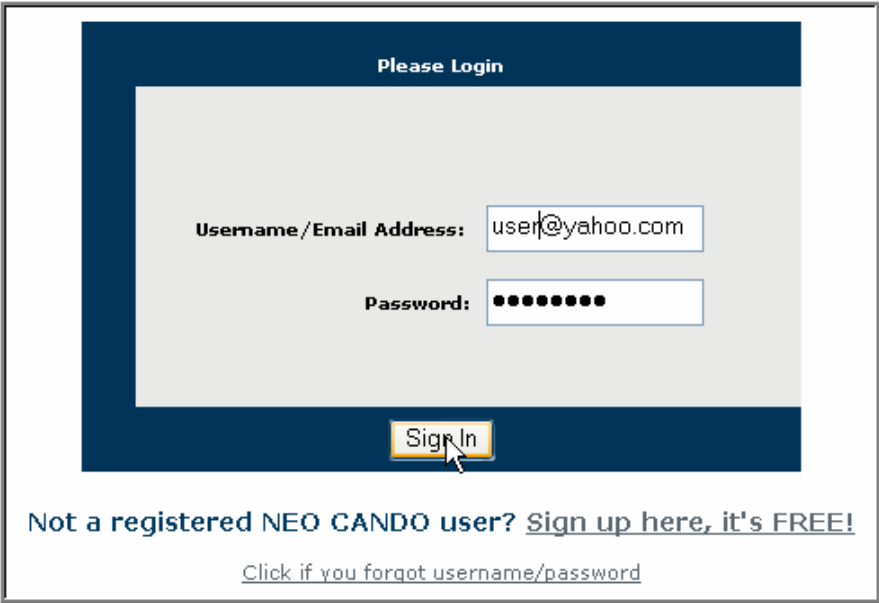
USING NEO CANDO

Computer Terms

It is assumed that you already know how to navigate through standard applications, such as Microsoft Office, Windows, and Internet Explorer. Below are terms used in this manual that refer to actions you should perform using your computer, keyboard, and mouse.

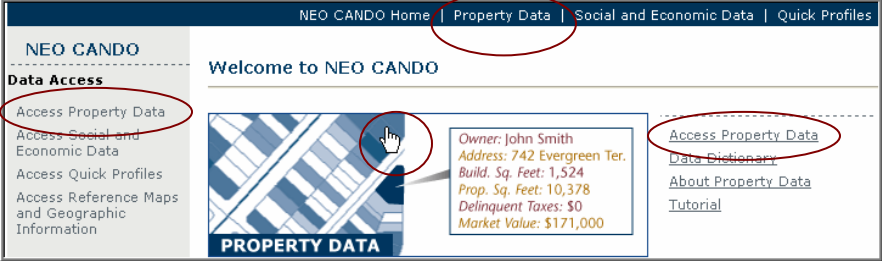| Term	Function
Click	Position the cursor on the computer screen over the item that is referenced in **bold** in this manual then press the left mouse button. If you need to press the right mouse button, the instruction will read "right-click."
Enter	Click within a textbox, type the request text using your keyboard, then press **Enter** on your keyboard or other option listed such as a Sign-In button.
Press	Press the corresponding key on your keyboard that is referenced in **bold** in this manual.
Select	From a list of options, position the cursor on the computer screen over the item that is referenced in **bold** in this manual then press the left mouse button.
Type	Type information that is in **bold** in this manual into the application using your keyboard. If text is in ***bold italics***, then type it exactly as written in this manual.
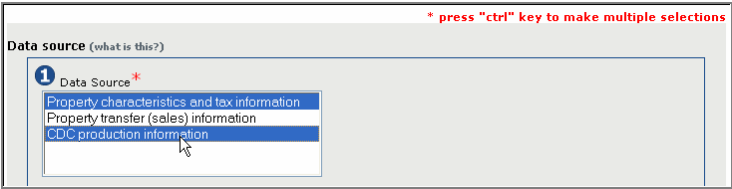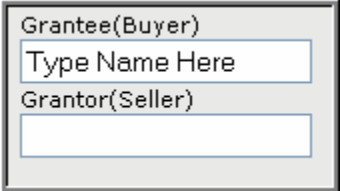
STANDARD PROCEDURES

The following procedures will assist you in quickly using NEO CANDO features.

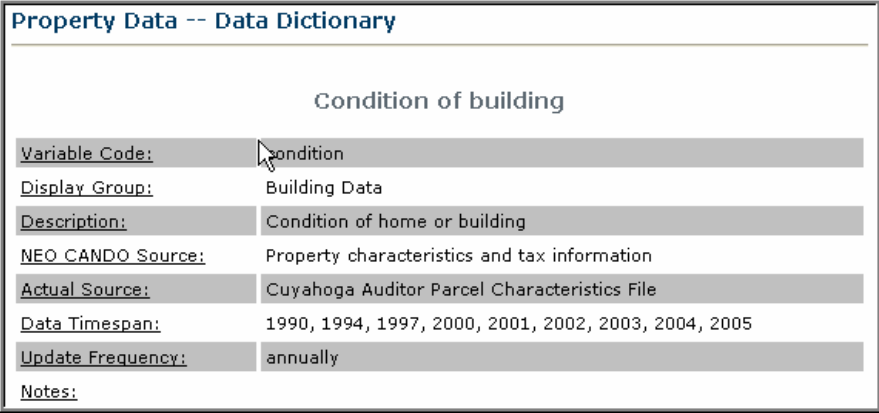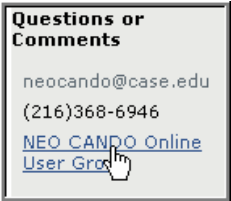| Step	Action
Navigating to Homepage	From your web browser, type *neocando.case.edu* in the address bar then press **Enter** or click **Go**. The NEO CANDO homepage appears.
Logging In & Registration	You can use any part of NEO CANDO without registering or logging in except for Property Data. This is per agreement with data providers as some of this information is not available to the general public. A. Click **SITE LOGIN** located in the top-left corner of any NEO CANDO page or click **Property Data** (see Accessing Major Section on page 8). B. Enter your *Username* and *Password* then click **Sign In**. Your Username is your e-mail address. Username and Password are entered when you first register.

Step	Action
	Either the NEO CANDO homepage will appear or the Property Data homepage will appear depending on which option you used to login.

If	**Then**
You forgot your Username or Password,	Click **Click if you forgot username/password** at the bottom of the login screen and follow instructions.
You are not yet registered,	Click **Sign up here, it's FREE!** at the bottom of the login screen.

Enter your information in the fields as indicated then click **Create Account** to enter the information or **Reset** to start over.

> Items marked with a red asterisk * are required. Passwords may not contain any spaces. Please enter all information if known.

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CENTER ON URBAN POVERTY AND SOCIAL CHANGE

Step	Action
	Create an Account (what is this?) Username/Email Address: neocandouser@yahoo.com * Password: ●●●●●●●● * (8-12 characters) Verify Password: ●●●●●●●● * First Name: John Last Name: Smith Title: CDC Professional Organization Name: Cleveland Rocks Organization Type: Government / Education / Research / Social Work / **Foundation** / Healthcare/Medical * Address: 1010 Main St. City: Cleveland State: OH Zip Code: 44444 Phone: 216-555-5555 Sign me up for NEO CANDO User Group? Yes: ⦿ No: ○ Contact me for NEO CANDO updates? Yes: ⦿ No: ○ * [Create Account] [Reset] Either the NEO CANDO homepage will appear or the Property Data homepage will appear depending on which option you used to login. **If** — You want to change your account information at any time, **Then** — Click Update User Info at the top of any NEO CANDO page after you have logged in. [UPDATE USER INFO]

Step	Action
Using Basic Navigation	A. To access any part of NEO CANDO, click the desired link. When you position your cursor over an item, you may click it if a blue background or underline appears. B. Use your cursor to highlight selections from a list, then click the item to select it. To select multiple items, press and hold the **Ctrl** key, then click the desired items. C. Position your cursor on the scrollbar, then click and hold the left-mouse button to scroll up and down a web page. D. To enter text, click inside the text box then type the desired text. E. If you wish to see more or less of the screen, type *Change Screen Resolution* in your computer system's help tool then press **Enter**. Follow the directions for your system.

Step	Action
	Search Change Screen Resolut ⊡ ⑦ **Help and Support Center** Set search options Windows XP Home Edition
	F. Follow any additional instructions that are in red bold text. **Example:** To select multiple items, press and hold the **Ctrl** key, then click the desired items. *** press "ctrl" key to make multiple selections**
Accessing Major Sections	There are four major sections in NEO CANDO from which you can find, report, and chart data. These are: • Property Data • Social and Economic Data • Quick Profiles • Reference Maps and Geographic Information After navigating to the NEO CANDO website, click the desired section from the header, left-menu, graphic header, or right-hand text. NEO CANDO Home | Property Data | Social and Economic Data | Quick Profiles **NEO CANDO** **Data Access** Access Property Data **Welcome to NEO CANDO** Access Social and Economic Data Access Quick Profiles Owner: John Smith / Address: 742 Evergreen Ter. / Build. Sq. Feet: 1,524 / Prop. Sq. Feet: 10,378 / Delinquent Taxes: $0 / Market Value: $171,000 Access Reference Maps and Geographic Information Access Property Data / Data Dictionary / About Property Data / Tutorial **PROPERTY DATA**
Downloading Reports	There are several download options depending on which section of NEO CANDO you are using. Options may include: • Interactive Mapping • Charting • PDF (requires Adobe Acrobat Reader on your computer) • Excel Spreadsheet (requires Microsoft Excel on your computer) • Delimited Text File • DBF/DBASE File • SAS Dataset Specific instruction are included in this manual for each section. To view or print a PDF, your computer needs to have Adobe Acrobat Reader

Step	Action
	installed. Visit the Adobe website www.adobe.com for a free download. Click the **Get Adobe Reader** icon and follow instruction online.
Printing Reports	Once you download data (reports, charts, interactive maps), use the download options for the program you are using such as Excel or Adobe Acrobat Reader. Other printing options may include: • The print function on the menu of your internet browser. • Using your mouse to highlight and print specific detail of a page. • Using the **Print Screen** option on your keyboard. • Using a screen capture tool.
Using Data Dictionary	In any of the main sections of NEO CANDO (Homepage, Property Data, Social and Economic Data, and Quick Profiles) click the **Data Dictionary** link in the top-right corner to access a glossary of terms, definitions, data sources, and abbreviations used in NEO CANDO. The Data Dictionary for that section of NEO CANDO appears.

Step	Action
Using What's New To NEO CANDO?	If you join the NEO CANDO online user group, you will have the option to be automatically notified of updates to NEO CANDO. Otherwise, click **What's New** in the About NEO CANDO menu for the latest additions and modifications. **About NEO CANDO** What's New Legal Disclaimer General Information Geographies What is NEO CANDO Using NEO CANDO
Charting Data	Social and Economic Data and Quick Profiles have charting and trend lines. Refer to Social and Economic Data on page 23 and Quick Profiles on page 31 for detailed information on using these features.
Using Tutorials	For the major sections of NEO CANDO, click **Tutorial** to see an online demonstration and have the opportunity to conduct a simulated activity to check your understanding. Access Property Data Data Dictionary About Property Data Tutorial

Joining User Group	Click **NEO CANDO User Group** for instructions on how to join an online user group. This group allows you to:
	
	• Interact with other NEO CANDO users.
	
	• Ask questions, get updates, and access additional information.
	
	• Participate in online polls and surveys to:
	
	    o Help NEO CANDO become an even more effective tool.
	
	    o Use data to better serve the Greater Cleveland community.
	
	Questions or Comments
	neocando@case.edu
	(216)368-6946
	NEO CANDO Online User Group

Step	Action
	The NEO CANDO Online User Group information page appears. Click **here** to subscribe. The sign-up page appears. Enter your e-mail address then click **submit**.

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Property Data

ABOUT PROPERTY DATA

The property data component of NEO CANDO provides users access to property characteristics, tax delinquency, and sales information in Cuyahoga County.

- This data is available at the individual property level and can be extracted for an entire census tract or neighborhood.

- Users can also query the data to meet specific needs such as properties that have sold within the last month or those with values between $50,000 and $100,000.

- Data can be mapped or exported to EXCEL or a DBF for further analysis.

The basic steps involved in accessing property data include:

1. Navigating to the Property Data Homepage

2. Logging In to Property Data

3. Selecting Data Source & Geographic Area

4. Filtering Data (If Desired)
   1. **filter**
   2. **choose variables**
   3. **list or aggregate**

5. Using Data to:

  A. Read Report
  - **External links**
  - **Profile**
  - **Parcel map**
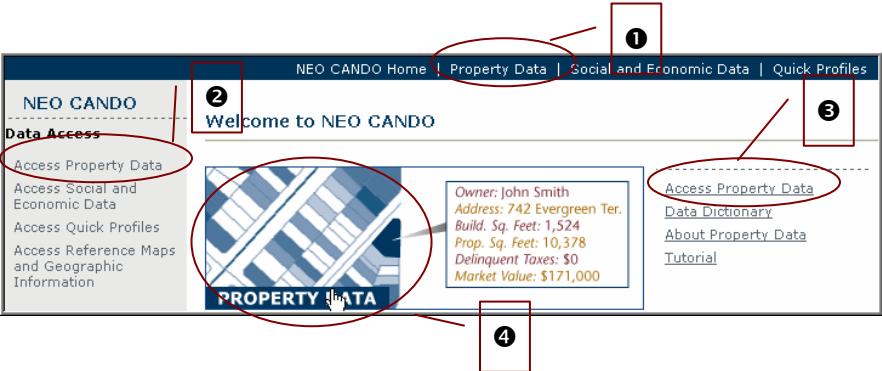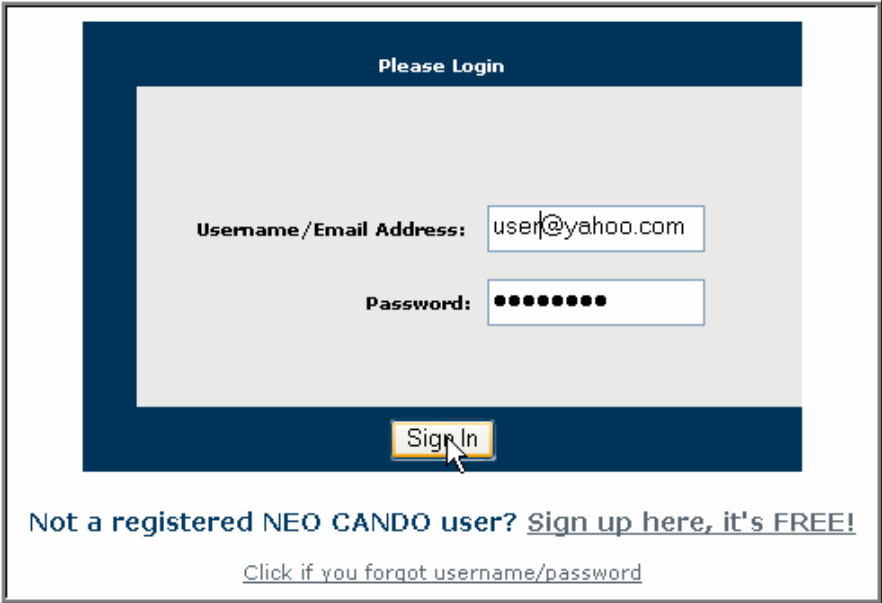
  B. Create Interactive Map
  C. Download Data from Report
  D. Print Report
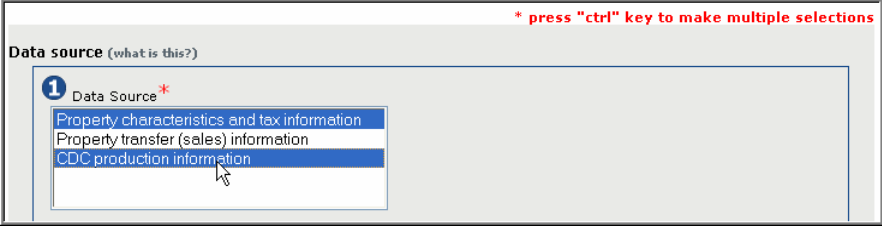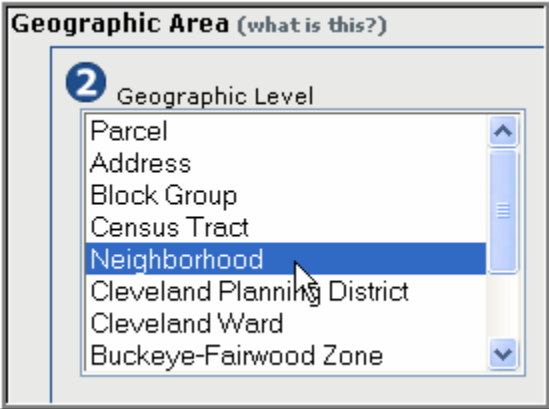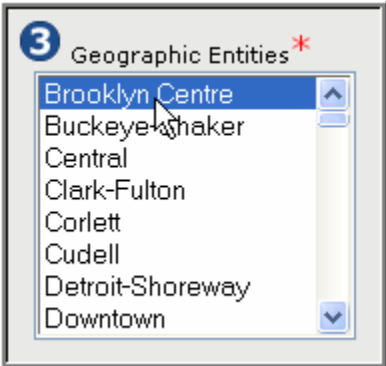
ACCESSING PROPERTY DATA
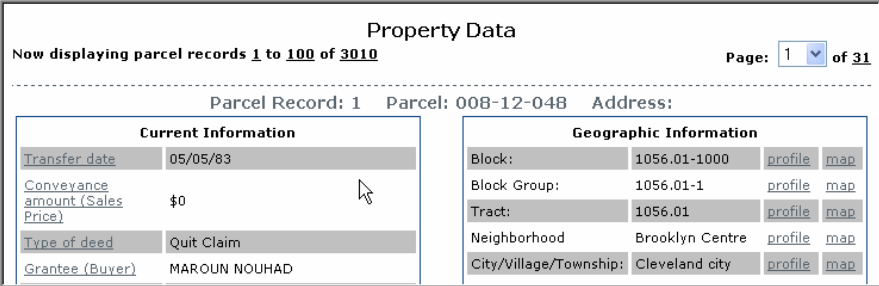
Step	Action
1. Navigating to the Property Data Homepage	From the NEO CANDO homepage, click any of the following options to open the Property Data homepage. • Click **Property Data** in the header bar. • Click Access **Property Data** in the Data Access menu. • Click Access **Property Data** in the Property Data right-side menu • Click the **Property Data image** on the homepage only.

Step	Action
2. Logging In to Property Data	You can use any part of NEO CANDO without registering or logging in except for Property Data. This is per agreement with data providers as some of this information is not available to the general public. A. Click **SITE LOGIN** located in the top-left corner of any NEO CANDO page or click **Property Data** (see Accessing Major Section on page 8). B. Enter your *Username* and *Password* then click **Sign In**. Your Username is your e-mail address. Username and Password are entered when you first register. Either the NEO CANDO homepage will appear or the Property Data homepage will appear depending on which option you used to login. **If** / **Then** You forgot your Username or Password, / Click **Click if you forgot username/password** at the bottom of the login screen and follow instructions.

Step	Action
	You are not yet registered, Click **Sign up here, it's FREE!** at the bottom of the login screen. Not a registered NEO CANDO user? <u>Sign up here, it's FREE!</u> <u>Click if you forgot username/password</u> Enter your information in the fields as indicated then click **Create Account** to enter the information or **Reset** to start over. Items marked with a red asterisk * are required. Passwords may not contain any spaces. Please enter all information if known. **Create an Account** (what is this?) Username/Email Address: neocandouser@yahoo.com * Password: •••••••• * (8-12 characters) Verify Password: •••••••• * First Name: John Last Name: Smith Title: CDC Professional Organization Name: Cleveland Rocks Organization Type: Government / Education / Research / Social Work / Foundation / Healthcare/Medical * Address: 1010 Main St. City: Cleveland State: OH Zip Code: 44444 Phone: 216-555-5555 Sign me up for NEO CANDO User Group? Yes: ◉ No: ○ Contact me for NEO CANDO updates? Yes: ◉ No: ○ * [Create Account] [Reset] Either the NEO CANDO homepage will appear or the Property Data homepage will appear depending on which option you used to login.

Step	Action
3. Selecting Data Source & Geographic Area	A. Scroll to the Data source menu then select a Data Source. For more information on a Data Source, click **(what is this?)**. To select multiple items, press and hold the **Ctrl** key, then click the desired items. B. Scroll to the Geographic Area section then select a Geographic Level. For more information on a Geographic Level, click **(what is this?)**.

If	Then
If a Geographic Level has associated Geographic Entities,	Select the desired entity from the menu that appears.

Step	Action
	If You do not want to filter data, The unfiltered Property Data appears. **If** You want to filter data, This is useful when large amounts of data are displayed or you want to look at specific categories of data. 	**Then** Click **get data** then proceed to Step 5. **Then** Click **filter data** then proceed to Step 4.
4. Filtering Data (If Needed)	A. Select Filter Criteria. These include Building Characteristics, Tax Delinquency, Transfer Dates, Sales Prices, Parcel Characteristics, etc. B. Select the Reportable Fields (variables) you wish to display. C. Select the Report Type you wish to display. The Report Listing will display all parcels that meet the user's criteria individually, while the Aggregation will sum values or provide a frequency of categories of all parcels that meet the user's criteria within a geography for an overall view.

Step	Action

5. Using Data to:
 	
A. Read Report
  • **External links**
  • **Profile**
  • **Parcel map**
B. Create Interactive Map
C. Download Report
D. Print Report
	A. Read Report
	  1. Scan the report to see if the data presented is what you need or if you need to filter the data as indicated in Step 4.
	  2. Select a page number from the drop-down menu to go directly to that page.
	
	  3. To view the variable definition, click the **variable name**.
	
	The variable definition appears.
	
	  4. Click **Close** to close the variable definition window.

Step	Action

	5. Use the data as indicated below and in the following steps.
	
	If **Then**
	You want to view links to external Click the appropriate link if listed.
	data such as the Auditor or
	Recorder websites,
	
	External Links
	About Auditor Data Click HERE for link to Auditor Website
	About Recorder Data Click HERE for link to Recorder Website
	
	If **Then**
	You want to create a Quick Profile Click **Profile** if listed as an option.
	of the data,
	                            The profile will appear in a new
	                            window.
	
	Geographic Information
	Block: 1056.01-1000 profile map
	Block Group: 1056.01-1 profile map
	Tract: 1056.01 profile map
	
	If **Then**
	You want to create an interactive Click **map** if listed as an option.
	parcel map of the data,
	                            The map will open in another
	                            window.
	
	Geographic Information
	Block: 1056.01-1000 profile map
	Block Group: 1056.01-1 profile map
	Tract: 1056.01 profile map
	Neighborhood Brooklyn Centre profile map
	
	B. Create Interactive Map
	    1. Select **Interactive Mapping** from the Property Data header bar.

Step	Action
	  A redirection message may briefly appear, then the Interactive Mapping tool opens in a new window. 2. Click **Documentation** in the Interactive Mapping header bar to access PDF instructions on using the Interactive Mapping tool. You can print the document to become familiar with all of the interactive mapping options and for easy future reference. 3. Click **Return to Results** to alternate between windows or close the Interactive Mapping window when finished. C. Download Report 1. Click **Download Menu** in the Property Data header bar. 2. When the Download Menu opens in a new window, select the download option desired. See Information in the menu for more details on download options.

Step	Action

3. Click **Close** to close the Download Menu window.

D. Print Report

After downloading the report and formatting it to your needs, print it using the appropriate application on your computer, or use the Print function in your web browser, or your mouse to select specific content.

Social and Economic Data

ABOUT SOCIAL AND ECONOMIC DATA

The social and economic data component of NEO CANDO contains data on:

- Population characteristics, housing characteristics, educational attainment, employment, residential mobility, vital statistics, and mortgage lending for 17 counties in Northeast Ohio.

- In Cuyahoga County, the data is also available on child maltreatment, public assistance, and juvenile delinquency.

- Currently, crime and school attendance indicators are only available for the city of Cleveland.

NEO CANDO enables users to create their own customized reports such as looking at poverty rates and educational attainment in the same report rather than generating and compiling separate reports.

Users have the choice of examining indicators at many different geographic levels. Some may be interested in small geographies such as census block or census tract while others may want to look at neighborhoods or wards.

The Social and Economic Report contains two different types of data sources, census data which are only available for two time periods (1990 and 2000), and administrative data such as crime, births, property and sales information, child maltreatment, etc.; which are available annually. When an administrative data subject category is chosen a year menu will appear. The year menu will be populated with only those years in which data exists for the chosen subject categories.

Indicators from NEO CANDO can be:

- Mapped

- Charted

- Exported to EXCEL or a PDF.

Many of the indicators are available from 1990 to the present, allowing users to examine trends, such as have crime rates gone up or down or are birth rates increasing or decreasing?.

Census data is available for two time periods, 1990 and 2000.

The basic steps involved in accessing Social and Economic data include:

1. Navigating to the Social and Economic Data Homepage

2. Selecting the Indicator Category and Geographic Area
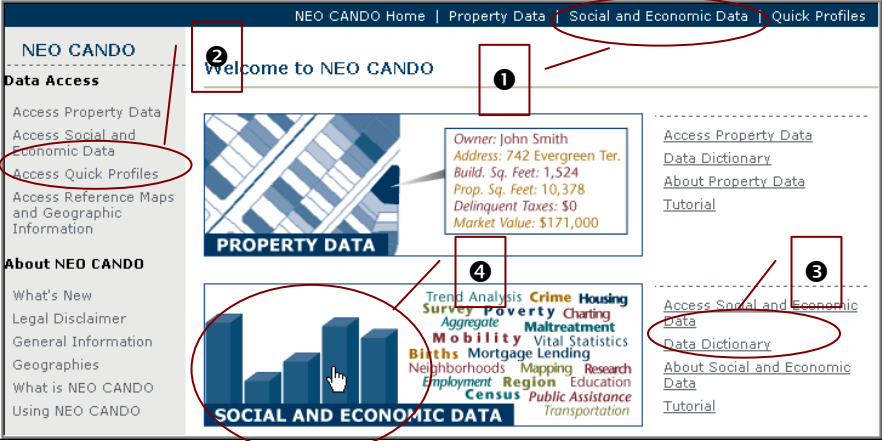

3. Selecting Variables

4. Using Data to:
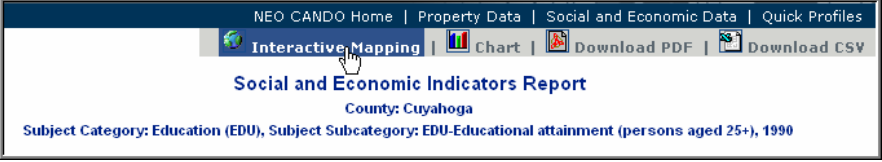
    A. Read Report
    B. Interactive Mapping
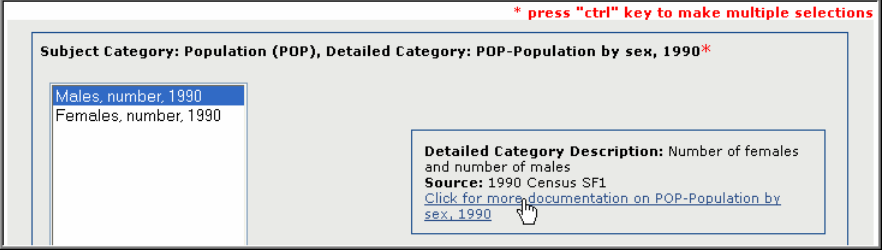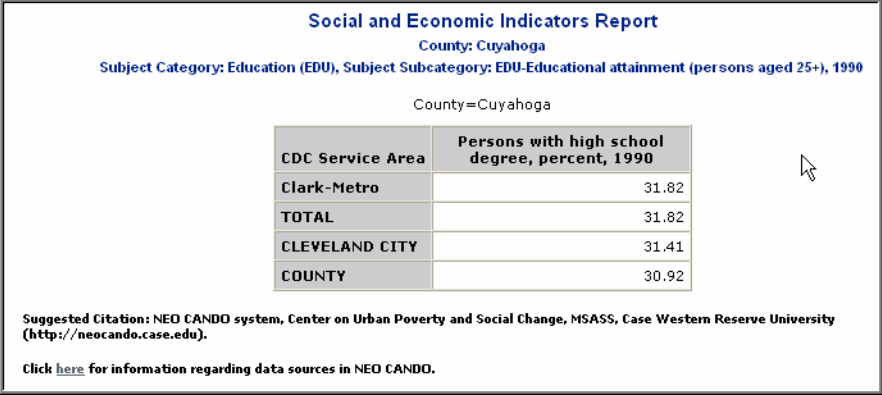   **C. Chart Data**
    D. Download Data from Report
    E. Print Report

ACCESSING SOCIAL AND ECONOMIC DATA

Step	Action
1. Navigating to the Social and Economic Data Homepage	From the NEO CANDO homepage, click any of the following options to open the Social and Economic Data homepage: • Click **Social and Economic Data** in the header bar. • Click **Access Social and Economic Data** in the Data Access menu. • Click **Access Social and Economic Data** in the Social and Economic Data right-side menu. • Click the **Social and Economic Data image** on the homepage only.
2. Selecting the Indicator Category and Geographic Area	A. Scroll to the Choose Indicator Category menu then select a Subject Category and associated Detail Category. For more information on Indicator Categories, click **(what is this?)**. Note that additional filters or directions may appear in red depending on the Subject Category chosen. To select multiple items, press and hold the **Ctrl** key, then click the desired items.

Step	Action

	B. Scroll to the Choose Geographic Area menu then select a County, Geographic Level and associate Geographic Entity.
	
	   For more information on Geographic Areas, click **(what is this?)**.
	
	C. Scroll to the Report by Geography menu then select an option.
	
	   The Report by Geography allows users to break the Geographic Entities they chose into the smaller geographies that build these entities. For more information on Report by Geography, click **(what is this?)**.

Step	Action
	D. Click **next** to continue or **reset** to start over.
3. Selecting Variables	A. Select a Subject Category from the Select Variables menu. Subject Category will differ based on the data you are seeking. You can get documentation on the subject category by clicking the link to the right of the subject category options. *press "ctrl" key to make multiple selections* Subject Category: Population (POP), Detailed Category: POP-Population by sex, 1990* Males, number, 1990 Females, number, 1990 Detailed Category Description: Number of females and number of males Source: 1990 Census SF1 Click for more documentation on POP-Population by sex, 1990 B. Click **get data** to continue or **reset** to start over.
4. Using Data to: **A. Read Report** **B. Interactive Mapping** **C. Chart Data** **D. Download Data from Report** **E. Print Report**	A. Read Report 1. Scan the report to see if the data presented is what you need or if you need to reset the data. The total, major city, and county values are included at the bottom of the report for comparison purposes. **Social and Economic Indicators Report** **County: Cuyahoga** Subject Category: Education (EDU), Subject Subcategory: EDU-Educational attainment (persons aged 25+), 1990 County=Cuyahoga 	CDC Service Area	Persons with high school degree, percent, 1990
Clark-Metro	31.82
TOTAL	31.82
CLEVELAND CITY	31.41
COUNTY	30.92 | Suggested Citation: NEO CANDO system, Center on Urban Poverty and Social Change, MSASS, Case Western Reserve University (http://neocando.case.edu). Click here for information regarding data sources in NEO CANDO. B. Interactive Mapping 1. Select **Interactive Mapping** from the Social and Economic Data header bar. NEO CANDO Home	Property Data	Social and Economic Data	Quick Profiles Interactive Mapping	Chart	Download PDF	Download CSV **Social and Economic Indicators Report** **County: Cuyahoga** Subject Category: Education (EDU), Subject Subcategory: EDU-Educational attainment (persons aged 25+), 1990

Step	Action
	A redirection message may briefly appear, then the Interactive Mapping tool opens in a new window.
	2. Click **Documentation** in the Interactive Mapping header bar to access PDF instructions for the Interactive Mapping tool.
	You can print the document to become familiar with all of the interactive mapping options and for easy future reference.
	3. Click **Return to Results** to alternate between windows or close the Interactive Mapping window when finished.
	C. Chart Data
	1. Click **Chart** from the Social and Economic Data header bar.
	2. Select the following options from the Charting menu.
	• Chart Type
	• Chart Variables
	• Chart Style

Step	Action
	• Chart Filters
	• Chart Sort
	3. Click **Create Chart**.

The selected chart appears at the bottom of the screen.

4. To print and save the chart, click **Printer Friendly PDF** from the Social and Economic Data header bar at the top of the page.

A PDF of the chart will open in Adobe Acrobat Reader.

5. Click **Return to Results** to alternate between windows or close the Chart window when finished.

D. Download Report

Step	Action
	1. From the Social and Economic Data header bar, select **Download PDF** or **Download CSV** to open a PDF or Excel file to save. E. Print Report After downloading and formatting the report, print it using the appropriate application on your computer, the Print function in your web browser, or the mouse to select specific content.

Quick Profiles

ABOUT QUICK PROFILES

The Quick Profiles are intended to provide an overview of the demographic, social and economic characteristics for multiple geographies within each county in Northeast Ohio. The profiles are available for the block groups, census tracts and cities, villages and townships in each of the 17 counties in Northeast Ohio. These quick profiles can also be generated for locally defined geographies, such as Cleveland neighborhoods and wards. The data tables provided are:

- Population Composition

- Vital Statistics--Births

- Residential Mobility

- Economic Status

- Educational Attainment

- Housing

- Housing Investment

- Public Safety (Cuyahoga County only)

The indicators within each of the data tables are provided for two time periods, the earliest year with available data and the most current year with available data. For example, the indicators included in the Population Composition tables are census data and are currently available for 1990 and 2000 only, whereas the indicators in the Vital Statistics table are based on annual data and are currently available for 1990 and 2002. The most recent year of data will vary with the data source.

The basic steps involved in accessing quick profiles include:

1. Navigating to the Quick Profiles Homepage

2. Selecting Geographic Area

3. Using Quick Profiles to:

   A. Read Quick Profile
   B. Launch Trendline link
   C. Download Quick Profile
   D. Print Quick Profile

ACCESSING QUICK PROFILES

Step	Action
1. Navigating to the Quick Profiles Homepage	From the NEO CANDO homepage, click any of the following options to open the Quick Profiles homepage. • Click **Quick Profiles** in the header bar. • Click **Access Quick Profiles** in the Data Access menu. • Click **Access Quick Profiles** in the Quick profiles right-side menu. • Click the **Quick Profiles image** on the homepage only.
2. Selecting Geographic Area	A. Scroll to the Select Geographic Criteria menu then select a County, Geographic Level, and Geographic Entity. For more information on Geographic Criteria, click **(what is this?)**. B. Click **get profile** to continue or **reset** to start over.

Step	Action

3. Using Quick Profiles to:
 	
  A. Read Quick Profile
  B. Launch Trendline Link
  C. Download Quick Profile
  D. Print Quick Profile
	A. Read Quick Profile
	  1. Scan the Quick Profile to see if the data presented is what you need or if you might want to reset the data.
	  2. Use the data as indicated in the following steps.
	
	B. Launch Trend line Link
	  1. If available in the Indicator column, click **trend line**.
	
	    In the Quick Profiles, trend lines will be available for administrative data sources (crime, hmda, birth, etc). These trend lines are beaded on three year rolling averages to smooth out erratic data to give a better visualization of the data over a period of time.
	
	<img_placeholder>
	
	  2. Review the trend line data to see if you want to save or print it.
	
	    Note that values for County and major city will also appear in trend lines and on the quick profile for comparison.
	
	  3. To save, print, or e-mail the image put the cursor on the image and use the pop-up menu that appears, or select Download PDF from the header bar.

Quick Profile
Vital Statistics--Births
Cleveland Ward: 5

Indicator		5		Cleveland City		Cuyahoga County	
		1990	2002	1990	2002	1990	2002
Fertility rate*	trend line	120.7	62.4	88.0	59.9	69.5	59.4
Births to teenage mothers per 1,000 females aged 15-19	trend line	172.9	92.8	126.3	68.9	66.7	42.2
Percent of births to unmarried mothers	trend line	85.0	91.6	60.7	66.5	38.5	43.3
Percent of							

Step	Action

	4. Close the window to return to the Quick Profile report.
	
	D. Download Quick Profile
	   1. From the Quick Profile header bar, select **Download PDF** to open a PDF file to save.
	
	E. Print Quick Profile
	   1. After downloading and formatting the Quick Profile and formatting print it using the appropriate application on your computer.

Reference Maps and Geographic Information

ABOUT REFERENCE MAPS AND GEOGRAPHIC INFORMATION

This section of NEO CANDO allows you to:
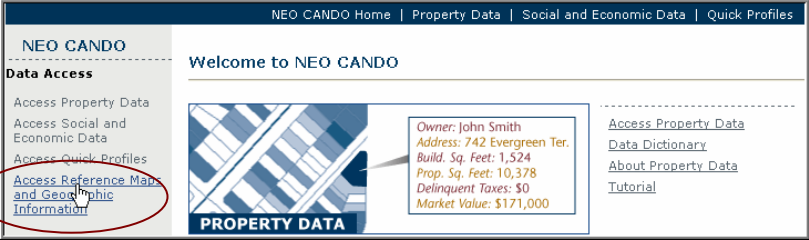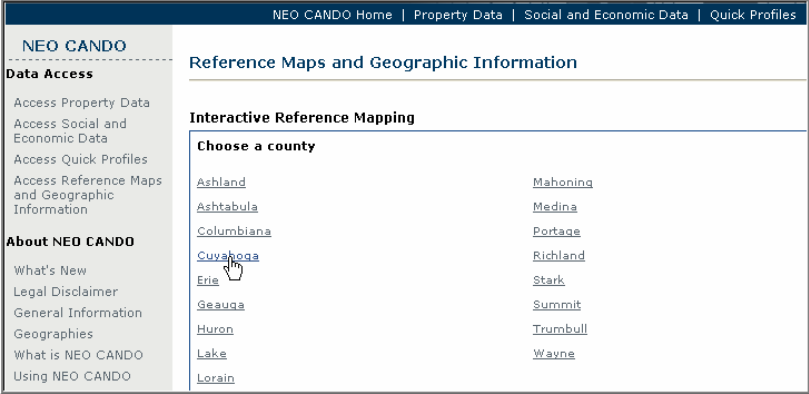
- Directly access the Interactive Reference Mapping feature

- Produce downloadable PDF maps by Statistical Planning Areas of Cleveland or of Northeast Ohio cities, villages, or townships showing census tract and neighborhood boundaries

- Download Excel spreadsheets relating the census block (STFID00) to other higher geographic levels.
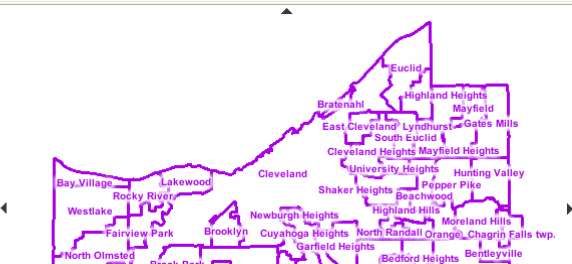
These maps and the information can be used to help you narrow your data search or understand how your data fits within the geography of Northeast Ohio.

The basic steps involved in accessing reference maps and geographic information include:
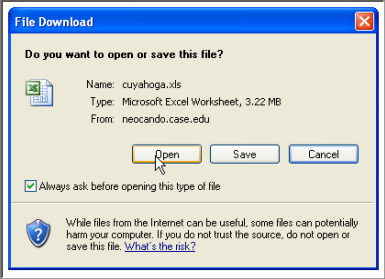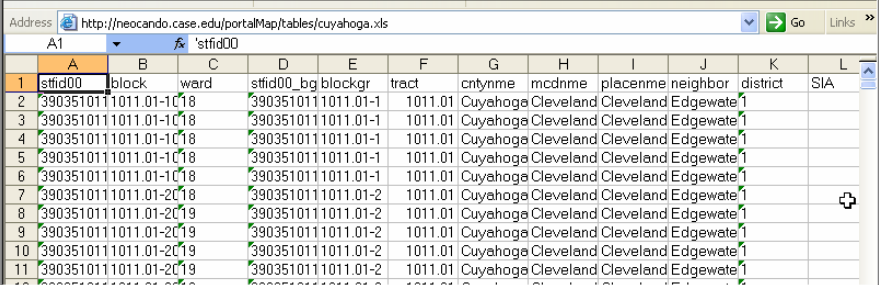
1. Navigating to the Reference Maps and Geographic Information Homepage

2. Accessing and Using Interactive Reference Mapping

3. Accessing and Using Geographic Reference Tables

4. Accessing and Using Static Reference Maps

ACCESSING REFERENCE MAPS AND GEOGRAPHIC INFORMATION

Step	Action
1. Navigating to Reference Maps and Geographic Information Homepage	From the NEO CANDO homepage, click **Access Reference Maps and Geographic Information** in the Data Access menu.
2. Accessing and Using Interactive Reference Mapping	A. Click **desired county** in the Interactive Reference Mapping menu. B. Click **Documentation** in the Interactive Mapping header bar to access PDF instructions on using the Interactive Mapping tool. You can print the document to become familiar with all of the interactive mapping options and for easy future reference. Features of the Interactive Mapping application include layering, panning, and zooming. You can use the Geographic Select/Zoom function for many purposes. For example, you might have a ward in mind, but don't know where it is. Use this tool to select the ward and map it. Then turn on main street for reference as to where the ward is.

Step	Action
	  C. Click **NEO CANDO Database** to alternate between windows or close the Interactive Mapping window when finished.
3. Accessing and Using Geographic Reference Tables	A. Scroll to the Geographic Reference Tables menu and click the desired county, CDC, or census tract to open an Excel spreadsheet.

Step	Action
	B. Click **Open** to open the file. You can save the document if desired after reviewing it. C. Review the spreadsheet, and then save the file for future use or to print using Excel procedures. D. Close the window to return to the Reference Maps and Geographic Information homepage.
4. Accessing and Using Static Reference Maps	A. Scroll to the Static Reference Maps menu then select a Cleveland City Statistical Panning Area (SPA), or a County and corresponding city, village, or township.

Step	Action
	  B. Click **get map** to open the PDF Static Reference Map. 　Static means that the map information cannot be manipulated. You can only view, save, or print the map. C. Review the map and use Adobe Acrobat Reader procedures to

Step	Action
	use, save, or print the map.

D. Close the window to return to the Reference Maps and Geographic Information homepage.

Appendices

CURRENT as of 9-22-06. Click **Data Dictionary** in Social and Economic Data for an up to date list.

FREQUENTLY ASKED QUESTIONS

Data

1. Where does the data from NEO CANDO come from?

    Data sources include:

    o   Census

    o   Crime data from the Cleveland Police Department

    o   Vital statistics from the Ohio Department of Health

    o   Property characteristics and sales information from the Cuyahoga County Auditor and Recorder

    o   Public assistance data from Cuyahoga County Employment and Family Services

    o   Juvenile delinquency data from the Cuyahoga County Juvenile Court

    o   Child maltreatment data from the Cuyahoga County Department of Children and Family Services

    o   Mortgage lending data (HMDA) from the FFIEC

    o   Enrollment and attendance from the Cleveland Municipal School District

    o   Additional data sources will be considered and added when available and/or based on recommendations of NEO CANDO users.

2. How often is the data updated?

    NEO CANDO data is updated whenever the data source is updated (monthly, quarterly, yearly, every ten years). You can check the data dictionaries for update cycles.

3. What can I do with the data from NEO CANDO?

    NEO CANDO data can be used to help you secure funding, better understand and access issues of concern in the Greater Cleveland community, and develop new programs or projects.

    For a more complete answer, contact the Center on Urban Poverty and Social Change and to register to attend NEO CANDO training.

4. Do I always have to filter data?

    No. When filtering options are available though, filtering will help you pinpoint specific data and allow you to get similar yet different sets of data/factors which you can compare and analyze.

5. Do I need permission to use the data, reports, and charts from NEO CANDO?

    No, but please review the Legal Disclaimer and Extended Use License on page ii of this Guide. Also, a proper citation is necessary when using NEO CANDO. Also, be aware of an End User Agreement coming in the near future that will ban the commercial resale of the data from NEO CANDO.

    Suggested Citation: NEO CANDO system, Center on Urban Poverty and Social Change, MSASS, Case Western Reserve University (http://neocando.case.edu).

Reports & Charting

1. Isn't there an easy way to print a simple report?

   Yes, see the Quick Profiles section of this Guide starting on page 31.

2. How do I make an interactive map?

   There are a lot of features and options available to the Interactive Reference Map application. It is suggested you download the PDF instruction for reference as described in the Accessing Reference Maps and Geographic Information section starting on page 36 of this Guide.

3. How do I chart data from the Social and Economic report?

   See Use Data in the Accessing Social and Economic section starting on page 24 for instructions.

Technical Support

1. Can I still use NEO CANDO if I have a slow internet connection?

   Yes, but be patient. A connection speed of 60 KB or higher is recommended. To test your internet connection speed, visit: http://us.mcafee.com/root/speedometer

2. What do I do if I can't get what I need from NEO CANDO?

   Use the contact information located at the bottom of each NEO CANDO page and on page 58 of this Guide.

3. What do I do if NEO CANDO isn't working or if I think the data is incorrect?

   Use the contact information located at the bottom of each NEO CANDO page and on page 58.

4. Why can't I open a report such as a delimited text file, DBF/DBASE file, or SAS dataset?

   Ensure you have the appropriate software installed on your computer to access these files as indicated below. You may also need to associate these files with specific applications.

   o Delimited Text Files are ASCII files that can be read into any text editor such as notepad. The data fields (columns) are separated by delimiters (;) so that the data may be read into any statistical package or Microsoft Excel.

   o DBF/DBASE files are database files that can easily be read into Microsoft Excel, Microsoft Access, statistical software or many GIS packages.

   o SAS dataset files are specifically formatted to be used in the SAS statistical package. *Excel files are limited to only 64,000 records. Large datasets will be truncated.

5. Do I need to install or download any software to use NEO CANDO?

   You do not need additional software to use NEO CANDO, but it is recommended that Microsoft Excel '98 or later and Adobe Acrobat Reader are installed to access all files, charts, and interactive mapping. For optimal performance, use Internet Explorer 6.0 or higher. NEO CANDO will work in other browsers, but not all mapping features will be available.

   Adobe Acrobat Reader is to download free by visiting: www.adobe.com.

6. Can I get more copies of this manual or the CD tutorial?

   Yes, please review the Extended Use License on page ii of this Guide.

GENERAL INFORMATION AND PRECAUTIONS

Most of the data in NEO CANDO is updated annually. The Census data is the exception. The Census of the Population occurs every ten years. Many of the data are available from 1990 to the most current year. However, this will vary by data source. Only census, vital statistics, and HMDA data are available for the 16 counties outside Cuyahoga County. The following information provides the user with general information and caveats regarding the data in NEO CANDO. It is recommended that the user read the data documentation for each of the data sources provided to understand how the indicator calculations,, the precautions, and the caveats about using the data; and how to appropriately cite the data from NEO CANDO.

Infrequent Event Problem

There are some events that occur infrequently (infant deaths, homicides) Use caution in using these numbers to calculate annual rates at the neighborhood or census tract level. The fluctuation from year to year could be an anomaly rather than a trend. In these cases, it is suggested that a three-year average, or even a five-year average, is used to calculate the rate. For example, the infant mortality rate is an example where the rate may be unreliable due to the small number of infant deaths. The following illustrates calculating a three year average:

Year	Infant deaths	Live births
1994	15	200
1995	6	205
1996	4	199
TOTAL	**25**	**604**

Three year average = 25/604*1000 = 41 infant deaths per 1000 live births (infant mortality rate)

In order to compare the data over time also calculate the three-year average for the years prior to 1994.

Rate Versus Count

Most data in NEO CANDO are reported in counts and rates. To determine which is more appropriate for your use, consider the following:

- A count would be used when you want to determine the magnitude of a problem/issue that needs to be addressed. For example, it would be important to know the actual number of births to first time mothers or teen mothers to determine the need for a nurse visitation program geared toward these new mothers.

- A rate would be used when comparing across geographic areas or over time periods. A rate measures the probability of an event occurring in a particular area during a particular time period. Using the above example, a rate might be used to determine the geographic areas that are more likely to have a higher rate of births to teens or first time mothers in order to target the nurse visitation program to areas of greater need.

- A percent is a rate per 100. Poverty rates are per 100 population. Poverty rate is the same as percent of poor. Rates per 1,000 are commonly used when reporting vital statistics related indicators. Rates per 100,000 are commonly used when reporting crime related statistics. The "per" number is called the multiplier. When calculating a rate you need three pieces of information, the numerator, the denominator, and the multiplier. For example, to calculate the poverty rate we need to know the number of persons living below poverty (numerator), the total number of persons for whom the poverty status is determined (denominator) and 100 (multiplier)).

  It will be clear in NEO CANDO what indicators are rates .– the multiplier (1,000 or 100,000) or the word "rate" is included in the indicator name.

Ratio

In NEO CANDO, there is one ratio, the adult/child ratio. The adult/child ratio divides the number of adults by the number of children to determine how many adults there are per child. If there are 100 adults and 50 children, then the ratio is two adults for every child (100 divided by 50 = 2).

Median

Medians are used to report income, rent, and housing value in NEO CANDO. The median represents the middle value in a distribution. The median divides the total frequency into two equal parts. Half of the distribution has a value above the median and half of the distribution has a value below the median.

When comparing indicators across geographic areas or time periods, it is important to consider structural, geographic, and economic variations that may contribute to the differences in the rate.

Population Counts Used In Denominators

Denominators in rates are usually, but not always, the residential population. Rates are also computed using other denominators, such as teenage female population when computing the teen birth rates. Census tracts, in general, have a low population. Use caution in interpreting rates at this geographic level. Three-year averages or aggregating tracts could be used to avoid the low population issue. This is particularly important when calculating rates based on specific population groups rather than on the entire population. Tracts with a population less than 100 are considered non-residential, and therefore the rates calculated using these tracts are considered unreliable.

The neighborhoods of Downtown and Industrial Valley are non-residential areas and rates calculated based on these areas should be viewed cautiously.

Population In Non-Census Years

The population of the census tract or neighborhood is used to calculate many of the rates within NEO CANDO. The Census of the Population occurs every ten years on the decade. Linear interpolation and extrapolation techniques are use to calculate the population between census years. The tract level population estimates cannot be released. However, the annual population estimates for the counties and places as a whole are available from the Census Bureau.

Geocoding

Much of the data the Center receives is at the address level. In order to determine what census tract the address is located in, the Center geocodes the data. Geocoding assigns latitude and longitude, 2000 census tracts, and other geographic identifiers, such as zip code and municipality, to valid addresses. Not all addresses can be geocoded. The main reason addresses do not geocode is that the address range does not exist. In these cases, the address cannot be assigned to a specific tract or neighborhood; therefore, they are put in the UNKNOWN category.

In order to assign the Statistical Planning Area (SPA), or neighborhood, to the census tracts in Cleveland, a correspondence file contains all of the census tracts and the neighborhood associated with each census tract. Each neighborhood in the City of Cleveland and each suburban municipality consist of a number of census tracts. The number of census tracts in each neighborhood/municipality varies depending on population size.

The 1990 data in NEO CANDO has been put into the 2000 census tract boundaries to allow for comparisons between the 1990 and 2000 Censuses. Some census tract boundaries and numbers change from Census year to Census year. In order to accurately compare the data over time, the data must be in the same geographic boundaries. For those census tracts that changed between the two Census years, GIS techniques are used to determine the proportion of the 1990 tract population that lived in the corresponding 2000 tract.

GEOGRAPHIC LEVELS

Data in NEO CANDO is available at several levels of aggregation including census geographies and locally defined geographies. Descriptions of each of the different aggregations are provided below. First, described are the census geographies included in NEO CANDO. Second, is the locally defined geographies.

All of the data in NEO CANDO is based on 2000 tract boundary definitions. Data received at the address level is geo-coded into the 2000 census geography. For the Census data, GIS techniques are used to convert 1990 census data into the 2000 census geography. Data should be in the same geographic boundaries to allow for accurate comparison over time. Census tract level data are available for the following 17 counties: Ashland, Ashtabula, Columbiana, Cuyahoga, Erie, Geauga, Huron, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, and Wayne.

Keep in mind that some census tracts have changed numbers, split, or changed physical boundaries over the decade. A tract that existed in 1990 may not exist in 2000. The tract number may have changed or the physical boundaries may have changed. In order to accurately compare data over time the data should be in the same geographic boundaries. To ensure an accurate comparison all of the data is converted into the same geographic boundaries. 2000 geography. However, other sites may have 1990 data in the 1990 geography. Counts based on 1990 geography will yield different counts than those based on 2000 geography. The user should not compare data in the 1990 geography to data in the 2000 geography.

Census Geographies

Census Block

Census blocks are the smallest census geography. Generally, a census block is a street block. Blocks are subdivisions of both census block groups and census tracts. Census blocks are bounded on all sides by visible features such as streets, roads, streams, railroad tracks, and invisible features such as city or county boundaries. There are 14,775 census blocks in Cuyahoga County. Census block numbers consist of 10 digits, for example 1011.00-1000.

Census Block Group

Census block groups are clusters of census blocks and have the same first four digits of a census tract. Census block groups do not cross census tracts but may cross other geographic boundaries. Block groups contain between 600 and 3000 people. There are 1261 block groups in Cuyahoga County. Census block groups consist of 7 digits, for example 1011.00-1.

Census Tract

Census tracts are small statistical subdivisions of a county. They usually have between 2,500 and 8,000 persons and are designed to be homogeneous in terms of population characteristics, economic status, and living conditions. There are 505 census tracts in Cuyahoga County and 225 in the City of Cleveland. Census tracts are identified by a four-digit number and may have a two-digit suffix, for example, 1011.01.

City, village and MCD (minor civil division)

This level of geography contains the data for the cities, villages, and townships in each of the 17 counties. The Census Bureau defines cities/villages/townships as places and/or county subdivisions/minor civil divisions (MCD). Minor civil divisions are generally townships and cities while places are either cities or villages. The place/MCD level has been split into cities, villages and townships in NEO CANDO. Particularly in more rural counties, townships consist of parts of different villages and/or cities.

County

This geographic level provides data for the County as a whole. There are 88 counties in Ohio. The map highlights the 17 counties for which there is data in NEO CANDO. The counties of Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, and Summit comprise the Cleveland-Akron Metropolitan Area.

Locally Defined Geographies

Neighborhood

Neighborhoods in NEO CANDO refer to both the Statistical Planning Areas (SPAs) and the suburban municipalities. This geographic level is ONLY available for Cuyahoga County in NEO CANDO. The SPAs are geographic areas that were defined by the City of Cleveland Planning Commission in conjunction with community organizations and residents. The SPAs are a combination of contiguous census tracts within the City. The SPAs were defined based on generally accepted neighborhood boundaries within each area and compatibility with census tract boundaries. There are 36 SPAs in the City of Cleveland. These SPAs are NOT census geography; therefore, the user is unable to extract data from the Census Bureau's web site based on these areas. The user must extract data by census tract and aggregate to the SPA level. The suburban municipalities of Cuyahoga County (i.e. Lakewood, East Cleveland) are census geography and can be extracted from the Census Bureau's web site. There are 58 suburban municipalities in Cuyahoga County.

Neighborhood by Census Tract

Neighborhood by census tract provides the user with a breakdown of data by census tract within the neighborhood (SPA) or municipality. All neighborhoods and municipalities consist of a number of census tracts. The number of census tracts will vary by neighborhood/municipality. To choose only the census tracts within the City of Cleveland, the user must use the census tract geographic level and choose all the tracts with tract numbers less than 1300.00. All tracts with numbers greater or equal to 1300.00 are within the suburban municipalities. The Neighborhood by Census Tract may be particularly useful for targeting program services to an area within a neighborhood that may benefit from the most.

There are some census tracts that cross municipality boundaries. These are accounted for in the counts. For example, tract 1939.00 crosses the city of Warrensville Heights and the city of Highland Hills. There is a population of 1,747 in tract 1939.00 (129 of that population resides in Warrensville Heights while the remaining 1,618 resides in Highland Hills). When choosing the neighborhood by census tract for Warrensville Heights, the user gets only the portion of the census tract population that resides in Warrensville Heights. Following is a complete list of the census tracts in Cuyahoga County that cross municipality boundaries.

2000 Census Tract	Neighborhood	Population
1342.03	Berea	2,379
	Olmsted Falls	11
1905.04	Olmsted Falls	513
	Olmsted Township	5,924
1939.00	Warrensville Heights	129
	Highland Heights	1,618

DCFS Geo-districts

Cuyahoga County is divided into nine geographic districts for the purpose of assigning Department of Children and Family Services (DCFS) staff to ongoing child welfare cases. Ongoing cases are cases that, following an investigation of child maltreatment report, included a determination that the family should receive some services while the children remain at home, or that the children should be placed in foster care. Under this system, a specific unit of DCFS staff is assigned to serve all the cases from each specific area. Geographic assignment of these cases helps the DCFS staff become more knowledgeable about the neighborhoods where they work and neighborhood residents benefit from getting to know the DCFS staff who serve their community. For the most part, the DCFS geographic districts are comprised of contiguous neighborhoods and suburban municipalities.

Cleveland Wards

Cleveland wards are the 21 political boundaries in the City of Cleveland updated in 2001. Each ward is represented by a council person.

Strategic Investment Initiative Areas

The Strategic Investment Initiative Areas, or SIIs, are smaller target areas within the boundaries of six specific neighborhoods where the local CDC has joined with Neighborhood Progress Inc. to leverage a broad array of resources and investments designed to stimulate real estate market recovery.

Buckeye-Fairwood Zone

Zones delineated in the Buckeye and Fairwood (Larchmere) Neighborhoods of Cleveland for a focused comprehensive planning effort jointly sponsored by Buckeye Area Development Corporation, Shaker Area Development Corporation, Neighborhood Progress, Inc. and the St. Luke's Foundation.

CDC Service Areas

The community development corporation (CDC) service areas are the geographic areas served by the CDC. These areas are comprised of census blocks.

Cleveland Planning Districts

There are six planning districts in the City of Cleveland. These six districts are comprised of groups of contiguous neighborhoods (spas). They do not follow the six police districts exactly.

SAMPLE REPORTS

Property Data

Figure 1: Unfiltered Property Data on parcel #017-02-033.

You can directly link to the Auditor or Recorder websites for more information.

Figure 2: Property Data from County Auditor Website on Parcel #017-02-033

Figure 3: Click Profile to generate a profile directly from property results.

Figure 4: The profile appears for the selected property data which can be saved as a PDF file.
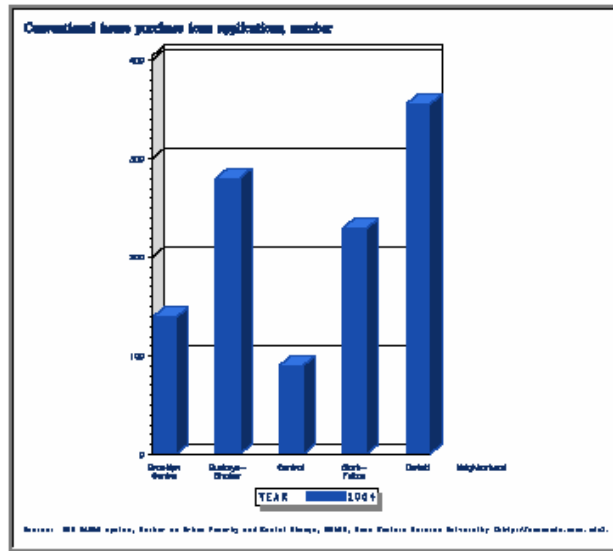
Social and Economic Data

Figure 5: Chart from Social & Economic Data

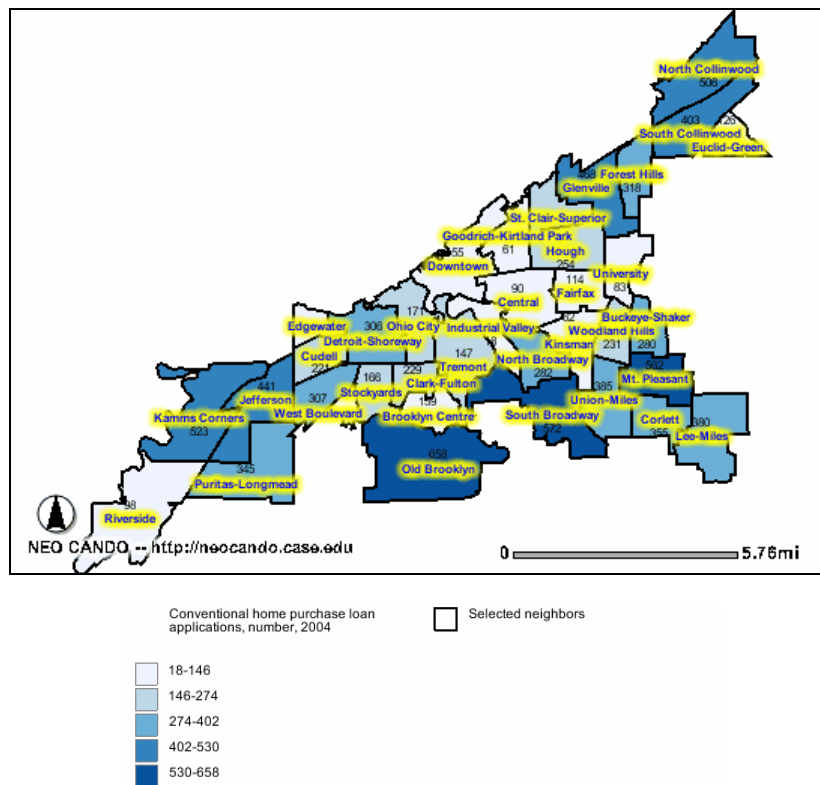Showing Mortgage Lending in 2004 for Cleveland Neighborhoods

Figure 6: Map of Same Information Above

Quick Profiles

Quick Profile *Population Composition* Neighborhood: Glenville	18:29 Wednesday, August 30, 2006 1

Indicator	Glenville		Cleveland City		Cuyahoga County	
	1990	2000	1990	2000	1990	2000
Resident population	25,904	23,559	505,647	478,403	1,412,140	1,393,978
Percent increase or decrease in the resident population	NA	-9.1	NA	-5.4	NA	-1.3
Percent white	1.6	1.6	49.5	43.2	72.6	68.7
Percent black	97.9	97.9	46.6	51.5	24.8	27.7
Percent Hispanic	0.5	0.6	4.6	7.3	2.2	3.4
Percent younger than 18 years of age	30.3	33.1	26.9	28.5	23.9	25.0
Percent 18 years of age and older	69.7	66.9	73.1	71.5	76.1	75.0
Percent 65 years of age and older	15.4	13.9	14.0	12.5	15.7	15.6
Ratio of adults to children	2.3	2.0	2.7	2.5	3.2	3.0
Number of families	6,251	5,657	122,952	111,998	370,083	354,615
Number of families with children < 18 years of age	2,981	2,793	60,877	58,482	165,364	165,812
Percent of families with children < 18 years of age, headed by a female	66.4	63.1	44.5	49.9	26.9	30.4

Figure 7: Quick Profile of Glenville Neighborhood, PDF page 1 of 8

Quick Profile *Population Composition* Cleveland Ward: 18	18:29 Wednesday, August 30, 2006 1

Indicator	18		Cleveland City		Cuyahoga County	
	1990	2000	1990	2000	1990	2000
Resident population	24,462	23,700	505,647	478,403	1,412,140	1,393,978
Percent increase or decrease in the resident population	NA	-3.1	NA	-5.4	NA	-1.3
Percent white	88.7	74.8	49.5	43.2	72.6	68.7
Percent black	3.9	12.9	46.6	51.5	24.8	27.7
Percent Hispanic	8.0	15.9	4.6	7.3	2.2	3.4
Percent younger than 18 years of age	26.1	27.5	26.9	28.5	23.9	25.0
Percent 18 years of age and older	73.9	72.5	73.1	71.5	76.1	75.0
Percent 65 years of age and older	11.2	9.1	14.0	12.5	15.7	15.6
Ratio of adults to children	2.8	2.6	2.7	2.5	3.2	3.0
Number of families	5,686	5,222	122,952	111,998	370,083	354,615
Number of families with children < 18 years of age	2,991	2,956	60,877	58,482	165,364	165,812
Percent of families with children < 18 years of age, headed by a female	27.4	38.0	44.5	49.9	26.9	30.4

Figure 8: Quick Profile of Ward 18, PDF page 1 of 8

Reference Maps and Geographic Information
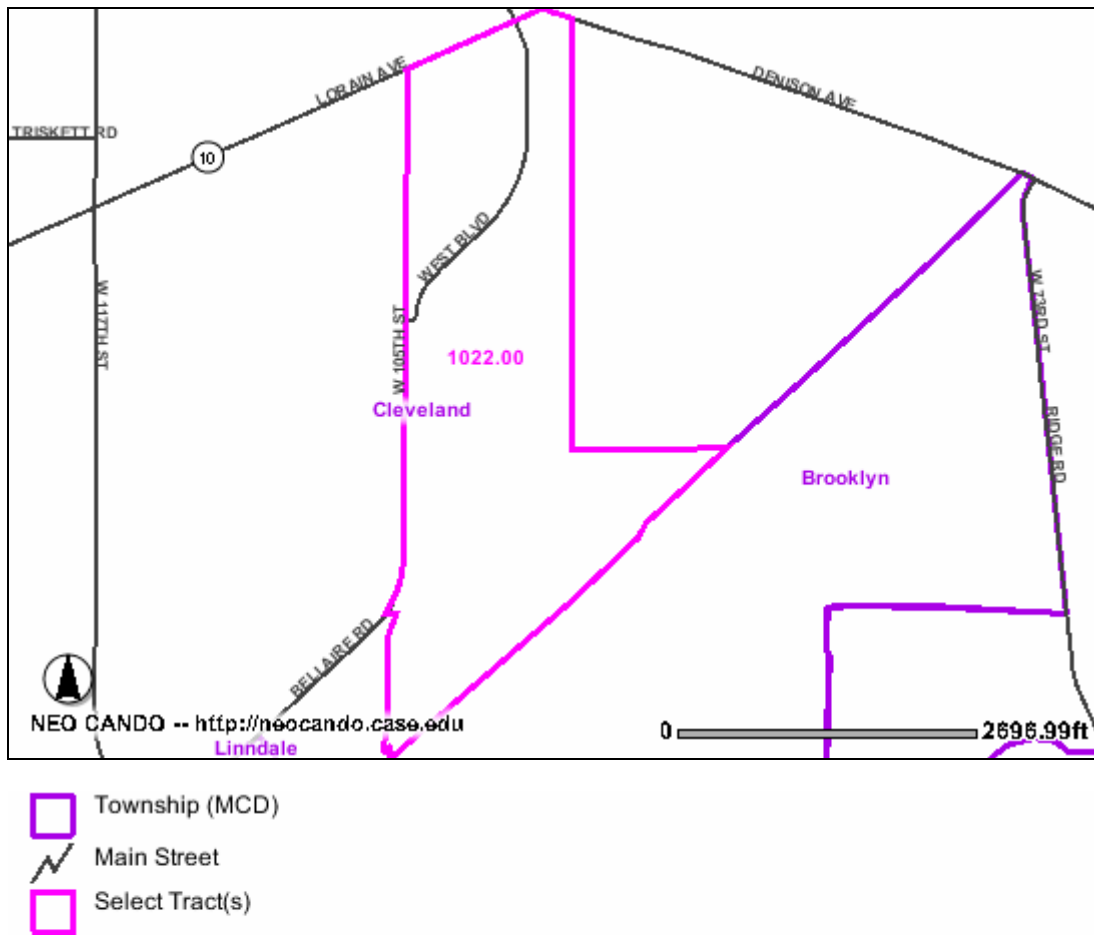
Interactive Reference Map

Figure 9: Census Tract 1022 With Main Street Layer

Geographic Reference Table

Figure 10: Excel File of Geographic Reference Table for Cuyahoga County

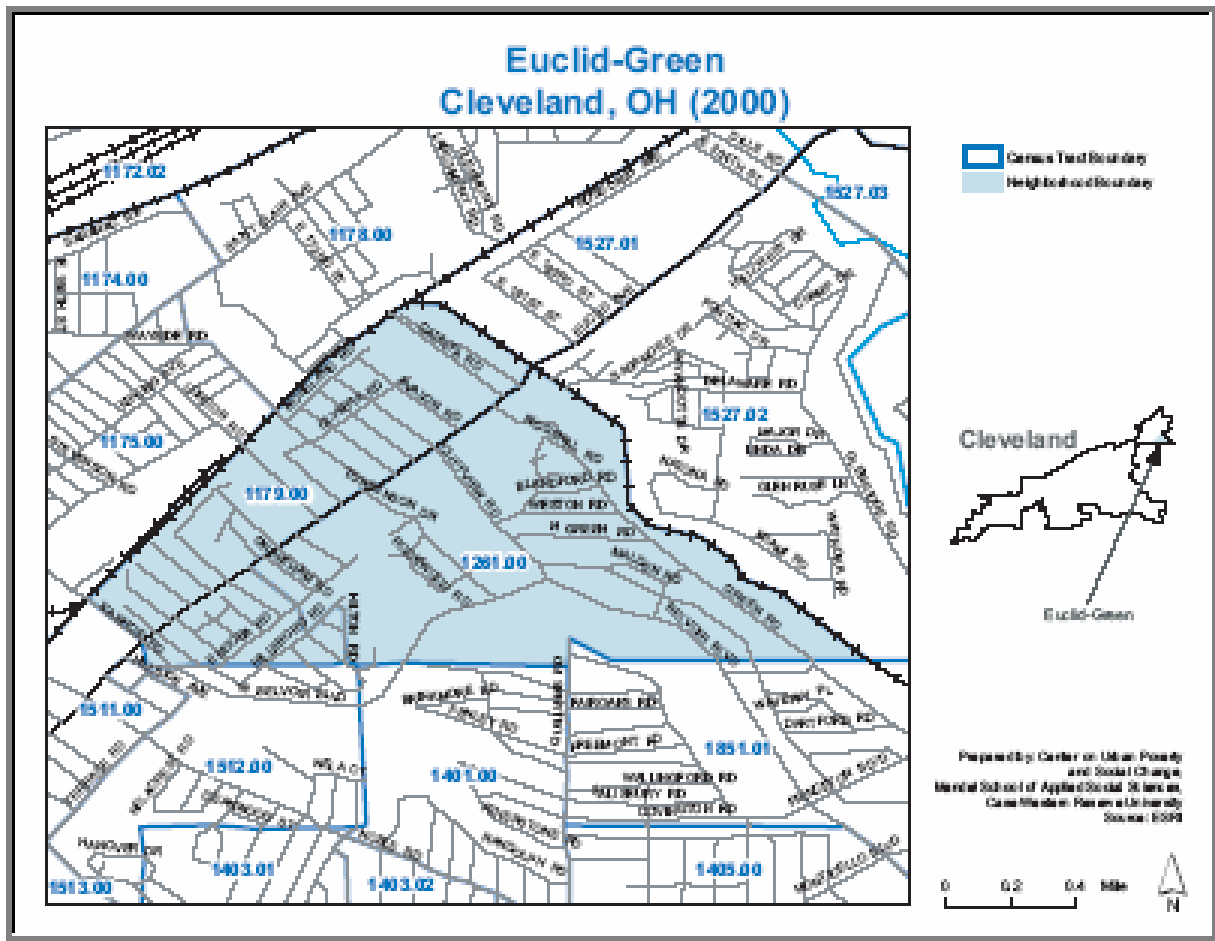**Static Reference Map**

Figure 11: Static Reference Map of Euclid-Green SPA Showing Tracts

DATA TYPES AND SOURCES

Current as of 9-22-06. Click **Data Dictionary** in Social and Economic Data for an up to date list.

- Population (POP) – Census Data

- Households and Families (FAM) – Census Data

- Poverty and Income (POV) – Census Data

- Public Assistance (PUB) – Cuyahoga County Employment and Family Services

- Employment and Transportation (EMP) – Census Data

- Education (EDU) - Census Data

- School Attendance (CMSD) – Cleveland Municipal School District

- Residential Mobility (MOB) – Census Data

- Housing – Census (HOU) – Census Data

- Property – Auditor (PROP) – Census Data

- Mortgage Lending (HMDA) – FFIEC

- Vital Statistics (VIT) – Ohio Department of Health

- Crime – Cleveland Police (CPD) – Cleveland Police Department

- Juvenile Delinquency (JUV) – Cuyahoga County Juvenile Court

- Child Maltreatment (MAL) – Cuyahoga Department of Children and Family Services

PARTNERS

- The Cleveland Foundation

- Enterprise Community Partners

- The George Gund Foundation

- National Neighborhood Indicators Partnership

- Neighborhood Progress, Inc.

- Center for Housing Research and Policy at Cleveland State University

- Cuyahoga County

- City of Cleveland

- Northeast Ohio First Suburbs Consortium

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