

Instructions for Creating a Service Area Map & Data Table in the UDS Mapper

1. Go to www.udsmapper.org
2. Click “register for free access” to register for a username and password, or enter your login info if you have already registered
3. Choose a geographic area of focus:
 - a. In the search tool within the Welcome box, type in a ZIP Code, ZIP Code Tabulation Area (ZCTA)*, County, State, or the name of a Health Center Program grantee
 - 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
 - d. If you need to change your geography, repeat this process but use the search tool within the Explore Service Area toolbox on the right side of your screen
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 by selecting “None” in the “Main” tab of the Map Elements toolbox
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 toolbox, 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 Help 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 ZCTA is listed in the large white box in Explore Service Area toolbox. Selected ZCTAs should also appear outlined and dotted in black on the map.
7. Clearly outline the service area:
 - a. Open the Drawing Tools by clicking on the pencil & rulers icon (above the map to the right)
 - 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, click “Erase” in the Drawing Tools box and then click 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.

www.census.gov/geo/reference/gtc/gtc_zcta.html

8. Click on the “Optional” tab in the Map Elements toolbox and check these boxes:
 - a. HCP Grantee Service Access Points
 - b. HCP Grantee Locations
 - c. HCP Look-Alikes
 - d. Rural Health Clinics
 - e. NHSC Sites
 - f. Hospitals
 - g. Facility and Point HPSAs
 - h. Medically Underserved Areas/Populations
 - i. State Boundaries (default)
 - j. County Labels (default)
 - k. County Boundaries (default)
 - l. ZCTA Labels (default)

9. Add other relevant providers in the area that are not already shown on the map:
 - a. Click “Select by Address” in the Explore Service Area toolbox
 - b. Enter the address of the known provider
 - c. Click “Look Up”
 - d. Select the correct address from the drop-down results
 - e. Click “Show Marker”
 - f. Open the Drawing Tools (pencil and rulers icon, above the map on the right side)
 - g. Click “Point”
 - h. Choose a color that is different than the colors already used for providers on the map
 - i. Draw a point on the map where the pushpin enters the map
 - j. Click “Label”
 - k. 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.
 - l. Repeat this process for each provider not already shown on the map

10. Add any proposed sites using the same process as in Step 9 (above). Clearly label each site.

11. 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)

12. To save your map and the data for the selected service area, click on the red and white PDF icon in the upper right corner above the map
 - a. Type a title for your map. This title will appear at the top of the PDF.
 - b. Select “Full Report” to save the map together with a data table for the selected ZCTAs
 - c. Click “Export”
 - d. **Important:** Save your file with a .pdf extension at the end of the name you give the file