

My Neighborhood Statistics User Guide

1. Navigate to a STREET ADDRESS:

To begin, enter a street address for an area of interest. Once the street address is entered, select the appropriate borough and then click "Map It!" to proceed to the interactive tool and view statistics for the Community Board, Police Precinct, and School Region of the street address entered.

Note:

- Community Board data includes data for all 59 New York City Community Board Districts.
- Police Precinct data includes data for all 76 New York City Police Precincts.
- School Region data includes data for all 10 School Regions, but do not include Special Education Programs (Region 75) and Alternative High Schools and Programs (Region 79).

2. Navigate to a STREET INTERSECTION:

As an alternative to using a street address, a street intersection can be entered for an area of interest. Once the street intersection is entered, select the appropriate borough and then click "Map It!" to proceed to the interactive tool and view statistics for the Community Board, Police Precinct, and School Region of the intersection entered.

3. Tab Navigation and Agency Groups

The organization of the performance measurements reflected in My Neighborhood Statistics has been tailored to help users find information easily and quickly. The statistics have been grouped into seven tabs --- 311 statistics, four agency groups, all statistics available, and a search tab. These tabs are located below the map on the screen.

311 Statistics: Includes statistics for select services requested through the 311 Customer Service Center, as well as a link to 311 reports related to Local Law 47

Agency Groups: Statistics are also reported by subject matter in agency group tabs. These tabs and the agencies associated with each are summarized in the table on page two of this guide.

ALL: The "ALL" tab has the full complement of statistics that can be mapped for a requested location and lists them in order of appearance on all other tabs.

Search: The "Search" tab allows users to customize their exploration of My Neighborhood Statistics for a specified location (see Keyword Search Capability and Customized Report section).

My Neighborhood Statistics User Guide

AGENCY GROUPS	
<p>Health, Education and Human Services</p> <ul style="list-style-type: none"> • Department of Health and Mental Hygiene • Department of Education • Human Resources Administration • Administration for Children’s Services 	<p>Infrastructure, Administrative and Community Services</p> <ul style="list-style-type: none"> • Department of Environmental Protection • Department of Transportation • Department of Buildings • Department of Housing Preservation and Development • Department of Sanitation • Department of Parks and Recreation • Landmarks Preservation Commission
<p>Public Safety and Legal Affairs</p> <ul style="list-style-type: none"> • New York City Police Department • Fire Department 	<p>Business and Cultural Affairs</p> <ul style="list-style-type: none"> • Department of Consumer Affairs

4. Keyword Search Capability and Customized Report

Users can select the “Search” tab to locate the universe of statistics related to one or more keywords. Search results may be printed or exported for future reference (see Data Exports section).

5. My Neighborhood Statistics Data Availability

Monthly Reporting

Activity data for select services received by the 311 Customer Service Center is provided monthly for each month of the current fiscal year (July through June) and a “community board year-to-date” (YTD) and “% of City Total” are provided to add further context. YTD is calculated by adding the number of requests for service in the selected community board for each month. % of City Total is calculated by dividing the number of requests for service in the selected community board by the total number of requests received across the City for that particular service.

- *311 Historical Data:* Selecting the ‘View 311 Historical Data’ link will open another window with all previously reported 311 data for the returned community board.
- *311 Local Law 47 Reports:* Selecting ‘View all 311 Community Board Data’ link will send users to those 311 reports on the Department of Information Technology and Telecommunication’s website.

Annual Reporting

Neighborhood performance data has been provided for the current and prior four reporting years, where possible. This enables viewers to see whether their community has

My Neighborhood Statistics User Guide

improved or deteriorated over time. Citywide statistics for the current year are also provided to add further context.

Reporting period may vary by statistic. These periods are calendar year (CY), fiscal year (FY), and school year (SY).

An N/A in any column signifies that data was not available as of the last data update.

6. Citywide Maps

Clicking on the “PDF” graphic in the “Map” column located to the right of each statistic name in the reporting table will link a user to the appropriate citywide map for the location entered. These maps allow for easy comparisons of highs and lows in different neighborhoods.

For ease of reference and comparison purposes, the area boundary lines of the location entered have been outlined in red on each map, and the neighborhood statistic and citywide statistic for the current reporting period appear under the map legend.

Note that you will have to use your web browser’s back button to return to the application.

7. Citywide Table

Clicking on the PDF graphic in the “Table” column will link a user to the appropriate citywide table, showing figures for every Community Board, Precinct, or School Region.

8. Indicator Definitions

The “Definitions Guide” graphic button beneath the reporting table gives direct access to all My Neighborhood Statistics definitions. In addition, the user may click on the name of a particular statistic in the reporting table and link to its definition.

Within the Definitions Guide, under “Source,” users are given the name of the agency, department or office that is responsible for providing the data. By clicking on a highlighted and underlined name, users will be linked directly to the organization where the data originated.

Note that you will have to close the indicator definition window to return to the application.

9. Data Exports

By clicking on the “Export This Data” graphic button located below the reporting table on the screen, users have the ability to save specific tab data to their computer for a selected location. Alternatively, the “Export All Data” graphic button saves the entire My Neighborhood Statistics database.

My Neighborhood Statistics User Guide

In both cases, the application exports the data into a file that allows users to view, print or manipulate the file in a number of commonly used spreadsheet applications, providing off-line access to the data.

If you have difficulty saving the export file with the file name automatically assigned, save with a new file name.

See “Attachment A: Explanation of Data Exports” at the end of this document for an explanation of the exported file’s format.

10. Refreshing Statistics:

Using the tools section of the screen, you can access statistics for a different neighborhood. Select the “Refresh Statistics” button and then click on another area of the map (Community Board, Police Precinct, or School Region) to display that neighborhood’s statistics.

11. Zoom In/Zoom Out:

If you select the “Zoom In” button and then click on an area on the map, you will zoom in to that area. You are able to view street names and intersections.

If you select the “Zoom Out” button and then click on the map, you will zoom out to a broader view of the map area.

12. Redrawing the Interactive Map:

This is the area of the screen where you can choose to view map boundaries for Community Boards or Police Precincts. Unless otherwise specified, the default boundary is the Community Board. If you select the “Police Precincts” button, the map will refresh itself with the appropriate boundaries.

Note that the statistics do not change since the “You are Here” location has not changed.

13. New Location Search:

Click on “New Location Search” to be brought back to the “Welcome!” screen to enter another location.

14. Printer-Friendly Report:

Click on “Printer-Friendly Report”, and then click on the web browser’s print function to print the address, map, statistics and notes.

15. User Guide:

Click on “User Guide” to view the instructions for using My Neighborhood Statistics.

Note that you will have to use your web browser’s back button to return to the

My Neighborhood Statistics User Guide

application.

16. My Neighborhood:

Click on “My Neighborhood” to go to the City of New York’s My Neighborhood application. The "My Neighborhood" mapping tool provides users with quick and easy access to key information about city services and facilities by neighborhood. When in “My Neighborhood,” click on the “Neighborhood Statistics” tab to return to the My Neighborhood Statistics application.

17. Community Health Profiles

Click on “See Your Community Health Profile” to open a second screen with the Department of Health and Mental Hygiene’s latest Community Health Profile for your neighborhood. Close this report to return to the My Neighborhood Statistics application.

18. Panning

By clicking on the border/frame of the map you can pan in the direction as noted on that area of the frame. This will bring you to other areas of the map where you can apply the functions described above without beginning a new search from the “Welcome!” screen.

Attachment A
Explanation of Data Exports

My Neighborhood Statistics
User Guide

311 Data Export Format (311 table will appear at top of Export ALL results)

CELL VALUES	DISPLAY_TEXT	ADMINCODE	ADMINNUM	REPORT_PD	YTD	AUG_04	JUL_04	% of CITY TOTAL
	Statistic Name	Abbreviation for administrative boundaries used to aggregate statistics.	The unique identifier for an administrative boundary.	Annual reporting period for which data is collected.	Community Board Fiscal Year-to-Date data	Data for the month and year above.	Data for the month and year above.	Percent of all citywide requests of this type

Agency Grouping Data Export Format (Agency Grouping table will appear at bottom of Export ALL results)

CELL VALUES	DISPLAY_TEXT	ADMINCODE	ADMINNUM	REPORT_PD	STATISTIC_05	STATISTIC_04	STATISTIC_03	STATISTIC_02	STATISTIC_01	CITYWIDE
	Statistic Name	Abbreviation for administrative boundaries used to aggregate statistics.	The unique identifier for an administrative boundary.	Annual reporting period for which data is collected.	For future use	Data for the specific reporting period below.	Data for the specific reporting period below.	Data for the specific reporting period below.	Data for the specific reporting period below.	Citywide data for the latest reporting period.
	CB = Community Board	3-digit number (1 st digit is the borough identifier; 2 nd and 3 rd digits are Community Board identifier.) Manhattan 101-112 Bronx 201-212 Brooklyn 301-318 Queens 401-414 Staten Island 501-503	Fiscal (July-June) -or- Calendar (January-December)	For future use For future use	2004 2003	2003 2002	2002 2001	2001 2000		
	PP = Police Precinct	1-123	Fiscal (July-June)	For future use	2004	2003	2002	2001		
	SR = School Region	1-10	School (September-June)	For future use	2003-2004	2002-2003	2001-2002	2000-2001		