

## **Quick Guide to Saving and Using Results**

## STEP 1: GO TO <a href="http://childhealthdata.org">http://childhealthdata.org</a>

STEP 2: Click on "Sign In to Access Your Briefcase" on the upper right hand corner to create an account. Create New Profile by filling in all the necessary information.

**STEP 3:** Once you sign in, there will be additional "**Save to Briefcase**" tool in the **Data Tools** box on the left column of each page. You can save any page data query results, state data snapshots, and content pages in this folder for future reference.

**STEP 4:** To view your briefcase, click on "Access Your Briefcase" on the upper right hand corner of the website. Here you can organize your briefcase items, and reference them each time you visit the Data Resource Center.

\*Please Note: You will need to be logged into your account to save items into your briefcase. The "Save to Briefcase" data tool will not be available if you



## **INSERT & REFERENCE**

are not logged into your account.

You can also **insert** data query tables and charts into other documents by directly copying and pasting (by right clicking on any chart) from the website. To reference your results, copy and paste the **suggested citation form** located under each data query table or chart:

Suggested citation format: National Survey of Children with Special Health Care Needs. NS-CSHCN 2009/10. Data query from the Child and Adolescent Health Measurement Initiative, Data Resource Center for Child and Adolescent Health website. Retrieved [mm/dd/yy] from www.childhealthdata.org.

## **ADDITIONAL DATA TOOLS**

