

## FACT FINDER AFHMP KEYSTROKES:

1. Log onto the Fact Finder website that can be found by typing <http://factfinder2.census.gov> in your address bar.
2. Select “Advanced Search” in top Blue Menu Bar.
3. Select “Geographies” on the left, then select the “Address” tab. Enter the address of the site you are working with and Click GO.
  - a. It will populate a data set table: the census tract (block), County, and Metro area for the selected address.
4. Under Geography Name, locate (Census Tract \_\_\_\_\_, County searched for, State), make sure the # on the AFHMP is the Census Tract that appears on the list. Click on the Census Tract. It will populate in a box to the left of the screen that states “Your Selections”. You will do the same for County and Metro area...or any other area that is listed on the AFHMP (section 1e.). Once all your selections have been made in the geographies box and are now populated in the “Your Selection” box, Exit out of the Geography box (Close X upper right corner).
5. Under Search Results blue bar, are two search boxes next to “Refine your search results”. In the box labeled “topic or table name”, type in “DP-1” and hit “go”.
6. Locate Dataset “2010 SF1 100% Data” in right column. Select the hyperlink to the left, (under Table, File or Document Title) “Profile of General Population and Housing Characteristics 2010”.
7. The Table View will appear. “Geography” drop down menu displays the selections made in Step 4 to choose which location you want to work with. (Repeat steps 8-12 for each Geography type being used if more than one)

### Extract the data for Worksheet 1:

8. Locate data to use on AFHMP Worksheet 1 for Races and Families:
  - a. Scroll down to Subject “Race”. Here you will find the different percentage information based on the various races you need to complete Worksheet 1 of the AFHMP.
  - b. Scroll down while in this data set table to “Households by Type” and subcategory “With own children under 18 yrs”.

- c. Print these data set tables for each of the areas chosen on pg 1 of the AFHMP (section 1e.).
9. At the top of the page, click the box that states " Back to Advanced Search" to next locate the disability percentage data. Go to the "Your Selections" box on the left of the screen and "X" out DP-1 selection ONLY. Do not "X" out of the geographic locations.
10. On the right you will see the Search results table. In "Refine your search results/topic" type in DP-2 and click Go, Locate and select DP-2 Profile of Selected Social Characteristics 2000 SF3 Sample Data.

If results were not found using DP-2 in the "Refine your search/topic" you will then need to enter DP02 and click GO. Once there select the CAPS version: "SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES". Click the link for the most recent ACS 5-year estimates i.e., 2017.

11. To locate data to use on AFHMP Worksheet 1 for Persons with Disabilities:
  - a. Scroll down to Subject: "Disability Status of Civilian Noninstitutionalized population" This data set table will give you the percentage information needed to complete Worksheet 1.
    - i. Family sites: use the 21-64 age group.
    - ii. Elderly sites: use the 65+ age group.