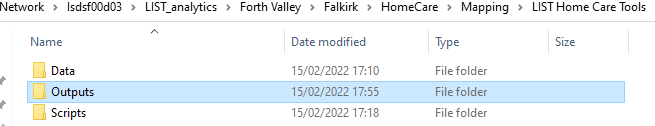
# Falkirk Home Care Maps Documentation

Below are the details on the process of running the data (mainly what you need to be aware of in terms of data processing as opposed to how the RMD is created etc). A test file and template folder structure have been created (see below) with the files used to run this process and can be edited for other HSCP areas.

Folder structure is as below:

1. Data files added to the data folder when ready to update
2. Outputs folder will have the RMD HTML output when the full script has run
3. Scripts – contains the two .R scripts below and the .RMD markdown file



\*Note – scripts written to run on R Server

Please set working directory at start if running through “HC Outstanding Map Process”. Not required if running “Run outstanding script.R” which runs RMD in full.

\*\* Lines 75-78 in the RMD file need updated to your folder structure.

\*\*\* Lines 388 – 566 in the “HC Outstanding Map Process” file are for all the tables on the last tab of the flex-dashboard. You will need to update these accordingly to run the RMD file depending on the data that you are using to create the dashboard.

## Steps (for Falkirk Process, may need adjusted for your area)

1. Receive the data and password from Calum (usually through Globalscape)
   1. For existing packages, you will receive both internal and external POCs
2. Save the data in the following folder and remove the password protection (File > Protect Workbook > Encrypt with Password > Delete Password > OK):
   1. Outstanding Packages - [\\stats\LIST\_analytics\Forth Valley\Falkirk\HomeCare\Mapping\Ruben 2021\Data](file:///\\\\stats\\LIST_analytics\\Forth%20Valley\\Falkirk\\HomeCare\\Mapping\\Ruben%202021\\Data)
   2. Existing Packages - [\\stats\LIST\_analytics\Forth Valley\Falkirk\HomeCare\Mapping\Ruben 2021\Existing Packages\Data](file:///\\stats\LIST_analytics\Forth%20Valley\Falkirk\HomeCare\Mapping\Ruben%202021\Existing%20Packages\Data)
3. Update the file paths to read in data
   1. Outstanding – in the script “Run Outstanding Script”, change the run\_date entry to the new date on the excel file name
   2. Existing – update both Internal and external file paths in the script “Existing POC Mapping Set up v2” – there’s no dynamic input for existing packages. Lines 40-43 of the script
4. Manual work is sometimes required at this point to fix postcodes, although the script can process a fair amount of entry errors in spacing or capitalising. You can check which postcodes have not been matched to long/lat data by opening the object “na\_pc” in both scripts.
   1. If you have address but no postcode, this can be found through google maps
   2. If a postcode cannot be matched to the lookup, again, try using the address to work out the right postcode.
   3. If there is an **obvious** typing error, this can be manually fixed
   4. If there is no address or postcode, there is nothing you can do. These do not need to be sought from the partnership and are very rare.
5. Once you are happy with the postcodes, you can run the script and RMD in full. Keep an eye on the console, as there are some in built checks that will print if there are any issues.
   1. Outstanding – just use the “Run Outstanding Script” to run both files
   2. Existing – just use the “HC Existing POC Map RMD Oct21 v2”
6. Checks that I do:
   1. Manually check a couple of the postcodes – is the long/lat looking correct against google maps?
   2. Is the search bar working? Can you zoom in and out? Does the map start over Falkirk?
   3. Check the text – does anything need updating or changed? Are there any additional caveats about data quality?
   4. Check the pop-ups – do they look fine? Do the details match the data?
   5. Test the filters – are they working on both the map and datatable? (Outstanding)
   6. Data table – are the right variables displaying? (The wrong ones do not have updated labels to be in pretty format, rather than coding format ~ column\_bad, Column Good for eg) (Outstanding)
   7. Summary tables – just a quick sense check (Outstanding)
   8. Check all the layers and some random pins on the map – is it the right provider? (Existing)
   9. Compare the provider table to the previous map – do the figures look similar for number of packages and locality? (Existing)