**Cheat Sheet: Review of BRFSS Descriptive Analytic Process**

1. Operationalizing Analysis
   1. Build data dictionary to document decisions
   2. Develop web of causation and select confounders
   3. Include confounding variables in data dictionary
   4. Define calculated variables and categorical variable levels in data dictionary
2. Developing Analytic Dataset
   1. Read in correct data files
   2. Apply exclusions and keep documentation
   3. Generate calculated variables as planned in data dictionary
   4. Check generated variables and finalize analytic dataset
3. Conduct Descriptive Analysis
   1. Prepare for analysis by checking outcome distributions
   2. Prepare Table 1 shell
   3. Do univariate analyses (overall frequencies, means, and standard deviations)
   4. Do bivariate analyses (frequencies, means, and standard deviations by levels of the confounding variables)
   5. BONUS – add bivariate tests (chi-square/Fisher’s, ANOVA, t-tests)
4. Wrap-up
   1. Complete and finalize meta-data
   2. Prepare to present results to appropriate forum