

# Using the State Fact Sheet Templates

Revised February 2006

**Template 1 – Fact Sheet with Bullets** and **Template 2 – Fact Sheet with Graphs and Bullets**, projects of the Arthritis Council Policy and Legislation Work Group, are provided for states' ease and effectiveness in presenting data, arthritis and program information. States may choose to use one or both fact sheets. Use of one fact sheet over the other will vary based on the style preferred and/or the audience.

The work group would like to thank the states who provided fact sheets for consideration. Special thanks go to Minnesota and Kansas whose fact sheets were modified and are provided to the states.

Please consult your agency's document reviewer and/or your program epidemiologist if there are questions about data presentation or writing/numbering style.

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### Special Notes:

- **Red** text on the template indicates insert point for state/data.
- Template 1 *only* - There is no automatic change in the footnote number when the original bullet is altered.
- Insert your state grant/cooperative agreement number in the boxed disclaimer.
- Bullets are included at the discretion of the state and can be deleted or changed. For example, you may choose to delete the Lyme disease bullet in Template 1 - Risk Factors for Arthritis, Side 1. Template 1 has national race/ethnic data which could be deleted and replaced with other data. Or you may choose to delete or add programs listed in the Proven Interventions, Self-Management bullet on Page 3 of Template 2. Also, Template 2 contains income data. Although income does not come as a standard BRFSS table, it can be used if your state is comfortable with doing their own analysis of the data. Please keep in mind that an income level indicates different standards of living depending on where you are in the country.

Remember to delete/change the citation and renumber the reference/footnote section if necessary.

- Template 2 *only* – Fact Sheet with Graphs and Bullets: When you click on the graph, it opens up to a PowerPoint worksheet. Changing the data in the graph is a two-step procedure. 1) Enter your state's information to adjust the graph and 2) Enter the graph and block the percentage to place your state's percentage. When you've completed these steps, you may then have to readjust the layout of the graph since it is in a text box.
- Rebranded names of Arthritis Foundation programs are included in the templates with the *former* names in parentheses.
- These fact sheets can be marketed by partners and on the state program web site. Slight alterations may be necessary for the distributor/audience.
- Remember to update your state's fact sheet(s) as needed or when new data are published.