


Most frequently asked question

Inserting charts into Word

1. Insert a TABLE . . .

- On the pull-down menu, select TABLE | Insert | “Table”

Word document

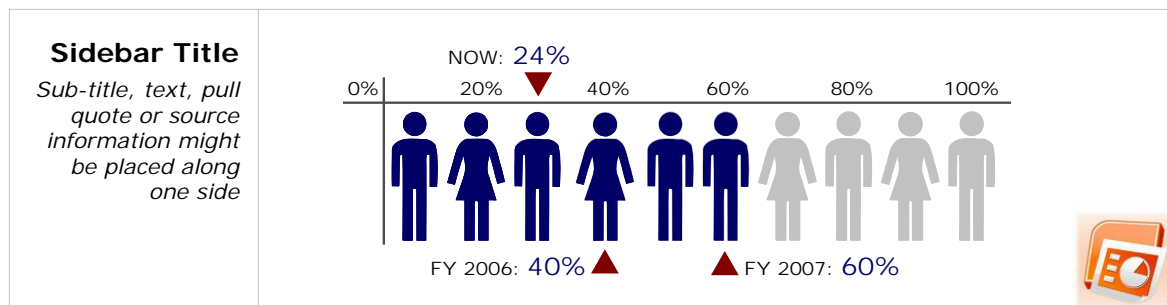


A one-by-one table <i>Accommodates a full-width chart</i>	
A two-column table <i>Accommodates a chart adjacent to text or two side-by-side charts</i>	

- Remove all borders for a simple, clean appearance: FORMAT | Borders and Shading | “None”

2. Into the TABLE, insert an “OBJECT”

- Your cursor will be inside the table cell intended to hold the chart: INSERT | Object | Create from File | “Browse” (to your chart location) | “Insert”
- **IMPORTANT:** Click the “Link to file” box here if you want a “live link” to your source file – the chart will automatically update with the **F9 key** or when you reopen your document



3. Note: The option to crop your chart once it is in Word has been eliminated

- Your chart will need to be proportionally sized to fit before you bring it into Word . . .
- Pre-adjust the dimensions under **DESIGN Page Setup**

4. Write associated text above, below, or to the side of the chart

- Follow all of your usual steps in Word and you’re done!

Your printed publication

EXAMPLE:

A page from a final publication

More than 1 in 5 of all children and youth on Medicaid have behavioral health needs identified from administrative data

Four mutually exclusive behavioral health categories were constructed from diagnostic and service records. Of all the children and youth on Medicaid during SFY 2011, more than 1 in 5 (22 percent) (127,559 out of 571,930) have behavioral health needs identified in service records.

- Mental health only (19 percent).** In the current or past SFY, 19 percent of children and youth on Medicaid had mental health medications and/or services recorded in administrative data AND no indication of a substance abuse need.
- Substance abuse only (1 percent).** In the current or past SFY, one percent had any substance-related diagnosis, service, or arrest recorded in administrative data AND no indication of mental health need.
- Co-occurring disorder (2 percent).** Two percent of children and youth on Medicaid had both a mental health and substance abuse need identified during the same 2-year period.
- No known behavioral health need (78 percent).** No behavioral health needs were identified for 78 percent of children and youth on Medicaid, meaning criteria for the above three categories have not been met.

More than 1 in 5 children and youth on Medicaid have behavioral health needs
Total Age 5-20 = 571,930 • SFY 2011

The majority of children and youth with behavioral health needs have Family Medical or other (non-disabled) Medicaid coverage

Although a large proportion of those in foster care (76 percent) and with medical coverage related to documented disabilities (57 percent) have behavioral health needs, the raw number of those in the other two Medicaid categories with behavioral health needs is striking. For example 34,351 of children and youth in the mental illness only category had family medical coverage, and 56,918 had other Medicaid (non-disabled) coverage. The majority of children and youth with any behavioral health needs have Family Medical or other (non-disabled) Medicaid coverage.

Behavioral health need by medical coverage type

Proportion of Medicaid populations with behavioral health needs

2 • Children's Behavioral Health DSHS | RDA

Primary file

Word document



- All written text
- Chart titles
- Headers/footers
- Most tables
- All footnotes

Visuals

PowerPoint charts



- Visuals

Tables

Two choices



Analysis

Quantitative engine



- Example