

TRAC Guided Exercises

About this Document

The aim of this activity is to familiarize you with some of the [TRAC Dashboard](#)'s functionality by stepping you through a few different exercises using the different data layers that are available in the TRAC dashboard.

This document is a tool for you, so feel free to step through the exercises on your own schedule. You may complete the exercises all at once for a complete tour of TRAC or choose to focus on the sections most helpful to you. Feel free to add notes or jot down other findings as you go.

Instructions

Download a copy of this document and complete the exercises to learn how to gather data for your area. For support using the dashboard or help with these exercises:

- Review the [TRAC Dashboard - Walkthrough Guide](#)
 - Attend the TRAC Office Hours (Mondays from 11:00 AM to 11:40 AM)
 - [Click here to download the recurring TRAC Office Hours calendar invite.](#)
 - [Click here to join TRAC Office Hours.](#)
 - Contact [Laura Thompson - CDPHE](#) with questions or to schedule a meeting
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Guided Exercises

1. Open the [TRAC Dashboard](#) in your web browser

Hint: It may help to enlarge your browser window to maximize usability.

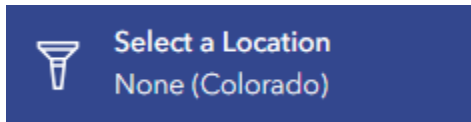
2. Filter the dashboard to a county of your choice

We expect most users of the TRAC dashboard will want to look at data for their municipality, county, or multi-county LPHA region. With that in mind, the first step for using TRAC is to filter the dashboard elements to a particular area.



2a. Use the **Select a Location** filter to find and select a county you work in (or one you're interested in).

Hint: Locations include all Colorado municipalities, counties, and LPHA regions. For this exercise, we'll choose a county.



2b. Notice that the map and data elements are updated (filtered) to display data for your chosen county.


1. The map is zoomed in, and a dark gray border is shown around your chosen county.
2. The Compliance Check, Licensed Tobacco Retailer, and School layers are now filtered to show data only for your county.
3. The dashboard data elements (tables, numbers, and pie charts) now display data for your county.
4. The Underage Sale Violations list is populated with violations in your county.

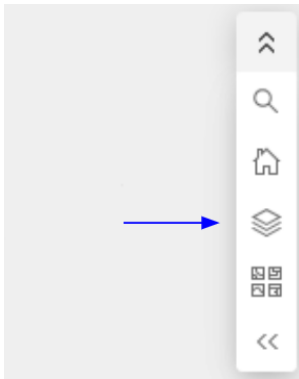
3. Licenses

To view the Licensed Tobacco Retailers layer, you'll need to turn off the Compliance Checks layer. (The Licensed Retailer's layer is below/beneath the Compliance checks layer on the map.)

3a. If needed, click the *double arrow* icon in the top right corner of the map pane to display the map tools.



3b. From the map tools menu, click the *Layers* icon 



3c. From the Layers window, click the *Compliance Checks (July 2023+)* layer once to turn it off.
Hint: When a layer is turned off, a crossed-out eye appears to the right of its name in the Layers window, and it no longer appears in the Legend.





3d. Close the *Layers* window. You can now see the Licensed Tobacco Retailers Layer on the map.

Use the License data to answer the following questions

Note: These questions can be answered using the dashboard elements—no need to count points!

3e. What do the different colors and shapes for Licensed Tobacco Retailers symbolize?

-  Navy Circle
-  Green Diamond

Navy Circle	
Green Diamond	

Hint: Use the Legend. If needed, zoom in on the map to enlarge the legend elements.

3f. How many DOR-licensed tobacco retailers are in your chosen county?

Hint: Use the Licensed Tobacco Retailers Indicator to the left of the pie charts.

3g. How many licensed retailers are located in the unincorporated areas of your county?

Hint: Use the Retailer Location Type Pie Chart.

3h. How many DOR-licensed tobacco retailers are within 500 ft of a school?

Hint: Look for the Indicator Value to the left of the pie charts with the School Icon. 

3i. Which of the following license types are present in your county? (Select all that apply)

License Types	In your county? Yes or No
Retailer Off-Premises	
Retailer Indoor Age Restricted	
Cigar-Tobacco Bar	
Large Operator	

Hint: Use the Table of Licensed Tobacco Retailers by License Type and Location.



3j. Use your mouse scroll or the +/- buttons in the bottom right corner of the map pane to zoom in closer to a few retailers (e.g., until you can see some local street names). Click on one of the retailer points to view its information in a pop-up window.

When does this retailer's license expire?

3k. Close the retailer pop-up window by clicking the X in the top right-hand corner.

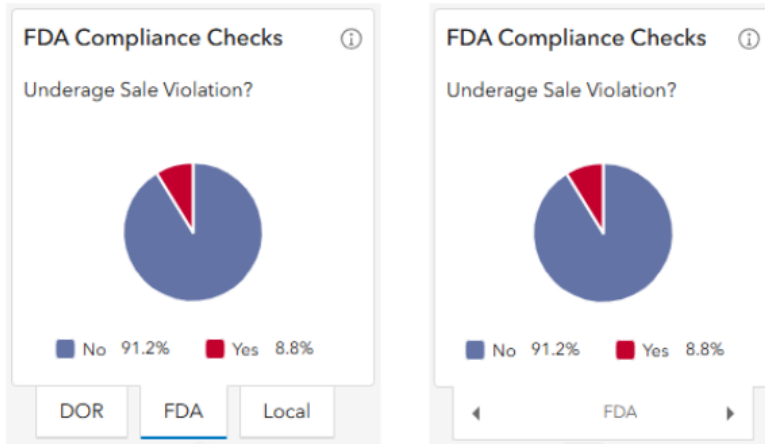
4. Compliance Checks (County-Wide)

Turn the Compliance Checks layer back on.

- 4a. If needed, click the double arrow icon in the top right corner of the map pane  to expand the map tools.
- 4b. From the map tools menu, click the Layers icon .
- 4c. From the *Layers* window, click the *Compliance Checks (July 2023+)* layer once to turn it back on.
- 4d. Close the *Layers* window. You should now see the Compliance Checks Layer on the map and in the legend.

Use the Compliance Check data to answer the following questions.

Note: These questions can be answered using the dashboard elements—no need to count points!



Toggle using the Tabs or Arrows

4e. How many DOR underage sale violations have occurred since July 1, 2023?

Hint: Use the DOR Compliance Checks Pie Chart. Hover your mouse over the red slice of the pie to see both the count and the percent of violations.

4f. How many FDA underage sale violations have occurred since July 1, 2023?

Hint: Use the tabs labeled 'DOR' and 'FDA' or the arrows below the Compliance Check pie chart to switch between the DOR and FDA Compliance Checks Pie Charts.

4g. Is there any Local Compliance Check data available for your county in TRAC?

4h. Scroll through the *list of Underage Sale Violations*. Do you notice any retailers in your area with more than one violation?

Explore data for the unincorporated county.

4i. Use the **Select Jurisdiction Type** Filter to filter the dashboard to only Unincorporated (County) Retailers and Compliance Checks.

4ii. Notice that the map and data elements are updated (filtered) to display data for only the unincorporated county areas.

- 4iii. The Compliance Checks and Licensed Tobacco Retailers are now filtered to only locations of unincorporated retailers.
- 4iii. The count of licensed tobacco retailers is shown for only unincorporated retailers.
- 4iiv. The number of retailers within 500ft and 1,000ft of a school are shown only for unincorporated retailers.
- 4iv. The List of Underage Sale Violations and Compliance Checks Pie Charts show data for only unincorporated retailers.

4j. What percent of DOR Compliance Checks among unincorporated retailers resulted in an underage sale violation?

Hint: After filtering to Unincorporated (County) retailers, review the DOR Compliance Check Pie Chart.

4k. What percent of FDA Compliance Checks among unincorporated retailers resulted in an underage sale violation?

Hint: After filtering to Unincorporated (County) retailers, review the FDA Compliance Check Pie Chart.

4l. Use the **Select Jurisdiction Type** filter to revert the dashboard back to showing data for the entire county [select **None (Show all)**].

4m. What percent of DOR Compliance Checks in the county overall resulted in an underage sale violation?

4n. Is the DOR violation rate for retailers across the entire county (Question 4m) **higher, about the same, or lower** than for retailers only in unincorporated areas (Question 4k)?

Hint: Compare the percent of compliance checks with an underage sale violation with and without the Select Jurisdiction.

4o. What percent of FDA Compliance Checks in the county overall resulted in an underage sale violation?

- 4p. Is the FDA violation rate for retailers across the entire county (Question 4k) **higher, about the same, or lower** than for retailers only in unincorporated areas (Question 4o)?

Hint: Compare the percent of compliance checks with an underage sale violation with and without the Select Jurisdiction.

5. Compliance Checks (Individual)

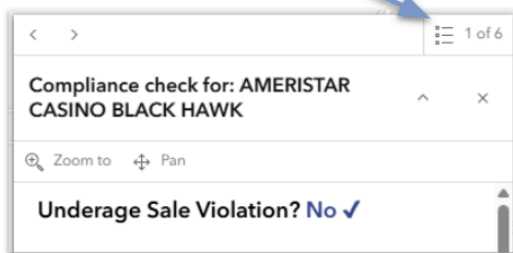
Now let's look at an individual compliance check record.

- 5a. Click one of the retailers in the list of *Underage Sale Violations* to pan and zoom to that violation on the map and view its details in a pop-up window.
- 5b. Review the pop-up window that appears and the point location on the map.
Hint: The selected point is highlighted in yellow.
- 5c. Click the selected (highlighted) point location on the map. After clicking the point on the map, the pop-up window will now show the total number of compliance checks and licenses at that location in the top right corner.

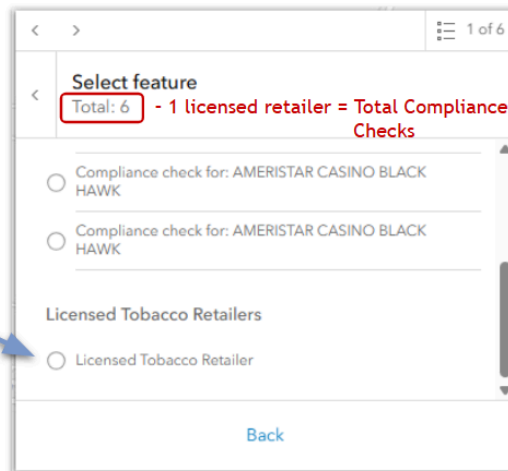


- 5d. Click this list icon in the top right-hand corner to view a list of all the features at that location.
Hint: Any Compliance Checks with a Violation will be shown first in the list. If there are DOR license(s) at this location, they will be the last item(s) in the list (e.g., 7 of 7)

(1) Click to view a list of all features at a location.



(2) Count the compliance checks at a location by subtracting any licensed retailer and school records from the **Total** above.



- 5e. How many checks have occurred at this location?

Hint: Subtract any licensed retailer and school records from the total count of features.

5f. How many violations have occurred at this location?

Hint: Use the arrows to scroll through the feature records in the pop-up window and count the number of records where "**Underage Sale Violation? Yes**" appears.

5g. Has this location been inspected by both the DOR and FDA?

Hint: Scroll through the pop-up window and look at the 'Inspection Agency' value for each Check to see whether both 'Colorado Liquor Enforcement Division' and 'US FDA' appear at least once.

5h. In what municipality is this compliance check?

Hint: Scroll through the Pop-up window and look at the 'Municipality' value for one of the checks.

6. Sociodemographic Data

Now let's look at the sociodemographic data for the census tract containing the selected compliance check.

Note: A census tract is a small, relatively permanent statistical subdivision of a county, designed by the U.S. Census Bureau to track population demographics and trends. Colorado has 64 counties, which are further divided into 1,249 census tracts.

6a. Click the Layers icon in the map pane  , then click the visibility icon next to the Sociodemographics layer group to turn this layer on.



6b. The map will now show a shaded census tract area layer beneath the point layers.

6c. The default Sociodemographic indicator is *Socioeconomic Status (SES) Quintile*.

Hint: Scroll the legend to find the Sociodemographics layer to see the range of values the color scale represents.



Use the Sociodemographic data to answer the following question.

- 6d. Click the census tract containing the selected compliance check point (*Hint: Click on the shaded area surrounding the point*), or any census tract in your area. This tract will now be highlighted in yellow, and its pop-up window will appear.

Scroll the pop-up window and look for the Socioeconomic Status (Percentile) value. In what SES percentile does this tract fall?

Hint (Interpreting Percentiles): Percentiles are used to rank and compare scores across data (e.g., test scores or in this case, census tracts in CO). XX.X% of Census Tracts in Colorado have higher SES than this Census Tract.

Switch Sociodemographic Indicators

- 6e. Click the Layers icon again  , and then click the arrow to the left of the Sociodemographics layer  to expand the Sociodemographics group so you can see all of the available indicators.

- 6f. Click the circle next to the *Multi-Unit Housing* layer to switch to that indicator.
Note: The census tract layer will now be updated to display values for that indicator.

- 6g. Close the *Layers* window.

- 6h. Click on the same census tract area containing your selected compliance check to display the pop-up window for the *Multi-Unit Housing* layer.

- 6i. Scroll within the pop-up window until you see the *Multi-Unit Housing* table. What percent of housing units in this census tract are part of multi-unit housing?

Hint: Look for 'Multi-unit housing (% of all housing units)'

- 6j. Close the pop-up window.

Compare the census tract values to your chosen county (overall), click the 'Sociodemographics' tab next to the "License Types" tab near the bottom left of the dashboard.

Sociodemographics for Gilpin County (i)

Overview

Counties	Gilpin
LPHA	Gilpin County Health Department
Total Population	5,877
Total housing units	3,706

Underage Population

License Types Sociodemographics

6k. What percent of housing units in your chosen county are part of multi-unit housing?

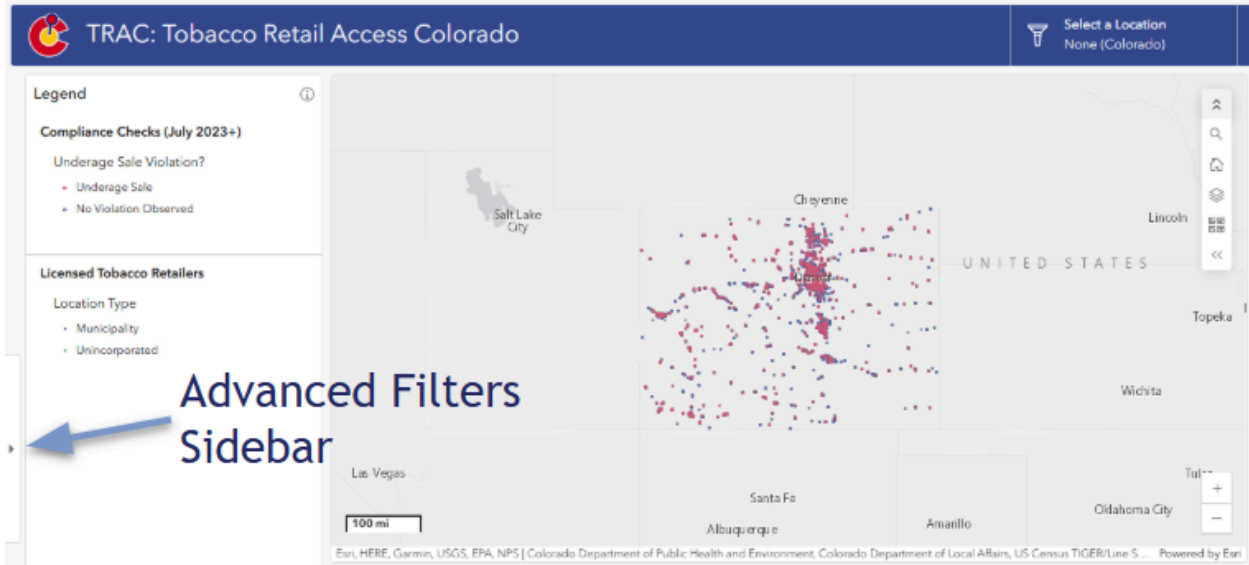
Hint: Scroll down in the Sociodemographics table until you see the 'Multi-Unit Housing' Indicators and look for 'Multi-unit housing (% of all housing units)'.

6l. Is the proportion of multi-unit housing units **higher in your county overall**, or **higher in the census tract** you selected?

6m. Turn off the sociodemographics layer.

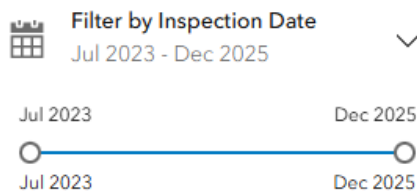
7. Additional Filters

In addition to the Location and Jurisdiction filters located at the top of the dashboard, there are also three Advanced filters located in a sidebar to the left of the legend.



7a. Click on the tab with an arrow on it located to the left of the legend to expand the advanced filters sidebar.

7b. Click the arrow next to 'Filter by Inspection Date'. You should now see a date slider bar.



7c. Drag the point on the left side of the slider bar to the right until the month and year reads 'Jan 2025'. You are now viewing only compliance checks that occurred in 2025.

7d. What percent of DOR Compliance Checks in 2025 resulted in an underage sale violation?

7e. Is the DOR violation rate for the entire time period (July 2023+) (Question 4m) **higher**, **about the same**, or **lower** than the violation rate in 2025 (Question 7d)?

7f. What percent of FDA Compliance Checks in 2025 resulted in an underage sale violation?

7g. Is the FDA violation rate for the entire time period (July 2023+) (Question 4o) **higher, about the same, or lower** than the violation rate in 2025 (Question 7f)?

7h. Do you notice any retailers in the Underage Sale Violation list that had more than one violation in 2025?

7i. If needed, expand the Advanced Filters Sidebar again, and then expand the Filter by School Proximity Filter. Click the up arrow to set the School Proximity Filter to 500ft.

7j. Were there any underage sale violations within 500ft of a school in 2025?

Hint: Review the Underage Sale Violation List with the Date and School Proximity filters applied.

Congratulations! You've completed the TRAC Guided Exercises. We hope this activity helped familiarize you with some of the layers and functionality of the dashboard and helped you learn how to gather information about your county.

Continue to explore the dashboard, including the layers we did not review as part of these exercises.