

United Way 2-1-1 Database Inclusion and Exclusion Form



If you would like to be included on the 2-1-1 Information and Referral Database, please fill out the attached inclusion form. You can also use this form to include additional services to your Agency Profile. Mail or Fax this form to us at:

United Way 2-1-1
424 Pine St. Suite 102
Fort Collins, CO 80524
Fax: 970-407-7011

For further information please contact us by dialing 2-1-1 or 970-407-7066 or e-mail gkat@uwaylc.org

AGENCY INFORMATION:

Agency Name: *(legal name of your agency)* _____

Mission: _____

Description of Agency: _____

Agency Type: Non Profit	Private For Profit	Service Club	Church	Gov Federal
Gov State	Gov County	Gov City	Educational	Support Group
Other/Not Classified	United Way Funded Agency			

Agency's date of creation/incorporation: _____

Tax ID (not displayed to the public): _____

Agency Physical Site Address: _____

City: _____ **State:** _____ **ZIP:** _____

Please keep physical address confidential

Mailing Attention to: _____

Mailing Address: *(if different from Site Address)* _____

City: _____ **State:** _____ **ZIP:** _____

Main Phone: _____ **Fax:** _____ **Web Address:** _____

Director's First: _____ **Director's Last:** _____

Director's Position: _____ **Director's Phone:** _____

Director's Email: _____

SERVICE INFORMATION: Please list and describe each one of the services provided by your Agency. Use another sheet if necessary. You may also use this space to list support groups.

Service Name: _____

Description of Service: _____

Hours of Operation: _____ Emergency/After Hrs Phone: _____

Urgent Services Provided: _____

Area Served: (include cities, counties, regions) _____

Languages Spoken: _____ Facility/ADA Access: _____

Contact's First: _____ Contact's Last: _____

Contact's Position: _____ Contact's Phone: _____

Contact's Email: _____ Contact's Fax: _____

Service Main Phone: _____ TDD Phone: _____

Hotline Phone: _____ Service Email: _____

Service Physical Site Address: (only if different from Agency Address)

City: _____ State: _____ ZIP: _____

Intake Procedure: Telephone Walk-In Appointment only Referral Only Other
Intake Requirements: _____

Eligibility: _____

Intended Participants: _____ Age Group: _____ Male ___ Female ___ Either ___

Income Notes: _____

Driver's License: Required ___ Not Required ___ Other ID: _____

Types of Fees: _____ Fee Amounts: _____

Insurance Accepted: _____

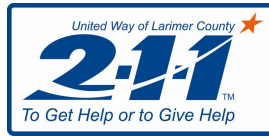
Payment Notes: _____

Capacity Limitations: _____ Number of Openings: _____ Wait List: YES ___ NO ___

Volunteer Center Information: United Way 2-1-1 Collaborates with United Way of Larimer County's Volunteer Center, if you would like to be contacted by a Volunteer Center Specialist and receive an information packet on how you can list your agency in the Volunteer Resource Guide please fill the information below:

_____ **YES, send me information about the Volunteer Center**

Contact's Name: _____ Contact's Phone: _____ E-mail: _____



United Way 2-1-1 Database Inclusion and Exclusion Policy

United Way 2-1-1 call center provides information and referrals on health and human services throughout 6 counties in Northwestern Colorado and is part of a statewide initiative. United Way 2-1-1's goal is to give community residents the information they need to move them towards stability and self-sufficiency.

United Way 2-1-1 is NOT responsible for the quality of service delivered by any organization to which the caller is referred. Inclusion does not imply recommendation or endorsement over other organizations.

Agencies must demonstrate provision of service for a period of at least twelve months and show evidence of an established service site. They will be responsible for reviewing programs and services listings on a yearly base and updating the database as changes occur.

The 2-1-1 database is governed by the following inclusion and exclusion criteria. Organizations considered for inclusion will fit within the following criteria:

- The service provided by an Agency must be accessible to the public. Accessibility implies a sliding fee scale or reduced fee ensuring that services can be obtained by people who cannot afford private sector services. Inclusion of services available only to a limited target population will be determined on a case-by-case basis.
- Organizations which provide services in health, welfare, support, recreation, education or advocacy and are not-for-profit corporations (with Internal Revenue Service 501(c) (3) status), or do not charge fees for service;
 - Government agencies (federal, state, county, city) which provide services in the areas of health, welfare, support, recreation, or education may also be included. No attempt will be made to list all governmental agencies or departments;
 - Organizations such as churches, social clubs, advocacy groups, self-help and support groups which offer a service to the community at large (rather than requiring membership in the organization).
 - For-profit organizations are considered on an individual basis. Inclusion is based upon uniqueness of service, lack of comparable services available through not-for-profit agencies or groups, and degree of need for the service and the level of subsidized services available;
 - All service providers must possess the legal accreditation, certifications or licenses required by law that enables them to offer services to the community.
 - Organizations that are not eligible for 501(c)(3) status but meet all state licensing requirements including (but not limited to) hospitals, health clinics, agencies offering senior services, Office on Aging grantees, companion care agencies bonded and insured, home health care agencies that are Medicare and Medicaid certified, assisted living facilities, independent living facilities and long term care facilities that are licensed; subsidized senior apartments, private case managers whose practice is primarily focused on people 60 years or older, mental health professionals or community counseling organizations who offer a sliding fee scale or reduced fee, Personal Emergency Response Systems; Medicare HMO's and Estate Liquidator / Moving Assistance.
 - Local educational organizations like early education, grade schools, public high schools and boards of education, private schools that serve children or youth with disabilities, behavioral disorders or special needs children.

United Way 2-1-1 reserves the right to edit information to meet format, guideline, and space requirements. Information provided by agencies may be made available to the public in various formats, website, newsletters, telephone information or resource directories without prior notification to the Agency.

United Way 2-1-1 reserves the right to refuse or discontinue listings for organizations that have had serious complaints lodged against them with any regulatory body or with United Way 2-1-1 or no longer meets the inclusion criteria including agencies that deny service on the basis of color, race, gender, religion, disability, organizations or groups practicing proselytism or whose services are illegal. As well as those alternative or experimental medical treatments provided outside of a medical facility without the supervision of licensed professionals.

United Way 2-1-1 is not responsible for the quality of service delivered by any agency to which the caller is referred and does not guarantee client referrals to any service listed in the database.

AUTHORIZATION

I have reviewed the information listed on all services within my organization and hereby authorize the use of information on my organization for referrals generated by United Way 2-1-1.

Submitted by: _____

Date: _____