

How to Use the Human Services Resource Directory for Central Pinal County Website



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The entry page of this website allows quick access to the four main information sections of the website:

- Agencies information,
- Lists of Community Resources,
- a List of Other Useful Websites
- the ability to Print a Hardcopy of the website/directory information.

Other information, such as where to contact the managing agency, Community Action Human Resources Agency (CAHRA), a glossary of terms and information about CAHRA and about the website project is also available from links on the entry page.

Agencies Information

You can select from 5 ways to display information about Agencies, by selecting one of the 5 options to the left, and clicking the 'Go' button:

Agencies

From this screen, you can find information about many Agencies providing human services serving Central Pinal County.

Click one of the circles below to browse for Agency information organized alphabetically, by service category, or by area served. Alternatively, you can select 'Agencies added or updated since' and provide a date to view only Agencies whose information has been updated since the date you enter. For more search options, select 'Search the Agency Directory'.

Agencies listed alphabetically

Agencies, grouped by Service Category

Agencies, grouped by Area Served

Agencies added or updated since:
-- (MM-DD-YYYY)

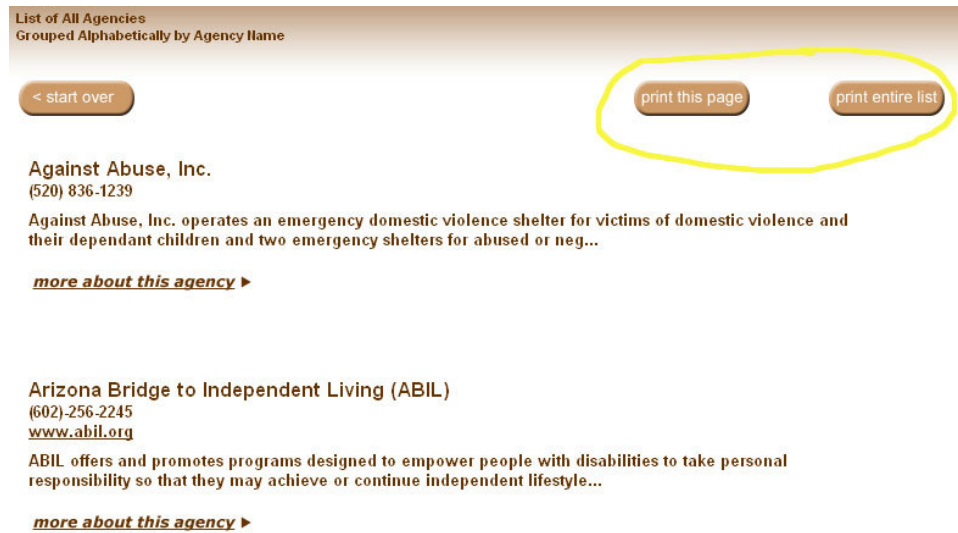
Search the Agency Directory

When you've made your selection,
click 'Go' to display Agency information...

Agencies listed alphabetically

The simplest display is 'Agencies listed alphabetically' which will display all Agencies listed alphabetically by Agency name. The results are split into multiple pages and display only the Agency name and essential information, with a link to find out more about a particular Agency. Next and Previous page buttons are provided at the bottom of the list to move from page to page through the results.

At the top of the page, there are two buttons that provide printer-friendly versions of this information:



The screenshot shows a web page titled "List of All Agencies" with the subtitle "Grouped Alphabetically by Agency Name". At the top left, there is a button labeled "< start over". At the top right, two buttons are highlighted with a yellow oval: "print this page" and "print entire list". Below the buttons, the first agency listed is "Against Abuse, Inc." with the phone number "(520) 836-1239". A description follows: "Against Abuse, Inc. operates an emergency domestic violence shelter for victims of domestic violence and their dependant children and two emergency shelters for abused or neg...". Below the description is a link: "[more about this agency](#) ▶". The second agency listed is "Arizona Bridge to Independent Living (ABIL)" with the phone number "(602)-256-2245" and the website "www.abil.org". A description follows: "ABIL offers and promotes programs designed to empower people with disabilities to take personal responsibility so that they may achieve or continue independent lifestyle...". Below the description is another link: "[more about this agency](#) ▶".

Clicking 'print this page' will open a new window with a printer-friendly version of just the information displayed on this page. Clicking 'print entire list' will open a new window with a printer-friendly version of the entire list of Agencies without regard to the arbitrary page breaks on the website display.

Agencies listed by Service Category or by Area Served

Each Agency specifies one or more Service Categories and one or more Areas Served. You may instead choose to display the Agencies grouped by Service Category or by Area Served. You'll be shown a screen allowing you to select which Service Categories or Areas Served you wish to view:

Display Agencies by Service Category

Check all the Service Category boxes you wish to include, and click the 'Go' button.
(To view all Service Categories, check no boxes)

< start over

Service Category

- | | | |
|---|---|---|
| <input type="checkbox"/> Animal and Pet Services | <input type="checkbox"/> Behavioral Health Services | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Children's Services | <input type="checkbox"/> Community Development | <input type="checkbox"/> Corrections |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Disability Services | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Education/Job Training | <input type="checkbox"/> Emergency Needs | <input type="checkbox"/> Emergency Shelter |
| <input type="checkbox"/> Emergency Support Services | <input type="checkbox"/> Employment Services | <input type="checkbox"/> Financial Assistance |
| <input type="checkbox"/> Food Pantries | <input type="checkbox"/> Gay/Lesbian/Bi-Sexual/Transgender Services | |
| <input type="checkbox"/> Government Services | <input type="checkbox"/> Grandparents/Kinship Care Services | |
| <input type="checkbox"/> Health/Medical | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Home Repair/Rehabilitation |
| <input type="checkbox"/> Housing Assistance | <input type="checkbox"/> Immigration/Naturalization | <input type="checkbox"/> Information & Referral |
| <input type="checkbox"/> In-Home Services | <input type="checkbox"/> Interpreter Services | <input type="checkbox"/> Meth Treatment/Recovery |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Life Skills | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Parenting Services | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Protective Services |
| <input type="checkbox"/> Senior/Elder Services | <input type="checkbox"/> Shelters/Safe Homes | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Veterans/Military Services | <input type="checkbox"/> Victim Services | |

Click the 'Go' button to start your search ...

Go

Click all the Service Category or Areas Served boxes you wish to include. If you wish to see Agencies in all Service Categories or all Areas Served, just click 'Go' without checking any boxes.

Agencies added or updated since a particular date

You may also choose to display only recently added or updated Agencies. By selecting this option, and entering a date, the resulting list will only include Agencies which have updated or entered their information on or after the date you enter.

This feature is helpful if you are maintaining a printed copy of the information about Agencies. When you initially print your hardcopy information, make a note of the date you last printed the information. At a later date, you can enter that date here, and get a list of only the Agencies you need to add or update in order to keep your printed Agency information complete and up to date.

Note that the date needs to be entered in the format shown: month, dash, day, dash, year. For example: June 23rd, 2006 would be entered as: 06-23-2006.

Search the Agency directory / Advanced Searches

The number of Agencies included in the directory is large and may in some cases be overwhelming if you are looking for something more specific. For these, cases, the site provides an Advanced Search capability. Selecting this will display the following screen:

Make Your Own Search

Check all boxes below which describe the agencies you want to view, then click the 'Go' button at the bottom of the page...

< start over

clear all fields

Service Category

- | | | |
|---|---|---|
| <input type="checkbox"/> Animal and Pet Services | <input type="checkbox"/> Behavioral Health Services | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Children's Services | <input type="checkbox"/> Community Development | <input type="checkbox"/> Corrections |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Disability Services | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Education/Job Training | <input type="checkbox"/> Emergency Needs | <input type="checkbox"/> Emergency Support Services |
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Financial Assistance | <input type="checkbox"/> Food Pantries |
| <input type="checkbox"/> Gay/Lesbian/Bi-Sexual/Transgender Services | <input type="checkbox"/> Government Services | <input type="checkbox"/> Health/Medical |
| <input type="checkbox"/> Grandparents/Kinship Care Services | <input type="checkbox"/> Home Repair/Rehabilitation | <input type="checkbox"/> Housing Assistance |
| <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Information & Referral | <input type="checkbox"/> In-Home Services |
| <input type="checkbox"/> Immigration/Naturalization | <input type="checkbox"/> Legal | <input type="checkbox"/> Life Skills |
| <input type="checkbox"/> Interpreter Services | <input type="checkbox"/> Nutrition | <input type="checkbox"/> Parenting Services |
| <input type="checkbox"/> Meth Treatment/Recovery | <input type="checkbox"/> Protective Services | <input type="checkbox"/> Senior/Elder Services |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Veterans/Military Services |
| <input type="checkbox"/> Shelters/Safe Homes | | |
| <input type="checkbox"/> Victim Services | | |

Area Served

- | | | |
|--|--|---|
| <input type="checkbox"/> Ak-Chin Indian Community | <input type="checkbox"/> Arizona City | <input type="checkbox"/> Casa Grande |
| <input type="checkbox"/> Coolidge | <input type="checkbox"/> 11 Mile Corner | <input type="checkbox"/> Eloy |
| <input type="checkbox"/> Gila River Indian Community | <input type="checkbox"/> Hidden Valley | <input type="checkbox"/> La Palma |
| <input type="checkbox"/> Maricopa | <input type="checkbox"/> Pasqua Yacqui Indian Community | <input type="checkbox"/> Red Rock |
| <input type="checkbox"/> Picacho | <input type="checkbox"/> Randolph | <input type="checkbox"/> All Pinal County |
| <input type="checkbox"/> Stanfield | <input type="checkbox"/> Tohono O'odham Indian Community | |
| <input type="checkbox"/> Toltec | <input type="checkbox"/> Valley Farms | |
| <input type="checkbox"/> Gila County | <input type="checkbox"/> Statewide | |

ADA Accessibility

- | | | |
|------------------------------|-----------------------------|----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Limited |
|------------------------------|-----------------------------|----------------------------------|

Language

- | | | |
|----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish | <input type="checkbox"/> Other |
|----------------------------------|----------------------------------|--------------------------------|

Fees

- | | | |
|--|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Sliding scale | <input type="checkbox"/> May depend on service |
| <input type="checkbox"/> Call for more information | | |

Eligibility

- | | |
|--|---|
| <input type="checkbox"/> No restrictions | <input type="checkbox"/> Restrictions - call for more information |
|--|---|

Updated since:

date: -- (MM-DD-YYYY)

You can also type a word or phrase into the text search box below to narrow your search to only those agencies whose information contain this text:

search text:

By default, your results will be listed alphabetically, by Agency Name. You can choose instead to group your results...

- by Service Category
 by Area Served
 alphabetically, by Agency Name

Click the 'Go' button to start your search ...

Go

By using this advanced 'Make Your Own Search' page, you'll be able to narrow your search results to find only the Agencies you are looking for. The way this page works is that everything you enter here serves to 'narrow' your search.

For example, if you are only interested in Agencies who provide Behavioral Health Services, you can check the 'Behavioral Health Services' box under Service Categories, and only those Agencies will be included in your search results. If you check two boxes, such as Behavioral Health Services and Substance Abuse, then only Agencies that provide either or both of these services will be included.

You could further narrow down your search by, for example, specifying an Area Served. If, in addition to checking 'Behavioral Health Services' and 'Substance Abuse' under Service Category, you also check 'Coolidge' under Area Served, then your search results will only include Agencies who provide either Behavioral Health Services or Substance Abuse (or both) AND provide those services in Coolidge.

In addition to Service Category and Area Served, you can also narrow your searches by ADA Accessibility, Language, Fee Structure and Eligibility requirements. These can also be combined with a date to include only Agencies updated or added since a date that also meet all the rest of your requirements.

In addition to all these 'checkbox' options, you can choose to search the Agency directory for matching simple text phrases, by typing text into the 'search text' box. Searching for text matches can be used by itself or included as one of the narrowing items along with Service Category, Area Served, etc.

Finally, you can choose to have your narrowed results displayed either alphabetically by Agency name or grouped by Service Category or by Area Served.

Community Resources Lists

In addition to the list of Agencies providing Human Services in Central Pinal County, the site provides simple lists of other useful Community Resources. These aren't as detailed or searchable as the Agencies information, but may provide additional helpful information.

To view a Community Resource list, simply select if from the list of Community Resources lists on the Community Resources page and click the 'Go' button:



The information in these lists is displayed as a simple categorized list on a single page. The categorization used depends upon what makes sense for each particular list, but most often results are categorized by the Community each resource serves. You can use the 'print this list' button toward the top of the page for a printer-friendly version of a list.

Click the 'start over' button to view a different list.

List of Other Useful Websites

There are many other websites which also provide useful information about Human Services providers in Pinal County. By clicking the 'Visit Other Useful Websites' button, you can view a list of these sites. Please note that these are external sites not affiliated with the Human Services Resource Directory for Central Pinal County website.

Print a Hardcopy

You may wish to print a hardcopy of some or all of the information on the Human Services Resource Directory for Central Pinal County website for use later, when you are not at a computer.

The 'Print a Hardcopy' page provides the ability to print five sections of information from the website. To print a section, simply click either the name of the section or the 'print this section' link. This will open a new window with a printer-ready version of the information ready to print.

Agencies Service Category Index

This section presents a list of the Agencies in the directory grouped by Service Category. For each Agency, only name, essential contact information and an abbreviated description of services is provided to keep the number of pages manageable.

Agencies (a-z)

This section presents full information for each Agency, included on separate pages, one or more for each Agency. This is intended to be used along with the Service Category Index to provide detailed information about an Agency once you know the name of the Agency.

Community Resources

This section prints all information in all of the lists of Community Resources.

Glossary of Terms

This section prints a list of terms used throughout the website, along with definitions.

List of Other Useful Websites

This section prints the current list of useful external websites.

Print Formatting and Web Browsers

Normally, your web browser will add header and footer information to each printed page, and may use page margins that result in information not fitting as well as it could on the printed pages.

Before printing hardcopy information, checking your web browser's page setup is recommend. Each web browser and printer has unique characteristics – you may need to experiment with margins in order to get the results you wish. For reference, here are the settings we've found satisfactory:

- No header
- No footer
- Margins: Left: 1", Right: 0.5", Top: 0.5", Bottom: 0.5"

The steps needed to setup these things varies between web browsers. Here are the steps for the most common web browsers:

How to change Page Setup in Internet Explorer

1. Open Internet Explorer.
2. In the menu bar at the top, click 'File', then 'Page Setup...
3. This should display a popup window that allows you to specify a header and footer, the orientation (portrait/landscape) and the page margins.
4. If you wish to remove the added text at top and bottom, you need to clear out any text entered in the 'header' and 'footer' boxes, then click 'Ok'.
(Note: these settings apply until you change them again...write down your previous settings just in case you want to restore previous behavior.)

How to change Page Setup in Netscape and Mozilla/Firefox

1. Open Netscape/Mozilla/Firefox.
2. In the menu bar at the top, click 'File', then 'Page Setup...
3. This should display a popup window. Select the 'Margins & Header/Footer' tab.
4. This window allows you to specify a header and footer and the page margins.
5. If you wish to remove the added text at top and bottom, you need to either uncheck or use the pulldown menu arrows to set to '--blank--' (depending on your browser version) all entries for the Header and Footer, then click 'Ok'.
(Note: these settings apply until you change them again...write down your previous settings just in case you want to restore previous behavior.)

HINT: If you want to experiment without using up a lot of ink and paper, in the printer-friendly window that will appear when you click a 'print' button on the website, you can use the menu bar to select 'File', then 'Print Preview'.

For most web browsers, this displays on screen exactly what will be seen when printing...you can do any initial page setup checks using Print Preview first, then actually print to paper after you are satisfied with the print formatting.

Glossary of Terms

A glossary of terms is available that lists definitions for terms used on the website. In addition, the site provides an 'interactive glossary' where some terms are defined 'in place', particularly in the Advanced Search/Make Your Own Search section.

The advanced search features such as those found in the 'Make Your Own Search' section provides a lot of flexibility and control help you find the information you need. To use this effectively, when you are given options to choose from, you need to clearly understand what these different options provided mean.

To help you understand terms you encounter as you use the website, this site includes an interactive glossary. Terms which may need further explanation or clarification, such as the meanings of criteria for searches (Service Categories, Language, ADA Accessibility, etc.), individual criteria items (Behavioral Health Services, Sliding Scale, etc.) or other general terms may have matching interactive glossary definitions.

Words or phrases for which a glossary definition is available will generally be underlined or otherwise set apart from the surrounding text. If you click on one of these, a new browser window will open displaying the definition for that word or phrase.

Contact and other information

The heart of the Human Services Resource Directory for Central Pinal County is the information in the Agencies and Community Resources sections, but there are other sections with additional information about this website project, about the managing agency, CAHRA and about how to contact CAHRA. You'll find links to this information on the entry page of the website.

Are you an Agency wishing to be included in the directory?

If you represent an Agency you feel should be included in this website directory, the procedure for inclusion is as follows:

1. Visit the website at <http://www.pinalresources.org> and click on the 'Include your agency' link on the entry page.
2. This page explains the requirements for inclusion and provides an online form to submit an inclusion request. (You may also contact CAHRA directly from the information on the 'Contact Us' page.)
3. Once CAHRA personnel receive your request, a representative will review it and may contact you for further details. If CAHRA determines that your Agency should be included, you'll be contacted with further instructions.
4. With the instructions, you'll be able to login to the website using a standard web browser and after agreeing to 'terms of service', you'll be able to enter your own information into the directory database. Part of this information will be the ability to create a username and password you can use later to update your directory information at any time.
5. Once your information is entered, it is placed in a 'review queue'. Later, CAHRA personnel will review and approve your information at which time your information becomes part of the public website.

There is no cost to be a part of the directory...CAHRA welcomes Agencies to request inclusion! The review process is simply to make sure that only information be included which furthers the goal of this directory website.

Do you wish to be included as a new Community Resource?

If you represent an organization you feel should be included in this website directory, the procedure for inclusion is as follows:

1. Visit the website at <http://www.pinalresources.org> and click on the 'Contact Us' link at the bottom of the entry page.
2. Contact CAHRA directly to request inclusion of your organization in one of the Community Resource lists.
3. Once CAHRA personnel have obtained your organization's information, at their discretion, CAHRA personnel will update the site to include your organization.

There is no cost to be a part of the directory...CAHRA welcomes organizations to request inclusion! The review process is simply to make sure that only information be included which furthers the goal of this directory website.

I represent an Agency already in the directory...how do I update my information?

1. Visit the website at <http://www.pinalresources.org>
2. Click on the 'agency login' link at the bottom of the screen. On the login page, enter the username and password you created when you first entered your information, and click 'login'.

Note: if you've forgotten your username or password, click 'I forgot my password'. The following page will allow you to request that your password be sent to you if you can enter either the correct username or the email on file for you.

3. You'll be presented with a welcome screen. Click the 'Manage my Info' button.
4. The screen will display your current directory information. Make any changes you wish directly to the information and click the 'Save Changes' button at the bottom when finished.
5. The screen will display 'Information updated' ...at that point, your new information is part of the public website.
6. Click 'continue' and close your browser window to logoff.