

## United Way 2-1-1 Database Inclusion 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](mailto:gkat@uwaylc.org)

### AGENCY INFORMATION:

**Agency Name:** *(legal name of your agency)* \_\_\_\_\_

**Mission:** \_\_\_\_\_

**Description of Agency:** \_\_\_\_\_

\_\_\_\_\_

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

**Agency Physical Site Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**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 Criteria

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.

The service provided by an Agency must be accessible to the public. Accessibility implies a sliding fee scale (negotiable to \$0) 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 considered for inclusion will fit one of the following criteria:

- 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 and social clubs) which offer a service to the community at large (rather than requiring membership in the organization).
- Self-help and mutual support groups;
- Advocacy groups, Toll-free (800,888) lines which provide a social/community service or information that can be accessed by Larimer County/Northwestern Colorado residents;
- 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.
- Agencies offering senior services are limited to the following: Office on Aging grantees, Home Health agencies that are Medicare and Medicaid certified, Independent living facilities and Long Term Care facilities that are licensed; Subsidized senior apartments; Hospitals; Private case managers whose practice is primarily focused on people 60 years or older. Mental health clinics, agencies, or non-profit organizations that are primarily focused on services for older adults; Companion care agencies bonded and insured; Personal Emergency Response Systems; Medicare HMO's and Estate Liquidator / Moving Assistance.

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.

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_