



User's Guide

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About Connect Me Ohio.org

ConnectMeOhio.org was developed with a Real Choice, Systems Change grant from the federal government. Its development was guided by an advisory group representing a wide range of organizations in the state. It is a tool that provides information about long-term services and supports available to meet the needs of older adults, persons with disabilities and caregivers in Ohio. It is not, however, inclusive of every possible service or provider agency in the state. In addition to using ConnectMeOhio.org, you may also want to explore local resources for information and referral, including 2-1-1.

Overview of ConnectMeOhio.org

ConnectMeOhio.org is essentially a large database of services that are available to people in the state of Ohio. The services are categorized using the Alliance of Information and Referral Systems (AIRS) Taxonomy of Human Services. A taxonomy is a classification system that is used to index and access information about a subject in a systematic, unambiguous way. In a human service context, a taxonomy is a classification system that allows you to index and access community resources based on the services they provide and the target populations they serve, if any. It provides a structure for this information and helps users of this web site find services that they need. When you use the "Topic Search" option you are searching using the taxonomy.

The taxonomy used in the Power User version of this web site has been developed by Information and Referral Federation of Los Angeles with input from the Alliance of Information and Referral Services and other contributors.

Making the Text Larger or Smaller

Increase the text size for easier reading if desired. Connect Me Ohio provides two ways to resize text on the screen - there is a drop down list that allows users to select a text size that is easiest to read. At the top right corner of every page you'll find a "Text Size" control. Select one of the options in the drop down list, and then click the "Change" button. The screen will refresh in the selected text size.

Or users can use the built in browser text resizing option. Internet Explorer users can locate the browser's text resizing option in the View menu, under "text size". Mozilla Firefox, Apple Safari, and Internet Explorer 7 users can use the keystroke "Control+plus" to increase the font size (Command+plus on Macintosh computers). "Control+minus" decreases the font size.

You can change the text size at any time during your visit to the site.

Whenever you return to the site, text will be displayed in the size you chose during your last visit.

Navigating Without the Mouse

If you find the mouse difficult to use, you can navigate the Connect Me Ohio site using only the keyboard. The Tab key moves an outline from link to link in most browsers, allowing users to click on links that are highlighted by hitting the Enter key and to enter information into input form elements

using the keyboard. To navigate through a drop down list or a set of radio buttons (radio buttons are the circles with the dark dot that can appear in the center to indicate that an option has been selected) use the up and down arrow keys.

Screen Readers

Screen reader users can navigate Connect Me Ohio easily by using the screen reader's ability to navigate headings within a web page. JAWS and Window-Eyes users can use the "H" key to move to the next heading. Alternatively, JAWS users can open a dialog that lists all headings on a page with the keystroke "Insert+F6", and Window-Eyes users can view all headings by using the "Insert+Tab" keystroke to open a dialog that shows headings as well as links, form controls, and other interface elements.

Accessing Help Information

You can access additional information on navigating and using ConnectMeOhio.org, by clicking on "Help" in the blue bar at the very top of the screen.

Searching for Services

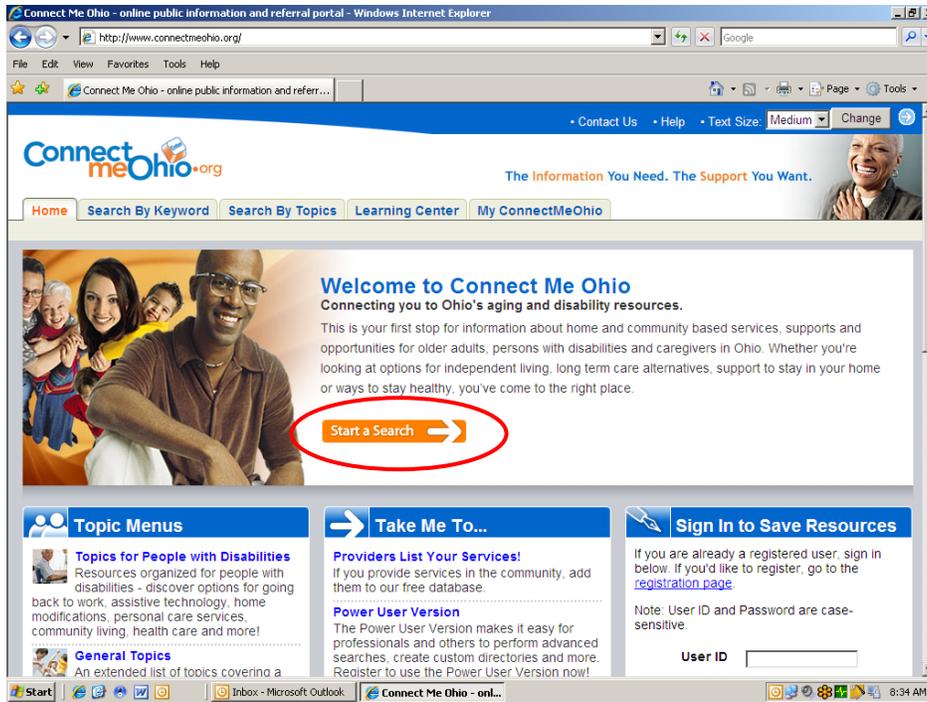
There are a couple of ways you can search for services in ConnectMeOhio.org.

1. If you are searching for a service or program serving a particular geographic area, performing a basic search may be all you need. When you conduct a basic search, you will have the opportunity to print the list of results or e-mail that list of results to someone else for their review and use.
2. After you conduct a simple search, you can decide to become a registered user and save the results of your search. Registration is free, simple and allows you to see the save the results of the searches you've conducted so you can revisit them at a later date.
3. If you are conducting a search for more than one service or program and want more options for saving and printing the results of your search, you can become a **POWER USER!** Anyone can register to be a power user, the process is simple and requires that you provide only basic information. But the power user function provides useful options in saving searches, plans and creating printed directories.

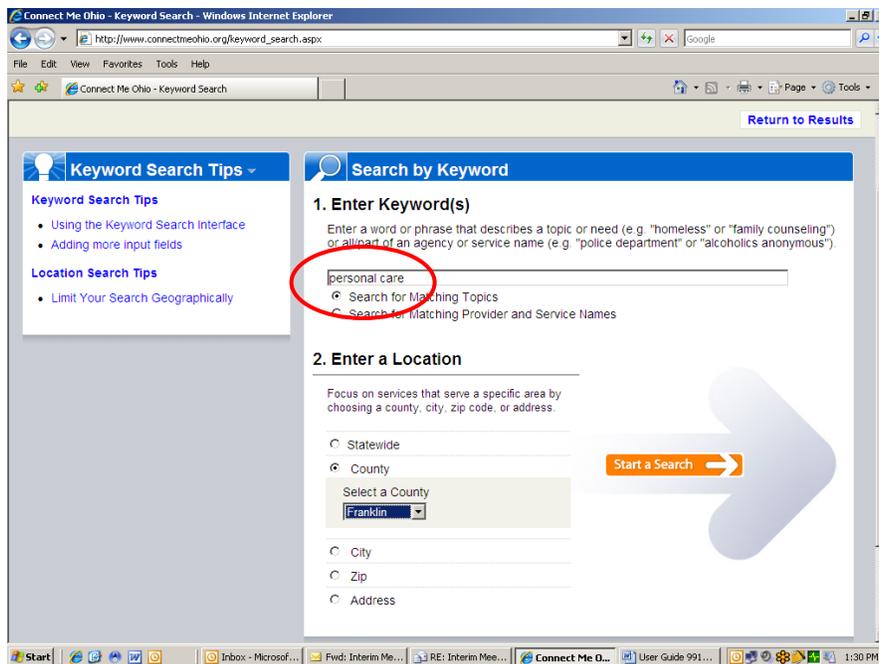
This guide reviews the search options available and the options for using the results.

Conducting a Basic Search

In your web browser, type www.connectmeohio.org. This will take you to the home page of the web site. To begin a search, click on the orange “Start a Search” button in the middle of the page.



At the next screen, enter a word or phrase that describes what you are looking for. All of the words you type in the box will be used in the search, so using more words may limit the search.



Using Keywords Successfully

Here are some ways to be successful with your keyword search:

Use multiple words

- Use several keywords to make your meaning clear -- type in *home health care* instead of *care*
- Be as specific as possible -- use *medical transportation* instead of *transportation*
- Use synonyms and vary spelling -- *older adult*, *senior citizen*, *elderly*

Use alternative phrases

If you are using a phrase like *prenatal services* for your keyword and you receive zero results, try using an alternative phrase like *prenatal care* or *prenatal program* - or just *prenatal*.

Use related words or phrases

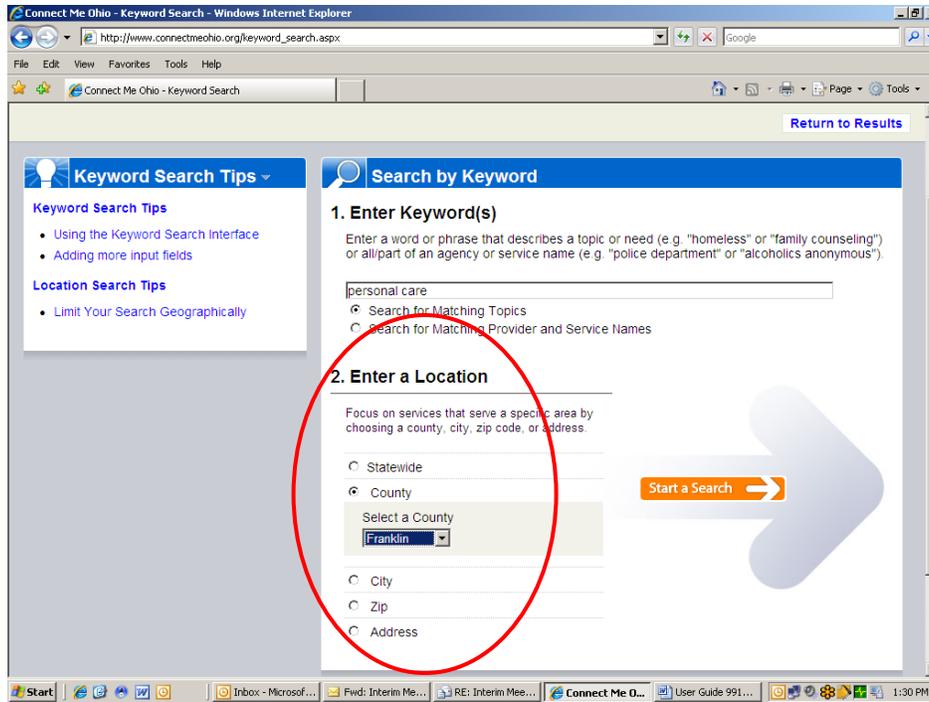
If you use one word like *prenatal* and you receive zero results or a small number of results, try using related words instead - for example, *pregnancy*, *pregnant*, *baby*, *birth* or *newborn*.

Try spelling variations

You may have chosen a compound word as your keyword that could be spelled in different ways. For example, *child care* or *childcare*. Words with prefixes also vary in the way they are spelled. For example, *non-profit* could be spelled with a hyphen (*non-profit*) or without a hyphen (*non profit*), or without a space (*nonprofit*). Try variations in spelling like these when entering keywords.

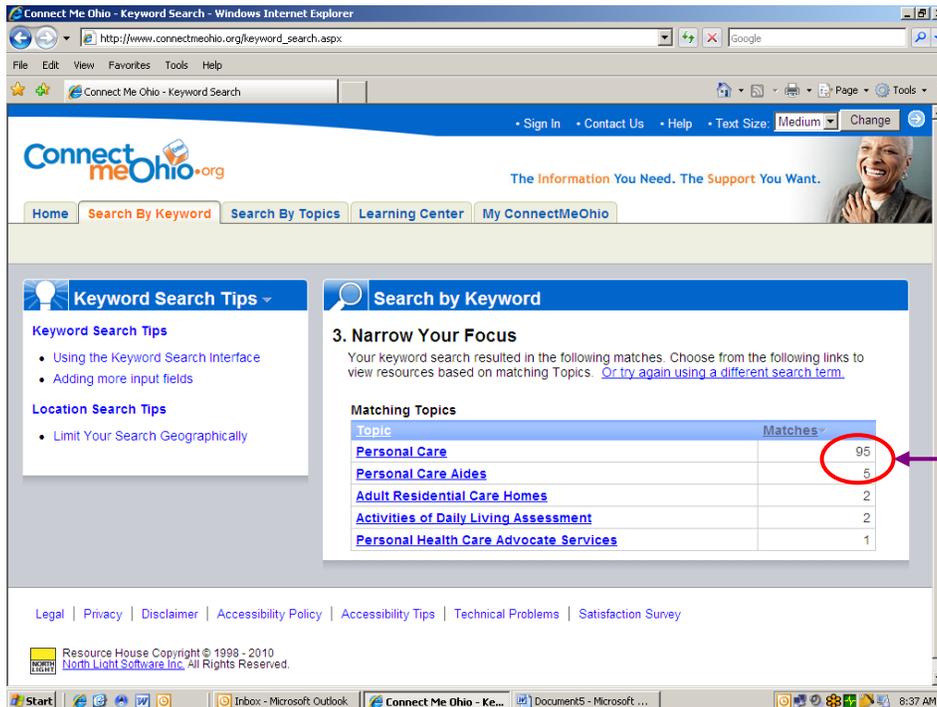
Enter a Location to Narrow Your Search

On this screen, you'll also want to "Enter a Location." This will help narrow your search to those services that are closest to where you need them. The default setting is "statewide," so if you do not enter a location, you will get results from all over the state, in alphabetical order. You will have to sift through all of the results to find those most appropriate for your location. You should start your search at the "county" level; you will have the option of narrowing your selection further (if necessary) at the next step.



Narrow Your Focus

At the next screen, if there a number of topics that are similar to your keyword, you'll be able to narrow your search from the broad topic you started with to services that more closely match what you're looking for. This list of results will vary depending on the type of service and how many similar services exist. Select the matching topic that most closely matches the service you're looking for or that offers the most results (the number in parenthesis after the topic shows the number of services found).



The number to the right of the topic shows the number of services that match. Select the topic that most closely matches the service you are seeking to see the results.

Your Search Results

The next screen will show you the list of services/ providers that match your search keyword(s). The number of services/ provider options available will vary depending on your location, how many providers provide the particular service and how many providers are included in the database.

In this example, there are many providers (95), so it may be easier to select a provider if you narrow the list even further. Choose from the options in the “Narrow Your Results” column on the left to narrow your search by distance from your location, by service features or by group.

- The “by Distance” function allows you to narrow your search to those organizations located geographically closest to your search location.
- The “by service features” function allows you to narrow the search based on features that organization provides, such as bus access, wheelchair accessibility, or languages spoken. Note: these features may not be captured for every organization listed in the database.
- The “by Group” function organizes the services in different categories in order to help you find what you need.

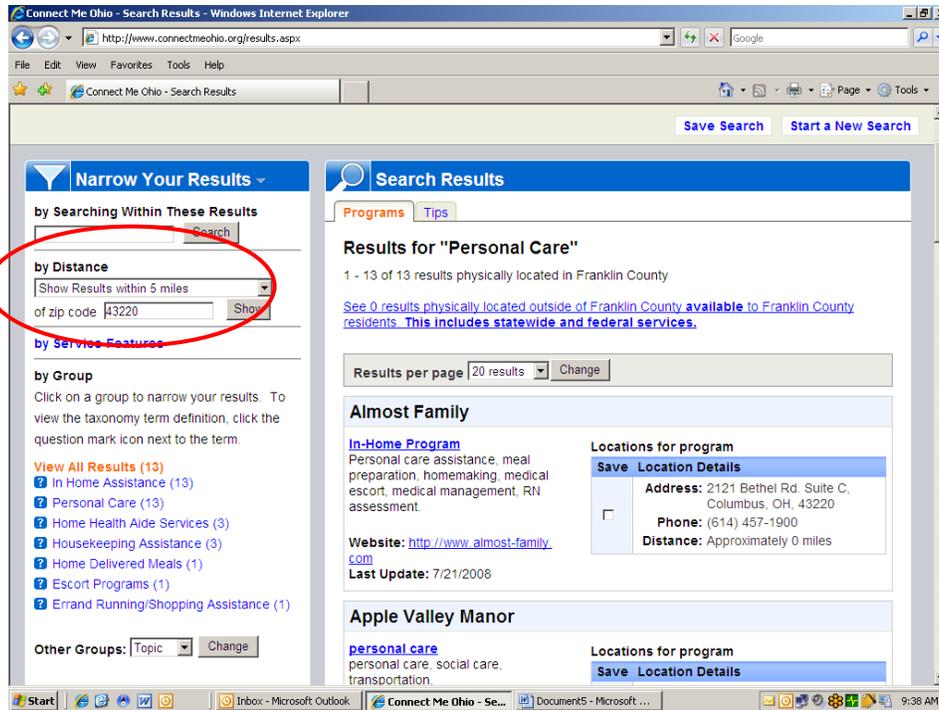
NOTE: The results will first list those services available in the geographic area selected, and will provide the option of reviewing those services not located in the county, but that are available to county residents as well.

When you choose a geographic limiter other than "Statewide" as one of your search options, the system searches for services that *serve* the selected county. Some services that *serve* a county are actually located outside of that county, so to make that more obvious we split the results between

services that are located within the county and services that are located outside the county but are available to residents of the selected county.

You can toggle between these two lists by using the link at the top of the result list.

By narrowing the search from the entire county to a specific zip code using the “by Distance” feature, the results list goes from 89 results to 13 results. You do not have to narrow the results if you are willing and able to sort through a list of providers to determine which is appropriate to meet your need.

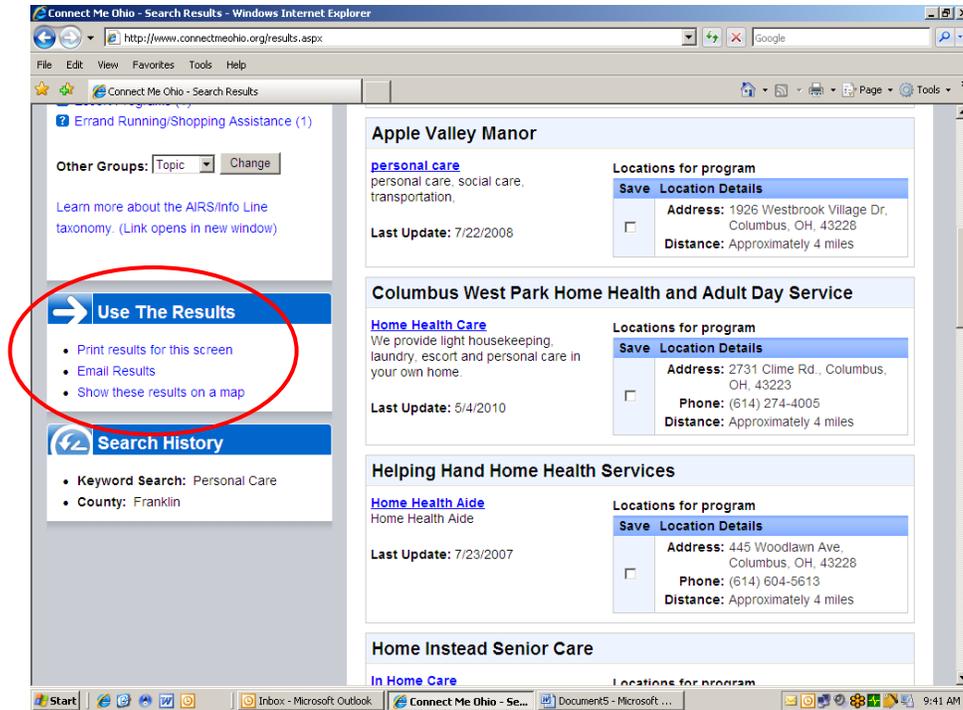


To see all of the available details about a service, click on the service name in the service list. Any details included in the listing will be displayed.

Using the Results

Once you have a list of results, you have a couple of options. You access these options from the left column, below the “Narrow Your Results” function. You can:

- Print the results (this function provides a simple screen print of all of the results);
- E-mail the results (this function sends a link to the resources you’ve identified in your search); and/ or,
- Show the results on a map (the service/ provider must have an address in order for the location to be shown on the map).



If you have completed your search, printed the results and are done with your search, you can exit the system at any time. However, if you want to save the results of your search, read on to learn more about your options.

Saving the Resources You Find

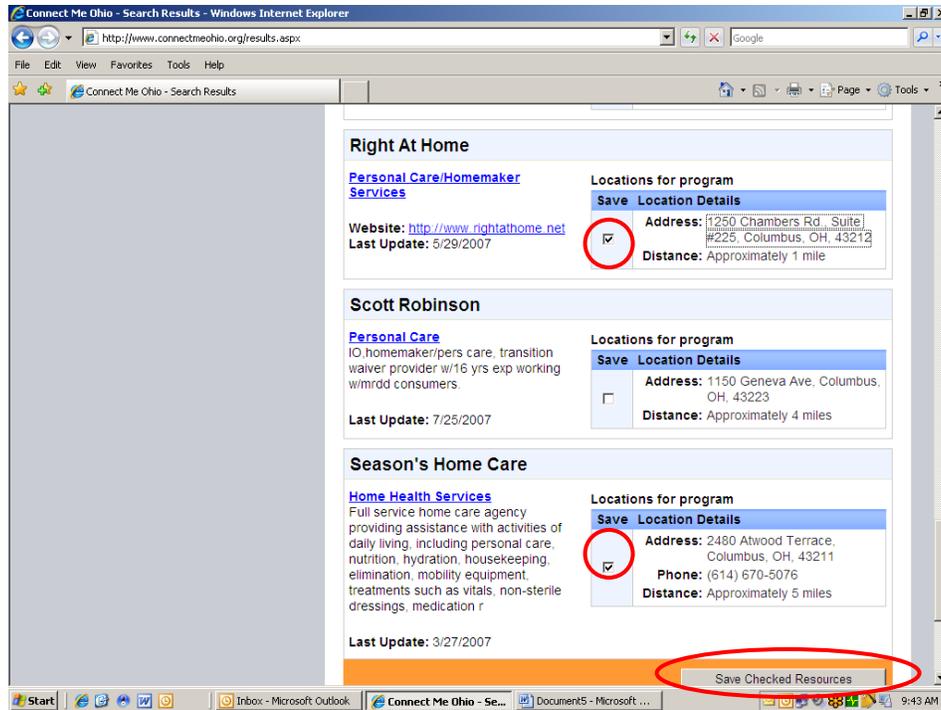
You can save any resources you find on this web site by creating a [private and secure](#) user account. When you've done that you can save as many resources as you like. Each time you sign in to the web site you'll be able view any of your saved resources and add more.

There are a couple of ways to save resources using Connect Me Ohio- you can save a specific set of results as a "plan" or you can save an entire search to retrieve it later.

Saving Specific Results as a Plan

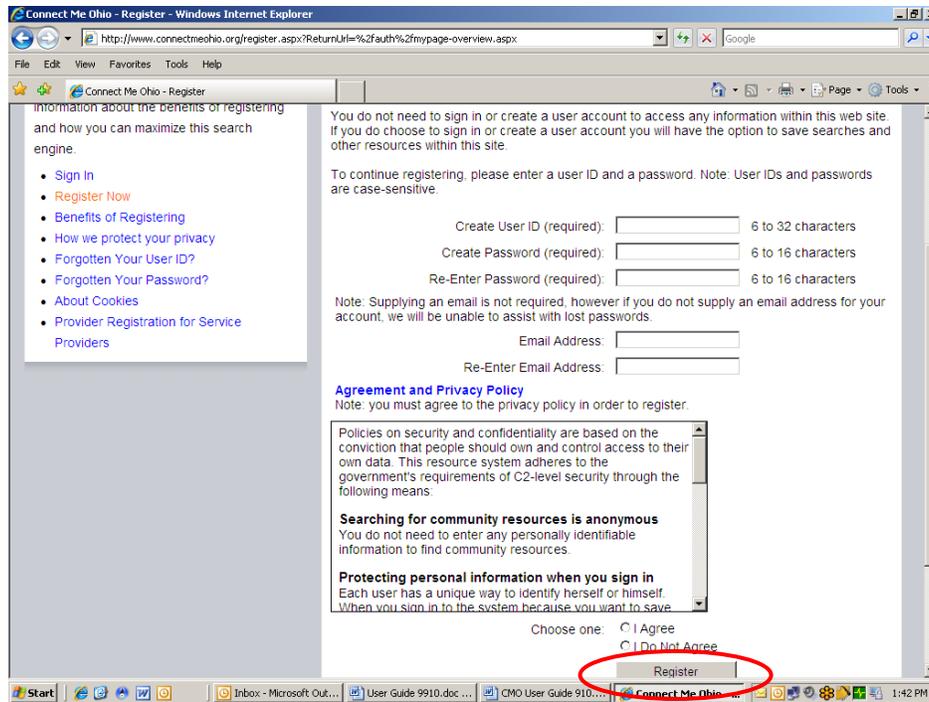
If you want to save a specific set of results from a search, click inside the checkboxes next to the "Location Details" for each of the services you want to save. Then click the "Save Checked Resources" button at the bottom of the list. These particular resources will be saved as a "plan" that you name.

Once you create a plan, you can add resources to it at any time. You can create as many plans as you'd like.



When you click on the “save checked resources” button, you will be taken to the registration page. You’ll access the secure registration site where you will create a User ID and a password of your choice. This User ID and password are unique to you. You are the only person who can access your saved information unless you share your user ID and password with someone else. The system does not collect any personal identifying information during the search or registration process, so your search is anonymous even if you register. NOTE: Once you have created your user name and password, it is up to you to remember it. If you supply an e-mail address, we can assist you if you forget your password, but it is not necessary to supply an e-mail address to set-up an account.

You do, however, have to read and click that you agree with the privacy policy.



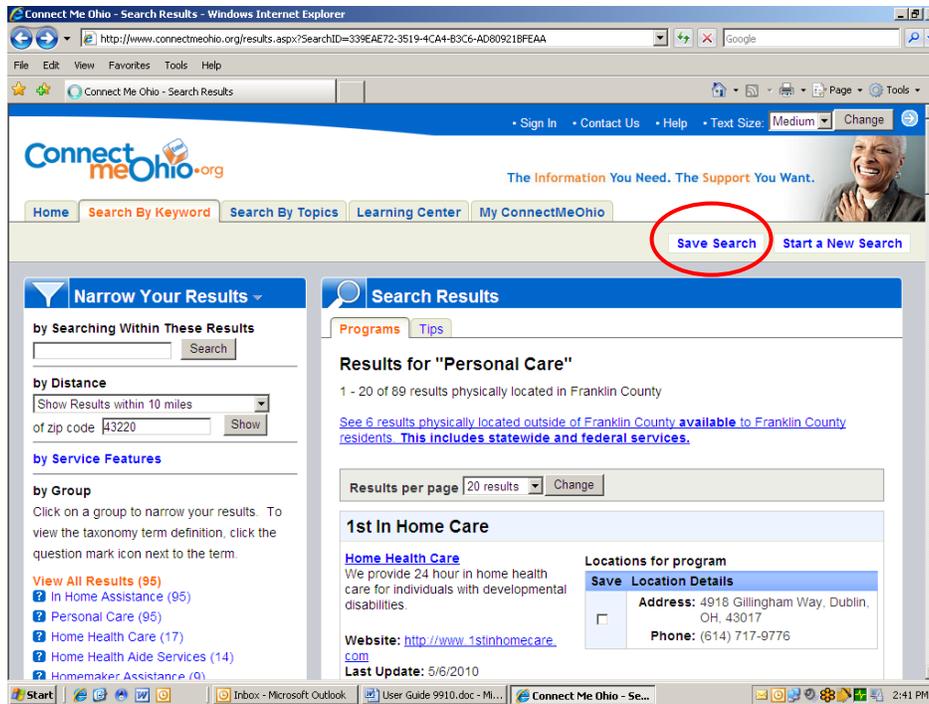
After you've registered, you will be asked to provide a name for the plan you've created, or add the latest search to an existing plan. As you use the system to search for services and save those resources to find later, these lists will grow, so use a name that you will associate with the search or results.

You only need to register once with Connect Me Ohio in order to save searches from multiple visits. Once you have registered, the next time you conduct a search and are ready to save resources, the system will open to the Sign-In screen, where you will enter your User ID and password.

Saving an Entire Search

If you want to save an entire search, click on the "save search" button at the top of the results list. When you click on "save search", you will be taken to the sign in page, where you can either sign in if you're already registered, or create a secure account if you're not already registered. If you're not already registered, in the left column, under the blue "About Registering" banner, click on "register now."

After you've signed in or registered as a new user, you will be asked to provide a name for the search. This name is how you will be able to identify this particular search again, so use a name that you will associate with this search.



Accessing Your Saved Plans and Searches

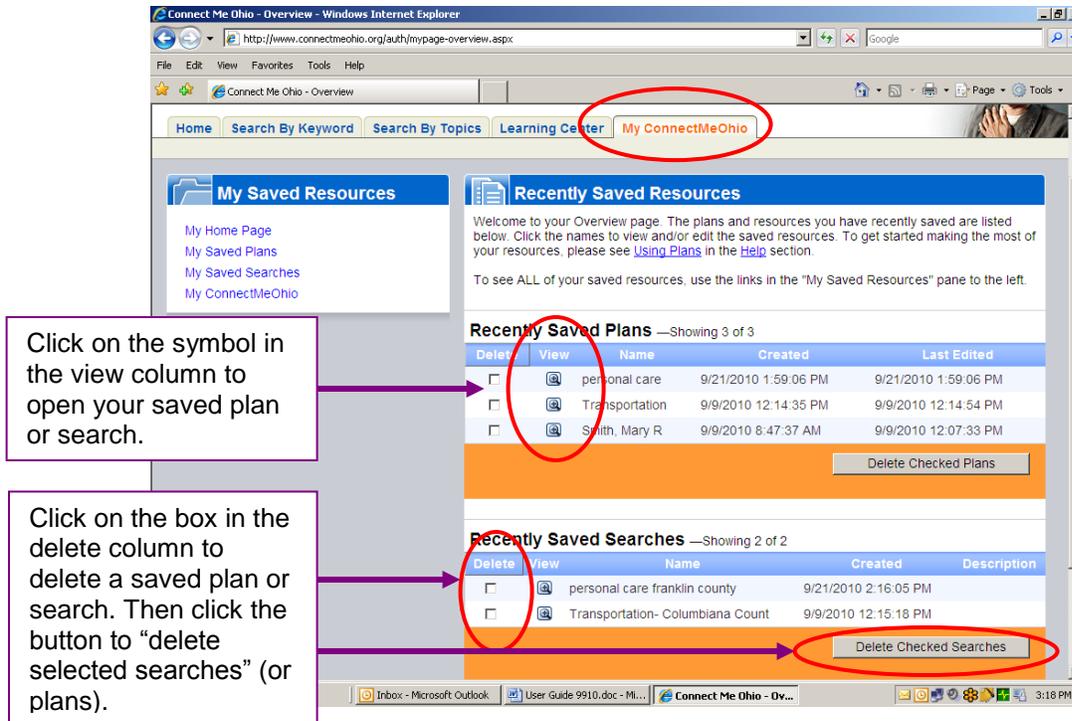
Once you are registered, you can access your saved plans and searches from the home page, by clicking on My Connect Me Ohio tab and logging in with the user name and password you established when you registered.

There will be a list of saved plans and of saved searches. As you use the system to search for services and save those resources to find later, these lists will grow, so use a name that you will associate with the search or results.

Click on the symbol in the “view” column next to any of the searches or plans to open and review the results. You will be able to:

- Print the results (this function provides a simple screen print of the results);
- E-mail the results (this function send a link to the resources you’ve identified in your search); and/ or
- Show the results on the map (the service/ provider must have an address in order for the location to be shown on the map)

If you are done with a plan or search and don’t need to access it again, click on the box in the delete column next to the name of the plan or search, then click the “delete selected plan” (or “delete selected search”) button to delete the plan or search. NOTE: The system does NOT verify that you want to delete a plan or search, so once you’ve clicked the delete button, the plan or search is deleted.



Click on the symbol in the view column to open your saved plan or search.

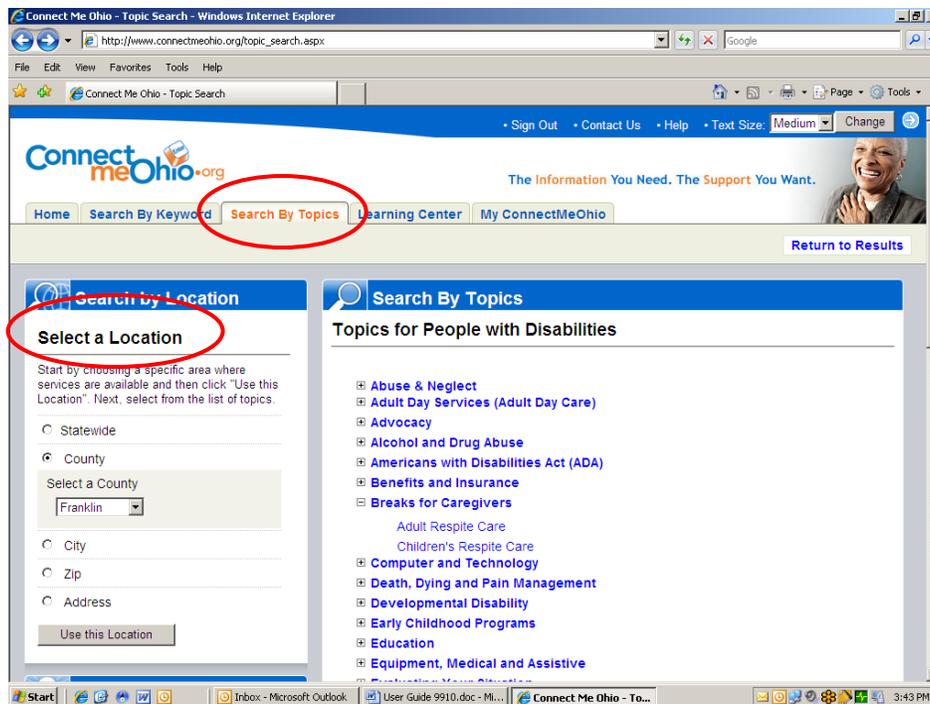
Click on the box in the delete column to delete a saved plan or search. Then click the button to “delete selected searches” (or plans).

When you have completed your searches and printed or e-mailed your results, click on the “Sign Out” button in the blue bar at the top of the page to exit the system.

Another Search Option: Search by Topic

If you don't know what keywords to use to find the services you're looking for, try using the Topic Search option. Click on the "Search By Topics" tab near the top of the page to use this method. Topics are types of services or programs that might match what you are looking for. The topic search uses the AIRS Taxonomy of Human Services to create the list of categories from which you can choose.

In this example, the topic “Breaks for Caregivers” includes “adult respite care” as a service that may lead to programs or organizations that provide relief for caregivers. If you want to narrow your results, use the “select a location” function on the left side to narrow down the geography. If you do not “Select a Location,” you will get results from the entire state.



From this results list, you will be able to:

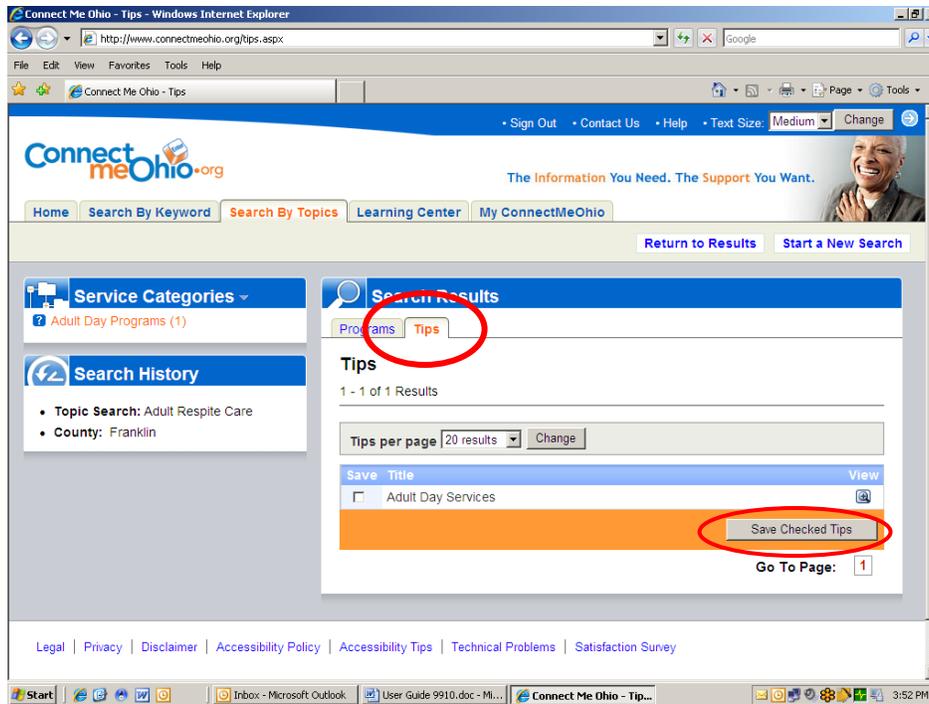
- Save specific services to a plan (see description page 8);
- Save the entire search (see description page 9);
- Print the results (this function provides a simple screen print of the results);
- E-mail the results (this function send a link to the resources you've identified in your search); or
- Map the results (the service/ provider must have an address in order for the location to be shown on the map).

Other Tools in Connect Me Ohio

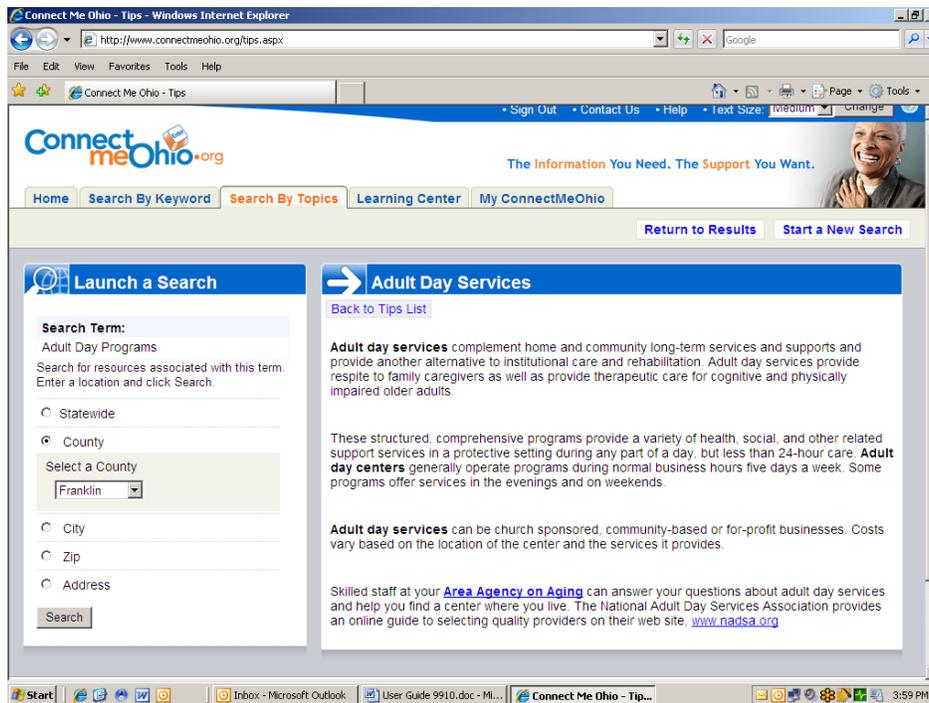
The “Learning Center” provides information about programs, services and terminology used in human services. The “tips” in the Learning Center are associated with specific taxonomy terms, so they are accessible both through the “Learning Center” tab from the home or any other page. Or, if there is a tip associated with a specific service, a “tips” tab will appear next to the “programs” tab on the search results page.

You can save selected tips to a particular plan by clicking on the box to the left of the tip name, and then, when prompted, associating that tip with a particular plan. You must be a registered user to save tips to a plan.

This tip was associated with the Adult Respite Care search performed in the Search by Topic description.

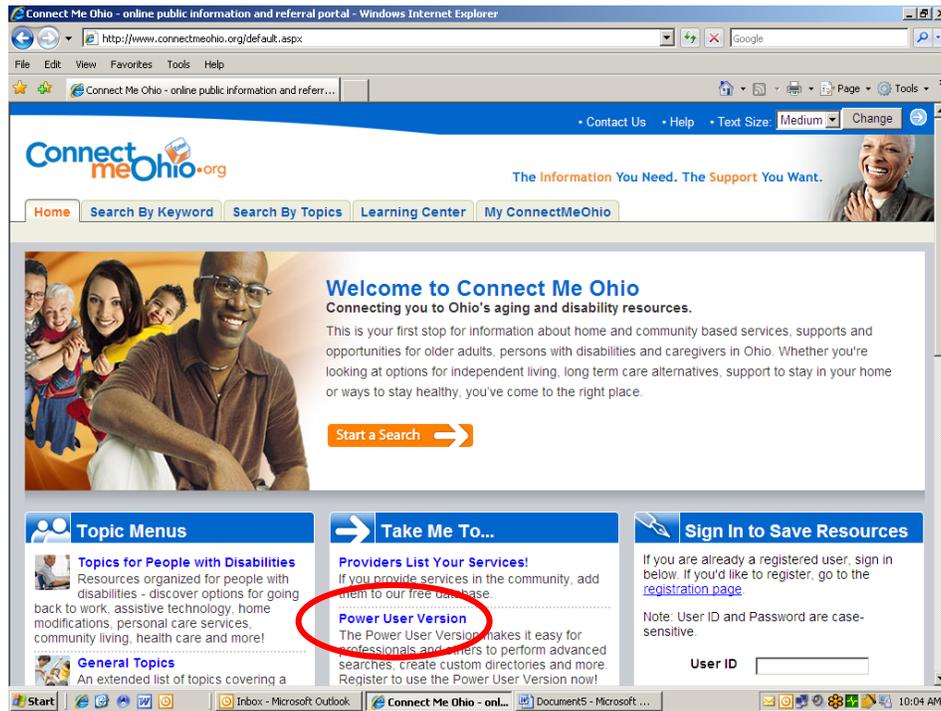


If you click on the symbol to the far right of the name of the tip, you'll be able to view the information provided. The screen below shows the information contained in the tip about Adult Day Services.



Become a Power User

The Power User function of ConnectMeOhio.org provides flexibility and additional options in how you search and what you do with the results from a search. To use the Power User function, from the home page of ConnectMeOhio.org, click on “Power User Version” in the center column of the home page, under the blue “Take Me To...” banner.



NOTE: Power User and being a registered user are two different functions in the system. You **MUST** log in to the system via the Power User Version link to access the additional functionality that being a Power User offers.

However, the same User ID and password can be used to access the basic registration functions (saving resources and searches) and the Power User functions. So, if you've already registered as a user and want additional options for printing plans and resource lists, click on “Power User Version,” log in using the User ID and password you created when you registered and you can access the saved resources and searches that you created by clicking on the “My ConnectMeOhio” tab at the top of the page.

Once you are logged in to Power User, click on the orange “Start a Search” button. If you've already registered, you can access your saved searches and plans by clicking on the “My ConnectMeOhio” tab.



When you are properly logged in to the Power User version, you will see these words in the upper part of the screen.

To access plans or searches you've saved, click here.

To start a new search, click here.

Conducting a Search in Power User

A basic Power User keyword search consists of entering a keyword (or words), selecting the type of match you want, selecting the fields you want to search in, selecting a geographic target, and selecting a target group.

Keyword(s)

Enter a single word or multiple words. The more words you enter, the narrower the search filter will be. Here are some ways to be successful in your keyword search:

- Use several keywords to make your meaning clear -- type in *home health care* instead of *care*
- Use synonyms and vary spelling -- *older adult*, *senior citizen*, *elderly*
- If you are using a phrase like *prenatal services* for your keyword and you receive zero results, try using an alternative phrase like *prenatal care* or *prenatal program* - or just *prenatal*.
- If you use one word like *prenatal* and you receive zero results or a small number of results, try using related words instead - for example, *pregnancy*, *pregnant*, *baby*, *birth* or *newborn*.

Match

Once you've entered your keyword, you can select from the following options to match that keyword to services or programs:

- **All of the Words**- All of the words you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *home health care* your search results will include records that contain *home, health, and care*.
- **All of the words - Include forms of the words is checked**- All of the words you enter in the Keyword(s) text box will be used in the search AND the search engine will include forms of your keyword(s). For example, if your keywords are *substance abuse* your search results will include records that contain *substance AND abuse, substances AND abuser, etc.*
- **Any of the words** - Any of the words you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *home health care* your search results will include records that contain *home OR health OR care*.
- **Any of the words - Include forms of the words is checked**- Any of the words you enter in the Keyword(s) text box will be used in the search AND the search engine will include forms of your keywords. For example, if your keywords are *substance abuse* your search results will include records that contain *substance OR abuse OR substances OR abuser, etc.*
- **Exact phrase**- The exact phrase you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *disabled veteran* your search results will include records that contain *disabled veteran* but not *veteran disabled* and not just *disabled* and not just *veteran*.

Search in the Following Fields

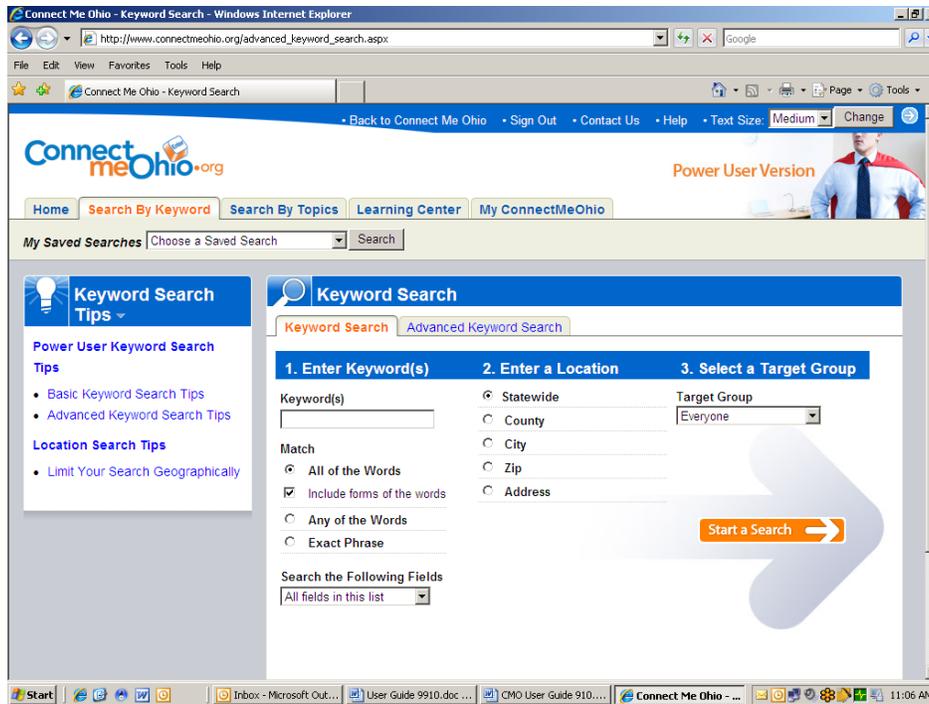
Choose from any of the options in the list of fields to search in. "All fields in this list" will search within all of the following: Provider Name, Service Name, Service Description, Service Features, and Taxonomy Terms.

Search by Location

Choose one of the geographic options to narrow your search further. The geographic options are based on the *area served* by the services, not by their physical location. See the "Limit Your Search Geographically" help topic for more details.

Select a Target Group

Select from one of the target groups to narrow your results further - or use the "Everyone" default target group.



Advanced Keyword Search Tips

The advanced keyword search allows you to build a compound keyword search with up to 3 sets of conditions. You have a choice of using the "And", "Or" or "But Not" boolean operators in the compound conditions. For example, you could construct the following compound search: exact phrase *adult day care* in the Service Name field OR all of the words *respite care* in the Taxonomy Term BUT NOT exact phrase *private pay* in the Service Features field.

Match

Once you've entered your keyword, you can select from the following options to match that keyword to services or programs:

- **All of the Words**- All of the words you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *home health care* your search results will include records that contain *home*, *health*, and *care*.
- **All of the words** - *Include forms of the words* is checked- All of the words you enter in the Keyword(s) text box will be used in the search AND the search engine will include forms of your keyword(s). For example, if your keywords are *substance abuse* your search results will include records that contain *substance* AND *abuse*, *substances* AND *abuser*, etc.
- **Any of the words** - Any of the words you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *home health care* your search results will include records that contain *home* OR *health* OR *care*.

- **Any of the words - *Include forms of the words*** is checked- Any of the words you enter in the Keyword(s) text box will be used in the search AND the search engine will include forms of your keywords. For example, if your keywords are *substance abuse* your search results will include records that contain *substance* OR *abuse* OR *substances* OR *abuser*, etc.
- **Exact phrase-** The exact phrase you enter in the Keyword(s) text box will be used in the search. For example, if your keywords are *disabled veteran* your search results will include records that contain *disabled veteran* but not *veteran disabled* and not just *disabled* and not just *veteran*.

Search in the Following Fields

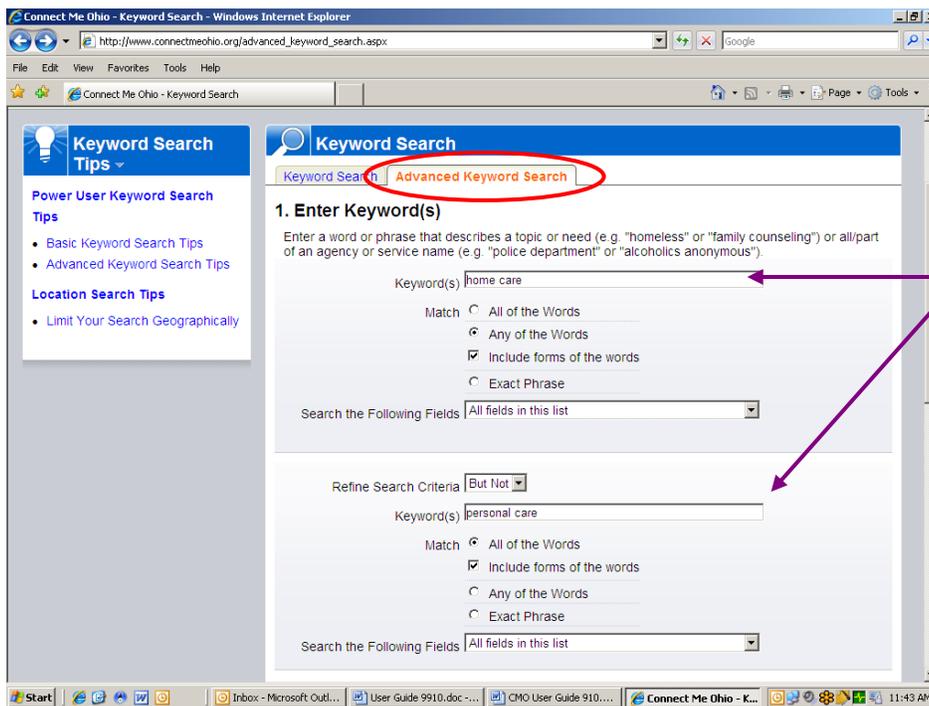
Choose from any of the options in the list of fields to search in. "All fields in this list" will search within all of the following: Provider Name, Service Name, Service Description, Service Features, and Taxonomy Terms.

Search by Location

Choose one of the geographic options to narrow your search further. The geographic options are based on the *area served* by the services, not by their physical location. See the "Limit Your Search Geographically" help topic for more details.

Select a Target Group

Select from one of the target groups to narrow your results further - or use the "Everyone" default target group.



When you use the Advanced Keyword Search function, you can use up to three sets of conditions to define your search. This can help you narrow the results to a smaller set.

Options for Using Results in Power User

Whether you use the basic or advanced keyword search function in Power User, you have options as to what you can do with the results. You can:

- Sort the results differently - this function allows you to sort by provider name or service name;
- Save the entire search- this allows you to save the search parameters and results for later use;
- Save a set of the results as a “plan”- select a sub-set of the results to save as a plan;
- Group your results- this function allows you to narrow the results to a smaller set by selecting a term that most closely matches the service you are seeking;
- Narrow your results- identify a zip code and distance and the providers within that range will appear;
- Print, E-mail or Map the results;
- Export the results to Excel or create a printed directory that includes services that you have saved.

The screenshot shows the Connect Me Ohio website interface. The search results are for "home care" and are located in Franklin County. The results are displayed in a table with the following columns: Save, Provider Name, Service Name, Location Details/Distance, and Short Description/Features. A red circle highlights the "Sort results by" dropdown menu, which is currently set to "Provider Name".

Save	Provider Name	Service Name	Location Details/Distance	Short Description/Features
<input checked="" type="checkbox"/>	Home Care International	Home health care	Address:	Description: Providing home health service to clients in their homes.
<input type="checkbox"/>	Home Care Network	Home Care	Address:	Description: Medicare/Medicaid Certified Home Care agency, that provides Passport services.
<input checked="" type="checkbox"/>	Home Instead Senior Care	In Home Care	Address: 3220 Riverside Dr. Columbus, OH, 43221 Website: http://www.homeinstead.com/franchise.asp?ID=21	Description: Non-medical provider of in-home care; assistance with all daily living tasks; light housekeeping; meal preparation; incidental transportation.
<input checked="" type="checkbox"/>	LJ Angels Home Care	Home Health Care	Address: Call for location Phone: /614) 975-1946	Description: We are Independent providers with a personal touch. We choose to care for people. Would you rather

Changing the Way Services are Sorted

For certain types of searches you will have the option of changing the order that services appear in the result list. In those cases you'll see a "Sort results by" drop down list at the top of the list of services.

Choose one of the options and then click the "Change" button. The list of services will be re-sorted based on the option you choose.

Sorting Options for Keyword Searches

When you see the "Sort results by" drop down list above the list of services you can change the order of the list by choosing one of the options and then clicking the "Change" button. Depending upon which geographic selection you used for your search, the sorting options are as follows:

- **All Locations:** No re-sort options - list is in order by Provider Name
- **County:** No re-sort options - list is in order by Provider Name
- **City:** No re-sort options - list is in order by Provider Name
- **Zip:** Distance (default), Provider Name
- **Address:** Distance (default), Provider Name

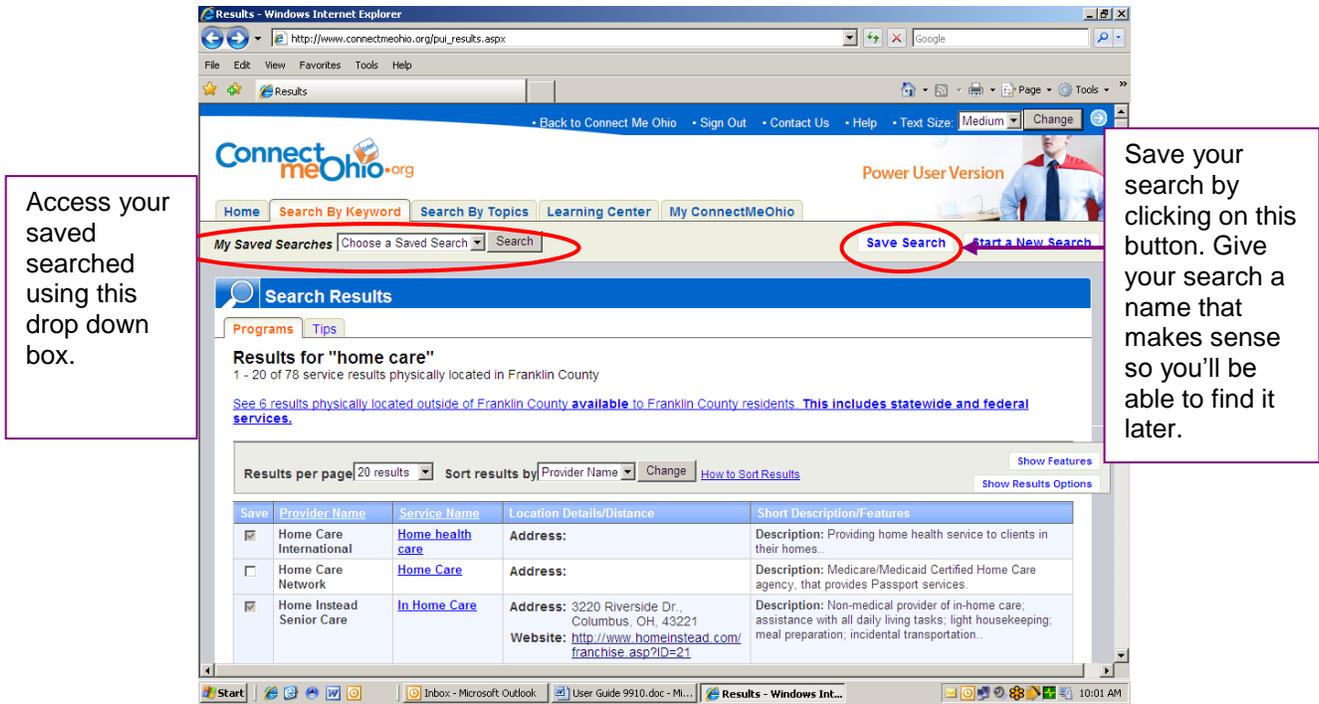
Sorting Options for Topic Searches

The default sort order of the service list depends upon the geographic selection you choose. For "Zip" and "Address" geographic selections, you can change the order of the service list by choosing one of the options from the "Sort results by" drop down list at the top of the list, and then clicking the "Change" button. Here are the default sort order and re-sort options for each geographic option:

- **All Locations:** No re-sort options - list is in order by Provider Name
- **County:** No re-sort options - list is in order by Provider Name
- **City:** No re-sort options - list is in order by Provider Name
- **Zip:** Distance (default), Provider Name
- **Address:** Distance (default), Provider Name

Saving a Search

If you want to save an entire search, click on the "save search" button at the top of the results list. You will be asked to provide a name for the search. This name is how you will be able to identify this particular search again, so use a name that you will associate with this search. You can access your saved searches by clicking on the drop down box next to "My Saved Searches" in the gray bar at the top of the page.



Saving Specific Results as a Plan

If you want to save a specific set of results from a search, click inside the checkboxes next to the "Location Details" for each of the services you want to save. Then click the "Save Checked Resources" button at the bottom of the list. These particular resources will be saved as a "plan" that you name.

When you click on the "save checked resources" button, you will be asked to create a name for the plan you've created, or add the latest search to an existing plan. As you use the system to search for services and save those resources to find later, these lists will grow, so use a plan name that you will associate with the search or results.

Accessing Your Saved Plans and Searches

You can access your saved plans and searches by clicking on the My Connect Me Ohio tab at the top of the page.

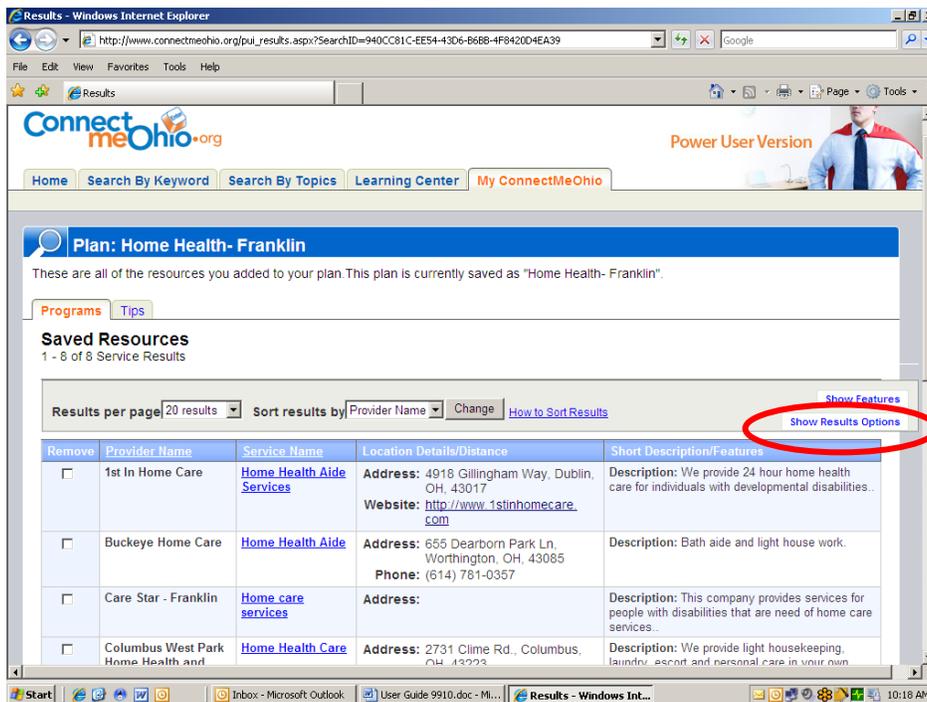
There will be a list of saved plans, of saved searches and of saved directories (directories are an option for printing your saved information that will be discussed in the next section of this guide). As you use the system to search for services and save those resources to find later, these lists will grow, so use a name that you will associate with the search or results.

Click on the symbol in the "view" column next to any of the searches or plans to open and review the results. The next screen opens to the "Plan Overview", where you will see a list of taxonomy terms that describe the services that are included in your plan or search. To see the list of programs/ services, click on the "Programs" tab.

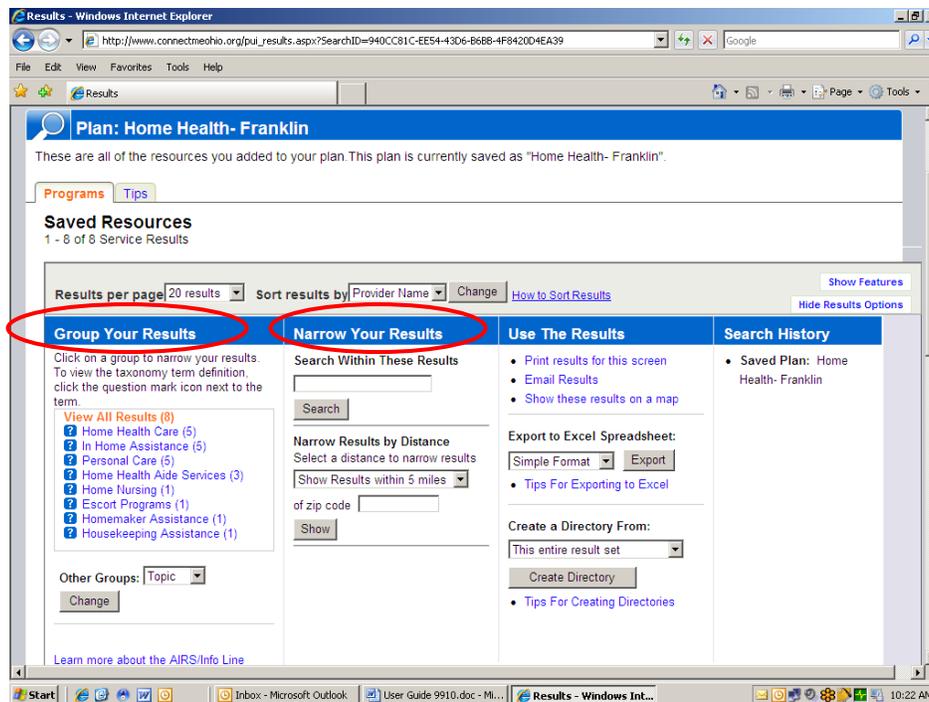
If you are done with a plan or search and don't need to access it again, click on the box in the delete column next to the name of the plan or search, then click the "delete selected plan" (or "delete selected search") button to delete the plan or search. NOTE: The system does NOT verify that you want to delete a plan or search, so once you've clicked the delete button, the plan or search is deleted.

Other Options for Using Results

Once you have a list of results, there are a number of additional things you can do with the results. To access these options, click on the "Show Results Options" button just above the list of results.



From the next screen, you have the option to Group Your Results, Narrow Your Results or Use the Results.



Group Your Results- this function allows you to narrow the selected results to a smaller set by more closely matching a service to a corresponding taxonomy name. It is not necessary to group results, if you are satisfied with the list of results, this step is not necessary.

Narrow Your Results- this function is another way to pare down the list of results, if you choose to or need to, by restricting the results to those programs closest to a specific zip code. Again, if your results list is NOT overwhelming, it's not necessary to use the function. If your results list is large and you choose to narrow it, this is a tool to do so.

Printing and Sharing Results

The Power User version of ConnectMeOhio offers print functions beyond those found in the standard version. As with the standard version, you can:

- Print the results (this function provides a simple screen print of the results);
- E-mail the results (this function send a link to the resources you've identified in your search); or
- Map the results (the service/ provider must have an address in order for the location to be shown on the map).

In addition, you can export the results to an Excel spreadsheet or print a Directory. A directory is a formatted, printed document that includes a set of resources that you specify. You can create a directory from a saved search or a saved plan.

Tips for Exporting to Excel

You can export your search result list to an Excel document so you can save it on your computer. You must have Microsoft Excel installed on your computer to save the export file. Note that ALL of the services in the result list will be exported - not just the services on the page you are viewing.

Export Options

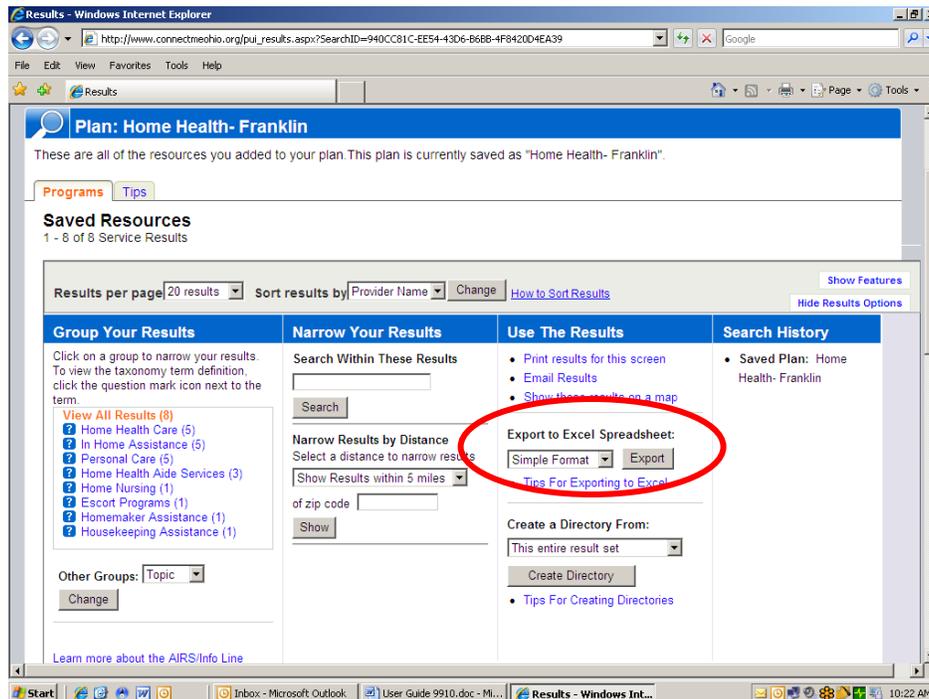
You can choose from 2 export options in the drop down list: Simple Format or Detailed Format.

- **Simple Format:** The following information will be included in the Excel file: Provider Name, Service Name, Service Address (physical and mailing), E-mail Address, and Phone Number.
- **Detailed Format:** The detailed format includes all of the information in the Simple format, plus Create Date, Modify Date, Provider Type, Administrator Name/Title, Web Site Address, Location Name, Features available, Service Description, (full and brief), Eligibility requirements, Application instructions, Fees, and Counties served.

Click the Export button to create the Excel file. An Excel file will be created which you can open and save with a specific name to your computer. Excel files are NOT saved in the ConnectMeOhio system.

Result lists that exceed 500 services

If your list of results exceeds 500 services the Excel export will be broken up into separate groupings of 500 services. In those cases, you'll see an additional drop down list that will contain each of the separate export files: i.e. "Services 1 - 500", "Services 501 - 1000", etc. Choosing one of those export files and clicking the Export button will create the Excel file.



You can also print a directory of the resources included in your plan.

Printing Directories

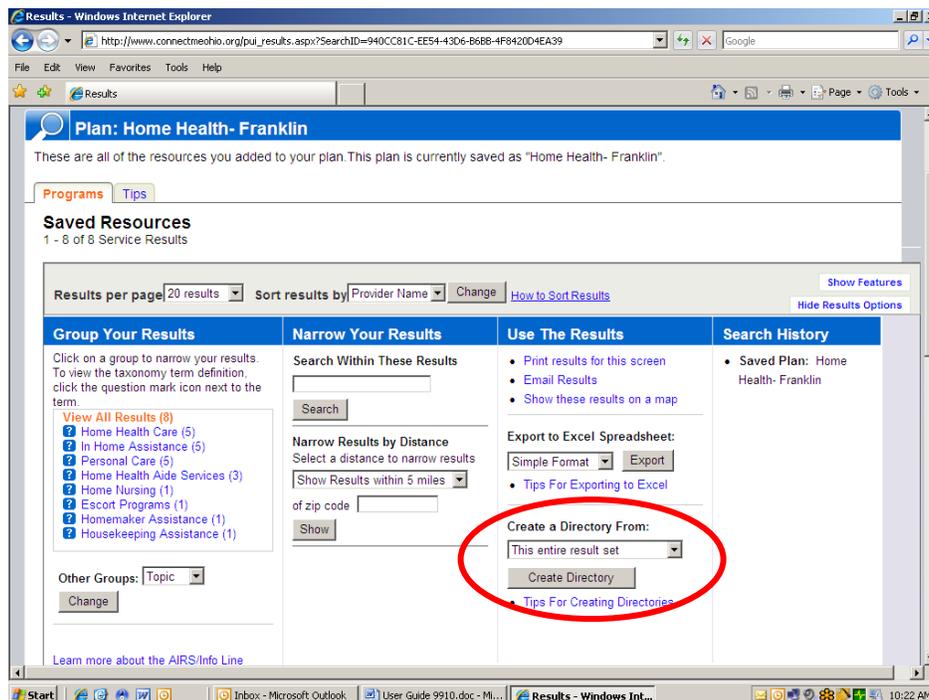
In the Power User version of ConnectMeOhio, you have the ability to create a printed directory of the services you are viewing in a result list by choosing the type of directory you want and clicking the Create Directory button. **Note:** a directory can contain a maximum of 1,000 service/site combinations. If your result list contains more than that, please use the Excel export option instead.

You can also print a directory you previously saved by clicking on the My ConnectMeOhio tab, then clicking on the My Saved Directories link in the My Saved Resources panel. From the list of saved directories, click the Print icon next to the directory you want to print.

You have the following choices for what you want to include in the directory:

- **The entire result set:** includes all services in the search results
- **Only the checked programs:** includes only the programs you've checked in the Save column of the results page
- **Just results in my county:** includes only the services that are located in the county you selected for your search (this option won't be available if you chose the Statewide geographic option)

Directories must first be created as PDF (Adobe Portable Document Format) documents, so you will need Adobe Reader installed on your computer in order to create a directory. If you don't have Adobe Reader, use the link to download it for free. Once you've created the directory in PDF format you can save it to your hard drive, print it, or e-mail it as an attachment to someone else.



Using the Print Directory Panel

In this panel you can choose options for formatting and indexes for your directory, as well as what you'd like to appear on the title page.

Directory Format

Choose either a Detailed Directory, which will provide a lot of details about the services you've selected for the directory, or a Telephone Directory, which will include only the Provider Name, Address, Service Name, Phone Number and E-mail Address.

Indexing Options

(Optional) You can include up to 3 different indexes for your directory, which will make it easier to find specific providers, services, or subjects in the directory. Check the box next to any index you want to include, or choose none of them.

- **Index by Provider:** An alphabetical list of provider names and corresponding page numbers
- **Index by Service:** An alphabetical list of provider names and service names with corresponding page numbers
- **Index by Subject:** A list of services by subject (taxonomy term) showing corresponding page numbers

Cover Page Options

Fill in any of the text boxes if you wish. What you enter here will appear on the cover page of your directory. Note: the Date Printed will default to today's date, but can be changed if you wish.

Finalizing the directory

Click the Create PDF button to create the directory in PDF format.

Saving Directories

In addition to printing a directory, you can save the directory definition to My Saved Directories in the My ConnectMeOhio section of this web site. This will allow you to retrieve the directory at any time when you are signed in to the Power User version. You can either save as a new directory or add the services you've selected to an existing directory.

Saving as a New Directory

To save the selected services to a new directory, fill in the Save As text box in the *Save Directory* panel with a name you'll recognize when you see it in your list of saved directories. Then click the

Save button. If you are creating directories for another individual, you can use that individual's name as the name of the directory so you can find it again later.

Adding to an Existing Directory

To add the selected services to an existing directory, in the *Add to an Existing Directory* panel select from the list of previously saved directories in the drop down list and then click the Save button. The services will be added to the existing directory.

The screenshot shows the 'Connect Me Ohio - Directory Options' page in Internet Explorer. The page is divided into several sections: 'Save Directory', 'Add to an Existing Directory', 'Print Directory', 'Directory Format', 'Indexing Options', and 'Cover Page Options'. The 'Save Directory' section has a 'Save As' text box and a 'Save' button. The 'Add to an Existing Directory' section has a dropdown menu with 'Smith, Mary' selected and a 'Save' button. The 'Print Directory' section has a 'Create PDF' button. The 'Directory Format' section has a 'Format Options' dropdown set to 'Detailed Directory'. The 'Indexing Options' section has three checkboxes: 'Index by Provider', 'Index by Service', and 'Index by Topic'. The 'Cover Page Options' section has fields for 'Title (max. 60 characters)', 'Sub Title (max. 140 characters)', 'Date Printed' (9/23/2010), 'Created By', and 'Text Size' (Small), along with a 'Create PDF' button. Three callout boxes are present: one pointing to the 'Save Directory' section, one pointing to the 'Add to an Existing Directory' section, and one pointing to the 'Title' field in the 'Cover Page Options' section.

If you want to create a new directory, enter a name in the box and click save.

If you want to add additional results to a directory you've already created,, select the directory from the drop down list.

The title you give your directory will print on the cover page.

Accessing your Saved Directories

To access your saved directories, click on the My ConnectMeOhio tab. Then, click on the My Saved Directories link under My Saved Resources.

Editing your Saved Directories

To edit the content of the saved directory, first click the My ConnectMeOhio tab. Then click the My Saved Directories link in the My Saved Resources panel.

Click the Edit icon next to the directory you want to edit. This will take you to a list of the services that are included in this directory. If you want to remove any of the services from the directory, check them off in the Remove column and then click the Remove Checked Resources button. NOTE: this will *permanently* remove the selected service(s) from the directory.

Tips for Creating Directories

Here are some tips for creating directories in the Power User version. For more details, please read the "Directory Tips" help topic.

Size limit: A directory can contain a maximum of 1,000 service/site combinations. If your result list contains more than that, please use the Excel export option instead.

Content Options: You have the following choices for what you can include in the directory:

- **The entire result set:** includes all services in the search results
- **Only the checked programs:** includes only the programs you've checked in the Save column of the results page
- **Just results in my county:** includes only the services that are located in the county you selected for your search (this option won't be available if you chose the Statewide geographic option in the search setup)

Output format: Directories must first be created as PDF (Adobe Portable Document Format) documents, so you will need Adobe Reader installed on your computer in order to create a directory. If you don't have Adobe Reader, use the link on the directory setup page (where you'll land after you click the Create Directory button) to download it for free. Once you've created the directory in PDF format you can save it to your hard drive, print it, or e-mail it as an attachment to someone else.

Directory indexes: On the directory setup page you can choose to include 3 types of indexes in your directory: Provider Name, Service Name, and Subject.

Saving directories: On the directory setup page you'll have the option of saving the directory to your personal 'My ConnectMeOhio' area.

Accessing saved directories: To access your saved directories, click on the My ConnectMeOhio tab. Then, click on the My Saved Directories link under My Saved Resources.

Editing saved directories: To edit a saved directory, click on the My ConnectMeOhio tab, click the My Saved Directories link in the My Saved Resources panel, and click the Edit button next to the directory you want to edit.

Printing saved directories: Print a saved directory by clicking on the My ConnectMeOhio tab, then clicking on the My Saved Directories link in the My Saved Resources panel. From the list of saved directories, click the Print icon next to the directory you want to print.

Other Tools in Connect Me Ohio

The "Learning Center" provides information about programs, services and terminology used in human services. The "tips" in the Learning Center are associated with specific taxonomy terms, so they are accessible both through the "Learning Center" tab from the home or any other page, or if there is a tip

associated with a specific service, a “tips” tab will appear next to the “programs” tab on the search results page.

You can save selected tips to a particular plan by clicking on the box to the left of the tip name, and then, when prompted, associating that tip with a particular plan. You must be a registered user to save tips to a plan.