www.sharenm.org

HOW TO USE THE SHARE ON-LINE RESOURCE DIRECTORY TO HELP MEET YOUR ORGANIZATION'S COMMUNITY RESOURCE INFORMATION NEEDS

> The SHARE Statewide Resource Directory includes over 7000 + organizations and 12,000 + programs.
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> A growing number of public and private organizations have contributed their databases (25 so far)!
> Individual organizations can add and update their own information.

STEP 1 - Make a list of the type of community resources that are important to those you serve.

STEP 2 - Identify specific information that is important to the people you serve.

Our on-line intake form includes the following fields.

- ✓ Appointment scheduling
- ✓ Community Health Worker availability
- ✓ Documents needed
- ✓ Eligibility criteria
- ✓ Insurance accepted
- ✓ Languages spoken
- ✓ Payment options (free, sliding free, etc.)
- ✓ Payment types (e.g. Medicaid, State child care subsidies

- ✓ Program description
- ✓ Service hours
- ✓ Specific services provided
- ✓ Target populations (age, race/ethnicity, populations with special needs (immigrants, people with low-incomes)
- ✓ Waiting lists
- ✓ Other Information

STEP 3 - See what's currently in the SHARE Directory and what you would like to improve on.

STEP 4 - Sign up to become a SHARE Directory Administrative Partner.
You will receive administrative rights so you can create and monitor customized update campaigns to meet your organization's needs. We are currently developing administrative tools to support your efforts.

STEP 5 - Develop a plan to add and update resource information important to you.
Assign, schedule, and track contacts to organizations you are trying to reach through emails, phone calls, site visits, etc.

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