

# Community and Health Resources: Instructional Guide

How to add and update organization profiles

# Register

The screenshot shows the Engage Southeast North Carolina website. At the top right, there is a navigation menu with links for Home, Tools, My Profile, About Us, Feedback, Register, and Log In. On the left, there is a map of the five counties: Columbus, Brunswick, New Hanover, Pender, and Onslow. The main header reads "ENGAGE Southeast North Carolina" with the tagline "Identifying Issues... Crafting Solutions... Taking Action". Below the header is a navigation bar with five categories: "Our Community (Get Local)", "Issues & Initiatives (Beyond Statistics)", "Maps & Data (Neighbors & Numbers)", "Health Resources (Explore Resources)", and "Share Resources (Find & Offer)". The main content area features a large image of a beach at sunset labeled "Onslow". To the right of the image is a search box titled "Search the Community" with a search button and tabs for "Organizations", "Programs", and "Knowledgebase". Below the search box are two buttons: "For organizations" and "For community members". On the right side, there are four blue buttons: "Frequently Asked Questions" (with a question mark icon), "County Statistics (Learn & Compare)" (with a line graph icon), "Donate to support Community Development" (with a gift icon), and "Library (Read & Share)" (with a book icon).

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**ENGAGE Southeast North Carolina**  
Identifying Issues... Crafting Solutions... Taking Action

Our Community Get Local Issues & Initiatives Beyond Statistics Maps & Data Neighbors & Numbers Health Resources Explore Resources Share Resources Find & Offer

Onslow

### Search the Community

Find programs, organizations and resources

Organizations Programs Knowledgebase

► For organizations

► For community members

Frequently Asked Questions

County Statistics Learn & Compare

Donate to support Community Development

Library Read & Share

Welcome to the Southeast North Carolina Community Platform! This tool will help organizations, community members, decision makers, and philanthropic funders in Columbus, Brunswick, New Hanover, Pender and Onslow County cross boundaries and collaborate on projects to improve the quality of life in Southeastern North Carolina. This platform will help dedicated organizations:

- **Learn about the demographics and post events** in each of the 5 counties in Southeastern North Carolina.
- **Identify issues and initiatives** that are important to the citizens and organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and diverse backgrounds to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners achieve a common goal.
- **Map** the organizations, demographics and resources of a given area to identify areas of concern for communities in Southeastern North Carolina. Using Engage SENC's Asset Mapping tool, you can filter local organizations by geographic area, organization type and service provided to identify gaps and areas of need in our communities.
- **Post** applied learning and volunteer opportunities for those in the area, as well as discover individuals who would like to serve the nonprofit sector with our Share Resources tab.

Before you can begin editing/ adding health resources in your particular county, you must first register and log in to the Community Platform website. Please go to [www.engagesenc.org](http://www.engagesenc.org), click on “Register” in the upper right corner to create your individual user account.

# Registration Page

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## ENGAGE Southeast North Carolina

Identifying Issues... Crafting Solutions... Taking Action

**Our Community** Get Local | **Issues & Initiatives** Beyond Statistics | **Maps & Data** Neighbors & Numbers | **Health Resources** Explore Resources

### Welcome to The Southeast North Carolina Community Platform

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#### Contact Information

First Name\*

Last Name\*

Email\*

Address

City

State\*

Postal Code

Phone

#### Login Information

User Name\*

Password\*

Password must be at least 8 characters long and contain at least 1 of each: a lowercase letter, an uppercase letter, a number, and a special character "! @ # \$ % ^ & \* ? \_ ~ - £ ( ) .".

#### Your Organization

If you work with an organization that you would like to represent on The Southeast North Carolina Community Platform, please click 'Find my organization'.

Read and agree to [terms of use](#)\*

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The registration page includes 5 required questions with red asterisks next to them and the Terms of Use agreement.

Click "Submit" once you have entered all the necessary information. An e-mail will be automatically sent to you.  
**YOUR ACCOUNT WILL NOT BE ACTIVE UNTIL YOU CLICK ON THE E-MAIL LINK.**

# Login, Lost Password, Lost Username

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## ENGAGE Southeast North Carolina

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Beyond Statistics

**Maps & Data**  
Neighbors & Numbers

**Health Resources**  
Explore Resources

**Share Resources**  
Find

### Login

User Name:

Password:

 Login

### More Options

 Login with Facebook

 Forgot Username/Password

 Resend Confirmation Email

 No Account? Register Now

 Questions, Comments, Need Help?

### Why Register?

Registration gives you access to advanced features and the ability to view NTEE codes (approved users only). Some of the advanced features are listed below:

**Update Your Organization's Information**  
You can update your organization's Profile but you must be a registered user first. (This helps us keep information accurate and ensure that only users update information.)

**Custom Lists: Community Impact Circles & Peer Learning Communities**  
Custom Lists provide a powerful tool for creating custom subsets of organizations for use in analysis, survey work, or for sharing information on outcomes. Umbrella organizations can use this for tracking their member organizations. Custom lists can cross geographic or activity boundaries, and be kept confidential, shared with your team, or made public.

**Save Your Settings**  
The Southeast North Carolina Community Platform lets you save custom filters and more. But to save and retrieve them, you must be registered or we won't know who they belong to.

**Receive Updates**  
The Southeast North Carolina Community Platform can automatically notify you when changes to organizations or projects that you're associated with are changed, or when new features, data or information are added to the Platform.

The Log in page is where you go to not only sign in, but to also get the confirmation email resent to you or to reset your password

# Successful Login

Welcome Jakob Rhinehart

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## ENGAGE Southeast North Carolina

Identifying Issues... Crafting Solutions... Taking Action

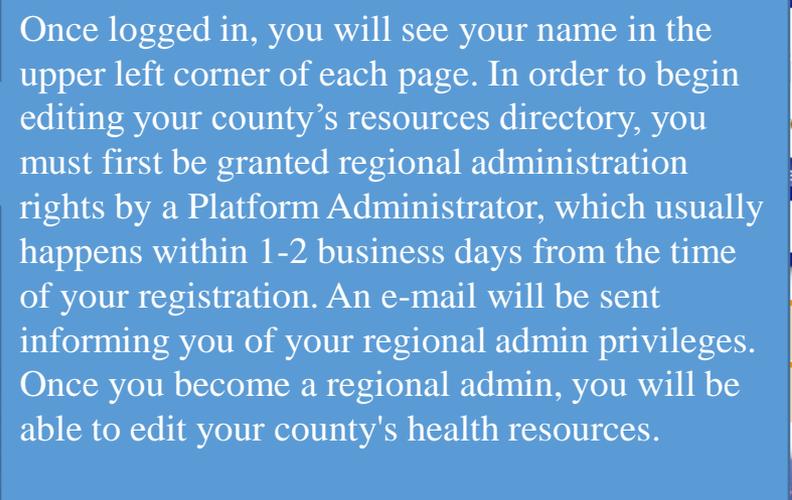
**Our Community**  
Get Local

**Initiatives**  
Statistics

**Maps & Data**  
Neighbors & Numbers

**Health Resources**  
Explore Resources

**Share Resources**  
Find & Offer



Once logged in, you will see your name in the upper left corner of each page. In order to begin editing your county's resources directory, you must first be granted regional administration rights by a Platform Administrator, which usually happens within 1-2 business days from the time of your registration. An e-mail will be sent informing you of your regional admin privileges. Once you become a regional admin, you will be able to edit your county's health resources.



Welcome to the Southeast North Carolina Community Platform. This platform is designed for organizations, community members, decision makers, and public officials in Columbus, Brunswick, New Hanover, Pender and Onslow Counties to collaborate on projects to improve the quality of life in Southeastern North Carolina. This platform will help dedicated organizations:

- **Learn about the demographics and post events** in each of the 5 counties in Southeastern North Carolina.
- **Identify issues and initiatives** that are important to the citizens and organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and diverse backgrounds to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners achieve a common goal.
- **Map** the organizations, demographics and resources of a given area to identify areas of concern for communities in Southeastern North Carolina. Using Engage SENC's Asset Mapping tool, you can filter local organizations by geographic area, organization type and service provided to identify gaps and areas of need in our communities.



# Getting Started

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Identifying Issues... Crafting Solutions... Taking Action

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Columbus

Join the Community  
Organizations and resources

Organizations | Programs | Knowledgebase

Search

► For organizations

► For community members

? Frequently Asked Questions

County Statistics Learn & Compare

From the home page, click the Health Resources tab.

Welcome to the Southeast North Carolina Community Platform! This tool will help organizations, community members, decision makers, and philanthropic funders in Columbus, Brunswick, New Hanover, Pender and Onslow County cross boundaries and collaborate on projects to improve the quality of life in Southeastern North Carolina. This platform will help dedicated organizations:

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- **Identify issues and initiatives** that are important to the citizens and organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and diverse backgrounds to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners

## Community and Health Resources

### Select Your Region to Explore Resources

Map Satellite

New Hanover County  
Click [here](#) to view details about this county

To add/ edit an organization in your county, hover your mouse over your county in the Health Resources tab until the county name pops up. Click on the "Click here" link.

Map data ©2016 Google Terms of Use

# Viewing Health Resources

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Identifying Issues... Crafting Solutions... Taking Action

Community Local Issues & Initiatives Beyond Statistics Maps & Data Neighbors & Numbers Health Resources Explore Resources Share Resources Find & C

**Community and Health Resources**  
Resources in New Hanover County

[View All Documents](#) [View Code List](#) [Export All Resources](#) [Add A Resource](#) [Back to all counties](#)

Health Services Education Youth Food/Nutrition Recreation Elderly Womens Support Groups Other Services

You are able to export all the available resources within your county by clicking on "export all resources".

To view resources by specific categories, simply click on the category you would like to see.

Community and Health Resources are divided into 9 main categories ( Health Services, Education, Youth, Food/Nutrition, Recreation, Elderly, Womens, Support Groups, and Other Services).

# Subcategories

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**Community and Health Resources**  
**Health Services Resources in New Hanover County**

[View Help Documents](#) [View Code List](#) [Add A Resource](#)

Medical	Mental Health	Military Services
Pediatric/Youth Services	Pharmacies	School Health Services
Senior Health Services	Therapy	Vision
Womens Health Services	Dental Services	Hospital
Health Department	Urgent Care	

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**To view resources within a subcategory, simply click on the subcategory you would like to see.**

Many categories are then divided into subcategories. For example, the category Health Services is divided into 14 subcategories.

# Organizational Profiles

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### Community and Health Resources

#### Medical Resources in New Hanover County

[View Help Documents](#) [View Code List](#)

[« Back to all counties](#)  
[➔ Add A Resource](#)

We've found 46 resources for Medical in New Hanover County. Click on an organization's name to view the full profile.

To view an organization's profile and/or edit that organization, click on the organization you would like to view/edit.

[Abrons Family Practice](#)  
1911 S 17th St., Wilmington, NC 28403  
Phone: 9107907840  
[Organization Website](#)

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[Bhat, Raja MD](#)  
5106 Wrightsville Ave., Wilmington, NC 28401  
Phone: 9103956400  
[Organization Website](#)

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[Bodies in Balance Physical Therapy](#)  
5710 Oleander Dr., Wilmington, NC 28403  
Phone: 9103986301  
[Organization Website](#)

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[Cape Fear Clinic](#)  
302 S Bennett St., Burgaw, NC 28401  
Phone: 9103438736  
[Organization Website](#)

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[Cape Fear HealthNet](#)  
1601 Doctors Circle, Wilmington, NC 28401  
Phone: 9103992751  
[Organization Website](#)

# Editing Organizations

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Edit Organization + Add A Program + Add A Classified Listing

ORGANIZATION PROFILE  
**Abrons Family Practice** Data Source:  - IRS  - Admin  - User

Overview Map Details Financial Programs Form 990 Officials Staff

Like Tweet G+1

- Abrons Family Practice  
1911 S 17th St.
- Wilmington, NC 28403
- 9107907840  
<http://abronsfp.com/>

**Purpose**

Family Medicine Ages 2 and up Providers: S. Albert Abrons, Md; Wendy Shropshire-Atkins, PA-C; Jacqueline Cowell, PA-C

Add this organization to a custom list

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To edit an organization's profile, click on "Edit Organization".

# Editing Organizations Cont'd

The screenshot shows a web form for editing an organization. The form is divided into several sections:

- Basic Information:** Name (Abrons Family Practice), Address (1911 S 17th St.), City (Wilmington), State (NC), Zip (28403), Website (http://abronsfp.com/), Phone (9107907840), Email, Exec. Dir. / Contact, and EIN.
- Association and Organization Type:** "How are you associated with this organization?" (No Association), "Organization Type" (Unknown).
- Activity Code(s):** A dropdown menu showing "B25" and a "Find code(s)" button. A callout points to this button.
- Purpose:** A text area containing "Family Medicine Ages 2 and up" and "Providers: S. Albert Abrons, Md; Wendy Shropshire-Atkins, PA-C; Jacqueline Cowell, PA-C".
- Description:** A text area with a rich text editor toolbar. A callout points to the "submit and save" button.
- Upload Logo:** A "Browse..." button.
- Member Organization:** A checkbox labeled "Is this organization considered part of this community platform?".
- Buttons:** "Submit and save", "Mark as reviewed", "Delete Organization", "Cancel", and "Add a program".

Two callout boxes provide additional instructions:

- The top callout (blue) states: "DO NOT click 'Find Code(s)' to locate the corresponding activity code for an organization. To view all community and health resources activity codes, click on 'View Code List' on your County's Community and Health Resources home page ( See page 12 for more information)".
- The bottom callout (blue) states: "Once you are finished editing/adding an organization. Please click on 'submit and save' to update/add the organization to the directory."

From this screen, you can edit an organization's name, contact information, and Activity Code(s). You can also delete this organization if they are no longer in operation.

# Organization Activity Codes

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### Community and Health Resources

#### All Resources in New Hanover County

To view organizational activity codes, click "View Code List".

[Back to all counties](#)

[View Help Documents](#) [View Code List](#)

 Export All Resources

 Add A Resource



Health Services



Education



Youth



Food/Nutrition



Recreation



Elderly



Womens



Support Groups



Other Services

# Organization Activity Codes Cont'd

## Health Resources' Activity Codes

### Health Services

Category Name	Associated CPC Codes
Medical	B25
Mental Health	B30
Military Services	B23
Pediatric/Youth Services	B22
Pharmacies	B2K
School Health Services	B24
Senior Health Services	C75
Therapy	B2L
Vision	B2I
Womens Health Services	B21
Dental Services	B2D
Hospital	B11
Health Department	B91
Urgent Care	B2F

### Education

Category Name	Associated CPC Codes
Elementary Schools	A12
High Schools	A14
Middle Schools	A13
Other Health Education Classes	A80
Pre-K	A11

### Youth

Category Name	Associated CPC Codes
Adolescents/Young Adult	P16
Disabled Youth	Q78

From this page, you are able to view categories in the health resources tab and their associated activity code. You can also view activity codes to help classify new or existing organizations.

# Questions/Concerns

If you need additional information or have any questions about the Community and Health Resources page, please send an email to [CHC@uncw.edu](mailto:CHC@uncw.edu)