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## INCLUSION/EXCLUSION POLICY

The 211 Crisis/Hotline & Information Center database has comprehensive, up-to-date information on health and social services in Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot Counties that are provided free of charge or at minimal cost by non-profit and government organizations. In a few instances for-profit entities are included. The criteria by which services are included or excluded are described below. Inclusion doesn't imply endorsement, and exclusion doesn't indicate disapproval. We reserve the right to edit information to meet format, guideline, and space requirements.

### **Inclusion Guidelines**

Included in this database are:

1. City, county, state, or federal governments that operate health and social services that are available to Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot County residents. These may or may not be located in these counties.
2. Non-profit organizations and community groups that provide direct health and social services to Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot County residents. Organizations meet IRS criteria for being tax-exempt (i.e. 501 (c) 3). Examples include organizations that provide health care, housing, food or food stamps, counselling, or job search and placement services.
3. Public and private school administrative offices, along with the types of programs offered that serve Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot County residents. This includes administrative offices of federally-funded preschools such as Head Start.
4. Public libraries. Special libraries operated by non-profit agencies are included if the organization meets the other remaining inclusion rules.
5. Churches, civic, social, or fraternal groups that offer health or social services for the community-at-large and aren't restricted to their members.
6. Self-help support groups offered by non-profits or government agencies that don't charge a fee or where the fee is nominal and meant to cover incidental costs such as refreshments.
7. Hotlines, help lines, information lines, or information and referral lines operated by non-profit and government organizations that provide information on health and social services that are accessible to Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot County residents..
8. Hospitals, inpatient, and outpatient facilities that provide health or social services to Athens, Coshocton, Crawford, Guernsey, Knox, Licking, Marion, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Washington and Wyandot County residents at no cost or on a sliding scale. These services accept Medicare, Medicaid, Molina, CareSource, Healthy Families, or other health insurance.
9. For-profit agencies or business that offer needed services that aren't offered by any non-profit or government entity. Examples include crime scene cleaners, waste disposal companies, and ambulance services.
10. Agencies that provide referrals to licensed entities such as therapists, skilled nursing facilities, residential care facilities for the elderly/disabled (assisted living facilities, board and care facilities, etc.), in-home care agencies, child care centers, and in-home childcare.

11. For-profit counselling centers that provide free service or offer sliding fees, and accept Medicare, Medicaid, Molina, CareSource, Healthy Families, other health insurance, or private insurance payments.
12. For-profit housing for seniors and people with disabilities.

## **Exclusion Guidelines**

Excluded from this database are:

1. Agencies that give information or provide public awareness that is only of a political or commercial nature.
2. Individual public and private schools and school programs, with the exception of a program offered as a needed community service. Information on individual schools and school programs can be obtained by calling the school administrative numbers included in the database.
3. Organizations that deny service because of race, religion, gender, sexual orientation, ancestry, nationality, or any other basis not permitted by law, or that promote racism or bigotry.
4. Organizations that violate local, state, or federal laws or regulations.
5. Organizations or programs that offer a service to members only, such as churches, social clubs, and medical services with the exception of hospital emergency rooms.
6. Organizations that provide unlicensed services based out of the provider's home.
7. Organizations where standards of service are heavily regulated and for which there exists a governmental entity that provides central referral for the service. An example is nursing facilities, unless the information is provided by the state licensing agency.
8. For-profit organizations that don't meet inclusion rule number 9 (i.e. they provide a service that also is offered by a non-profit or government entity).
9. Individuals performing services that require licenses, but don't operate within agencies. Examples are marriage counsellors, psychotherapists, and massage therapists.
10. Special Events that do not offer a community/social service. Examples are parades, concerts, dances.

## **Additional Rules**

1. We reserve the right to exclude from the database any organization that we have adequate reason to believe may spread hatred or have a philosophy that could be hurtful to the well-being of individuals, groups, or the community as a whole.
2. We also reserve the right to refuse to list or to discontinue listings for organizations that have had serious complaints lodged against them by a regulatory body, other organizations in the database that provide similar services, or the 211 / Crisis Hotline & Information Center staff.
3. Potential grounds for exclusion or removal from the database may include—but isn't limited to—service non-delivery, fraud, misrepresentation, discrimination, or criminal activities.
4. Organizations must demonstrate the ability to provide ongoing, reliable services and have an established funding base or the support of an established parent organization, or have been in operation for at least twelve months. Exceptions may be made in emerging or underfunded service areas.
5. Agencies that have ignored repeated attempts for updated information may be deactivated in the database until current information is received.