

Clarion County Link Resource Directory User Manual



Introduction

This manual provides guidance for using the Clarion County Link Resource Directory. The website can be accessed by navigating to www.clarionlinkrkd.com.

Interface

This section describes the layout of the website. The header (**Figure 1, Item A**) contains the website title and logo. Clicking **Link Resource Directory** at any time will reload the website. Each time a user visits the website, the Welcome paragraph (**Figure 1, Item B**) will be displayed. The Search utility (**Figure 1, Item C**) and the Services utility (**Figure 1, Item D**) are located to the right of the Welcome paragraph.

The footer (**Figure 1, Item E**) contains additional utilities. The **Home** link will reload the website, displaying the Welcome paragraph. The **Login** link will prompt the user for credentials to log in as an administrator. The **Printable Format** link will display a list of all organizations as a formatted HTML page. The **View Partners** link will display a list of core, collaborative and community partner organizations. The footer also contains the disclaimer, which includes directions for contacting the Webmaster and requesting information changes.

The screenshot shows the website's user interface. At the top left, the title 'Link Resource Directory' and subtitle 'Clarion County, Pennsylvania' are displayed. At the top right is the 'CLARION COUNTY Link' logo with the tagline 'TO AGING AND DISABILITY RESOURCES' and a 'What is Link?' link. The main content area features a 'Welcome to the Clarion County Link Resource Directory' message, followed by helpful links for assistive browsers and screen readers, and a search prompt. A search box on the right allows users to select a location (currently set to 'All Clarion County') and includes a 'Search' button. Below the search box is a 'Services' section with a list of categories such as 'Basic Needs (Code B)', 'Consumer Services (Code D)', 'Criminal Justice and Legal Services (Code F)', 'Education (Code H)', 'Environment and Public Health/Safety (Code J)', 'Health Care (Code L)', 'Income Support and Employment (Code N)', 'Individual and Family Life (Code P)', 'Mental Health and Substance Abuse Services (Code R)', and 'Organizational / Community / International Services (Code T)'. A photograph of a group of people, including one in a wheelchair, is shown in the center. The footer contains navigation links for 'Home', 'Login', 'Printable Format', and 'View Partners', along with a disclaimer and contact information for Community Action, Inc.

Figure 1 – User Interface

Search

The Search utility allows for custom searches of human services organizations. After entering search criteria (**Figure 2, Item A**) and clicking the **Search** button (**Figure 2, Item C**), the contents of the text box are compared to each organization's name, contact information, address, services and associated keywords. Results will be generated and displayed in place of the Welcome paragraph. Search criteria can also be filtered further by selecting a minor civil division from the drop down list titled "Select Location" (**Figure 2, Item B**).

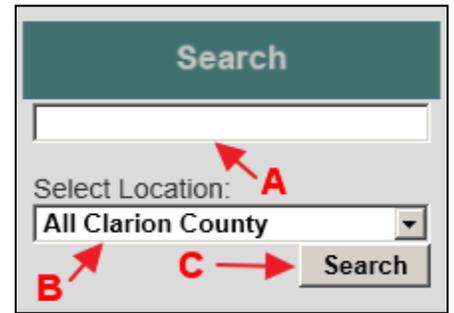


Figure 2 – Search Utility

Filter by Services

The Services utility filters organizations based on services offered. This utility contains an expandable list of the first two levels of AIRS/211 LA County Taxonomy of Human Services. The link **Click Here for Full Listing of Available Services** (**Figure 3, Item A**) will display a similar utility containing all levels of the taxonomy (**Figure 4**). A link to the AIRS/211 LA County website can be found in the disclaimer. Clicking the plus symbol (**Figure 3, Item C**) will expand a list item, while clicking the minus symbol (**Figure 3, Item B**) will collapse it. Clicking a Level 1 Term (**Figure 3, Item D**) or a Level 2 Term (**Figure 3, Item E**) will display results in place of the Welcome paragraph.



Figure 3 – Service Utility

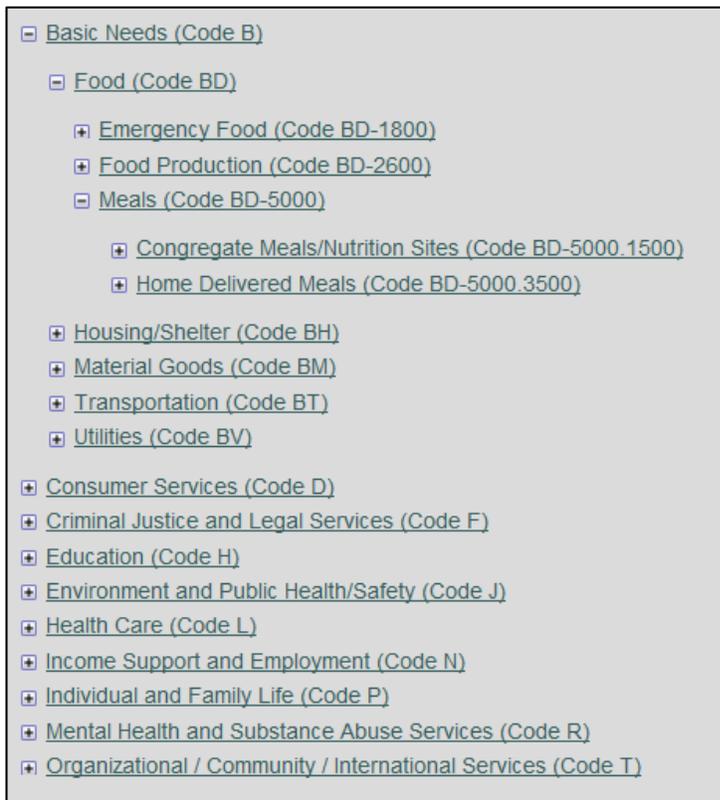


Figure 4 – Full Listing of Services

Results

The result list, which displays organizations matching specified criteria, contains the organization name (**Figure 5, Item B**) and website (**Figure 5, Item C**). Clicking the **More Information** link (**Figure 5, Item D**) will display a detailed listing for the organization. If more than 20 organizations are in the list, paging controls will display (**Figure 5, Item E**). If the results were generated by selecting a service from the expandable list, the selected service will appear as a link (**Figure 5, Item A**) that when clicked will display a popup containing the term definition. If results were generated by the search utility.

The screenshot shows the 'Link Resource Directory' for Clarion County, Pennsylvania. The header includes the 'Link' logo and the text 'TO AGING AND DISABILITY RESOURCES'. Below the header, there is a search bar and a 'Search' button. A dropdown menu for 'Select Location' is set to 'All Clarion County'. A 'Services' section is visible on the right, with a list of categories including 'Basic Needs (Code B)', 'Consumer Services (Code D)', 'Criminal Justice and Legal Services (Code F)', 'Education (Code H)', 'Environment and Public Health/Safety (Code J)', 'Health Care (Code L)', 'Income Support and Employment (Code N)', 'Individual and Family Life (Code P)', and 'Mental Health and Substance'. The main content area displays a table of organizations with columns for 'Organization Name', 'Website', and 'More Information'. The table lists 20 organizations, including Allegheny Hills Retirement Residence, American Cancer Society, ArmsCare, Bradyview Manor, Broadwood Towers, Catholic Charities, Counseling and Adoption Services, Charitable Deeds & Services, Clarion Apartments, Clarion Area Agency on Aging, Inc., Clarion Area Ministerium, Clarion Commons, Clarion County Adult Services (DHS), Clarion County Assistance Office, Clarion County Housing Authority, Clarion County Transportation, Clarion Free Library, Clarion-Forest Adult Daily Living Center, Community Action, Inc. (CAI), Country Springs, and Eccles-Lesher Memorial Library. A 'You selected Basic Needs (Code B)' message is displayed above the table. At the bottom of the table, there are paging controls showing '1 2 3 E'.

Organization Name	Website	More Information
Allegheny Hills Retirement Residence	www.cmshousing.com	More Information
American Cancer Society	www.cancer.org	More Information
ArmsCare	www.armscare.com	More Information
Bradyview Manor	www.guardianeldercare.com	More Information
Broadwood Towers	www.seniorhousingnewbethlehem.com	More Information
Catholic Charities, Counseling and Adoption Services	www.cccas.org	More Information
Charitable Deeds & Services	www.charitabledeedsandservices.com	More Information
Clarion Apartments	www.liveinpa.com	More Information
Clarion Area Agency on Aging, Inc.	www.clarionaging.com	More Information
Clarion Area Ministerium		More Information
Clarion Commons	www.liveinpa.com	More Information
Clarion County Adult Services (DHS)		More Information
Clarion County Assistance Office	www.dpw.state.pa.us	More Information
Clarion County Housing Authority	www.clarionhousing.com	More Information
Clarion County Transportation		More Information
Clarion Free Library	www2.youseemore.com/cfl/default.asp	More Information
Clarion-Forest Adult Daily Living Center	www.cfvna.org	More Information
Community Action, Inc. (CAI)	www.iccap.org	More Information
Country Springs	www.clariviewnursing.com	More Information
Eccles-Lesher Memorial Library	www.eccles-lesher.org	More Information

Figure 5 – Result List

After clicking **More Information**, the result list will be replaced by the organization information, as shown in **Figure 6**.

- A. Name
- B. Address
- C. City
- D. State
- E. Zip Code
- F. Local Phone
- G. Toll Free Phone
- H. Legal Status
- I. Handicap Accessible
- J. Website
- K. Services
- L. Service Areas
- M. Additional Information

Organization Information	
Name:	Community Action, Inc. (CAI) ← A
Address:	30A South Sheridan Road ← B
City:	Clarion ← C
State:	PA ← D
Zip Code:	16214 ← E
Local Phone:	(814) 226-4785 ← F
Toll Free Phone:	(800) 997-7661 ← G
Legal Status:	Private, nonprofit corporation ← H
Handicap Accessible:	Yes ← I
Website:	www.jccap.org ← J
Services:	<div style="border: 1px solid red; padding: 5px;"> <p> Food Pantries (Code BD-1800.2000) Formula/Baby Food (Code BD-1800.8200-250) Weatherization Programs (Code BH-3000.1800-950) ← K Transitional Housing/Shelter (Code BH-8600) Utility Bill Payment Plans (Code BV-8900.9125) Electric Service Payment Assistance (Code BV-8900.9300-180) Gas Service Payment Assistance (Code BV-8900.9300-250) Heating Fuel Payment Assistance (Code BV-8900.9300-300) Personal Financial Counseling (Code DM-6500) VITA Program Coordination (Code DT-8800.9300-900) VITA Program Sites (Code DT-8800.9300-930) GED Instruction (Code HH-0500.2500-250) Tutoring Services (Code HL-8700) Career Development (Code ND-2000.1500) Resume Preparation Assistance (Code ND-2000.6500-700) Job Search/Placement (Code ND-3500.3600) RSVP Program (Code ND-9200.8000-700) Food Stamps/SNAP Applications (Code NL-6000.2000-220) Case/Care Management (Code PH-1000) Economic Self Sufficiency Programs (Code PH-2360.2000) Parenting/Family Support Groups (Code PN-8100.6500) Community Action Agencies (Code TD-1100.1400) Food Donation Programs (Code TI-1800.2000) Personal/Grooming Supplies Donation Programs (Code TI-1800.6700) Comprehensive Information and Referral (Code TJ-3000.1500) </p> </div>
Service Areas:	Clarion County ← L
Additional Information:	Hours of Operation: Monday-Friday 8:30 a.m. to 4:30 p.m. ← M

Figure 6 – Organization Information

Clicking the **Back to Results** button below the organization details will navigate back to the results list. Each of the services are links that when clicked will display a popup containing the term definition.

Clicking the **Printable Format** button in the footer will generate a printer-friendly web page listing all active organizations, in addition to the services they offer.

Clicking the **View Partners** button in the footer will navigate to a page in which the Core, Collaborative, and Community partners are displayed, along with contact information and a link to their website, if applicable.