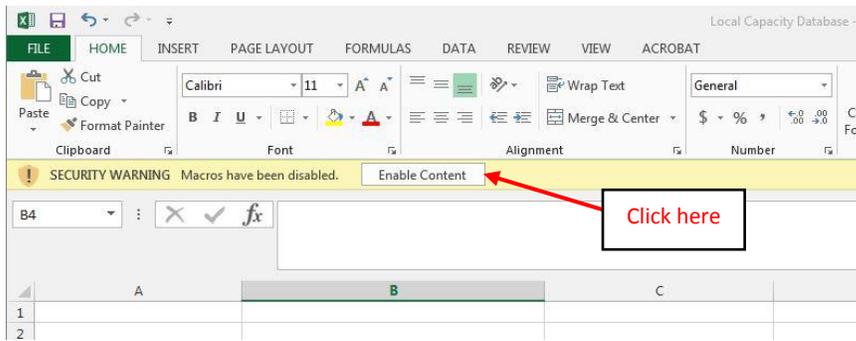
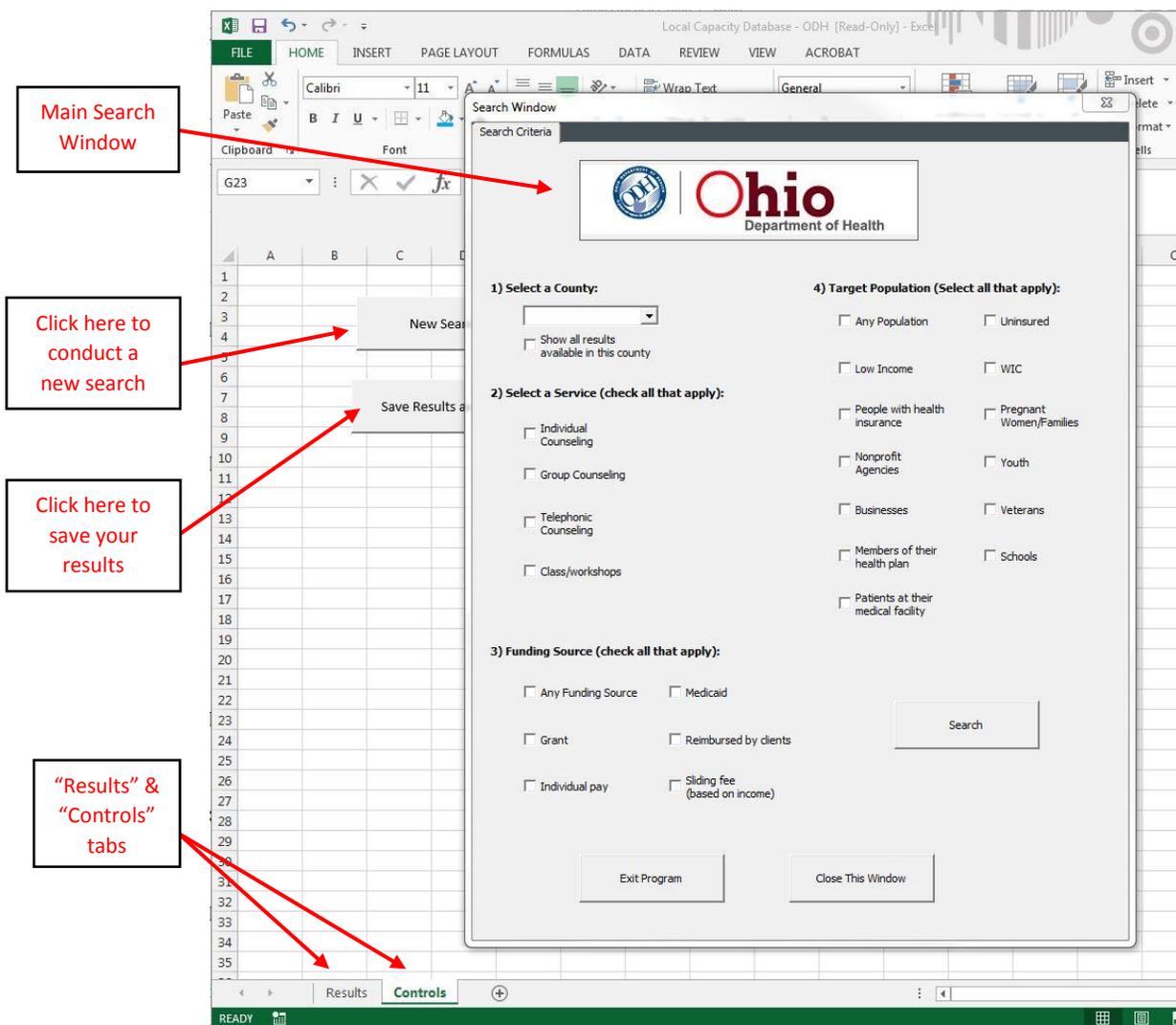


- 1) Download and save the document to your computer.
- 2) Upon opening the file you will see a security warning informing you that macros have been disabled; click the box that says “Enable Content,” this is necessary for the database to function.



3) After clicking “Enable Content,” this interface should appear:



- 4) To conduct a new search, specify the following search parameters in the main search window:
 - 1) Select a County:

- Choose the county you would like to see results from
- *Note: Clicking “Show all results available in this county” will deselect any items checked for search criteria 2, 3, and 4.*
- 2) *Select a Service (check all that apply):*
 - You can choose any combination of individual counseling, group counseling, telephonic counseling, and/or classes and workshops.
- 3) *Funding Source (check all that apply):*
 - If you have no specific criteria, select “any funding source”
 - If you only want to see services that are funded by a specific source or sources, select all applicable sources.
- 4) *Target Population (Select all that apply):*
 - If you have no specific criteria, select “any population”
 - If you only want to see services available to a specific population or populations, select all applicable populations.

5) Click “search” to generate the results.

- If any agencies meet your criteria, they will be listed in the results tab, along with all known information about their services.

The screenshot shows an Excel spreadsheet with two agency entries. The first entry is for Ashtabula City Health Department, and the second is for Heather Hill Chardon. The spreadsheet is divided into columns for Agency, Contact Person, Street Address, Email Address, Phone, Services Offered, CTT Specialist?, Program Components, Treatment Plan, Helathy Lifestyle, Medical, Education, Incentive, Program is open to, and Funding. A red box labeled 'Agency overview' is positioned to the right of the first agency's details. A red box labeled 'Controls tab' is positioned over the 'Controls' tab at the bottom of the spreadsheet, with a red arrow pointing to it from the 'Agency overview' box. Another red box labeled 'Agency overview' is positioned to the right of the second agency's details.

Agency	Contact Person	Street Address	Email Address	Phone	Services Offered	CTT Specialist?	Program Components	Treatment Plan	Helathy Lifestyle	Medical	Education	Incentive	Program is open to:	Funding
Ashtabula City Health Department	Peggy Ducro, Public Health Nursing Director	4717 Main Ave Ashtabula OH, 44004	paggy.ducro@odh.ohio.gov	440-992-7122	Individual Counseling Group Counseling	No Yes	No No No No	No No No No	No No No No	No No No No	Yes No No No	No No No No	All All	Sliding fee based on income Grant
Heather Hill Chardon	Lisa Deering, Administrator	12340 Bass Lake Rd Chardon OH, 44024	lisa.deering@heatherhill-care.net	440-279-2443	Individual Counseling Telephonic Counseling	No No	No No No No	No No No No	No No No No	No No No No	No No No No	No No No No	No No	

6) After viewing your results, click the “controls” tab at the bottom of the file.

- To save the results from your inquiry, select “save results as pdf”
 - *Note: You should be prompted to choose a location to save your pdf.*
- Click “new search” to start over
 - *Note: Your previous search parameters will still be selected, allowing for easy search modification.*