

Kentucky Young Adult Diversion Resource Directory Tip Sheet

Account information

Username: KentuckyYADiversion@gmail.com

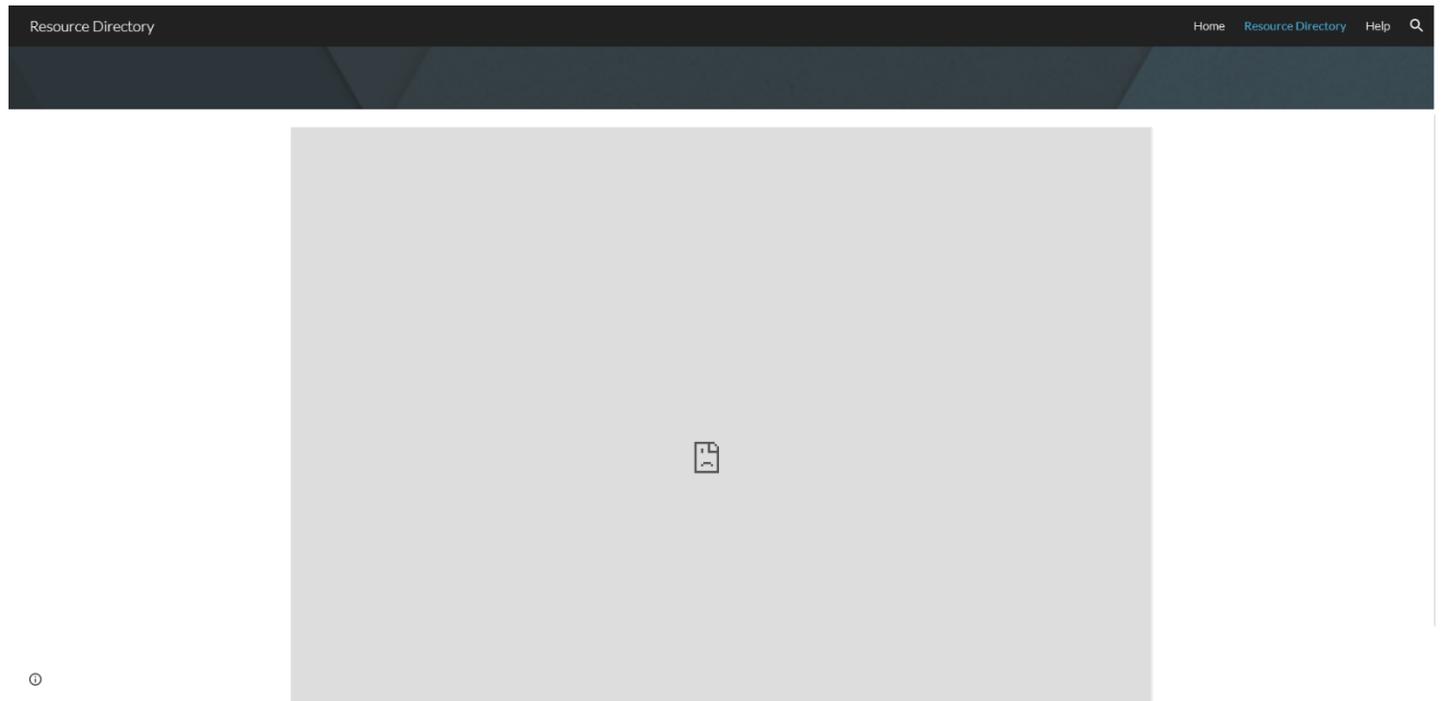
Password: Partnership1!

Web address: <https://sites.google.com/view/kyresourcedirectory>

Security Tip

Your Resource Directory might contain sensitive information such as contact information or notes about resources that have been provided to clients in the past. You don't want just anyone to have access to this information.

To ensure security, your Resource Directory is password protected. That means that anyone who has not been given permission to access your Directory (see *Managing Permissions* below) will see the following if they try to access the page:



If see this page and believe that you have been given permission to view and/or edit the Directory, please make sure that you are logged in to Google.

Remember that you can change this setting if you are not concerned about the security of your Directory. If you prefer, you can change your settings to "Link sharing ON." More detail is provided in the section *Share via Link* below.

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Using and Updating the Directory

Log in to Google Drive (drive.google.com) using the following account information:

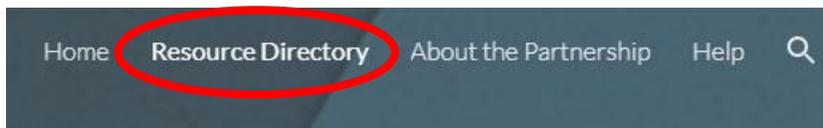
Username: KentuckyYADiversion@gmail.com

Password: Partnership1!

Navigate to the resource directory at the following URL: <https://sites.google.com/view/kyresourcedirectory>. You will see the landing page:



At the top right of the page, you will see four links: “Home,” “Resource Directory,” “About the Partnership,” and “Help.” Click on “Resource Directory” to access the spreadsheet.



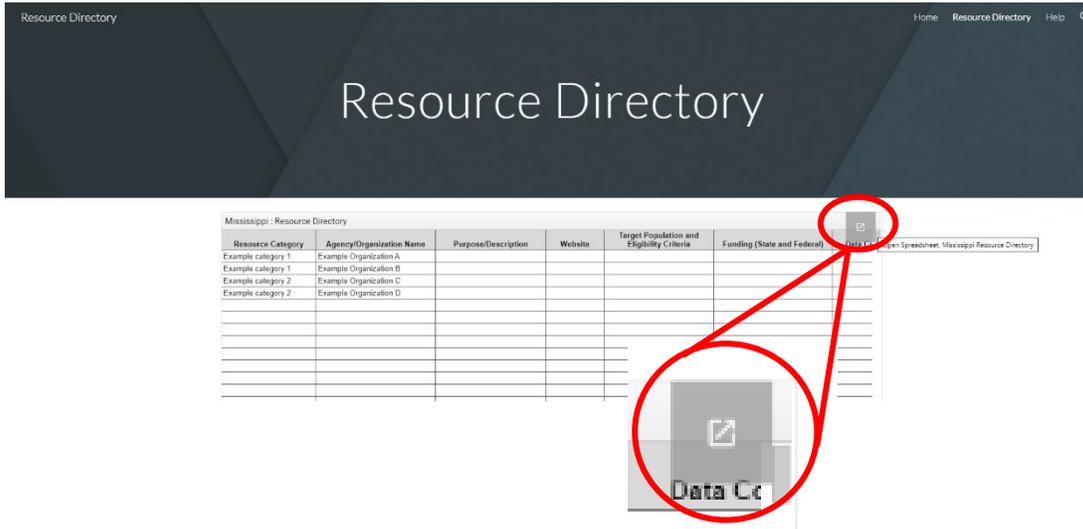
The page may take a moment to load. You will see your Resource Directory. You may need to scroll up and down or left and right in the spreadsheet area to see the entire Directory. **Note that the information currently in the Directory is just a placeholder** to help you think through the types of resources that you would like to include.



Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population and Eligibility Criteria
AIDS Services Coalition	HIV testing, services, and support	www.aids.net	601-450-4286	121 Haven House: resources/support for HIV/AIDS; 227 Place: resources/support for women and children (must have mental health substance abuse problem, or HIV/AIDS); F. Partry: supplies food for impoverished people; HIV/AIDS: Positive Living Support Group: support for those living with AIDS (meets 2nd and 4th each month, 6-7 PM)
Alcoholics Anonymous	Offers meeting for recovering alcoholics 7 days a week in various locations	www.aa.mississippi.org	601-583-5910	house fires: needs referral sheet from fire department; utility bills: must be 62+ or on disability, utility past due but not cut off
American Red Cross	Help with the aftermath of natural disasters, house fires		601-582-8151	
Bethany Christian Services	Christian facility that helps with pregnancy counseling, adoption, and post-adoption counseling	www.bethany.org	601-264-4984	
Breadbasket	non-perishable foods		601-584-7574	
Canopy Children's Solutions	provides a variety of counseling areas for children	www.mycanopy.org	601-264-7079	Does not accept Medicaid
Catholic Social Services	food, clothing, linens, dishes, blankets		601-261-5320	
CDC	gives health information, including information on STDs and AIDS	www.cdc.gov	1-800-232-4636	

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If you would like to add, edit, or remove content, hover over the spreadsheet region of the page. At the top right of the spreadsheet, a small grey box will pop up. It contains a symbol that looks like a square with an arrow pointing out of it to the top right. Click that symbol to begin editing.



A new tab will open in your browser. This is the Google Sheet where you can edit your partnership's Resource Directory. It will look something like this:

Resource Category	Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population and Eligibility Criteria
Food Pantries and Shelters	AIDS Services Coalition	HIV testing, services, and support	www.acms.net	601-450-4286	121 Haven House: resources/support for homeless men with AIDS; 227 Place: resources/support for homeless women and children (must have mental diagnosis, substance abuse problem, or HIV/AIDS); Food for Life Pantry: supplies food for impoverished people living with HIV/AIDS; Positive Living Support Group: support group for those living with AIDS (meets 2nd and 4th Tuesday of each month, 6-7 PM)
Mental Health & Addiction	Alcoholics Anonymous	Offers meeting for recovering alcoholics 7 days a week in various locations	www.aa-mississippi.org	601-583-5910	house fires: needs referral sheet from fire department; utility bills: must be 62+ or on disability, utilities must be past due but not cut off
General Social Services	American Red Cross	Help with the aftermath of natural disasters, house fires		601-582-8151	
Women's Services	Bethany Christian Services	Christian facility that helps with pregnancy counseling, adoption, and post-adoption counseling	www.bethany.org	601-264-4984	
Food Pantries and Shelters	Breadbasket	non-perishable foods		601-584-7574	
Children's Services	Canopy Children's Solutions	provides a variety of counseling areas for children	www.mycanopy.org	601-264-7079	Does not accept Medicaid
General Social Services	Catholic Social Services	food, clothing, linens, dishes, blankets		601-261-5320	
General Health	CDC	gives health information, including information on STDs and AIDS	www.cdc.gov	1-800-232-4636	
Children's Services	Child Protective Services	to report child abuse		1-800-222-8000	
General Social Services	Christian Sandwiches	Loving Hand Ministry: assists with utilities, food, and medicine; The Soup Kitchen Ministry: Food Line Monday-Friday at 12pm; Operation Compassion Ministry: Delivers meals to low income areas Monday-Friday; Meals on Wheels for the Homebound Ministry; Holiday Meals and Gift Baskets Ministries; Bargains and Blessings Ministry: clothing for emergencies and job interviews, sells donated clothes; Thrive Ministry: laundry and hair	www.christiansandwich.com	601-583-5683	

To add a new resource, scroll to the bottom of the list and simply type the relevant information in each cell. Currently, the columns in this spreadsheet are labeled "Resource Category," "Agency/Organization Name," "Purpose/Description," "Website," and so on. **You can easily rename, add, or delete categories to better fit your resource list.** The column names included here are just suggestions. Think about what information would be useful for you to have!

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	A	B	C	D	E	F
1	Resource Category	Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population
21	Food Pantries and Shelters	Domestic Abuse Family Shelter	24-Hour Crisis Line, victim advocacy, free counseling (do not have to be in the shelter for this service)	www.unitedwaysems.org/dafs	1-800-649-1092 (crisis line)	shelter for female minor children
22	Mental Health & Addiction	DREAM	substance abuse prevention agency geared toward children; referrals, resource library, education	www.dreamofhatterburg.org	601-545-2102	
23		New Resource...				
24						

Remember that the type of information you include in this spreadsheet may influence your thinking regarding permissions for your Resource Directory. Please see the sections *Managing Permissions* and *Share via Link* below for more information.

There are multiple ways to find information in the directory. The simplest (but potentially less efficient) way to do this is to use your computer's Ctrl + F

B	C	D	E	F	G	H	I
Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population and Eligibility Criteria	Funding (State and Federal)	Data Collection Systems	Notes
				121 Haven House: resources/support for homeless men with AIDS; 227 Place: resources/support for homeless women and children (must have mental diagnosis, substance abuse problem, or HIV/AIDS); Food for Life Pantry: supplies food for impoverished people living with HIV/AIDS; Positive Living Support Group: support group for those living with AIDS (meets 2nd and 4th Tuesday of each month, 6-7 PM)			
AIDS Services Coalition	HIV testing, services, and support	www.acma.net	601-450-4286				
Alcoholics Anonymous	Offers meeting for recovering alcoholics 7 days a week in various locations	www.aa-mississippi.org	601-583-5910				
American Red Cross	Help with the aftermath of natural disasters, house fires		601-582-8151	house fires: needs referral sheet from fire department; utility bills: must be 62+ or on disability, utilities must be past due but not cut off			
Bethany Christian Services	Christian facility that helps with pregnancy counseling, adoption, and post-adoption counseling	www.bethany.org	601-264-4984				
Breadbasket	non-perishable foods		601-584-7574				115 N. 25th Avenue Hattiesburg
Canopy Children's Solutions	provides a variety of counseling areas for children	www.mycanopy.org	601-264-7079	Does not accept Medicaid			
Catholic Social Services	food, clothing, linens, dishes, blankets		601-261-5320				2707 McClinnis Ave

function. This will search the directory to find a particular phrase. This may be useful if you can think of part but not all of the name of an organization that you would like to contact. For example, if you are looking for information related to "Canopy Children's Solutions" but can only remember "Canopy," you could search for this term by using Ctrl + F.

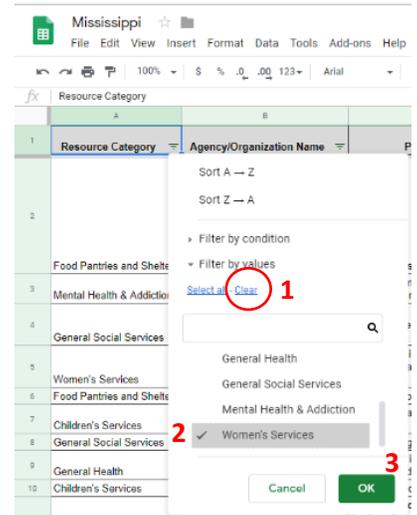
You can also use the filter feature to find information quickly in the spreadsheet. This is most helpful when you are using the "Resource Category" column. You can think of the "Resource Category" column as a way to quickly sort through your list to find the type of services that your client needs. For example, you may encounter a female client who requests a mentor. In this case, you would be looking for services tagged with the category "Women's Services." (Remember, you are not limited to the exact categories listed here – please feel free to add, change, or delete categories as you see fit.)

	A	B
1	Resource Category	Agency/Organization Name
2		

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To quickly identify services for this client, you can use the filter feature. First just click the filter button (which is shaped like a funnel made out of three lines) at the top of the “Resource Category” column.

Next, click the “Clear” button (labeled “1” at right). This will make sure that your Directory only shows the category that you are interested in. Then scroll through the list of categories until you see “Women’s Services.” Click on the category (labeled “2” at right), then click the green “OK” button (labeled “3” at right). After you click OK, your Directory will display only the options that are tagged with the category you selected. It will look something like the below image. Remember that the number of resources displayed is completely dependent upon how many resources you have labeled with the category that you selected. When you are done using this feature, be sure to click the filter button again and click “Select all” then “OK” to display all of your resources. This makes it easier for your colleagues to find information when they visit the Directory.



1	Resource Category	Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population and Eligibility Criteria	Funding (State and Federal)	Data Collection Systems	Notes
5	Women's Services	Bethany Christian Services	Christian facility that helps with pregnancy counselling, adoption, and post-adoption counselling	www.bethany.org	601-264-4984				
14	Women's Services	D'Ashley's House Inc	social services, career services, self-esteem services, and mentoring services for women	www.dashleyshouse.org	601-913-0535				
21	Women's Services	Domestic Abuse Family Shelter	24-Hour Crisis Line, victim advocacy, free counselling (do not have to be in the shelter for this service)	www.unitedwaysems.org/GaFs	1-800-649-1092 (crisis line)	shelter for female victims of sexual assault and their minor children (no male children over age 12)			
24									
25									

Each column of the Directory displays some information that will help you identify the correct resources for your client. In the example of the female client looking for mentoring, you can quickly read the “Purpose/Description” column to identify services that might meet her needs. The Directory also provides at-a-glance information about the resource’s phone number, website, eligibility criteria, and any notes you may wish to include. Again, these categories can be easily modified to fit your Partnership’s needs.

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Managing Permissions

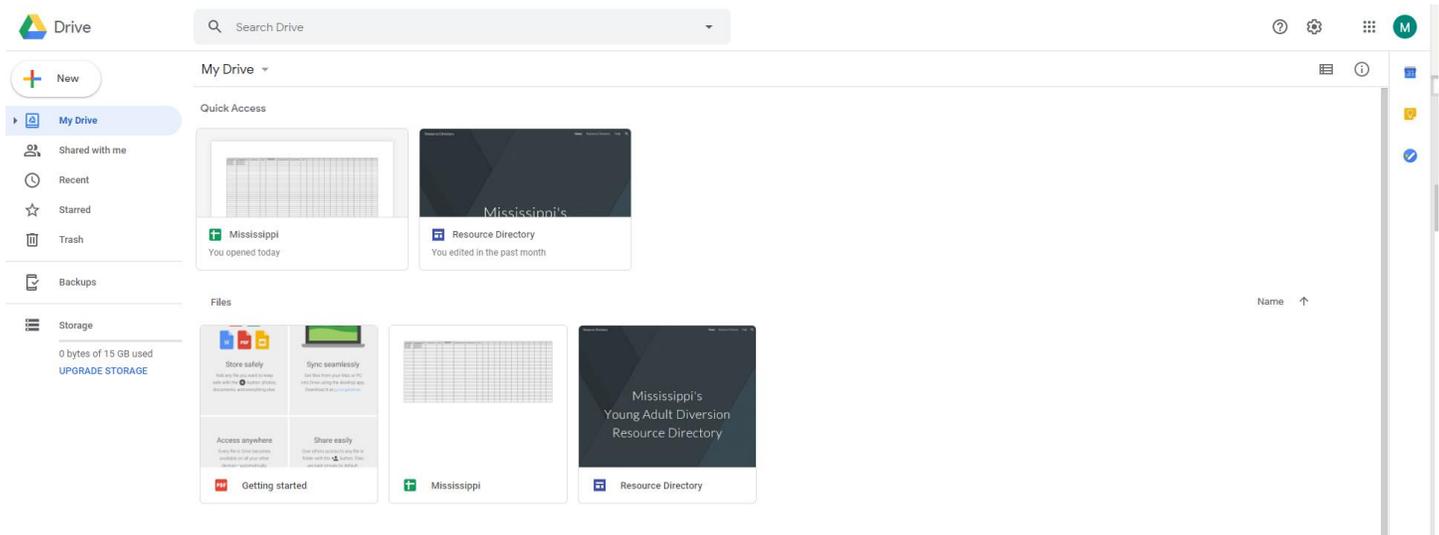
Remember, to ensure the security of your Resource Directory, you must give permission for users to be able to view and/or edit the directory. You can easily add and remove collaborators as your Partnership sees fit.

Log in to Google Drive (drive.google.com) with the following account information:

Username: KentuckyYADiversion@gmail.com

Password: Partnership1!

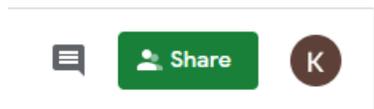
You will see the following page:



Click on the spreadsheet (titled “Resource Directory”). You will see the following page:

Resource Category	Agency/Organization Name	Purpose/Description	Website	Phone Number	Target Population and Eligibility Criteria	Funding (State and Federal)	Data Collection System
Food Pantries and Shelters	AIDS Services Coalition	HIV testing, services, and support	www.acms.net	601-450-4286	121 Haven House: resources/support for homeless men with AIDS; 227 Place: resources/support for homeless women and children (must have mental diagnosis, substance abuse problem, or HIV/AIDS); Food for Life Pantry: supplies food for impoverished people living with HIV/AIDS; Positive Living Support Group: support group for those living with AIDS (meets 2nd and 4th Tuesday of each month: 6-7 PM)		
Mental Health & Addiction	Alcoholics Anonymous	Offers meeting for recovering alcoholics 7 days a week in various locations	www.aa-mississippi.org	601-583-5910			
General Social Services	American Red Cross	Help with the aftermath of natural disasters, house fires		601-582-8151	house fires: needs referral sheet from fire department, utility bills: must be 62+ or on disability, utilities must be past due but not cut off		
Women's Services	Bethany Christian Services	Christian facility that helps with pregnancy counseling, adoption, and post-adoption counseling	www.bethany.org	601-264-4984			

Click on the green button that says “Share” in the top right of your screen:



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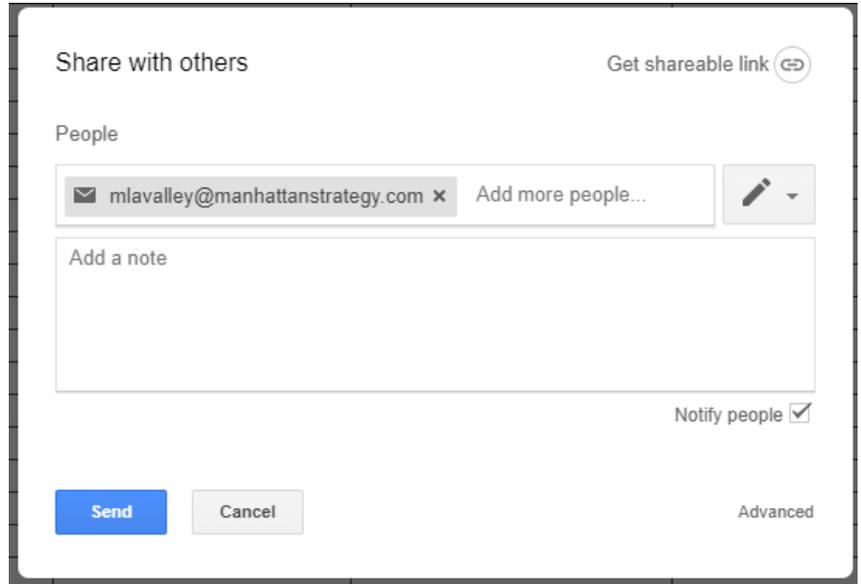
A box will pop up that invites you to share with others. Enter the email address of the person that you would like to have access to the directory.

Click the pencil button and select an option from the dropdown menu. Be sure to choose the correct setting for the level of control you would like this user to have.

Can edit: This user can add and remove content from your spreadsheet. This is the highest level of control.

Can comment: This setting allows the user to view the spreadsheet and leave comments, but they cannot add or remove content.

Can view: This user would only be able to view the spreadsheet. This is the lowest level of control.



You can also add a note here. You might say something like “Here is the link to edit our Resource Directory.” Be sure that the “Notify people” box at the bottom right is checked – this will send an email to your collaborator so that they are aware that they have been given permission to interact with your Directory.

If you send an invitation to a user who does not have a Google account (i.e., their email address ends in anything other than @gmail.com), you are presented with two options: “Send an invitation” or “Send the link.” To maintain security of your Resource Directory, we suggest that you choose the “Send an invitation” option. The implications of each access option are as follows:

1 recipient doesn't have a Google account

mlavalley@manhattanstrateg...

Send an invitation

Recipient must sign in with a Google account within 14 days to edit. Anyone with this invitation will have access

Send the link (no sign-in required)

Turn link sharing ON. Anyone with the link can view

Send

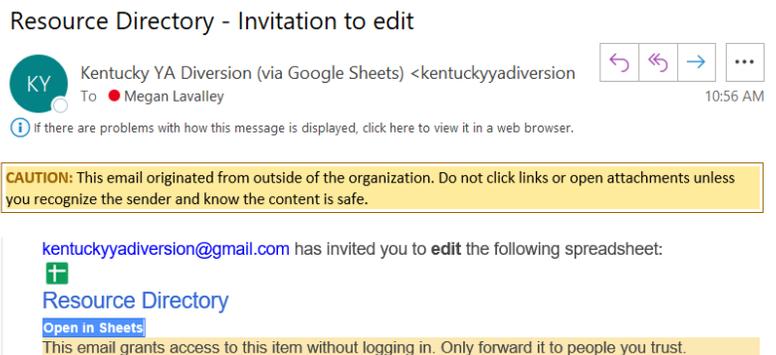
Cancel

Send an invitation: This will allow your users to have full access to the Directory while maintaining password protection. An invited user *without* a Google account will only be able to *view* the Directory. If the invited user needs to be able to *edit* the Directory, they will need to have access to a Google account (for example, through a personal email address, or through a Google account for the purpose of accessing your directory). This approach maintains the security of the information posted on your Directory.

Send the link: This option turns on Link Sharing. This means that anyone with the link is able to view (but not edit) the Directory. Please see *Share via Link* below for a further explanation of the implications of choosing this option.

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When you select the *Send an Invitation* option, users will receive an invitation email (picture at right). The user will need to click the “Open in Sheets” to access the Directory.

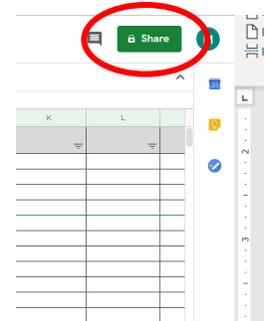


Share via Link

While we recommend that you keep this option turned off to ensure the security of your Directory, it may be easier for your Partnership to share the Directory via shareable link. This minimizes the need to maintain account permissions as described above. You could, for example, have one person designated to manage the addition/deletion of content to the Directory, while others just visit the page as a reference. You could create a shareable link and send it out to all of your partners so that they can view your Directory. Note that users who access the Directory through a shareable link will *not* be able to add or remove content without the appropriate permissions.

If you choose this option, *please make sure that there is no secure information contained in your Directory*. While your Directory is not listed in search results (you will not find this page through a web search), you can never be too cautious. Remember that *anyone* with the link to your directory will be able to see its content. If one of your partners decides to email the link to your Directory to their entire organization, everyone in that organization will be able to view (but not edit) the Directory. This may be the best solution for your partnership, but please be conscious of any private information included in the Directory.

In order to turn link sharing on, navigate to your spreadsheet and click the green “Share” button at the top right of the page:



Share with others

Get shareable link (🔗)

People

Enter names or email addresses...

Shared with mlavalley@manhattanstrategy.com

Done

Advanced

A box titled “Share with others” will pop up. Click “Get shareable link” at the top right of the box to turn ON link sharing. You can now send this link to anyone that you would like. Users who access the Directory via this link will be able to view but not edit the Directory (unless you also add them as an editor by following the steps under *Managing Permissions* above).

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Managing the Look and Feel of Your Directory

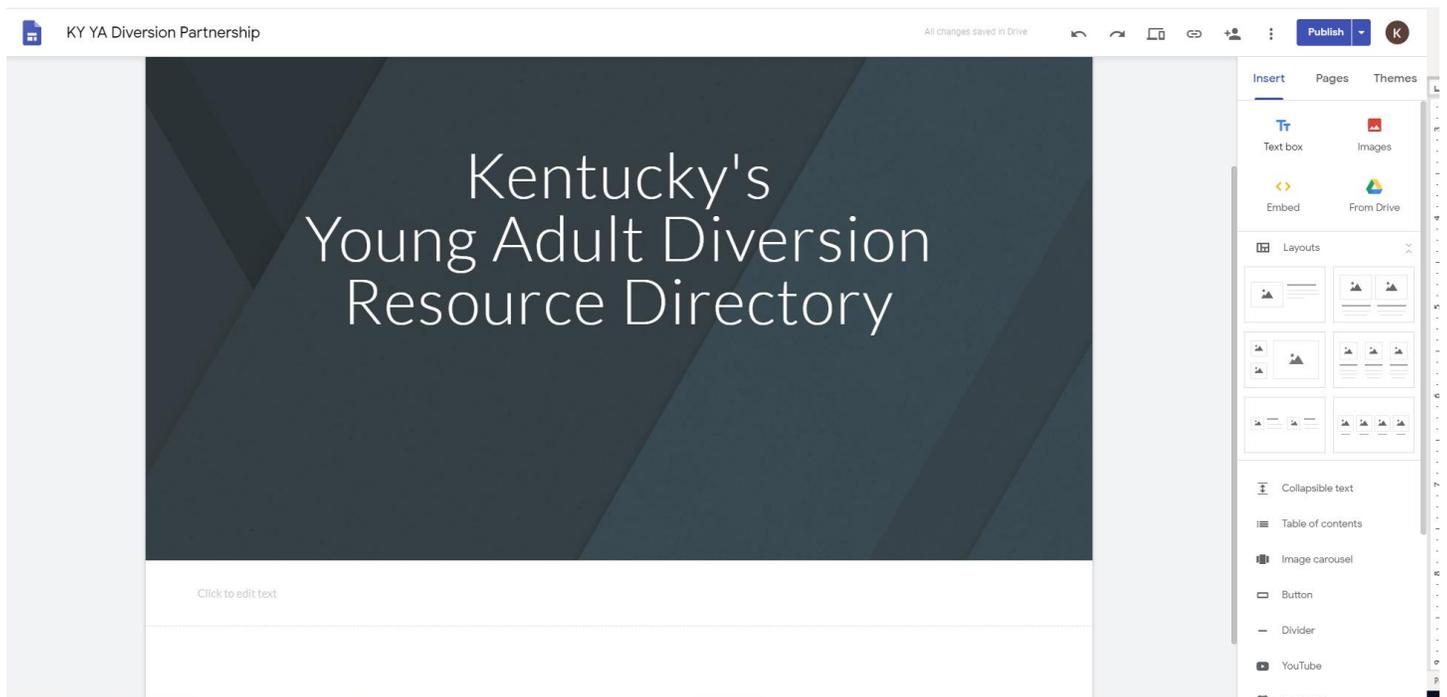
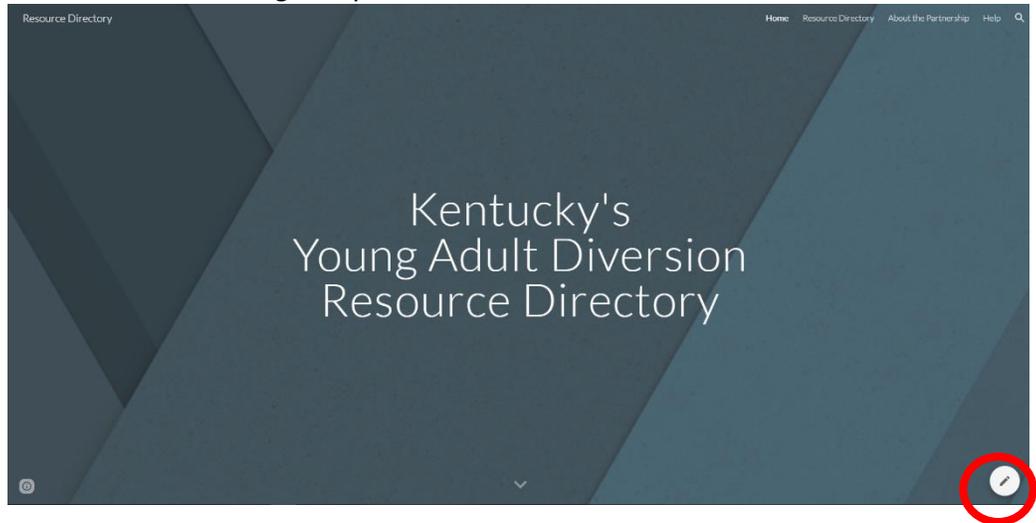
Log in to Google Drive (drive.google.com) with the following account information:

Username: KentuckyYADiversion@gmail.com

Password: Partnership1!

Navigate to the resource directory at the following URL: <https://sites.google.com/view/kyresourcedirectory>. You will see the landing page. Click on the pencil icon at the bottom right of your screen.

This link will take you to the Google Sites editing page, which will look something like the below image. From this page, you can change the color scheme and fonts used in your Directory by selecting the Themes tab. You can add pages and subpages to the directory by selecting the Pages tab. You can even insert content like pictures and manipulate the layout of the website. These changes are completely up to your Partnership! You can add any content that you feel may be useful to your partners, or just use the color scheme of your choice.



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Need More Help?

Take a look at these resources from Google's G Suite Learning Center:

What can you do with Sheets?: <https://support.google.com/a/users/answer/9310369?hl=en>

Getting Started with Sites: <https://support.google.com/a/users/answer/9314941?hl=en>