



## ADD AGENCY INFORMATION TO THE PA211 DATABASE

If you have interest in adding your Agency/Program/Services information to the PA211 comprehensive health and human services database, follow the steps below.

- **Adding Agency:**

1. Read our [Database Inclusion/Exclusion Criteria](#) to find out if you are eligible to be included in the PA211 database
2. Click on the following links to add a new [Agency](#) or to add an additional [Service](#) to your agency.
  - Follow the descriptors within the google document carefully
  - Anticipate any questions that an inquirer might ask
  - Avoid full sentences
  - Avoid subjective language
  - Write in 3<sup>rd</sup> person and avoid pronouns as possible
  - Use active verbs in clear language

If you have any questions about this process or need more information before completing the form, please call Trish Houser at 717-824-8119 or email at [houser@uwlanc.org](mailto:houser@uwlanc.org).

**Note:**

PA211 is required to conduct an annual update of all included resources in the database. This can be completed by email, fax, or phone. Please be sure to provide detailed contact information for this purpose. Feel free to contact Trish Houser with any additions or changes at any time throughout the year.

**Thank you for taking part in this community-wide effort to bring the best possible health and human services information to the state of Pennsylvania.**

*This information is being collected for inclusion in a resource database for the purposes of community information and referral. PA211 reserves the right to make editing and coding changes in addition to publishing the information in directory and online formats.*