

DC Health Matters Connect is an online directory to find and connect community members with social service programs across the Washington DC area. The website to find, refer, and connect community members with local programs is supported by the DC Health Matters Collaborative, run on the Aunt Bertha technology, and freely available to anyone.

Step 1: Search

Enter the Zip code and filter your search by need and criteria. Not only can individuals search for resources based on their own location and need, but community organizations can also search and print or text results. To make, accept and track referrals, be sure to make an account!

>> Not seeing your program? Click the "Suggest Program" button at the bottom of your screen.

Step 2: Claim Your Program

Claiming your program means that you take ownership of your organizational and / or programming listing to access a free suite of intake management tools, accept referrals, and access program analytics.

>>If you have claimed your program on Auntbertha.com before, you don't need to claim your program again... All referrals will come to your dashboard on your pre-existing account.

- 1. Go to dchealthmattersconnect.auntbertha.com/claims
- 2. Enter the name of your program or organization and click "search"
- 3. Select the programs you'd like to claim and click the "Claim" button
- 4. Create an account by entering your name, work email, and password
- 5. In "Edit Contact Settings" you can make changes and updates to programs, hours, and locations, and contact information.



>> Make sure there is an email address in the box labeled "what address should we send their info to?" Connect sends notifications to this email address. It is NOT visible in searches.

Step 3: Set-Up Your Account

Once you're logged in, navigate to the top right corner to "My Program Tools." This menu is your main navigation.

- Screener Dashboard: You will be able to create a screening form (with over 80 standard questions to get you started!) to customize how you receive referrals; you can access a dashboard to see the responses
- My Activity Dashboard: An overview of your search activity, referral statistics, program clicks, and more!
- Claimed Program Dashboard: Find search trends and inbound referral statistics on your claimed programs
- Scheduler: Set custom availability for team members so people can book appointments directly on Connect. Includes Google Calendar and Outlook Integration. (An expert will help you configure this, click "support".)

>> If you can't find what you are looking for or want step-by-step instructions, select "Support for Community Based Organizations" to find more articles and videos. You can also email <u>Connect@DChealthmatters.org.</u>

Step 4: Receive Referrals

- 1. Go to "My Program Tools" > "Inbound Referrals"
- 2. Click the folder of the program with a new referral
- 3. View the details of the person reaching out
- 4. Update the status for each referral



Gain CEU Credits!

A free training = 1 CEU credit with Assoc. of Social Work Boards or Commission for Case Management Certification. Learn more: <u>company.auntbertha.com/helper-training/</u>