

RESOURCE DATABASE INCLUSION AND EXCLUSION GUIDELINES

Aging and Disability Resource Centers and Aging Units throughout the State of Wisconsin provide information and assistance services. This service is designed to support older adults, people with disabilities, their caregivers and the general public to access up-to-date information about services that are available in their area. The resource database is a tool that supports the provision of information and assistance services.

The purpose of this policy is to provide a framework for Aging and Disability Resource Centers and Aging Units to develop and maintain resource databases in support of the provision of information and assistance services. This policy also could be used to support decisions addressing what printed information (e.g., brochures, guidebooks, and promotional material) is exhibited in the lobby or waiting room of the Aging and Disability Resource Centers.

Professional Standards for information and assistance services published by the Alliance of Information and Referral system (available online at www.airs.org) call for inclusion/exclusion policies to be reviewed at least every three years. Professional standards also promote the uniform application of the criteria and publishing the inclusion/exclusion policy as a way to inform the public of the scope and limitations of the database.

RESOURCE INFORMATION INCLUDED:

In order to provide objective data to consumers to aid in making informed choices, the database will include agencies that provide assistance for the general public.

- A. Information on programs that are provided by, funded by or licensed by a federal, state or local government agency.
- B. Non-profit agencies providing a community service.
- C. Organizations (such as churches, social clubs and professional organizations) which, offer a service to the community at large.
- D. Proprietary organizations which offer services in the area of health, mental health, recreation, education, home maintenance, arts and culture, to the general public.
- E. Housing establishments, for-profit, commercial, private, governmental, or not-for-profit.
- F. Self-help/support groups.
- G. Hospitals, health clinics, specialized care centers.
- H. Professional organizations (especially those organizations in the social service field).
These may include: Counseling/psychiatry; Medical; Dental; Legal; Advocacy groups.

RESOURCE INFORMATION EXCLUDED:

- A. Agencies, which deny services, based on age, gender, race, religion, national origin, disability or sexual orientation.
- B. Inclusion in the database is a privilege not a right and organizations may be refused to be included. An organization may request reconsideration; these requests can be submitted to the Aging & Disability Resource Center or Aging Unit in the geographic area of the database.

Disclaimer: Inclusion does not imply endorsement and omission does not indicate disapproval