

At this point, all of the relevant information from the physical resource guide Pathfinders gave us has been transferred into [this spreadsheet](#). However, there are still a few steps that need to be taken to turn it into the comprehensive list of services Pathfinders needs to create a quality digital guide:

1. Multiple listings of the same program must be merged. Though all relevant programs offered by a single organization should each receive their own line in the spreadsheet, they should each receive one line only, and not be repeated.
2. Irrelevant programs must be removed from the spreadsheet. If a program is not easily accessible to individuals in the Pathfinders six-county core service area (Davis, Van Buren, Jefferson, Wapello, Mahaska, and Keokuk counties) it should be removed.
3. The entirety of the spreadsheet must be fact-checked—a process that can largely be done through Google. Any out-of-date information should be updated. If a program is no longer offered, it should be removed from the spreadsheet entirely.
4. Every relevant program of each listed organization must be included. If the spreadsheet lists only one program offered by a certain community college, for example, you should double-check that college's website to make sure you're not excluding any other relevant services they may offer.
5. Information for each program must be filled in as much as possible. If the physical resource guide did not provide an email contact for a certain service, for example, you should research online to find out if such an email exists. If so, list it in the spreadsheet. Or, if the program description listed in the physical resource guide lacks detail, see if you can find a better one. Make sure that a reader of this spreadsheet can get a good understanding of every program listed without having to do outside research.

Once the above five steps are complete, you can start adding 211 resources to the spreadsheet. The 211 website ([Home - United Way Of The Midlands](#)) provides a directory of local and national resources. Though the national resources can be helpful, they're not the main focus on this project. Here's how to narrow down your 211 search to resources in the Pathfinders core service area:

1. Make a list of all incorporated towns in the six-county area using [this](#) site.
2. Search each town in the [211 directory](#) (use the 5 mile radius option).

While going through the resources listed for each of these towns, add any relevant ones to the spreadsheet that aren't already featured there. You may need to do some Googling to find all of the information the spreadsheet asks for. You do not need to list national organizations (i.e. ones that do not list a city).

Thank you so much for your help with this project! If you have any questions at all, please reach out to me at scutts@uiowa.edu