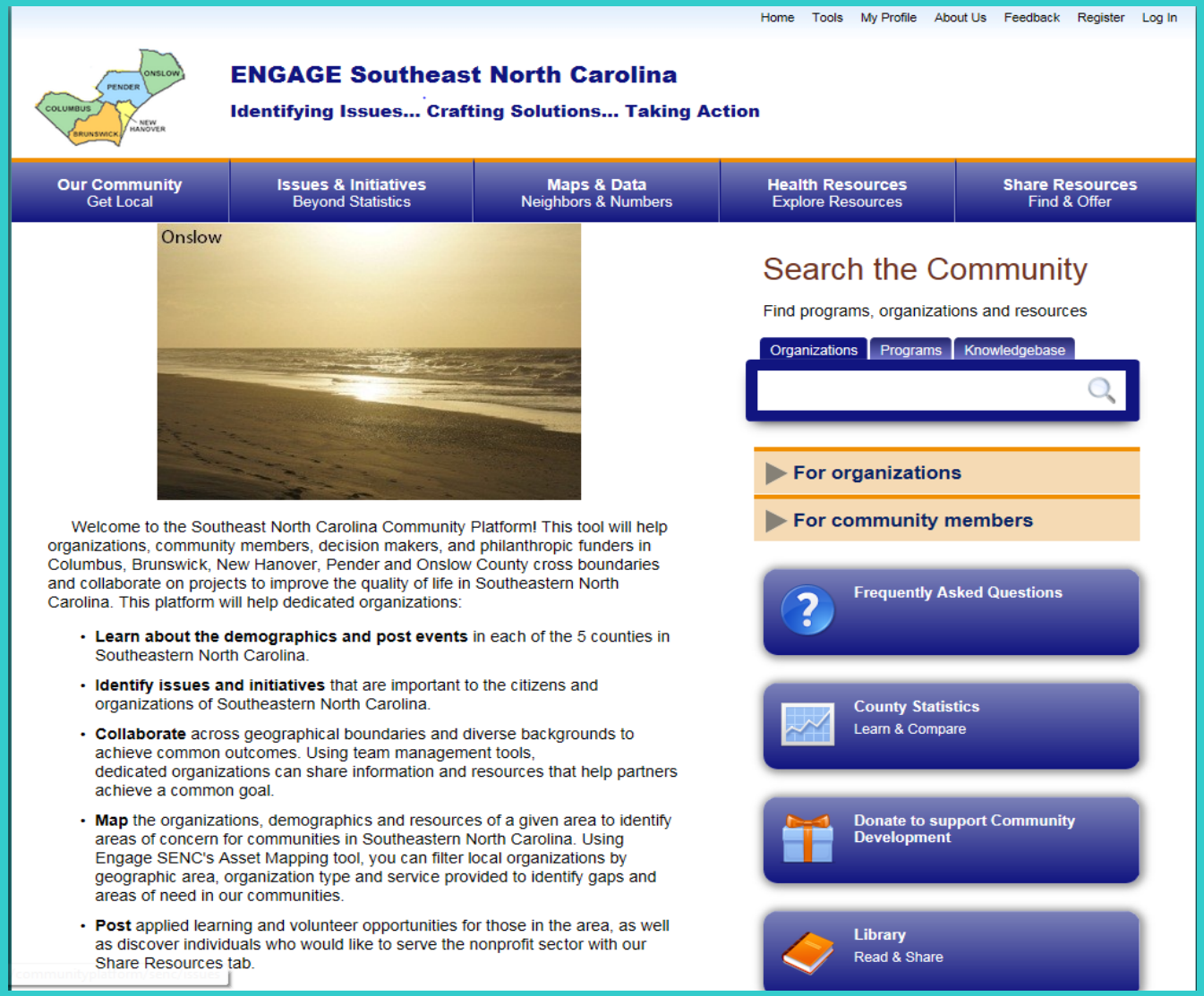
Community Health Resources: Instructional Guide

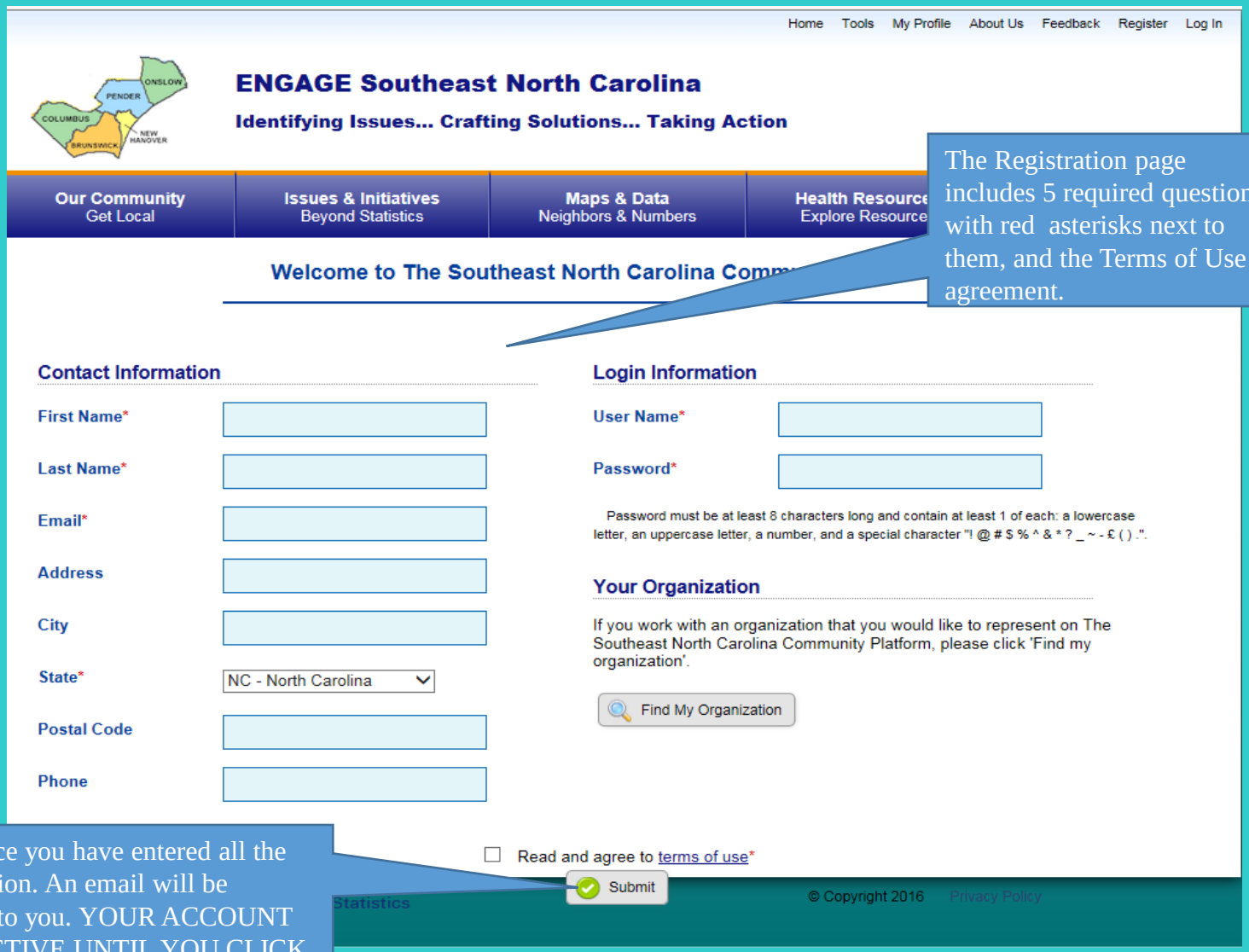
How to add and update organization profiles

Register



Before you can begin editing/ adding health resources in your County, you must first register and log into the Community Platform Website. Please go to www.engagesenc.org, click on “Register” in the upper right corner to create your individual user account.

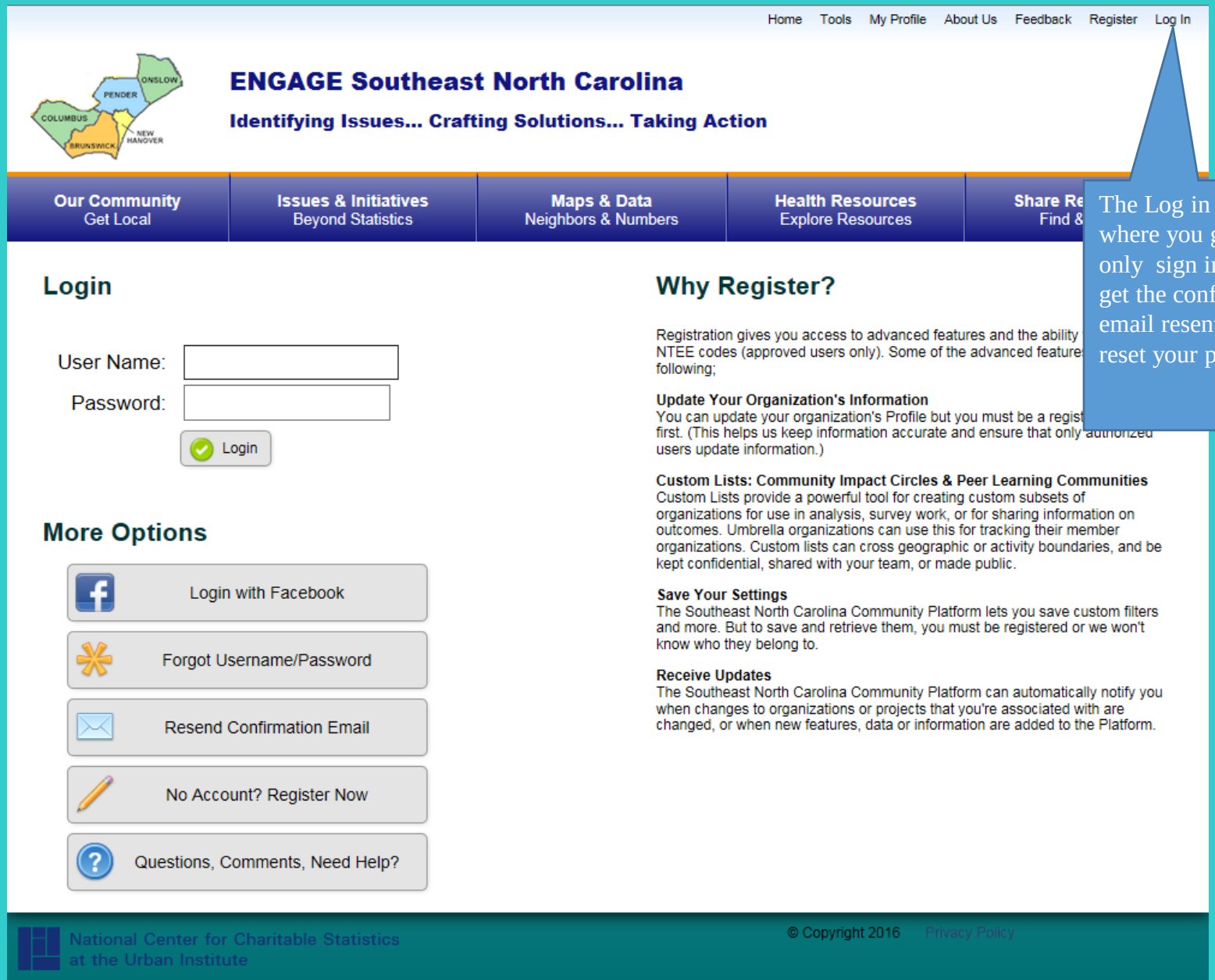
Registration Page



The Registration page includes 5 required questions with red asterisks next to them, and the Terms of Use agreement.

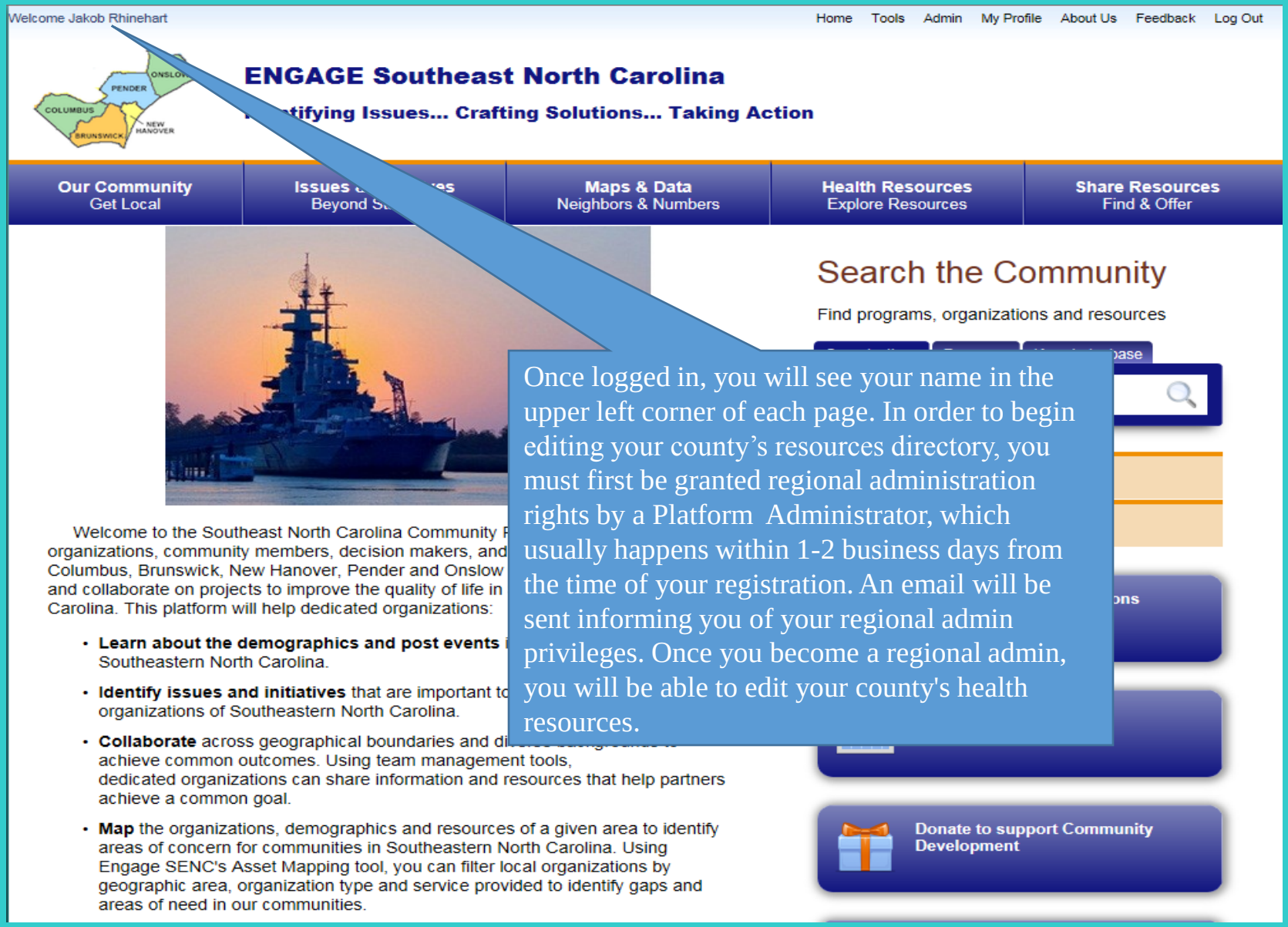
Click "Submit" once you have entered all the necessary information. An email will be automatically sent to you. YOUR ACCOUNT WILL NOT BE ACTIVE UNTIL YOU CLICK ON THE EMAIL LINK.

Login, Lost Password, Lost Username

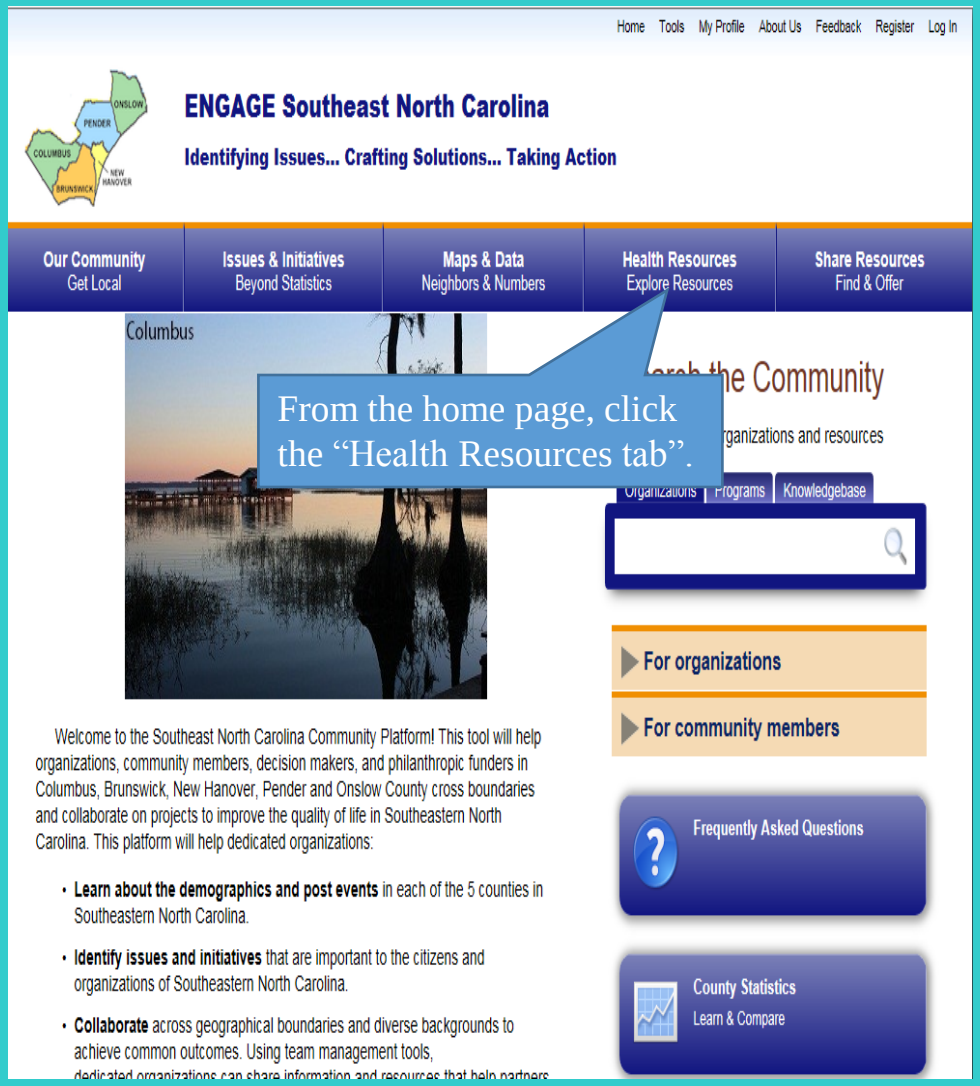


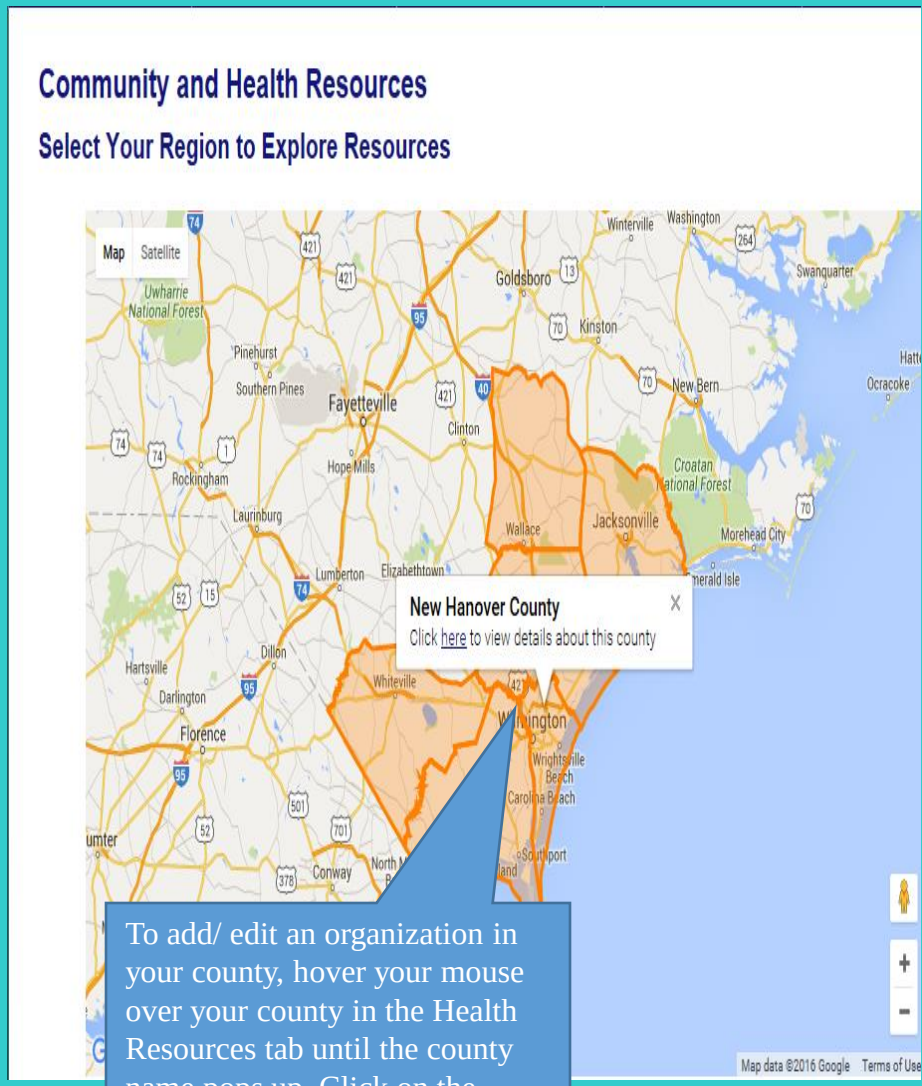
The Log in page is where you go to not only sign in, but to also get the confirmation email resent to you or to reset your password.

Successful Login



Getting Started

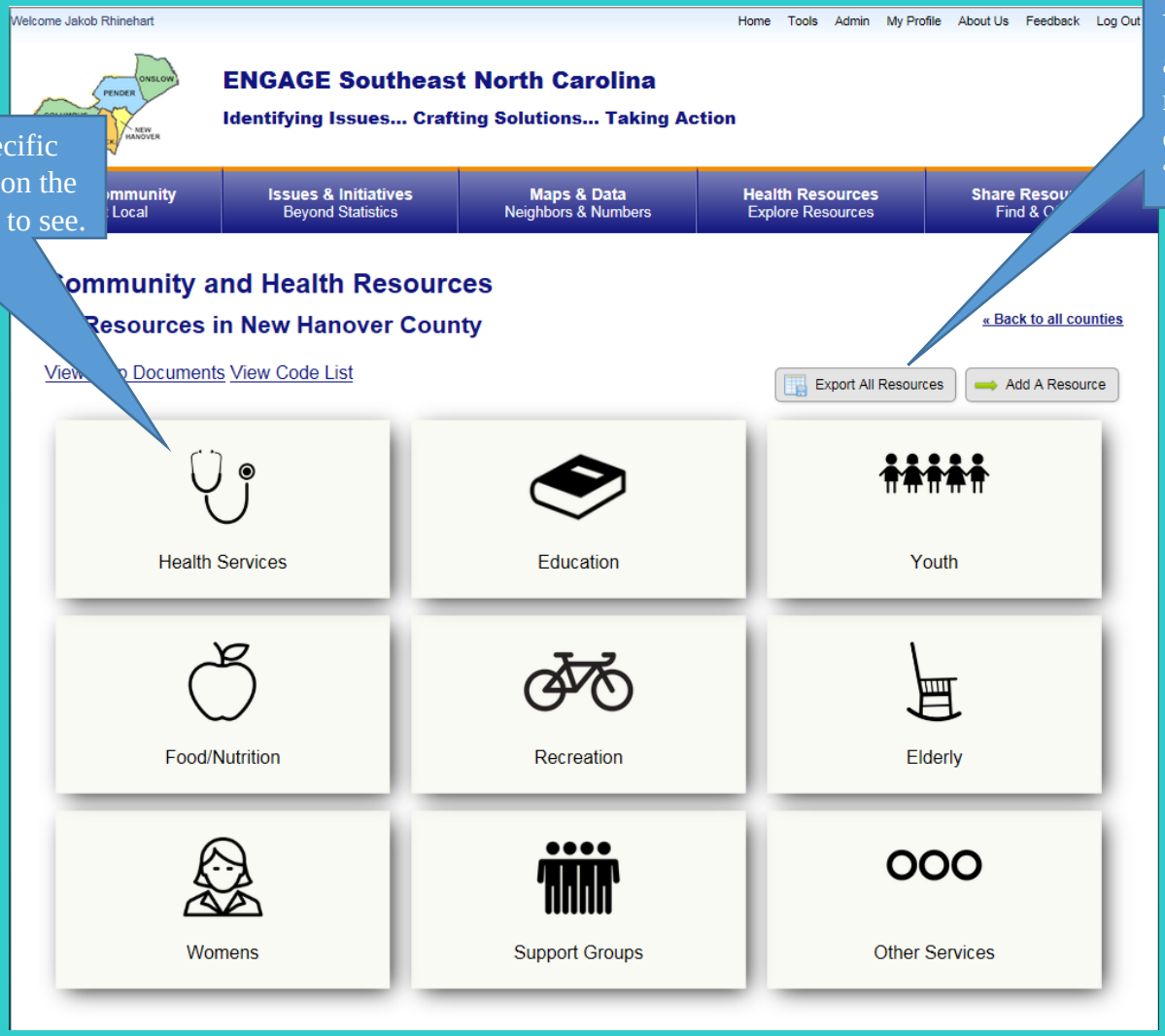




Viewing Health Resources

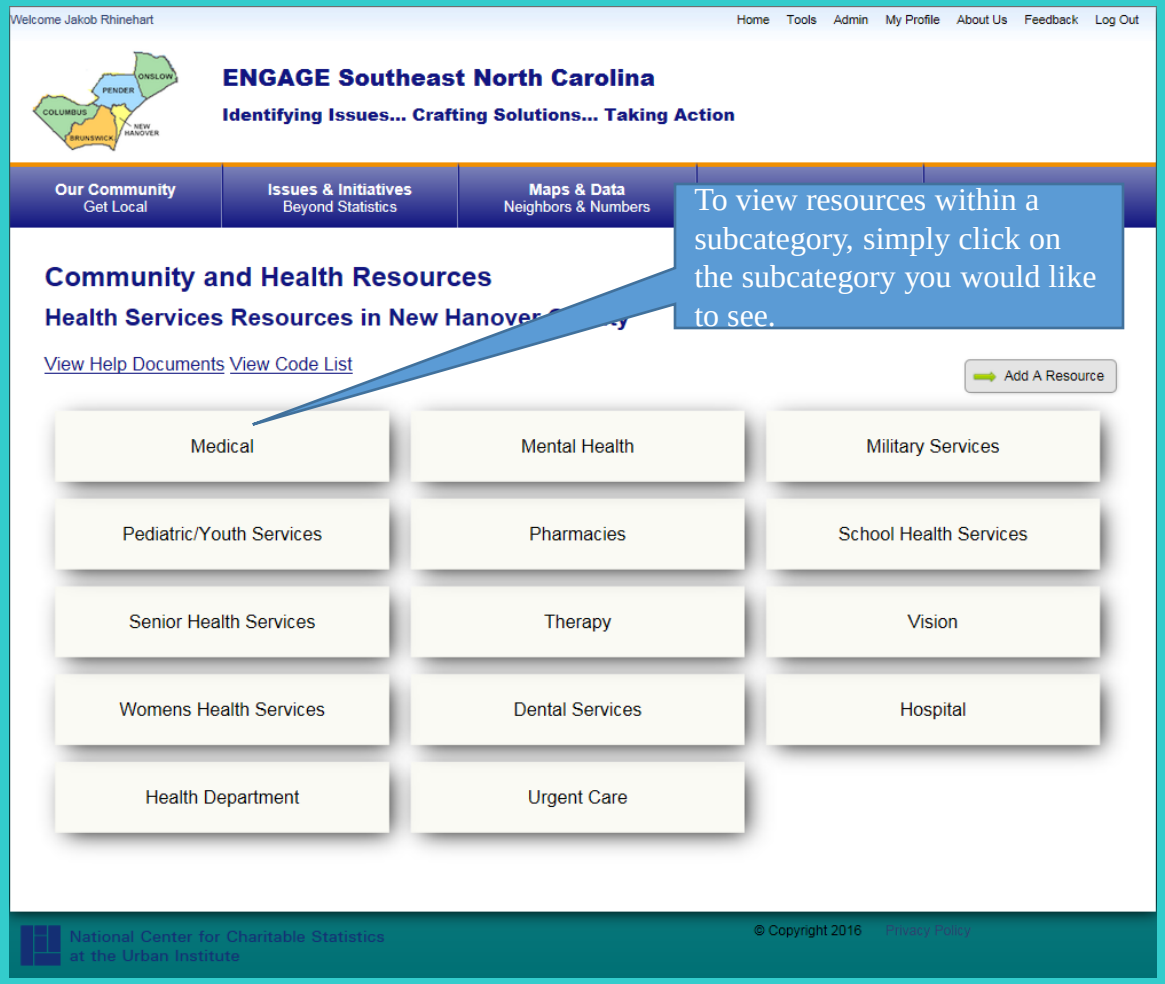
To view resources by specific categories, simply click on the category you would like to see.

You are able to export all the available resources within your county by clicking on "export all resources".



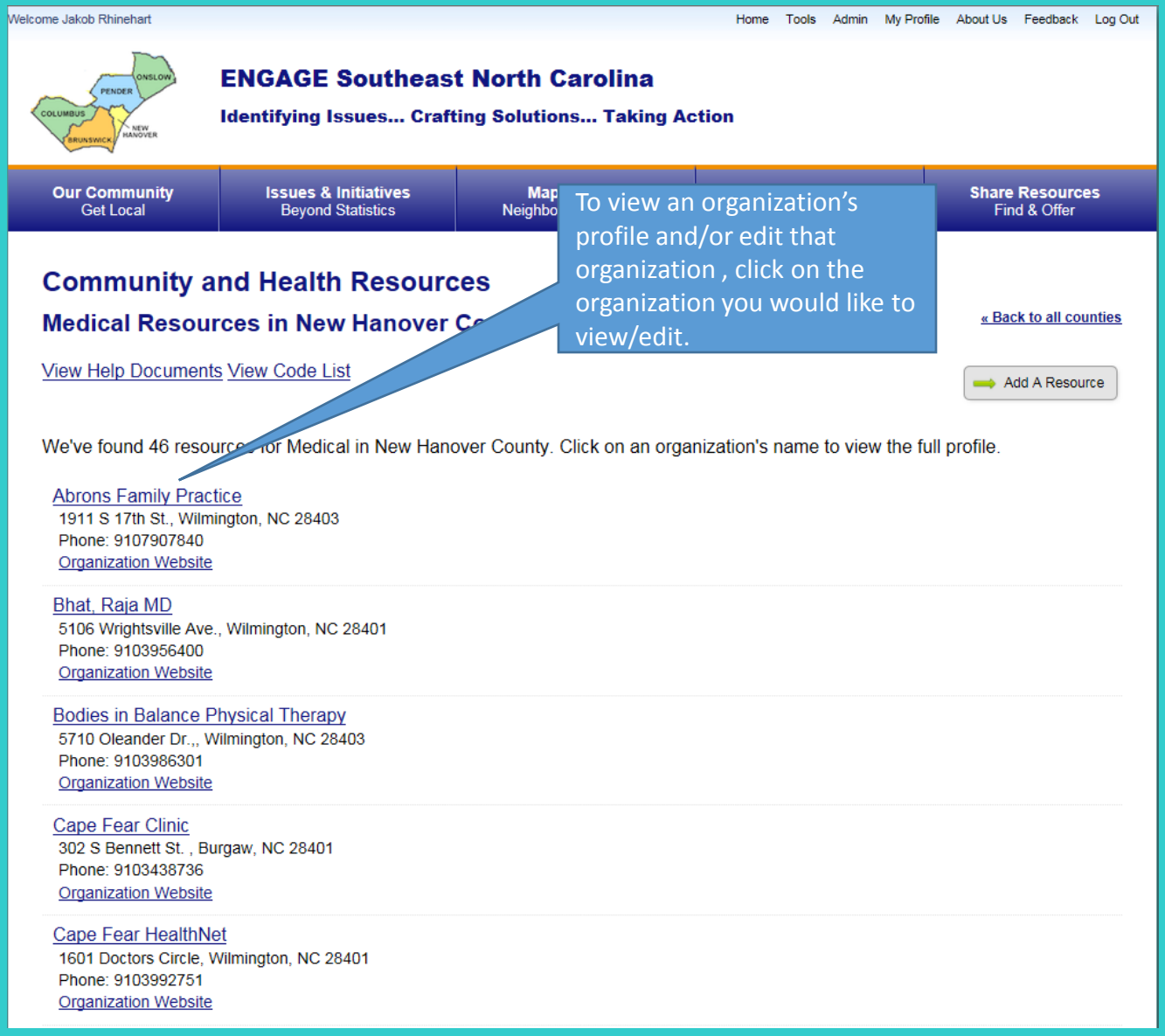
Community and Health Resources are divided into 9 main categories (Health Services, Education, Youth, Food/Nutrition, Recreation, Elderly, Womens, Support Groups, and Other Services).

Subcategories

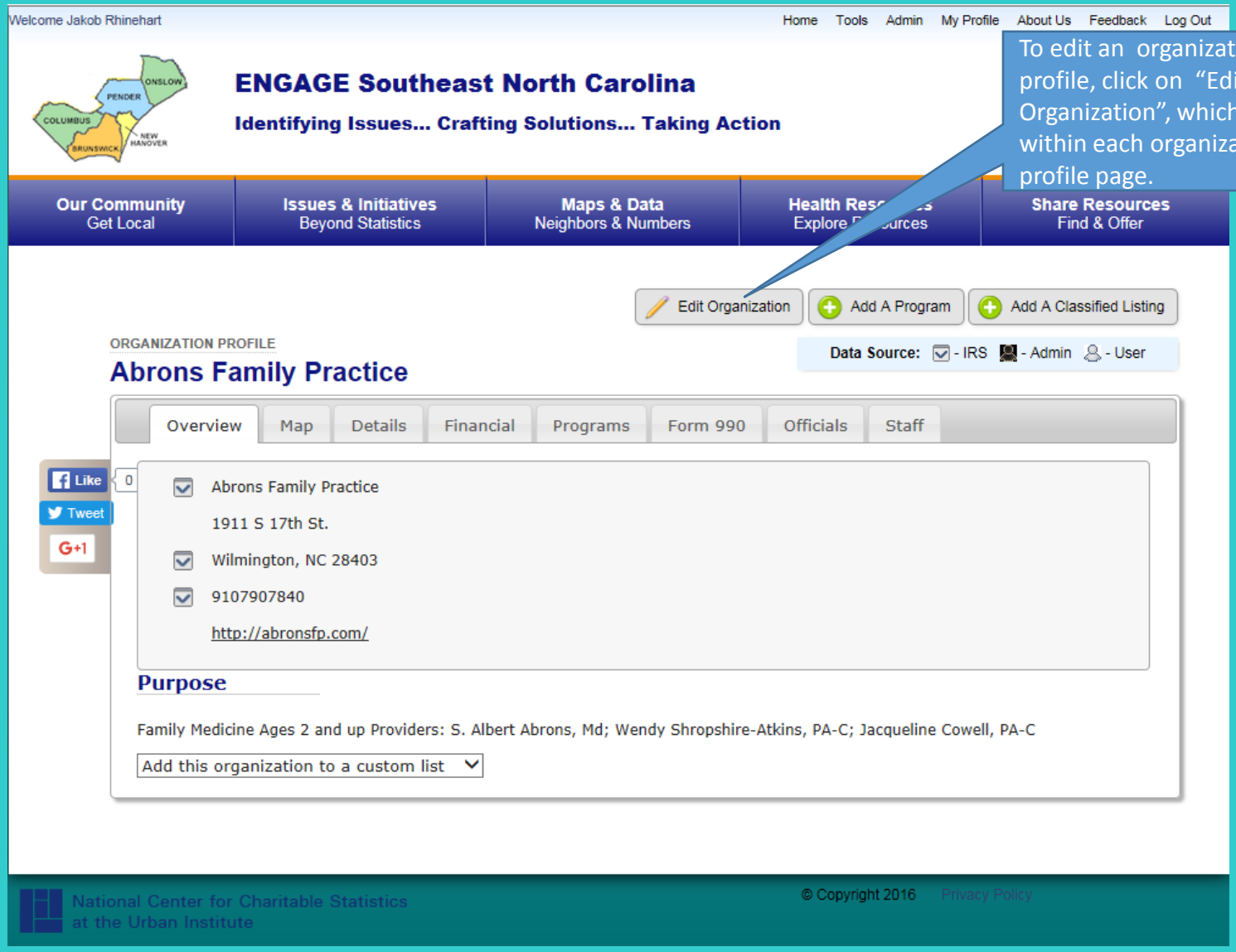


Many categories are then divided into subcategories. For example, the category Health Services is divided into 14 subcategories.

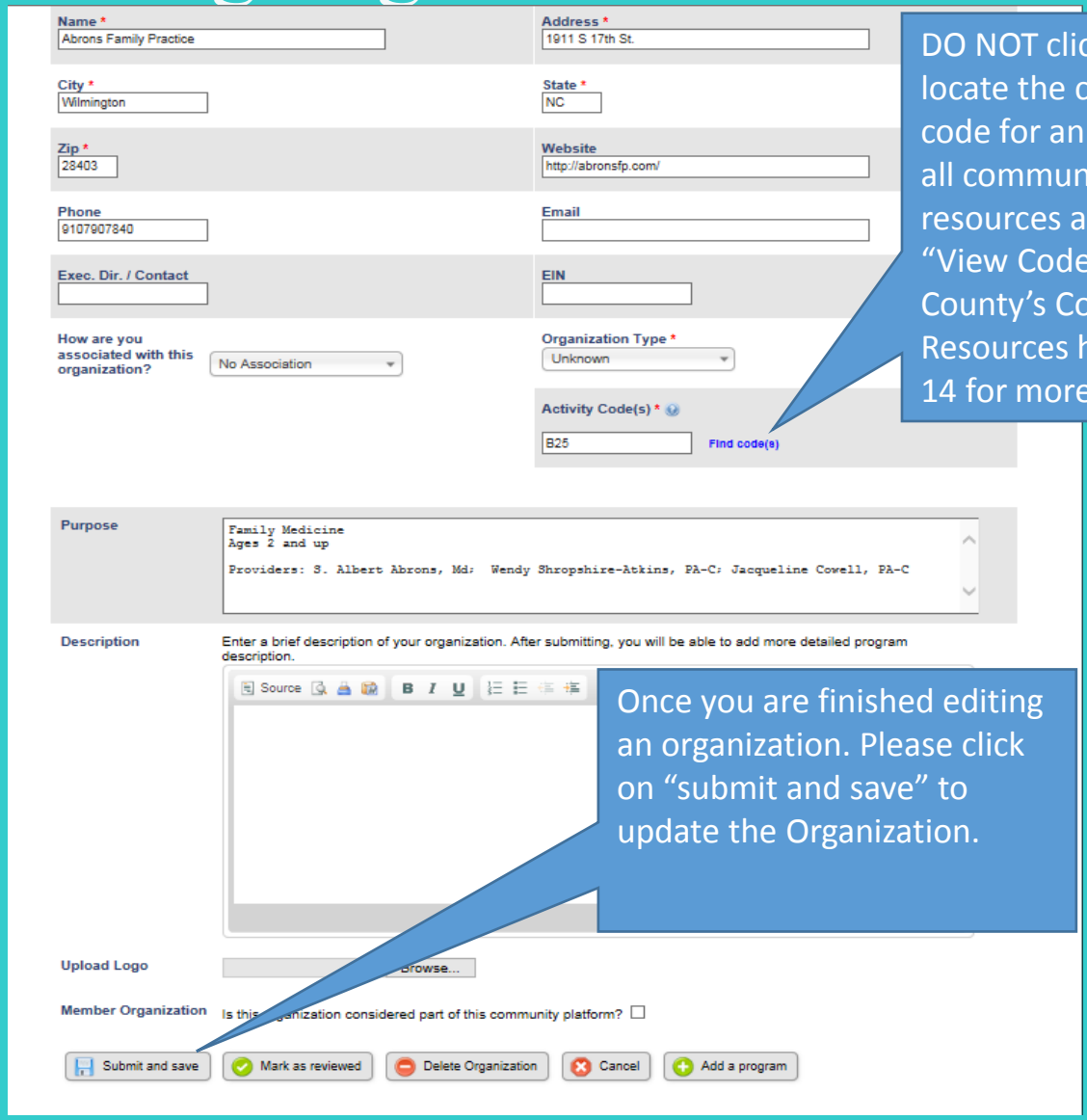
Organizational Profiles



Editing Organizations



Editing Organizations Cont'd

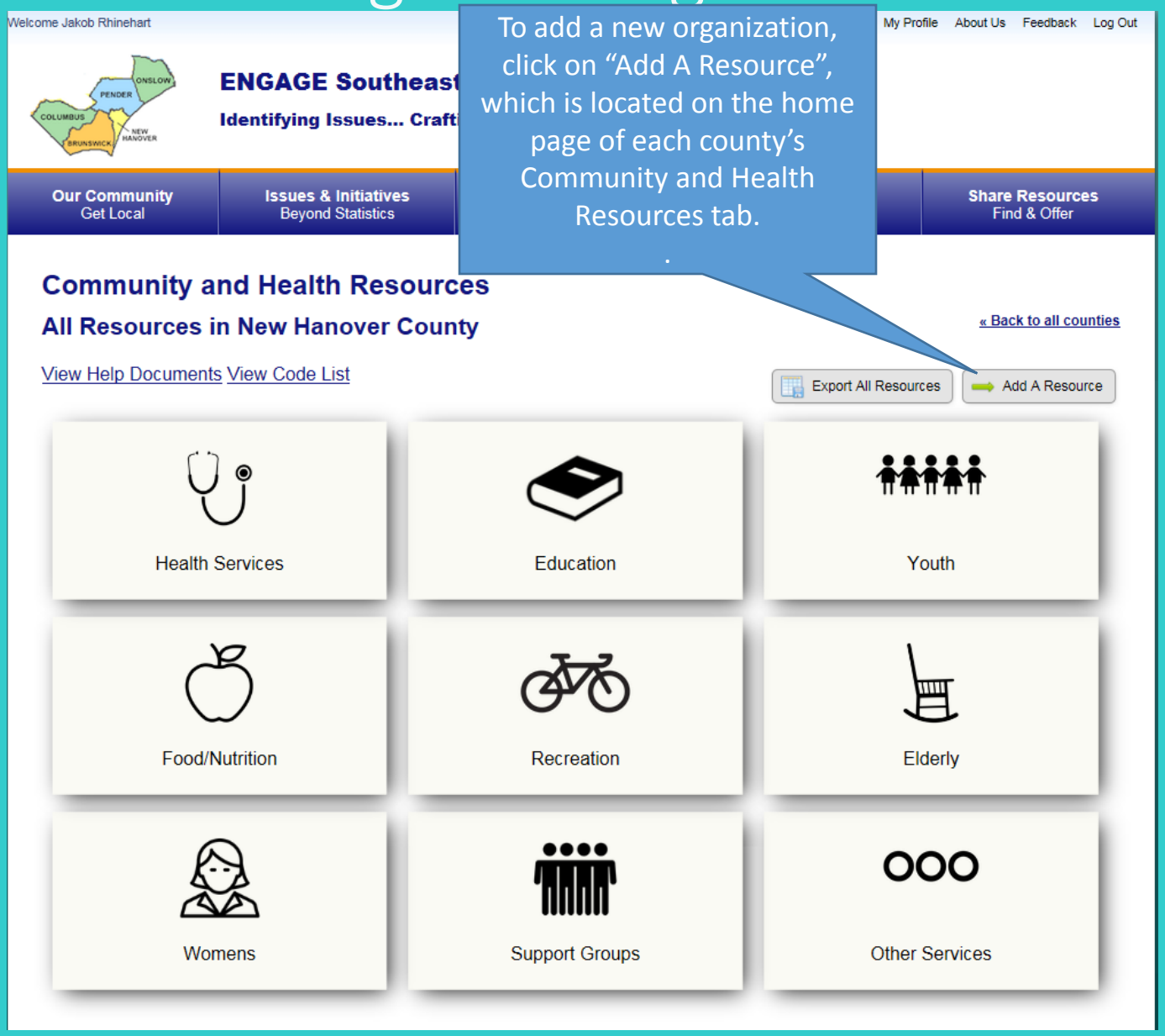


DO NOT click "Find Code(s)" to locate the corresponding activity code for an organization. To view all community and health resources activity codes, click on "View Code List" on your County's Community and Health Resources home page (See page 14 for more information).

Once you are finished editing an organization. Please click on "submit and save" to update the Organization.

From this screen, you can edit an organization's name, contact information, and Activity Code(s). You can also delete this organization, if they are no longer in operation.

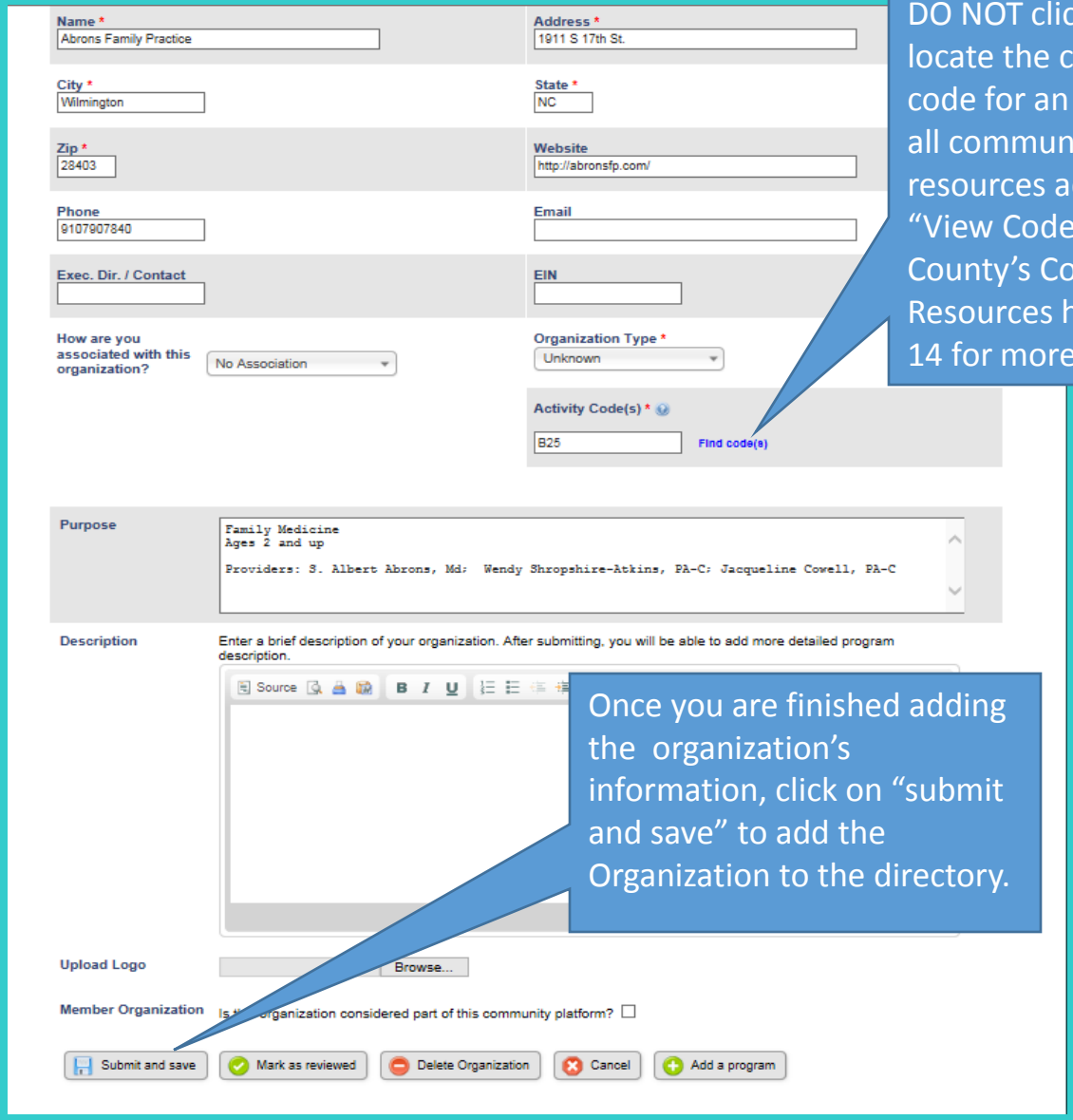
Adding New Organizations



To add a new organization, click on "Add A Resource", which is located on the home page of each county's Community and Health Resources tab.

.

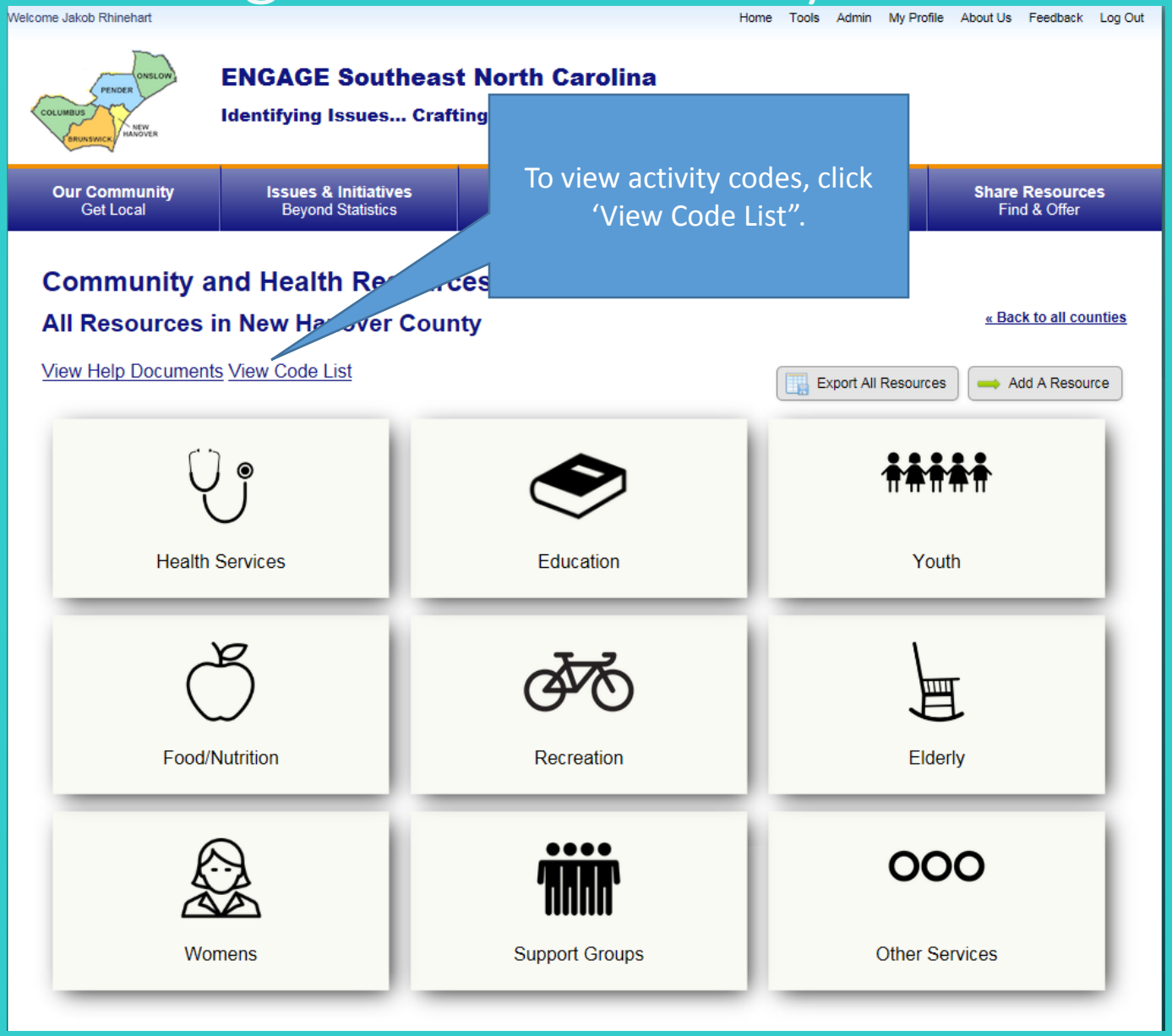
Adding New Organizations Cont'd



DO NOT click "Find Code(s)" to locate the corresponding activity code for an organization. To view all community and health resources activity codes, click on "View Code List" on your County's Community and Health Resources home page (See page 14 for more information).

Once you are finished adding the organization's information, click on "submit and save" to add the Organization to the directory.

Organization Activity Codes



Organization Activity Codes Cont'd

Health Resources' Activity Codes

Health Services

Category Name	Associated CPC Codes
Medical	B25
Mental Health	B30
Military Services	B23
Pediatric/Youth Services	B22
Pharmacies	B2K
School Health Services	B24
Senior Health Services	C75
Therapy	B2L
Vision	B2I
Womens Health Services	B21
Dental Services	B2D
Hospital	B11
Health Department	B91
Urgent Care	B2F

Education

Category Name	Associated CPC Codes
Elementary Schools	A12
High Schools	A14
Middle Schools	A13
Other Health Education Classes	A80
Pre-K	A11

Youth

Category Name	Associated CPC Codes
Adolescents/Young Adult	P16
Disabled Youth	Q78

From this page, you are able to view categories in the health resources tab and their associated activity code. You can also view activity codes to help classify new or existing organizations. Organizations ARE able to have more than one activity code.

Questions/Concerns

If you need additional information or have any questions about the Community Health Resources page, please send an email to CHC@uncw.edu