



## NJ 2-1-1 Partnership

### About NJ 2-1-1

Whether the answers are easy or complicated, NJ 2-1-1 call specialists offer callers a compassionate and nonjudgmental ear and referrals from a comprehensive database that covers a wide range of human services. NJ 2-1-1 is available by dialing 2-1-1, an easy-to-remember telephone number for reaching our information and referral service. NJ 2-1-1 offers services to residents of all 21 New Jersey counties at no charge.

### Instructions for Completing Database Forms

*In order to keep our database current and useful, service providers must take the time to complete these forms carefully. Once an organization is in our database, all updates can be made online using the provider portal.*

**There are three different forms.** The **Service Provider Information** form gathers information about your organization as a whole. The **Location Information** form collects data about the physical sites where services are offered. The third form, which is the **Service Information** form, collects details about the programs/services offered by your organization.

#### **There are some points to be aware of:**

1. Please complete one Provider form for your organization.
2. For very small organizations with only one program, the information on the Service Provider Information, Location Information and Service Information forms may be very similar. If so, that is fine. But please fill out one of each form type, even if the information is the same.
3. Be aware that some data that you enter may be reformatted to better fit database field sizes and/or style requirements.
4. Copy the forms as needed. Feel free to include additional information about your organization and services for our files.

Completed forms can be emailed, faxed or mailed to us. Don't forget to provide the name of the person who completed the forms so that we'll know whom to call if we have questions. If you choose to mail the forms to us, please make and keep a copy of the completed forms before sending them.

If you have any questions, please call 2-1-1 and speak with our Resource Specialist at 973.887.2772 extension 4723 or 973.602.3309.