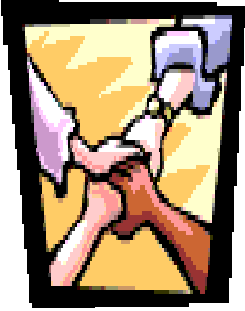


Managing the Behavioral/Mental Health Services Matrix for Greenwich, CT



A Project Of The
Access To Care Committee
Of The
Greenwich Health Improvement Partnership

Instructions for Use of the Interactive Hyperlinked Behavioral Health Services Matrix Designed For Use As A Computer Desktop Icon

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Introductory Comments and Dedication

The **computer-based interactive matrix of mental and behavioral health services** for people in and around Greenwich is designed for use as an **icon** on your **computer desktop**. It represents three years of design, structure, and data gathering work, and culminated in a presentation at the **1st Greenwich Behavioral/Mental Health Summit** that was held on November 3rd, 2006 at the Cole Auditorium in Greenwich Connecticut.

It was conceptualized and designed as a project of the **Community Health Planning Office of the Greenwich Department of Health**. It's progression and culmination was the result of input and work of multiple mental health, health and social services agencies, as well as community members and consumers of services, all of whose invaluable comments and contributions allowed it to take form and move effectively from a concept to a working document.

Once designed, the project was brought to the **Access to Care and Health Education Committee of the Greenwich Health Improvement Partnership** where it was able to support a mental health work-in-progress of our **Programs and Services Committee**.

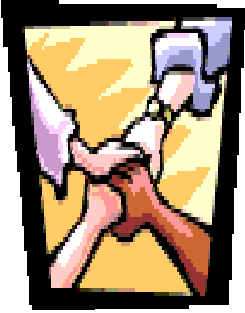
The **Access to Care and Health Education Committee** members, who represent multiple greater Greenwich agencies, service providers and individuals, spent countless hours engaged in reviewing websites, contacting the representative agencies, defining the service categories, and suggesting layout modifications for ease of viewing. Our technology expert provided the guidance needed to allow the vision of an interactive tool to become a reality.

This was an **unfunded initiative, incurred no monetary outlay beyond the work hours of the team members**, and was brought to fruition solely as a result of dedicated professionals who brought their skills and knowledge to bear on a project designed to improve information and referral for people in need of mental or behavioral health services.

For information contact:

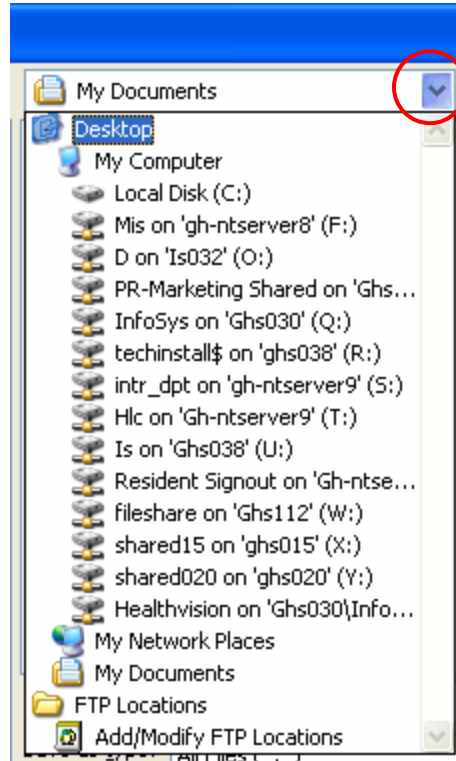
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Save Matrix to Desktop – places Matrix right on the user’s desktop, making it easy and convenient to retrieve the information. The document will be sent to recipients via email. When the message containing the attachment is opened, double click the attachment icon. You should be prompted about whether the attachment should be opened or saved. Select *Save*. In the Save dialog box, similar to one pictured below, click the drop down arrow (circled) and select *Desktop*. Select *Save* to complete the process.

- **Freeze Panes** – for accuracy and ease of reading it’s important that the first



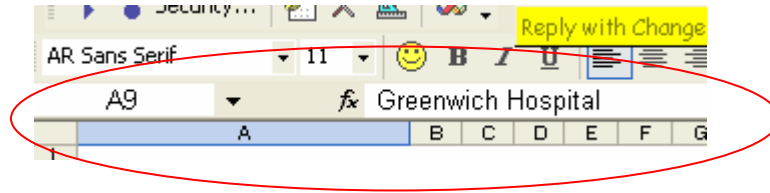
several rows of the Matrix are always visible. To ensure that these rows are “frozen” on screen, position the cursor in a cell so the rows above and the columns to the right are the ones that will remain stationery (should be A6). Select *Windows, Freeze Panes* from the menu. As you scroll through the data these rows will always be in view. To unfreeze panes select *Window, Unfreeze Panes*.

- **Select Cell without Activating Link** – where applicable, column A of the Matrix contains a link to the indicated agency’s website. Simply by clicking the cell, the user is taken to their website. To select a cell **without** activating the link, instead of clicking the cell, *click and hold the mouse button until the cursor changes to a cross*, then let go. That cell is now the current cell and its contents are displayed in the Formula Bar.

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- **Edit Hyperlinked Cell** – normally in Excel to edit the contents of a cell you would click on it to select it. In a hyperlinked cell however, clicking will



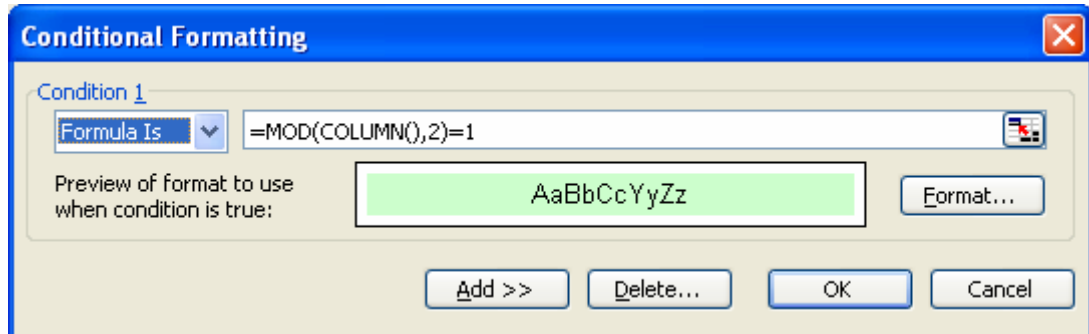
activate the link. To edit a linked cell first *click and hold the mouse button until the cursor changes to a cross*, then let go. The cell is selected. In the Formula Bar (circled in illustration) the current cell's address and contents are displayed. You may click in the contents to revise. Make your changes in the formula bar, not the cell

- **Selecting Current Row** – to prevent the eye from wandering and allow the viewer to maintain their focus on a particular program row, users may temporarily highlight that row. On the left in the area where the row number appears maneuver the cursor until it changes to a black rightward pointing arrow. Click once and the entire row is selected. To highlight a service category, click on the gray letter at the very top of the column depicting the service you wish to view. To remove either highlight, simply click on a non-hyperlinked cell.
- **Viewing** – also for ease of reading you can change the Zoom or magnification, which will allow users to see more or less of the Matrix on screen. Select *View, Zoom* from the menu. You may select from one of the magnification levels offered (ex: 75%, 100%) or select *Custom* and enter a value between 10 and 400%.
- **Printing** – given the dimensions of the Matrix, for printing purposes, the larger the paper the printer will accept the better. Select *File, Page Setup, Page tab, and Paper size* from the menu to determine what that is. If 8 ½ X 11 is the largest size available the easiest way to fit the data is to let Excel do it using its Scaling options, also on the page tab. Select the *Fit to* option and set the pages wide to 1, so all the headings will fit across the top and Tall to 12, indicating that Excel should use as many as 12 pages, which should be more than necessary to print lengthwise.
- On occasion it may be necessary to enlarge a row if you have added any new data. To do this, click on the permanent gray number in the left-most column that is right below the cell you wish to enlarge, hold the mouse down, and drag the cell to the desired size. Shrinking a cell may hide some of the taxonomy description data on the right cell, so view both sides before saving.

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- Alternating Column Colors** – for ease of reading the color of every other column is green, and for those categories that are not part of the standard taxonomy, peach. As new information is added it may be necessary to format the new cells. Begin by selecting the range to be formatted, for example A60:AH70. From the menu select *Format, Conditional Formatting* and make the following changes as noted in the illustration below. To set the color, click the *Format... button, Patterns* and select the Light Green or Peach color.

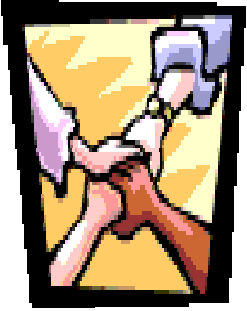


Click *OK* twice to return to the worksheet.

- Hyperlink** – a hyperlink is a shortcut to location. By clicking the hyperlink the user is taken to a designated location. Where the information is available, hyperlinks to an organization's website has been coupled with the contact information in column A. Should the link be broken, following are instructions for creating or restoring it. The easiest way to create a hyperlink is to copy and paste a website address, which will eliminate the possibility of typos. From an Excel worksheet enter the text, as you would like it to appear in a cell, for example Center for Disease Control. Then get to the site you want to link to. Once at the site, the address will appear in the Address bar near the top of the screen. Click in the Address bar and its contents will display with a blue box around it (see circled portion of illustration). Select *Edit, Copy* from the menu. In Excel right click on the cell that should have the link and select *Hyperlink* from the menu. When the Insert Hyperlink dialog box appears, in the Address box near the bottom hold down the CTRL key and tap V to paste the address into that box. Click *OK* to complete the action.



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- Sometimes when you access a hyperlinked cell the content data in the information box goes out of alignment. After you have been transported to the website of your choice, always return to the matrix to see if this has occurred. If so, use the “Undo/Autocorrect arrow” on your toolbar to restore the data to its format pre- hyperlinked-access state, and hit “Saved”.
- If you insert a new row in order to include a new agency, please remember that you will also be impacting the taxonomy descriptions down the right side of the document. If it is important to you to keep those descriptors organized as they are now, you will need to move the descriptions below your new line up by one line. Cutting and pasting the items below to fill the gap can correct this.
- If you need to insert a new “X” into the categories for a new additional agency, **the font is Arial, and the size is 16 - Bold.**

If you have any difficulties with the use of this grid, wish to develop one of your own, or would like a demonstration on its interactive features for your agency or group, please contact:

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