

Texas Connector Training Manual

For TDCJ Users [2016]



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ONESTAR FOUNDATION AND TEXAS CONNECTOR OVERVIEW

OneStar is a 501(c)(3) nonprofit corporation designated by Executive Order of the Governor to build a stronger nonprofit sector in Texas. OneStar is recognized statewide as a leading voice of the sector, a neutral convener and a respected business partner to foundations, state agencies, and the business community. We connect faith-based and community organizations, businesses, government and foundations to resources and information about the nonprofit sector. We also convene statewide nonprofit networks to develop a coordinated approach to strengthening the sector. At OneStar, everything we do is focused on making Texas home to the strongest, most effective nonprofit sector in the country.



OneStar Foundation's Texas Connector is an online, nonprofit mapping tool that empowers communities, governments, funders and nonprofits to more effectively meet Texas' growing needs. In 2009, OneStar iteratively developed a prototype of Texas Connector that was beta tested using feedback from over 2,000 nonprofit stakeholders, including government and legislative staff, leaders from nonprofit and faith-based organization, educators, researchers, foundations, and even corporate philanthropists. This feedback was used to hone the features of the tool and Texas Connector was officially launched to the public in 2010. It is feasibly the most robust, statewide nonprofit and social service

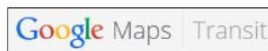
database in the country. Texas Connector combines an interactive GIS map and searchable database including: social service providers and nonprofits from Texas 2-1-1 and GuideStar, USA, socioeconomic and demographic data and population summaries and visual layers such as public schools, public transit and more. Texas Connector also offers a unique platform on which initiative-specific data, such as health or criminal justice data, can be overlaid to create information-rich maps and reports. Users can print, email, or export search results to identify gaps in service, collaborative partners or complementary services. From researching community resources to analyzing local continua of care, Texas Connector's powerful combination of nonprofit and demographic data gives users insight to better understand regional issues and resources and more effectively tackle community challenges.

THE DATA

The Texas Connector displays nonprofit and service provider information derived from both the 2-1-1 Texas and GuideStar USA, Inc., Texas datasets. The date of the last update and the source information for each organization mapped in the Connector can be found in the Organization Details by clicking on the [View More Details](#) link. Additionally, Texas Connector users who affiliate themselves with a nonprofit organization, foundation, or faith-based entity



GUIDESTAR®



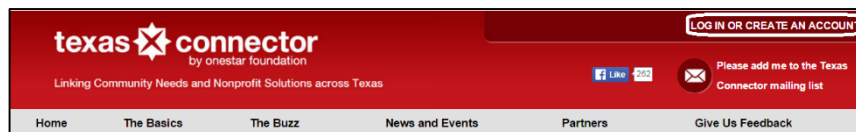
U.S. Department of Education

can update the information displayed about their organization in the Texas Connector. Users who are affiliated with eligible organizations (i.e. nonprofit organizations, foundations or faith-based entities) not currently contained in Texas Connector can also add their organization to the database and map.

The Texas Connector contains a variety of demographic and socioeconomic data indicators from governmental and other sources, displayed in clickable map overlays, and an extensive underlying database of statistical data, from which customized reports can be generated.

How To Log In

- (1) Open an internet browser and go to texasconnects.org



- (2) In the top right corner, click on the text, **LOG IN OR CREATE AN ACCOUNT**.

- (3) Enter your TDCJ email address and temporary password: **Texas2016!**

**accounts created in 2015 will have a different temporary password*

***be sure to capitalize the "T" in Texas and add the "!" to the end of the password*

The image shows a "Log In" form. It has a title "Log In" at the top. Below the title are two input fields: "Email:" with the value "example@onestarfoundation.org" and "Password:" with a masked password ".....". Below the password field is a checkbox labeled "Remember me next time." and a "Log In" button. At the bottom of the form is a link that says "Forgot your password?".

- (4) Click the **Log In** button.

- (5) You will be directed to the Member's Homepage

TDCJ QUICK REPORT GENERATOR

The Texas Department of Criminal Justice (TDCJ) Quick Report Generator was designed for Parole and Reentry staff to locate commonly referred community services across Texas. Simply enter a specific street address or region such as a zip code, city, county, school district or legislative district, select the service(s) needed and click "Generate Report." You can adjust the search radius within which results will be generated by entering a number of miles in the "within__miles" field. Results will be displayed in a table and can be printed and exported.

How to use the TDCJ

Quick Report Generator



What is your location?
77871 (Zip)
(Enter a City, County, Zip Code, or Address)
Search within 25 mi | mile radius

login
to your Texas
Connector
account at
texasconnects.org

click on the
'TDCJ Quick
Report
Generator'
button

enter a **location**
for your client into
the 'what is your
location' field and
set a radius

Select All

Generate Report

Select service provider type(s):

- ☒ Substance Abuse/Drug Treatment
- ☐ Anger Management
- ☒ Housing
- ☐ Batterer's Intervention
- ☒ Employment/Job Training
- ☐ Mental Health/Behavioral Health
- ☐ Homelessness Assistance

select all
or check the
boxes next to
service providers
you want to give
to your client

click on the
'Generate
Report' button

check the boxes
of the service
provider types
your client needs

Email Results

Print Results

New Search

select email
to send a client-
friendly report to
an email address

or select print
to print a customized
and client-friendly
report of services

return to the report
generator by
clicking on the
'New Search' button

texas  connector™
by onestar foundation

Need Help?
Email us at texasconnects@onestarfoundation.org
or call 512.287.2036

**See pages 6-8 for more detailed instructions*

- (1) To begin, click on the button for the TDCJ Quick Report Generator on your Member's Homepage.



- (2) Enter a location in the box under **What is your location?** (use a specific street address, a zip code, county or other geographic area relevant for your client). A dropdown box of options will appear if you type a region. Select the region that best fits your needs from the list of suggestions.

Example: Typing 'Austin' will result in the suggestions of Austin (City) and Austin (County) and Austin ISD (School District).

What is your location?
Harris (County)
(Enter a City, County, Zip Code, or Address)
Search within 5 mi * mile radius

Select service provider type(s):

- ☐ Substance Abuse/Drug Treatment
- ☐ Anger Management
- ☒ Housing
- ☐ Batterer's Intervention
- ☒ Employment/Job Training
- ☒ Mental Health/Behavioral Health
- ☐ Homelessness Assistance

Generate Report

- (3) Set a radius using the dropdown box for **Search within ___ mile radius**. For rural areas, try a larger geographic radius and for urban areas (with a higher concentration of services), try a smaller radius.
- (4) Tick the boxes for the commonly referred service provider types your client needs listed under **Select service provider type(s)**. You may select more than one type of service.
- (5) When you have entered the location, radius and selected the service categories, click on the gray **Generate Report** button at the bottom of the Quick Report Generator.

- (6) You are now viewing the Quick Report Results Table. At the top you can review the information of your search with the red title **Your Search**. The table itself includes: Provider Type (from the selection made in your search), Organization Name, Organization Address, Hours of Operation, Contact Information, Description, and Distance (from your search location). To see a full description of the organization and learn if it will fit your client's needs, including service area, source information, taxonomical categories and a full organizational description, on the left in the column Options select the red link for **View Full Record**. You can also report incorrect or outdated information by selecting the red link to **Report Incorrect Data**.

Your Search: Distance: 5 mi of Harris (County) Mental Health/Behavioral Health Employment/Job Training
New Search: Housing

Export the full results for more details, including programs, data source, update date, and other service types listed. **Export Data** **View on Map** **Email Results** **Print Results**

Show 10 entries **Select All** **Deselect All** **Delete Selected** Search: [] Distance [mi]

Options	Service Provider Type	Organization Name	Organization Address	Hours of Operation	Contact Information	Description	Distance [mi]
Report Incorrect Data View Full Record	Anger Management Employment/Job Training Mental Health/Behavioral Health	United Way Fort Bend County Service Center Catholic Charities	10435 Greenbough Drive Building 2, Suite 200 Stafford, TX 77220	Downtown Office Mon - Fri 8:00 am - 5:00 pm UN	866-649-5862 www.catholiccharities.org	Provides professional counseling services to children, adolescents, families, individuals, couples and groups. The purpose is to help people achieve their optimum social functioning through healthy resolution of their problems.	1.47

Show 10 entries	Select All	Deselect All	Delete Selected	Search: <input type="text"/>			
Options	Service Provider Type	Organization Name	Organization Address	Hours of Operation	Contact Information	Description	Distance (mi)
<div><div><div><div><div><div></div></div></div><div><div>Report Incorrect Data</div></div><div><div>View Full Record</div></div></div></div></div>	Anger Management Employment/Job Training Mental Health/Behavioral Health	United Way Fort Bend County Service Center, Catholic Charities, Counseling Services Program Counseling Services	10435 Greenbough Drive Building 2, Suite 200 Stafford, TX 77226	Downtown Office: Mon - Fri 8:00 am - 5:00 pm UW	866-649-5862 www.catholiccharities.org	Provides professional counseling services to children, adolescents, families, individuals, couples and groups. The purpose is to help people achieve their optimum social functioning through healthy resolution of their problems.	1.47

- (7) To add results to a report to email or print you **MUST** select the checkboxes along the left side of the table. To select all service providers choose the **Select All** at the top of the table, to reverse use the **Deselect All** option. You can also add organizations individually by checking the boxes one at a time.

NOTE: Failure to select boxes will result in empty reports.


Export the full results for more details, including: programs, data source, update date, and other service types listed.	Export Data	View on Map	Email Results	Print Results
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- (8) When you have selected the organizations you would like to include in a practical report for a client, you can select the **Email Results** button at the top of the table. Enter an email address in the box that appears and a formatted report can be directly emailed to your client. Or select **Print Results** to download a PDF, client-friendly report* to save and print. You can also download an editable copy of results in Excel/CSV by selecting the dropdown option at the top of the table for **Export Data**.

**Clients should be encouraged to use the contact information on the reports to double-check hours of operation, ensure they meet eligibility requirements and, if necessary, to make an appointment.*

Texas Department of Criminal Justice
Quick Report Generator Results

Your Search:
Housing, Employment/Job Training, Mental Health/Behavioral Health, Distance: 5 mi of Harris (County)



1 of 7 Results Distance: 1.47 mi

Service Provider Type: Anger Management Employment/Job Training Mental Health/Behavioral Health	Hours of Operation: Downtown Office: Mon - Fri 8:00 am - 5:00 pm UW	Description: Provides professional counseling services to children, adolescents, families, individuals, couples and groups. The purpose is to help people achieve their optimum social functioning through healthy resolution of their problems.
Organization Name: United Way Fort Bend County Service Center, Catholic Charities, Counseling Services Program Counseling Services	Contact Information: 866-649-5862 www.catholiccharities.org	
Organization Address: 10435 Greenbough Drive Building 2, Suite 200 Stafford, TX 77226		

2 of 7 Results Distance: 0.00 mi

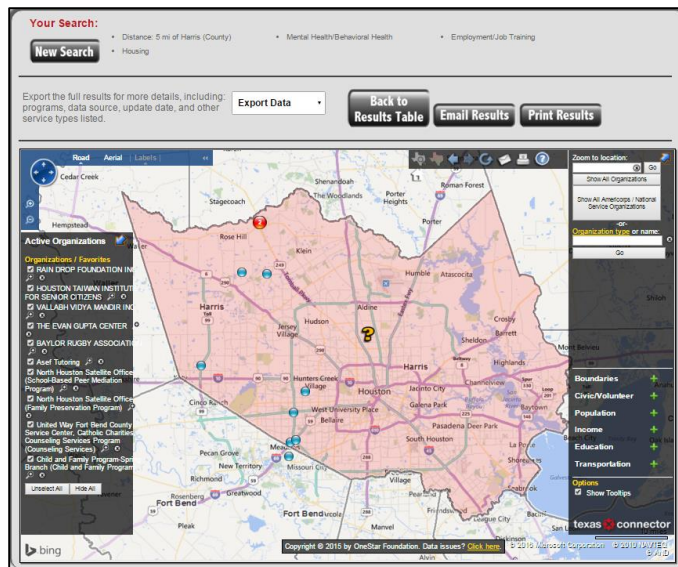
Service Provider Type: Anger Management Mental Health/Behavioral Health	Hours of Operation: Mon - Thur 8:00 am - 8:00 pm, Fri 8:00 am - 5:00 p	Description: Provides individual family therapy, family intervention and reconciliation mediation, forgiveness therapy, and family conflict resolution workshops. Holds support groups for families during divorce offers custody mediation, basic parenting, parenting together after divorce, healing from divorce, and support groups for adolescents, children, and adults.
Organization Name: North Houston Satellite Office Family Preservation Program	Contact Information: 832-864-6000	
Organization Address: 29510 Tomball Parkway Magnolia, TX 77354		

3 of 7 Results Distance: 0.00 mi

Data Export 3/9/2016 9:40:04 AM
www.texasconnects.org

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texas connector™
by onestar foundation



(9) To view your search results on the Texas Connector map, choose the **View on Map** button. This will load your existing search including location and service types onto a visual map of Texas. To learn more about the mapping features of Texas Connector, see the next section, [The Map](#).

New Search

(10) To start a new search in the Quick Report Generator, select the button for **New Search** at the top of the page.

THE MAP

There are two ways to access the map in Texas Connector. The first is to use the button to **View the Map** on the Member's Homepage. The second is to choose the **View on Map** button in the TDCJ Quick Report Generator results page. Either way, the basic functions of the tool are the same.

View on Map



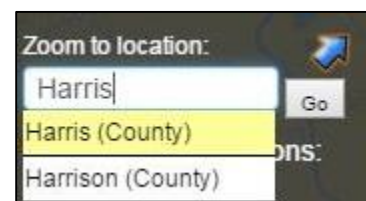
(1) In the bottom right-hand corner of the sidebar on the map under **Options**, there is a checkbox next to **Show Tooltips**. When this box is checked, you can hover over the features of the tool and a blue textbox will appear giving a brief description of the functions of that feature.

(2) In the top left corner of the tool, there is a white rectangle with a +/- that allows you to zoom in and out. You can also use your mouse to zoom or your cursor to drag the map.



(3) To begin a location search, go to the search box on the top of the right sidebar under **Zoom to location:** and begin typing a geographic area or address. Wait for the suggested options to appear beneath the box and select the correct location.

Example: If you want to zoom to Harris County, begin searching the word Harris, wait for the options to appear and select the option for Harris (county).

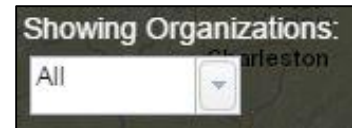


(4) When you have selected a location, your map will automatically zoom to that location and highlight the area. A gold question mark will appear somewhere in the highlighted area. Click on the gold question mark to find a snapshot of 2010 Census Data as well as access to a number of American Community Survey reports for that location. To see the full



Census form, select the link for [More Details](#). To view any of the American Community Survey reports click on the blue underlined name of the profile (for example, [Housing Profile](#)). There will also be an option to [View report about organizations in this area](#); however, you must load organizations onto the map to use this feature.

- (5) If you are interested in viewing the entire service landscape in a geographic area, you can use the drop-down box titled **Showing Organizations:** (under the **Zoom to location:** search box) in the right sidebar. This box is automatically set to **Active**, which allows you to see your current searches. However, to see all organizational records, select the option for **All**. This is a good option if you are looking at rural areas where there may be fewer services.



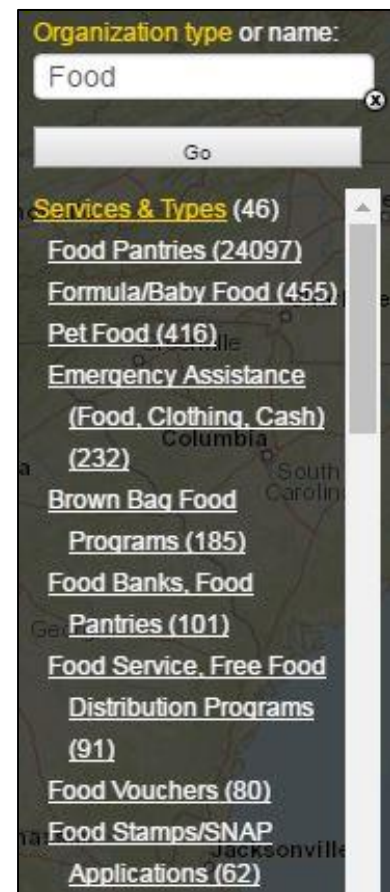
- (6) To narrow your search to specific organizations or service provider types, use the search box in the sidebar under **Organization type or name:** Begin typing a service type, keyword or the name of an organization.

For example, typing the keyword “food,” will result in a list of service type categories and organizations with the word “food” in their name or program description.

- (7) Your search may result in two categories of results, **Service & Types** and **Organizations**. To expand these results simply click on them. To add specific services or organizations to the map, click on the white underlined names that appear. This will load them onto the map and add them to a box on the left titled Active Organizations. The number of service providers in the total zoom area of your screen offering that service is represented by the number in parentheses next to the type of organization.

- (8) The **Active Organizations** box on the left side of your screen allows you to hide and repopulate organizations on the map without losing your searches by using the checkboxes next to each service type or organization. To delete a service type or organization from your map, select the small ⊗ icon.

*NOTE: Use the drop-down box titled **Showing Organizations** on the right panel and select ‘Active’ in order to display organizational searches on the map.*



- (9) If you need help with keywords, try visiting the classification list by clicking on the yellow link above the search box for **Organization type**. This new tab will allow you to explore the different taxonomical categorizations for Texas Connector and search related keywords. The related data source for each category is in the column titled **Source**—AIRS indicates Texas 2-1-1 and NTEE indicates GuideStar. Lastly, you can see how many organizations are classified within each category in the column **Number of Organizations**. To add a service type to the map click on the name of the category in the **Description** column and it will appear in your search results in the right sidebar of the map. Click on the white link to add the service to the map.

Organization Services and Classification			
Click on an organization service/classification type to search for it on the map. (Listed in alphabetical order. To sort by a column, click the column name.)			
Filter by Description	food	Filter	
Description	Source	Code	Number of Organizations
Animal Food/Supplies Donation Programs	AIRS	TI-1800.0700	2
Brown Bag Food Programs	AIRS	BD-1800.1000	6
Child and Adult Care Food Programs	AIRS	BD-5000.1450	5
Commodity Supplemental Food Program	AIRS	BD-1800.1500	22
Disaster Related Food Services Volunteer Opportunities	AIRS	PX-1900.1540	4
Emergency Assistance (Food, Clothing, Cash)	NTEE	P60	365
Emergency Food	AIRS	BD-1800	3
Emergency Food Clearinghouses	AIRS	BD-1850	5
FEMA Emergency Food/Shelter Administrative Agencies	AIRS	TD-1100.2000	1
Food Banks, Food Pantries	NTEE	K31	197
Food Banks/Food Distribution Warehouses	AIRS	BD-2000	10
Food Complaints	AIRS	DD-1500.3750	6
Food Cooperatives	AIRS	BD-2400.2500	3
Food Donation Programs	AIRS	TI-1800.2000	31
Food Facility Licensing	AIRS	DF-4500.2200	9
Food Handling Permits	AIRS	DF-7000.2250	38
Food Lines	AIRS	BD-1800.1900	2
Food Pantries	AIRS	BD-1800.2000	1209
Food Poisoning Investigation	AIRS	JP-1500.1700-250	8
Food Production Economics	AIRS	BD-2600.0300	11
Food Production Support Services	AIRS	BD-2600.0500	81
Food Production/Preparation/Delivery Volunteer Opportunities	AIRS	PX-2400	4
Food Safety Education	AIRS	JR-8200.2350	8
Food Safety Standards	AIRS	DF-8000.1600-200	11
Food Safety Warnings	AIRS	JR-8000.6400-220	3

THE ONESTAR FOUNDATION (OneStar Foundation)

9011 Mountain Ridge Drive, Suite 100,
Austin 78759

Phone: 512-287-2000
Website: www.onestarfoundation.org
Services/Categories: Community Service Clubs (Kiwanis, Lions, Jaycees, etc.), Community Improvement & Capacity Building - Management & Technical Assistance, Public, Society Benefit - Multipurpose and Other N.E.C.

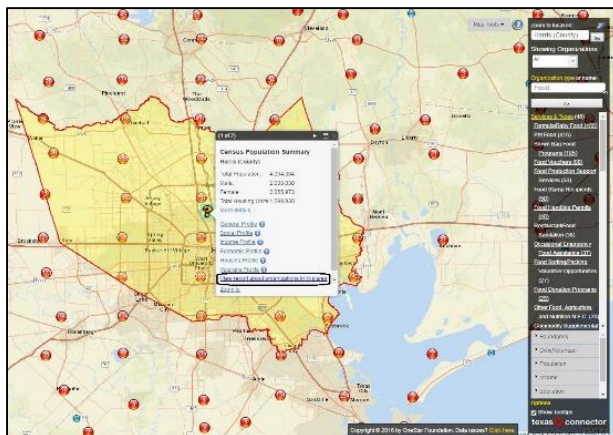
Programs Offered:
The Onestar Foundation
Community Capacity Development Project

[View more details](#)

[Zoom to](#) [Get Directions](#)
[Add To Favorites](#) [Report Duplicate](#)

- (10) On the map, organizations are represented by blue and red dots. Red dots indicate a grouping of organizations in close geographic proximity. To find out more about an organization, click on a blue or red dot. A box will appear with the name(s) of the organization in that location. Click on the blue underlined name of the organization to view a snapshot of the organization. You can get directions to that organization in Google Maps by selecting the **Get Directions** option in the snapshot. To view the full organizational record, which may include details such as hours of operation, contact information, programmatic information and the geographic area within which the organization provides services, scroll to the bottom of the snapshot and select the blue link to [View More Details](#).

- (11) To download or print a directory of organizations that you have added to the map, click the gold question mark above the highlighted area. Select the blue link to [View a report about organization in this area](#). This will direct you to a table of results page. Select the dropdown export button (a blue disk and green arrow) to choose a format that fits your needs. Open the file from your download folder and edit or print.



Organization Details Report						
Name	Address	City	State	Zip	Phone	Description
A Widows Heart	10318 GREEN TREE RD	HOUSTON	TX	77042		
ACADEMIC CENTER OF EXCELLENCE	7111 HARVIN DR STE 272	HOUSTON	TX	77036		
Aztec Home Health Center (Public Health Clinic)	818 Ringold	Houston	TX	77088	281-449-6391	Provides primary health care, pharmacy, podiatry, nutrition and health education, and social service referrals.
AMERPA 20 PHASE II, INC.	13830 CANYON HILL	HOUSTON	TX	77063		
AMERPA 20 PHASE III, INC.	13830 CANYON HILL	HOUSTON	TX	77063		
AMERPA C-OP 34 INC (DAUGHTERS OF REBELLION)	8111 CREEKBEND DRIVE	HOUSTON	TX	77071		
Astara Development Union USA, Inc. (Care Our Children)	10101 Fondren Road, Suite 217	Houston	TX	77096	713-271-7626	Provides community outreach programs to children and adults. Also offers legal aid and tax services.
Astara Development Union USA, Inc. (Social Services)	10101 Fondren Road, Suite 217	Houston	TX	77096	713-271-7626	Provides various services and training for children, youth, and adults.

TDCJ Quick Report Generator Map

If you navigated to the map from the TDCJ Quick Report Generator, do not use the **Print Results** or **Email Results** buttons to download and print the results on the map. These buttons only work for the table results and will not print any services you have added to your map view.

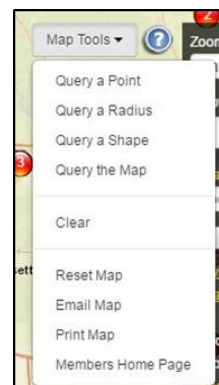
(12) Texas Connector also has a number of visual data layers. These are available in the right sidebar near the bottom. To view each of the layers, expand each group by selecting the gray box. Check the box next to the layer to add it to the map. A legend will appear below in the sidebar to guide your understanding of the information.

- To add public schools to the map select the **Education** layers and check the box for **Public Schools**.
- To add public transit routes in Austin, Dallas, Houston and San Antonio expand the **Transportation** layers and check the box for **Public Transit Routes and Stops**.



(13) Use the **Map Tools** function on the top of the map to customize the range of your searches to informal areas—like a radius or a custom shape. This tool is useful for creating reports of service providers for custom-shaped areas such as neighborhoods or multi-county regions.

- Select **Map Tools** and click the option to **Query a Radius**, set your radius to an increment of 500 feet to 10 miles from the dropdown options that appear. Click a point on the map to be the focus of the custom circle. The highlighted circle will appear with the gold question mark allowing you to run reports (including organization directories) for that radius.
- Learn about a neighborhood or custom area by drawing a shape on the map. Click on the **Map Tools**, select the option to **Query a Shape**. Click on the map to begin your shape and use your cursor to drag the red line, click to add a corner. Enclose the shape by attaching the end of the line to the first point and double clicking. When the shape has been enclosed it will appear highlighted and the gold question mark will appear.



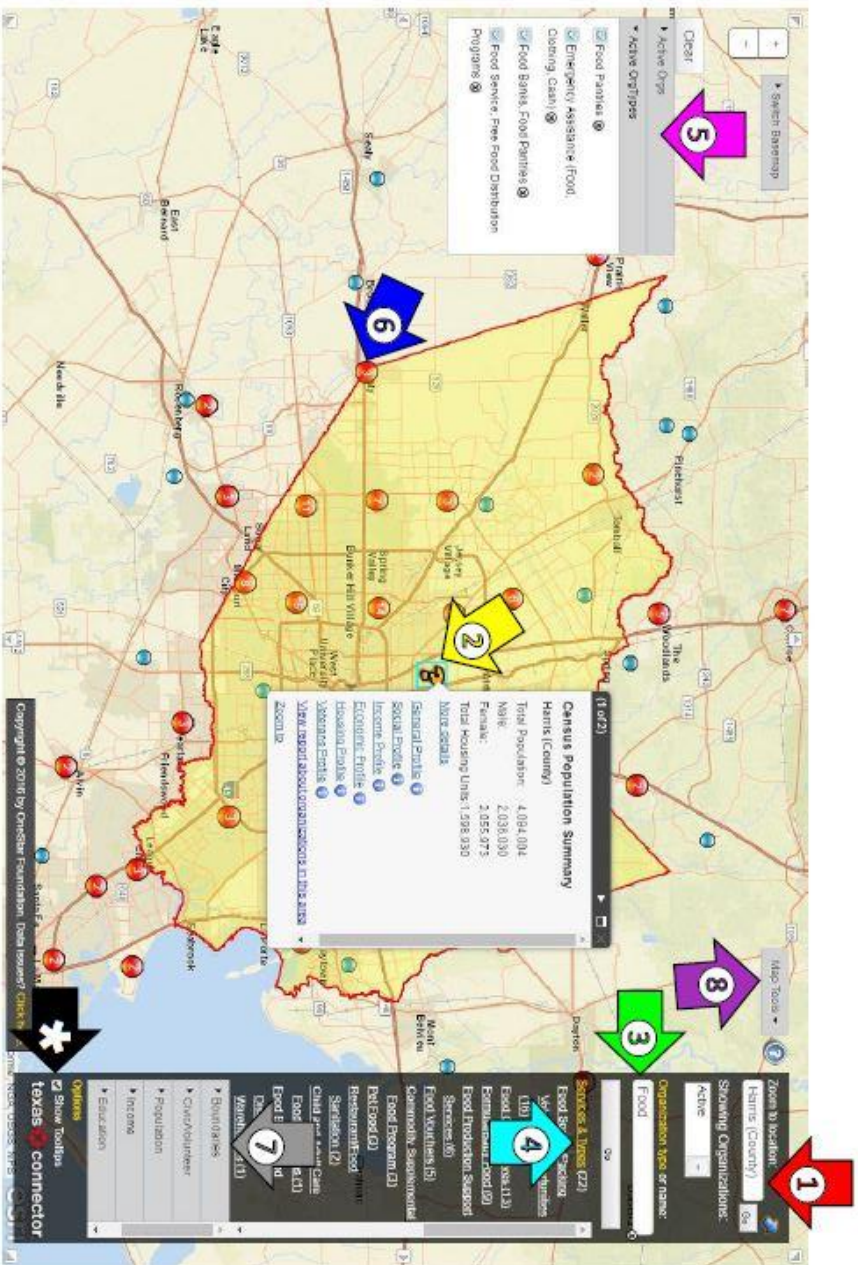
Child Safety Zones

If your client has a geographic limit on their movement, use the radius tool to see if transit routes or organizations fall within the compulsory boundaries. For example, the custom built 500 ft radius tool allows you to confirm if an organization is located within 500 ft of a child safety zone around a school.

- (14) Email yourself or a colleague a copy of the map you have created to return to at another time. To do this, select the option under **Map Tools** to **Email Map**. Enter your email address or the email address of another Texas Connector subscriber and press **Send**. To return to the map you have created, open the email you have received, click the link, login to Texas Connector and continue mapping where you left off!

NOTE: Texas Connector will automatically log out if the map is inactive for 20 minutes. Be sure to send your work to yourself if you leave your computer.

- 1** Location Search: Navigate the map to a variety of specific locations such as a city, county or zip code by typing the location into the search box and selecting from the recommended options.
- 2** Geographic Area Summary: Find population profiles from the Census Bureau and generate quick reports on selected organizations within an area.
- 3** Organizational Data Search: Search Texas Connector's database for service providers by organization name, service type or keyword.
- 4** Select Organizations or Services: Click on specific service types or individual organizations to activate them on the map.
- 5** Active Organizations: Check or uncheck boxes to isolate organizations and services on the map.
- 6** Detailed Organizational Profiles: View a snapshots of an organization and find detailed profiles of nonprofits, faith-based entities and other service providers.
- 7** Layers: Select layers to add to the map including congressional district lines, schools, transportation routes and more.
- 8** Map Tools: Draw a custom shape or radius, search any point on the map, or print/email your current map.
- *** Tooltips: Activate tooltips and mouse over the features of the tool to learn what they do.



For more information visit our website at [texasconnects.org](https://www.texasconnects.org)

Or watch our new Texas Connector virtual tour at
<https://www.youtube.com/user/onestarfoundation/videos>

For specific questions or help email texasconnects@onestarfoundation.org

Contact Us

SUPPORT SERVICES

Still need help? We are here to help. Contact us at:

texasconnects@onestarfoundation.org or (512) 287-2036

Also, check out the **Helpful Documents** section on our website at <https://texasconnects.org/help.aspx>.