Community Long Term Services and Supports database

Provider Inclusion Form Guidelines

The New Hampshire Department of Health and Human Services partners with local agencies for the ServiceLink Program and Granite United Way’s 211 Program. The purpose of this partnership is to identify opportunities and implement enhancements aimed to improve statewide access to accurate and timely information about the full range of long term services and supports. The Department’s goal is to ensure that citizens of NH have access to accurate and timely information and to create streamlined processes between the programs.

If you decide your Agency meets the inclusion criteria outlined in policy #CS 12.03, ServiceLink requests you complete the following forms: Agency Information Form, Service Information Form and the Site Information Form. If you need to update or delete simple changes regarding your Agency, complete the Agency Update and Delete Form.

Who to send forms to:
Please email, mail, or fax completed documents to: tina.ricketts@211nh.org
PO Box 211, Manchester, NH 03105, or fax 603-634-3875

Please note: additions/changes may take 2-3 weeks to process.

Agency Information Form: Provides specific information about your agency headquarters. It is used to provide vital information about your agency to the ServiceLink staff and to the public searchable database. To be considered complete, the form must be signed. SLRC will accept scanned, faxed or hard copy signatures.

Site Information Form: Provides specific information about your agency’s branch or outreach offices.

- Complete a separate form for each site location that is to be listed in the database.
- If your agency only has one (1) site, there is no need to complete this form.
- To be considered complete, the form must be signed. SLRC will accept scanned, faxed or hard copy signatures.

Service Information Form: Provides specific information about services offered by your agency/site so staff and the public have the most comprehensive information possible to make informed decisions. (Ex: eligibility requirements, hours, documents needed, etc.)

- Complete this form along with the Agency Information Form or the Site Information Form.
- Use a separate form for each service or group “like” related services. (Include brochures if available)
- If your Agency is currently listed in our database and changes are necessary, complete this form.

Agency Update and Delete Form: Used specifically to make simple changes to the agency, site (s) of the agency, or services provided by the agency and or site (s).