



Women's Alcohol and other Drug Services Network

## Women's AOD Services Network Directory User Guide

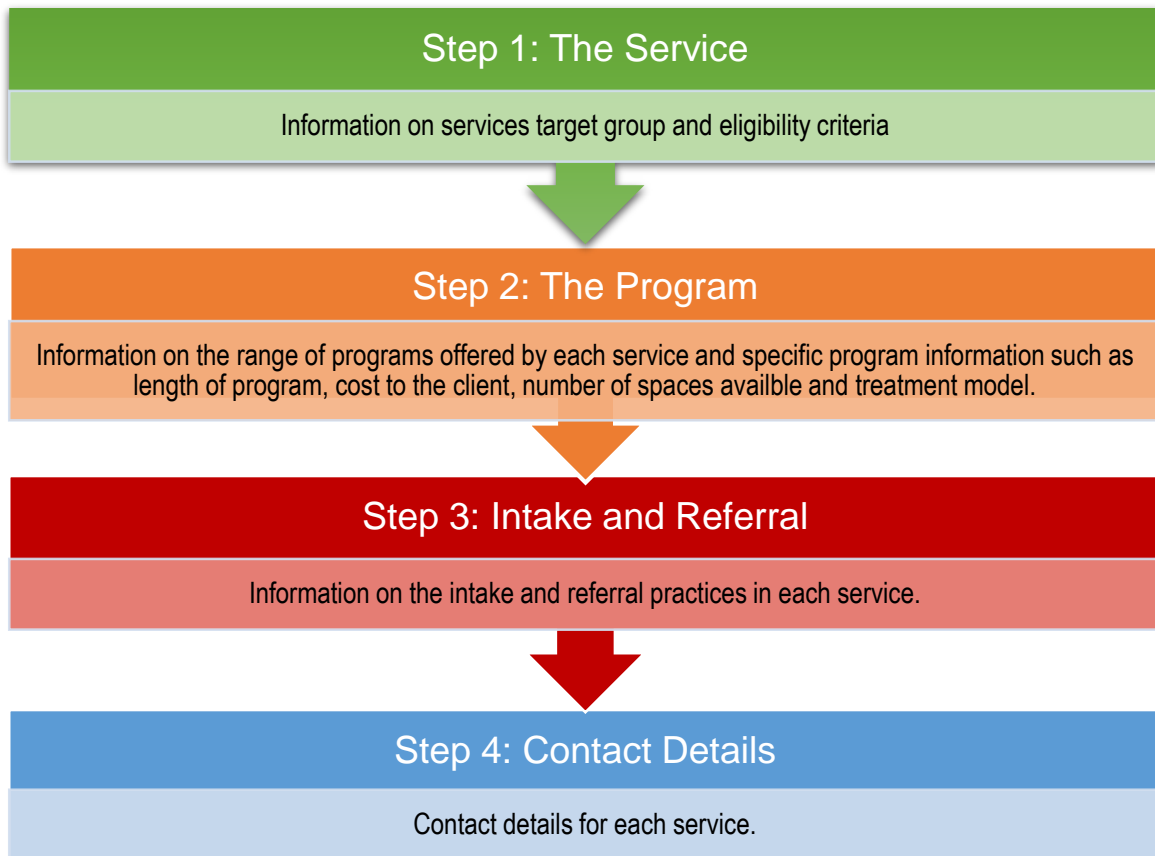
The Women's AOD Services Network Directory provides information about the members of the Women's AOD Services Network to support referral pathways between these services.

This User Guide contains the following information:

- how the information is distributed in the directory
- how to move between tabs and browse information
- how to use filters
- how to use comments or notes.

### INFORMATION DISTRIBUTION

The data in this directory is distributed across four tabs using Microsoft Excel. The tabs are identified as four steps in the process of finding the right service for your client. The steps and information on each tab are outlined below.



# DIRECTORY FEATURES

## Browsing the directory

You can browse the information by:

- moving from tab to tab
- using the scroll buttons on the bottom and right hand side of the screen
- using the filter options to identify specific requirements that suit.

Diagram 1: View of tab 1, main screen

No	Organisation Name	Type of service you provide e.g residential, day centre, etc	Target group(s)	Age	Children	Pregnant women	What geographical areas are covered by your service? E.g Inner Sydney City	Service opening hours	What language(s) are you able to provide services in?
1	Detour House Inc	Supported accommodation	Women with recent substance use problem	18+	No	No	Statewide	Staff available Monday to Friday 9-5	English
2	Dianella Cottage (BMDARS INC)	Day Centre	Women with a dual diagnosis	16+			No cut off so long as clients can access the service	Mon - Thursday 9am-4pm Client Service, Friday - no client contact	English
3	Guthrie House	Residential	Women who have active legal orders (that is, active involvement in the criminal justice system).	18+	Up to 5 years old	Yes	No cut off so long as clients can access the service (including aftercare program)	24 hours, 7 days a week	English
4	Jarraah House	Residential	Women, Aboriginal and Torres Strait Islander women, Women on Methadone and suboxone.	18-65	Up to 8 years old	Yes	Statewide	24 hours, 7 days a week	English and German
5	Kamira AOD Treatment Services	Residential	Women	18+	Up to 8 years old	Yes	Statewide	Office hours: 8:00am to 5:00pm	English and Greek
6	Kathleen York House	Residential	Women	21+	Up to 11 years	Yes	Australia wide	24 hours, 7 days a week	English, Macedonian, Spanish, Tamil, Hebrew

Click on the tab you want to view here.

Use the scroll button to move the screen left to right to view all the data (the first two columns will stay frozen so you always know what data relates to each service).

Scroll up and down here, or use the arrows on your keyboard.

## Using filters

Filters are an easy way to identify specific criteria you are looking for without having to go through information that isn't relevant. For example you can select to look only at residential services and the filter will remove any services that are not residential from the list you are looking at.

See the diagrams below for directions on how to use filters.

**Diagram 2: Setting Filters**

Click on the drop down arrow to view your filtering options.

Use the search function to identify specific words.

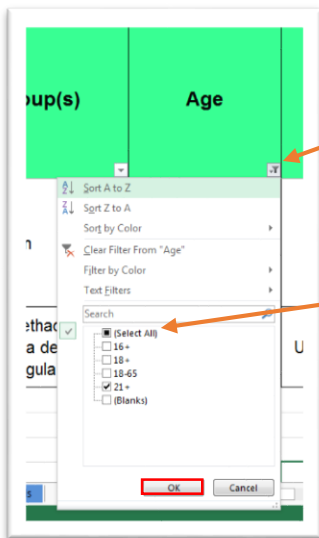
Select the type of services you would like to view and click Ok.

- Once you have selected your filter criteria only the services that meet that criteria will appear in the list.
- You can use as many filters as you choose across each tab.
- **Remember that the second filter you apply will only filter information which met the criteria of your first, and so on.**
- To start a new filter search you must deselect all the filters which have been applied.

**Diagram 3: Recognising when filters are on**

When a filter has been set you will see this symbol in the first cell of the column

**Diagram 4: Turning filters off**



Click the filter button and a drop down menu will appear.

Click the select all option so all items in the list are selected and click ok.

Note: to deselect all filters you must do so in reverse order of those selected.

## Comments

Comments are used to add more detail to the answer given to a particular question. For example the question may have a yes or no answer – keeping only the Yes or No response in the cells assists with filtering and search functions however a note can provide more information as to why the answer is yes or no.

You will note comments are already included in the Directory however you can edit, add or delete comments from your copy as you find out more information about different services and programs.

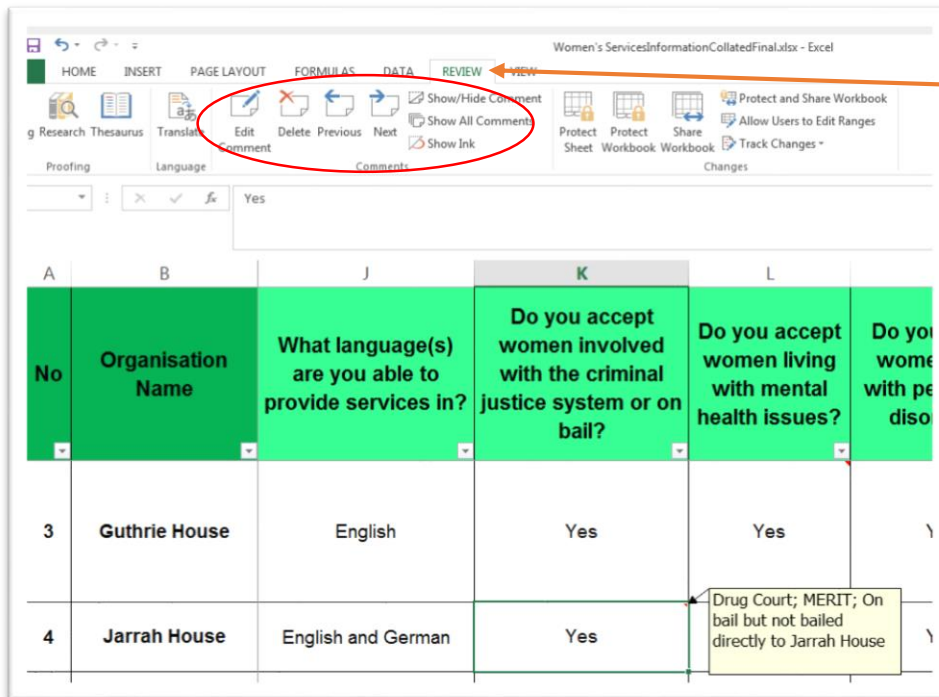
Diagram 5: Viewing comments

No	Organisation Name	Do you accept women involved with the criminal justice system or on bail?	Do you accept women living with mental health issues?	Do you accept women living with personality disorders?	Do you accept women living with HIV?	Do you accept women living with...
9	Phoebe House Inc	Yes	Yes	Yes	Yes	
10	Sydney Women's Counselling Centre	yes	yes	yes	yes	

A red flag appears in the corner a cell when a comment is present. Click on the cell and the comment will appear.

9	Phoebe House Inc	Yes	Yes	Yes	
10	Sydney Women's Counselling Centre	yes	yes	yes	If stable and have appropriate external supports in place
11	WHOS New Beginnings	Yes	Yes	Yes	

**Diagram 6: Adding, editing or deleting a note**



To edit, delete or add a comment, select the cell you want to make changes to and go to the **Review** tool bar. You can then select the relevant option.

### **FOR MORE INFORMATION**

For more information on the directory, requests for additional items or a request for a review please contact NADA or raise the query at the Women's AOD Services Network for discussion. NADA can be contacted for a master copy of the Directory.

For more information on particular services please contact the service directly.