



# **INTRODUCTION TO THE TAXONOMY AND THE TAXONOMY WEBSITE**

**A Guide for Subscribers**

**Written by Georgia Sales**

**Resource Systems Developer**

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## WHAT IS THE TAXONOMY AND WHY IS IT IMPORTANT?

“The value of knowledge is largely tied to the way in which that knowledge is organized. If you can’t find it, it’s not likely to be of much use to you.”

Marc Rapport  
*Unfolding Knowledge*  
Knowledge Management E-zine

Taxonomies are sophisticated tools that help people find the information they need. They are a type of a controlled vocabulary, a standardized set of terms and phrases that are used to index and retrieve information about a particular subject in a systematic, unambiguous way. Control is exerted in the careful identification of concepts, selection of preferred wording for term names and organization of the terms in a logical framework. New terms are only added when it is clear that a relevant concept has been identified for which there is no current term.

People use classification systems in many everyday situations without even realizing it. When you use the card catalog in the library to find the topic you are interested in, you are using the Dewey Decimal Classification system, the indexing structure the library system has adopted to organize its books by their subject matter. When you look for a dry cleaner in an online business directory, the headings that are used to organize the information constitute another type of classification system. The Sunday edition of your paper uses yet other kinds of indexing structures to present their weekly calendar of arts and entertainment events and to organize their want ads.

So what is “our” Taxonomy? The AIRS/211 LA County Taxonomy of Human Services is the classification system used by the field of information and referral to index and access information about organizations that provide community services based on the types of organizations they are (hospital, adult school, library), the services they provide and the people they serve.

- ✓ It is a tool more than 30 years in the making. Work on the Taxonomy began in 1983 and its development is ongoing.
- ✓ The Taxonomy creates an infrastructure for human services databases including those maintained by 2-1-1 systems and statewide aging and ADRC systems as well as HMIS systems, disability related I&R services and specialized programs in other areas.
- ✓ The Taxonomy provides a “common language” for human services which facilitates:
  - Sharing among organizations that provide information to the public;
  - Comparable call reporting (information about what people need); and
  - Consistent searching from one community to another. A family in Texas, for example, can search for resources in California for an aging parent and have a common frame of reference. And I&R services handling overflow disaster related calls in an unfamiliar community can do their jobs better if disaster resources are indexed using Taxonomy terms that are familiar.
- ✓ The Taxonomy is used internationally. It has three different views called “locales” which represent the language in which a term and associated data elements appear (currently English and French) and the domain of application (currently the U.S. and Canada).
- ✓ The Taxonomy applies to all segments of the economy: nonprofit, for-profit and government agencies.
- ✓ As a “human services” classification system, the Taxonomy applies to all service sectors. The goal is to have sufficient breadth and depth to meet the needs of both comprehensive and specialized databases. The definition for “human services” formally adopted by AIRS is as follows:

The activities of human services professionals that help people become more self-sufficient, prevent dependency, strengthen family relationships, support personal and social development and ensure the well-being of individuals, families, groups and communities. Specific human services include ensuring that people have access to adequate food, shelter, clothing and transportation; financial resources to meet their needs; consumer advice and education; criminal justice or legal services; education and employment; health and mental health care including substance abuse services; and environmental protection, both routinely and in times of disaster or other emergencies. Human services also facilitate the capabilities of people to care for children or other dependents; ensure that protective services are available to those who are vulnerable; provide for the support of older adults and people with disabilities; offer social, religious and leisure time activities; provide for the cultural enrichment of the community; and ensure that people have the information they need to fully participate in community life.<sup>1</sup>

- ✓ The Taxonomy can be customized to meet the unique needs of communities. The filters function allows subscribers to deactivate the terms they don't want to use and to download the filtered set to provide a structure for organizing resource information on a website focus page or portal, or to set active/inactive flags for the Taxonomy terms in their database in order to "hide" terms for services not included in their system.
- ✓ Licensed Taxonomy users in the U.S. and Canada are supported by online communities set up on the AIRS Networker at <http://airsnetworker.airs.org> which include peer-based discussion groups that are used by resource staff to raise questions that often result in the creation of new terms or the clarification of existing ones. Their experience "on the ground" has been an essential reality check for Taxonomy growth and development. Such user warrant<sup>2</sup> is broadly acknowledged as a powerful means of validation for controlled indexing vocabularies giving us a recognized quality assurance tool. The extensive research we have conducted to support the evolution of the Taxonomy lends additional credibility in the form of "literary warrant"<sup>3</sup>.
- ✓ The Taxonomy has been widely endorsed and adopted. Most notably for our purposes, it is referenced in the AIRS Standards and its use is required for AIRS accreditation. There is an interesting story about AIRS and their endorsement. During a plenary session at the Chicago conference in 1989 where participants were invited to address the Board, a woman stood up and described the confusing array of classification systems being used in the field. With a great deal of indignation, she said: "We can't talk to one another about services that are available in our communities, the types of calls we are getting or service gaps. Can't AIRS do something about it?" The timing was great... the first edition of the Taxonomy, published in 1987, was gaining notice and we were in discussions with AIRS at the time about an endorsement. You could say that the rest is history...

A global market leader in recruitment, training and consulting for the knowledge, information and data industries, observed that, for them:

"...the primary motives for developing an internal taxonomy were to improve information access and to save time by streamlining the search process."

Improving information access and saving time in the search process are two benefits we hope the AIRS/211 LA County Taxonomy is successfully providing for organizations that use it.

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<sup>1</sup> Adapted from the definition of "Social Work" in *the Dictionary of Social Work* published by the National Association of Social Workers.

<sup>2</sup> "User Warrant" is the use of keyword searches by or requests from users as a justification for including a concept in a classification system or selecting particular wording as the preferred wording for a term.

<sup>3</sup> "Literary Warrant" is justification for the inclusion of a concept in an indexing language or for the selection of a preferred term based on its frequent occurrence in the literature.

## TAXONOMY RECORD STRUCTURE

The Taxonomy is much more than just a list of words. There are codes to organize the concepts in logical groupings, definitions that clarify the meaning and scope of each term, synonyms to provide expanded access to concepts, see also references to help identify related terms and more. A layout of the Taxonomy record is shown in the screenshot below followed by a list of data elements and a short description for each.

<b>Term</b>	Utility Service Payment Assistance
<b>Code</b>	<a href="#">BV-8900.9300</a>
<b>Definition</b>	Programs that pay all or a portion of the utility bills of people whose utilities have been or are at risk of being shut off. Also included are non-emergency programs like those funded through the federal Low Income Home Energy Assistance Program (LIHEAP), also referred to as LIEAP or HEAP in some states, that provide home energy assistance, generally in the form of a credit, for low-income households that apply. The assistance is usually available once per calendar year (or heating season). Utility bill payment assistance programs may have age, income, disability, need or other eligibility requirements.
<b>Created</b>	3/10/10
<b>Changed</b>	3/20/12
<b>Use References</b>	Bill Payment Assistance for Utilities Emergency Energy Assistance Energy Assistance Programs Energy Bill Payment Assistance Financial Assistance for Utility Services HEAP LIEAP LIHEAP Low Income Home Energy Assistance Program Share the Warmth Utility Bill Help Utility Bill Payment Assistance Utility Bill Payment Help Utility Help Utility Shutoff Notice Assistance Utility Shut Off Notice Assistance
<b>See Also References</b>	<a href="#">Homeless Financial Assistance Programs (NL-1000.3000)</a> <a href="#">Temporary Financial Assistance (NT)</a> <a href="#">Utility Bill Payment Plan Negotiation Assistance (BV-8900.9120)</a>
<b>External Classification Terms</b>	<a href="#">Emergency Assistance (NTE P60)</a> <a href="#">Housing/Utilities (AIRS HO-300)</a> <a href="#">Housing/Utilities (CAN HO-300)</a> <a href="#">Temporary Financial Aid (NPC P03.05)</a> <a href="#">Voluntary Financial Assistance (UW 1.2.02.09)</a>
<b>Related Concepts</b>	<a href="#">Emergency and Crisis Services</a> <a href="#">Financial Services/Benefits</a> <a href="#">Foster Care Transition Services</a>
<b>Facet</b>	Service
<b>Comments</b>	Use this term (and subsets) for programs that pay for utility services. Use Budget Billing (BV-8900.1000) for programs that offer a balanced payment option in which utility payments are stable throughout the year regardless of fluctuations in energy use; Utility Arrearage Payment Plans (BV-8900.9125-900) (U.S. only) for arrearage clearance programs, some of which award credits toward delinquent balances when customers make their agreed-upon scheduled payment; and Utility Bill Payment Plan Negotiation Assistance (BV-8900.9120) for programs that help people negotiate payment plans when some resources are available for this purpose.
<b>Bibliographic References</b>	"Low Income Energy Assistance Programs", California Energy Commission Consumer Energy Center website, <a href="http://www.consumerenergycenter.org/home/your_energy_bill/assistance.html">http://www.consumerenergycenter.org/home/your_energy_bill/assistance.html</a>

### Record for *Utility Service Payment Assistance*

Data elements within a record include:

- **Term name:** The term name is the wording by which a term is known. It is sometimes called the "preferred term".
- **Code:** The Taxonomy features an alphanumeric code structure that marks the place and level of terms within the hierarchy. The computer has no way of knowing that "Utilities" has anything to do with "Basic Needs" or that "Utility Assistance" and "Utility Service Payment Assistance" are further subsets of "Utilities". But it can readily tell that "BV-8900.9300" is a subset of "BV-8900", that "BV-8900" is a subset of "BV" and that "BV" is, in turn, a subset of "B". It is the code structure that creates the logic of the Taxonomy, not the terms, though codes are assigned in a way that assures terms are structured into meaningful groups. The letters assigned to different sections have no special meaning other than maintaining alphabetical order. We began with *B* rather than *A* in case we eventually wanted a category to precede *Basic Needs*, and we've left vacant letters (and numbers) throughout the hierarchy for the same reason.

- Definition: Definitions have been developed for all terms. They provide a description of the primary characteristics of a particular type of service or target population, and serve as a touchstone to facilitate consistent use. Because the Taxonomy is not an advocacy tool, definitions are descriptive of the way services are provided, not prescriptive for what services ought to be. Definitions are not a substitute for agency narratives. Different organizations may offer the same service in different ways. The agency narrative needs to describe these individual differences while the broader Taxonomy definition focuses on commonalities. Don't expect definitions to include all possible instances – they establish the “ball park”. We sometimes broaden definitions to include concepts that clearly belong but have been ruled out in some way, but not to include another topic that obviously belongs in an existing list.
- Create date: The date the record was originally added to the Taxonomy. When the code for a Taxonomy term is changed, the system treats it as a new term and changes the create date accordingly, which unfortunately undermines the usefulness of the field. This will be corrected in a projected system rewrite for a new platform.
- Changed date: The date the record was last changed in any way.
- Use references: Preferred wording has been established for terms in the hierarchy so there is only one “right” term in that display, the Term Name. And while we have tried to select the most common wording as the preferred wording for terms, there are many cases in which there is no consensus. The language of human services is messy. Unlike the sciences where there is a single, agreed upon name for concepts, there are many different ways that people refer to services. There are regional variations and just plain disagreements within some fields about what services should be called. So the Taxonomy has a rich network of synonyms – different words for the same service – which allow people to access resources using terminology that may be more familiar to them. The synonyms are called “use references” and there are currently more than 28,000 of them. How they are used in practice is discussed in conjunction with the keyword search function in the Search section below.
- See also reference: See also references are another feature. They refer users to related terms in other parts of the hierarchy or, in some cases, to concepts within the same section, generally when it is important for indexers and searchers to know that the other term exists. If you are interested in *Utility Service Payment Assistance*, for example, you may also be interested in knowing that there are terms for *Homeless Financial Assistance Programs*, *Temporary Financial Assistance*, *Utility Bill Payment Plan Negotiation Assistance* and other potentially useful concepts.
- External Systems Terms: The Taxonomy is crosswalked to five other classification structures, the most important of which for I&R purposes are the AIRS and Canadian Problems/Needs lists. More detail is provided in the Search section below.
- Related Concepts: A set of concepts like Pregnancy, Domestic Violence and Homelessness that can be attached to Taxonomy terms from different parts of the hierarchy. Related concepts are added when there are target groups, problems or other issues relating to terms in multiple sections of the Taxonomy that are of enough general interest to subscribers to be important. Their purpose is to provide different views into the Taxonomy; and they can be used to organize resources on an I&R website focus page or portal where they function as a searching tool for the general public. More detail is provided in the discussion of the related concepts search function in the Search section below.
- Facet: The next field is the facet field. The Taxonomy has five different types of terms (called facets) and this field indicates the facet to which a particular term belongs. Included are:
  - ✓ Services (what the organization **DOES**). The vast majority of terms in the Taxonomy represent services and thus belong to the Service facet. *Utility Service Payment Assistance* is a service term.

- ✓ Organization/facility type (what the organization **IS**). Terms in this facet may be organized into a separate section of the Taxonomy, e.g., *Utility Service Providers (BV-9000)*, which makes them easy to recognize; or they may appear as isolated instances in sections where services and facilities are mixed, e.g., *Hospital Admissions Departments, Hospital Based Patient Advocate Offices* and *Long Term Care Coordination Centres*, all of which are in the *Health Supportive Services (LH)* section which is primarily devoted to services: assistive technology, health care referrals, health education, medical expense assistance and the like. Some sections may be almost exclusively devoted to services yet have a subsection or two of facility terms. An example is the *Pharmacies* section which is also included under *LH*. Terms belonging to this facet are very important. How would you ever find all the hospitals, adult schools or police departments in your community if you didn't have this type of term to use in a search?
- ✓ Modality/delivery format (**HOW** services are provided). All of the modality terms are organized into separate sections, so identifying terms that belong to this facet is not a problem. In most cases, modality terms are meant to be combined with a service term as a way to make indexing more specific. In the legal section, for example, modality terms like *Advocacy, Legal Counseling, Legal Representation* and *Self-Representation Assistance* can be used to modify legal services (*FT*) terms such as *Benefits Assistance, Elder Law* and *Divorce Assistance*. A program that advocates on behalf of persons who have been discriminated against could be indexed as *Discrimination Assistance \* Advocacy*.

Most modality/delivery format terms are paired with the service terms to which they apply, some in organized sections, others not. Included are the following with examples for each:

<b>Modality/Delivery Format</b>	<b>Related Service Terms</b>
Legal Assistance Modalities Advocacy Alternative Dispute Resolution Legal Representation	Legal Specializations (FT) Benefits Assistance Family Law Immigration/Naturalization Services
Assistive Technology Equipment Provision Options Assistive Technology Loan Assistive Technology Rental Assistive Technology Repair	Assistive Technology Equipment Daily Living Aids Hearing Augmentation Aids Mobility Aids
Job Training Formats Classroom Training On the Job Training Work Experience	Job Retraining Occupation Specific Job Training
Mutual Support Group Meeting Formats In Person Support Groups Internet Support Groups Telephone Support Groups	Mutual Support Groups Abuse/Violence Related Support Groups Addictions/Dependencies Support Groups Bereavement Support Groups
Counseling Settings Group Counseling Individual Counseling Peer Counseling	Specialized Counseling Services Adolescent/Youth Counseling Family Violence Counseling Marriage Counseling
Org. Development/Management Delivery Methods Organizational Consultation/Technical Assistance Organizational Training Services Outsourcing/Contracted Services	Organizational Development and Management Services Board Development Support Financial Management Support Information Technology Management Support

- ✓ Named programs: Major programs, generally governmental, that have broad recognition e.g., Medicare, TANF and Food Stamps/SNAP in the U.S., Old Age Security Program in Canada. The majority are in the NL and NS sections but they are also located in other areas.
- ✓ Target populations (**WHO** the organization serves). Virtually any type of service can focus on any particular target population making it impractical to try to set up a combined service and

target group term for every possible combination. Having a separate list of target population concepts allows you to choose any service term and combine it with any target term in an agency record giving you a great deal of flexibility in the indexing process. Of course, your software must support this feature in order for you to benefit. Target terms can be very useful when used correctly. But remember... most services have no target – most are for the general public. Don't fall into the habit of trying to find a target for every service. Overuse of targets can ruin a database.

- Comments: The comments provide tips for indexers about how a particular term should be used or help in distinguishing terms from others that may be similar. There are currently very comments.
- Bibliographic references: The bibliographic references acknowledge and credit the websites, publications and other sources that were used to develop the definition for a particular term, identify preferred term wording and use references and, sometimes to determine where a concept belongs in the hierarchy. In addition to doing the "right thing" by acknowledging the people whose work we have used, the references are very important for establishing the credibility of the Taxonomy. The Acknowledgments document (located under the Print tab and in the Library under the Resources tab) contains all of the references that have been used since the beginnings of the Taxonomy's development in 1983 and solidly establishes our right to claim literary warrant.

## LOCALES

As mentioned in the introduction, the Taxonomy is an international classification system with three different locales: the U.S. English locale which includes terms and definitions that are appropriate for subscribers in the United States, and two locales that have been configured for use in Canada, one in English, the other in French.

The majority of terms in the Taxonomy represent services that are offered in both countries under the same conditions and thus have identical data elements in the two English language locales. There are, however, spelling differences that must be accounted for, occasional differences in what services are called in the two countries with resultant variations in term names and use references, and differences in the way services are managed or delivered which may lead to variations in definitions. When differences occur, the Canadian English version of the term is modified creating two variants of the same record. U.S. subscribers see the U.S. English version and Canadian subscribers, the Canadian English one.

Below are examples of the U.S. and Canadian versions of the definition and use references for *Public Schools*. Note that while the definitions begin the same way, the Canadian definition adds detail regarding provincial variations that don't apply in the U.S.; and the associated use references (*Funded Independent School Education*, *Separate School Education* and *Separate Schools*), while very important in Canada, would be meaningless in the U.S. and are therefore not included in the U.S. English version of the record.

### *Public Schools*

U.S. English Definition: Educational institutions for students in grades K-12 (or 1-12) supported by public funds that provide a formal education through a graded system of instruction that focuses initially on basic skills such as reading, writing, and mathematics and later on a broader curriculum of study which terminates in preparation for specific employment opportunities or undergraduate study at the postsecondary level.

Use References: Public School Education

Canadian English Definition: Educational institutions for students in grades K-12 (or 1-12) supported by public funds that provide a formal education through a graded system of instruction that focuses initially on basic skills such as reading, writing, and mathematics and later on a broader curriculum of study which terminates in preparation for specific employment opportunities or undergraduate study at the postsecondary level. Some provinces retain two systems of public education, generally known as "public" and "separate". Depending on the history/demographics of a particular area, the "separate" system may be either Catholic or Protestant in its traditions. However, all funded schools follow standard curriculums along with the specific terms and conditions of all provincial educational legislation and directives.

Use References: Funded Independent School Education, Public School Education, Separate School Education, Separate Schools

There are also a number of individual services that are only available in one country or the other; and large service systems like the courts and public assistance programs which vary enough that different sets of terms are required in the U.S. and Canadian locales for adequate representation.

What do these differences look like? The best way to illustrate these types variations is to show the search results lists for the same Taxonomy section in the three different locales. The *Public Assistance* (NL) section is a good example because it has a very large number of Named Programs which are almost always different in the U.S. and Canada. The first screenshot is from the U.S. English locale, the second from the Canadian English locale and the third from the Canadian French.

NL	Public Assistance Programs
NL-1000	Basic Income Maintenance Programs
NL-1000.2400	Gap Group Income Maintenance Programs
NL-1000.2400-150	Cash Assistance Program for Immigrants
NL-1000.2400-800	State Administered SSI Supplement Programs
NL-1000.2500	General Relief
NL-1000.2500-230	General Relief Appeals/Complaints
NL-1000.2500-250	General Relief Applications
NL-1000.2500-270	General Relief Check Outlets
NL-1000.3000	Homeless Financial Assistance Programs
NL-1000.6000	Native American General Assistance
NL-1000.7000	Refugee/Entrant Cash Assistance
NL-1000.7000-700	Refugee/Entrant Cash Assistance Appeals/Complaints
NL-1000.7000-720	Refugee/Entrant Cash Assistance Applications
NL-1000.7200	Repatriation Assistance
NL-1000.8000	Special Circumstances
NL-1000.8100	SSI
NL-1000.8100-330	Interim Assistance Reimbursement Payments
NL-1000.8100-800	SSI Appeals/Complaints
NL-1000.8100-820	SSI Applications
NL-1000.8500	TANF
NL-1000.8500-830	TANF Appeals/Complaints
NL-1000.8500-850	TANF Applications
NL-1000.8500-870	TANF Check Outlets

### Search Results List – U.S. English Locale

NL	Public Assistance Programs
NL-1000	Basic Income Maintenance Programs
NL-1000.0300	Allowance for the Survivor Program
NL-1000.2000	First Nations Social Assistance Programs
NL-1000.2600	Guaranteed Income Supplement
NL-1000.6200	Old Age Security Program
NL-1000.6350	Provincial/Territorial Social Assistance Programs
NL-1000.6350-600	Provincial/Territorial Social Assistance Programs Appeals/Complaints
NL-1000.6350-650	Provincial/Territorial Social Assistance Programs Applications
NL-1000.7300	Resettlement Assistance Program
NL-1000.7300-700	Resettlement Assistance Program Appeals/Complaints
NL-1000.7300-720	Resettlement Assistance Program Applications
NL-1000.8050	Spouse's Allowance
NL-1000.9000	War Veterans Allowance

### Search Results List – Canadian English Locale

The Canadian French locale is a French language version of the Canadian English locale and references Canadian English term names and definitions. While every term in the Canadian English version has an equivalent in the French version, the French content was not generated simply by translation but developed through a thorough research process in compliance with the *ISO Guidelines for the Establishment and Development of Multilingual Thesauri* which reflects cultural, linguistic and semantic differences. U.S. only terms and U.S. term names and definitions whose Canadian English equivalents have been modified have no French equivalents.

NL	Aide sociale
NL-1000	Maintien du revenu
NL-1000.0300	Allocation au survivant
NL-1000.2000	Aide sociale des Premières Nations
NL-1000.2600	Supplément de revenu garanti
NL-1000.6200	Sécurité de la vieillesse
NL-1000.6350	Aide sociale provinciale ou territoriale
NL-1000.6350-600	Plaintes et appels relatifs aux programmes d'aide sociale provinciale ou territoriale
NL-1000.6350-650	Demandes aux programmes d'aide sociale provinciale ou territoriale
NL-1000.7300	Programmes d'aide à la réinstallation
NL-1000.7300-700	Plaintes et appels relatifs aux programmes d'aide au rétablissement
NL-1000.7300-720	Demandes aux programmes d'aide au rétablissement
NL-1000.8050	Allocation au conjoint
NL-1000.9000	Allocation d'anciens combattants

### Search Results List – Canadian French Locale

## TAXONOMY WEBSITE INTRODUCTION

The [www.211taxonomy.org](http://www.211taxonomy.org) website is support tool for organizations that purchase a license to use the AIRS/211 LA County Taxonomy as an indexing structure for their databases. It allows subscribers to search the Taxonomy in a variety of ways; print the Taxonomy in various formats; download the files that allow them to incorporate the Taxonomy in their database initially and keep it updated over time as the Taxonomy changes and grows; view recent additions and changes; develop, save and share customized versions of the Taxonomy through the Filters function and, for people new to the Taxonomy, view subscription instructions. Subscribers can also access supportive resources including a Library and Help pages for each function.

As described in the previous section, separate versions of the Taxonomy are available to U.S. and Canadian subscribers. The current view in the screenshot above is the “U.S. English Taxonomy”, the default for subscribers in the United States.

Viewing: US English Taxonomy, filter: none ([change](#))

### Locale “Change” Link

To change the view of the Taxonomy that is being displayed, simply click on “[change](#)” next to “Viewing” beneath the log in button at the top of the page and select the locale you wish to see. The screenshot above isolates the [change](#) link while the one below shows the locale options.

The screenshot shows the top navigation bar of the 211 LA County Taxonomy website. On the left, it says "The AIRS/211 LA County Taxonomy of Human Services". In the center, there are links for "Taxonomy Tour Profile" and "Log out", and a status line "Viewing: US English Taxonomy, filter: none ([change](#))". On the right, there are logos for "211 LA COUNTY" and "AIRS". Below the navigation bar is a horizontal menu with buttons for "Home", "Search", "Print", "Download", "Recent Changes", "Filters", "Subscriptions", "Resources", and "Help". Below the menu, there is a breadcrumb "Home » taxonomy" and a prompt "Select which version of the taxonomy you want to see." followed by a "Locale" dropdown menu with three radio button options: "US English" (selected), "Canadian English", and "Canadian French".

### Locale Options

The choice of locale is particularly important in the Search function because only terms active within the locale are retrieved and displayed. Once marked, the original choice persists until changed. Printed Taxonomy reports and XML files are also locale-specific, but depend on the locale in which they were run, not the locale setting on the website.

Non-subscribers can also use the Taxonomy website but are given only limited access that allows them to get a feel for the site’s structure, content and features before making a commitment to purchase a subscription.

The sections that follow are organized according to the functions shown in the screenshot above and provide in-depth “how to” instructions for searching, printing, downloading XML files, seeing recent changes, creating and using filters and learning about using the Taxonomy from documents in the Library.

# SEARCH

The search function in the subscriber view of the website allows you to search the Taxonomy in five different ways to identify terms of interest: by keyword (a word or phrase), by code or partial code, through a drill-down process which allows you to systematically navigate the Taxonomy, by related concepts and by terms in the external classification systems that are crosswalked to Taxonomy terms. The default is the Keyword Search.

Also available is the ability to select any of the published customized versions of the Taxonomy created by the Filters function to use as the basis of a search. Click on "change" next to "Viewing" and select the filter you wish to apply. Resulting searches include only terms in the selected locale that are part of the customized filtered set. The message next to "Viewing" tells you which filter has been applied (or will read "none"). Please note that adding a filter to the search parameters may slow the search process.

**Keyword Search:** The keyword search allows you to type a word or phrase and retrieve all Taxonomy terms that contain the entered text. Type the word/phrase you have selected in the box next to "Keyword" and click on "Search" to begin the search. In the example below, the word "abuse" is entered.



## Keyword Search Word/Phrase Entry Screen

The resulting search results list is organized alphabetically by term name. Note that the system retrieves various forms of the word, not just the entered text and the total number of records is 176. The list below also includes entries containing the word "abused" (*Abused Adults, Abused Children*). In a section of the list not captured in the screenshot, terms containing the word "abusers" are also retrieved.

Keyword:

There are 176 taxonomy records containing **abuse** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
<a href="#">Abuse Counseling</a>	RP-1400.8000-020
<a href="#">Abuse Prevention (use Family Violence Prevention)</a>	FN-1500.1900
<a href="#">Abuse Support Volunteer Opportunities</a>	PX-2300.0200
<a href="#">Abused Adults</a>	YX-0300
<a href="#">Abused Children</a>	YX-0500
<a href="#">Abused Cross Dressers</a>	YX-0300.0050
<a href="#">Abused Dependent Adults</a>	YX-0300.0100
<a href="#">Abused Gays/Lesbians</a>	YX-0300.0125
<a href="#">Abused Men</a>	YX-0300.0150
<a href="#">Abused Non-Citizens</a>	YX-0300.0160

## Results of Keyword Search On "Abuse"

It is also possible to enter partial wording. To make sure that terms containing the word "abusive" (or other variants) appear on the list, shorten the entered text to "abu" and run the search again. Note that *Abusive Individuals* is now included and the total number of terms has increased by two to 178. This shortcut can be very helpful to people who don't remember how to spell "Alzheimer's" or other tricky words.

Keyword:

There are 178 taxonomy records containing **abu** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ▲	Code
Abuse Counseling	RP-1400.8000-020
Abuse Prevention (use Family Violence Prevention)	FN-1500.1900
Abuse Support Volunteer Opportunities	PX-2300.0200
Abused Adults	YX-0300
Abused Children	YX-0500
Abused Cross Dressers	YX-0300.0050
Abused Dependent Adults	YX-0300.0100
Abused Gays/Lesbians	YX-0300.0125
Abused Men	YX-0300.0150
Abused Non-Citizens	YX-0300.0160
Abused Transsexual/Transgender Individuals	YX-0300.0185
Abused Women	YX-0300.0190
Abused Women's Accompaniment Services (use Crime Victim Accompaniment Services)	FN-1900.0500
Abused Women's Crisis Intervention Hotlines (use Domestic Violence Hotlines)	RP-1500.1400-200
Abused Women's Issues (use Domestic Violence Issues)	YZ-1750
Abused Women's Shelters (use Domestic Violence Shelters)	BH-1800.1500-100
Abused Women's Support Groups (use Domestic Violence Support Groups)	PN-8100.0200-180
Abuse/Violence Related Support Groups	PN-8100.0200
Abusive Individuals	YP-1000

### Results of Keyword Search On "Abu"

Entered text must appear at the beginning of words in a term name in order for the term to be retrieved. If a search is run on "aging", for example, the system will not retrieve terms containing the words "imaging" or "managing" which have the entered text "aging", but it is buried within the words.

Note that some of the entries on the list are use references. If the entered word/phrase appears in a use reference but not the preferred term name, the use reference is retrieved (but the preferred wording for the term is also displayed in parentheses). For example, *Abused Women's Crisis Intervention Hotlines* is the use reference and *Domestic Violence Hotlines* is the preferred term. It is important to display both the term and the use reference that was responsible for its selection. If only *Domestic Violence Hotlines* (which doesn't contain the entered text "abuse") was displayed, searchers might be puzzled about why it was included.

The keyword search is structured to ensure that duplicate listings are avoided. If there are six use references for a particular preferred term, all containing "abuse", only the first one appears on the list. Once the preferred term has been identified, the other use references are superfluous and the system moves on.

The search results list is sorted alphabetically by term name when originally displayed but can be re-sorted by code to see the terms in logical groupings. Note that there is an up arrow next to "Name" on the title bar. To re-sort the list, click on "Code" which is located to the right of "Name". Note in the re-sorted list below that shelter (BH) terms have moved to the top followed by terms in the *Consumer Services* section (DD), *Criminal Justice and Legal Services* section (FN) and so on. This feature can be very handy if you want see to how the terms that have been retrieved by keyword relate to one another.

To re-sort the list by a different column, click on the column's heading.

Name	Code ▲
Domestic Abuse Motel Vouchers (use Domestic Violence Motel Vouchers)	BH-1800.1500-080
Abused Women's Shelters (use Domestic Violence Shelters)	BH-1800.1500-100
Elder Abuse Shelters	BH-1800.1500-140
Bridge Housing for Victims of Domestic Abuse (use Transitional Housing/Shelter)	BH-8600
Domestic Abuse Shelter Complaints (use Shelter Complaints)	DD-1500.8170
Substance Abuse Service Provider Complaints	DD-1500.8670
Residential Substance Abuse Treatment Facility Licensing (use Residential Treatment Facility Licensing)	DF-4500.2000-700
Dating Abuse Prevention (use Dating Violence Prevention)	FN-1500.1850
Abuse Prevention (use Family Violence Prevention)	FN-1500.1900
Child Abuse Prevention	FN-1500.1900-150
Elder Abuse Prevention	FN-1500.1900-180
General Abuse Prevention	FN-1500.1900-250
Spouse/Intimate Partner Abuse Prevention	FN-1500.1900-800

### Keyword Search List Re-sorted by Code

To retrieve a record from the search results list, simply click on either the term name or the code and the record for the term is displayed. The record for *Elder Abuse Shelters* is below.

<b>Term</b>	Elder Abuse Shelters
<b>Code</b>	<a href="#">BH-1800.1500-140</a>
<b>Definition</b>	Programs that provide a safe, secure shelter environment for older adults who meet age requirements and are experiencing physical, psychological/emotional, financial or sexual abuse. Services generally include short-term housing, crisis intervention, support, advocacy, referrals and the necessities of daily living. Elder abuse shelters usually accept both men and women.
<b>Created</b>	7/10/02
<b>Changed</b>	1/7/10
<b>Use References</b>	Elder Abuse Shelter Older Adult Abuse Shelters Senior Abuse Shelters
<b>See Also References</b>	<a href="#">Elder Abuse Counseling (RP-1400.8000-020.24)</a> <a href="#">Elder Abuse Medical Evaluations (LF-5000)</a> <a href="#">Elder Abuse Prevention (FN-1500.1900-180)</a> <a href="#">Elder Abuse Support Groups (PN-8100.0200-200)</a> <a href="#">Elder Abuse Volunteer Opportunities (PX-2300.0200-250)</a> <a href="#">Elder/Dependent Adult Abuse Reporting (PH-6500.0500-180)</a>
<b>External Classification Terms</b>	<a href="#">Crisis Shelter (NPC L02.02)</a> <a href="#">Family Violence Shelters (NTE P43)</a> <a href="#">Housing/Utilities (AIRS HQ-300)</a>
<b>Related Concepts</b>	<a href="#">Emergency and Crisis Services</a> <a href="#">Older Adults</a> <a href="#">Organization/Facility Type</a>
<b>Facet</b>	Organization/Facility Type
<b>Comments</b>	
<b>Bibliographic References</b>	

### ***Elder Abuse Shelters* Record**

Note that the code, the see also references, the external classification terms and the Related Concepts all have live links.

Following the Code Link: When you click on the code, the system takes you to the section of the hierarchy in which *Elder Abuse Shelters* is located and highlights it in yellow. It is sometimes helpful to see a term that you have found alphabetically by a keyword search in its hierarchical context. The parent term for *Elder Abuse Shelters* is *Crisis Shelter* and it has 10 siblings.

Code:

There are 12 taxonomy records starting with BH-1800.1500 in their code. Select a taxonomy record to see its complete details.

Code	Name
BH-1800.1500	Crisis Shelter
BH-1800.1500-050	Crisis Nurseries/Child Care
BH-1800.1500-080	Domestic Violence Motel Vouchers
BH-1800.1500-100	Domestic Violence Shelters
BH-1800.1500-140	Elder Abuse Shelters
BH-1800.1500-200	Family Crisis Shelters
BH-1800.1500-300	Hospital Safe Rooms
BH-1800.1500-330	Immigrant/Refugee Shelters
BH-1800.1500-700	Runaway/Youth Shelters
BH-1800.1500-750	Safe Houses
BH-1800.1500-800	Sexual Assault Shelters
BH-1800.1500-850	Temporary Shelters For Wandering Adults

### ***Elder Abuse Shelters* in Context**

Following the See Also Links: The See Also links are also very informative. When you click on the link for *Elder Abuse Counseling*, the system takes you to the record for that term (see the screenshot below) where you are presented with a new set of Taxonomy term options: protective services, medical evaluations, prevention services, support groups and volunteer opportunities as well as our jumping off point: shelters.

<b>Term</b>	Elder Abuse Counseling
<b>Code</b>	<a href="#">RP-1400.8000-020.24</a>
<b>Definition</b>	Programs that provide individual, conjoint, family or group treatment for older adults who are being physically, sexually and/or emotionally abused by members of their family, and/or for perpetrators of elder abuse. Also included are programs that provide counseling for dependent adults who are victims of abuse.
<b>Created</b>	5/26/11
<b>Changed</b>	5/26/11
<b>Use References</b>	Dependent Adult Abuse Counseling Senior Abuse Counseling
<b>See Also References</b>	<a href="#">Adult Protective Services (PH-6500.0500)</a> <a href="#">Elder Abuse Medical Evaluations (LF-5000)</a> <a href="#">Elder Abuse Prevention (FN-1500.1900-180)</a> <a href="#">Elder Abuse Shelters (BH-1800.1500-140)</a> <a href="#">Elder Abuse Support Groups (PN-8100.0200-200)</a> <a href="#">Elder Abuse Volunteer Opportunities (PX-2300.0200-250)</a>
<b>External Classification Terms</b>	<a href="#">Counseling (UW 7.1.01.01)</a> <a href="#">Counseling (NTE F60)</a> <a href="#">Family Violence Counseling (NPC F06.02)</a> <a href="#">Mental Health/Addictions (AIRS MH-500)</a> <a href="#">Mental Health/Addictions (CAN MH-500)</a>
<b>Related Concepts</b>	<a href="#">Disabilities</a> <a href="#">Older Adults</a>
<b>Facet</b>	Service
<b>Comments</b>	
<b>Bibliographic References</b>	

### Elder Abuse Counseling Record

It is possible to “cruise around” in the Taxonomy using the See Also links as your tour guide.

Following the External Systems Term Links: When you choose one of the terms in the External Classification System set, the system takes you to a list of Taxonomy terms associated with the term in the other system. When I click on the AIRS Problems/Needs term “Mental Health/Addictions” in the *Elder Abuse Counseling* record, for example, I get a list of the 334 terms that are crosswalked to the AIRS term.

[Home](#) » [External System](#) » [AIRS Problems/Needs List](#) » [MH: Mental Health/Addictions](#) » [MH-500: Mental Health/Addictions](#)

There are 334 taxonomy records associated with the code MH-500. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
<a href="#">Abuse Counseling</a>	RP-1400.8000-020
<a href="#">Addiction Psychiatry</a>	RP-6400.0100
<a href="#">Addictions/Dependencies Support Groups</a>	PN-8100.0500
<a href="#">Adlerian Therapy</a>	RD-0500
<a href="#">Adolescent Psychiatric Inpatient Units</a>	RM-3300.6600-050
<a href="#">Adolescent/Youth Counseling</a>	RP-1400.8000-050
<a href="#">Adult Children of Alcoholics Support Groups</a>	PN-8100.0500-030
<a href="#">Adult Incest Survivor Counseling</a>	RP-1400.8000-020.05
<a href="#">Adult Psychiatric Hospitals</a>	RM-3300.6500-050
<a href="#">Adult Psychiatric Inpatient Units</a>	RM-3300.6600-080
<a href="#">Adult Psychiatry</a>	RP-6400.0200
<a href="#">Adult Residential Treatment Facilities</a>	RM-7000.0500
<a href="#">After Hours Crisis Drop In Programs</a>	RP-1500.0300

### Taxonomy Terms Connected to AIRS Mental Health/Addictions Term

Following the Related Concepts Links: When you click on one of the Related Concepts links (in this case, Older Adults), the system takes you to a list of all of the terms that are connected to that Related Concept – 354 terms in this instance. The list in the screenshot below is sorted by name, but can also be re-sorted by code.

There are 354 taxonomy records related to **Older Adults (OL-180)**. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
AARP Tax Aide Program Coordination	DT-8800.0100-050
AARP Tax Aide Programs	DT-8800.0100
AARP Tax Aide Program Sites	DT-8800.0100-100
Abuse Counseling	RP-1400.8000-020
Accountable Care Organizations	NS-8000.5000-020
Activities of Daily Living Assessment	LF-0100
Adult Day Health Programs	PH-0320.0400
Adult Day Program Centers	PH-0320.0200
Adult Day Program Complaints	DD-1500.0070
Adult Day Program Licensing	DF-4500.2000-030
Adult Day Programs	PH-0320
Adult Family Day Program Homes	PH-0320.0600
Adult Foster Homes	BH-8400.6000-020
Adult Guardianship Assistance	FT-6900.2500-050
Adult In Home Respite Care	PH-7000.0500-040
Adult Mentoring Programs	PH-1400.5000-050
Adult Out of Home Respite Care	PH-7000.0500-060
Adult Protective Intervention/Investigation	PH-6500.0500-050

### Taxonomy Terms Connected to the Older Adults Related Concept

**Keyword Searching tips:** An important tip for searching the Taxonomy by keyword: don't try to guess what the term name is. The more words you type, the less likely it is that you will find anything – the very opposite of what happens in Google searching. At the moment, when you type "child care licensing", and run the search, the website will tell you "no data".

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[Keyword](#) | [Code](#) | [Drilldown](#) | [Related Concept](#) | [External System](#)

Home » [Search by Keyword](#) » child care licensing

Keyword:

There are 0 taxonomy records containing **child care licensing** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
No data.	

### "No Data" Message

Very frustrating... Instead, choose a single word such as "licensing" and then look at the results (24 hits) with *Child Care Provider Licensing* (the correct preferred wording) close to the top. Of course "Child Care Licensing" could be added as a use reference, but then another example would have to be found to illustrate the point. The screenshot below shows the search results list.

Keyword:

There are 24 taxonomy records containing **licensing** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
Adult Day Program Licensing	DF-4500.2000-030
Adult Residential Facility Licensing	DF-4500.2000-100
Business Licensing Assistance	TB-0900.0650-110
Business Registration/Licensing	DF-4500.1000
Child Care Provider Licensing	DF-4500.2000-130
Children's Group Home Licensing	DF-4500.2000-150
Emergency Shelter Licensing	DF-4500.2000-190
Facility Licensing	DF-4500.2000
Facility Licensing Application Assistance	TP-1850.1500-200
Facility Licensing Program Development	TP-1850.1600-200
Food Facility Licensing	DF-4500.2200

### Keyword Search on "Licensing"

It is important that you choose the right word though. If you are looking for homeless drop in centers and type “centers”, you will get 123 hits – a somewhat unmanageable list.

Keyword:

There are 123 taxonomy records containing **centers** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
Academic Medical Centers (use Teaching Hospitals)	LL-3000.8500
Adolescent School Health Centers (use School Health Programs)	HL-7500
Adult Day Program Centers	PH-0320.0200
Adult Development Centers	LR-3100.1800-050
Adult Learning Centers (use Community Adult Schools)	HD-6000.1400
Agency Based Libraries/Resource Centers	TJ-4400.8100-050
Aging and Disability Resource Centers	LH-0350
Aquatic Centers	PL-6400.9000-030
Arthritis Treatment Centers	LT-1750.0600
Arts Centers	TA-0480
Assistive Technology Product Demonstration Centers	LH-2700.0500-030
Beverage Container Redemption Centers	TE-8920.6600-100
Birthing Centers	LJ-5000.1700-050
Blood Centers (use Blood Banks)	LH-0500.0900-100
Bowling Centers	PL-6400.7000-100
Breast Care Centers	LV-6000.1000
Burn Centers	LT-1000

### Keyword Search on “Centers”

Even searching using “homeless” returns 44 as is shown below.

Keyword:

There are 44 taxonomy records containing **homeless** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

There are 43 taxonomy records containing **homeless** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
At Risk for Homelessness	YV-0400
Bridge Housing For Homeless People (use Transitional Housing/Shelter)	BH-8600
Chronically Homeless	YV-3000.1500
Homeless Advocacy Groups	TD-1600.2600
Homeless Animal Care (use Animal Shelters)	PD-7600.0600
Homeless Bridge Housing Residents (use Transitional Housing/Shelter Residents)	YM-8500
Homeless Connect Events (use Resource and Service Fairs)	PH-6900
Homeless Couples	YV-3000.1550
Homeless Courts	FC-8200.8100-270
Homeless Drop In Centers	BH-1800.3500
Homeless Families	YV-3000.3000
Homeless Family Reunification Services	PH-3100
Homeless Financial Assistance Programs	NL-1000.3000
Homeless Meals (use Soup Kitchens)	BD-5000.8300

### Keyword Search on “Homeless”

But if you type that tiny, but very KEY word “drop”, look what happens: a tight little list of 17.

Keyword:

There are 17 taxonomy records containing **drop** in their title or use references. Select a taxonomy record to see its complete details.

To re-sort the list by a different column, click on the column's heading.

Name ^	Code
After Hours Crisis Drop In Programs	RP-1500.0300
Alcoholism Drop In Services	RX-8470.8250-050
College/University Dropouts	YG-7900.1500
Donation Drop Off Points	TI-1900
Drop In Centers	TC-1700
Drop In Child Care	PH-1250.1700
Drop In Clinics (use Urgent Care Centers)	LN-8500
Dropout Prevention	HH-1600.1600
Dropout Programs	HH-1600
Drug Drop In Services	RX-8470.8250-180
High School Dropouts	YG-7900.3000
Homeless Drop In Centers	BH-1800.3500

### Keyword Search on “Drop”

**Code Search:** The code search allows you to type a code or partial code, e.g., BD for all food resources or BD5 for the meals section. Enter the code or partial code and click on "Search" to begin the search. You don't need to add the dash in the code; the system understands the format and adds it for you. Nor do you need to add the trailing zeros or other digits.

Code:

There are 104 taxonomy records starting with bd in their code. Select a taxonomy record to see its complete details.

Code	Name
BD	Food
BD-1500	Community Wide Food Storage Facilities
BD-1800	Emergency Food
BD-1800.1000	Brown Bag Food Programs
BD-1800.1500	Commodity Supplemental Food Program
BD-1800.1900	Food Lines
BD-1800.2000	Food Pantries
BD-1800.2000-620	Occasional Emergency Food Assistance
BD-1800.2000-640	Ongoing Emergency Food Assistance
BD-1800.2250	Food Vouchers
BD-1800.8000	Sack Lunches/Dinners
BD-1800.8200	Specialty Food Providers
BD-1800.8200-150	Dehydrated Food
BD-1800.8200-200	Food Supplements
BD-1800.8200-250	Formula/Baby Food
BD-1800.8200-255	Fresh Food
BD-1800.8200-300	Gluten Free Food

### Code Search on “BD”

[Home](#) » [Search by Code](#) » [bd-5](#)

Code:

There are 13 taxonomy records starting with bd-5 in their code. Select a taxonomy record to see its complete details.

Code	Name
BD-5000	Meals
BD-5000.0200	After School Meal Programs
BD-5000.1450	Child and Adult Care Food Programs
BD-5000.1470	Community Meals
BD-5000.1500	Congregate Meals/Nutrition Sites
BD-5000.3500	Home Delivered Meals
BD-5000.4500	Low Cost Meals
BD-5000.5000	Meal Vouchers
BD-5000.5100	Milk Programs
BD-5000.8000	School Breakfasts
BD-5000.8200	School Lunches
BD-5000.8300	Soup Kitchens
BD-5000.8500	Summer Food Service Programs

### Code Search on “BD5”

**Drilldown Search:** The drill down search allows you to display the level 1 terms (10 basic service categories plus the *Target Populations* section), select a level 1 (very broad) term and display associated level 2 (narrower) terms, and then choose a level 2 term and display all narrower terms at levels 3, 4, 5, and 6. To begin, click on “Drilldown Search”. The system displays the following screen:

Select a term to see level 2 Taxonomy terms.

**Level 1 Taxonomy Term**

- B Basic Needs
- D Consumer Services
- F Criminal Justice and Legal Services
- H Education
- J Environment and Public Health/Safety
- L Health Care
- N Income Support and Employment
- P Individual and Family Life
- R Mental Health and Substance Abuse Services
- T Organizational/Community/International Services
- Y Target Populations

### Drilldown Search: Level 1 Term List

When you choose a level 1 term from the list, *Basic Needs* in this case, the system displays associated level 2 terms.

Select a term to see all lower level Taxonomy terms.

**Level 2 Taxonomy Term**

- BD Food
- BH Housing/Shelter
- BM Material Goods
- BT Transportation
- BV Utilities

### Drilldown Search: Level 2 Terms Under *Basic Needs*

When you choose a level 2 term from the list, *Utilities* in this case, the system displays all of the subset terms at remaining levels (3, 4, 5 and 6) though in this case, there are no terms at level 6.

There are 73 taxonomy records under BV Utilities. Select a taxonomy record to see its complete details.

Code	Name
BV	Utilities
BV-8900	Utility Assistance
BV-8900.1500	Digital Television Converter Boxes/Coupons
BV-8900.1700	Discounted Utility Services
BV-8900.1700-150	Discounted Cable Service
BV-8900.1700-180	Discounted Electric Service
BV-8900.1700-250	Discounted Gas Service
BV-8900.1700-300	Discounted Heating Fuel
BV-8900.1700-330	Discounted Internet Service
BV-8900.1700-850	Discounted Telephone Service
BV-8900.1700-860	Discounted Trash/Recycling Service
BV-8900.1700-900	Discounted Water Service
BV-8900.4500	Large Print Utility Bills
BV-8900.9120	Utility Bill Payment Plan Negotiation Assistance
BV-8900.9125	Utility Bill Payment Plans
BV-8900.9125-600	Percentage of Income Utility Payment Plans
BV-8900.9125-900	Utility Arrearage Payment Plans
BV-8900.9125-920	Utility Budget Billing
BV-8900.9150	Utility Deposit Assistance
BV-8900.9200	Utility Disconnection Notification
BV-8900.9220	Utility Disconnection Protection

### Drilldown Search: Remaining Levels Under *Utilities*

**Related Concepts Search:** A list of related concepts titles and associated Taxonomy terms and codes has been developed to provide indexers and searchers with an additional lens through which to view the Taxonomy. Related concepts are target groups, issues or other concepts such as “Caregivers”, “Homelessness”, “Long Term Care” and “Pregnancy” that are connected to Taxonomy terms for services typically associated with these groups. Taxonomy terms may have one or several related concepts or none. A list of the existing related concepts is below:

### RELATED CONCEPTS LIST

- |   |                                   |
|---|-----------------------------------|
| Advocacy/Rights Protection              | Homelessness                      |
| Agriculture and Farming                 | Immigrants/Refugees               |
| Animals                                 | Insurance                         |
| Blindness/Visual Impairments            | International/Intercultural       |
| Canadian Services/Targets               | Labor and Employment              |
| Caregivers                              | Long Term Care                    |
| Child Abuse                             | Long Term Care Target Populations |
| Children and Youth                      | Military/Veteran Services         |
| Community Care Facilities/Arrangements  | Modality/Delivery Format          |
| Day Programs                            | Named Programs                    |
| Deafness/Hearing Impairments            | Older Adults                      |
| Death and Dying                         | Organization/Facility Type        |
| Developmental Disabilities              | Philanthropy and Volunteerism     |
| Disabilities                            | Physical Disabilities             |
| Disaster Services                       | Pregnancy                         |
| Domestic Violence                       | Religion and Spirituality         |
| Early Childhood Programs/Services       | Restorative Justice               |
| Emergency and Crisis Services           | Runaways                          |
| Evaluation/Testing/Diagnosis/Assessment | Sexual Assault                    |
| Ex-Offender/Reentry Services            | Transportation/Travel             |
| Financial Services/Benefits             | Trees and Plants                  |
| Foster Care Transition Services         | U.S. Services/Targets             |
| Home-Based Services                     |                                   |

To run a related concepts search, click on the Related Concept link on the search page. The system will display a list of related concepts titles (as shown below).

Select a concept to see related taxonomy terms.

- | Concept   |
|---|
| <a href="#">Advocacy/Rights Protection</a>              |
| <a href="#">Agriculture and Farming</a>                 |
| <a href="#">Animals</a>                                 |
| <a href="#">Blindness/Visual Impairments</a>            |
| <a href="#">Canadian Services/Targets</a>               |
| <a href="#">Caregivers</a>                              |
| <a href="#">Child Abuse</a>                             |
| <a href="#">Children and Youth</a>                      |
| <a href="#">Community Care Facilities/Arrangements</a>  |
| <a href="#">Day Programs</a>                            |
| <a href="#">Deafness/Hearing Impairments</a>            |
| <a href="#">Death and Dying</a>                         |
| <a href="#">Developmental Disabilities</a>              |
| <a href="#">Disabilities</a>                            |
| <a href="#">Disaster Services</a>                       |
| <a href="#">Domestic Violence</a>                       |
| <a href="#">Early Childhood Programs/Services</a>       |
| <a href="#">Emergency and Crisis Services</a>           |
| <a href="#">Evaluation/Testing/Diagnosis/Assessment</a> |
| <a href="#">Ex-Offender/Reentry Services</a>            |
| <a href="#">Financial Services/Benefits</a>             |
| <a href="#">Home-Based Services</a>                     |

### Related Concept Titles

Click on a title to display its associated Taxonomy terms. A screenshot of the search results for Advocacy/Rights Protection is below. Though originally sorted alphabetically by name, you can click on “Code” on the title bar to re-sort the list to display terms in hierarchy order.

There are 146 taxonomy records related to **Advocacy/Rights Protection (AD-900)**. Select a taxonomy record to see its details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
Accessibility Related Standards/Legislation Compliance	DF-8000.0200
Advocacy	FP-0500
Advocacy/Ombudsman Volunteer Opportunities	PX-1850.4000-030
Animal Advocacy Volunteer Opportunities	PX-0500.0100
Animal Rights Groups	TD-1600.0500
Arms Control Advocacy Programs	TL-3800.0500
Arts/Humanities Councils	TD-1400.0400
Bail Reform Groups	TD-1600.1530-060
Benefits Assistance	FT-1000
Child Advocacy Centers	FT-3000.1450
Children's Rights Groups	TD-1600.3100-140
Civil Justice System Reform Groups	TD-1600.1530-100
Club Membership Discrimination Assistance	FT-1800.1500
COBRA Regulation	DF-8000.4500-160
Community Action/Social Advocacy Groups	TD-1600
Community Engagement Program Development	TP-5900.6500-100
Community Organizing Assistance	TP-5900.6500-150
Constitutional/Civil Rights Groups	TD-1600.3100-160
Consumer Action Groups	TD-1600.1500
Correctional Ombudsman Programs	FF-3300.1550

### Related Concepts Search Results List for Advocacy/Rights Protection

Note that there are two groups of “special” related concepts that don’t represent a target or issue. First are the related concepts for Canadian Only and U.S. Only terms which provide a comprehensive list of terms that are valid only in Canada or the United States and include service as well as target population terms. Note that you must be in the proper locale to see associated Taxonomy terms. Below is a screenshot of the list of terms that are valid only in Canada.

There are 166 taxonomy records related to **Canadian Services/Targets (CA-600)**. Select a taxonomy record to see its complete re-sort the list by a different column, click on the column's heading.

Name ^	Code
Aboriginal Communities	YH-6000.0120
Aboriginal Courts	FC-1300.6500-050
Aboriginal Employment Programs	ND-6500.0050
Aboriginal Head Start Programs	PH-2360.0100
Aboriginal Health Facilities	LN-0400
Aboriginal Issues	YZ-0070
Aboriginal Law	FT-0050
Aboriginal Non-Reserve Residents	YW-0080
Aboriginal Reserve Residents	YW-0100
Aboriginal Residential School Survivors	YX-0100
Aboriginal Schools	HD-0100
Aboriginal Sentencing Circles	FF-0500.0150
Acadian Community	YH-6000.0200
Adult French as a Second Language Tests	HL-2000.0560
Alcohol Regulation	DF-8000.0800

### Related Concepts Search Results List for Canadian Services/Targets

The second special group includes the related concepts for three of the Taxonomy’s facets: Modality/Delivery Format, Named Programs and Organization/Facility Type. When the related concept title for one of these facets is selected, all terms associated assigned to the facet are displayed. As with the Canadian/U.S. Only concepts, the related concepts reflecting the facets provide the only way a comprehensive list of terms belonging to a particular facet can be generated. Modality/Delivery Format terms are obvious as they are often part of an entire section of like terms, but the other two can be trickier. Some terms are clearly one or the other – a type of organization or a named program – but in

some cases a term can represent both facets. *BIA Schools*, for example, is both a Named Program and an Organization/Facility Type. A term can have more than one facet-focused related concept, so the term is included in both, but a choice must be made regarding the Facet code a term carries. The screenshots below show the search results lists generated by all three of members of this group in the U.S. English locale.

There are 1482 taxonomy records related to **Organization/Facility Type (OR-250)**. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
211 Collaborative Members	TJ-3000.8500-800
211 Lead Agencies	TJ-3000.8500-850
211 Systems	TJ-3000.8500
AARP Tax Aide Program Sites	DT-8800.0100-100
Abuse/Violence Related Support Groups	PN-8100.0200
Academic Libraries	TJ-4400.0500
Accountable Care Organizations	NS-8000.5000-020
Accounting Firms	TB-0700.2050-020
Addictions/Dependencies Support Groups	PN-8100.0500
Adlerian Preschools	HD-1800.6500-050
Administrative Entities	TD-0300
Administrative/Support Services Offices	TD-0350
Adolescent Psychiatric Inpatient Units	RM-3300.6600-050
Adoption and Foster/Kinship Care Support Groups	PN-8100.6500-030
Adoption Courts	FC-8200.8100-050
Adoption Petition Filing Offices	FJ-1600.0300
Adult Children of Alcoholics Support Groups	PN-8100.0500-030
Adult Day Program Centers	PH-0320.0200

### Related Concepts Search Results List for Organizational/Facility Type

There are 238 taxonomy records related to **Named Programs (NA-500)**. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
AARP Tax Aide Program Coordination	DT-8800.0100-050
AARP Tax Aide Programs	DT-8800.0100
AARP Tax Aide Program Sites	DT-8800.0100-100
Accountable Care Organizations	NS-8000.5000-020
Adlerian Preschools	HD-1800.6500-050
Aging and Disability Resource Centers	LH-0350
American Red Cross Special Representatives to FEMA	TH-1500.2000-050
AmeriCorps	ND-9200.0300
AmeriCorps National Civilian Community Corps	ND-9200.0300-050
AmeriCorps State and National	ND-9200.0300-080
AmeriCorps VISTA	ND-9200.0300-100
Area Agencies on Aging	TD-1100.6500-050
ASVAB Military Test Preparation	HL-8500.0400
Bankruptcy Courts	FC-2000.1000
BIA Schools	HD-1000

### Related Concepts Search Results List for Named Programs

There are 62 taxonomy records related to **Modality/Delivery Format (MO-180)**. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
Administrative Advocacy	FP-0500.0100
Advocacy	FP-0500
Alternative Dispute Resolution	FP-0700
Apprenticeship Training	ND-2000.3500-050
Arbitration	FP-0700.1000
Assistive Technology Equipment Acquisition Assistance	LH-0650.0700-015
Assistive Technology Equipment Custom Design/Fabrication	LH-0650.0100
Assistive Technology Equipment Extended Warranties	LH-0650.0150
Assistive Technology Equipment Listing Services	LH-0650.0350
Assistive Technology Equipment Loan	LH-0650.0250
Assistive Technology Equipment Provision Options	LH-0650

### Related Concepts Search Results List for Modality/Delivery Format

Related concept names and codes are included in the XML file that subscribers use to import the Taxonomy and keep it updated giving software vendors the data and correspondences to support a related concepts search, should they choose to implement one. The related concepts can also be used as a structure for directory indexes or Web portals and focus pages. Additional related concepts can be added as the need for them becomes apparent.

**External Systems Search:** The Taxonomy is crosswalked<sup>4</sup> to five external classification systems that are maintained and used by other organizations. Included are the National Taxonomy of Exempt Entities (NTEE) and the Nonprofit Classification System (NPC), both maintained by the National Center for Charitable Statistics (NCCS) at The Urban Institute; UWASIS, developed by United Way of America; the AIRS Problems/Needs List; and the Canadian Problems/Needs List. A brief description of each is below:

NTEE: The National Taxonomy of Exempt Entities (NTEE) is used by the Internal Revenue Service (IRS) and NCCS to classify the tax exempt purpose of nonprofit organizations in the U.S that are required to submit a Form 990. It is also used by the Foundation Center to classify both grants and grant recipients (typically nonprofits or governments). Definitions for terms in the NTEE are based on Taxonomy definitions and were used with permission. For more information about the NTEE, click on the following link: <http://nccs.urban.org/classification/index.cfm>

NPC: The Nonprofit Program Classification (NPC) system was developed as a way to classify program services and beneficiaries for the NCCS/GuideStar digitized database of IRS Forms 990, though whether it has actually been implemented for this purpose is unknown. The database with its NTEE coding is used heavily by those doing research on the nonprofit sector. The NPC structure at level 1 mirrors that of the NTEE with a few small changes in term wording, but the lower level terms are different in number and focus. It falls between the Taxonomy and the NTEE in terms of level of detail and is more like the Taxonomy than any of the other systems. Definitions in the NPC also mirror Taxonomy definitions, but in many cases they were developed jointly for the two structures. For more information about the NPC, click on the following link: <http://nccs.urban.org/classification/index.cfm>

UWASIS: The United Way of America Services Identification System (UWASIS) was originally developed to support the United Way allocations process, and was adopted (and adapted) by many I&R programs as a classification structures for their databases during the 1970s and 1980s. It is now out of print and, to the best of our knowledge, out of use. The UWASIS crosswalk was originally created as a conversion tool to help people who wanted to move from their version of UWASIS to the Taxonomy, and is now maintained primarily for historical reasons.

AIRS and Canadian Problems/Needs Lists: The AIRS and Canadian lists, unlike the other three, are tools used in the I&R industry to organize the wide range of inquiries handled by I&R services and to provide for the consistent and credible reporting of community needs across jurisdictions. The original AIRS list was developed by a work group of individuals interested in community needs reporting under the leadership of Clive Jones. When Clive asks for I&R contact information accumulated by 211 programs for the “big count” each year, this is the classification system that is used to structure the information. Software vendors have been encouraged to create canned reports for the “big count” using this crosswalk as a source. External system term and Taxonomy term matchups are included in the Taxonomy XML file so they are accessible for this purpose. The Canadian Problems/Needs list is nearly identical to the AIRS list with a few variations that reflect reporting priorities in Canada. For more information about the AIRS Problems/Needs List and its development, click on the following link: [www.airs.org/files/public/AIRS\\_ProblemNeeds\\_Final.docx](http://www.airs.org/files/public/AIRS_ProblemNeeds_Final.docx)

The crosswalks were originally created to position the Taxonomy in the context of other classification systems being used in organization-focused databases to describe their services, programs or other

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<sup>4</sup> A crosswalk maps terms in one classification structure to the terms in another structure. In case of the Taxonomy and the five external systems, the relationships are many to many.

activities. The matchups give researchers and other data users a way to compare information about organizations across databases with vastly different purposes. The UWASIS crosswalk was successfully used as a conversion tool early in the Taxonomy's history, and both the AIRS and Canadian Problems/Needs lists have also been incorporated in at least some of the I&R software packages and are being used successfully as intended. It is unknown whether anyone has made use of the NTEE and NPC crosswalks.

The basic organizational structure for each of the external systems is illustrated below.

### NTEE First Level Terms

A Arts, Culture and Humanities	N Recreation & Sports
B Education	O Youth Development
C Environment	P Human Services
C Animal-Related	Q International, Foreign Affairs & National Security
E Health Care	R Civil Rights, Social Action & Advocacy
F Mental Health and Crisis Intervention	S Community Improvement & Capacity Building
G Voluntary Health Organizations & Medical Disciplines	T Philanthropy, Voluntarism & Grantmaking Foundations
H Medical Research	U Science & Technology
I Crime & Legal-Related	V Social Science
J Employment	W Public & Societal Benefit
K Food, Agriculture & Nutrition	X Religion-Related
L Housing & Shelter	Y Mutual & Membership Benefit
M Public Safety, Disaster Preparedness & Relief	

### NPC First Level Terms

A Arts, Culture and Humanities	N Recreation & Sports
B Education	O Youth Development
C Environment	P Human Services
C Animal-Related	Q International, Foreign Affairs & National Security
E Health Care	R Civil Rights, Social Action & Advocacy
F Mental Health, Substance Abuse	S Community Development
G Diseases, Disorders & Medical Disciplines	T Philanthropy, Voluntarism & Grantmaking
H Medical Research	U Science & Technology
I Crime & Legal	V Social Science
J Employment	W Public, Societal Benefit
K Food, Agriculture & Nutrition	X Religion-Related
L Housing	Y Mutual, Membership Benefit
M Public Safety, Disaster Services	

### UWASIS First Level Terms

1 Optimal Income Security and Economic Opportunity	5 Optimal Environmental Quality
2 Optimal Health	6 Optimal Individual and Collective Safety
3 Optimal Provision of Basic Material Needs	7 Optimal Social Functioning
4 Optimal Educational Opportunity	8 Optimal Assurance of Support and Effectiveness Services

### AIRS Problems/Needs Categories

AR Arts, Culture and Recreation	IC Income Support/Assistance
CL Clothing/Personal/Household Needs	IF Individual, Family and Community Services
DI Disaster Services	IS Information Services
ED Education	LE Legal, Consumer and Public Safety Services
EM Employment	MH Mental Health/Addictions
FO Food/Meals	OT Other Government/Economic Services
HC Health Care	TR Transportation
HO Housing/Utilities	VO Volunteers/Donations

## Canadian Problems/Needs Categories

AR Arts, Culture and Recreation  
 CI Citizenship/Immigration  
 CM Community Services  
 CO Consumer Services  
 DI Disaster  
 ED Education  
 EM Employment  
 FO Food/Meals  
 HC Health

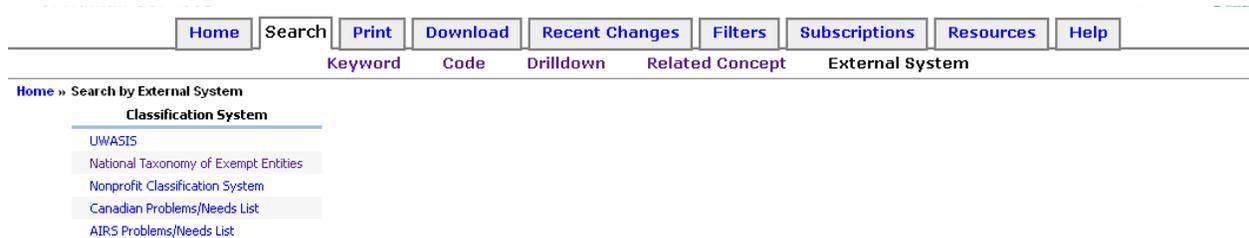
HO Housing/Utilities  
 IC Income Support/Financial Assistance  
 IF Individual/Family Services  
 IS Information Services  
 LE Legal/Public Safety Services  
 MH Mental Health/Addictions  
 OT Other Government/Economic Services  
 TR Transportation  
 VO Volunteers/Donations

**Search Process:** The external systems search allows you to:

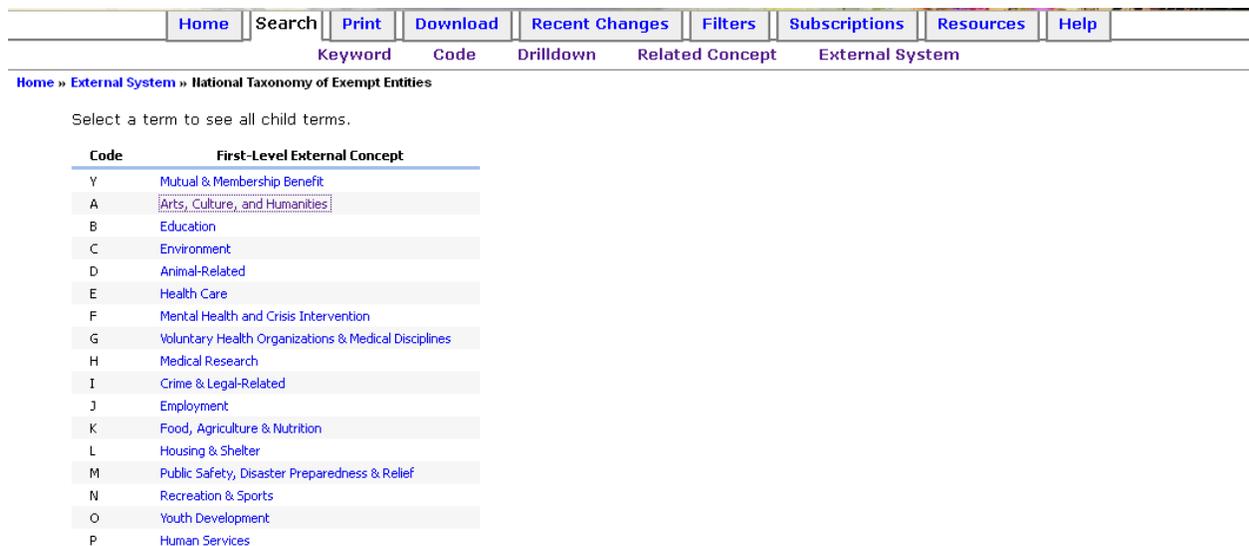
1. Display external classification systems to which the Taxonomy is crosswalked.
2. Select a system and a term within that system.
3. Display associated Taxonomy terms.

The terms are organized alphabetically by Taxonomy term name but can be reordered by code by clicking on "**Code**" on the search results list title bar. To see a Taxonomy definition and other associated information about the term, click on the term name.

The screenshots below illustrates the search process.



**List of Options Displayed When “External System” is Selected  
 Click on “National Taxonomy of Exempt Entities”**



**External Systems Search for NTEE – Level 1 Terms  
 Click on “Health Care” (E)**

Select a term to see all related taxonomy records.

Code	External Concept
E01	Alliance & Advocacy (E)
E02	Management & Technical Assistance (E)
E03	Professional Societies & Associations (E)
E05	Research Institutes & Public Policy Analysis (E)
E11	Single Organization Support (E)
E12	Fund Raising & Fund Distribution (E)
E19	Support N.E.C. (E)
E20	Hospitals
E21	Community Health Systems
E22	General Hospitals
E24	Specialty Hospitals
E30	Ambulatory & Primary Health Care
E31	Group Health Practices
E32	Community Clinics
E40	Reproductive Health Care
E42	Family Planning
E50	Rehabilitative Care
E60	Health Support
E61	Blood Banks

### NTEE – Level 2 Subsets for Health Care – Click on “Hospitals” (E20)

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[Drilldown](#)
[Related Concept](#)
[External System](#)

Home » External System » National Taxonomy of Exempt Entities » E: Health Care » E20: Hospitals

There are 9 taxonomy records associated with the code E20. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name ^	Code
Children's Hospitals	LL-3000.1450
Extended Acute Care Hospitals	LL-3000.1900
Hospitals	LL-3000
Indian Health Service Hospitals	LL-3000.3000
Inpatient Health Facilities	LL
Medicaid Contract Hospitals	LL-3000.5000
Subacute Care Hospitals	LL-3000.8200
Swing Bed Care Facilities	LL-3000.8300
Teaching Hospitals	LL-3000.8500

### Associated Taxonomy Codes for Hospitals – Sorted Alphabetically

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[Drilldown](#)
[Related Concept](#)
[External System](#)

Home » External System » National Taxonomy of Exempt Entities » E: Health Care » E20: Hospitals

There are 9 taxonomy records associated with the code E20. Select a taxonomy record to see its complete details. To re-sort the list by a different column, click on the column's heading.

Name	Code ^
Inpatient Health Facilities	LL
Hospitals	LL-3000
Children's Hospitals	LL-3000.1450
Extended Acute Care Hospitals	LL-3000.1900
Indian Health Service Hospitals	LL-3000.3000
Medicaid Contract Hospitals	LL-3000.5000
Subacute Care Hospitals	LL-3000.8200
Swing Bed Care Facilities	LL-3000.8300
Teaching Hospitals	LL-3000.8500

### Hospital List Re-Sorted by Code – Click on *Inpatient Health Facilities*

<b>Term</b>	Inpatient Health Facilities
<b>Code</b>	<a href="#">LL</a>
<b>Definition</b>	Long or short-term health care institutions such as hospitals and nursing homes that provide beds for people who need diagnostic, treatment or convalescent care services which require that they remain at least overnight and often for extended periods of time.
<b>Created</b>	3/10/92
<b>Changed</b>	10/21/08
<b>Use References</b>	Inpatient Healthcare Inpatient Health Care
<b>See Also References</b>	<a href="#">Health Facility Licensing (DF-4500.2000-300)</a> <a href="#">Inpatient Mental Health Facilities (RM-3300)</a> <a href="#">Inpatient Rehabilitation (LR-4000)</a> <a href="#">Inpatient Substance Abuse Treatment Facilities (RX-8450.3300)</a>
<b>External Classification Terms</b>	<a href="#">Health Care (AIRS HC-300)</a> <a href="#">Hospitals (NTE E20)</a> <a href="#">Inpatient/Hospital Care (NPC E09.06)</a> <a href="#">Inpatient Medical Care (UW 2.1.02.01)</a> <a href="#">Nursing Facilities (NTE E91)</a> <a href="#">Nursing Home Care (NPC E09.07)</a>
<b>Related Concepts</b>	<a href="#">Community Care Facilities/Arrangements</a> <a href="#">Organization/Facility Type</a>
<b>Facet</b>	Organization/Facility Type
<b>Comments</b>	
<b>Bibliographic References</b>	

**Taxonomy Record for *Inpatient Health Facilities***

## PRINT

The print function allows you to display and print the Acknowledgments document; structure, save and download versions of the Taxonomy that have been customized to meet the needs of specific communities; and download U.S. and Canadian English and Canadian French versions of all Taxonomy displays (outline, hierarchy, alphabetical display and thesaurus display), a related concepts display and an external systems crosswalk display that are created automatically by the system each time the website is updated. Select the display you wish to print and the system will generate a file that you can download to your local computer for off-line printing. All documents are in PDF format. The full Print menu is below.

### Print the Acknowledgements

- [Acknowledgments](#)

### Custom Reports

- [Full Taxonomy](#)
- [Filter Based Taxonomy Report](#)
- [Filter Outline Reports](#)
- [Custom Related Concepts Report](#)

### US English Standard Reports

- Taxonomy Reports:
  - [Outline](#)
  - [Hierarchy \(Standard\)](#)
  - [Hierarchy \(Complete\)](#)
  - [Alphabetical Display \(Standard\)](#)
  - [Alphabetical Display \(Complete\)](#)
  - [Thesaurus Display](#)
- [Related Concepts Report](#)
- [External System Crosswalks \(sorted by name\)](#)
- [External System Crosswalks \(sorted by code\)](#)

### Canadian English Standard Reports

- Taxonomy Reports:
  - [Outline](#)
  - [Hierarchy \(Standard\)](#)
  - [Hierarchy \(Complete\)](#)
  - [Alphabetical Display \(Standard\)](#)
  - [Alphabetical Display \(Complete\)](#)
  - [Thesaurus Display](#)
- [Related Concepts Report](#)
- [External System Crosswalks \(sorted by name\)](#)
- [External System Crosswalks \(sorted by code\)](#)

### Canadian French Standard Reports

- Taxonomy Reports:
  - [Outline](#)
  - [Hierarchy \(Standard\)](#)
  - [Hierarchy \(Complete\)](#)
  - [Alphabetical Display \(Standard\)](#)
  - [Alphabetical Display \(Complete\)](#)
  - [Thesaurus Display](#)
- [Related Concepts Report](#)
- [External System Crosswalks \(sorted by name\)](#)
- [External System Crosswalks \(sorted by code\)](#)

## Print Menu

**Acknowledgments:** The Acknowledgments document is a cumulative list of the source material for Taxonomy definitions and structure that includes the contributions of people who have supported the Taxonomy throughout its ongoing development as well as bibliographic and other resources that have been used. It was drafted when work on the Taxonomy was initially begun in 1983 and has been maintained over time by the Taxonomy editor. When the Bibliographic References field was added to the Taxonomy record, an effort was made to copy all relevant citations from the Acknowledgments to the records for the terms to which they pertain. Going forward, credits are added to both the Acknowledgments document and the term record when new terms are added. The document can be also be accessed from the Library (under the Resources tab). Please note that we often use multiple sources to develop definitions, most of which are not word-for-word quotations from any of the listed sources. Note also that some of the websites accessed a number of years ago have links may that no longer be viable. When a dead link is identified, we attempt to find the document at another address and add the new link, but because we still want to acknowledge our use of the material, we have not removed any of the references. In most cases, a note is added explaining the situation.

**Custom Reports:** Custom reports are “on demand” reports that you can structure, run and download at your convenience. There are four custom report options: reports that use the full Taxonomy, reports that use a filtered version of the Taxonomy and offer a selection of fields to include, a filter outline report in two formats and a custom related concepts report. To run a custom report, select the one you want, make your content selections and click on “OK” to launch the report. You can have only one custom report on the server at any given time, so whenever you generate a custom report, remember to remove it from the server when you have downloaded it or otherwise finished working with it.

**Full Taxonomy:** The “Full Taxonomy” report allows you to enter a title for the report, choose a locale, specify the format (organized by code or by name), select the fields you want to include and choose the Taxonomy levels you wish to include (the default is level 6).

The screenshot shows a web-based selection screen for a custom report. It features several sections:
 

- Title:** A text input field.
- Locale \*:** Radio buttons for US English (selected), Canadian English, and Canadian French.
- Sort by \*:** Radio buttons for Code (selected) and Name.
- Included Fields:** A list of checkboxes for Definition, Use References, See Also References, Related Concepts, External System Terms, Comments, and Bibliographic References.
- Taxonomy Level \*:** Radio buttons for Level 1 through Level 6, with Level 6 selected.

 Below the Taxonomy Level section is a small note: "(i) Level refers to the term's place in the taxonomy structure and the length of its code." At the bottom are "OK" and "Cancel" buttons.

### Selection Screen for Full Taxonomy Custom Report

Most subscribers only run this report when they want a selection of fields that is different than the standard reports (e.g., terms and definitions only) or want a more limited report, one that includes only the first three levels, for example. Below is a screenshot of the report that was run using those parameters.

<p><b>B Basic Needs</b>          Programs that furnish survival level resources including food, housing, material goods, transportation and utilities for individuals with low or fixed incomes, people who are homeless, older adults and/or people with disabilities who are otherwise unable to adequately provide for themselves and their families. Also included are related services that are available to the community at large.</p>	<p>Programs that provide assistance for people who want to grow their own food or maintain their own gardens on a private basis, or which offer information, technical assistance and support for individuals who have commercial establishments that are engaged in the production of crops, plants, vines or trees; raising livestock, poultry or other small farm animals; beekeeping; commercial fishing; aquaculture projects; or other similar food production ventures.</p>
<p><b>BD Food</b>          Programs that seek to meet the basic nutritional needs of the community by providing access to food products.</p>	<p><b>BD-2700 Food Rescue Programs</b>          Programs that collect unused portions of prepared foods or perishable foods from restaurants, cafeterias, corporate food services, caterers, grocery stores, and special events and deliver food donations directly to agencies (such as crisis shelters, transitional facilities, soup kitchens and homeless shelters) with on-site meal programs.</p>
<p><b>BD-1500 Community Wide Food Storage Facilities</b>          Programs that provide access to community freezers, meat lockers or other storage facilities for individuals who do not have access to refrigerators, freezers or other private means of storage or who do not have enough space at home to store food purchased in bulk.</p>	<p><b>BD-2900 Grocery Delivery</b>          Food markets that accept telephone orders and deliver food and household supplies to the homes of people who are unable to go out and shop on their own behalf or who prefer to have their groceries delivered. Also included are food pantries that deliver the food to people with illnesses, disabilities, transportation issues or other extenuating circumstances which prevent them from picking it up; groceries on wheels programs which transport and sell groceries at or near the residences of elderly individuals and people who have disabilities; and food mobiles that make stops in rural towns at varying times and locations.</p>
<p><b>BD-1800 Emergency Food</b>          Programs that provide a limited amount of food for individuals or families during times of personal crisis, or for people who have no food or cannot afford to purchase food at retail costs.</p>	<p><b>BD-5000 Meals</b>          Programs that provide supplementary nutrition (which may include hot meals, snacks or milk) typically for homeless people, individuals with low or fixed incomes, older adults, children from low-income families and/or people with disabilities.</p>
<p><b>BD-1850 Emergency Food Clearinghouses</b>          Programs that coordinate requests for emergency food assistance by screening individuals who apply using criteria established by the food pantries or other providers, maintaining lists of individuals who have been aided, and checking new applicants against the lists before referring them to a resource that can meet their needs. Emergency food clearinghouses help to avoid duplication of service and maximize the availability of food resources while relieving the agencies of the task of handling requests directly. Also included are programs that refer people needing food to an appropriate resource, but which are not the sole source for this information.</p>	<p><b>BH Housing/Shelter</b>          Programs that seek to meet the basic shelter needs of the community by providing temporary shelter for people who are in emergency situations, home improvement programs, housing location assistance and a variety of housing alternatives.</p>

### Full Taxonomy Report – Definitions and Level 3 Sorted by Code

**Filter Based Taxonomy Report:** This report allows you to enter a title, choose a locale and sort order, indicate the filter you wish to apply, and choose the fields and Taxonomy level you want to the report to include. Click on “OK” to run the report. A screenshot of the selection form for this report is below followed by a sample report that is restricted to terms in the U.S. English locale, uses the Homeless Services filter, is sorted by code, and includes definitions, use references and see also references.

Title	Homeless Services
Locale *	<input checked="" type="radio"/> US English <input type="radio"/> Canadian English <input type="radio"/> Canadian French
Sort by *	<input checked="" type="radio"/> Code <input type="radio"/> Name
Filter	<input type="radio"/> None <input type="radio"/> 211 LA COUNTY (community) <input type="radio"/> 2-1-1 Orange County (community) <input type="radio"/> 211 Ventura County filter (community) <input type="radio"/> 311 Halton Services (community) <input type="radio"/> Florida 2-1-1 Network/Florida BrAIVe Foundation Funded Services for Veterans (community) <input type="radio"/> IN211 (community) <input type="radio"/> InformAlberta Taxonomy Outline (community) <input type="radio"/> TN Statewide Filter (community) <input type="radio"/> WIN211 Data Managers (community) <input type="radio"/> Aging and Disability Starter Set (official) <input type="radio"/> Aging and Disability Starter Set for Small Communities (official) <input type="radio"/> Canadian Municipal Services (official) <input type="radio"/> Disaster Services Starter Set (official) <input checked="" type="radio"/> Homeless Services Starter Set (official) <input type="radio"/> Information and Referral Program Starter Set (official)
Included Fields	<input checked="" type="checkbox"/> Definition <input checked="" type="checkbox"/> Use References <input checked="" type="checkbox"/> See Also References <input type="checkbox"/> Related Concepts <input type="checkbox"/> External System Terms <input type="checkbox"/> Comments <input type="checkbox"/> Bibliographic References
Taxonomy Level *	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/> Level 4 <input type="radio"/> Level 5 <input checked="" type="radio"/> Level 6

[1] Level refers to the term's place in the taxonomy structure and the length of its code.

OK Cancel

\* required

### Filtered Taxonomy Report Selection Screen

#### B Basic Needs

Programs that furnish survival level resources including food, housing, material goods, transportation and utilities for individuals with low or fixed incomes, people who are homeless, older adults and/or people with disabilities who are otherwise unable to adequately provide for themselves and their families. Also included are related services that are available to the community at large.  
*Used for:* Basic Subsistence

#### BD Food

Programs that seek to meet the basic nutritional needs of the community by providing access to food products.  
*See also:* Food Production/Preparation/Delivery Volunteer Opportunities (PH-2400)  
 Hunger/Poverty Action Groups (TD-1600.3200)  
 Nutrition Related Public Assistance Programs (NL-5000)  
*Used for:* Food Programs

#### BD-1800 Emergency Food

Programs that provide a limited amount of food for individuals or families during times of personal crisis, or for people who have no food or cannot afford to purchase food at retail costs.  
*See also:* Christmas Baskets (PH-2950.1500-120)  
 Soup Kitchens (BD-5000.8300)  
 Thanksgiving Baskets (PH-2950.8500-850)  
*Used for:* Food Aid Programs  
 Food Assistance  
 Food Distribution Programs

#### BD-1800.1500 Commodity Supplemental Food Program

A federally funded program that works to improve the health of low-income pregnant and breastfeeding women, other new mothers up to one year postpartum, infants, children up to age six and elderly people age 60 and older who meet income eligibility requirements by supplementing their diets with nutritious USDA commodity foods. The program provides food and administrative funds to states to supplement the diets of these groups. Individuals cannot simultaneously benefit from the WIC program and the Commodity Supplemental Food Program

#### Food Shelves Grocery Pantries

#### BD-1800.2000-620 Occasional Emergency Food Assistance

Food pantries that provide a box or bag of groceries on a one-time only or other limited basis for people who are unable to provide food for themselves or their families. Included are programs that provide enough food for an entire balanced meal or series of meals and those that provide a supplemental supply of groceries. Some programs deliver food to people whose disabilities or illnesses make it difficult for them to leave home.

#### BD-1800.2000-640 Ongoing Emergency Food Assistance

Programs that provide an ongoing supply of groceries, usually once a month, for people whose income is not sufficient to meet their needs. Included are programs that provide enough food for an entire balanced meal or series of meals and those that provide a supplemental supply of groceries. Some programs deliver food to people whose disabilities or illnesses make it difficult for them to leave home.

#### BD-1800.2250 Food Vouchers

Programs that supply food coupons which can be exchanged in designated grocery stores, supermarkets and/or farmers markets for food products. The vouchers are generally provided to low income individuals and families on an occasional or ongoing basis, but may also be available to other specified populations, and may be issued in paper or electronic formats.  
*See also:* Temporary Financial Assistance (NT)  
*Used for:* Emergency Grocery Vouchers  
 Farm to Family Programs  
 Grocery Vouchers

#### BD-1800.8000 Sack Lunches/Dinners

Programs that provide lunch or dinner in a small bag for people who would not otherwise have a meal. The program may target homeless or low-income people or other specific groups.  
*Used for:* Brown Bag Lunches/Dinners

### Homeless Services Report

**Filter Outline Reports:** This report allows you to enter a title, choose a locale, select a filter and indicate whether you want to generate a regular outline or a highlighted starter set which shows terms at the lowest level on each Taxonomy branch (those “approved for use” as index terms) in bold and all other supporting terms further up the hierarchy in pale gray. A screenshot of the selection form is below followed by a sample report using the Homeless Services filter and the highlighted starter set format.

Title	Homeless Services
Locale *	<input checked="" type="radio"/> US English <input type="radio"/> Canadian English <input type="radio"/> Canadian French
Filter	<input type="radio"/> None <input type="radio"/> 211 LA COUNTY (community) <input type="radio"/> 2-1-1 Orange County (community) <input type="radio"/> 211 Ventura County filter (community) <input type="radio"/> 311 Halton Services (community) <input type="radio"/> Florida 2-1-1 Network/Florida BrAive Foundation Funded Services for Veterans (community) <input type="radio"/> IN211 (community) <input type="radio"/> InformAlberta Taxonomy Outline (community) <input type="radio"/> TN Statewide Filter (community) <input type="radio"/> WIN211 Data Managers (community) <input type="radio"/> Aging and Disability Starter Set (official) <input type="radio"/> Aging and Disability Starter Set for Small Communities (official) <input type="radio"/> Canadian Municipal Services (official) <input type="radio"/> Disaster Services Starter Set (official) <input checked="" type="radio"/> Homeless Services Starter Set (official) <input type="radio"/> Information and Referral Program Starter Set (official) <input type="radio"/> Copy of: Aging and Disability Starter Set (private)
Type of report *	<input type="radio"/> Outline <input checked="" type="radio"/> Highlighted Starter Set
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

### Filter Outline Report Selection Screen

#### B Basic Needs

##### BD Food

- BD-1800 Emergency Food
- BD-1800.1500 Commodity Supplemental Food Program**
- BD-1800.1900 Food Lines**
- BD-1800.2000 Food Pantries
- BD-1800.2000-620 Occasional Emergency Food Assistance**
- BD-1800.2000-640 Ongoing Emergency Food Assistance**
- BD-1800.2250 Food Vouchers**
- BD-1800.8000 Sack Lunches/Dinners**
- BD-1800.8200 Specialty Food Providers
- BD-1800.8200-200 Food Supplements**
- BD-1800.8200-250 Formula/Baby Food**
- BD-1800.8200-500 Meals Ready to Eat**
- BD-1800.8200-600 No Cook Food**

##### BD-5000 Meals

- BD-5000.4500 Low Cost Meals**
- BD-5000.5000 Meal Vouchers**
- BD-5000.8300 Soup Kitchens**

##### BH Housing/Shelter

- BH-1800 Emergency Shelter
- BH-1800.1500 Crisis Shelter
- BH-1800.1500-080 Domestic Violence Motel Vouchers**
- BH-1800.1500-100 Domestic Violence Shelters**
- BH-1800.1500-140 Elder Abuse Shelters**
- BH-1800.1500-700 Runaway/Youth Shelters**
- BH-1800.1500-750 Safe Houses**
- BH-1800.1500-800 Sexual Assault Shelters**
- BH-1800.1500-850 Temporary Shelters for Wandering Adults**
- BH-1800.3500 Homeless Drop In Centers**
- BH-1800.8500 Homeless Shelter
- BH-1800.8500-100 Cold Weather Shelters/Warming Centers**
- BH-1800.8500-150 Community Shelters**
- BH-1800.8500-170 Day Shelters**
- BH-1800.8500-180 Environmental Hazards Shelters**
- BH-1800.8500-300 Homeless Motel Vouchers**
- BH-1800.8500-330 Homeless Safe Parking Programs**
- BH-1800.8500-500 Missions**
- BH-1800.8500-900 Urban Campsites**
- BH-1800.8500-950 Wet Shelters**

- BH-3800.7250 Rental Deposit Assistance**
- BH-3800.8000 Supportive Housing Expense Assistance**
- BH-3900 Housing Search and Information
- BH-3900.3100 Housing Search Assistance**
- BH-5000 Moving Assistance
- BH-5000.3100 Household Goods Storage**
- BH-5000.5000 Movers**
- BH-5000.5100 Moving Expense Assistance**
- BH-6900 Resident Services Coordination Programs**
- BH-7000 Residential Housing Options
- BH-7000.4600 Low Income/Subsidized Rental Housing
- BH-7000.4600-150 Congregate Living Facilities**
- BH-7000.4600-160 Cooperative Rental Housing**
- BH-7000.4600-450 Low Income/Subsidized Private Rental Housing**
- BH-7000.4600-500 Manufactured/Mobile Home Parks**
- BH-7000.4600-600 Public Housing**
- BH-7000.4600-650 Rooming/Boarding Houses**
- BH-7000.4600-700 Section 8 Housing Choice Vouchers**
- BH-7000.4600-750 Shared Housing Facilities**
- BH-7000.4600-800 Single Room Occupancy Housing**
- BH-8300 Subsidized Housing Administrative Organizations
- BH-8300.3000 Housing Authorities**
- BH-8300.3200 HUD Management Companies**
- BH-8400 Supportive Housing
- BH-8400.2000 Family Permanent Supportive Housing**
- BH-8400.3000 Homeless Permanent Supportive Housing**
- BH-8400.6000 Older Adult/Disability Related Supportive Housing
- BH-8400.6000-840 Supported Living Services for Adults With Disabilities**
- BH-8400.9000 Veteran Homes**
- BH-8600 Transitional Housing/Shelter**
- BM Material Goods**
- BM-3000 Household Goods
- BM-3000.0500 Appliances**
- BM-3000.1000 Bedding/Linen**
- BM-3000.2000 Furniture**
- BM-3000.3000 Household Goods Vouchers**
- BM-3000.4000 Kitchenware**
- BM-3000.5000 Mattresses**

### Homeless Services Starter Set – Highlighted Outline

**Custom Related Concepts Report:** This report option allows you to enter a title, choose a locale and sort order, mark one or more related concepts and specify the fields and the level of terms to be included in the report. The selection form is below.

Title	<input type="text"/>
Locale *	<input checked="" type="radio"/> US English <input type="radio"/> Canadian English <input type="radio"/> Canadian French
Sort by *	<input checked="" type="radio"/> Code <input type="radio"/> Name
Related Concept *	<input type="checkbox"/> Advocacy/Rights Protection <input type="checkbox"/> Agriculture and Farming <input type="checkbox"/> Animals <input type="checkbox"/> Blindness/Visual Impairments <input type="checkbox"/> Canadian Services/Targets <input type="checkbox"/> Caregivers <input type="checkbox"/> Child Abuse <input type="checkbox"/> Children and Youth <input type="checkbox"/> Community Care Facilities/Arrangements <input type="checkbox"/> Day Programs <input type="checkbox"/> Deafness/Hearing Impairments <input type="checkbox"/> Death and Dying <input type="checkbox"/> Developmental Disabilities <input type="checkbox"/> Disabilities <input type="checkbox"/> Disaster Services <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Early Childhood Programs/Services <input type="checkbox"/> Emergency and Crisis Services <input type="checkbox"/> Evaluation/Testing/Diagnosis/Assessment <input type="checkbox"/> Ex-Offender/Reentry Services <input type="checkbox"/> Financial Services/Benefits <input type="checkbox"/> Foster Care Transition Services <input type="checkbox"/> Home-Based Services <input type="checkbox"/> Homelessness <input type="checkbox"/> Immigrants/Refugees <input type="checkbox"/> Insurance <input type="checkbox"/> International/Intercultural <input type="checkbox"/> Labor and Employment <input type="checkbox"/> Long Term Care <input type="checkbox"/> Long Term Care Target Populations <input type="checkbox"/> Military/Veteran Services <input type="checkbox"/> Modality/Delivery Format <input type="checkbox"/> Named Programs <input type="checkbox"/> Older Adults <input type="checkbox"/> Organization/Facility Type <input type="checkbox"/> Philanthropy and Volunteerism <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Pregnancy <input type="checkbox"/> Religion and Spirituality <input type="checkbox"/> Restorative Justice <input type="checkbox"/> Runaways <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Transportation/Travel <input type="checkbox"/> Trees and Plants <input type="checkbox"/> U.S. Services/Targets
Included Fields	<input type="checkbox"/> Definition <input type="checkbox"/> Use References <input type="checkbox"/> See Also References <input type="checkbox"/> Related Concepts <input type="checkbox"/> External System Terms <input type="checkbox"/> Comments <input type="checkbox"/> Bibliographic References
Taxonomy Level *	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/> Level 4 <input type="radio"/> Level 5 <input checked="" type="radio"/> Level 6
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

\* required

### Custom Related Concepts Report Form

Because level 1 terms and a large number of other higher level terms that would be used to structure a hierarchical view have been omitted in many related concepts, only the Sort by Name option should be used for this report format. Multiple related concepts can be selected; and definitions, use references, see also references and information in other fields can be included. You can reflect the contents of the report in the title you choose.

To create a customized related concept display, click "Related Concept" under Custom Reports and use the check boxes to structure the report you want. A screen shot of the custom reports selection form is above and an excerpt from the Ex-Offender/Reentry Services report is below. Data elements for the report include definitions and see also references in addition to term name and code which are automatically included. The report is sorted alphabetically by term name.

## AIRS/211 LA County Taxonomy of Human Services Alphabetical Report Ex-Offender/Reentry Services

07-10-13

### AIDS/HIV Clinics (LT-1750.0500)

Programs that provide comprehensive medical services on an inpatient or outpatient basis for people who have symptomatic or asymptomatic HIV infections or full-blown AIDS.

See also: (FT-3600.0250-300)  
(JP-4500.1700-050)  
(LF-4900.2400)  
(LH-2700.0150)  
(LH-5000.0600)  
(LH-5000.6100)  
(LH-6700.6400-040)

### Absentee Ballots (TQ-1800.0500)

Programs that arrange for the participation (usually by mail) in elections by qualified voters who, because of serious illness, military service or absence from home for business or other reasons, are unable to appear at the polls in person on election day.

### Academic Counseling (HL-2500.0500)

Programs that assist students in selecting a course of studies that is suited to their abilities, interests, future plans and general circumstances.

See also: (HL-2500.2900)

### Academic Records (DF-7000.0050)

Programs that maintain and, where appropriate, provide official copies of student academic records; or which evaluate the educational records of foreign students for educational equivalency.

See also: (DF-7020.0200)  
(H)  
Pre-Employment Background Checks (ND-1600.6500)

### Active Arrest Warrants (DF-7000.4590-020)

Programs that provide access to information about outstanding arrest warrants, i.e., orders that authorize the arrest and detention of an individual. Warrants are typically issued by the courts but may also be issued by one of the chambers of the United States Congress or other legislatures and other political entities, and must be supported by a signed and sworn affidavit showing probable cause that a specific crime has been committed and that the person(s) named in the warrant committed the crime.

See also: (FJ-2000)

### Addictions/Dependencies Support Groups (PN-8100.0500)

Mutual support groups whose members are individuals who are involved in substance abuse or have other dependencies or compulsive behaviors. The groups meet in-person, by telephone or via the Internet; provide emotional support, information and resources to help those who participate modify their behavior; and may include faith-based and secular 12-step groups as well as non-12 step groups.

See also: (PX-1800.7900)  
Substance Abuse Counseling (RX-8450.8000)

### Adult High School Diploma Programs (HH-0500.2500-050)

Programs that offer a series of courses that are especially designed for adults who have not completed their high school education which focus on life skills necessary for personal and job success. The instructional components in the program include reading, writing, listening, speaking, mathematics, participatory democracy and consumer awareness as well as health, home, personal and family relationships, academic and/or vocational specializations and advanced studies. Individuals who successfully complete the program receive a high school diploma.

See also: (HH-0500.2500-900)

GED Instruction (HH-0500.2500-250)  
GED Test Sites (HH-0500.2500-270)

### Adult Literacy Programs (HH-4500.0500)

Programs offered by a variety of organizations including regular and adult schools, libraries, correctional facilities, businesses and corporations that provide reading, writing, speaking, computation and/or problem solving skills for adults who cannot read or write at a functional level with the objective of ensuring that they have the skills necessary to find and keep decent jobs, support their children's education and participate actively in civic life.

### Adult Parole (FF-0500.6500-050)

Programs that provide for the formal supervision of adults who have been released from jail, prison or other confinement after serving part of the term for which they were sentenced based on the judgment that there is a reasonable probability that they will live and remain at liberty without violating the law. Adults who are on parole remain in the legal custody of the state and may be reincarcerated if they violate the terms of their parole order.

### Affidavits of Factual Innocence (DF-7000.4590-030)

A document issued by the court that certifies the "factual innocence" of individuals in circumstances where they were arrested but no charges were filed against them, they were charged but were not convicted and the case against them was dismissed, or they were acquitted after a trial. Affidavits of factual innocence are particularly important in cases of identity theft.

### After Hours Crisis Drop In Programs (RP-1500.0300)

Programs that provide access to crisis intervention and support services on a drop-in basis for people who are experiencing acute emotional distress during night and weekend hours when other resources are unavailable. Services may include a needs assessment; brief individual, group and family counseling; referrals; and a range of other secondary services depending on the situation. These programs may target homeless and at-risk youth, students, families experiencing an emergency, people who are in crisis due to health, mental health or drug/alcohol issues; or other groups with urgent concerns. Many work closely with police and emergency health services as well as other organizations that provide crisis response assistance, and serve as an after-hours alternative to hospitalization or treatment in a residential setting.

See also: (PH-2360.2350)  
(RM-8200.5000)  
(RX-8470.8250-050)  
(RX-8470.8250-180)  
Drop In Centers (TC-1700)  
Homeless Drop In Centers (BH-1800.3500)

### Alcohol Dependency Support Groups (PN-8100.0500-070)

Mutual support groups whose members are individuals who abuse alcohol. The groups meet in-person, by telephone or via the Internet; provide emotional support, information and resources to help participants overcome their dependency; and may include faith-based and secular 12-step groups as well as non-12 step groups, and groups for anesthetists, pharmacists, psychologists, physicians or other health care professionals who are recovering from alcoholism.

See also: (PN-8100.0500-030)  
(PN-8100.0500-190)  
(PN-8100.0500-200)  
(RX-8450.8000-050)

### Assessment for Substance Abuse (RX-0400)

Programs that administer tests which substantiate an individual's use of drugs or alcohol, assess the risk factors for the person's involvement in substance abuse and/or determine whether the person has a clinical substance abuse disorder and

## Custom Related Concepts Report

**Standard Reports:** There are nine standard reports that are automatically generated by the system for each of the three locales whenever the website is updated. Included are six reports identified as "Taxonomy Reports" in outline, hierarchy, alphabetical and thesaurus formats, a related concepts report and two external systems reports, one organized by name, the other by code. All of these reports include only the terms and other data from the locale in which they have been run, but you have access to all of them regardless of the locale in which you are working. To see any of the standard reports, click on the link in the desired locale. The system will display the associated PDF file which you can download to your desktop if you wish to save

a copy. The standard reports are permanently on the server, so you don't have to worry about removing them. Simply click on the "back" button to close the display.

Outline: The outline report is a hierarchical display of all Taxonomy terms and codes in the database as of the date of last update. Its intent is to provide an "at-a-glance" view of the hierarchical structure and the contents of the Taxonomy. A screenshot from the report is below:

**AIRS/211 LA County Taxonomy of Human Services Outline Report**  
06-27-13

<b>B Basic Needs</b> <b>BD Food</b> BD-1500 Community Wide Food Storage Facilities BD-1800 Emergency Food BD-1800.1000 Brown Bag Food Programs BD-1800.1500 Commodity Supplemental Food Program BD-1800.1900 Food Lines BD-1800.2000 Food Pantries BD-1800.2000-620 Occasional Emergency Food Assistance BD-1800.2000-640 Ongoing Emergency Food Assistance BD-1800.2250 Food Vouchers BD-1800.8000 Sack Lunches/Dinners BD-1800.8200 Specialty Food Providers BD-1800.8200-150 Dehydrated Food BD-1800.8200-200 Food Supplements BD-1800.8200-250 Formula/Baby Food BD-1800.8200-255 Fresh Food BD-1800.8200-300 Gluten Free Food BD-1800.8200-320 Halal Food BD-1800.8200-380 Kosher Food	BD-2600.0300 Food Production Economics BD-2600.0300-030 Agricultural Financing BD-2600.0300-060 Agricultural Marketing Information BD-2600.0300-090 Agricultural Stabilization/Conservation BD-2600.0300-110 Aquaculture/Commercial Fishing Financing BD-2600.0300-115 Aquaculture/Commercial Fishing Information BD-2600.0300-130 Crop Disaster Financial Aid Programs BD-2600.0300-150 Crop Insurance BD-2600.0300-170 Dairy Indemnity Programs BD-2600.0300-200 Farmers Cooperative Purchasing/Marketing Programs BD-2600.0300-400 Livestock Indemnity Programs BD-2600.0500 Food Production Support Services BD-2600.0500-010 Agricultural Aviation Services BD-2600.0500-020 Agricultural Pest/Disease Control Assistance BD-2600.0500-040 Agricultural Pollution Prevention/Mitigation Assistance BD-2600.0500-052 Agricultural Soil Testing BD-2600.0500-060 Agricultural Waste Management BD-2600.0500-080 Agricultural Water Management BD-2600.0500-100 Animal Husbandry Programs BD-2600.0500-140 Aquaculture Support Services BD-2600.0500-160 Beekeeping Support Services
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**Standard Outline Report**

Hierarchy (Standard): The standard hierarchy report is patterned on the hierarchy section of the printed Taxonomy book which presents Taxonomy terms in code order with codes, terms, definitions and "see also" references. If you need to create a printed copy of the Taxonomy, you probably want to include both an outline of the Taxonomy and one of the two hierarchy reports. If you want a fancier report with outlines inserted for each of the sections, your best bet is a set of custom reports that you can assemble in the format you want. Below is a screenshot from the standard hierarchy report.

**AIRS/211 LA County Taxonomy of Human Services Hierarchy Report**  
06-27-13

<b>B Basic Needs</b> Programs that furnish survival level resources including food, housing, material goods, transportation and utilities for individuals with low or fixed incomes, people who are homeless, older adults and/or people with disabilities who are otherwise unable to adequately provide for themselves and their families. Also included are related services that are available to the community at large. <b>BD Food</b> Programs that seek to meet the basic nutritional needs of the community by providing access to food products. <i>See also: Disaster Related Food Services Volunteer Opportunities (PX-1900, 1540) Food Dispenser Units (TH-1700, 1600-400) Food Donation Programs (TH-1800, 2000) Food Production/Preparation/Delivery Volunteer Opportunities (PX-2400) Food Science Research (TR-0400, 2200) Hunger/Poverty Action Groups (TD-1600, 3200) Mobile Kitchen Units (TH-1700, 1600-530) Nutrition Related Public Assistance Programs (NL-6000) Portable Cooking/Serving Equipment (TH-1700, 1600-630)</i> <b>BD-1500 Community Wide Food Storage Facilities</b> Programs that provide access to community freezers, meat lockers or other storage	<b>BD-1800.2000 Food Pantries</b> Programs that acquire food products through donations, canned food drives, food bank programs or direct purchase and distribute the food to people who are in emergency situations. Some pantries deliver food to people whose disabilities or illnesses make it difficult for them to leave home. <i>See also: Food Banks/Food Distribution Warehouses (BD-2000) Food Cooperatives (BD-2400, 2500) Food Lines (BD-1800, 1900)</i> <b>BD-1800.2000-620 Occasional Emergency Food Assistance</b> Food pantries that provide a box or bag of groceries on a one-time only or other limited basis for people who are unable to provide food for themselves or their families. Included are programs that provide enough food for an entire balanced meal or series of meals and those that provide a supplemental supply of groceries. Some programs deliver food to people whose disabilities or illnesses make it difficult for them to leave home. <b>BD-1800.2000-640 Ongoing Emergency Food Assistance</b> Programs that provide an ongoing supply of groceries, usually once a month, for people whose income is not sufficient to meet their needs. Included are programs that provide enough food for an entire balanced meal or series of meals and those that provide a supplemental supply of groceries. Some programs deliver food to people whose disabilities or illnesses make it difficult for them to leave home.
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**Standard Hierarchy Report**

Hierarchy (Complete): The "complete" hierarchy report has the same format as the standard version but includes these additional fields: use references, external system terms, related concepts and bibliographic references. A screenshot is on the next page below.

# AIRS/211 LA County Taxonomy of Human Services Hierarchy Report

06-27-13

## B Basic Needs

Programs that furnish survival level resources including food, housing, material goods, transportation and utilities for individuals with low or fixed incomes, people who are homeless, older adults and/or people with disabilities who are otherwise unable to adequately provide for themselves and their families. Also included are related services that are available to the community at large.

*Used for:* Basic Subsistence

## BD Food

Programs that seek to meet the basic nutritional needs of the community by providing access to food products.

*See also:* Disaster Related Food Services Volunteer Opportunities (PX-1900.1540)  
Food Dispenser Units (TH-1700.1600-400)  
Food Donation Programs (TI-1800.2000)  
Food Production/Preparation/Delivery Volunteer Opportunities (PX-2400)  
Food Science Research (TR-0400.2200)  
Hunger/Poverty Action Groups (TD-1600.3200)  
Mobile Kitchen Units (TH-1700.1600-530)  
Nutrition Related Public Assistance Programs (NL-6000)  
Portable Cooking/Serving Equipment (TH-1700.1600-630)

*Used for:* Food Programs

*External terms:* Food (NPC )  
Food Programs (NTEE )  
Food/Meals (CAN )

## BD-1500 Community Wide Food Storage Facilities

Programs that provide access to community freezers, meat lockers or other storage facilities for individuals who do not have access to refrigerators, freezers or other private means of storage or who do not have enough space at home to store food purchased in bulk.

*Used for:* Communal Food Storage Facilities

*External terms:* Food (NPC )  
Food Programs (NTEE )  
Food/Meals (AIRS )  
Food/Meals (CAN )

*Related concepts:* Organization/Facility Type

## BD-1800 Emergency Food

Programs that provide a limited amount of food for individuals or families during times of personal crisis, or for people who have no food or cannot afford to purchase food at retail costs.

*See also:* Christmas Baskets (PH-2950.1500-120)  
Emergency Food Clearinghouses (BD-1850)  
Federal Agriculture and Natural Resources ESF

## BD-1800.1000 Brown Bag Food Programs

Programs offered by senior centers or other community organizations, generally outside the food pantry network, that pack shopping bags (or other containers) with a supply of nutritional donated and surplus food for distribution to low-income individuals or families, students or older adults to supplement their meals at home.

*External terms:* Food Distribution (NPC )  
Food/Meals (AIRS )  
Food/Meals (CAN )  
Free Food Distribution (Food Pantries) (UWASIS )

*Related concepts:* Older Adults

*Biblio Reference:* "About Us: What Do We Do?", San Francisco Food Bank website, <http://www.sffoodbank.org/About-Us/about-us/overview.html>

## BD-1800.1500 Commodity Supplemental Food Program

A federally funded program that works to improve the health of low-income pregnant and breastfeeding women, other new mothers up to one year postpartum, infants, children up to age six and elderly people age 60 and older who meet income eligibility requirements by supplementing their diets with nutritious USDA commodity foods. The program provides food and administrative funds to states to supplement the diets of these groups. Individuals cannot simultaneously benefit from the WIC program and the Commodity Supplemental Food Program.

*Used for:* CSFP  
Government Surplus Food Distribution Sites  
Surplus Commodity Distribution  
USDA Commodity Distribution

*External terms:* Commodity Distribution (UWASIS )  
Food Distribution (NPC )  
Food Programs (NTEE )  
Food/Meals (AIRS )  
Food/Meals (CAN )

*Related concepts:* Named Programs  
U.S. Services/Targets

*Biblio Reference:* "Legislative History: Food Distribution Programs", United States Department of Agriculture, Food and Nutrition Service, Food Distribution Division, [http://www.fns.usda.gov/fdd/about/fdd\\_history.pdf](http://www.fns.usda.gov/fdd/about/fdd_history.pdf)

## BD-1800.1900 Food Lines

Food programs that provide boxes or bags of food on a first come, first served basis for eligible people who line up, usually on a designated date at a specified time, to receive service.

*See also:* Food Pantries (BD-1800.2000)  
*External terms:* Food Banks & Pantries (NTEE )  
Food Distribution (NPC )

## Complete Hierarchy Report

**Alphabetical (Standard):** The standard alphabetical report mirrors the alphabetical display in the printed Taxonomy. It sorts all of the terms in the Taxonomy alphabetically by term name and for each term, includes the code, definition, "used for" references (a complete list of the synonyms for the term) and see also references. Individual use references (synonyms) are inserted in their correct alphabetical sequence with a note (USE: reference) indicating which preferred Taxonomy term to use. For example, *711 Services* is a "use" reference for *Telecommunication Relay Services*. The purpose of the use references is to provide alternative ways for people to access preferred terminology based on wording that may be more familiar to them. A screenshot of a page from the report is in two parts below.

1023 Forms  
USE: Tax Forms

1099 Forms  
USE: Tax Forms

12 Step Programs  
USE: Support Groups

2-1-1 Administrative Entities  
USE: 211 Administrative Entities

2-1-1 Collaborative Members  
USE: 211 Collaborative Members

2-1-1 Lead Agencies  
USE: 211 Lead Agencies

2-1-1 Systems  
USE: 211 Systems

2009 H1N1 Flu  
USE: 211 Systems

of all I&R services and programs within a community and, where relevant, beyond, constitutes the 211 system.

*See also:* 211 Administrative Entities (TD-1100.8600)  
*Used for:* 2-1-1 Systems

23 Hour Drug and Alcohol Abuse Beds  
USE: Substance Abuse Related Outpatient Observation Services

23 Hour Drug and Alcohol Abuse Observation Beds  
USE: Substance Abuse Related Outpatient Observation Services

23 Hour Emergency Room Observation Programs  
USE: Twenty Three Hour Medical Observation Programs

23 Hour Medical Observation Programs  
USE: Twenty Three Hour Medical Observation Programs

23 Hour Pediatric Observation Programs  
USE: Twenty Three Hour Medical Observation Programs

23 Hour Psychiatric Beds  
USE: Twenty Three Hour Psychiatric Observation Programs

## Standard Alphabetical Display – Part 1

**211 Administrative Entities (TD-1100.8600)**

Organizations that work at the state or regional level in cooperation with the Public Utilities Commission or other similar entity to review applications from local information and referral providers and collaboratives wanting to implement 211 and make a recommendation about those that should be approved. In many areas, the state or regional information and referral association is also the 211 administrative entity.

See also: 211 Systems (TJ-3000.8500)  
Information and Referral Associations (TN-3300)  
Used for: 2-1-1 Administrative Entities

**211 Collaborative Members (TJ-3000.8500-800)**

Information and referral providers that are involved in a relationship that may include a lead agency and other organizations that are providing seamless access to information and referral services for people who contact 211. Included may be specialized information and referral programs and organizations that provide a related service such as volunteer placement or crisis intervention.

Used for: 2-1-1 Collaborative Members

**211 Lead Agencies (TJ-3000.8500-850)**

Information and referral providers that have taken the lead in implementing 211 in their community, generally in collaboration with other organizations that provide some type of information and referral or a related service such as volunteer placement or crisis intervention. In most cases, the lead agency operates the call center to which 211 calls are routed and handles the inquiries directly or forwards appropriate calls to participating collaborative members via call transfer or a menu system that allows inquirers to select the organization they wish to contact.

Used for: 2-1-1 Lead Agencies

**211 Systems (TJ-3000.8500)**

A collaborative group of local comprehensive and specialized information and referral providers who have agreed to coordinate information and referral service delivery to provide seamless access to information about community resources via

**23 Hour Psychiatric Observation Beds**

USE: Twenty Three Hour Psychiatric Observation Programs

**23 Hour Substance Abuse Beds**

USE: Substance Abuse Related Outpatient Observation Services

**23 Hour Substance Abuse Observation Beds**

USE: Substance Abuse Related Outpatient Observation Services

**23 Hour Surgical Observation Programs**

USE: Twenty Three Hour Medical Observation Programs

**24 Hour Drug Store Services**

USE: Twenty Four Hour Pharmacies

**24 Hour Drug Stores**

USE: Twenty Four Hour Pharmacies

**24 Hour Emergency Rooms**

USE: Emergency Room Care

**24 Hour Pharmacies**

USE: Twenty Four Hour Pharmacies

**24 Hour Pharmacist Services**

USE: Twenty Four Hour Pharmacies

**24 Hour Pharmacy Services**

USE: Twenty Four Hour Pharmacies

**24 Hour Prescription Services**

USE: Twenty Four Hour Pharmacies

**Standard Alphabetical Display – Part 2**

**Alphabetical (Complete):** The complete alphabetical report is the same as the standard one with these additional fields: external system terms, related concepts and bibliographic references. Rather than show full screenshots, a couple of representative entries are provided below. The first includes see also references, used for references, external terms and related concepts while the second includes used for terms, external terms, related concepts and bibliographic references.

**911 Services (JR-6000)**

Programs that operate a telephone response service staffed by trained personnel who assess requests for emergency assistance and dispatch the appropriate emergency response agency (law enforcement, fire, paramedics/EMTs or ambulance services, the latter per a contract with the municipality).

See also: 911 Tapes (DF-7000.4590-550)  
Ambulance Services (LD-1500.0600)  
Community Planning and Public Works (TE)  
Crisis Intervention Hotlines (RP-1500.1400)  
Fire Control/Extinction (JR-1900.2000)  
Fire/Rescue Volunteer Opportunities (PX-1900.2200)  
Law Enforcement Agencies (FL)  
Law Enforcement Services (FN)  
Paramedic/EMT Services (LD-6500)

Used for: Ambulance Dispatch Services  
Fire Dispatch Services  
Law Enforcement Dispatch Services  
Paramedic Dispatch Services  
Police Dispatch Services

External terms: Disaster Preparedness & Relief Services (NTEE)  
Emergency Medical & Ambulance Services (NPC)  
Legal, Consumer and Public Safety Services (AIRS)  
Legal/Public Safety (CAN)

Related concepts: Emergency and Crisis Services

**AARP Tax Aide Programs (DT-8800.0100)**

Programs sponsored by the American Association of Retired Persons (AARP) and the Internal Revenue Service (IRS) that provide tax preparation assistance for persons age 60 and older, particularly those who are confined to their residences or retirement communities. The service, which is also known as Tax Counseling for the Elderly or TCE, is provided by volunteers trained by the IRS who travel to taxpayers' homes, if they are unable to come to a local site.

Used for: TCE Programs  
Tax Aide Programs  
Tax Counseling for the Elderly

External terms: Financial Counseling (NTEE)  
Financial Counseling (NPC)  
Income Support/Assistance (AIRS)  
Other Government/Economic Services (CAN)  
Tax Relief or Discount Assistance (UWASIS)  
Volunteer Training & Placement (NPC)

Related concepts: Financial Services/Benefits  
Named Programs  
Older Adults  
U.S. Services/Targets

Biblio Reference: "Taxpayer Assistance Programs", UncleFed's Tax Board, Complete Online Resource For Tax Relief, <http://www.unclefed.com/Tax-Help/txprasst.html>

**Sample Term # 1 from Complete Alphabetical Display****Sample Term #2 from Complete Alphabetical Display**

**Thesaurus:** The thesaurus formatted report is different from the other Taxonomy reports in that it was never a part of the printed Taxonomy. It was created when discussions were being held with 211/I&R programs in Canada about developing a Canadian version of the Taxonomy. At the time there was a standard classification system in use throughout Ontario which had a thesaurus format and people there were having a hard time visualizing the Taxonomy as something they could use structured as it was. Being able to see the Taxonomy in thesaurus format helped enormously in the acceptance process and the report has been retained ever since. A screenshot of the *AARP Tax Aide Programs* is below. The same term as the second example above was selected to facilitate comparison.

**AARP Tax Aide Programs (DT-8800.0100)**

SN: Programs sponsored by the American Association of Retired Persons (AARP) and the Internal Revenue Service (IRS) that provide tax preparation assistance for persons age 60 and older, particularly those who are confined to their residences or retirement communities. The service, which is also known as Tax Counseling for the Elderly or TCE, is provided by volunteers trained by the IRS who travel to taxpayers' homes, if they are unable to come to a local site.

UF: TCE Programs  
Tax Aide Programs  
Tax Counseling for the Elderly

BT: Tax Preparation Assistance

NT: AARP Tax Aide Program Coordination  
AARP Tax Aide Program Sites

**Sample Term #1 from Thesaurus Report**

Terms and use references are arranged alphabetically as in the standard alphabetical display above. Note that there are a number of fields in addition to the term name and code:

- SN stands for “scope note” and is the equivalent of our definition.
- UF stands for “used for” as in the Taxonomy.
- BT stands for “broader term” and shows the parent (higher level term) for a term.
- NT stands for “narrower term” and shows the children (subsets) for a term.

Below is a screenshot for the Taxonomy term *AIDS Drug Assistance Programs* which includes a different thesaurus feature: RT which stands for “related term” and is the equivalent for see also references in the Taxonomy. This term has no narrower terms (subsets).

**AIDS Drug Assistance Programs (LH-6700.6400-040)**

SN: Programs that provide FDA approved HIV-related prescription drugs to low-income people with HIV/AIDS who have limited or no prescription drug coverage. ADAPs may also purchase insurance and provide adherence monitoring and outreach under the program's flexibility policy. ADAPs are not entitlement programs. Annual federal appropriations and, where available, funding from other sources (which is highly variable and dependent on local decisions and resources), determine how many clients ADAPs can serve and the level of services they can provide. Each state administers its own ADAP, including the establishment of eligibility criteria, drug formularies, and other program elements. No minimum formulary or client income eligibility level is required under current law. There is wide variation in access to ADAPs and in the range of drugs offered across the country. The program is funded through Part B (formerly Title II) of the Title XXVI of the Public Health Service Act as amended by the Ryan White HIV/AIDS Treatment Modernization Act of 2006 (Ryan White Program), which provides grants to states and territories.

UF: ADAP Programs  
Part B Ryan White AIDS/HIV Drug Assistance Programs  
Part B Ryan White HIV/AIDS Drug Assistance Programs  
Ryan White ADAP Programs

BT: Prescription Drugs for Specific Health Conditions

RT: AIDS/HIV Clinics (LT-1750.0500)  
AIDS/HIV Control (JP-1500.1700-050)  
AIDS/HIV Prevention Counseling (LH-2700.0150)  
AIDS/HIV/STD Prevention Kits (LH-5000.0600)  
HIV Testing (LF-4900.2400)  
Health Insurance Premium Assistance (LH-5100.3000)  
Prescription Expense Assistance (LH-5100.6500)

**Sample Term #2 from Thesaurus Report**

The final screenshot shows a very small record but one that has all Thesaurus elements.

**Academic Records (DF-7000.0050)**

SN: Programs that maintain and, where appropriate, provide official copies of student academic records; or which evaluate the educational records of foreign students for educational equivalency.

UF: Educational Transcripts

BT: Records/Licenses/Permits

NT: Foreign Educational Records Evaluations  
GED Transcripts  
Inmate Correctional Education Records  
School Transcripts

RT: Academic Records Fee Payment Assistance (DF-7020.0200)  
Education (H)  
Pre-Employment Background Checks (ND-1600.6500)

**Sample Term #3 from Thesaurus Report**

Related Concepts Report: The related concept reports provide one of the best ways to see the related concepts and their relationship to the Taxonomy (the related concepts search being the other). The reports begins with a list of all of the related concepts titles and then go one by one through each of the

titles displaying associated Taxonomy terms which are listed in alphabetical order. If you want to see terms in code order, use the website Search function and re-sort the list. A snippet from the U.S. English related concepts report for Advocacy/Rights Protection is shown below.

**Terms Related To: Advocacy/Rights Protection**

Accessibility Related Standards/Legislation Compliance	DF-8000.0200
Advocacy	FP-0500
Advocacy/Ombudsman Volunteer Opportunities	PX-1850.4000-030
Animal Advocacy Volunteer Opportunities	PX-0500.0100
Animal Rights Groups	TD-1600.0500
Arms Control Advocacy Programs	TL-3800.0500
Arts/Humanities Councils	TD-1400.0400
Bail Reform Groups	TD-1600.1530-060
Benefits Assistance	FT-1000
COBRA Regulation	DF-8000.4500-160
Child Advocacy Centers	FT-3000.1450
Children's Rights Groups	TD-1600.3100-140
Civil Justice System Reform Groups	TD-1600.1530-100
Club Membership Discrimination Assistance	FT-1800.1500
Community Action/Social Advocacy Groups	TD-1600
Community Engagement Program Development	TP-5900.6500-100
Community Organizing Assistance	TP-5900.6500-150
Constitutional/Civil Rights Groups	TD-1600.3100-160
Consumer Action Groups	TD-1600.1500
Correctional Ombudsman Programs	FF-3300.1550
Correctional System Reform Groups	TD-1600.1530-120
Court Watching	FP-2150
Credit Denial Assistance	DM-1500.1550
Criminal Justice/Legal System Reform Groups	TD-1600.1530
Criminal Offender Rights Groups	TD-1600.1530-140
Cultural Heritage Groups	TD-1600.1550
Customer Service Discrimination Assistance	FT-1800.1600
Death Penalty Opponent Groups	TD-1600.1530-180
Death Penalty Proponent Groups	TD-1600.1530-200

**Related Concepts Report – Advocacy/Rights Protection**

External Systems Report: The external systems reports are organized by external system beginning with the AIRS Problems/Needs List, and within external system, hierarchically by external system code or alphabetically by external system term name. Associated Taxonomy terms and codes are listed with each external system term. Click on the external system report name to display the list. A screenshot from the report organized by external system term name is below.

**AIRS/211 LA County Taxonomy of Human Services External Terms By Name Report**

08-13-13

**AIRS Problems/Needs List**

**Arts, Culture and Recreation (AR-100)**

- Academic Competitions (PL-1600.0200)
- Academic Writing Instruction (PL-7400.6500-030)
- Acrobatics Performances (TA-1850.0500)
- Acting Instruction (PL-7400.0300)
- Adapted Sports/Games (PL-7000.3150-050)
- Adaptive Driver Training (PL-7400.1900-050)
- Adventure Racing (PL-7000.0100)
- Aerial Tramways (PL-7600.0500)
- Aerobics (PL-6500.0500)
- Afghan Restaurants (PL-1800.0200)
- African Restaurants (PL-1800.0250)
- African Violet Societies (PS-8200.3000-050)
- After Hours Clubs (PL-6000.0500)
- Afternoon Tea Restaurants (PL-1800.1050-050)
- Agility Dog Competitions (PL-1600.0500-050)
- Agricultural Museums (TA-5500.0300)
- Aikido (PL-7000.8800-050)
- Air Shows (PL-7700.0200)
- Airboat Tours (PL-7600.6900-050)
- Airsoft (PL-7000.7450-050)
- Alaskan Cuisine (PL-1800.0500-040)
- All Suite Hotels (PL-4500.3000-050)
- Alpine Skiing (PL-7000.7900-050)
- Alternative Places of Worship (PV-6500.0030)
- Amateur Radio Clubs (PS-8200.0400)
- American Restaurants (PL-1800.0500)

- Ballet Performances (TA-1700.1000)
- Balloon Sculpting Clubs (PS-8200.0650-020)
- Balloon Sculpting Instruction (PL-7400.0500-020)
- Ballooning (PL-7000.0700)
- Ballroom Dancing Instruction (PL-7400.1700-100)
- Band Concerts (TA-5750.0500)
- Band Shells (TA-8800.1000)
- Band/Orchestra Groups (PS-8200.5000-090)
- Barbecue Restaurants (PL-1800.1000)
- Barbershop Singing Groups (PS-8200.5000-120)
- Bars/Taprooms (PL-8000.1500-070)
- Baseball (PL-7000.8900-080)
- Baseball Equipment (PL-7200.8900-055)
- Baseball Fields (PL-6400.7000-060.10)
- Baseball Stadiums (PL-6400.8000-080)
- Basic Automobile Care Classes (PL-7400.1750-100)
- Basket Weaving Clubs (PS-8200.0550-040)
- Basket Weaving Instruction (PL-7400.0500-040)
- Basketball (PL-7000.8900-100)
- Basketball Arenas (PL-6400.9000-100)
- Basketball Courts (PL-6400.7000-050.13)
- Basketball Equipment (PL-7200.8900-060)
- Basque Restaurants (PL-1800.1100)
- Batik/Tie Dye Clubs (PS-8200.0550-080)
- Batik/Tie Dye Instruction (PL-7400.0500-080)
- Baton Twirling (PL-7000.0850)
- Beach Clubs (PL-6400.8750-100)

A couple of snippets extracted from the alphabetical NTEE and UWASIS sections of the crosswalk report are shown on the next page below. Both are examples of reports that are sorted by name. A more extensive sample from the AIRS list than what is above is not included. With only 16 categories, the list

of associated Taxonomy terms for each AIRS and Canadian problem/need code is very long, so even a fairly lengthy snippet would not include more than one AIRS or Canadian system code, which would not be very informative. For more detailed information, look at the full reports on the website.

## National Taxonomy of Exempt Entities

### AIDS (G81)

AIDS (YF-3000.0270-050)  
 AIDS Drug Assistance Programs (LH-6700.6400-040)  
 HIV Infections (YF-3000.0270-300)  
 Maternal HIV Infections (YF-3000.0270-500)  
 Pediatric AIDS (YF-3000.0270-650)  
 Voluntary Health Organizations (TD-1200.6600-900)

### AIDS Research (H81)

AIDS (YF-3000.0270-050)  
 Pediatric AIDS (YF-3000.0270-650)

### Addictive Disorders (F50)

Debt/Overspending Support Groups (PN-8100.0500-150)  
 Gambling Support Groups (PN-8100.0500-250)  
 Hoarding Support Groups (PN-8100.0500-300)  
 Internet Addiction Support Groups (PN-8100.0500-330)  
 Overspender Counseling (RP-1400.8000-630)  
 Sexual/Love Addiction Support Groups (PN-8100.0500-800)  
 Weight Related Support Groups (PN-8100.0500-900)  
 Workaholics Support Groups (PN-8100.0500-940)

### Administration of Justice (I50)

Adoption Courts (FC-8200.8100-050)  
 Adoption Petition Filing Offices (FJ-1600.0300)  
 Bail Bonds (FJ-1000)  
 Bankruptcy Courts (FC-2000.1000)  
 Bankruptcy Filing Offices (FJ-1600.1000)  
 Business Courts (FC-8200.8100-100)  
 Child Custody/Visitation Petition Filing Offices (FJ-1600.1500)  
 Child Support Petition Filing Offices (FJ-1600.1550)  
 City Attorney (FJ-6700.1500)  
 Civil State Trial Courts (FC-8200.1500)  
 Community Courts (FC-8200.8100-140)  
 Complaint Issuance (FJ-1500)  
 County Counsel (FJ-6700.1550)  
 Court Filing Offices (FJ-1600)  
 Court Orientation of Offenders (FJ-1650)  
 Court Security (FJ-1700)  
 Courts (FC)  
 Criminal Fine Collection Offices (FJ-1715.1500)  
 Criminal Record Expungement Petition Filing Offices (FJ-1600.1650)  
 Criminal State Trial Courts (FC-8200.1550)  
 Criminal and Civil Fine Collection Offices (FJ-1715)  
 Dependency Courts (FC-8200.3500-180)  
 District Attorney (FJ-6700.1800)  
 Divorce Petition Filing Offices (FJ-1600.1800)  
 Divorce/Custody Investigation (FJ-1750)  
 Drug Courts (FC-8200.8100-170)  
 Expert Witnesses (FJ-1800)  
 Family Law Courts (FC-8200.8100-200)  
 Federal Court of Appeals (FC-2000.1950)  
 Federal Court of Claims (FC-2000.2000)  
 Federal Court of Military Appeals (FC-2000.2050)  
 Federal Courts (FC-2000)  
 Federal Customs Court (FC-2000.2130)  
 Federal Customs and Patent Appeals Court (FC-2000.2100)  
 Federal District Courts (FC-2000.2150)  
 Federal Tax Court (FC-2000.2200)  
 Foreclosure Filing Offices (FJ-1600.2000)  
 Fugitive Safe Surrender Programs (FJ-2000)  
 Grand Jury (FJ-2500)  
 Guardianship/Conservatorship Court Investigation (FJ-2650)  
 Gun Courts (FC-8200.8100-250)  
 Homeless Courts (FC-8200.8100-270)  
 Housing Courts (FC-8200.8100-300)  
 Immigration Courts (FT-3500.3000)  
 Judicial Services (FJ)  
 Jury Selection (FJ-3500)  
 Juvenile Courts (FC-8200.3500)

## UWASIS

### Administrative Services Provision (8.2.02.14)

Outsourcing/Contracted Services (TO-6800)

### Adoption (7.1.02.01)

Adoption Counseling and Support (PH-0300.0300)  
 Adoption Evaluation/Placement (PH-0300.0350)  
 Adoption Expense Assistance (PH-0300.0375)  
 Adoption Information (PH-0300.0400)  
 Adoption Information Release Forms (PH-0300.0450)  
 Adoption Services (PH-0300)  
 Adoptive Home Studies (PH-0300.0500)  
 Adoptive Parent/Child Search (PH-0300.0600)  
 Cooperative Adoption (PH-0300.8100-150)  
 Court Appointed Confidential Intermediaries (PH-0300.1500)  
 Designated Adoption (PH-0300.8100-200)  
 International Adoption (PH-0300.8100-350)  
 Kinship Adoption (PH-0300.8100-400)  
 Open Adoption (PH-0300.8100-600)  
 Postadoption Counseling and Support (PH-0300.0300-650)  
 Preadoption Counseling and Support (PH-0300.0300-680)  
 Preadoptive Foster Care (PH-0300.6500)  
 Relinquishment for Adoption Assistance and Support (PH-0300.7000)  
 Special Needs Adoption (PH-0300.8100-800)  
 Specialized Adoption Programs (PH-0300.8100)  
 Transracial/Transcultural Adoption (PH-0300.8100-850)

### Adult-Child Surrogate Relationships (7.1.04.06)

Adult/Child Mentoring Programs (PH-1400.5000-100)

### Adult Basic Education (4.2.02.02)

Adult Basic Education (HH-0500.0500)

### Adult Education (4.2.02.01)

Adult Education (HH-0500)  
 Community Adult Schools (HD-6000.1400)  
 Continuing Education (HH-0500.1600)  
 English as a Second Language (HH-0500.8000-150)  
 Extension Education (HH-0500.1850)  
 French as a Second Language (HH-0500.8000-200)  
 Lifelong Learning Programs (HH-0500.1600-450)  
 Plain Language Writing Instruction (PL-7400.9500-640)  
 Professional Continuing Education (HH-0500.1600-650)  
 Second Language Programs (HH-0500.8000)  
 Spanish as a Second Language (HH-0500.8000-800)  
 TEFL Teacher Training Certification Courses (HH-0500.8500)  
 Vocational French as a Second Language (HH-0500.8000-930)

### Advocacy for Animal Protection and Welfare (5.3.13.02)

Administrative Advocacy (FP-0500.0100)  
 Advocacy (FP-0500)  
 Animal Rights Groups (TD-1600.0500)  
 Issue Advocacy (FP-0500.3500)  
 Judicial Advocacy (FP-0500.3900)  
 Legislative Advocacy (FP-0500.4500)

### Advocacy for Child Protection (6.4.14.04)

Administrative Advocacy (FP-0500.0100)  
 Advocacy (FP-0500)  
 Children's Rights Groups (TD-1600.3100-140)  
 Issue Advocacy (FP-0500.3500)  
 Judicial Advocacy (FP-0500.3900)  
 Legislative Advocacy (FP-0500.4500)  
 System Advocacy (FP-0500.8000)

### Advocacy for Consumer Protection and Safety (6.4.14.03)

Administrative Advocacy (FP-0500.0100)  
 Advocacy (FP-0500)  
 Consumer Action Groups (TD-1600.1500)  
 Issue Advocacy (FP-0500.3500)  
 Judicial Advocacy (FP-0500.3900)  
 Legislative Advocacy (FP-0500.4500)  
 Privacy Rights Groups (TD-1600.6700)  
 System Advocacy (FP-0500.8000)

## DOWNLOAD

This function allows you to download the Taxonomy in an XML format that you can use to load the Taxonomy into your software initially and to keep your copy of the Taxonomy updated as it changes and grows. There are two options: you can access the most current version of the Taxonomy by downloading one of the files listed under “Current”; or if you need version control for any reason, you can choose one of the XML files in the archive. Information about each of these options is provided below as are download instructions for any of the current or archived files. You can also generate and download an XML file for any of the filtered versions of the Taxonomy on the system including those you have developed and kept as private. A screenshot of the Download page is below followed by general information about XML files and “old codes”. At the end of the section are suggestions for managing the update process.

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<a href="#">Home</a>	<a href="#">Search</a>	<a href="#">Print</a>	<a href="#">Download</a>	<a href="#">Recent Changes</a>	<a href="#">Filters</a>	<a href="#">Subscriptions</a>	<a href="#">Resources</a>	<a href="#">Help</a>
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[Home](#) » [Download the Taxonomy](#)

This function allows you to download the Taxonomy in an XML format that you can use to load the Taxonomy into your software initially and to keep your copy of the Taxonomy updated over time. There are two options: you can access the most current version of the Taxonomy by downloading one of the XML files listed under “Current”; or if you need version control for any reason, you can choose one of the files in the archive. You can also download an XML version of any of the filters on the system.

**Current**

- [Download the complete US English Taxonomy as XML](#)
- [Download the complete Canadian English Taxonomy as XML](#)
- [Download the complete Canadian French Taxonomy as XML](#)

**Archive (includes all versions)**

- [2013 Archive](#)
- [2012 Archive](#)
- [2011 Archive](#)
- [2010 Archive](#)
- [2009 Archive](#)
- [2008 Archive](#)
- [2007 Archive](#)

**Download Instructions**

To download a file, right click on the link then click on Save Target As... (or Save Link As... for Firefox), choose the destination, and click OK. If you simply click the link, it will display information in the browser. If you would like additional help with Downloads, please visit [the Help page](#).

If you do not know how to import the downloaded update, contact your software vendor for further instructions. For more information about the Taxonomy XML format, click on the following:

- [taxonomy.xsd: Taxonomy XML Schema](#)
- [XML Schema Documentation](#)
- [Explanation of the XML format](#)
- [Taxonomy XML snippet](#)

**Filtered Versions of the Taxonomy**

The system allows you to create and download an XML version of any of the official and community filters on the system as well as any of the private filters your organization has developed. The filter XML is identical to the regular XML file except that it includes only terms that are in the selected filter.

To download a filter XML, click on [custom xml page](#), choose a locale, mark the filter you want to select and click on OK. Follow the download instructions above to save the filter to you computer. Be sure to remove the file from the server when you are through.

### Download Page Screenshot

## About XML Files

The XML files are extract files that include all Taxonomy terms as currently structured and separate Taxonomy elements (code, term, definition, facet, comments, bibliographic references, use references, see also references, related concepts, and external systems terms). A sample from an XML download file run September 12, 2013 is below. It includes data for two terms: *Basic Needs* (B) and *Food* (BD).

```

- <taxonomy name="Taxonomy of Human Services" releaseDate="2013-09-12T20:43:19Z" country="us" language="eng"
xsi:schemaLocation="http://www.211taxonomy.org/resources/xml_schema/taxonomy.xsd taxonomy.xsd">
- <record code="B">
  <name>Basic Needs</name>
- <definition>
  Programs that furnish survival level resources including food, housing, material goods, transportation and utilities for individuals with low or fixed incomes, people who
  are homeless, older adults and/or people with disabilities who are otherwise unable to adequately provide for themselves and their families. Also included are related
  services that are available to the community at large.
</definition>
<facet>Service</facet>
<comments/>
<bibliographicReference/>
<createdDate>1992-03-10</createdDate>
<lastModifiedDate>2010-03-11</lastModifiedDate>
<useReference>Basic Subsistence</useReference>
  <name>Food</name>
- <definition>
  Programs that seek to meet the basic nutritional needs of the community by providing access to food products.
</definition>
<facet>Service</facet>
<comments/>
<bibliographicReference/>
<createdDate>1992-03-10</createdDate>
<lastModifiedDate>2011-01-11</lastModifiedDate>
<seeAlso>NL-6000</seeAlso>
<seeAlso>PX-2400</seeAlso>
<seeAlso>TD-1600.3200</seeAlso>
<useReference>Food Programs</useReference>
- <externalTerm>
  <system>NTEE</system>
  <externalCode>K30</externalCode>
  <name>Food Programs</name>
</externalTerm>
- <externalTerm>
  <system>NPC</system>
  <externalCode>K03</externalCode>
  <name>Food</name>
</externalTerm>
- <externalTerm>
  <system>AIRS</system>
  <externalCode>FO-200</externalCode>
  <name>Food/Meals</name>
</externalTerm>
- <externalTerm>
  <system>CAN</system>
  <externalCode>FO-200</externalCode>
  <name>Food/Meals</name>
</externalTerm>

```

### XML Sample for *Basic Needs (B)* and *Food (BD)* – U.S. English Locale

## Old Codes

The XML file also includes another important piece of information not mentioned in the general description above: a list of codes that were used in the system prior to a term's being moved, merged with or split to the current code. When a Taxonomy term is moved to a different place in the hierarchy, it receives a new code to mark its new position, but its old code is also assigned to the record to create a history of its previous location(s). Likewise, when a term is deleted, the system requires one or more replacement terms and the code for the deleted term becomes an old code in each of the suggested replacement term records. When Taxonomy codes were expanded to their current format, a process that was handled as a system-wide global change, all codes in the old format were added as old codes. When BD-180 became BD-1800, for example, BD-180 was included as an old code in the BD-1800 record. This was done to help the I&R software vendors make the transition to the new coding structure. Specification of old codes for a term is managed by the system based on editing actions and cannot be changed by the Taxonomy editor. Previously used codes cannot be reused, a rule that is now enforced by the system.

Old codes, where they exist, appear at the bottom of the XML record. The two terms shown as examples in the XML file snippet above have no old codes because the terms have never been moved and no deleted terms have referenced them as replacement candidates. The screenshot below is taken from the XML

record for *Utility Disconnection Protection* which has four old codes: BH-890.800 (old format) and BH-8900.8000 (new format for that code), BR-900.800 and BV-8900.8000. The term has been moved three times. It was originally in a BR section that no longer exists, was changed to BH-890.800 and lived there long enough to be changed by the system to BH-8900.8000 when the coding structure was expanded. It had one more stop (BV-8900.8000) before moving to its current location (BV-8900.9220.)

<oldCode>BH-890.800</oldCode>  
<oldCode>BH-8900.8000</oldCode>  
<oldCode>BR-900.800</oldCode>  
<oldCode>BV-8900.8000</oldCode>

### **Old Codes for *Utility Disconnection Protection***

The old codes are used by software systems during the update process to pinpoint changes that need to be made in the I&R database in situations where a term carrying one of the deleted or changed codes has been used as an index term. If any of the old codes for the above term were found in a subscriber's resource database, the system would be able to identify "BV-8900.9220" as the current term and make a correct replacement in the database as part of the update process. Code changes and one-to-one deletions can be made by the system without subscriber involvement. Terms that have been deleted and have more than one possible replacement, however, require some type of process that allows the subscriber to choose replacement terms, record by record. The process can be automated (usually an interactive session in which the system presents records indexed using the deleted term and asks the specialist to select a replacement option from a list displayed by the system); or manual where the specialist uses a printed list of "exceptions" generated by the computer to identify records that need modification and make the changes. This method for tracking code changes and deletions replaces the clunky History Files in ASCII format that were an artifact of the old PRISM system, the Taxonomy's earliest electronic home.

### **Current Taxonomy in XML Format**

Each time the Taxonomy website is updated by the Taxonomy editor, the system creates new XML files for each of the three locales and make them available on this page (see below). Depending on where you are located, you will want to choose either the U.S. English or the Canadian English version of the XML file. A French Canadian version is also available. Systems in Canada with resources in both English and French will use both of the Canadian files. See the Download Instructions on page 45 below for specific steps.

#### **Current**

- [Download the complete US English Taxonomy as XML](#)
- [Download the complete Canadian English Taxonomy as XML](#)
- [Download the complete Canadian French Taxonomy as XML](#)

### **Taxonomy Archive**

Older versions of the Taxonomy XML files have been archived to enable organizations that are part of a statewide or province-wide collaborative (or are otherwise sharing their data) to standardize around the same version of the Taxonomy prior to contributing their updated records to the combined file. On the first of each month, a snapshot is taken of the most recent "current" XML files and archived under the previous month's name. On August 1<sup>st</sup>, for example, the current XML files are copied and archived as the July archive for that year. Below is a screenshot of the 2013 Archive.

#### **Archive (includes all versions)**

- [2013 Archive](#)
- [2012 Archive](#)
- [2011 Archive](#)
- [2010 Archive](#)
- [2009 Archive](#)
- [2008 Archive](#)
- [2007 Archive](#)

## Download Instructions

To download one of the current or archived Taxonomy XML files, right click on the link then click on Save Target As... (or Save Link As... for Firefox), choose the destination, and click OK. If you simply click the link, the system will display the information in your browser.

If you are unsure about which file you need to download, or you don't know where to put the file or how to import the downloaded update, contact your software vendor for further instructions. For more information about the Taxonomy XML format, click on the following:

- [taxonomy.xsd](#): Taxonomy XML Schema
- [XML Schema Documentation](#)
- [Explanation of the XML format](#)
- [Taxonomy XML snippet](#)

## Filtered Versions of the Taxonomy

The system also allows you to create and download an XML version of any of the official and community filters on the system as well as any of the private filters your organization has developed. (For more information on Filters, refer to the Filters section of this document). The filter XML is identical to the regular XML file except that it includes only terms that are in the selected filter.

To download a filter XML, click on [custom xml page](#), choose a locale, mark the filter you want to select and click on "OK". Follow the download instructions above to save the filter to you computer. Be sure to remove the file from the server when you are through. Below is a screenshot of the custom XML selection page followed by the message you see while the file is generating. Ask your software vendor if there are utilities that you can use to update the active/inactive flags in your system using data in the XML file or ways to use the filter to structure the contents of a directory or resources on your website focus page or portal.

Home Search Print Download Recent Changes Filters Subscriptions Resources Help

Home » Download the Taxonomy » Generate Custom XML

Locale \*

- US English
- Canadian English
- Canadian French

Filter

- None
- 211 LA COUNTY (community)
- 2-1-1 Orange County (community)
- 211 Ventura County filter (community)
- 311 Halton Services (community)
- Florida 2-1-1 Network/Florida BrAIVe Foundation Funded Services for Veterans (community)
- IN211 (community)
- InformAlberta Taxonomy Outline (community)
- TN Statewide Filter (community)
- WIN211 Data Managers (community)
- Aging and Disability Starter Set (official)
- Aging and Disability Starter Set for Small Communities (official)
- Canadian Municipal Services (official)
- Disaster Services Starter Set (official)
- Homeless Services Starter Set (official)
- Information and Referral Program Starter Set (official)
- Copy of: Aging and Disability Starter Set (private)

OK Cancel

Custom XML File Selection Form

## Generating Custom XML File

Depending on the type of file, it can take up to 10 minutes to generate. When the file is ready, this page will reload with a link to download the report.



NOTE: You can download the file at any time, once it is complete, by clicking the Download tab.

### Custom XML File Download Message

## Managing the Update Process

The need for you to become involved with the download process will depend on how your software vendor has configured the Taxonomy. If your vendor hosts your database, s/he will manage Taxonomy updates for all users centrally and will notify you when the copy of the Taxonomy available on the system has been updated. The steps you need to take to update your database will vary by vendor. Instructions are generally provided when the system is installed. If you have a stand-alone system, you will be free to make a decision about your update schedule, but you will have to manage the process yourself (or have your tech support staff do it for you, if you have them).

So, what do you need to do to keep up with the changes? Here are the basic steps in brief<sup>5</sup>:

- ✓ Develop a timetable and a process for doing your updates.
- ✓ Understand the impact that different types of changes will have on your database when you perform an update.
- ✓ Understand and become proficient in using the updating tools that are available to you on the Taxonomy website and in your software.
- ✓ Have a plan for managing local modifications.
- ✓ Automate your customization using the filter function.

There are a number of things you need to consider when developing a Taxonomy updating plan. Here are some of them.

1. How often do you want to update? Whenever the Taxonomy website is updated? Quarterly? Every six months? Annually? There are tradeoffs. The more frequently you update, the fewer changes you need to manage each time. But you have to find time to integrate the update process into your daily work schedule, so less frequently may be the better option. The ease with which you can incorporate changes in your system will depend heavily on the user-friendliness of the utilities your software provider has made available to you. This may also affect your scheduling decision.
2. Are you part of a shared database collaborative or do you have other partners with whom your update process needs to be coordinated? If so, you need to agree on an update schedule and choose the same version of the Taxonomy XML file to download. Remember that you need to plan time to update your shared customization of the Taxonomy so you stay on the same page with your partners as you make new indexing decisions. You also need time to re-index affected records, where necessary, before combining your data.
3. Who needs to be involved in the update process at your agency? Will technical staff manage the download and run the utility or can resource staff do it? This may affect your schedule. Or does your software vendor manage the Taxonomy update process?
4. What does the update process involve? There are a number of steps:
  - ✓ Go to the Recent Changes page on the website (see the next section below for details) and review the changes that have occurred since your last update. Every update will be different

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<sup>5</sup> Excerpted from "How to Keep Your Taxonomy Updated", a copy of which is in the website Library. For more details, refer the entire article.

depending on the terms you have already used in your database and the number of new terms you may need to begin using. If you are maintaining your customization via the website's filter function, the system will help you pinpoint relevant new terms that you need to consider. Tip: Think about integrating key additions and changes manually between major updates if your system permits. This allows you to get on with your indexing tasks while you are working with particular records and will save you time when you do your next comprehensive update.

- ✓ Are there training implications for resource staff? If you spotted a definition change that will necessitate re-indexing a set of records, for example, that information needs to be shared if others are involved in maintenance activities. Or if a new term that you needed is now available, indexers need to know that. If you have tools that guide specific indexing decisions, you may need to make revisions. It is important to take whatever steps you can to assure ongoing consistency in indexing practices.
- ✓ Go to the Download page on the website and retrieve the appropriate update file. Save the file to the location specified by your vendor.
- ✓ Use the utility provided in your software to run the update. If terms you have used have been deleted and there are multiple replacements, use the process provided in your software to select the most appropriate replacement for each affected record.
- ✓ Update your customization of the Taxonomy and print copies of the updated outline (or whatever other reference tool you may have) for use by resource staff. You may want to take advantage of the Filters function to maintain your customization on the website – with help from the system! And don't forget the custom print function that allows you to print the terms in your filter in a variety of formats. See the section on filters below for more information.
- ✓ Are there training implications for I&R specialists or other users? If key records have been affected, make sure to share crucial Taxonomy term name changes or other indexing modifications before they are encountered in the process of handling an inquiry and people become confused.

For more details on Taxonomy maintenance, refer to "How to Keep Your Taxonomy Updated", a copy of which is in the website Library in the section on Learning to Use the Taxonomy:  
<http://www.211taxonomy.org/resources/library>.

## RECENT CHANGES

The Recent Changes page allows you to see significant modifications in the Taxonomy's structure and contents that have occurred over time. Listings include codes, term names, a description, type of change (new terms, changes, code changes and deletions) and the date the revision was made. The Recent Changes field is shared by both U.S. and Canadian locales, so descriptions reference additions/changes relevant in both countries. Those pertaining to only one country are so noted. In order to avoid overwhelming users with unnecessary detail, typo corrections and other minimal changes are not included. The default view (sorted by name) is shown in the screenshot below. The first two entries are for *211 Administrative Entities* which was added on September 29, 2004 and then changed on April 10, 2006 to add "2-1-1 Administrative Entities" as a use reference. There have been no other changes to the record since that time.

Print Change list: [Changes by Date](#) [Changes by Code](#) [Changes by Type](#)

Show changes between:  and  MM/DD/YY

There are 10328 changes meeting the criteria. To re-sort the list by a different column, click on the column's heading.

Code	Name 	Description	Change Type	Change Date
TD-110.860	<a href="#">211 Administrative Entities</a>	Organizations that work at the state/provincial or regional level in cooperation with the Public Utilities Commission or other similar entity to review applications from local information and referral providers and collaboratives wanting to implement 211 and make a recommendation about those that should be approved. In many areas, the state/provincial or regional information and referral association is also the 211 administrative entity. See also 211 Systems (TJ-300.850), Information and Referral Associations (TN-330).	NEW	09/29/04
TD-110.860	<a href="#">211 Administrative Entities</a>	Add "2-1-1 Administrative Entities" as a use reference.	CHANGE	04/10/06
TJ-300.850-80	<a href="#">211 Collaborative Members</a>	Information and referral providers that are involved in a relationship that may include a lead agency and other organizations that are providing seamless access to information and referral services for people who contact 211. Included may be specialized information and referral programs and organizations that provide a related service such as volunteer placement or telephone crisis intervention.	NEW	09/29/04
TJ-300.850-80	<a href="#">211 Collaborative Members</a>	Add "2-1-1 Collaborative Members" as a use reference.	CHANGE	11/28/05
TJ-300.850-85	<a href="#">211 Lead Agencies</a>	Information and referral providers that have taken the lead in implementing 211 in their community, generally in collaboration with other organizations that provide some type of information and referral or a related service such as volunteer placement or telephone crisis intervention. In most cases, the lead agency operates the call center to which 211 calls are routed and handles the inquiries directly or forwards appropriate calls to participating collaborative members via call transfer or a menu system that allows inquirers to select the organization they wish to contact.	NEW	09/29/04

### Recent Changes – Default View: Sorted by Name

You can sort the listings by code, term name, type of change or date by clicking on the appropriate column heading; and then review a description of what has occurred. The black arrow next to the column name indicates which view is being displayed. The screenshot below shows the list re-sorted by date beginning with the most recent (August 13, 2013). Click twice to see the most recent listings first. If you check the Recent Changes regularly, this is probably the most useful view.

There are 10328 changes meeting the criteria. To re-sort the list by a different column, click on the column's heading.

Code	Name	Description	Change Type	Change Date 
PX-2300.5000	<a href="#">Mentoring Services Volunteer Opportunities</a>	Change the ID# to PX-2300.1700-500. NOTE: The service terms for mentoring programs are under Companionship in the PH section. The structure for the corresponding volunteer opportunities needs to be the same.	CODE CHANGE	08/13/13
YX-0300.1100	<a href="#">Battered Men</a>	Change "Abused Men", YX-0300.0150. = Abused Boyfriends = Abused Husbands = Assaulted Men = Battered Men	CODE CHANGE	08/12/13
YJ-2350.1500	<a href="#">Children of Battered Women/Men</a>	Change to "Children of Abused Women/Men", YJ-2075.1500. = Children of Assaulted Women/Men = Children of Battered Women/Men	CODE CHANGE	08/12/13
TB-1100.8000	<a href="#">Shredding Services</a>	Businesses that destroy sensitive documents at the request of organizations to ensure that client, employee and confidential business information is kept secure; and for private individuals who want to safely dispose of bills, tax documents, credit card and bank account statements, and other items that could be used by thieves to commit fraud or identity theft. Shredding services may be provided onsite using mobile shredding trucks or at off-site shredding facilities; and typically handle office paper, staples, paper clips, books and binders, but with increasing security concerns customers can also request shredding of CDs, DVDs, hard drives, credit cards, reel tapes, cassette tapes and other, more durable materials. See also Shredders (BM-6000.8000). = Document Shredding Services = Paper Shredding Services	NEW	08/12/13
PX-3000.0300	<a href="#">Alternative Medicine Practitioner Volunteer Opportunities</a>	Organizations that are actively seeking acupuncturists, holistic health care practitioners, homeopathy practitioners, massage therapists, naturopathy practitioners and other individuals who offer health care and treatment procedures that fall outside the mainstream of conventional medical practice and are willing to contribute their services on a voluntary basis without remuneration. See also Alternative Medicine (LT-0500), Alternative Medicine Associations (TN-5000.0100), Alternative Medicine Information (LH-2700.2850-050), Alternative Medicine Referrals (LH-2600.0300), Medical Care Volunteer Opportunities (PX-3000.5000). = Acupuncture Practitioner Volunteer Opportunities = Acupuncturist Volunteer Opportunities = Ayurvedic Practitioner Volunteer Opportunities =	NEW	08/12/13

### Recent Changes – Re-sorted by Change Date, Most Recent First

You can limit the list of changes you see by providing a date range. Enter the dates in the requested format (MM/DD/YY) and click on Refresh.

Show changes between:  and  MM/DD/YY

There are 10328 changes meeting the criteria. To re-sort the list by a different column, click on the column's heading.

Code	Name	Description	Change Type	Change Date
PX-2300.5000	<a href="#">Mentoring Services Volunteer Opportunities</a>	Change the ID# to PX-2300.1700-500. NOTE: The service terms for mentoring programs are under Companionship in the PH section. The structure for the corresponding volunteer opportunities needs to be the same.	CODE CHANGE	08/13/13
YX-0300.1100	<a href="#">Battered Men</a>	Change "Abused Men", YX-0300.0150. = Abused Boyfriends = Abused Husbands = Assaulted Men = Battered Men	CODE CHANGE	08/12/13
YJ-2350.1500	<a href="#">Children of Battered Women/Men</a>	Change to "Children of Abused Women/Men", YJ-2075.1500. = Children of Assaulted Women/Men = Children of Battered Women/Men	CODE CHANGE	08/12/13
TB-1100.8000	<a href="#">Shredding Services</a>	Businesses that destroy sensitive documents at the request of organizations to ensure that client, employee and confidential business information is kept secure; and for private individuals who want to safely dispose of bills, tax documents, credit card and bank account statements, and other items that could be used by thieves to commit fraud or identity theft. Shredding services may be provided onsite using mobile shredding trucks or at off-site shredding facilities; and typically handle office paper, staples, paper clips, books and binders, but with increasing security concerns customers can also request shredding of CDs, DVDs, hard drives, credit cards, reel tapes, cassette tapes and other, more durable materials. See also Shredders (BM-6000.8000). = Document Shredding Services = Paper Shredding Services	NEW	08/12/13
PX-3000.0300	<a href="#">Alternative Medicine Practitioner Volunteer Opportunities</a>	Organizations that are actively seeking acupuncturists, holistic health care practitioners, homeopathy practitioners, massage therapists, naturopathy practitioners and other individuals who offer health care and treatment procedures that fall outside the mainstream of conventional medical practice and are willing to contribute their services on a voluntary basis without remuneration. See also Alternative Medicine (LT-0500), Alternative Medicine Associations (TN-5000.0100), Alternative	NEW	08/12/13

### Sorting the Recent Changes by Date Range

The system displays a much shorter listing per the request (see below) and a [\(Clear\)](#) option has replaced the "Refresh" button. The listing now contains a mere 107 records that were added or changed between June 1, 2013 and September 14, 2013, a much more manageable figure than the 10,328 entries included in the full list. Note that the Change Date filter still applies. Tip: Keep track of the dates you run updates and use the date range feature each time to display only changes and additions you need to process.

Show changes between:  and  MM/DD/YY [\(Clear\)](#)

There are 107 changes meeting the criteria. To re-sort the list by a different column, click on the column's heading.

Code	Name	Description	Change Type	Change Date
PX-2300.5000	<a href="#">Mentoring Services Volunteer Opportunities</a>	Change the ID# to PX-2300.1700-500. NOTE: The service terms for mentoring programs are under Companionship in the PH section. The structure for the corresponding volunteer opportunities needs to be the same.	CODE CHANGE	08/13/13
YX-0300.1100	<a href="#">Battered Men</a>	Change "Abused Men", YX-0300.0150. = Abused Boyfriends = Abused Husbands = Assaulted Men = Battered Men	CODE CHANGE	08/12/13
YJ-2350.1500	<a href="#">Children of Battered Women/Men</a>	Change to "Children of Abused Women/Men", YJ-2075.1500. = Children of Assaulted Women/Men = Children of Battered Women/Men	CODE CHANGE	08/12/13
TB-1100.8000	<a href="#">Shredding Services</a>	Businesses that destroy sensitive documents at the request of organizations to ensure that client, employee and confidential business information is kept secure; and for private individuals who want to safely dispose of bills, tax documents, credit card and bank account statements, and other items that could be used by thieves to commit fraud or identity theft. Shredding services may be provided onsite using mobile shredding trucks or at off-site shredding facilities; and typically handle office paper, staples, paper clips, books and binders, but with increasing security concerns customers can also request shredding of CDs, DVDs, hard drives, credit cards, reel tapes, cassette tapes and other, more durable materials. See also Shredders (BM-6000.8000). = Document Shredding Services = Paper Shredding Services	NEW	08/12/13
PX-3000.0300	<a href="#">Alternative Medicine Practitioner Volunteer Opportunities</a>	Organizations that are actively seeking acupuncturists, holistic health care practitioners, homeopathy practitioners, massage therapists, naturopathy practitioners and other individuals who offer health care and treatment procedures that fall outside the mainstream of conventional medical practice and are willing to contribute their services on a voluntary basis without remuneration. See also Alternative Medicine (LT-0500), Alternative Medicine Associations (TN-5000.0100), Alternative Medicine Information (LH-2700.2850-050), Alternative Medicine Referrals (LH-2600.0300), Medical Care Volunteer Opportunities (PX-3000.5000). = Acupuncture Practitioner Volunteer Opportunities = Acupuncturist Volunteer Opportunities = Ayurvedic Practitioner Volunteer Opportunities = Craniosacral Therapy Practitioner Volunteer Opportunities = Herbal Medicine Practitioner Volunteer Opportunities = Holistic Health Care Practitioner Volunteer Opportunities = Homeopathy Practitioner Volunteer Opportunities = Massage Therapist Volunteer Opportunities = Naturopath Volunteer Opportunities = Naturopathy Practitioner Volunteer Opportunities = Reflexology Practitioner Volunteer Opportunities	NEW	08/12/13
PN-8100.1000-100	<a href="#">Bereaved Parent Support Groups</a>	Add "Post Miscarriage Support Groups" and "Post Stillbirth Support Groups" as use references.	CHANGE	08/12/13
LT-1750.8100	<a href="#">Sleep Disorders Clinics</a>	Add "Sleep Studies Centers", "Sleep Studies Centres", "Sleep Study Centers", "Sleep Study Centres", "Sleep Studies Programs" and "Sleep Study Programs" as use references.	CHANGE	08/12/13
JP-6500.6615	<a href="#">Pest Information</a>	Add "Cockroach Infestation Information" and "Cockroach Information" as use references.	CHANGE	08/12/13
YX-0300.0185	<a href="#">Abused Transsexual/Transgender Individuals</a>	Transsexual/transgender individuals who have been subjected to a persistent pattern of physical, sexual and/or emotional abuse and intimidation by their partners. See also Transsexual/Transgender Individuals (YT-2400.8500). = Abused Transgender Individuals = Abused Transsexual Individuals	NEW	08/08/13
TA-3000.4500	<a href="#">Local History Programs</a>	U.S. DEFINITION: Programs that compile and share information about the communities in which we live, whether towns, rural or suburban areas, neighborhoods or entire cities, and the evolution of	NEW	08/07/13

### Recent Changes – Re-sorted by Change Date, Date Filter Applied

Once you have a smaller subset, you can again re-sort the list to display the information in whatever order you prefer, e.g., in code order as shown below.

There are 107 changes meeting the criteria. To re-sort the list by a different column, click on the column's heading.

Code ^	Name	Description	Change Type	Change Date
BD-1800.2000	Food Pantries	Add "Food Bank Programs", "Foodbank Programs" and "Foodbanks" as Canadian use references.	CHANGE	06/26/13
BD-2600.1500	Community Gardening	Add "Urban Gardening" and "Urban Gardens" as use references.	CHANGE	08/05/13
BD-5000.8300	Soup Kitchens	Add "Soup Kitchen Programs" as both a U.S. and a Canadian use reference.	CHANGE	06/27/13
BD-5000.8300	Soup Kitchens	Add "Homeless Hot Meals" and "Hot Meals for Homeless People" as use references.	CHANGE	07/11/13
BH-1800.1500-700	Runaway/Youth Shelters	Add "Shelters for Adolescents", "Shelters for Teens" and "Shelters for Youth" as use references.	CHANGE	07/11/13
BH-5000	Moving Assistance	Add "Moving Services" as a use reference.	CHANGE	07/11/13
BH-7000.5100-330	Independent Living Communities/Complexes for Older Adults	Add "Leisure Adult Communities" and "Retirement Villages" as use references.	CHANGE	07/30/13
BH-8400.6000-180	ECHO Housing	Add "Accessory Dwelling Units", "Accessory Units", "ADUs", "Mother in Law Suites" and "Mother-in-Law Suites" as use references.	CHANGE	07/30/13
BM-2400	Government Surplus Property Retail Stores	U.S. DEFINITION: Retail distribution centers owned and operated by the federal, state and/or local government that sell salvage and surplus government property to the public, generally at or below cost or fair market value. Included may be a wide range of items including vehicles, shop equipment, office furniture, computers, hospital equipment, generators, supplies and recyclables. Some items are offered to public agencies, nonprofit organizations, small businesses and others that qualify before being made available to the community at large. CANADIAN DEFINITION: Retail distribution centres owned and operated by the federal, provincial/territorial and/or local government that sell salvage and surplus government property to the public, generally at or below cost, or fair market value. Included may be a wide range of items including vehicles, shop equipment, office furniture, computers, hospital equipment, generators, supplies and recyclables. Some items are offered to public agencies, nonprofit organizations, small businesses and others that qualify before being made available to the community at large. See also Auctions (PL-7700.2000-050). = Government Surplus Property Distribution Centers = Government Surplus Property Distribution Centres = Government Surplus Property Storefronts	NEW	07/24/13
DF-7000.1830	Domestic Partner Registries	Change the ID# to DF-7000.1835. = Intimate Partner Registries	CODE CHANGE	07/16/13
FN-1500.1900-800	Spouse/Domestic Partner Abuse Prevention	Change to "Spouse/Intimate Partner Abuse Prevention". = Spouse/Domestic Partner Abuse Prevention	CHANGE	07/16/13
FN-1500.8960	Underage Drinking Prevention	U.S. DEFINITION: Programs that seek to increase the effectiveness of efforts by states and local communities to enforce underage drinking laws, prevent underage drinking, and eliminate the consequences associated with alcohol use by underage youth. See also Alcoholic Beverages Complaints (DD-1500.0300), Bar Complaints (DD-1500.0800), Substance Abuse Services (RX), Unlawful Distribution of Controlled Substances Reporting (FN-1700.9100).	NEW	06/24/13
FN-1700.9500	Welfare Fraud Reporting	Remove "General Relief Fraud Reporting" as a U.S. use reference.	CHANGE	06/13/13
FN-1700.9500-250	General Relief Fraud Reporting	Programs that provide a hotline or other mechanisms that the public can use to anonymously report suspected cases in which an individual is fraudulently receiving cash assistance through the General Relief program. See also General Relief (NL-1000.2500). NOTE: U.S. Only.	NEW	06/27/13
FT-2800.6000	Pardon/Amnesty Assistance	Add "Amnesty/Pardon Assistance" as a use reference.	CHANGE	07/10/13

### Recent Changes Sorted by Date Range – Code Filter Applied

If you want to see the full record for a listed change, click on the term name. The exception is entries for deleted terms (a record no longer exists) and very old entries referencing terms with codes in the old format which cannot be accessed. Use your "back" key to return to the page you were reviewing.

<b>Term</b>	Food Pantries
<b>Code</b>	<a href="#">BD-1800.2000</a>
<b>Definition</b>	Programs that acquire food products through donations, canned food drives, food bank programs or direct purchase and distribute the food to people who are in emergency situations. Some pantries deliver food to people whose disabilities or illnesses make it difficult for them to leave home.
<b>Created</b>	3/10/92
<b>Changed</b>	6/26/13
<b>Use References</b>	Food Boxes Food Closets Food Hampers Food Pantry Food Shelf Programs Food Shelves Grocery Pantries
<b>See Also References</b>	<a href="#">Food Banks/Food Distribution Warehouses (BD-2000)</a> <a href="#">Food Cooperatives (BD-2400.2500)</a> <a href="#">Food Lines (BD-1800.1900)</a>
<b>External Classification Terms</b>	<a href="#">Food Banks &amp; Pantries (NTE K31)</a> <a href="#">Food Distribution (NPC K03.02)</a> <a href="#">Food/Meals (AIRS FO-200)</a> <a href="#">Food/Meals (CAN FO-200)</a> <a href="#">Free Food Distribution (Food Pantries) (UW 3.1.03.04)</a>
<b>Related Concepts</b>	<a href="#">Emergency and Crisis Services</a> <a href="#">Ex-Offender/Reentry Services</a>

### Record for Food Pantries

The Recent Changes function also allows you to download the following files in PDF format enabling you to print specific changes of interest to you: Changes by Date, Changes by Type and Changes by Code. Each file contains approximately a year's worth of data. Click on the file names at the top of the page to display the files. A snippet from the Changes by Code File is below followed by a sample from the Changes by Type.

### **AIRS/211 LA County Taxonomy Changes by Code**

08-13-13

BD-1800.2000 **Food Pantries** Add "Food Bank Programs", "Foodbank Programs" and "Foodbanks" as Canadian use references. CHANGE 06/26/2013

BD-1800.2500 **Government Surplus Food Distribution Sites** Change to "Commodity Supplemental Food Program" (BD-1800.1500). A federally funded program that works to improve the health of low-income pregnant and breastfeeding women, other new mothers up to one year postpartum, infants, children up to age six and elderly people age 60 and older who meet income eligibility requirements by supplementing their diets with nutritious USDA commodity foods. The program provides food and administrative funds to states to supplement the diets of these groups. Individuals cannot simultaneously benefit from the WIC program and the Commodity Supplemental Food Program. Remove "Cheese Distribution" as a use reference. = CSFP = Government Surplus Food Distribution Sites NOTE: U.S. only. CODE CHANGE 10/01/2012

BD-2400.5050 **Mobile Markets** U.S. DEFINITION: Programs that bring fresh meat and produce, dairy items and other food and grocery products to remote rural areas, urban "food deserts" (neighborhoods without access to good quality, affordable food) or other areas where residents have minimal access to healthy food sources or must travel long distances to access grocery stores that sell fresh food. Mobile markets generally operate from a truck, van, trailer or other vehicle converted for this purpose; and, like farmers markets, can serve various communities on a scheduled or rotating basis. CANADIAN DEFINITION: Programs that bring fresh meat and produce, dairy items and other food and grocery products to remote rural areas, urban "food deserts" (neighbourhoods without access to good quality, affordable food) or other areas where residents have minimal access to healthy food sources or must travel long distances to access grocery stores that sell fresh food. Mobile markets generally operate from a truck, van, trailer or other vehicle converted for this purpose; and, like farmers markets, can serve various communities on a scheduled or rotating basis. See also Farmers Markets (BD-2400.2250). = Freshmobiles = Grocery Stores on Wheels = Grocery Trucks = Mobile Food Stores = Mobile Food Trucks = Mobile Grocery Stores NEW 05/06/2013

### **Page from the Changes by Code PDF**

### **AIRS/211 LA County Taxonomy Changes by Type**

08-13-13

CHANGE 08/14/2012 TN-3000 **Hospital Associations** Add "See also Hospitals (LL-3000)".

CHANGE 08/14/2012 TA-9000.0300-280 **Graphic Art Exhibits** Change to "Graphic/Digital Art Exhibits". Galleries and other art centers that display and/or sell engravings, etchings, lithographs, serigraphs, woodcuts, prints, computer graphics and other graphic/digital art objects. = Digital Art Exhibits = Graphic Art Exhibits

CHANGE 08/14/2012 PX-1600.2500 **Graphic Design Volunteer Opportunities** Change to "Graphic/Digital Design Volunteer Opportunities". = Digital Design Volunteer Opportunities = Graphic Design Volunteer Opportunities

CHANGE 08/14/2012 PL-7400.0500-300 **Graphic Arts Instruction** Change to "Graphic/Digital Arts Instruction". Programs that provide classes, individual lessons or other opportunities for people who want to learn or perfect their skills in the graphic arts including engraving, etching, lithography, serigraphy, woodcut, printing and computer graphics. = Digital Arts Instruction = Graphic Arts Instruction

CHANGE 08/15/2012 YO-0300.1900-250 **Graphic Designers** Change to "Graphic/Digital Design Specialists". Individuals who use their artistic skills and vision to illustrate subject matter for commercial clients such as retail stores and advertising firms with the objective of attracting public attention and helping to sell ideas, products or services. They use a variety of print, electronic, and film media and technologies to execute a design that meets clients communication needs. Graphic designers use computer software to develop the overall layout and production design of magazines, newspapers, journals, corporate reports and other publications. They also produce promotional displays and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems for business and government. An increasing number of graphic designers develop material for Internet Web pages, computer interfaces and multimedia projects. = Digital Design Specialists = Graphic Design Specialists = Graphic Designers

### **Page from the Changes by Type PDF**

## FILTERS

The Taxonomy website has a Filters function that allows you to create, share and maintain customized versions of the Taxonomy. Taxonomy filters work just like oil or water filters that remove unwanted impurities; and they can be applied when searches are run on the website, when reports are created using the Print function, or when you generate a custom XML file that can be used in various ways within your software (if your vendor has provided the applicable utilities). As described in the Download section, the custom XML files are subsets of and identical in structure to the regular Taxonomy XML. They contain only terms included in the filter you select and are appropriate for the locale (country and language) you specified when the filter was applied.

The most difficult and time-consuming part of implementing the Taxonomy in a database is going through the process of de-activating terms in the Taxonomy you don't want to use to create a slimmer version of the structure that is customized for your community. De-activated terms become invisible to resource staff as well as to I&R specialists creating a much more user-friendly display. Most software packages provide a mechanism for customization, but none of them streamline the process.

The results of a customization effort are very useful, but with more than 9,600 terms in the U.S. version of the Taxonomy (as of 9/13) and 9,150 in the Canadian version, the process of getting there using your software can be daunting. The website's Filters function allows you to use essentially the same process available in your software to create a customization (scrolling through the Taxonomy, section by section, and excluding terms you do not want to use), but the website version has a couple of advantages that none of the software systems can match:

1. There are a number of useful filters already on the Taxonomy website that you can use as a starting point for your own filter. A few are titled "starter sets" for that reason. You can review the existing filters, choose the one that best meets your needs, make a copy of it using the "clone" feature and then add additional terms that you want and deactivate ones you won't be able to use to make it your own. The decision-making process may be difficult and lengthy but the process of actually producing a filter is fast and easy when you are able to begin with just a few thousand active terms.
2. The system provides a number of shortcuts that speed the term activation/deactivation process.
3. Once you have finalized your filter, the system helps you maintain it by examining the decisions you have made when the website is updated by the Taxonomy editor and only including new terms in your filter that are consistent with the patterns you have already established. The system gives you a tidy list of terms it considers relevant together with links to the section in which they are found. Even if you have already customized your Taxonomy, it is possible to replicate it on the website and save time from that point forward.

### Types of Filters

Some filters are "official" created by the Taxonomy editor at 211 LA County in collaboration with experts in a particular area. Others have been created by subscribers and may be shared as community filters or kept as private. Requests to share a filter must be approved by the Taxonomy editor. Official and community filters are available to all subscribers. Private filters can only be seen and used by the organizations that developed them.

Official Filters: Six official filters are currently available. Included are two Aging and Disability Starter sets (one for larger communities and another, slimmer one for programs that cover a small geographic area or have limited resources available in their community to serve these populations); a set of terms that can be used by 311 programs or other I&Rs in Canada that manage requests relating to municipal services; a disaster services starter set; a homeless services starter set; and a general information and referral starter set. Each of these filters was developed in consultation with people having relevant expertise. The aging and disability starter sets were developed by a work group under the leadership of the National Association of States United for Aging and Disabilities/NASUAD); the homeless services starter set was drafted by the Taxonomy editor and reviewed by HMIS contractors working with Gabe

Cate from Bowman systems (the software vendor that most HMIS contractors use) who gathered and submitted their feedback; and the I&R starter set was developed collaboratively by members of the AIRS Taxonomy Committee who volunteered for the project. The official filters are formally recommended as useful points of departure for organizations maintaining databases and/or handling calls in these areas. A list of the official filters as of 9/13 is shown in the screenshot below.

Official filters

Name	Action
Aging and Disability Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Aging and Disability Starter Set for Small Communities	<a href="#">view details</a>   <a href="#">clone</a>
Canadian Municipal Services	<a href="#">view details</a>   <a href="#">clone</a>
Disaster Services Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Homeless Services Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Information and Referral Program Starter Set	<a href="#">view details</a>   <a href="#">clone</a>

**Community Filters:** Nine filters are available at this time in the Community Filters section, most of them representing working customizations developed by I&R programs or groups of programs working as a shared database collaborative. The ninth represents a 311 program in Ontario, Canada. While community filters may be shared with others who would like to take a look at what other organizations have done and perhaps choose one as a starting point for their own customization, they are not officially “recommended.”

Community filters

Name	Action
211 LA COUNTY	<a href="#">view details</a>   <a href="#">clone</a>
2-1-1 Orange County	<a href="#">view details</a>   <a href="#">clone</a>
211 Ventura County Filter	<a href="#">view details</a>   <a href="#">clone</a>
311 Halton Services	<a href="#">view details</a>   <a href="#">clone</a>
Florida 2-1-1 Network/Florida BrAIVe Foundation Funded Services for Veterans	<a href="#">view details</a>   <a href="#">clone</a>
IN211	<a href="#">view details</a>   <a href="#">clone</a>
InformAlberta Taxonomy Outline	<a href="#">view details</a>   <a href="#">clone</a>
TN Statewide Filter	<a href="#">view details</a>   <a href="#">clone</a>
WIN211 Data Managers	<a href="#">view details</a>   <a href="#">clone</a>

**Private Filters:** Private filters can only be viewed and edited by the agency that created them. If your agency has created a private filter, your staff can see it when they log into the Taxonomy website . . . but staff from other agencies can’t. But if you choose to share your private filter with other agencies (as in the situation of a consortium of I&R agencies who want to standardize their working taxonomies), you can request that the filter be reclassified as a community filter by clicking on the [share](#) link.

Private filters

Name	Action
Copy of: Aging and Disability Starter Set	<a href="#">edit</a>   <a href="#">share</a>   <a href="#">delete</a>   <a href="#">clone</a>

## Creating and Sharing Filters

To access the filters function, click on the **Filters** tab. The system takes you to the “Manage Filters” page, provides a link that allows you to create a new filter from scratch and displays existing filters grouped according to the three categories described above. You may also edit, share or delete filters from this page, but only those your own agency has created. As mentioned above, filters can be created by subscribers for their own organization’s database as well as by statewide and province-wide database projects that have developed shared customizations that collaborative members agree to use. Customized sets for database collaboratives tend to be less detailed than those the larger organizations in the group develop and use locally. Custom filters can also be downloaded from this page.

On the next page below is a screenshot of the full “Manage Filters” page.

This function allows you to create, share and maintain a customized version of the Taxonomy by creating a filter that can be used to remove terms you do not wish to include in your Taxonomy subset. It works just like an oil or water filter that removes unwanted impurities. The filter can be applied when you create reports in the Print function, run searches on the website or download your customization in XML format. Some filters are "official" (created by the Taxonomy editor at 211 LA County in collaboration with experts in a particular area). Others are created by subscribers and may be shared (community filters) or kept as private. Requests to share filters must be approved by the Taxonomy editor. Official and community filters are available to all subscribers. Private filters can only be seen and used by the organizations that developed them.

To begin, click on "Add a filter" or select a current filter to use as your starting point and click on "clone". The clone function makes a copy of the file you selected which you can edit. If you want others to be able to see your customization, click on "share" when your filter is completed.

- [Add a filter](#)

You can also download specialized versions of the taxonomy using a filter and country/language of your choice:

- [Custom xml page](#)

**Private filters**

Name	Action
Copy of: Aging and Disability Starter Set	<a href="#">edit</a>   <a href="#">share</a>   <a href="#">delete</a>   <a href="#">clone</a>

Asterisked (\*) filters have been submitted for approval.

**Official filters**

Name	Action
Aging and Disability Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Aging and Disability Starter Set for Small Communities	<a href="#">view details</a>   <a href="#">clone</a>
Canadian Municipal Services	<a href="#">view details</a>   <a href="#">clone</a>
Disaster Services Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Homeless Services Starter Set	<a href="#">view details</a>   <a href="#">clone</a>
Information and Referral Program Starter Set	<a href="#">view details</a>   <a href="#">clone</a>

**Community filters**

Name	Action
211 LA COUNTY	<a href="#">view details</a>   <a href="#">clone</a>
2-1-1 Orange County	<a href="#">view details</a>   <a href="#">clone</a>
211 Ventura County filter	<a href="#">view details</a>   <a href="#">clone</a>
311 Halton Services	<a href="#">view details</a>   <a href="#">clone</a>
Florida 2-1-1 Network/Florida BrAive Foundation Funded Services for Veterans	<a href="#">view details</a>   <a href="#">clone</a>
IN211	<a href="#">view details</a>   <a href="#">clone</a>
InformAlberta Taxonomy Outline	<a href="#">view details</a>   <a href="#">clone</a>
TN Statewide Filter	<a href="#">view details</a>   <a href="#">clone</a>
WIN211 Data Managers	<a href="#">view details</a>   <a href="#">clone</a>

Asterisked (\*) filters were submitted by you, and can be edited and maintained.

## Manage Filters Page

**Adding/Cloning A Filter:** To begin your customization, click on [Add a filter](#) (to begin with the entire Taxonomy) or select an existing filter to use as your starting point and click on [clone](#). While you can't actually edit an existing official or community filter, the [clone](#) link next to the Aging and Disability Starter Set entry, for example, permits you to make a private copy of it which you can then edit. After clicking on the [clone](#) link, you will see that the Private Filters section now contains something called Copy of: Aging and Disability Starter Set and that you have options to [edit](#), [share](#), [delete](#), or [clone](#) that copy.

**Private filters**

Name	Action
Copy of: Aging and Disability Starter Set	<a href="#">edit</a>   <a href="#">share</a>   <a href="#">delete</a>   <a href="#">clone</a>

While the original copy (under the **Official Filters** section) can only be viewed or cloned, when you click on the [edit](#) link for the Copy of: Aging and Disability Starter Set filter in the Private Filters section, you are taken to the Manage Filter screen for that filter where new options appear:

**Manage Filter: Copy of: Aging and Disability Starter Set**

- [Return to manage filters](#)
- [Include/exclude terms](#)
- [Edit filter name and description](#)
- [View term counts](#)
- [Generate outline report](#)

From this screen, you can return to the previous screen (manage filters), include/exclude terms (begin to build your filter or work with one that needs modification), edit your filter's name and description, view term counts, or generate an outline report in two formats (the same reports you can create using the "Filter Outline Report" custom report option under the Print tab).

**Adding a Filter Description:** A filter name is required for all filters. Other information includes the contact name and phone number for the individual responsible for the filter and a filter description. All fields are mandatory for official and community filters, but it is advisable to provide contact information and a description for private filters, especially if you are considering the possibility of sharing. If editing an existing filter, a new name and description should be entered (click on [Edit name and description](#)).

Filter Name \* Copy of Aging and Disability Starter Set

Contact Name (i) You must supply a contact name to share the filter.

Contact Phone Number (i) You must supply a contact phone number to share the filter.

Description The Aging and Disability Starter Set is a customized version of the AIRS/211 LA County Taxonomy of Human Services maintained and published by 211 LA County. It was developed by a work group with expertise in aging and in disabilities formed by the AOK-funded National Aging I&R Support Center at the National Association of State Units on Aging (NASUA) under the leadership of Theresa Lambert. It contains only Taxonomy terms needed by organizations that provide aging and disability related information and referral services. Because terms not relevant to these fields have been excluded, the Taxonomy will be easier to understand and use as a classification tool, facilitating its implementation in these

OK Cancel

\* required

**View Term Counts:** When you click on [View term counts](#), the system calculates the total number of terms in the filter as well as the number of lowest level terms on each branch that can be used for indexing purposes. These figures should help people evaluate the level of detail in each of the published filters when selecting a starting point for customization for their own community. Consider including them in your filter description.

**Generate Outline:** When you click on [Generate outline report](#), you can request two types of outlines: the regular outline report and an outline that grays out higher level terms on a branch and shows in bold type the lowest level terms on each branch that can be used for indexing purposes (see the Print section).

**Include/Exclude Terms:** When you click on [Include/exclude terms](#), the system displays the level 1 terms in the Taxonomy.

Level 1 Taxonomy Term	Action
<a href="#">B Basic Needs *</a>	<a href="#">Exclude term</a>
<a href="#">D Consumer Services *</a>	<a href="#">Exclude term</a>
<a href="#">F Criminal Justice and Legal Services *</a>	<a href="#">Exclude term</a>
<a href="#">H Education *</a>	<a href="#">Exclude term</a>
<a href="#">J Environment and Public Health/Safety *</a>	<a href="#">Exclude term</a>
<a href="#">L Health Care *</a>	<a href="#">Exclude term</a>
<a href="#">N Income Support and Employment *</a>	<a href="#">Exclude term</a>
<a href="#">P Individual and Family Life *</a>	<a href="#">Exclude term</a>
<a href="#">R Mental Health and Substance Abuse Services *</a>	<a href="#">Exclude term</a>
<a href="#">T Organizational/Community/International Services *</a>	<a href="#">Exclude term</a>
<a href="#">Y Target Populations *</a>	<a href="#">Exclude term</a>

You can exclude an entire section by clicking on [Exclude term](#), or you can display levels 2-6 of each section by clicking on the Level 1 term name. Be careful not to exclude a Level 1 category by mistake as the website has no "undo". When you select a level 1 term, the system displays all of the terms belonging to that section allowing you to exclude some terms within a section but retain others. The system is structured to preserve the hierarchical tree, so if you want to stop at level 3 in a particular section, you can remove level 4, 5 and 6 terms on a particular branch but cannot exclude the level 1 and 2 supporting terms. You must edit (or leave unchanged) all 11 sections to complete the first iteration of your filter.

Code	Name	Action
<b>B</b>	<b>Basic Needs</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
<b>BD</b>	<b>Food</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
<b>BD-1800</b>	<b>Emergency Food</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
<b>BD-1800.1000</b>	<b>Brown Bag Food Programs</b>	<a href="#">Exclude term</a>
BD-1800.1500	Commodity Supplemental Food Program	<a href="#">Include term</a>
BD-1800.1900	Food Lines	<a href="#">Include term</a>
<b>BD-1800.2000</b>	<b>Food Pantries</b>	<a href="#">Exclude term</a>   <a href="#">Include children</a>
BD-1800.2000-620	Occasional Emergency Food Assistance	<a href="#">Include term (and parents)</a>
BD-1800.2000-640	Ongoing Emergency Food Assistance	<a href="#">Include term (and parents)</a>
<b>BD-1800.2250</b>	<b>Food Vouchers</b>	<a href="#">Exclude term</a>
<b>BD-1800.8000</b>	<b>Sack Lunches/Dinners</b>	<a href="#">Exclude term</a>
<b>BD-1800.8200</b>	<b>Specialty Food Providers</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
BD-1800.8200-150	Dehydrated Food	<a href="#">Include term</a>
<b>BD-1800.8200-200</b>	<b>Food Supplements</b>	<a href="#">Exclude term</a>
BD-1800.8200-250	Formula/Baby Food	<a href="#">Include term</a>
BD-1800.8200-255	Fresh Food	<a href="#">Include term</a>

Note that only terms displayed in bold type are included in the taxonomy when the filter is applied. In the above example, the terms **Commodity Supplemental Food Program (BD-1800.1500)** and **Food Lines (BD-1800.1900)**, among others, are currently filtered out.

For each term, you have three options:

- Include the term and its children;<sup>6</sup>
- Exclude the term (which also excludes all its children); or
- Exclude the children of the term (leaving the term itself selected).

To remove a term from the filter, click on the [Exclude term](#) link next to it. Excluded terms may be re-included by clicking on [Include term](#). When you exclude a term's children, [Include term \(and parents\)](#) appears next to their names after the screen refreshes, allowing you to re-include each child term individually. If you decide you only want one or two children in a particular section for example, you can exclude the children as a group and then reactivate only the ones you want. This takes less time than excluding each of the children you **don't** want, one-by-one. Alternatively, if you want to include most of the children, exclude those you do not want individually. This flexibility comes in very handy in very large sections, e.g., **YF Diseases/Disabilities** and can save time.

The filters function is locale sensitive. It is programmed to display different views of the Taxonomy depending on the locale in which you are working (U.S. English, Canadian English or Canadian French). If you are viewing the U.S. English Taxonomy, Canadian only terms are obviously grayed out allowing you to identify and ignore them more easily. If you are viewing the Canadian English Taxonomy, U.S. only terms are grayed out as described above and Canadian term names are displayed rather than their U.S. English counterparts when there is a variance between the locales. Below are examples from the **Public Assistance Programs (NL)** section illustrating how U.S. only and Canadian only terms are handled in the two locales.

NL	Public Assistance Programs	Action
<b>NL-1000</b>	<b>Basic Income Maintenance Programs</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.0300	Allowance for the Survivor Program (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2000	First Nations Social Assistance Programs (in master taxonomy)	<a href="#">Exclude term</a>
<b>NL-1000.2400</b>	<b>Gap Group Income Maintenance Programs</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.2400-150	Cash Assistance Program for Immigrants	<a href="#">Exclude term</a>
NL-1000.2400-800	State Administered SSI Supplement Programs	<a href="#">Exclude term</a>
<b>NL-1000.2500</b>	<b>General Relief</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.2500-230	General Relief Appeals/Complaints	<a href="#">Exclude term</a>
NL-1000.2500-250	General Relief Applications	<a href="#">Exclude term</a>
NL-1000.2500-270	General Relief Check Outlets	<a href="#">Exclude term</a>
NL-1000.2600	Guaranteed Income Supplement (in master taxonomy)	<a href="#">Exclude term</a>

### U.S. English View – Canadian Only Terms Grayed Out

<sup>6</sup> In taxonomy nomenclature, a term's *children* (or *child terms*) are the terms which fall beneath it in its branch of the hierarchy. Similarly, a term's *parent term* is the term which is immediately above it. Siblings are terms on the same branch at the same level.

NL	Public Assistance Programs	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000	Basic Income Maintenance Programs	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.0300	Allowance for the Survivor Program	<a href="#">Exclude term</a>
NL-1000.2000	First Nations Social Assistance Programs	<a href="#">Exclude term</a>
NL-1000.2400	Gap Group Income Maintenance Programs (in master taxonomy)	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.2400-150	Cash Assistance Program for Immigrants (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2400-800	State Administered SSI Supplement Programs (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2500	General Relief (in master taxonomy)	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
NL-1000.2500-230	General Relief Appeals/Complaints (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2500-250	General Relief Applications (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2500-270	General Relief Check Outlets (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.2600	Guaranteed Income Supplement	<a href="#">Exclude term</a>
NL-1000.3000	Homeless Financial Assistance Programs (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.6000	Native American General Assistance (in master taxonomy)	<a href="#">Exclude term</a>
NL-1000.6200	Old Age Security Program	<a href="#">Exclude term</a>

### Canadian English View – U.S. Only Terms Grayed Out

In the examples below, the first drawn from the Canadian English locale and the second from the U.S. English, two U.S. only terms have been grayed out in the Canadian view (as in the examples above), but note that **BH-1800.1500-700** bears the Canadian term name **Juvenile/Youth Shelters** in the Canadian view while the U.S. term name is **Runaway/Youth Shelters**. This feature greatly facilitates the filter creation process for Canadians who may be unfamiliar with U.S. term names.

BH-1800.1500	Crisis Shelter	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
BH-1800.1500-050	Crisis Nurseries/Child Care	<a href="#">Include term</a>
BH-1800.1500-080	Domestic Violence Motel Vouchers (in master taxonomy)	<a href="#">Exclude term</a>
BH-1800.1500-100	Domestic Violence Shelters	<a href="#">Exclude term</a>
BH-1800.1500-140	Elder Abuse Shelters	<a href="#">Exclude term</a>
BH-1800.1500-200	Family Crisis Shelters (in master taxonomy)	<a href="#">Include term</a>
BH-1800.1500-300	Hospital Safe Rooms	<a href="#">Exclude term</a>
BH-1800.1500-330	Immigrant/Refugee Shelters	<a href="#">Exclude term</a>
BH-1800.1500-700	Juvenile/Youth Shelters	<a href="#">Exclude term</a>
BH-1800.1500-750	Safe Houses	<a href="#">Exclude term</a>
BH-1800.1500-800	Sexual Assault Shelters	<a href="#">Exclude term</a>
BH-1800.1500-850	Temporary Shelters for Wandering Adults	<a href="#">Include term</a>

### Canadian English View– Canadian Term Name Displayed (BH-1800.1500-700)

BH-1800	Emergency Shelter	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
BH-1800.1500	Crisis Shelter	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
BH-1800.1500-050	Crisis Nurseries/Child Care	<a href="#">Include term</a>
BH-1800.1500-080	Domestic Violence Motel Vouchers	<a href="#">Exclude term</a>
BH-1800.1500-100	Domestic Violence Shelters	<a href="#">Exclude term</a>
BH-1800.1500-140	Elder Abuse Shelters	<a href="#">Exclude term</a>
BH-1800.1500-200	Family Crisis Shelters	<a href="#">Include term</a>
BH-1800.1500-300	Hospital Safe Rooms	<a href="#">Exclude term</a>
BH-1800.1500-330	Immigrant/Refugee Shelters	<a href="#">Exclude term</a>
BH-1800.1500-700	Runaway/Youth Shelters	<a href="#">Exclude term</a>
BH-1800.1500-750	Safe Houses	<a href="#">Exclude term</a>
BH-1800.1500-800	Sexual Assault Shelters	<a href="#">Exclude term</a>
BH-1800.1500-850	Temporary Shelters for Wandering Adults	<a href="#">Include term</a>

### U.S. English View – US. Term Name Displayed (BH-1800.1500-700)

Finally, the example below from the Canadian English locale illustrates how excluded terms (in regular type) are distinguished from U.S. only terms (grayed out) and terms that remain active within the locale (in bold). *Crisis Nurseries/Child Care*, has been excluded, *Domestic Violence Motel Vouchers* and *Family Crisis Shelters* are U.S. only terms (though the latter is not in bold and has been excluded from the filter) and ***Domestic Violence Shelters*** is active within the filter.

BH-1800.1500	<b>Crisis Shelter</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
BH-1800.1500-050	Crisis Nurseries/Child Care	<a href="#">Include term</a>
BH-1800.1500-080	Domestic Violence Motel Vouchers (in master taxonomy)	<a href="#">Exclude term</a>
BH-1800.1500-100	<b>Domestic Violence Shelters</b>	<a href="#">Exclude term</a>
BH-1800.1500-140	<b>Elder Abuse Shelters</b>	<a href="#">Exclude term</a>
BH-1800.1500-200	Family Crisis Shelters (in master taxonomy)	<a href="#">Include term</a>
BH-1800.1500-300	<b>Hospital Safe Rooms</b>	<a href="#">Exclude term</a>
BH-1800.1500-330	<b>Immigrant/Refugee Shelters</b>	<a href="#">Exclude term</a>
BH-1800.1500-700	<b>Juvenile/Youth Shelters</b>	<a href="#">Exclude term</a>
BH-1800.1500-750	<b>Safe Houses</b>	<a href="#">Exclude term</a>
BH-1800.1500-800	<b>Sexual Assault Shelters</b>	<a href="#">Exclude term</a>
BH-1800.1500-850	Temporary Shelters for Wandering Adults	<a href="#">Include term</a>

### Canadian English View – Styling for Excluded Terms, Active Terms and U.S. Terms

You can switch to “outline view” (see below) to see a working list of only the terms you have included in your filter and then switch back to “working view” to continue your work. This function is very useful as you begin to shape your filter. Note that the U.S. only term *Domestic Violence Motel Vouchers* is included even though this was run in the Canadian English locale. The outline view shows all terms included in the filter, regardless of locale. When a filter is applied and a locale specified, however, only terms appropriate for that locale are selected. It is not necessary to exclude terms from the other locale, one by one. The system does it for you when you use the filter to print a report, create a custom XML file or limit the parameters of a search.

BH	Housing/Shelter
BH-1800	Emergency Shelter
BH-1800.1500	Crisis Shelter
BH-1800.1500-080	Domestic Violence Motel Vouchers
BH-1800.1500-100	Domestic Violence Shelters
BH-1800.1500-140	Elder Abuse Shelters
BH-1800.1500-300	Hospital Safe Rooms
BH-1800.1500-330	Immigrant/Refugee Shelters
BH-1800.1500-700	Runaway/Youth Shelters
BH-1800.1500-750	Safe Houses
BH-1800.1500-800	Sexual Assault Shelters
BH-1800.3500	Homeless Drop In Centers
BH-1800.8500	Homeless Shelter
BH-1800.8500-100	Cold Weather Shelters/Warming Centers
BH-1800.8500-150	Community Shelters
BH-1800.8500-170	Day Shelters
BH-1800.8500-180	Environmental Hazards Shelters
BH-1800.8500-300	Homeless Motel Vouchers
BH-1800.8500-330	Homeless Safe Parking Programs
BH-1800.8500-500	Missions
BH-1800.8500-900	Urban Campsites
BH-1800.8500-950	Wet Shelters

Your selections automatically save as you go along. You can return to first level terms at any point. Note that sections you have edited are referenced with an asterisk. Because this is an edited copy of a cloned filter, all terms have an asterisk.

Level 1 Taxonomy Term	Action
<b>B Basic Needs *</b>	<a href="#">Exclude term</a>
<b>D Consumer Services *</b>	<a href="#">Exclude term</a>
<b>F Criminal Justice and Legal Services *</b>	<a href="#">Exclude term</a>
<b>H Education *</b>	<a href="#">Exclude term</a>
<b>J Environment and Public Health/Safety *</b>	<a href="#">Exclude term</a>
<b>L Health Care *</b>	<a href="#">Exclude term</a>
<b>N Income Support and Employment *</b>	<a href="#">Exclude term</a>
<b>P Individual and Family Life *</b>	<a href="#">Exclude term</a>
<b>R Mental Health and Substance Abuse Services *</b>	<a href="#">Exclude term</a>
<b>T Organizational/Community/International Services *</b>	<a href="#">Exclude term</a>
<b>Y Target Populations *</b>	<a href="#">Exclude term</a>

When a new filter has been completed, return to the [Manage Filter](#) page for that filter. The terms you have excluded are listed at the bottom of the page. This page serves as a summary for the filter you have created and will be modified as additional changes are made. Note that this section is cumulative and includes both old and new codes for excluded terms in situations where a code change has taken place during the life of the filter. BD-1500, for example, is a previous location for *Community Wide Food Storage Facilities*. Its current code is BD-1875.1500.

#### Excluded terms

- BD-1500 (and children)
- BD-1800.1500 Commodity Supplemental Food Program (and children)
- BD-1800.1900 Food Lines (and children)
- All children of BD-1800.2000 Food Pantries
- BD-1800.2500 (and children)
- BD-1800.8200-150 Dehydrated Food (and children)
- BD-1800.8200-250 Formula/Baby Food (and children)
- BD-1800.8200-255 Fresh Food (and children)
- BD-1800.8200-300 Gluten Free Food (and children)
- BD-1800.8200-320 Halal Food (and children)
- BD-1800.8200-600 No Cook Food (and children)
- BD-1800.8200-650 Organic Food (and children)
- BD-1800.8200-800 Specialty Ethnic Foods (and children)
- BD-1850 Emergency Food Clearinghouses (and children)
- BD-1875.1500 Community Wide Food Storage Facilities (and children)
- BD-1875.2700 Food Rescue Programs (and children)
- BD-2350 (and children)
- BD-2400.1500 Community Supported Agriculture (and children)
- BD-2400.2000 Farm Trails (and children)
- BD-2400.2550 Food Mail Program (and children)
- BD-2400.2600 Grocery Stores (and children)
- BD-2400.4900 Markets/Restaurants Accepting EBT Cards (and children)

To complete the process, click on [Return to Manage Filters](#). The new filter is listed as a private filter. To make a request to share your new filter, click on [share](#). The name of the filter will be transferred to a list of Filters submitted for approval. The filter will be reviewed by the Taxonomy editor and, if approved, moved to the Community Filters section.

## Maintaining Your Filter

The system is programmed to support filter maintenance. When the 211 Taxonomy Web site is updated, the system will help you maintain your filter by doing the following with new terms:

- If the parent term has been excluded from filtered results, new child terms will be excluded as well;
- If all children of a parent have been excluded, new child terms will be excluded as well.
- If some or all sibling terms have been included/excluded on an individual basis, new terms will be included;
- If the parent term has been included and there are no current children, new child terms will be included.

All terms added by the Filters function are flagged for your review. The system posts a list of terms that have been provisionally added to each filter together with a link that can be used to navigate to the section in case any of the terms on the list need to be deactivated.

**Note:** The following terms were added to the filtered set as a result of taxonomy changes:

- BH-8900.9125 Utility Bill Payment Plans ( [Manage section](#) )
- BH-8900.9125-600 Percentage of Income Utility Payment Plans ( [Manage section](#) )
- BH-8900.9125-900 Utility Arrearage Payment Plans ( [Manage section](#) )
- BH-8900.9125-920 Utility Budget Billing ( [Manage section](#) )
- BM-6500.1500-850 Underwear/Sleepwear ( [Manage section](#) )
- BM-6500.6500-455 Laundry Products ( [Manage section](#) )
- BM-6500.6500-458 Laundry Vouchers ( [Manage section](#) )
- LJ-5000.0050 Baby Wearing Support Programs ( [Manage section](#) )
- LT-4990 Medical Marijuana Dispensaries ( [Manage section](#) )
- RF-3400 Internet Counseling ( [Manage section](#) )

[Clear flags for added terms](#)

## Reviewing Terms Provisionally Added to the Filter

Be sure to check your filter after each update to ensure that you review and confirm the decisions made by the system. The listing is cumulative so no damage is done if you skip the process for an update or two. You will simply have a longer list to manage. Remember, however, that provisionally added terms are "in" unless you remove them and are visible to others who have access.

If you want to deactivate any of the terms on the list (e.g., RF-3400, *Internet Counseling*), click on "[Manage section](#)" and the system will take you to the beginning of the Level 1 section in question. Scroll down the hierarchy to locate the term you want to remove.

RD-6800.8500	Transactional Analysis	<a href="#">Include term (and parents)</a>
RD-7000	Rational Emotive Therapy	<a href="#">Include term</a>
RD-8000	Solution Focused Therapy	<a href="#">Include term</a>
<b>RF</b>	<b>Counseling Settings</b>	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
RF-1500	Conjoint Counseling	<a href="#">Exclude term</a>
RF-2000	Family Counseling	<a href="#">Exclude term</a>
RF-2500	Group Counseling	<a href="#">Exclude term</a>
RF-3000	Helplines/Warmlines	<a href="#">Exclude term</a>
RF-3300	Individual Counseling	<a href="#">Exclude term</a>
RF-3400	<b>Internet Counseling</b>	<a href="#">Exclude term</a>
RF-6500	Peer Counseling	<a href="#">Exclude term</a>
RF-8500	Therapeutic Self Help Materials	<a href="#">Exclude term</a>

### Filter Section for Counseling Settings

Click on "[Exclude term](#)" in the column to the right of "**Internet Counseling**" and the system will deactivate it. Note in the screen shot below that the term "Internet Counseling" is no longer in bold type and that the action next to the term has been changed to "[Include term](#)".

RF	Counseling Settings	<a href="#">Exclude term</a>   <a href="#">Exclude children</a>
RF-1500	Conjoint Counseling	<a href="#">Exclude term</a>
RF-2000	Family Counseling	<a href="#">Exclude term</a>
RF-2500	Group Counseling	<a href="#">Exclude term</a>
RF-3000	Helplines/Warmlines	<a href="#">Exclude term</a>
RF-3300	Individual Counseling	<a href="#">Exclude term</a>
RF-3400	Internet Counseling	<a href="#">Include term</a>
RF-6500	Peer Counseling	<a href="#">Exclude term</a>
RF-8500	Therapeutic Self Help Materials	<a href="#">Exclude term</a>

### Internet Counseling Deactivated

Click on "[Return to first level terms](#)" at the top of the page and then on "[Return to manage filter](#)". The system will take you back to the list of new terms added to the filter where you will see that the reference to *Internet Counseling* has been removed. Once you have deactivated all of the terms you do not wish to keep, click on "[Clear flags for added terms](#)" and the list itself will disappear.

Note that several types of changes that can affect your customization will not appear in the new terms list. These include:

- code changes;
- code deletions; and
- changes to definitions.

Always review the Recent Changes page to see these changes as well as term name changes and changes affecting see also references and use references. The easiest way to do this is to open the Taxonomy in a second window and select either the Search or Recent Changes function. The information may help you make decisions about which terms to retain in your filtered set and which to exclude. You can have multiple copies of the site open at the same time, so you have the option of going back and forth between your filter, the Recent Changes page and the Search function.

For more extensive information about how to use the Filters function, refer to the article in the Library by Georgia Sales and Dick Manikowski titled "Using Filters to Create and Manage Taxonomy Subsets for a Resource Database" (the source for much of the material in this section); or access the [Manage Filters Help page](#).

## SUBSCRIPTIONS

The Taxonomy website is subscription based. In order for you to enjoy all of the benefits available on the site, you must register information about yourself and your agency, select a payment method and become a licensed subscriber. Guests are restricted to 10 examples for each of the functions. If you wish to evaluate the Taxonomy prior to subscribing, you can register for evaluation purposes and have access to the full Taxonomy through the search function for a limited period of time. If you are a current subscriber or your subscription has expired, you can also renew your subscription on the site. Below are instructions for new subscribers, renewing subscribers and people wanting to register for evaluation purposes; and small sections on passwords and security, how you can make changes in your subscriber profile, and two of the subscription agreement provisions that are of enough interest to be highlighted on the website.

### Licensing Requirements, Fees and Payments

Organizational Licensing Requirements: Organizations need a license to engage in any use of the Taxonomy. In situations where there is a central database maintained for use by multiple organizations, each of the organizations needs its own license if they are maintaining records in the database and using the Taxonomy as an indexing system. The bottom line: if you maintain data using the Taxonomy, your organization requires a license. If you use data maintained by someone else, you don't need a license but the other organization does. Please contact 211 LA County for more information about licenses.

Vendor Licensing Requirements: Note that the regular Taxonomy Subscription Agreement does not permit software vendors to incorporate the Taxonomy into a software product or service. If you are a software vendor and want to use the Taxonomy in your software product or service, see the [Software Vendor License Agreement](#) and contact 211 LA County directly at [taxonomy@211LA.org](mailto:taxonomy@211LA.org) or (626) 350-1841. A list of authorized vendors is here: [list of authorized vendors](#). If you are a subscriber and are using, have recently purchased or recently upgraded your I&R software from a vendor not on this list, your agency may be subject to unauthorized use of the Taxonomy.

Subscription Fees: Subscription rates for both organizational subscribers and software vendors are shown in the chart below. Note that government agencies can subscribe at the nonprofit rate.

AIRS member/non-profit *	200.00
AIRS member/for-profit *	500.00
AIRS non-member/non-profit *	250.00
AIRS non-member/for-profit *	650.00
I&R Software Vendor *	2000.00

**Organizational and Vendor Subscription Prices**

AIRS membership rates apply only to subscribers with a current AIRS membership. AIRS membership is subject to confirmation and your subscription and access to Taxonomy website will be revoked if it is determined that your AIRS membership is inactive.

Payment Methods Accepted Online: 211 LA County accepts the following forms of payment for your Taxonomy subscription: Visa and MasterCard. We are unable to accept cash, checks, C.O.D. orders and wire transfers for the purchase of the subscription through the Taxonomy website. If you would like to make a purchase using either a check or purchase order, please follow the directions for that option which are included in the Subscription Process section below.

Bulk Subscription Discount: If you take out 10 or more subscriptions at the same time, you are eligible for a 10% discount. Only company checks or purchase orders are accepted for bulk subscriptions, so you will need to download the order form and fill it out accordingly (see the Subscription Process section below). Bulk discounts are only available on 1-year subscriptions.

## Subscription Process

Canadian Subscribers: 211 LA County is partnering with InformCanada to bring the Canadian version of the AIRS/211 LA County Taxonomy to 211 programs, other I&R providers in Canada and other nonprofit, for-profit and public sector organizations that want to use it as an indexing system for their databases. As the representative for the AIRS/211 LA County Taxonomy in Canada, InformCanada handles Canadian subscriptions; and provides French and English editorial support, training, promotion, administration and outreach.

The Taxonomy is available to all organizational members of InformCanada at no additional cost. To include a Taxonomy subscription in your association subscription, check the box in the Taxonomy Agreement section of the InformCanada membership application form (shown in the screenshot below). The membership form is available here: [membership form](#).

SECTION G   Taxonomy Agreement	
Read Taxonomy Agreement >>	
<input type="checkbox"/> YES, I have read the terms of the <b>Subscription Agreement</b> and agree to comply with the terms set out therein	
<b>Note:</b> Inquiries from Government entities about the Taxonomy are welcome. Single government users subscribe at the nonprofit rate. Please inquire if wanting Taxonomy only. All inquiries welcome at <a href="mailto:info@informcanada.ca">info@informcanada.ca</a>	

In order to access the Taxonomy, you must also read and agree to the terms of the Subscription Agreement which can be downloaded here: [Download Taxonomy Subscriber Agreement and Terms of Use](#)

People renewing their association subscription who already have a Taxonomy subscription will have their Taxonomy subscription extended for an additional year as part of the process. First time subscribers are entered into the Taxonomy system by InformCanada, and once 211 LA County is notified of their status, 211 LA County will let them know when their subscription has been activated and is available for use.

InformCanada also processes subscriptions for non-members of the association. People wanting to subscribe send an email with their organizational and payment information to [info@informcanada.ca](mailto:info@informcanada.ca) and InformCanada registers them on the site as described above.

New Subscriptions Process – U.S. Subscribers: To obtain a new subscription to the Taxonomy:

1. Scroll to the bottom of the home page of [www.211taxonomy.org](http://www.211taxonomy.org). Click on the "Subscribe" button and the system will take you to a registration form.

Email	<input type="text"/>
Password	<input type="password"/>
	<input type="checkbox"/> Remember my login on this computer
Subscription Agreement	Use of the subscriber portions of this website and the Taxonomy is subject to the <a href="#">Taxonomy Subscription Agreement</a> <input type="checkbox"/>
	<small>(i) Enter yes to agree</small>
<input type="button" value="Log in"/>	
<a href="#">Forgot your password?</a>	
<input type="button" value="Subscribe"/>	

*NOTE: Portions of this site and the taxonomy can be accessed for limited use without an account. Please see the links at the top of this page and the Terms of Use for further information.*

2. Fill out the registration form in its entirety, read the Taxonomy Subscription Agreement that follows, indicate "YES", that you agree to the terms and click on "Continue" at the bottom of the page.

If you would like additional information about subscribing or need help, click [here](#).

Email *	<input type="text"/>
Taxonomy Subscriber First Name *	<input type="text"/>
Taxonomy Subscriber Last Name *	<input type="text"/>
Password *	<input type="password"/>
Password Confirmation *	<input type="password"/>
Personal Home Page URL:	<input type="text" value="http://"/>
Telephone *	<input type="text"/>
Extension	<input type="text"/>
Account ID	164301
Legal Status *	Please choose... <input type="button" value="v"/>
Tax ID	<input type="text"/> <small>(i)</small>
Taxonomy Contact Title	<input type="text"/>
Organization Name *	<input type="text"/>
Organization Director Name *	<input type="text"/>
Organization Director Title	<input type="text"/>
Organization Type *	Please choose... <input type="button" value="v"/>
Are you an AIRS Member?	Please choose... <input type="button" value="v"/>
AIRS Membership ID	<input type="text"/>
Last AIRS Renewal Date	- <input type="button" value="v"/> - <input type="button" value="v"/> <input type="text"/>
Subscription Paid By	Please choose... <input type="button" value="v"/>
Agency Address *	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Postal Code *	<input type="text"/>
Country *	<input type="text"/> <small>(i)</small>
Billing Address (if different)	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Purpose in Registering	Please choose... <input type="button" value="v"/>
Vendor	Please choose... <input type="button" value="v"/>
	Effective: February 15, 2007

### Subscriber Registration Form

#### Tips:

- If possible, use a system or non-personal email address. The email address will become your **username** and will need to be entered each time one of your staff logs on to the site. Staff members may leave and you don't want to have to continually update your username. You will have one account, but multiple staff members can be logged onto the site at the same time.
- Choose a password that is both easy to remember and secure. Use a combination of upper and lowercase alpha characters and numbers for the maximum level of security.
- Make sure all the information is entered correctly on the form before continuing with the next step.
- If you are an AIRS member, make sure to enter your membership number. If you are paying by credit card, the system will calculate your payment amount based on the information you enter

here. If you neglect to fill in this number or enter it incorrectly, you will not receive your AIRS membership discount.

- Make sure that your legal status is correct. If you are paying by credit card, the system will calculate your payment amount based on whether you are a nonprofit, government or for-profit agency.

3. The next step is to pay for your subscription. A screenshot of the payment form is below.

If you would like additional information or help with the remaining subscription process, click [here](#).

You are registered as **newtest newtest**.

You are not currently subscribed. Your new subscription will extend to 04/24/2014.

Please review the billing and membership information below. If anything is not correct, please correct it on the [profile page](#).

#### Subscription

Not AIRS member, non-profit - Annual Subscription: **\$250.00**

#### Billing Address

test  
test  
test, test test test

#### Pay with Credit Card

You can get immediate access by paying with credit card. 211 LA County handles credit card transactions with authorize.net. You will be redirected to an encrypted site, <https://secure.authorize.net>. After the transaction is complete, you will be returned to this site.

Enter credit card data (1-year subscription)

#### Pay with Purchase Order, Check, Money Order

Pay by Purchase Order or Other Means

Cancel

### Subscription Payment Form

Select the payment option you wish to use and follow the directions below to complete the process.

- **Credit Card Payment Option:** When you click on the "Enter credit card data" button, you will be taken to 211 LA County's secure credit card processing company, Authorize.net. Complete the Authorize.net form and click on "Submit Transaction". **NOTE:** Make sure that the billing address for your credit card is entered in the address field. The transaction will be rejected if the addresses do not match. **CLICK ON "SUBMIT" ONLY ONCE.** If you click multiple times, you will be charged an additional amount for each click! When your card has been successfully charged, you will be brought back to the Taxonomy website and a confirmation email will be sent. **NOTE:** Credit card payments are only accepted through the Taxonomy website. Subscription orders cannot be placed by telephone.

**Other Payment Methods:** Company checks and purchase orders are also accepted. If you would like to pay using either of these methods, click on the "Pay with Purchase Order or Other Means" button, then download the order form, fill it out and email it to [taxonomy@211LA.org](mailto:taxonomy@211LA.org).

Once 211 LA County receives the P.O. number or your check, your account will be manually activated giving you full privileges as a subscriber. You will receive an email notification informing you of the activation. Please allow 2-3 business days for verification of your status and activation of your subscription.

4. If you entered your registration information and clicked on "Continue" but did not pay at that time and later wish to complete the payment process:

- Log in to the site with your username and password.
- Click on the link to your profile. It is next to the "Log out" button at the top of the Home page.

The AIRS/211 LA County  
**Taxonomy**  
of Human Services

[Taxonomy Tour Profile](#) [Log out](#)  
Viewing: US English Taxonomy, filter: none ([change](#))



[Home](#) [Search](#) [Print](#) [Download](#) [Recent Changes](#) [Filters](#) [Subscriptions](#) [Resources](#) [Help](#)

### Subscriber Profile

- The site will take you to your profile. Click on the "Subscribe or Renew Subscription" link near the bottom of the page below the "Edit" button.

[Edit](#)

→ [Subscribe or Renew Subscription](#)  
→ [Change my Password](#)

### Profile Subscription Management Options

- The site will take you to a page where you can select your payment option.

#### Pay with Credit Card

You can get immediate access by paying with credit card. 211 LA County handles credit card transactions with authorize.net. You will be redirected to an encrypted site, <https://secure.authorize.net>. After the transaction is complete, you will be returned to this site.

[Enter credit card data \(1-year subscription\)](#)

#### Pay with Purchase Order, Check, Money Order

[Pay by Purchase Order or Other Means](#)

[Cancel](#)

- Choose your payment option and follow the directions for credit card purchase or other payment options as described above.

**Information Verification:** Please note that any information you provide in connection with obtaining a subscription (including nonprofit status and/or AIRS membership information) may be verified and your subscription may be placed on hold or terminated in the event that there are inaccuracies or discrepancies.

**Subscription Renewals:** If you are a current subscriber (i.e., have time left on your subscription), or if your subscription has expired, please follow the directions below to renew your subscription:

1. Logon to the Taxonomy Web site with your username and password.
2. Click on the link to your profile at the top of the Home page. The site will take you to your profile.
3. Click on the "Subscribe or Renew Subscription" link towards the bottom of the page (shown again below). The site will take you to the page where you can select your payment option. **DO NOT** take out a new subscription or you will end up with two, one of which is current, the other expired!

[Edit](#)

→ [Subscribe or Renew Subscription](#)  
→ [Change my Password](#)

### Profile Subscription Management Options

4. Pay for your subscription renewal following the directions in the "Subscription Process" section above. A full year will be added to the time you have remaining on your current subscription.

Lapsed Subscriptions: If you allow your subscription to lapse and do not renew it within a specified period of time, your access to the website functions will be terminated. You may want to check the status of your subscription periodically. Log onto the site and click on your name at the top of the page to display your profile. Information about when your subscription will expire is included near the bottom of the page as shown below.

Last Renewed	2010-03-16 14:41:34 UTC
Account Expires	2015-02-16 07:59:59 UTC

### **Account Expiration Information**

Cancellations/Refunds: No refunds are available. If, as a subscriber, you wish to cancel your subscription to the Taxonomy website, you can either send an email message to [taxonomy@211LA.org](mailto:taxonomy@211LA.org) (with the subject line of "Subscription Cancellation") or allow your subscription to lapse.

### **Registration for Evaluation Purposes**

If you want to evaluate the Taxonomy prior to subscribing, click on "Subscribe" at the bottom of the page, complete the form and under "Purpose in Registering", choose "Evaluate Taxonomy". You will have access to the entire Taxonomy through the search function for a limited period of time (30 days).

### **Passwords and Security**

Make a note of your password and keep it handy. You will be asked to log in again periodically. Simply type your password and write "YES" next to "Subscription Agreement" indicating your willingness to comply with the Taxonomy Subscription Agreement. You will also see a message telling you how long your login will remain valid. If you forget your password, click on the button "Forgot your password?" and the system will send you an email assigning you a temporary password. You have the option of changing the password the system has assigned. Click on "Please visit the following link to change your password now" in your email notification and enter the password you wish to use. All staff within your organization may use the same username and password, but under no circumstances are you to share this information with people outside your organization. To do so would constitute a violation of the Taxonomy Subscription Agreement.

### **Reviewing Your Subscriber Profile**

Make sure to visit your subscription profile often and keep the information current. If the original contact person for the subscription leaves and you don't update the information, it will be difficult for 211 LA County to manage your subscription properly. Likewise, make sure your address and telephone information are correct. You can access your profile anytime by clicking on your underlined name at the top of the page next to the "Log Out" button. You can view current information about yourself, your organization and the status of your Taxonomy subscription. If you need to make a change, click on the "Edit" button. Of course, you are free to change your password at any time. A screenshot of the subscriber profile is below.

## Basic Information

Taxonomy Subscriber First Name	Taxonomy
Taxonomy Subscriber Last Name	Tour
Email	tour@taxtour.org
Telephone	5551212
Extension	
Account ID	1254
Legal Status *	Nonprofit
Tax ID	
Taxonomy Contact Title	
Organization Name	
Organization Director Name	
Organization Director Title	
Organization Type *	Please choose...
Are you an AIRS Member?	Please choose...
AIRS Membership ID	
Last AIRS Renewal Date	
Subscription Paid By	Please choose...
Agency Address	
City	
State/Province	
Postal Code	
Country	
Billing Address (if different)	
City	
State/Province	
Postal Code	
Country	
Purpose in Registering	Please choose...
Vendor	Please choose...
Last Renewed	2010-03-16 14:41:34 UTC
Account Expires	2015-02-16 07:59:59 UTC
Home page	

[Edit](#)

[→ Subscribe or Renew Subscription](#)

[→ Change my Password](#)

## Subscriber Profile

When you click on the “Edit” button, the system displays a copy of the profile that can be edited. Below, on two pages, is a screenshot of the profile in edit format.

## Basic Information

Taxonomy Subscriber First Name *	<input type="text" value="Taxonomy"/>
Taxonomy Subscriber Last Name *	<input type="text" value="Tour"/>
Email *	<input type="text" value="tour@taxtour.org"/>
Telephone *	<input type="text" value="5551212"/>
Extension	<input type="text"/>
Account ID	1254
Legal Status *	<input type="text" value="Nonprofit"/>
Tax ID	<input type="text"/>
Taxonomy Contact Title	<input type="text"/>
Organization Name *	<input type="text"/>
Organization Director Name *	<input type="text"/>
Organization Director Title	<input type="text"/>
Organization Type *	<input type="text" value="Please choose..."/>
Are you an AIRS Member?	<input type="text" value="Please choose..."/>

AIRS Membership ID	<input type="text"/>
Last AIRS Renewal Date	-- -- <input type="text"/>
Subscription Paid By	Please choose... <input type="button" value="v"/>
Agency Address *	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Postal Code *	<input type="text"/>
Country *	<input type="text"/>
Billing Address (if different)	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Purpose in Registering	Please choose... <input type="button" value="v"/>
Vendor	Please choose... <input type="button" value="v"/>
Last Renewed	2010-03-16 14:41:34 UTC
Account Expires	2015-02-16 07:59:59 UTC
Home page	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

\* required

## Subscription Agreement Provisions

As a licensed Taxonomy subscriber, you have agreed to observe the provisions of the *Taxonomy Subscription Agreement* document. Two of the provisions from the agreement are of enough interest to be highlighted on the website (see the sections below). Refer to the October 12, 2009 Subscription Agreement currently on the [www.211taxonomy.org](http://www.211taxonomy.org) website for other restrictions that apply. Click here to access the document: [Subscription Agreement](#). NOTE: To be in compliance with the terms of the agreement, you must replace your existing agreement whenever a revision is issued.

Other Language Label Translations: As a licensed subscriber, you are authorized to translate into another language the "label" for Taxonomy terms that you have used to index health and human services information and resources in the your database, solely to the extent reasonably necessary for the community served by your I&R service and your database provided that:

1. The Label Translations are made and used solely in the "Alternative Term Name", "Display Name" or similar label field of the software system you are using and do not alter the Taxonomy installation or data file itself; and
2. The Label Translations are only for use by you as part of your database and directory to the same extent that the original Taxonomy terms are used.

Copyright Statement: If the Taxonomy, or any portion of the Taxonomy (including its terms, codes, definitions or references), are utilized in a Subscriber Directory that is published, transmitted, distributed or otherwise made available to third parties, by any means or medium, the Subscriber shall prominently display the following notice in such directory:

Copyright © 1983 - 2014, Information and Referral Federal of Los Angeles County, Inc. All rights reserved. The index, codes and definitions of the terms contained herein are the intellectual property of Information and Referral Federal of Los Angeles, Inc. and are protected by copyright and other intellectual property laws. No part of this listing of human services terms and definitions may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electrical, mechanical, photocopying, recording or otherwise without the prior written permission of the Information and Referral Federal of Los Angeles County, Inc.

If the Taxonomy is displayed or otherwise made available in a Subscriber Directory via the Internet, the subscriber shall prominently include a link to a copyright acknowledgement statement that 211 LA maintains online, currently located at: <http://www.211la.org/?p=997>.

## RESOURCES

The Resources section of the website takes visitors to the Library which provides the information and support tools they need to understand the structure and contents of the Taxonomy, how it can function as an indexing system for their resource database and how it can be adapted for use in their community. Included are:

- Training materials and articles for people who want to learn to use the Taxonomy.
- Taxonomy-related FAQs.
- Information about the Taxonomy/Resource Database online communities available via the AIRS Networker.
- A background/reference section that includes:
  - The Acknowledgments document listing source material for Taxonomy definitions and structure.
  - A Criteria document that provides specifications that software vendors can use to implement the Taxonomy in their I&R software systems. It can also be used by I&R services to evaluate Taxonomy features in software systems if they are considering a purchase.
  - A glossary of Taxonomy-related terms.
  - An overview Taxonomy development rules.
  - A short paper describing the development history for the Canadian Taxonomy.
  - "Introduction to the Taxonomy and the Taxonomy Website: A Guide or Subscribers". A manual for subscribers which provides an orientation to the Taxonomy website itself and all its functions.
  - Documentation related to the Taxonomy XML format. It is important for technical staff managing the download and updating process for the copy of the Taxonomy on your local system as well as software vendors who are programming the Taxonomy maintenance process to understand the structure and intended use of the Taxonomy XML files. The material in this section is intended for these audiences and, hopefully, has enough detail to answer their questions.
- Sample online resources databases that use the Taxonomy as an indexing structure.

A screenshot of the library and the links that are available to access specific sections is below.

The screenshot shows a navigation menu with buttons for Home, Search, Print, Download, Recent Changes, Filters, Subscriptions, Resources, and Help. Below the menu is a breadcrumb trail: Home » Resources » Library. The main content area is titled "Learning to Use the Taxonomy" and contains a bulleted list of links: Taxonomy Training, Articles and Other Documents, Taxonomy/Resource Database Communities, and Taxonomy FAQs. Below this list are two more links: Background Materials/References and Sample Online Databases. The "Learning to Use the Taxonomy" section is further divided into "Taxonomy Training" and "Indexing with the AIRS/211 LA County Taxonomy: A PowerPoint presentation by Dick Manikowski formerly with the Detroit Public Library TIP Service. Updated June, 2009." and "Taxonomy Overview (U.S. Version) / Taxonomy Overview (Canadian Version): A PowerPoint presentation that originated from a presentation provided by Mary Hogan of 211 Connecticut to 211 Ontario, which in turn was based on the one created by Dick Manikowski, formerly with the Detroit Public Library TIP Service, and on the model devised originally by Margaret Bruni for workshops offered at AIRS conferences in the late 1990s, with input from Georgia Sales and others. Remember that because the Taxonomy constantly changes, some of the specific examples of terms and definitions may no longer be valid (although what they illustrate will still hold true). (July 2008)".

## HELP PAGES

The Help Pages provide a brief overview of the main functions on the Taxonomy website as well as a few words about locales. Included are pages for the following:

- Search
- Print
- Download
- Recent Changes
- Filters
- Locales