

SPIDER USER TIPS

(SERVICE PROVIDER IDENTIFICATION & EXPLORATION RESOURCE)

FORMERLY KNOWN AS THE STATEWIDE PROVIDER DATABASE (SPD)

In conjunction with:

Northwestern University's Mental Health Services & Policy Program (MHSP)
IL Department of Children and Family Services (DCFS) &
IL Department of Innovation & Technology (DoIT)

THERE ARE 4 DIFFERENT SEARCH OPTIONS

Locate programs based on an Area of Interest or Current Location

Illinois-Wide Program Search

Agency Search

Keyword Search

The screenshot displays the SPIDER search interface. At the top, there is a navigation bar with 'SPIDER', 'Home', 'Help', and 'About'. Below this is a search section with a text input field for 'Search from location or zip code:', a 'Locate address' button, and a 'Get my location' button. A 'Maximum Distance:' dropdown menu is set to '5'. A red note states: '* Distances can only be calculated if you share your physical location or enter an address in the search from location. For performance reasons, only the first 500 records are displayed.' Below the search section is a filter panel with tabs for 'General', 'Agency', and 'Keyword'. The 'Agency' and 'Keyword' tabs are circled in red. The filter panel includes dropdown menus for 'Program Type', 'Service Type', 'Payment Type', 'Language', and 'Target Population', and a text input for 'Age Range (e.g. 12 or 13-18)'. There are checkboxes for 'Services Offered in Home?' and 'Accepts DCFS Youth in Care?'. 'Search' and 'Clear Search' buttons are at the bottom of the filter panel. To the right is a map of Illinois with major cities and highways labeled.

WHEN TO USE EACH SEARCH OPTION

Search By Area of Interest or Current Location: This is most useful when you need to locate services within the location that meets your needs such as services within a specific neighborhood or city, near a school, and/or from a specific address.

State-Wide Search: This is most useful when you want to learn more about what types of programs or services are available throughout Illinois.

Agency Search: This is most useful when you want to learn more about an agency and the programs they offer to individuals, families, and the community.

Keyword Search: This is most useful when you want to search for a very specific service or you can't find what you were looking for with the other search methods.

PROGRAM SEARCH BY AREA OF INTEREST OR CURRENT LOCATION

- To search from an Area of Interest type an address, zip code, neighborhood, city, or county into the “Search from location or zip code” box and **click** the green “**Locate Address**” button.

- Or search from your Current Location by leaving the “Search from location or zip code” box blank and **click** the green “**Get my Location**” button.

- Then, determine your search distance by using the “Maximum Distance” drop down box.

- Once SPIDER has found your desired location, an Avatar will appear on the map identifying your Area of Interest or Current Location.

- You can then fill in the specific Search Criteria that meet your needs.

Tip: If you are looking for programs in rural Illinois bump your maximum search distance up to 10, 25 or 50 miles.

The screenshot displays the SPIDER search interface. At the top, there are navigation links for Home, Help, and About. The main search area includes a text input field for "Search from location or zip code" containing "Champaign, IL". To the right of this field are two green buttons: "Locate address" and "Get my location", both of which are circled in red. Below the search field is a "Maximum Distance" dropdown menu with options for 5, 10, 25, and 50 miles; the "25" option is selected and highlighted in blue. A red arrow points from the text in the first bullet point to this dropdown menu. To the right of the dropdown is a red text note: "* Distances can only be calculated if you share your physical location or enter an address in the search from location. For performance reasons, only the first 500 records are displayed." Below the search area is a filter section with tabs for "General", "Agency", and "Keyword". The "General" tab is active, showing filters for Program Type, Service Type, Payment Type, Language, Target Population, Age Range, and Services Offered in Home. A "Search" button and a "Clear Search" button are at the bottom of the filter section. On the right side of the interface is a map showing the Champaign area. A red circle on the map highlights a location near Champaign, Illinois, with an avatar icon placed at that location. The map also shows surrounding areas like Urbana and Staley. At the bottom of the page, there is a copyright notice: "Copyright © 2017 Department of Children and Family Services Illinois".

USING THE SEARCH CRITERIA

- After identifying your location make sure the **General Tab** is selected. Then, specify your search by selecting a Program Type, Service, Type, Payment Type, Language, Target Population, and/or Age Range.
- If you are looking for programs that can be offered in-home click the box for “Services Offered in Home.”
- If you need to find a program that can work with a DCFS Youth in Care, check the box that says “Accepts DCFS Youth in Care.”
- **Click the “Search” button** when you are ready to locate programs. *PLEASE NOTE: Hitting the Enter key on your keyboard instead of clicking the “Search” button will clear out your search.*

Tip: Leave all Search Criteria blank to pull back all of the programs listed in SPIDER within a location.

The screenshot displays the SPIDER search interface. At the top, there are navigation links for Home, Help, and About. The search area includes a text input field for location or zip code (Champaign, IL) with buttons for 'Locate address' and 'Get my location'. Below this is a 'Maximum Distance' dropdown menu with options 5, 10, 25, and 50. A red note states: '* Distances can only be calculated if you share your physical location or enter an address in the search from location. For performance reasons, only the first 500 records are displayed.' The search criteria section has tabs for 'General', 'Agency', and 'Keyword'. Under 'General', there are dropdown menus for Program Type, Service Type, Payment Type, Language, and Target Population, and a text input for Age Range. There are two checkboxes: 'Services Offered in Home?' (unchecked) and 'Accepts DCFS Youth in Care?' (checked). A 'Search' button and a 'Clear Search' button are at the bottom. A map of Champaign, IL is shown on the right, with a red circle around the 'Search' button and another red circle around the 'General' tab.

Tip: The Program Type “Health Clinics” & the “Services Offered in Home” box are brand new features! If you don’t find services right away under these new features continue to check back as those resources are constantly being added.

USING THE PROGRAM SEARCH RESULTS

- After clicking the “Search” button the Program Search Results will populate on the map and directly below after you complete a search.
- Reading from left to right, the distance closest to your location is shown first, then the Agency, the address, the Agency’s main phone number, and it’s Program(s) that meet your search criteria.
- You can click on the hyperlinked Agency name to access the **Agency Details Report**.
- You can click on the hyperlinked Program name to access the **Detailed Program Report**.

The screenshot shows the SPIDER web application interface. At the top, there are navigation links for Home, Help, and About. Below this is a search form with three tabs: General, Agency, and Keyword. The General tab is active, showing several dropdown menus for Program Type, Service Type, Payment Type, Language, and Target Population, along with a text input for Age Range. There are also checkboxes for 'Services Offered in Home?' and 'Accepts DCFS Youth in Care?'. A 'Search' button and a 'Clear Search' button are at the bottom of the form. To the right of the form is a map showing search results as red pins. A pop-up window for 'Champaign County Regional Planning Commission (CCRPC)' is visible, showing its address: 310 West Church Street Savoy, IL 61874. Below the map is a table of search results. The table has five columns: Distance, Agency Name, Address, Phone, and Program(s). The results are as follows:

Distance	Agency Name	Address	Phone	Program(s)
0.2 mi	St. Jude Catholic Worker House	317 S. Randolph Champaign, IL 61820	217-355-9774	Shelter
0.2 mi	Family Advocacy in Champaign County	310 W. Church Champaign, IL 61820	217-607-0546	Family Advocacy Center
0.2 mi	Kevin Elliott Counseling	309 W Clark St. Champaign, IL 61820	217-396-9066	Kevin Elliott Counseling

At the bottom right of the interface, there is a green 'Export' button, which is circled in red with a red arrow pointing to it. The footer of the page reads 'Copyright © 2017 Department of Children and Family Services Illinois'.

Tip: If this is a useful search, click the “Export” button and the entire Program Search Result will be transferred directly into an Excel spreadsheet that can be edited, emailed, and/or printed.

STATE-WIDE PROGRAM SEARCH

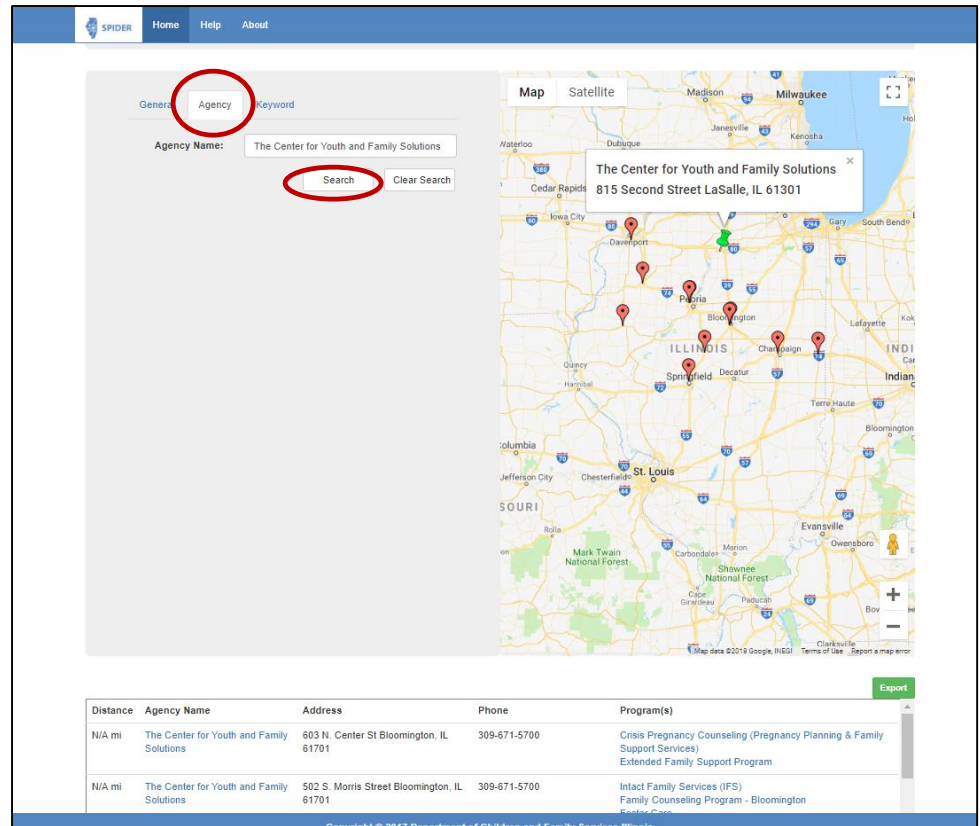
- If you have done any previous location searches clear them out by clicking on the “Home” button.
- Leave the “Search from location or zip code” bar blank.
- Fill in the Search Criteria based on your needs or leave them blank.
- **Click** the “**Search**” Button.
- The programs that meet your search criteria will populate on the map and directly below the search screen listed alphabetically by city name.

Distance	Agency Name	Address	Phone	Program(s)
N/A mi	West Central Community Services Inc./Head Start	202 West Snyder Street Abingdon, IL 61401	309-734-3151	Head Start
N/A mi	YWCA of Metropolitan Chicago	2055 W Army Trail Road Addison, IL 60101	312-372-6600	Sexual Violence and Support Services Child Care Assistance Program
N/A mi	Lutheran Child and Family Services of Illinois	333 W. Lake Street Addison, IL 60101	800-363-5237	Enstar Care

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AGENCY SEARCH

- Click on the **Agency Tab** and type in the name of the Agency in the “Agency Name” box and **click** the “**Search**” button.
- *Please Note: Hitting the Enter key on your keyboard instead of clicking the “**Search**” button will clear our your search.*
- Once you complete a search, all of the Agency’s locations in SPIDER will populate on the map and the locations and programs will be listed at the bottom of the screen.

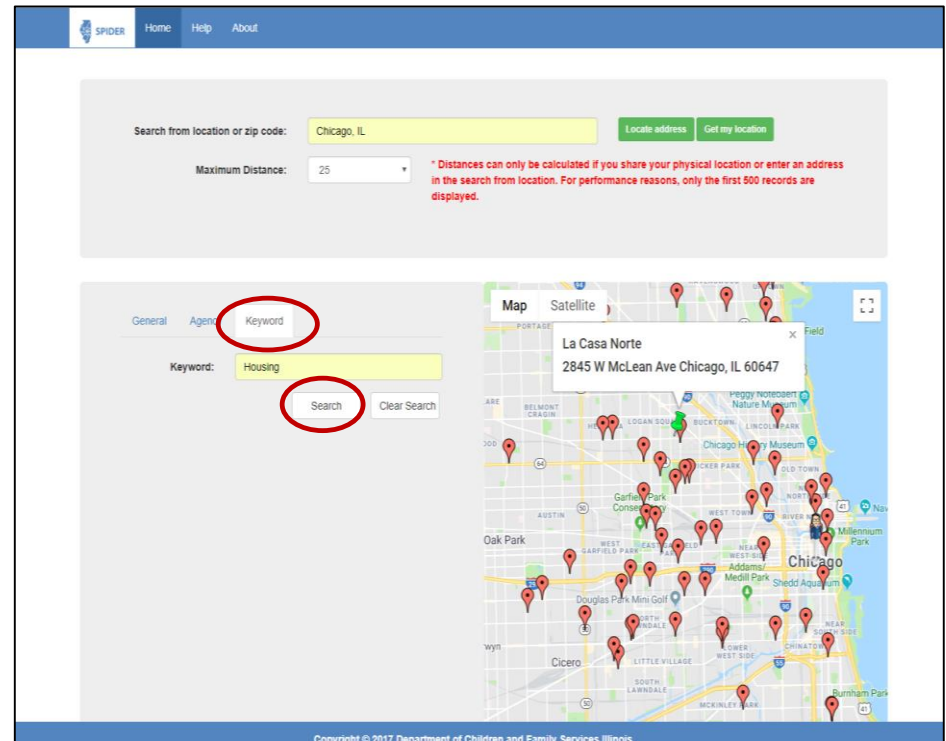


Distance	Agency Name	Address	Phone	Program(s)
N/A mi	The Center for Youth and Family Solutions	603 N. Center St Bloomington, IL 61701	309-671-5700	Crisis Pregnancy Counseling (Pregnancy Planning & Family Support Services) Extended Family Support Program
N/A mi	The Center for Youth and Family Solutions	502 S. Morris Street Bloomington, IL 61701	309-671-5700	Intact Family Services (IFS) Family Counseling Program - Bloomington Family Care

Tip: If you can't find the agency you are looking for double check the agency is spelled correctly. If you still can't find it feel free to contact the SPIDER Team at dcfs.spider@illinois.gov to have the agency added to the database.

KEYWORD SEARCH

- You can use the Keyword Search to locate programs state-wide or from an Area of Interest or Current Location.
- To use the Keyword Search make sure the Keyword Tab is selected. Then, type your keyword into the text box.
- A Keyword Search can range anywhere from housing, rent, child care, human trafficking, domestic violence and much more.
- Click the “**Search**” button and the results will populate on the map and be listed out below.
*PLEASE NOTE: Hitting the Enter key on your keyboard instead of clicking the “**Search**” button will clear out your search.*



Tip: When searching for terms like “rent,” parenting programs may also be pulled back because “rent” is found in the word parent. To avoid this issue first hit the spacebar one time in the text box, then type in the word ‘rent’ and click the “**Search**” button. Then, SPIDER will pull back programs that only have the keyword “rent” in them and not parent.

CONTACT SPIDER

- Do you want to have an agency or program added in SPIDER?
- Do you see inaccurate or outdated information?
- Have any questions about SPIDER?
- Can't find what you're looking for?
- Want to attend the open SPIDER training webinar on Fridays at 10am?
- Want to schedule a free in-person or web-based SPIDER training for your agency?

We want to hear from you!

Please contact the SPIDER Team at: dcfs.spider@illinois.gov