

New Haven Resource Access Mapping Project (RAMP):

**Mapping Community Resources for Refugees, Asylum Seekers, and the
Formerly Incarcerated**

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Introduction

My capstone project involves creating a participatory resource map of the Greater New Haven Area, gathering information on resources in the community into a single platform for refugees, asylum seekers, and formerly incarcerated people. Despite the great number of resources spread across New Haven, for people navigating the processes of resettlement, release from detention, and re-entry, identifying and accessing these resources can be a slow and daunting process. Sizeable information gaps persist, especially for non-native English speakers. Currently, no single source exists for reliable, multi-lingual, up-to-date information on relevant resources for these marginalized communities. With my capstone project, I hope to fill this gap in a way that balances the specificity of groups' experiences while leaving room for overlapping needs.

This paper begins with a section on the political and philosophical contexts which inspired and continue to inform this project, followed by reflections on the course of the project thus far: the initial goals, logistical setbacks and successes, tensions, and ongoing questions. This is followed by a section on my priorities and plans for next semester and in the long term, and the paper is rounded out by a long appendix of product samples, screenshots from model maps, and documents for volunteers I have created in the course of working on this project.

Motivation: Political & Philosophical Context

New Haven presents a strange puzzle in terms of its local politics. It is a small, politically liberal city, home to a wealthy Ivy League university, and the Yale-New Haven Hospital, one of the nation's best hospitals. New Haven became the first city in the nation to issue a city

identification card, making it possible for undocumented people to obtain a valid photo ID without proof of immigration status (see Fig. 1 for an artist's mockup of the Elm City ID card). For this and other local immigration practices, including a city policy of instructing the police not to act in enforcement of federal immigration law, New Haven has well-established Sanctuary City status. In addition to being relatively accommodating to undocumented immigrants, as



Fig. 1: Elm City municipal identification card, *The New Journal*

compared to many other U.S. cities, New Haven features a staggering density of NGOs and other social service providers. Still despite the profusion of these organizations, income inequality in New Haven is growing faster than in *any other* city in the nation, according to a study by Brookings published last January (see Fig. 2). The state of Connecticut has the highest income inequality in the country, with both wealthy commuter suburbs and impoverished post-industrial areas.

In many ways New Haven represents a condensed version of this larger dynamic, between Yale and its attendant wealthy residential neighborhoods, on the one hand, and adjacent

neighborhoods like the Hill, Newhallville, and Dixwell, which struggle with concentrated poverty, high incarceration rates, and dismal health and educational outcomes.

Table 2. Falling incomes at the bottom helped drive inequality increases in cities and metro areas

| Rank | Metro Area | Household Income Change,* | | 95/20 Ratio Change, 2007-2014 |
|-------------|---|---------------------------|-----------------|----------------------------------|
| | | 2007-2014 | | |
| | | 20th percentile | 95th percentile | |
| 1 | Bridgeport-Stamford-Norwalk, CT | -\$5,552 | \$117,108 | 5.7 |
| 2 | New Orleans-Metairie, LA | -\$3,949 | -\$1,273 | 2.3 |
| 3 | San Francisco-Oakland-Hayward, CA | -\$1,378 | \$52,100 | 1.9 |
| 4 | Sacramento--Roseville--Arden-Arcade, CA | -\$5,152 | -\$3,031 | 1.8 |
| 5 | Boston-Cambridge-Newton, MA-NH | -\$2,204 | \$30,305 | 1.7 |
| 6 | Stockton-Lodi, CA | -\$4,915 | -\$10,924 | 1.7 |
| 7 | Albuquerque, NM | -\$3,338 | \$1,256 | 1.7 |
| 8 | New Haven-Milford, CT | -\$4,414 | -\$6,737 | 1.7 |
| 9 | Milwaukee-Waukesha-West Allis, WI | -\$3,441 | -\$1,402 | 1.4 |
| 10 | Orlando-Kissimmee-Sanford, FL | -\$4,827 | -\$13,345 | 1.4 |
| City | | | | |
| 1 | New Haven, Conn. | -\$3,767 | \$44,882 | 6.7 |
| 2 | New Orleans, La. | -\$3,005 | -\$5,705 | 4.3 |
| 3 | Boise City, Idaho | -\$4,790 | \$33,964 | 3.4 |
| 4 | Knoxville, Tenn. | -\$3,122 | \$11,768 | 3.4 |
| 5 | Stockton, Calif. | -\$5,599 | -\$8,017 | 3.1 |
| 6 | Cincinnati, Ohio | -\$2,601 | -\$11,053 | 3.1 |
| 7 | Boston, Mass.** | -\$1,378 | \$21,679 | 2.9 |
| 8 | Lakeland, Fla. | -\$4,777 | -\$1,682 | 2.6 |
| 9 | Cape Coral, Fla. | -\$7,149 | \$11,961 | 2.5 |
| 10 | St. Louis, Mo. | -\$1,824 | \$7,520 | 2.5 |

* Changes in 20th and 95th percentile incomes shown here are not necessarily statistically significant

** Boston's 95/20 ratio change was not statistically significant at 90% confidence level

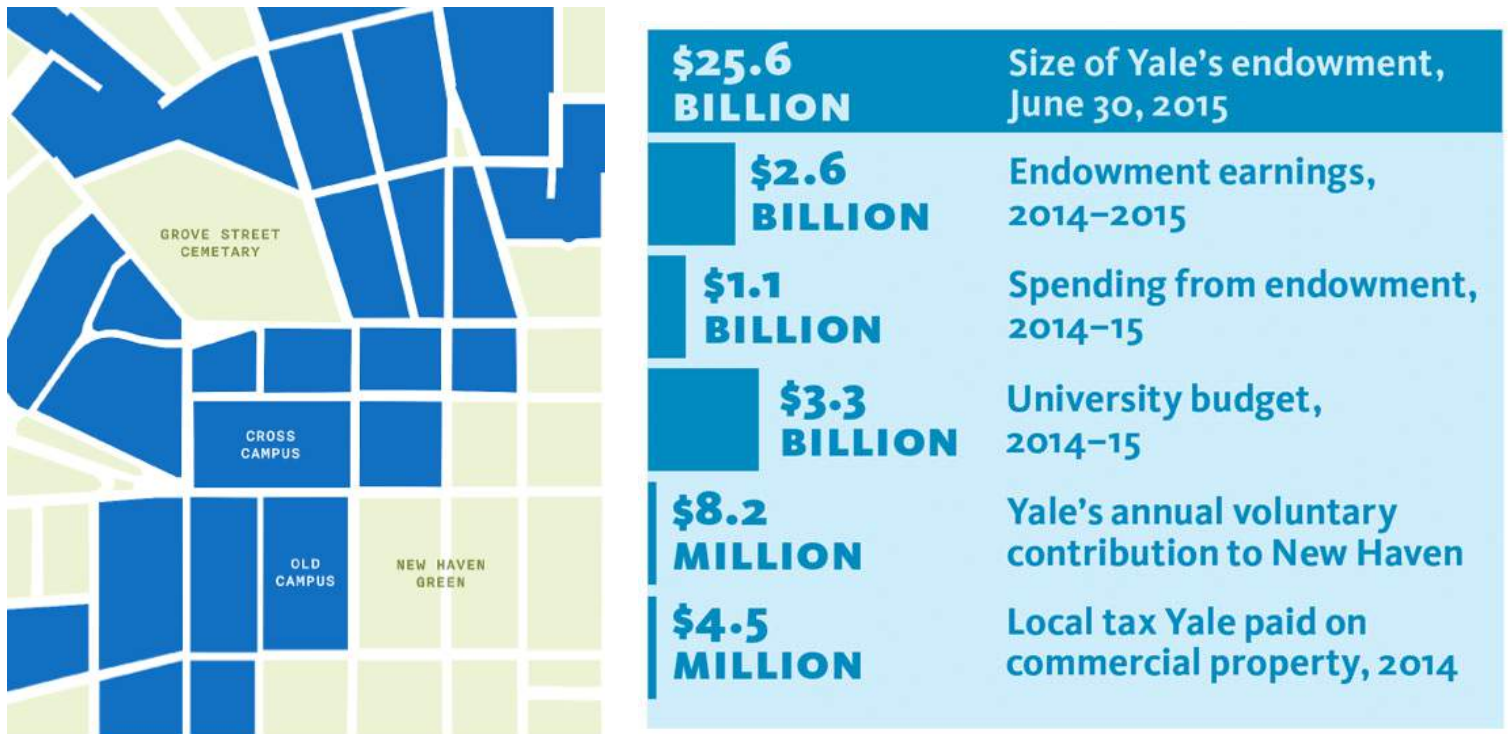
Source: Brookings analysis of 2007 and 2014 American Community Survey data

Fig.

2:

New Haven's disproportionate income inequality, *Brookings Jan 2016*

Yale, both in its capacity as a university and as a hospital, turns out to play a large part in New Haven's economic vulnerability. Yale-owned buildings comprise the vast majority of the city's best real estate. Yet besides a voluntary \$8 million annual contribution to compensate the city for fire department services and a nearly negligible amount of local taxes, Yale pays no taxes on any of it, including commercial properties (see Figs. 3 & 4). This long-standing pattern constitutes one of the major drivers of the city's uncommonly weak tax base, which has important consequences for the city's ability to administer and monitor public services.



Figs. 3 & 4: Selection of Yale-owned buildings in central New Haven; a chart of Yale's endowment in comparison to its contributions to New Haven, *Yale Alumni Magazine*, May/June 2016

In interaction with New Haven's landscape of high social need, this lack of institutional capacity has resulted in both a profusion of local service providers and an overarching lack of coordination and oversight. Some reentry organizations in town, for example, do reputable, highly responsible work in the community, while others are widely viewed as manipulative, untrustworthy, and illegitimate. When it comes to my project, I see it in part as a tool to construct a more complete picture of these service providers in order to see which organizations are even operational and what particular programming and services they provide. The aim from this end is to foster monitoring and evaluation of New Haven service providers in a way that is useful for both city administrators and organization staffers, but ultimately remains transparent and accessible to all residents.

Across the board, disparities persist in who gets access to resources in the first place. Individuals with the most acute, overlapping needs are often the ones who are unable to take advantage of support services. This happens for a whole host of reasons: they do not know about the services; they do not know how to get there or cannot spare the time or money to take public transport; they do not understand why the services are relevant to them; they do not trust the service providers or otherwise fear being further victimized, shamed, or tricked; they are unsure of documents they need to bring or do not possess these documents; they assume they will not be able to afford the services; they do not know if their immigration/refugee/ex-offender status will preclude them from being served; or they do not speak enough English.

For someone who is poor, undocumented, and who does not speak very much English, getting a handle on what services they qualify for and understanding how to access them is far from straightforward. Likewise, for someone navigating the tangled process of re-entry after being incarcerated, the fear of reincarceration can outweigh the desire to get health, employment, educational, and other needs met. In this respect, my capstone project is oriented toward members of New Haven's most marginalized communities with the goal of reducing or eliminating as many of these barriers to resource access as possible.

Finally, against the city's baseline of racially and economic inequality, the prospect of post-election funding and policy shifts is monumentally concerning. While the extent to which Trump will follow through on the policy actions he has outlined as his plan for the first hundred days, rollbacks in funding for education, public health, re-entry programs, and the like seem imminent. What's more, his threats to defund sanctuary cities at the federal level could, if realized, bring New Haven to its knees. Cutting these funds would be icing on the toxic layer

cake of punitive law enforcement and sentencing practices, particularly toward undocumented immigrants, a freeze on refugee resettlement from ‘terror-prone areas’, massive tax cuts, and the potential repeal of the Affordable Care Act. While my capstone project is not equipped to counter any of these eventualities at the policy level, it could help mitigate some of the harm.

In terms of the philosophical and ethical underpinnings of the project, I am driven by a fundamental concept of International Covenant on Economic and Social Rights: that people deserve not just the bare minimum necessary for survival, but, rather, the support necessary to achieve self-realization and dignity:

All peoples have the right of self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development. [Everyone is entitled to] a decent living for themselves and their families...[and] the right to take part in cultural life.¹

Addressing an individual’s most immediate needs in terms of emergency shelter, food, and health resources is crucial, of course, but it is not enough. People should have access to art and the outdoors and recreation and respectful community connections, too. My capstone mapping project is built upon this idea, that full self-determination and fulfillment for all should be the standard we hold ourselves to as a society.

In addition, this project is motivated by a desire to support refugees, asylum seekers, and formerly incarcerated people *in collaboration with them*. Rather than a top-down, disempowering format, this project seeks to involve and incorporate the voices and priorities of the target users and community members. As with almost any student-directed initiative, this project has relied heavily on the personal and professional knowledges of others, particularly those of refugee leaders and asylum seeker advocates. I have attempted to strike a balance

¹ United Nations. “International Covenant on Economic and Cultural Rights.” 1976.
<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CESCR.aspx>

between asking for help, insight, and suggestions from others, with the desire to avoid burdening others. As it stands, this project has brought to bear the expertise of people from many disparate fields: software engineers and app developers; city reentry officials; medical students who work with asylees and refugees; local service providers; law students who provide legal counsel and representation to asylum seeker women; undergraduate data entry volunteers; refugee leaders; and others. As I continue with this project through next semester, I will continue to coordinate with all of these people, remaining critical of my own positionality and mindful of ethical issues of voice and representation.

Reflections on the Project's Execution: Initial Planning

The first phase of this project involved gathering as much information as I could about similar mapping projects.² While I couldn't find any map quite like what I planned to make, I chose three projects that were particularly effective for different reasons. The first, the Vancouver Welcome Map, is the most visually beautiful of the three, but its functionality in any language but English and Arabic is limited. It was also made by volunteers who didn't speak Arabic, and without interviews or consultations with any Syrian refugees, the map's target audience. The second map was developed by a group of refugees in Berlin, for other refugees in the city; as such, it probably does a better job than the other maps of reflecting services identified as useful by refugee communities themselves. The third, UNHCR's Services Advisor mapping project (launched in Jordan and in the works for Turkey, Greece, Lebanon, and possibly Iraq), stands out for the level of coordination with service providers and the level of detail provided about each

² See Appendix for links to and screenshots from each of the four mapping projects from which I have been drawing.

service, though it uses a ridiculous amount of bandwidth, is only available in English, and only features humanitarian aid services provided by UNHCR and peer NGOs.

This comparison helped me get a sense of what components I wanted to emulate in my own project. Cobbling together the best parts of each map resulted in a plan for a map with the following characteristics:

- *Visually attractive (colorful, clean icons) and simple to use (Google Maps-based)*
- *Directly informed by target users: refugees, asylum seekers, and ex-offenders*
- *Made in close coordination with service providers, to improve referrals and increase user base*

Still, though, there were pieces absent from all three which I planned to integrate:

- *Full translation by native speakers, not embedded Google Translate widget; to Spanish and Arabic, first, and subsequently to Pashto, Dari, Swahili, and Lingala*
- *Solid functionality across smartphones, tablets, and computers*

To get a more realistic sense of how feasible these goals were, I set up Skype conversations with the leader of the Vancouver mapping project and the map's head web developer, as well as with the Executive Director of PeaceGeeks, the developer of the Services Advisor. I learned that the Vancouver map was made last fall by urban planning students and that the omission of refugee perspectives was a function of the level of urgency, in the lead-up to a wave of Syrian refugees about to be resettled in Vancouver. The web developer expressed interest in my project and told me he would be willing to repurpose the Vancouver map's software to fit my map, free of charge. This originally seemed like a great idea, though I ultimately changed course and am now working with the founder of a locally-based crowd-mapping app called Cricket. The most thought-provoking of the three conversations was with Renee Black from PeaceGeeks. She emphasized the importance of the project's long-term sustainability, telling me that if the map became obsolete, it wouldn't matter how thorough or well-made it was.

Middle-stage Execution & Logistics

With the issue of sustainability in mind, I spent the middle of the semester prioritizing coordinating with community organizations and student groups, rather than trying to get the whole spreadsheet of resource information finished immediately. On campus, I met with the Yale Refugee Project, the Yale Undergraduate Prison Project, and MEChA de Yale. I have also been worked closely with members of the Urban Justice Center's Asylum Seeker Advocacy Project (ASAP); besides their legal advocacy work, they are putting together a statewide map of asylum seeker resources, so we are sharing relevant resource information.

Off campus, I met with staff at IRIS (Integrated Refugee & Immigrant Services) to discuss refugee-specific resources and resettlement challenges, especially pertaining to resource constraints. They also put me in touch with members of its bi-monthly Refugee Leadership group who had expressed interest in my project. Over the course of in-person interviews, I have had long conversations with refugees (and in some cases with their whole families) from Afghanistan, DR Congo, Kenya, and Iraq. We have talked about their experiences of resettlement, from initial challenges of meeting immediate needs to longer-term problems with finding fulfilling employment and strong community; about where they go to access services in New Haven and where they feel most comfortable; about their hopes for themselves and for other refugees in town.

These initial interviews were extremely informative, bringing up challenges I had not previously enough thought about addressing in the map. For example, one refugee leader told me that food pantries and transitional housing were not present back in his home country, so without

background information about what these services are and why they matter, he would not use them. This idea echoed throughout all the interviews I conducted so far; people were excited about the project, but concerned that people would not know how to make sense of it without integrated guides. People made the following suggestions about what guides/instructions would be most helpful:

- *Know your rights, as a formerly incarcerated person/refugee/asylee*
- *What is an emergency shelter/transitional housing/food pantry/community health clinic, etc.?*
- *Public school grade level conversions and enrollment instructions*
- *Instructions for applying for ID cards*
- *How to use the NH bus system*
- *How to use Google Maps for navigation*
- *How to use food stamps at farmers' markets/where and how to find healthy, affordable food*

While these interviews were encouraging, in that the refugee leaders I talked to told me they thought this project was worthwhile, they were sobering at the same time. Most of the refugee leaders were highly educated professionals back home, but here they struggled just to secure entry-level jobs. One told me, “here we are just surviving,” unable to attain any kind of higher-level personal or professional fulfillment. And this is for the group that has the most support of the three, in many ways; refugees go through resettlement agencies and are eligible for long-term federal financial support. Asylum seekers, on the other hand, are not officially resettled by the government and thus are barred from most case management services and cash assistance; they also cannot legally work.

At two different community re-entry events, I heard similar things from service providers who work with formerly incarcerated people: having a felony conviction, or even just a criminal record, means that you face serious barriers to public housing, employment, and other services.

Even though the 'Ban the Box' initiative will go into effect starting in January 2017, employers can still use background checks to access criminal record information, and federal law allows public housing agencies to deny eligibility to almost anyone with a conviction.

Looking Forward: Goals & Limitations for the Coming Semester

It is clear that even a flawless, completely comprehensive map would not remedy these institutional and legal barriers. People will continue to be denied services they need; they will still have a hard time finding a job; and they will still experience different valences of prejudice and social marginality. I have been thinking a lot about the ways in which this project falls short of substantive policy reform that is so urgently needed, but even with that very much in mind, I still think this map will constitute an important contribution to the community. Making resource information more easily accessible to individuals and families has immense value in and of itself. Instead of relying on third parties, people using the map will be able to directly engage with this information in a way that they can tailor to their current needs and priorities. For people whose time is already stretched thin, it can be difficult to make time for independently researching particular resources, reaching out to social workers or other contacts, or traveling to service locations in person; this map could allow people to overcome these logistical barriers to access.

Many people face compounded challenges: a language barrier, young children or elderly relatives to care for, and tough transportation logistics. The hope is that this project will save people time and make learning about and accessing resources much simpler. Rather than just connecting people with the minimum services necessary for survival, this map also includes information on resources that contribute to quality of life more broadly: parks, sports fields,

beaches, and playgrounds; free museums; farmers' markets and specialty food markets; and community associations. Implicit in this map, therefore, is the argument that economic, social, and cultural rights are of fundamental value, and that empowerment comprises more than just attaining some minimum standard of housing security and economic stability.

Currently, my spreadsheet has 466 rows, and it is still expanding. The sheer amount of information we are gathering for each resource (including: latitude-longitude; documentation required; programs offered; target population served; languages spoken; hours of operation) presents a major challenge. After six work sessions and dozens of hours of volunteer engagement with data entry, the first phase of research for the spreadsheet is nearing completion. Over the winter break and into the beginning of next semester the project's focus will shift to making calls and conducting site visits to service providers.

Besides direct coordination with resources themselves, the second major priority for the first half of the spring semester is to produce, in collaboration with Cricket's developers, the first version of the English-language map. That way, we will be able to take it to community members, starting with folks at the Prison Re-entry Roundtable, the Yale School of Medicine refugee health clinics, IRIS, Junta, and ULA, in order to get preliminary feedback and begin making adjustments. From there, we will continue to work with members of the refugee leadership group, as well as with formerly and currently incarcerated people, asylees, and undocumented people, aiming to incorporate their feedback into subsequent iterations of the map.

Next semester I will be enrolling in an independent study and receiving credit for continued work on this project. I am extremely excited to keep going with the mapping project,

particularly because I have gotten approval from the Political Science DUS to produce a set of recommendations and best practices for scaling this project up, potentially for the State of Connecticut, and potentially for U.S. municipalities more broadly. I have been meeting intermittently with ASAP coordinators, and they are particularly interested in exploring the idea of scaling this map up to the state and national levels. Additionally, next semester I may take on the role of ASAP's general undergraduate liaison, which would allow me to garner more student involvement and support for ASAP while figuring out the best way to put my project in conversation with their closely related but still fledgling national asylum seeker mapping project.

I am hopeful about the prospect of getting the word out to the community and mobilizing the resources to make this mapping project sustainable. *The New Journal* is planning on writing a story for their February issue on my project, in the context of New Haven refugee resettlement and general service provision dynamics. Besides increasing the project's visibility on campus, I plan to devote a great deal of time next semester to advertising and coordination with the City of New Haven. I have been put in contact with the director of the Community Services Administration at City Hall, Dr. Martha Okafor, and I am looking forward to meeting with her early next semester to talk about how my project fits into the Get Connected New Haven database initiative that she has spearheaded. Further, I will be applying for the Dean's Challenge, a summer fellowship which provides \$15,000 in funding and startup accelerator resources for projects aimed at addressing global issues such as health, education, or climate change. I am not yet sure whether I want to stay in New Haven to work on this project over the summer, so at this point I want to keep my options open. Whether I stay in New Haven over the summer or not, I want to graduate in May with a clear plan for New Haven RAMP.

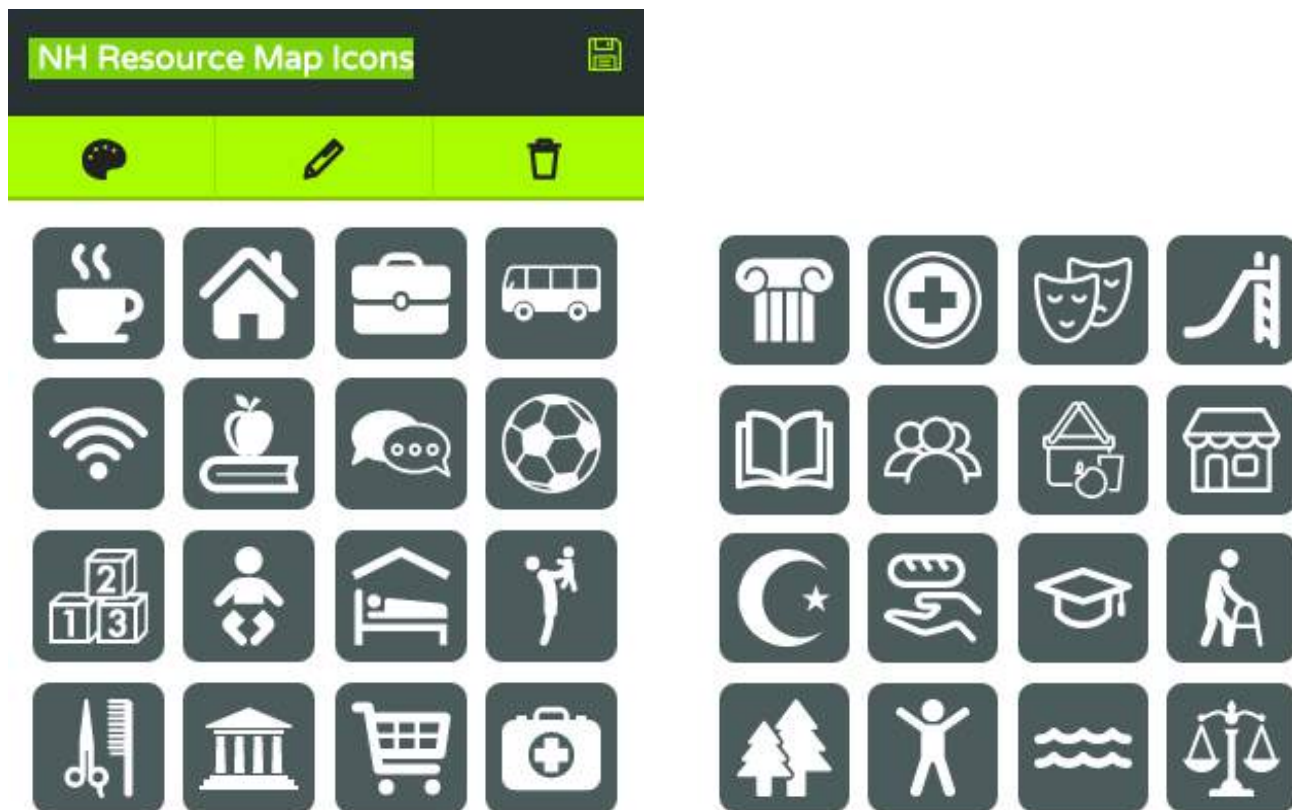
While the project is far from finished, working on this project has been one of the best parts of this past semester and I am grateful to be able to see it through next spring. The mapping project owes much to both the guidance of community members and the generosity of student volunteers. In a political environment shot through with uncertainty and foreboding, this project feels more important than ever. While it will not directly prevent regressive legislation from being passed and implemented, I believe a mapping project like RAMP has immense potential to mitigate the harm done to marginalized communities by improving user outcomes, resource efficiency, and institutional accountability.

APPENDIX I: PROJECT SCREENSHOTS

Fig. 1 - Category Taxonomy

| | A | B | C | D | E | F | G |
|----|--------------------|-------------------------------------|---|---------------|--------|----|---|
| 7 | Clothing | | | LIGHT MAGENTA | 6D0240 | 5 | |
| 8 | Community Group | | | DARK PURPLE | 280649 | 6 | |
| 9 | Counseling | | | LIGHT GREEN | 6EAF54 | 7 | |
| 10 | Education | ESL | | LAVENDER | 9377D1 | 8 | |
| 11 | Education | Public Schools | | LAVENDER | 9377D1 | 9 | |
| 12 | Education | Continuing Education | | LAVENDER | 9377D1 | 10 | |
| 13 | Employment | Job Training | | BROWN | 563823 | 11 | |
| 14 | Employment | Job Placement | | BROWN | 563823 | 11 | |
| 15 | Families & Childre | Parenting Workshops & Family Servic | | YELLOW | F2CC26 | 12 | |
| 16 | Families & Childre | Childcare | | YELLOW | F2CC26 | 13 | |
| 17 | Families & Childre | Early Childhood Education | | YELLOW | F2CC26 | 14 | |
| 18 | Food & Shopping | Supermarket | | TEAL | 0A5259 | 15 | |
| 19 | Food & Shopping | Restaurant | | TEAL | 0A5259 | 16 | |
| 20 | | | | | | | |

This category taxonomy is organized by broad categories and increasingly specific sub-categories. There are 52 categories, all told, with category groups assigned the same 6-digit color hex code, and icons assigned to correspond to category characteristics.

Fig. 2: Icon Graphics

A selection of the flat, free vector icon graphics I gathered for the purposes of this project. The icons are specific to each category, from Islamic Centers & Mosques to Legal Services to Early Childhood Education.

<http://www.flaticon.com>

Fig. 3 & 4: Master Spreadsheet Screenshots, circa. October 2016

| 1 | TITLE | SPECIFIC CHANNEL (IF APPLICABLE) | CATEGORY | SUB-CATEGORY 1 | LATITUDE | LONGITUDE | STREET ADDRESS | CITY | STATE | COUNTRY | POSTAL CODE |
|-----|--|----------------------------------|-------------------------------------|-------------------------|-------------------|--------------------|--------------------|------------|-------|---------|-------------|
| 100 | Oxford House Placement Services | | sober house | from MINI REENTRY GUIDE | 41.3123505 | -72.8491238 | 1580 Chapel St. | | CT | USA | 06511 |
| 101 | Community Mediation, Inc. | p28 May12 | | from MINI REENTRY GUIDE | 41.3828361 | -72.8998656 | 3013 Dixwell Ave. | Hamden | CT | USA | 06517 |
| 102 | No Closed Doors | p31 May12 | | from MINI REENTRY GUIDE | 41.3063667 | -72.92524409999999 | 129 Church St. | New Haven | CT | USA | 06510 |
| 103 | Connecticut Fair Housing Center (CFHC) | p29 May12 | Housing | from MINI REENTRY GUIDE | 41.3061448 | -72.92670220000002 | 900 Chapel St. | New Haven | CT | USA | 06510 |
| 104 | Fair Rent Commission | p30 May12 | Authorities | from MINI REENTRY GUIDE | 41.3072905 | -72.9243414 | 165 Church St. | New Haven | CT | USA | 06510 |
| 105 | Housing Court | | Authorities | from MINI REENTRY GUIDE | 41.3088294 | -72.9243697 | 121 Elm St. | New Haven | CT | USA | 06511 |
| 106 | Hamden American Job Center | | Employment | from MINI REENTRY GUIDE | 41.3551619 | -72.9269435 | 37 Morse St. | Hamden | CT | USA | 06514 |
| 107 | Construction Workforce Initiative | p38 May12 | Employment | from MINI REENTRY GUIDE | 41.549312 | -72.792418 | 547 Center St OR 5 | Meriden | CT | USA | 06450 |
| 108 | Easter Seals Goodwill - Community Reentry Services | also other services | Employment | from MINI REENTRY GUIDE | 41.3051357 | -72.91210080000002 | 95 Hamilton St. | New Haven | CT | USA | 06511 |
| 109 | Employment Center at Science Park | | Employment | from MINI REENTRY GUIDE | 41.3245817 | -72.92730219999999 | 4 Science Park | New Haven | CT | USA | 06511 |
| 110 | JUNTA for Progressive Action | | Adult ed, job training, legal assis | from MINI REENTRY GUIDE | 41.3094236 | -72.8999115 | 169 Grand Ave. | New Haven | CT | USA | 06513 |
| 111 | CT Adult Virtual High School | | Education | from MINI REENTRY GUIDE | | | | | | | |
| 112 | Literacy Volunteers of Greater New Haven | | Education | from MINI REENTRY GUIDE | 41.3045993 | -72.9274474 | 20 Church St. | New Haven | CT | USA | 06511 |
| 113 | Connecticut Talent Assistance Cooperative - Educational Op | | Employment | from MINI REENTRY GUIDE | 41.2884189 | -72.92624649999999 | Gateway Communi | New Haven | CT | USA | 06511 |
| 114 | Gateway Community College | | Education | from MINI REENTRY GUIDE | 41.2884189 | -72.92624649999999 | 60 Sargent Dr. | New Haven | CT | USA | 06511 |
| 116 | Centro San José Family Center | p15 | Families & Children | from MINI REENTRY GUIDE | 41.3085313 | -72.8986496 | 290 Grand Ave. | Fair Haven | CT | USA | 06519 |
| 116 | Child Support Enforcement Agency (Judicial Branch) | p41 - May 12 | Authorities | from MINI REENTRY GUIDE | 41.3032776 | -72.91159499999998 | 414A Chapel St. | New Haven | CT | USA | 06511 |
| 117 | Familias in Crisis, Inc. | p42 - May 12 | Family Services | from MINI REENTRY GUIDE | 41.3053363 | -72.9199582 | 45 Court St. | New Haven | CT | USA | 06511 |
| 118 | Nurturing Families Network - New Haven Health Dept | | Family Services | from MINI REENTRY GUIDE | 41.2998629 | -72.92627419999997 | 54 Meadow St. | New Haven | CT | USA | 06519 |
| 119 | Yale New Haven Hospital Saint Raphael Campus | | Health | from MINI REENTRY GUIDE | 41.3102538 | -72.94315319999998 | 1450 Chapel St. | New Haven | CT | USA | 06511 |
| 120 | Yale New Haven Hospital | combine? | Health | from MINI REENTRY GUIDE | 41.3045456 | -72.93579540000002 | 10 York St. | New Haven | CT | USA | 06510 |
| 121 | Fair Haven Medical Group | | Health | from MINI REENTRY GUIDE | 41.315924 | -72.87248 | 339 Eastern St. | New Haven | CT | USA | 06513 |
| 122 | Hispanic Clinic | | Health | from MINI REENTRY GUIDE | 41.3054677 | -72.9367699 | 34 Park St. | New Haven | CT | USA | 06519 |
| 123 | New Haven Health Dept (Preventive Medicine Clinics) | | Health | from MINI REENTRY GUIDE | 41.29986 | -72.92627419999997 | 54 Meadow St. | New Haven | CT | USA | 06519 |
| 124 | Planned Parenthood | | Health | from MINI REENTRY GUIDE | 41.3198974 | -72.91828729999997 | 345 Whitney Ave. | New Haven | CT | USA | 06511 |
| 125 | Transitions Clinic at Cornell Scott Health Center | | Health | from MINI REENTRY GUIDE | 41.297526 | -72.93932760000001 | 428 Columbus Ave | New Haven | CT | USA | 06519 |
| 126 | AIDS Project New Haven | | Health | from MINI REENTRY GUIDE | 41.30974800000001 | -72.93936650000003 | 1302 Chapel St. | New Haven | CT | USA | 06511 |
| 127 | AIDS Interfaith Network | | Health | from MINI REENTRY GUIDE | 41.3101785 | -72.93833269999999 | 1303 Chapel St. | New Haven | CT | USA | 06511 |
| 128 | Hispanos Unidos Contra El SIDA | | Health | from MINI REENTRY GUIDE | 41.3099934 | -72.9455299 | 116 Sherman Ave., | New Haven | CT | USA | 06511 |
| 129 | New Haven Health Dept (AIDS Services) | | Health | from MINI REENTRY GUIDE | 41.29986 | -72.92627419999997 | 54 Meadow St. | New Haven | CT | USA | 06519 |
| 130 | Yale New Haven Hospital (Yale AIDS Program) | | Health | from MINI REENTRY GUIDE | 41.3026254 | -72.9349287 | 788 Howard Ave. | New Haven | CT | USA | 06519 |
| 131 | Access to Recovery Ill | | Health | from MINI REENTRY GUIDE | | | 213 Court St. | Middletown | CT | USA | 06457 |
| 132 | APT Foundation | | Health | from MINI REENTRY GUIDE | 41.2894852 | -72.929888 | 1 Long Wharf Dr. 5 | New Haven | CT | USA | 06511 |

| WEBSITE | PHONE | EMAIL | OPENING HOURS INFO | DESCRIPTION | DOCUMENTATION | LANGUAGES SPOKEN |
|--|----------------|--|------------------------|--|---------------|------------------|
| http://rkidsct.org/ | (203) 865-5437 | | | Family support, family reun | | |
| https://www.startbank.com/ | (203) 285-6490 | | | Only local New Haven bank | | |
| http://www.connecticut.va.gov/locations/ | (203) 932-5711 | | | Veteran health services | | |
| http://childstudycenter.yale.edu/ | (203) 785-2540 | | | Mental health treatment ar | | |
| http://www.cliffordbeers.org/ | (203) 772-1270 | | | Community-based mental h | | |
| http://medicine.yale.edu/psychiatry/mom | (203) 764-7374 | | | Mental health and job read | | |
| https://medicine.yale.edu/psychiatry/mor | (203) 764-7495 | | | Hub location for Moms Part | | |
| https://medicine.yale.edu/psychiatry/mor | (203) 535-9833 | | | Hub location for Moms Part | | |
| https://medicine.yale.edu/psychiatry/mor | (203) 535-9833 | | | Hub location for Moms Part | | |
| http://bgcnewhaven.org/ | (203) 787-0187 | kidscomefirst@bgcnewhaven.org | | After school & summer chil | | |
| http://bgcnewhaven.org/ | (203) 469-9718 | | | After school & summer chil | | |
| http://bgcnewhaven.org/ | (203) 946-8840 | | | After school & summer chil | | |
| http://bgcnewhaven.org/ | (203) 498-8800 | | | | | |
| | (203) 787-6867 | Faihtemple834@aol.com | | | | |
| http://www.orange-ct.gov/cominfo/senior | (203) 891-4786 | | | Senior classes, transporta | | |
| www.walkofffaithchurch.org | (203) 469-5134 | | | | | |
| https://www.ynhh.org/about/community/ | (203) 789-3312 | | | Reasonably priced used clo | | |
| http://www.cityofnewhaven.com/Parks/Pa | | | | The 425-acre park is locate | | |
| http://www.cityofnewhaven.com/Parks/Pa | (203) 946-8028 | | | The park extends roughly 1 | | |
| http://www.cityofnewhaven.com/Parks/Pa | | | | This park is a southern exte | | |
| http://www.cityofnewhaven.com/Parks/Pa | | | | Summer beach access. Orig | | |
| | (860) 424-3000 | | | | | |
| http://www.cityofnewhaven.com/parks/pa | (203) 946-8027 | | | This park takes up most of | | |
| | (203) 287-5658 | | | | | |
| http://www.edgertonpark.org/ | (203) 777-1886 | | | | | |
| http://sustainablefood.yale.edu/farm/yale | (203) 432-2084 | sustainablefood@yale.edu | Public workdays: W, F, | A Yale affiliated park and ve | | |
| www.facebook.com/cityseed/ or cityseed | (203) 773-3736 | info@cityseed.org | | | | |
| www.facebook.com/pages/Wooster-Squar | (203) 773-3737 | info@cityseed.org | Sat 9am-1pm through | Local produce, prepared for | | |
| www.facebook.com/pages/Edgewood-Park | (203) 773-3738 | info@cityseed.org | Sun 10am-1pm through | Local produce and prepared | | |
| cityseed.org/downtown/ | (203) 773-3739 | info@cityseed.org | W 11am-2pm (mid Jun | Local produce and prepared | | |
| cityseed.org/fair-haven/ | (203) 773-3740 | info@cityseed.org | Th 3pm-6pm (early July | Local produce and prepared foods available from vendors. Items are g | | |
| cityseed.org/mobile-market/ | (203) 773-3741 | info@cityseed.org | Varies depending on lo | This local produce van trav | | |
| | (203) 773-3742 | info@cityseed.org | Sat 10am-1pm Jan thro | Local produce market indoc | | |

Fig. 5 & 6: Master Spreadsheet Screenshots circa December 2016

| | | | | |
|---|---|--------------------|--------------------------------|------------------------------|
| Methadone Maintenance Clinic - Legion | https://aptfoundation.org/calendar/legion | (203) 781-4740 | | |
| Methadone Maintenance Clinic - Orchard Hill | http://interventionamerica.org/Methadone | (203) 781-4695 | | |
| Methadone Maintenance Clinic - Park Hill | http://interventionamerica.org/Methadone | (203) 781-4710 | | |
| Connecticut Mental Health Center (CHMC) | http://www.ct.gov/dmhas/cwp/view.asp?a | (203) 974-7713, (2 | | Provides mental health servi |
| Connecticut Mental Health Center (CHMC) - Substance Abuse | http://www.ct.gov/dmhas/cwp/view.asp?a | (203) 974-5777 | M-F: 8am-4:30pm | Offers substance abuse eval |
| Yale Clinical & Community Research (YCCR) | http://www.yccr.yale.edu/domestic/ | (203) 764-9995 | | Substance abuse & HIV trea |
| Yale Program for Recovery and Community Health | http://medicine.yale.edu/psychiatry/prch/ | (203) 764-7594 / (| | Promotes recovery, self-dete |
| North Side Community Outpatient Services | http://health-centers.healthgrove.com/ | (203) 503-3470 | | Adult outpatient substance ; |
| Veterans' Administration CT Healthcare | http://www.connecticut.va.gov/locations/c | (203) 932-5711 | | Veteran health services |
| Yale School of Medicine - Child Study Center | http://childstudycenter.yale.edu/ | (203) 785-2540 | | Mental health treatment an |
| Clifford Beers Clinic | http://www.cliffordbeers.org/ | (203) 772-1270 | Limited walk-in hours or | Community-based mental he |
| Ariel's Recovery Home LLC | www.arielsrecoveryhome.com | (203) 915-1883 | | Provides temporary and stru |
| Village of POWER | http://www.cornellscott.org/documents/re | (203) 503-3484 | M-F: 9am-5pm | A case management prograr |
| Northside Community Outpatient Services | hillhealthcenter.com | (203) 503-3470 | | Behavioral Health, Family He |
| Women's Health Services | http://cornellscott.org/ | (203) 777-4781 | Call for hours | Free gynecology and other v |
| Dixwell Newhallville Community Mental Health Services | http://psychiatry.yale.edu/csn/agencies/di | (203) 776-8390 | | Mental health services to th |
| Giving Back House of Recovery (GBHR) | | (203) 494-5041 | | Provides living arrangement |
| Norton House | http://www.nortonfoundationllc.com/hom | (203) 605-4070 | No hours; application is t | Independent sober housing |
| Recovery Supports Program | www.ct.gov/dmhas/cwp/view.asp?a=2900 | (800) 658-4472 | | |
| New Reach, Inc - Main Office | http://newreach.org/ | (203) 492-4866 | | Temporary housing for wom |
| New Reach, Inc - Care Ways Shelter | http://newreach.org | (203) 492-4866 | | |
| New Reach, Inc - Martha's Place | http://newreach.org | (203) 492-4866 | | |
| Farnam Center | http://www.farnamcommunity.org/ | (203) 562-9194 | egambardella@farnamcommunit | M-F: 9am-9pm; Sat: 8:30 |
| Emergency Shelter Management Services | http://esmsshelter.org/ | (203) 777-2522 | | Staffed 24 hours per day |
| Columbus House | http://www.columbushouse.org/programs | (203) 401-4400 | | For homeless men: emerger |
| Brownell House | http://www.erreraccc.com/cwt-tr-brownel | (203) 479-8035, (| | Since 1982 we have been pr |
| Umbrella Center for Domestic Violence Services | http://bhcare.org/page/22595-The-Umbrel | HOTLINES: (203) 7 | confidential: UCDVS@bhcare.org | 24/7 |
| Errera Community Care Center — Next Steps | http://www.erreraccc.com/ | (203) 479-8000 | | Walk-in hours M-F: 7:30 |
| Veterans Support Foundation — Bassett Court | | (203) 931-0887 | | Provides housing to veteran |

| INITIALS - DATA ENTRY |
|-----------------------|
| ERH |
| AMS |
| ERH |
| FT |
| FT |
| PRR |
| PRR |
| PRR |
| ERH |
| TM |
| ERH |
| ERH |
| PRR |
| IV |

| |
|----------|
| IV |
| BPO, AMS |
| BPO |
| BPO |
| BPO |
| BPO |
| XZ |
| PRR |
| PRR |
| XZ |
| BPO, AMS |
| FT |
| ERH |
| PRR |
| PRR |

| |
|-----|
| VM |
| LG |
| LG |
| IV |
| ERH |
| SDR |
| VM |
| ERH |
| PRR |
| PRR |
| PRR |
| PRR |
| HYH |
| AMS |
| PRR |
| VM |

Progress on master spreadsheet, top; logged initials from data entry volunteers

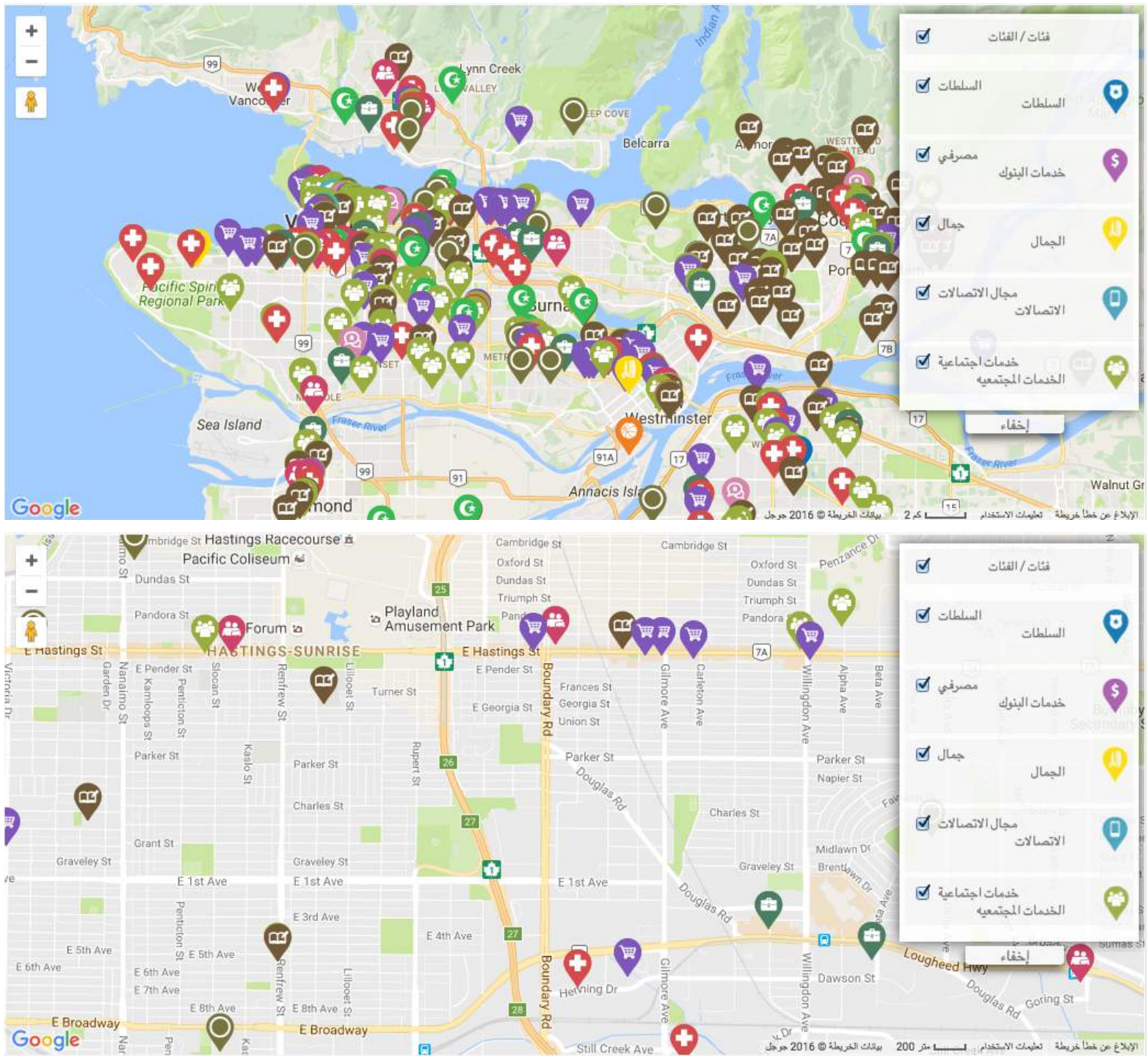
Fig. 7: Resources without Addresses

| RESOURCES WITHOUT ADDRESSES | | | | | | | |
|---|---------------------|-----------------|--|----------------------|-------------------|-------|---------------------|
| TITLE | CATEGORY | SUBCATEGORY | WEBSITE | PHONE | EMAIL | HOURS | DESCRIPTION |
| Dial 2-1-1 (Info-Line) | Information | | www.infoline.org/ | 2-1-1 | | | |
| Sports & Recreation - City of New Hav | Outdoors & Public | | | (203) 946-8088 | | | |
| Outdoor Recreation - City of New Hav | Outdoors & Public | | | (203) 946-6768 | | | |
| Regional Growth Connection (CT Worl | Transportation | | | (203) 624-1493 ex | | | Transportation for |
| CT Transit | Online transportat | | https://www.cttra | (203) 624-0151 / F | | | Online info on rou |
| LOGISTICARE of Connecticut | Transportation | | | (1-888) 248-9895 | | | Transportation ass |
| Community Health Care Van | Health | | | | | | |
| Homelessness Prevention and Rapid R | | | | Call 2-1-1 for scree | | | |
| Domestic Violence Services of Greater | | | http://www.dvsgn | (203) 865-1957 / (| endabuse@dvsgn | | Emergency shelter |
| Liberty Community Services — Transit | Housing | | http://www.libert | (203) 495-1764 | | | Housing Assistance |
| HUSKY Health Insurance | Public health insur | | http://www.husky | (877) 284-8759 | | | HUSKY A—Medica |
| Connecticut Adult Virtual High School | Education | | https://www.ctvh | | | | |
| Department of Corrections - Informati | | | http://www.ctinm | (860) 292-3486 | | | Online database o |
| Information for families - Department | | | http://www.ct.gov | | | | |
| CT Coalition Against Domestic Violence Toll-Free 24-Hour Crisis Line: | | | | 1-888-774-2900 | | | |
| CT Adult Virtual High School | | Education | https://www.ctvh | (860) 515-3712 | Susan Champine, C | | Provides students |
| DMHAS Basic Needs Program | | | | (1-800) 368-1526 | | | Temporary help w |
| Fresh Start | Housing, Educati | | http://www.cityof | (203) 946-7821 | NHFreshStart1@n | | Project Fresh Start |
| Statewide Legal Services Hotline | Legal Assistance | | http://slsct.org/co | (800) 453-3320 | | | Free legal services |
| ASAP - Pro-Bono Legal Services | Legal Assistance | | | | | | |
| West River Neighborhood Services Co | Community Group | | www.westrivernei | | wrnscsecretary@g | | Community garden |
| Mobile Farmers' Market | Food | Farmers' Market | cityseed.org/mobi | (203) 773-3741 | info@cityseed.org | | This local produce |

This tab within the spreadsheet is serving as a catch-all for resources which either have no physical address, have a confidential address, or are mobile, with shifting address information

APPENDIX II: EXAMPLE MAPS

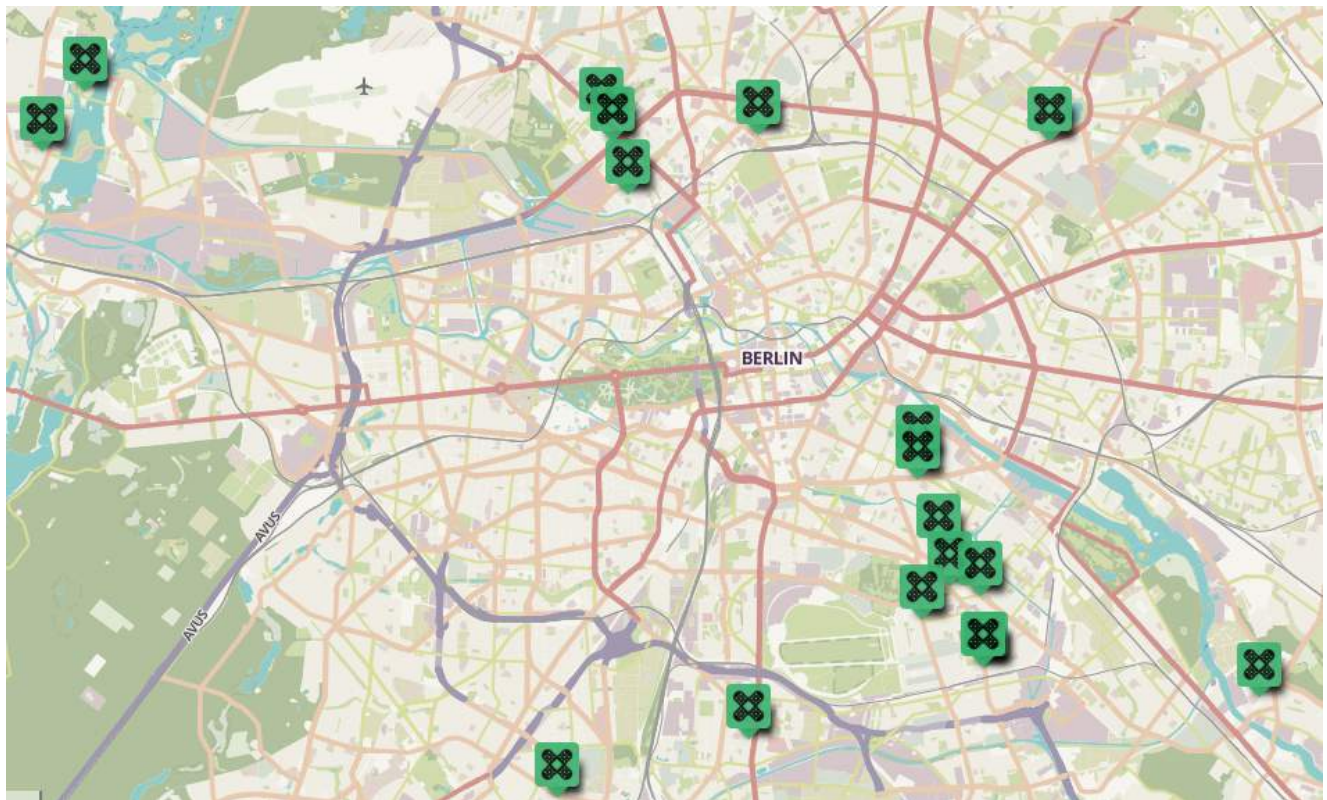
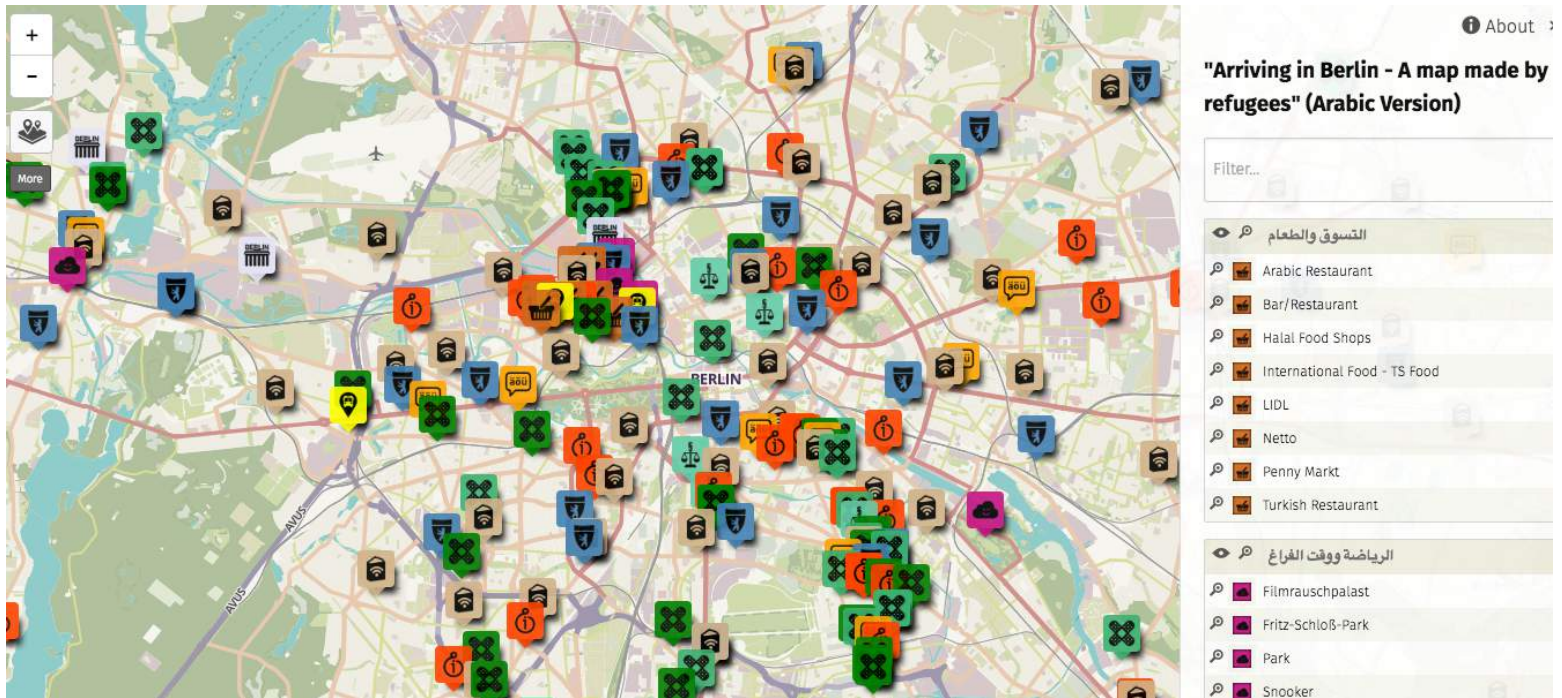
Map. 1: Vancouver Welcome Map



Figs. 1 & 2: Zoomed-out, all-Arabic version; close-up, all-Arabic version

<http://vancouverwelcomemap.ca/>

Map 2: Arriving in Berlin: A Map Made by Refugees



Figs. 3 & 4: Zoomed-out with all layers showing; Close-up with one layer visible

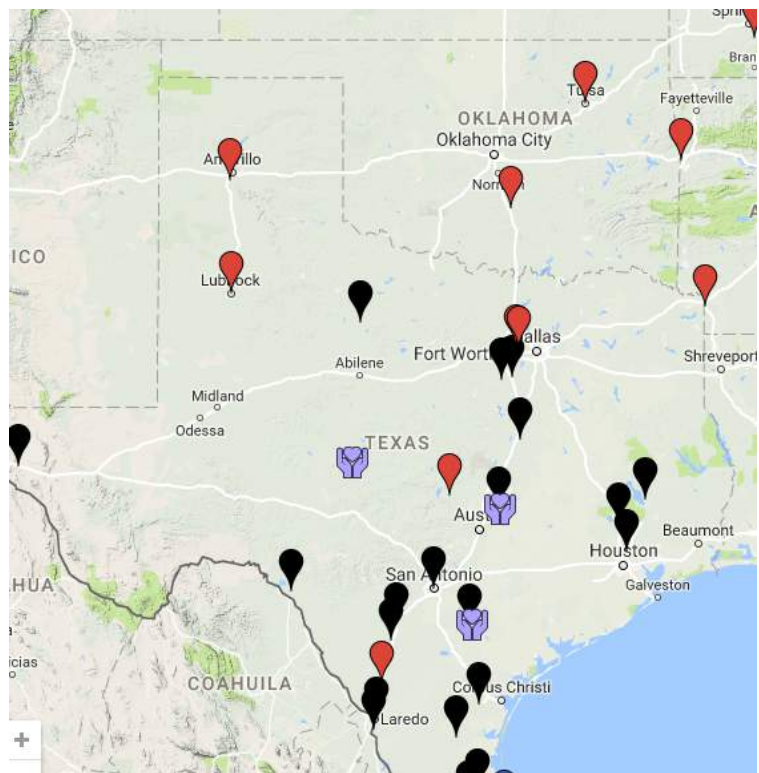
http://umap.openstreetmap.fr/en/map/arriving-in-berlin-a-map-made-by-refugees-arabic-v_57088#12/52.5150/13.4198

Map 4: CIVIC Immigration Detention Map



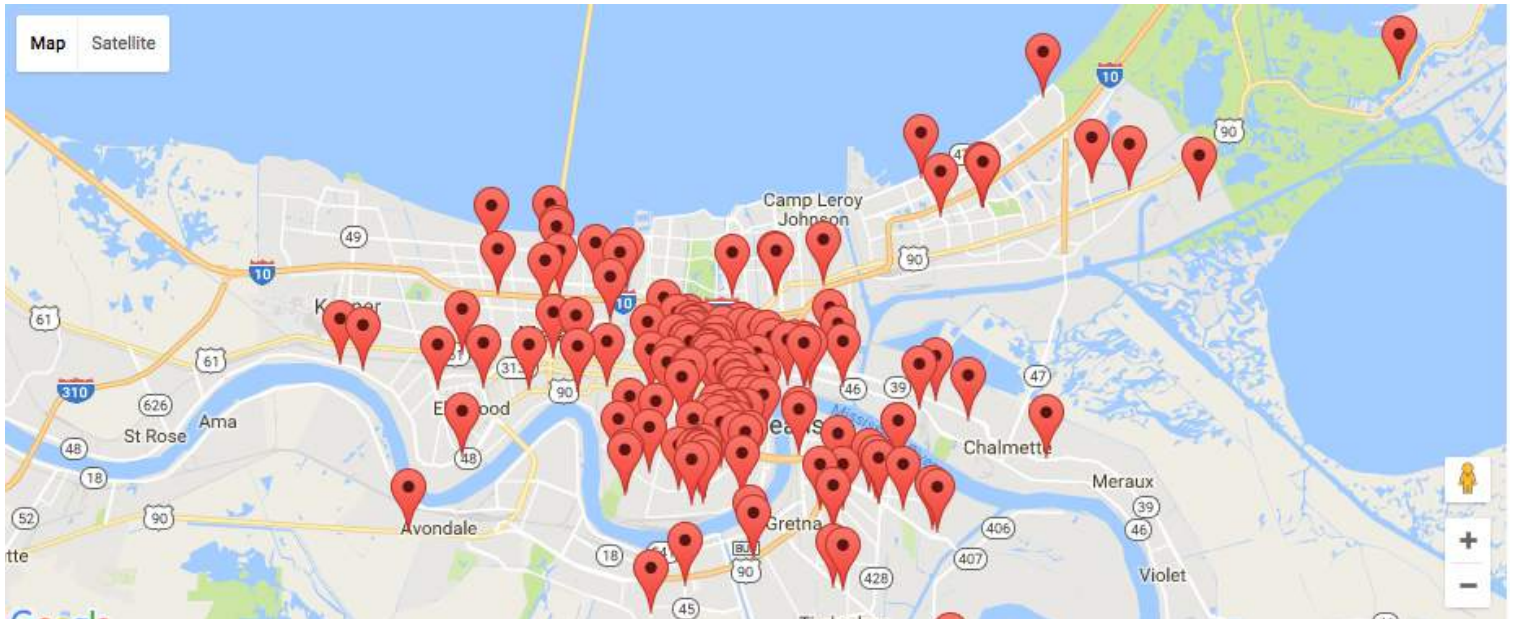
U.S. Immigration Deter...

- Privately-Operated Detention Facilities
 - ▼ All items
- ICE-Operated Detention Facilities
 - ▶ PORT ISABEL
 - ▶ KROME NORTH SERVICE PROCESSING ...
 - ▶ FLORENCE SERVICE PROCESSING CEN...
 - ▶ EL PASO SERVICE PROCESSING CENTER
 - ▶ BUFFALO (BATAVIA) SERVICE PROCESS...
- County & City-Operated Facilities
 - ▼ All items
- CIVIC Visitation Programs
 - ▼ All items



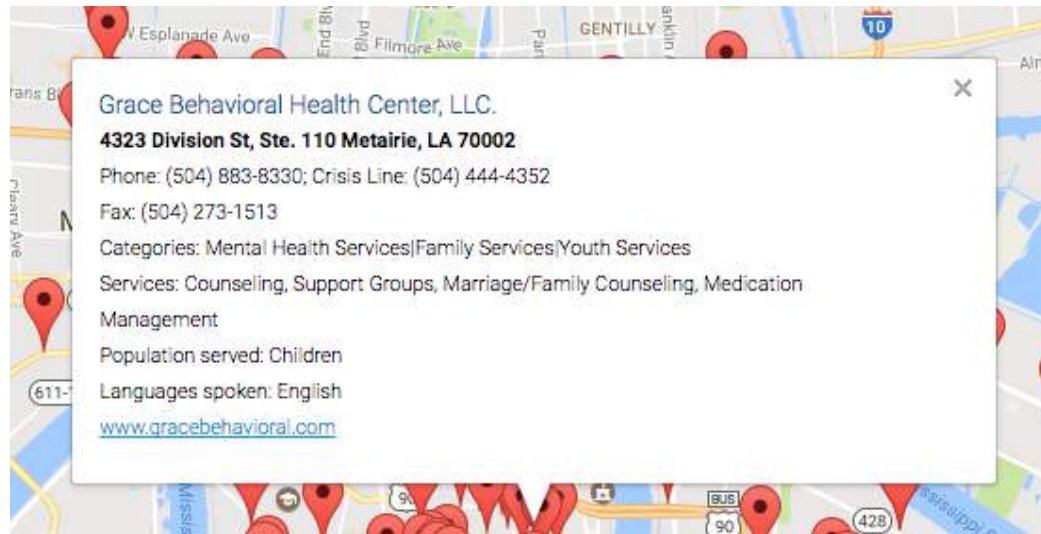
Figs. 9-11: Immigration detention map;
 Layers: private, ICE-operated, and city/county facilities, and CIVIC visitation programs
<http://www.endisolation.org/resources/immigration-detention/>

Map 5: City of New Orleans Resource Map



Select a category

- Domestic Violence
- Education
- Emergency Assistance
- Employment/Workforce Development
- Family Services
- Housing
- Legal Aid
- Mental Health Services
- Physical Health
- Reentry
- Substance Abuse
- Youth Services



ATLS Youth Foundation, Inc.
2439 Delachaise St New Orleans, LA 70115 [\(Google Map\)](#)
 Phone: (504) 452-0110
 Categories: Youth Services, Education, **Employment/Workforce Development**
 Services: Advocacy, Therapy, Job Training
 Population served: Youth
 Languages spoken: English
www.atlsyouthfoundation.org

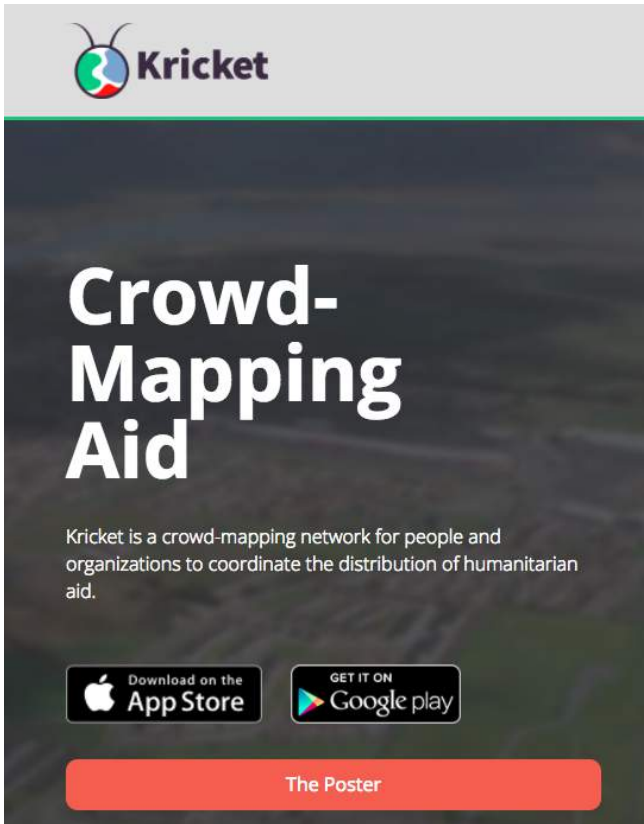
Would you recommend this provider?



Figs. 12-15: Map showing all resources; resource detail; category list; detail from scrollable resource list <http://www.nola.gov/health/resources/>

APPENDIX III: APP SCREENSHOTS

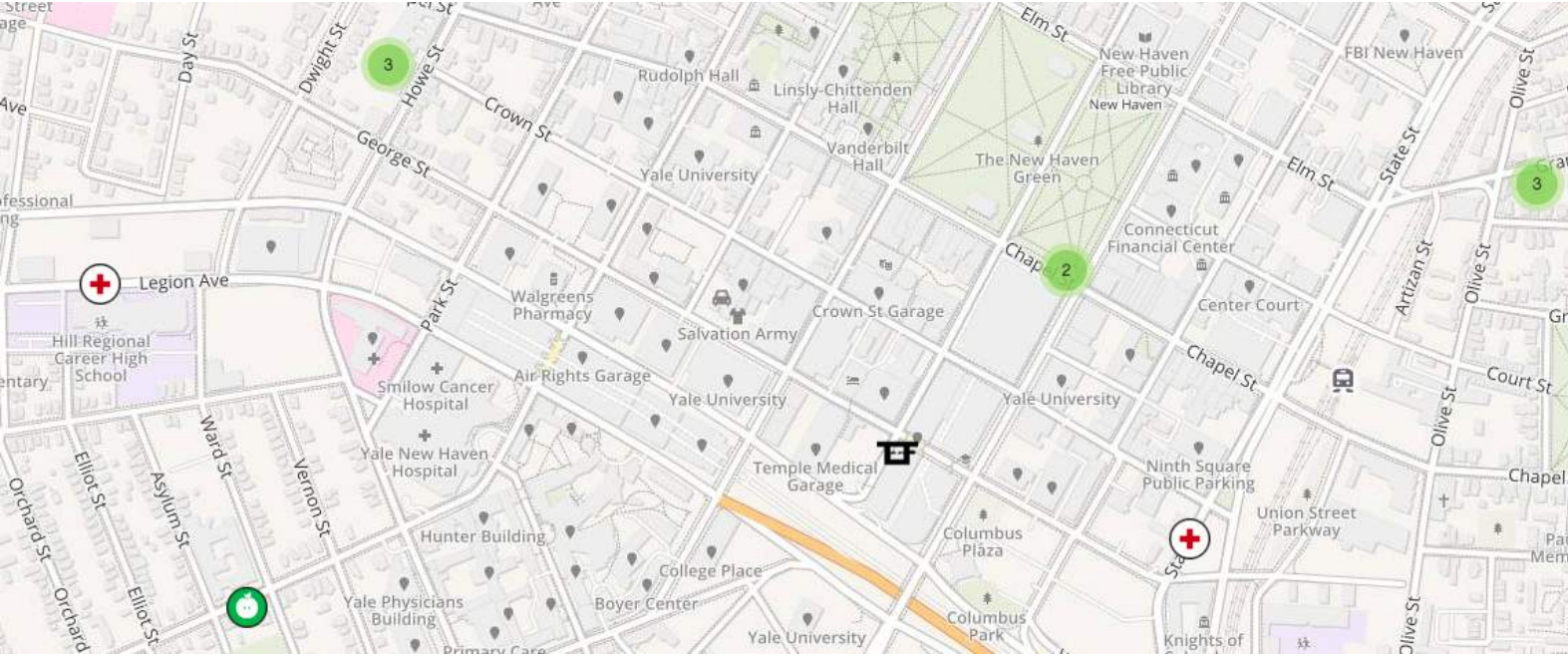
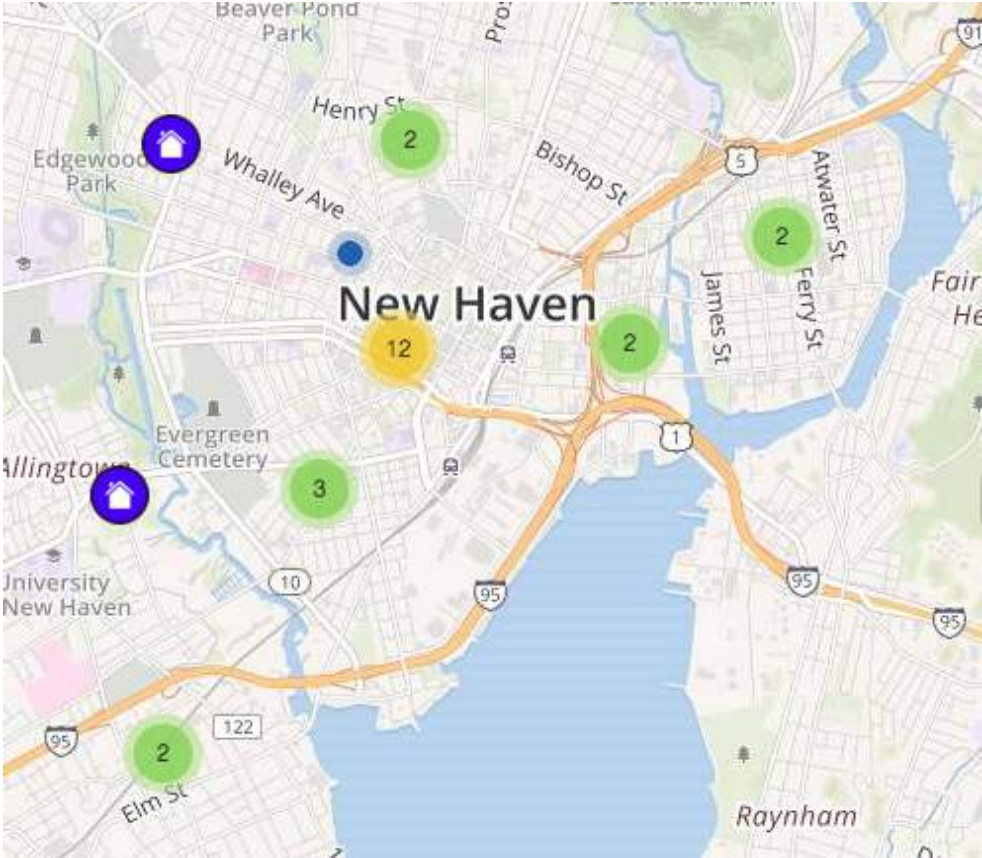
Figs. 1-4: Screenshots from crowd-mapping app Cricket



Cricket's home page; Cricket logo; refugee resource icons; Sustainable Development Goals

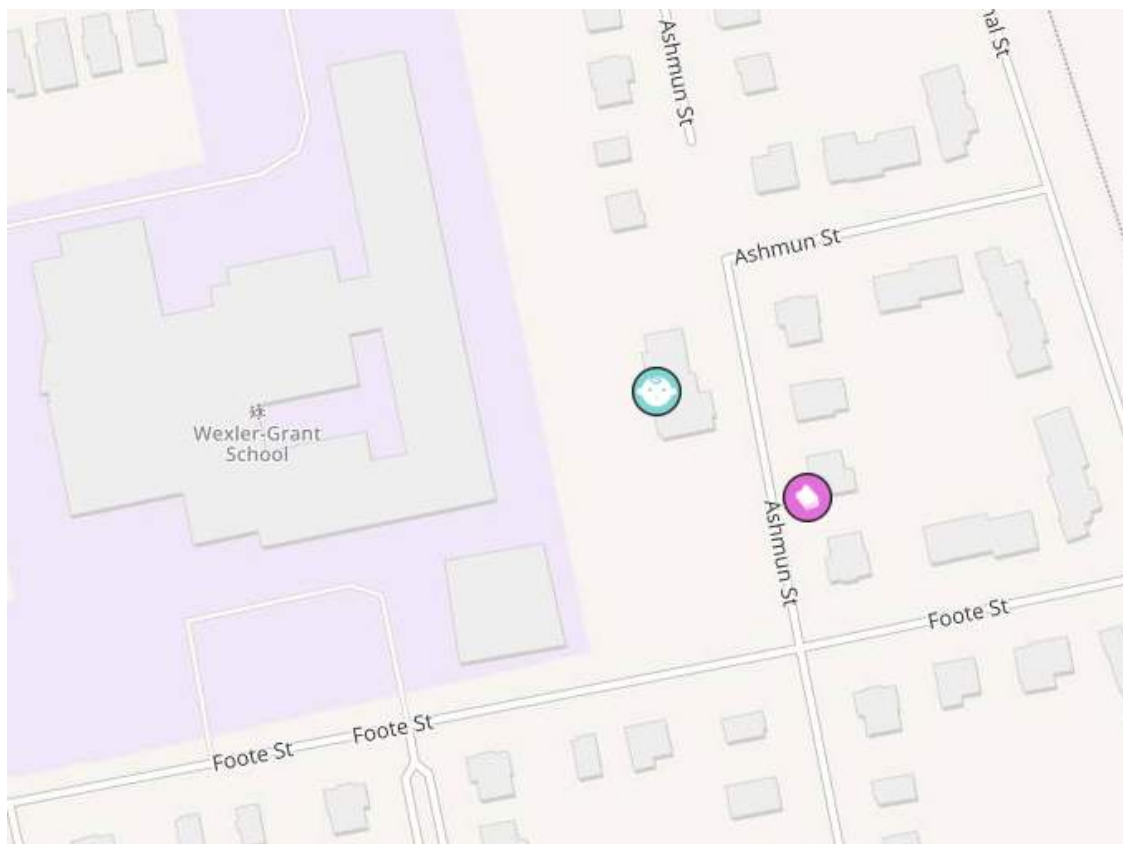
<https://www.cricket.co/>

Figs. 5 & 6: Preliminary Pilot on Cricket



Zoomed-out version of the initial pilot; medium-zoom view of central New Haven
<https://app.kricket.co/>

Figs. 7 & 8: Preliminary Pilot on Cricket



^
Leave a comment below

Close-up of two resources; screenshot of resource detail page [still blank at this stage]
<https://app.cricket.co/>

APPENDIX IV: SPREADSHEET INSTRUCTIONS

New Haven RAMP (Resource Access Mapping Project)

**Spreadsheet Guide:
Instructions for Data Entry and Calls to Organizations**

Last updated: 12/03/16

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Organization Calls.....5-7
FAQ.....7

Hello, and thanks very much for taking the time to volunteer with the New Haven Resource Access Mapping Project (RAMP)! This mapping project seeks to support refugees, asylum seekers, and formerly incarcerated people in the Greater New Haven area as they navigate resettlement, release from immigration detention centers, and re-entry. Your contribution will help make this resource map as comprehensive and accurate as possible. The sooner we complete the spreadsheet, the sooner we can launch the English version and move into Arabic and Spanish translation.

Below is a step-by-step guide to **data entry** and **making calls** to each resource/organization. After reading through the instructions, if you have any questions or suggestions for modifications, please feel free to email me at elena.hodges@yale.edu.

We hold weekly mapping project work sessions on **Thursdays from 7-9pm in Room 112 of the Yale Law School, 127 Wall St.** There are two remaining works sessions for the Fall semester, on **12/1** and **12/8**. Stop by for a few minutes or stay the whole time -- there will be food!

Many hands make for light work, so if you know people who might be interested in getting involved at any level of commitment, don't hesitate to spread the word.

All the best,
Elena Hodges

RESEARCH-BASED DATA ENTRY

For each row, the goal is to double-check previously entered information and fill in all possible columns. Primary information (address, phone number, and website) is generally easiest to gather through Google searches. Sometimes Google will automatically spit out information such as address/phone number/hours/website/photos on the right side of the search results. Contact pages on resources' websites are also good places to start.

1. ADDRESS - Columns H-L

- a. Check that the address is correct (cross-reference via Google search)
- b. Enter the street type with the following abbreviations (including a period):
 - i. **St.** for Street
 - ii. **Ave.** for Avenue
 - iii. **Pl.** for Place
 - iv. **Blvd.** for Boulevard
 - v. **Rd.** for Road
 - vi. **Pkwy.** for Parkway
 - vii. **Ln.** for Lane
 - viii. **Ct.** for Court
 - ix. **Bldg.** for Building
 - x. **Way** stays as is

2. CATEGORY & SUBCATEGORY - Columns B-D

In the spreadsheet, go to the second sheet, labeled 'Category Taxonomy':



Find the best fit for the resource's category in Column A, then find the best fit for subcategory 1 and 2, if applicable. If a resource falls under more than one category or sub-category, indicate them all. Example: an emergency shelter would fall under the category 'Housing', sub-category 1 'Shelter', and sub-category 2 'Emergency Shelter'. A public library would fall under the category 'Public Services' and sub-category 1 'Library', with no sub-category 2.

3. ICON - Column E - Skip this column.

4. LATITUDE & LONGITUDE (LAT-LON) - Columns F and G

- a. Go to <http://stevemorse.org/jcal/latlon.php> and paste or type address info in the left-hand box: address, city, state, zipcode, and country. Do not check "Access geocoder.us/geocoder.ca. Click the "determine Lat/Lon" button:

address

city

state

zip

country v

Determine Lat/Lon Get Altitudes reset

Access geocoder.us / geocoder.ca

- b. The engine will spit out a list of lat-lon info from a variety of sources (Google, Geo Coder, OpenStreetMap, US Census Bureau, etc.):

| from google | latitude | longitude | altitude |
|-----------------------------|------------------|--------------------|----------|
| decimal | 41.2946077 | -72.94647559999999 | |
| deg-min-sec | 41° 17' 40.5877" | -72° 56' 47.3122" | |

| from yahoo | latitude | longitude | altitude |
|----------------------------|------------------|-------------------|----------|
| decimal | 41.294802 | -72.945923 | |
| deg-min-sec | 41° 17' 41.2872" | -72° 56' 45.3228" | |

580 Ella T Grasso Blvd, New Haven, Connecticut 06519

| from open street map | latitude | longitude | altitude |
|--------------------------------------|------------------|-------------------|----------|
| decimal | 41.2936563063275 | -72.9447749361094 | |
| deg-min-sec | 41° 17' 37.1627" | -72° 56' 41.1898" | |

Usually the computed values for lat & lon vary minimally between sources, so you can copy-paste from the first result (usually Google). If you notice a large discrepancy between computed values, choose the value that appears most frequently.

- c. Copy the computed value for latitude, in the "latitude,decimal" cell, then paste into **column F** of the spreadsheet for the appropriate row:

| from google | latitude | longitude | altitude |
|-----------------------------|------------------|--------------------|----------|
| decimal | 41.2946077 | -72.94647559999999 | |
| deg-min-sec | 41° 17' 40.5877" | -72° 56' 47.3122" | |

- d. Repeat for longitude, pasting into **column G**. Make sure to include the **negative sign**:

| from google | latitude | longitude | altitude |
|-----------------------------|------------------|--------------------|----------|
| decimal | 41.2946077 | -72.94647559999999 | |
| deg-min-sec | 41° 17' 40.5877" | -72° 56' 47.3122" | |

- e. If you are entering lat-lon for multiple resources, the search engine will automatically keep the previous search information, so you only need to worry about changing the address and zip code cells (more rarely, the city, too).

5. WEBSITE - Column M

Enter website if one exists for the resource. Confirm that the link works, and that it directs you to the correct organization/resource. DO include http://.

6. PHONE NUMBER - Column N

Should be entered in the format (xxx) xxx-xxxx -- not xxx-xxx-xxxx or variants. If more than one phone number is relevant, separate with a backslash (/).

7. EMAIL - Column O

Enter relevant email address(es). Organization's main email is preferable, but if not available, Enter email of coordinator/leader/principal/other contact person.

8. HOURS - Column P

Enter hours of operation, if you can find them, in the following format: Abbreviated day(s) of the week (**M/Tu/W/Th/F/Sat/Sun**): hours open (**x:xxpm or am**); Other day(s) of the week: hours open.

- a. Example: M,W: 8:30am-6pm; Tu,Th,F: 8:30am-4:30pm
- b. Avoid: PM/P.M./p.m./full spellings of days (Monday, Tuesday, etc.)

9. DESCRIPTION - Column Q

Enter brief descriptive information for each service provided (programs, workshops, areas of care, etc.) separated by **commas**. Be brief and use phrases, not sentences.

10. DOCUMENTATION & REQUIREMENTS - Column R

If applicable, enter any documentation required (proof of residency, photo ID, utility bills, etc.). Next, enter any restrictions to eligibility (Is the resource only for veterans? For youth? For women? Do they serve undocumented people?).

11. LANGUAGES SPOKEN - Column S

Enter any languages, other than English, services are provided in.

12. ACCESSIBILITY - Column T

Enter any information about whether the resource is accessible to people with disabilities (wheelchair ramps, handicapped parking, etc.)

13. NOTES - Column U

Add any notes/questions. For internal use only -- won't be added to the map.

14. FORMATTING

- a. Change text to the following settings:
 - i. Font: Calibri

- ii. Text Size: 10
 - iii. Text Color: Black
 - iv. Fill Color: **Clear** (default); **Orange** to flag incomplete rows or rows with potentially incorrect info (color name: light orange 2, 2nd from the top in the orange column).
- b. Remove italics, bold, underline, and hyperlinks (hyperlinks okay in the website column).

15. FINISHING UP

Once you've entered all the information you can find online:

- First: Enter your initials in **column V**.
- Second: Highlight the whole row in **Light Green** (color name: light green 2, 2nd from the top in the green column)

MAKING CALLS TO ORGANIZATIONS

After a row has been completed with all applicable information (see above section), the next step is giving them a call.

1. CONFIRM PHONE NUMBER

Call the number listed in column N for the resource; make sure that it is in service and that it goes to the right organization/resource.

2. IF NO ANSWER → Do not leave a message. Go to step 3

IF ANSWER → TALK WITH STAFF PERSON TO CONFIRM INFORMATION

Be courteous, introduce yourself, and give a very brief explanation of why you're calling and what New Haven RAMP is. Make sure the person you're speaking with is knowledgeable about the programs and services offered by their organization, including whom they serve and what documentation and other requirements they have. Let them know you're hoping to speak with them for 5-10 minutes. If it's not a good time for them → go to step 3

Sample Conversation:

Staff Person: Hello, this is [Organization Name]. How can I help you?

Volunteer: Hi, my name is [your name]. Do you have 5 or 10 minutes to tell me about your organization and the programs and services it offers?

Scenario 1 - SP: No, I'm afraid now's not a good time.

V: Okay, when would be a better time to call back?

[Record suggested time in the Notes column, thank the staff person, and highlight the row in light yellow -- jump to number 3]

Scenario 2 - SP: Sure. Who are you calling with/why do you ask?

V: Great, thank you. I'm a student volunteer for a mapping project called New Haven RAMP (Resource Access Mapping Project). We're gathering information about resources around town to make a map that works as a phone and web app, and we want to include your organization. The project is geared toward refugees, asylum seekers, and formerly incarcerated people, and the goal is to provide people with an easy, clear way to get information about all kinds of resources specific to their needs. We're working directly with service providers to make sure the information included in the app is updated and accurate. We're recording basic contact info, like hours and address and programming, but also other things like what documentation is required and what languages services are provided in. Are you the right person to talk to about this? *[If yes, move into asking questions to get information about each of the fields below; if no, thank them for their time and ask to be transferred to the appropriate person]*

- a. NAME AND POSITION - record person's name and role in the organization.
- b. ADDRESS - make sure the address entered is correct (zipcode, too!).
- c. HOURS - check that listed hours of operation are correct.
- d. REQUIREMENTS & DOCUMENTATION - ask about what documents people need to bring (ex: photo ID; utility bills; proof of residence; Social Security card, etc.) and if specific groups are served (ex: veterans; homeless women and children; adult males, etc.)
- e. LANGUAGES SPOKEN - confirm all languages services are offered in.
- f. ACCESSIBILITY - confirm whether the resource has accessibility for people with disabilities (wheelchair ramps, handicapped parking spots, etc.)
- g. PROGRAMS/WORKSHOPS OFFERED - ask the staffer to walk you through all services/programs/workshops their organization offers -- ***this will take up the majority of the conversation.***
 - i. Be ready to add this information to the Description column, with each program or type of services offered separated by commas. List everything, but be as concise as you can.
 - ii. Indicate what services are year-round and which are seasonal or temporary.
 - iii. If particular services are much more important than others, list the primary services first.
 - iv. If the organization offers services to other service providers (e.g. referrals, service provider training, other group-to-group coordination, be sure to indicate this at the end of the Description section, in a separate sentence). If it turns out that the organization **only** provides secondary

services and does not directly work with individuals or families, highlight the whole row in **light blue** (color name: light blue 2, 2nd from the top in the blue column).

3. NOTES - Column V

Add any comments and callback times. For internal use only -- won't be added to the map.

4. SIGN OFF ON YOUR ROWS

Indicate the rows you have completed by entering **your initials in column W**.

- **If there was no answer when you called or if it was not a convenient time for a knowledgeable staff member to speak with you:** Highlight the whole row in **yellow** (color name: light yellow 2, the 2nd from the top in the yellow column)
- **If you successfully completed the row:** Highlight the whole row in **dark green** (color name: dark green 1, the 4th from the top in the green column)

FREQUENTLY ASKED QUESTIONS

- 1. What if one organization contains a distinct program or programs? Do I split the resource into two or more rows, or keep it as one row?** *Ex: an emergency shelter that contains a distinct childcare program and workshops about financial literacy*
Keep it as one row. The spreadsheet is designed so that each row corresponds to one physical location. That means that if an organization has multiple branches, it will have multiple rows, and that if a single organization offers many different programs at the same location, they will all be part of the same row.
- 2. If I can't find anything for a particular column, should I write N/A?**
No, just leave the column blank.
- 3. What if I can't find very much information online?**
Don't worry about it. If the resource has no website or easily accessible information, most of the data entry will have to wait until the organization calling step.
- 4. What if the organization has moved or closed, or has changed its name?**
Make edits to previously-entered information as appropriate. Much of it has been scraped from now-dated lists put together by City of New Haven agencies, so don't be afraid to make changes where necessary.

- 5. If the organization only provides services in English, should I write 'English' in Column T, Languages Spoken?**

No. Leave the cell blank unless services are provided in languages *other than* English.

- 6. When making calls to organizations, should I leave a message if no one picks up?**

No. Highlight the row in yellow and move to the next row.

Thank you for your work on this project!
Still have a question? Email elena.hodges@yale.edu

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