

Johnson County Livable Community (JCLC) for Successful Aging General Website Policies

Approved by JCLC Policy Board 07-9-11

Reviewed and amended by JCLC Communications Committee 07-27-16

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Johnson County Livable Community (JCLC) for Successful Aging includes the website located at www.LivableCommunity.org. This website was designed to provide information to aging residents of Johnson County, to those seeking information that may be helpful to current residents, or to potential residents of Johnson County as they consider spending their lives here. The website includes:

- A directory of service providers;
- Timely information, resources, and events relevant to seniors, their families, volunteers, and the community.

A. General Website Policies

- I. Organizations that request inclusion on the website by providing educational information, or through a listing in the service directory, shall contact the Administrative Specialist or submit an application through the website to initiate the application process.
- II. The Administrative Specialist, with advice from the Communications Committee (CC), will review the applications of organizations requesting that their information be included on the JCLC website.
- III. The JCLC Policy Board reserves the right to initiate a review of any application for listing, linking, or other use of the JCLC website. The Policy Board will make the final determination.
- IV. The Administrative Specialist and the CC may recommend changes to website policies to the JCLC Policy Board.
- V. Advertisements, such as banner ads, video ads, pop-up/under ads, will not be allowed or solicited for the LivableCommunity.org website.
- VI. There will be a disclaimer on the site indicating the following:
 - A. JCLC does not endorse any particular service provider(s).
 - B. JCLC makes no claims regarding and cannot be responsible for the conduct of any organization linked from the site or included in the site database of service providers.
 - C. Email addresses included in the newsletter distribution list will not be shared or sold to any other organization.

B. Service Directory Inclusion Policy

The purpose of the service directory is to connect users with information about available services in Johnson County that may enable persons to stay in their homes as long as possible, as well as the options available when they can no longer live in their present setting. To this end, the service directory shall be inclusive and guided by the following criteria:

- I. The Administrative Specialist will review applications and have the discretion to include organizations in the service provider directory. If the Administrative Specialist and CC have concerns about an organizational listing, they will bring the matter to the Policy Board for final determination.

II. Eligibility for the directory is based on service to Johnson County residents—All providers listed in the directory will serve Johnson County residents.

III. Service directory listings

- A. Only approved service providers will be listed by staff with administrative privileges in the directory. Providers will be listed alphabetically.
- B. Service Providers that are approved for inclusion in the directory can include their company logo and images in their listing.

IV. Accuracy of service directory listings

- A. The Administrative Specialist will approve issuance of account login information to organizations that meet the policy guidelines for inclusion. Input for new organization information may be provided by the CC and Policy Board.
- B. The CC will identify and oversee an efficient process by which the service directory's organizational listings are updated annually. The service directory webpage will indicate the date of the most recent update.
- C. Organizational listings may be modified to the most basic contact information or deleted if detailed information is determined to be incorrect and the organizational representative is unresponsive after three attempts within 12 months to provide updated information.