Seven Easy Steps to Becoming a No Wrong Door Partner

How do I become a No Wrong Door Partner?
There are seven easy steps to becoming a No Wrong Door Partner:

1) Initiate Communication with Us.
To let us know that you have interest, contact your local No Wrong Door Lead Agency (Area Agency on Aging) or email NoWrongDoor@dars.virginia.gov
Include your business name, contact name and title, email address and phone number

2) Schedule a No Wrong Door Demonstration and/or Overview
Our team will be happy to share information about No Wrong Door via webinar and/or with an in person presentation for you and/or your team. It is best to include both decision-makers and potential users of the System in the discussion.

3) Schedule a Meeting to Discuss Business Details Related to Becoming a No Wrong Door Partner
The state/local No Wrong Door Expansion Team will:
- Provide costs associated with becoming a partner organization
- Share templates for the three partner agreements:
  - Memorandum of Agreement
  - End User License Agreement
  - User Responsibility and Code of Ethics Agreement
- Outline essential next steps required to becoming a No Wrong Door partner.

4) Make a Commitment to Become a No Wrong Door Partner
The No Wrong Door Expansion Team is delighted to welcome you to our robust network of community partners across Virginia. To officially establish your agency as a partner:
- Identify your agency liaison for No Wrong Door - This staff member will provide organization name (legal name w/ IRS), service information and updates about services at your organization for the No Wrong Door statewide database, to ensure that you receive accurate and appropriate referrals from other No Wrong Door Partners.
- Identify a No Wrong Door Administrator for your agency - first point of contact when other staff members have questions about the network and technology. This individual will also serve as liaison between your staff and the No Wrong Door Help Desk.
- Provide total Number of No Wrong Door Users in your business - names, titles, contact email and phone number, and role/relation to No Wrong Door
- Formalize No Wrong Door Partnership by signing:
  - Memorandum of Agreement
  - End User License Agreement
  - User Responsibility and Code of Ethics Agreement
- Provide payments made for business setup, user subscriptions and training
How long does it take to become a No Wrong Door Partner?
From the time you make the commitment (step 4) until your agency “goes live” it takes approximately six weeks. However, the time table will shift, depending on your agency’s response to steps 4, 5, and 6 and your availability for training. If expediency is a priority, we will work with your agency to bring you on as a Partner as quickly as possible.

To learn more, contact your local No Wrong Door Lead Agency (Area Agency on Aging) or email NoWrongDoor@dars.virginia.gov