**Agency Admin Meeting**

Friday February 2nd

3:00 – 4:30

Lane County Health & Human Services

151 W 7th Ave Rm 258

**Present:** Leonie Daniels, Shannon Smyth, Aaron Hafdahl, Tami Kinman, Tom Mulhern, Marcia Ledbetter, Mike Fleck, Brenda Kosydar, Mirtha Strugo, Marci Lecompte, Nicole Tarricone, Kevin Douglas, Foster Martinez, Bonnie Haight, Leonida Hileman, Lise Stuart, Melissa Coloma, Amanda Borta, Danielle Bautista

**Agenda**

* **ROI**
  + Final Client Consent for Data Sharing
    - Please make sure you are doing the ROI.
    - Must be entered before doing Entry/Exit
    - Do not have to include any program that starts with ZZZ
  + Moving clients out of households
    - If a client needs removed from the household send an email to Melissa/Lise to have them removed
* **Data Quality**
  + How to use ESG Caper Report
    - Use ESG Caper Report for data quality
    - All users can run this reports
    - Fix any Errors, Missing information, Data issues
      * Refer to Data Quality and Entry/Exit Exit Data report handout
    - Don’t leave birthday blank, guess and select Approximate or Partial DOB reported
    - “Data not collected” is not an acceptable field.
  + Annual Assessments
    - Annual assessment must be done 1 year from Entry date.
      * Refer to Interim Reviews handout
    - When adding a Move in date do Interim Review called “Update”
  + Entry/Exits
    - All fields are required for every HH members
    - If other family members have no data entered the Entry/Exit will be deleted. Not able to send to the state
  + Don’t create a HH that already exists
    - Don’t create all new HH just to add 1 person
  + Client served report
    - Another good data quality report to run
    - All users can run this report
* **Front door accessor training**
  + Danielle and Melissa will be doing a Front Door accessor Training with all Front Door accessors and their Agency Admins. Training will be 2 hours plus 30 mins available in the training lab. Moving forward agency admins will be responsible for doing the front door accessor training and HSD will provide training materials
    - Doodle poll will be sent out in the next week to set up a good training date and time.
* **Agency Admin Meetings**
  + Will start having these every other month
    - Next meeting will be April