**Agency Admin Meeting**

June 5, 2018

Lane County Health & Human Services

151 W 7th Ave Rm 258

**Present:** Daphne Weller, Emily Lowery, Mirtha Strugo, Reagan Marcroft-Clark, Leonie Daniels, Emily Baran, Ellen Chanti, James Ewell, Tami Kinman, Diana Johnson, Bonnie Duke, Mike Fleck, Chris Pickering, Amy Cook, Anna Gonzales, Nicole Tarricone, Denise Jubber, Leonida Hileman, Bonnie Haight, Kayla Pollard, Susan Schroeder

**Agenda**

* **Agency Highlight**
	+ Diana Johnson – Laurel Hill
		- Ready to Rent Program - 6 week class, must complete all classes and get certificate in order to get $300 towards barriers. Completing the classes qualifies them for Rent Guaranty program.
		- Rent Guaranty Program - provides a form to the landlord showing they are in the program. Program will pay up to $3,000 in damage caused by the tenant and $2,000 in rent arrearage for someone who has abandoned the unit.
* **LC HMIS Website**
	+ Up and running. Please review it and send any suggestions to Melissa
* **Let’s Talk About COFEE**
	+ All session information is loaded on the HMIS webpage under Agency Admin
	+ Thoughts for next year’s conference, already starting the planning
		- Basic reporting use
		- Agenda & Cost added to invite
		- Experts in specific programs
		- Better session descriptions/Names
		- More hands on
		- Panel discussions
		- Session on what monitors are looking for
* **Data Quality**
	+ Data entered by field added to Entry/Exit
		- Data rolls forward into that field, make sure users are erasing the old and added their name as the data entered by
	+ Add Case Managers
		- Add Case mangers into the client’s profile.
			* The case manager doesn’t have to be a user in ServicePoint
		- If the case manager is no longer the case manager end date it instead of deleted it. That way there is history of who has worked with the client
	+ Running reports weekly/month
		- Agencies should create a Data Quality Plan/Calendar
			* Look at the session information from Cofee called “Don’t get stuck in a Rut”
		- RUN ESG CAPER
			* Assign someone to run this report weekly to keep caught up on data issues
	+ New report created by Lise
		- ART Report
			* Lane County folder
				+ DQ timeliness

Must create a provider group for your agency to run report - Instructions on how to create provider groups is located on the Lane County HMIS webpage under Agency admin

* **Organization Chart**
	+ Requested that Agencies create an organization chart and send to Melissa. Who works at their agency, who is their supervisor, what programs do they do
* **ROI discussion**
	+ Lise exploring other options - Needs to check with legal
		- Discussed the option of giving all staff a Lane County Admin License. This will allow **EVERYONE** to see **EVERYTHING**. No need for a yes or no ROI. Will have consent to share form which will state that the information gets shared will all our agencies. Down side of doing this is you cannot hide anyone. For people who need to be hidden for safety concerns will have to have all identifying information stripped from the system and have just an ID number. This will be discussed again at the next Agency Admin meeting to decide if we’d like to move forward with this
* **August Agency Admin Meeting**
	+ Lunch at Roaring Rapids provided by HSD. Will send out a doodle poll to determine which day would be best for everyone.