**Agency Admin Meeting**

August 23, 2018

11:30 – 1:30

Roaring Rapids pizza

**Present:** Lise Stuart, Melissa Coloma, Amanda Borta, Danielle Bautista, Alex Dreher; Bonnie Duke, Chris Pickering, Katie Giles, Tami Kinman, Nicole Tarricone, Diana Johnson, Rachael Carter, Dana Peterson, Leonie Daniels, Susanne Fendler, Anna Gonzales, Eileen Chanti, Eva Savage, Leonida Hileman, Marci Lecompte, Kayla Pollard, James Reagan Marcroft-Clark, Emily Dixon, Teresa Aslin, Shelley Haase, Daphne Weller

**Agenda**

* **Sign in/Introductions**
  + Make sure you are signing in at every meeting.
* **Agency Highlight**
  + Emily Dixon – White Bird
    - Cahoots available 24 hrs
    - Services Provided
      * Crisis center
      * Homeless center
      * Long term counseling
      * Medical/Dental – PCP care
      * Resource center
      * Assistance with accessing public benefits
    - Phone numbers
      * Homeless/OHP 541-342-1295
      * Crisis Line 541-687-4000
      * CAHOOTS Eug 541-682-5111
      * CAHOOTS Spfld 541-726-3714
      * Medical 541-484-4800
      * Dental 541-344-8302
      * Chrysalis 541-688-1641
  + Womenspace will do the next agency spotlight
* **ServicePoint ROI**
  + Lise has been testing out ways to make the ROI process work better for Lane County. She purposed an idea of inserting a Level in ServicePoint under Lane County called Lane County Open and Lane County Closed. By doing this it would allow all agencies in Lane County to share information by doing only 1 ROI. If we need to strict access on a client they can be added into the Lane County Closed. Lise will provide a workflow map of the process and it will be discussed again at the next Agency Admin Meeting
* **Photos in ServicePoint**
  + The only image that should be uploaded is the clients actual photo. When taking photos make sure to do more of a head shot and not a full body shot or crop the photo to get the head shot. Lise verified it is ok to use mug shots as they are public record although some people suggested there should be some parameters around using them. Lane County staff will help facilitate the group with creating a policy for this at the next Agency Admin Meeting
  + There was a discussion around an alert that recently went out via email. Some people didn’t feel like the email was necessary. Lise explained that this was the first time an alert was ever sent out to all staff. The email was sent to all staff due to the severity of the situation. There was mixed feeling on how or who should receive these in the future. Lane County staff will help facilitate the group with creating a policy for this at the next Agency Admin Meeting
* **Supportive Services Only Entries Option**
  + For agencies that do Supportive Services Only Entries there is a new process that doesn’t require agencies to do the end of the Fiscal Year exits. For this process exits would be done by Lane County staff. If interested in setting up this process email Melissa.
* **Data Quality** 
  + Email will be sent out at the end of each quarter to remind Agency Admins to run the ESG- Caper report to fix data quality errors.
  + Starting 07/19 agencies will be asked to download and send the ESG-Caper to Lane County.
  + Lise created some instructions on ART reports and what are the best reports to run. These instructions have been loaded to the HMIS website [www.lanecounty.org/HMIS](http://www.lanecounty.org/HMIS) under the Agency Admin page.
* **Racial Disparity Study**
  + Handout was given as an FYI
* **Community Needs Assessment survey**
  + Agencies will be receiving these surveys soon and will need to help assist clients in competing them.
* **Communication**
  + Please make sure information is getting to all of your agencies staff.
* **Next Agency Admin Meeting will be in October**