**Agency Admin Meeting**

Aug 22, 2019

12:00 - 2:00PM

LC Rm 258

**Attendees:** Melissa Coloma, Lise Stuart, Marcia Ledbetter, Shannon Smyth, Mike Fleck, Vanessa Moya, Danielle Bautista, Chris Pickering, Tami Kinman, Daniel Dickens, Johnna Wheeler, Maria Cortez, Rachel Hunter, Joshua Muller, Sherry Runion, Eva Savage, Lyn Oliver, Katie Patt, Marie Hickman, Tim Weese, Teresa Roark, Cindy Perry, Melinda Zugelder, James Ewell, Carrie Copeland, Rosalie Broomfield, Reagan Marcroft-Clark, Kayla Pollard, Daphne Weller, Amy Cook, Nicole Tarricone, Katie Giles, Bonnie Haight, Foster Martinez, Marci LeCompte, Madison Fetzer, Leonie Daniels, Mona Bronson, Anna Gonzales, Mirtha Strugo, Cara Ashworth, Diana Johnson, Dana Petersen-Crabb, Casi Totten

* **Sign in/Introductions**
  + Reminder- if you can’t attend, send another user from your agency!
* **Data Sharing Process**
  + We will be using the ROI tab but the visibility function will been turned off.
  + In the next meeting we will walk thru the whole process and have instructions on how to lock down visibility on a client.
* **Admin/User Agreements**
  + **Due by Friday Sept 13th**
  + If these aren’t received by this day there is no guarantee the user will have access on Oct 1st
* **Agency Participation** 
  + Participation forms are being sent to Executive Directors.
  + **Due by Wednesday Sept 25th**
* **Training Reminder**
  + All staff has been registered for training. Reminders will go out 2 days before the training.
  + If any staff misses training, make up session will be after Go Live, no date set yet.
  + Workflow will change a little bit for everyone.
* **New Implementation**
  + New ID Cards
    - Lane County owns three ID card printers that are located at First Place, the Lindholm Center and the Mission. All ID cards will need to be re-issued. Lane County has ordered the supplies.
  + Reporting Tool
    - ReportWriter is NOT going away and doesn’t need a special license. Lise will hold an open lab in November on how to use this simple tool to retrieve your data from Community Services, in the meantime, go to this website to get started:
      * <http://sp5help.bowmansystems.com/ServicePoint5_Help/512x/ServicePoint_Help/default.html?topiconly=false#!WordDocuments/reportwriter1.htm>
* **Go Live Migration process**
  + Please plan for the system to be down. Could possibly be down September 27-30th. We will know for sure the dates and time by the next admin meeting.
* **HMIS data standards**
  + Lise walked through the new HMIS data standards for October 1st
  + Here is the link to the HMIS Data Standards Manual
    - <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
* **Demo Shelterpoint**
  + Demo of the new ShelterPoint that will be available to upgrade into our live site towards the end of the year.
* **Next Meeting**
  + September 25th @1:00 Rm 258
  + This will be the last meeting before Go Live
    - Handing out posters and privacy scripts
    - Going over Data Sharing process and locking down visibility