**Agency Admin Meeting**

Sept 25, 2019

1:00 – 2:30 PM

LC Rm 258

**Attendees:** Melissa Coloma, Danielle Bautista, Teresa Roark, Vanessa Moya, Chris Pickering, Katie Giles, Tami Kinman, Mike Fleck, Maria Cortez, Carrie Copeland, Nicole Tarricone, James Ewell, Diana Johnson, Pam Nyburg, Gwen Barnes, Madi Fetzer, Mirtha Strugo, Cara Ashworth, Dana Peterson, Leonie Daniels, Susanne Fendler, Marie Hickman, Tim Weese, Jessica Gordius, Eva Savage, Mike Yoshioka, Alyssa Hoekman, Casi Totten, Foster Martinez, Kayla Pollard, Marianne Schlies, Roxann O’Brien, Marcia Ledbetter, Daphne Weller

* **Quarterly Reports**
	+ The State is redoing this process again
	+ No longer need to submit CAPERS
	+ DO need to run the CAPER to clean the data and we will be monitoring that
	+ Will have a new report process in Jan and will report for Q1 and Q2
* **Report training**
	+ Lise will schedule some report writer labs in Nov
	+ ART labs will be Dec/Jan
* **User Agreements**
	+ All staff that collect or view the data needs to have a User Agreement. These agreements are collected and kept at your agency. Well will monitor that these were signed.
	+ Whoever collects the data must be the one who read the privacy script. So these staff members need to be informed of the ROI process and limited visibility form.
* **Handouts**
	+ Privacy Poster
	+ Privacy Policy
	+ Privacy Script
* **ROI Process**
	+ Limited Visibility Request
	+ Processing the Limited Visibility Form
	+ HOH under the age of 18 drop to the limited Visibility Request form entry must be locked down
	+ When entering the ROI, enter for present adults and all children