**Agency Admin Meeting**

January 22, 2020

1:00 – 2:30 PM

LC Rm 258

**Attendees:** Melissa Coloma, Lise Stuart, Chris Pickering, Melinda Zugelder, Marie Hickman, Tim Weese, Pam Nyburg, Ilana Jakubowski, Carmen Cervantes, Adele Berlinski, Carrie Copeland, Joshua Muller, Jessica Gordius, Alyssa Hoekman, Kayla Pollard, Lindsay Weiss, Diana Johnson, Maria Cortez, Ana Contreras, Mirth Strugo, Mike Fleck, Tami Kinman, Katie Giles, Daniel Dickens, Amy Cook, Daphne Weller, Anna Gonzales, Leonie Daniels, Teresa Roark, Bonnie Haight, Foster Martinez, Sophie Stipek, Gwen Barnes, Mike Yoshioka

* **Point In Time Count – Alex** 
  + Point In Time count is Thursday January 30th
  + All surveys will be done by mobile app – Counting us
* **WellSky New User Orientation**
  + Scheduled for the 2nd Monday of every month
  + Location will be at Lane County Health and Human Services
  + First orientation date is February 10th. Schedule is posted on the website
  + New User Agreements send to Melissa
  + User and Agency Admin will receive an email stating the user is registered for New User Orientation
  + Agenda
    - Confidentiality
    - Username/Password
    - Getting logged into WellSky
    - WellSky overview
    - Lane County HMIS Website overview
  + After orientation email will be sent to both User and Agency Admin stating the orientation was completed.
* **ART Reports**
  + Lise walked thru ART and reports currently in the folders
  + Staff are welcome to run any reports that are in there
  + Form being created and staff must fill it out for any future report request
* **No EDA**
  + Remind staff to not use Enter Data As mode. There is a guide on the website that shows what projects MUST use Enter Data As mode. “Projects Requiring the EDA Mode workflow”
* **Decisions**
  + Back date mode – the system option to exit back date mode when you exit the client is turned on. It can be turned off, which means you would have to exit yourself out of back date mode. Agency Admins will think about if they want this option on or off. This will be put on the January Agenda.
    - Decision was made to turn the function off.
    - After the meeting it was discovered this function can be turned off for specific agencies. The function has been turned off for the following agency’s:
      * Catholic Community Services
      * SVDP – Lindholm
      * Community Sharing
      * Food for Lane County
      * SVDP – 1st Place Family
* **Next Meeting**
  + March – Doodle poll will be sent out.
  + We will discuss the Privacy Script
  + If you’d like to add anything to the agenda please let Melissa know.