**Agency Admin Meeting**

Sept 16th, 2020

10:30 – 12:00

Via Webinar

**Attendees:** Melissa Coloma, Lise Stuart, Carly Taylor, Marie Hickman, Misty Inman, Johnna Wheeler, Tim Weese, Ana Contreras, Mike Fleck, Daina Davisson, Cameron Sigler, Mirtha Strugo, Katie Goodnight, Susanne Fendler, Cassidy Cockle, Pam Nyburg, Risa Holden, Jackie Low, James Ewell, Casi Totten, Alyssa Hoekman, Danielle Bautista, Tracey Eppler, Teresa Roark, Evelyn Salinas, Amy Cook, Carrie Copeland, Leonie Daniels, Foster Martinez, Daphne Weller, Jeff Albanese, Justin Baker, Lacey Haight, Zach Goodenough, Mike Yoshioka, Andi Casteel, Sophie Stipek

* **Introduce Carly**
	+ Carly is the new Administrative Analyst/HMIS trainer for the HMIS team.
	+ Carly’s contact information
		- carly.tayor@lanecountyor.gov
		- 541-255-6496 Cellphone
* **Agency Updates**
	+ Carrie Copeland/Dining room - they are trying to limit staff time outside during these poor air quality days
	+ Mike Fleck/Community Sharing - they have been receiving lots of fund so he has and will be adding more staff
* **By Name List – Daina/Lise**
	+ Update on the August numbers for the By Name List.
	+ The By Name list will be posted publicly very soon
	+ Here is the link:
		- <https://public.tableau.com/profile/lane.county#!/vizhome/HomelessnessinLaneCountyOregon/IntroductiontoLaneCountysHomelessnessData>
* **Update all fields in Assessment**
	+ When you create a new assessment (entry/exit) for a client, the data you enter determines whether or not the client is on the Homeless By-Name List and eligible for services such as diversion, case conferencing, housing and more?
	+ That the **By-Name List** is how we calculate the housing need in our community (and greatly influences the funding/resource decisions on homelessness made by the County and City elected officials and leadership.)
	+ So, please take the extra minute to ask about your client's housing situation and disabilities, then enter this important (new or updated) information in your intake assessments (entry/exit entries). It's the first step to **ENDING HOMELESSNESS** in our community.
	+ A new assessment automatically pulls in data from the fields from the last assessment this client had. Therefore, you **MUST** verify and update the fields in your assessment.
		- **DOB -**  **MUST HAVE**. It can’t be refused or don’t know. If the client won’t give it to you or doesn’t know, then you need to estimate DOB. You will enter it as 01/01/YYYY based on the estimated age. We cannot report on clients with no DOB. Entry/Exits with missing date of birth will be deleted since they are not reportable.
		- **Client Current Residence -** In emergencies (pandemics, fires, earthquakes) we use the "Client's Current Residence" to identify areas where unhoused or housing insecure clients are living so we can assist with evacuations and contact tracing and Outreach services. Please be sure to ask the client where they are currently sleeping and update Client's Current Residence" in every new assessment (entry/exit) you create. This information is also used to determine local funding. It must be reviewed and updated for each Entry/Exit.
* **Prior Living Situation -** PLEASE update so we get people on the Homeless By Name List (or off of it if they are now housed!)
	+ Ask the assessment questions *every*time you create a new Entry/Exit.
		- **Client Contact Information -** This needs to be completed. You will find this on the Profile and Summary tab and in the assessment. If the information is older than 6 months, Please update it. This is the only way for us to contact clients
	+ **Run our CAPER or APR**
		- This is the best way to see what’s going on in your projects. You only have to clean up the errors for the data elements you collect for your Provider (HUD UDEs, HUD UDE PLUS, etc.) For example, if your project doesn’t collect income sources then you do not need to correct those errors.
* **Best way to communicate this with staff**
	+ Carly is interested in hearing from you! She is interested in feedback or ideas on the best way for communication and training.
	+ Please send you ideas to Carly or you can also call her:
		- carly.tayor@lanecountyor.gov
		- 541-255-6496
* **Documenting client deaths**
	+ Create an incident to document the death
	+ Add (DECEASED) after the last name the Client Profile> Client Record in ClientPoint
* **Welfare Check – Lise**
	+ EPD Community Service Officer had asked if there is a way to use the HMIS for Welfare checks for clients who family is looking for.
	+ This was discussed and many people had concerns about giving any information out in regards to a client, but felt comfortable taking information for some kind of note to be added into HMIS.
	+ Lise will write up a draft policy and send it out. We will discuss this again in the November meeting. No decision will be made without the unanimous consent of the participating providers
* **Next Meeting**
	+ November
	+ Doodle poll will be sent soon