**Agency Admin Meeting**

January 27th, 2021

1:00 – 2:30

Via Webinar

**Attendees:** Carly Taylor, Lise Stuart, Melinda Zugelder, Josh Muller, Mirtha Strugo, Carl Kern, Leonie Daniels, Cameron Sigler, Misty Inman, Tami Kinman, Samantha Adams, Alyssa Hoekman, Roxann O’brien, Jessica Gordius, Carrie Copeland, Pam Nyburg, Sylvia Dean, Susanne Fendler, Katie Goodnight, Casi Totten, Marie Hickman, Tim Weese, Daniel Dickens, Alice Jones, Nicole Nemet, Stacey Yates, Daina Davisson, Tracey Eppler, Danielle Bautista, Chris Pickering, Mike Fleck, Terri Hsieh, Justin Baker, James Ewell, Zach Goodenough, Teresa Roark, Ana Conterras, Daphne Weller, Risa Holden, Katherine Ryan, Mike Yoshioka, Amy Cook, Justine Hopper, Scott Eastburn, Arwen Maas-Despain

* **News/Updates – Agency Updates**
* **BNL Dashboard – Lise Stuart** 
  + <https://public.tableau.com/profile/lane.county#!/vizhome/HomelessnessinLaneCountyOregon/IntroductiontoLaneCountysHomelessnessData>
    - Blue rectangles at the top will take you through different sections of the report
    - This information is used to make important policy decisions like pallet shelters and microsites
  + The By-Name List is populated by data over the last 90 days – thank you for entering it! **Please make sure that Prior Living Situation and other entry assessment data are updated each time you do an entry.** This is how we determine who is on the BNL.
* **Average Monthly Inventory/Utilization Dashboard – Daina** 
  + - Keep in mind that these numbers are averaged across the month, so if there is a change during the month the dashboard numbers may not match your current numbers. Report filters apply to all tabs, so remember that if you are using filters as you switch from one tab to the next.
    - Make sure to keep client entries and exits up to date. This dashboard will now update previous data, so if you clean up old data that was incorrect, the historical data will change on this dashboard.
    - Inventory can be changed from month to month, and it should reflect the maximum number of people you can support (NOT max number of beds you have). **We want this utilization to be as accurate as possible.** Please let Melissa know about any inventory changes, including historical changes
    - A public link will be available soon. If you find issues with the report, check your data and move-in dates. If things still don’t look correct or you have questions, take a screenshot of the report (including title) and send it to Lise/Daina
* **Agency Admin Huddle Updates – wrapped this up yesterday** 
  + **Active projects set up** 
    - If needing zzz-retired projects or staff is missing any active project from their drop down let Melissa know
  + **CAPERS**
    - Make sure to also run on your ADMIN provider. You shouldn’t have anyone enrolled in this project. This is only used when adding an ROI
  + **Reports**
    - We have noticed people running reports and asking questions. This is GREAT
    - Report writer for Timeliness for EE – go to the “T” category in Report writer and it has instructions on how to run for your project
    - ROI = Yes report coming.
  + **Destination/length of time homeless**
    - The destination crosswalk guide is being updated and will send it out once done
* **Unit Manager**
  + It is coming THIS YEAR
  + This will replace ShelterPoint
  + More info to come
* **Next Meeting** 
  + March is the next meeting
  + Doodle poll will be sent soon