**Agency Admin Meeting**

March 24th, 2021

1:00 – 2:30

Via Webinar

**Attendees:** Misty Inman, Alyssa Hoekman, Casi Totten, Carl Kern, Carly Taylor, Daphne Weller, Tami Kinman, Norm Ingebretson, Daniel Dickens, Katie Goodnight, Melinda Zugelder, Megan O’Connor, James Ewell, Alice Jones, Justin Baker, Carrie Copeland, Mirtha Strugo, Lise Stuart, Katharine Ryan, Sylvia Dean, Jeff Albanese, Terri Hsieh, Jackie Low, Hope Birrell, Tracy Eppler, Chris Pickering, Samantha Adams, Leonie Daniels, Sophie Stipek, Joshua Muller, Scott Eastburn, Mike Yoshioka, Risa Holden, Susan Fendler, Danielle Bautista, Stacey Yates, Nick Sifuentez, Ana Contrerras, Kai Batalona, Amanda Borta, Cameron Sigler

**News/Updates – Agency Updates – add anything to the agenda**

* **Vaccine Update –** Katharine Ryan
  + All homeless people (sheltered and unsheltered) are now eligible for the COVID vaccine
    - Sign up for vaccine appointments through LC Public Health and info about pharmacy appointments: appointments directly <https://lanecounty.org/cms/One.aspx?portalId=3585881&pageId=17388003>
    - To coordinate vaccinations directly with community providers:
      * White Bird: Chris Hecht, 808-895-3030 checht@whitebirdclinic.org   
        Has two brick and mortar sites, will have mobile van soon, willing to work with providers to identify best fit for access for clients
      * Willamette Family: Colleen Smith, colleens@wfts.org   
        Offering vaccine through their clinic sites, willing to work with providers to identify best fit for access for clients
      * Lane County Public Health: Elizabeth Miglioretto, Elizabeth.miglioretto@lanecountyor.gov 458-239-2010  
        Can help facilitate vaccine events, important for providers to think about preference for who would come to site, as typical mobile teams have been EMS and search and rescue (concerns that they could be perceived as police)
  + New family referral system, for family pallets and Annex. Both have spots available. See link below or go to lanecounty.org/shelter and look at the households with children under 18 section.
    - Referral link: <https://www.cognitoforms.com/LaneCounty1/FamilyShelterReferralForm>
* **Rent assistance dashboard –** everyone has been doing an amazing job!
* **Year stats**
  + 70 new projects since September 2020 …
  + Easily close to 100 since January 2020
  + Currently 199 active projects.
  + 245 users
  + 115 new users since January 2020
  + New agencies
    - Carry it forward
    - CSS
    - HOSEA
    - Nightingale
  + Not new but have added more projects
    - CLA – rent assistance
    - SOV – Pallet shelters
    - SVDP – 2 motel projects, respite sites, Egan
* **Date of Birth search**
  + If you don’t see the search option please email Melissa
* **Process for redacting information** 
  + Limited visibility form. Needs to be sent to Melissa
  + If you need help with this process, email the help desk
  + We have noticed some people have changed the name to anonymous. Please do not do this. If the client doesn’t want to share their information, use the limited visibility process. If you don’t know the client’s last name, leave that client off of the entry.
* **Housing move in date** 
  + When adding a housing move in date it must be done in an interim review. Even if the housing move in date is the same day as the entry
  + Housing move in date should never be before the project entry
  + If you are not a shelter or housing provider do not add or remove the housing move in date.
  + If you are an emergency shelter or alternative shelter and you can clearly see they are not housed (using HMIS) and are homeless clear the move in date.
* **Disabilities** - If yes, Determination and expected to be long- continued needs to be Yes. If it is not of long-continued duration, the entire disability should be marked as No.
* **Deleting exits**
  + Pencil edit the exit date, then click the trash can next to Edit Exit Data
  + Only delete if you accidentally exited someone or prematurely exited someone
* **Direct data entry** 
  + We strongly encourage direct data entry. If your agency needs more licenses to do this we have licenses available
* **Agency Admin Huddle Updates**
  + **Reports**
    - ROI = Is ready in report writer
    - A lot of clients are missing the ROI. Make sure it is loaded for your agency. ROI is put in for the ADMIN and not the project
* **Unit Manager**
  + Go live will be not later than September 1st
  + We will do a Demo as soon as it’s available
  + Date Doodle
    - Will send out a doodle poll with possible Go Live dates. Not sure if there will be downtime to the Shelterpoint or the whole system
    - For Shelterpoint is any day of the week better than another
  + Training Doodle
    - Here are some training options we are thinking about. We will follow up with a doodle poll
    - Training will be around 2 hours will include training and activities
      * Option 1 - Max 15 users, multiple times/days available. User will pick whatever day works for them
      * Option 2 – Train Agency. Smaller agencies will be grouped together
      * Option 3 – other suggestions to be added to doodle
* **Next Meeting** 
  + May is the next meeting
  + Doodle poll will be sent soon