

Agency Administrators Meeting Attendance Policy

The purpose of this document is to state the roles and responsibilities of attending the Agency Administrators Meeting (Agency Admin. Meeting) and the newly instituted requirement of attending seven out of eleven in-person meetings. As stated in Santa Clara County's HMIS Partner Agency Agreement *"...the Agency will designate a staff member to attend SCC HMIS Agency Administrators meetings regularly, and the Agency understands that Bitfocus, as the agent of County, will be responsible for coordinating SCC HMIS Agency Administrator activities subject to the direction of the County as the HMIS Lead."*

[\(Section III, Data Entry and/or use, item J page 5\)](#)

Once an Agency Administrator is identified, the expectation is that he/or she will be a representative for the Agency and will be able to speak on behalf of the agency on issues and/or topics being discussed, as well as concerns an agency may have as it relates to the use of HMIS. *Please note a representative can be identified to attend who is not an Agency Administrator but should be an active user of HMIS.*

The objective of the Agency Admin. Meeting is to provide Agency Administrators with information as it pertains to the use and administration of HMIS which includes data collection and quality, as well as important changes to HMIS that may impact day to day tasks as they relate to data collection and entry of client information. Additionally, the meeting is an opportunity to discuss CoC, HUD, or other policy updates and the impact these may have on any given agency and/or program. Furthermore, the meetings provide a venue in which leads can openly discuss questions among their peers, but also share ideas on improvement to HMIS itself.

To ensure the objectives of the meeting are met, last year in September we instituted the required seven out eleven (7/11) in-person attendance requirement. Moving forward attendance will be monitored starting in January (calendar year). Attendance is monitored through the use of a sign-in sheet. Agencies that do not send the Agency Administrator or a designated representative to meet the 7/11 requirement will be placed on probationary status; this means the Agency will be given the opportunity in the upcoming year to ensure attendance requirements are fully met. If there is continual missed attendance, OSH will be obligated to take disciplinary action up to and including discontinuing partner agency status. A representative from OSH will do further follow-up. It is the expectation that Agency Administrators will make efforts to attend the Agency Admin. Meetings and that further action will not be required.

For further inquiry, please contact sccc-admin@bitfocus.com.

