

Date: June 24, 2011

TO: CAA Executive Directors
MIS Agency Admin Teams
MIS Committee members

FROM: Kurt Brewer, Business Innovations Manager

SUBJECT: MIS Agency Administrator Team Training

The MACA office is pleased to announce an interactive two-day MIS Administrator Team Training that will take place the first two weeks of August, 2011 at Linn State Technical College, One Technology Drive, Linn, MO 65051 (<http://www.linnstate.edu/tour/index.php>). Each of the four sessions will begin at 10:00 on day one and conclude by 3:00 on day two. The training sessions will take place on:

- August 2-3 (Tue/Wed)
- August 4-5 (Thu/Fri)
- August 9-10 (Tue/Wed)
- August 11-12 (Thu/Fri)

Agencies are invited to send up to 4 individuals to this training. New team members are strongly encouraged to attend, but this is not beginner-level training, so new team members must be accompanied by more experienced members to benefit from this training. The agenda will include time for teams to complete some tasks in the system. Here is the topic outline for this training:

- Agency Configuration & Setup, including Outcomes, Referrals, and Security Manager
- Year-end tasks and preparations/setup for new fiscal year contract or program changes
- System reports (Management Reports, Ad-Hoc queries and templates)
- Latest information and walkthrough (as available) on the new version 5.0 release
- Agency topics submitted prior to training / Q&A and peer discussions

We strongly encourage teams to bring their manuals and local procedures for discussion and sharing ideas. MIS manuals are available on the MACA web site (<http://www.communityaction.org/MIS.aspx>), but printed manuals *will not be provided* at this training.

There are no hotel rooms blocked for this training, but the Settle Inn & Suites is located ½ mile from the college, and they are offering a rate of \$75 per night for this training. Once your registration is confirmed by the MACA office, please make reservations directly with the hotel at 573-897-9903. ***Please do not make reservations until you receive confirmation from the MACA office.***

Please return the participant list below to the MACA office no later than **July 8, 2011**.

If you need additional information please contact Debra Shellman at dshellman@communityaction.org or myself at kbrewer@communityaction.org.

MIS Agency Administrator Team Training Registration

Agency Name: _____

Agency Contact Person: _____

Agency Contact e-mail address: _____

Primary Session Dates: _____
(All team members from your agency must attend the same session)

Secondary Session Dates: _____

Participant name and e-mail address:

Participant #1 _____

Participant #2 _____

Participant #3 _____

Participant #4 _____

Waiting List: agencies will be notified after July 18, 2011 if space is available for some or all participants on the waiting list.

Participant #5 _____

Participant #6 _____