

San Francisco ONE System

Agency Lead Meeting

March 28, 2022



TODAY'S AGENDA

- **Welcome**
- **Thank you!**
- **Removing ONE System Access for Staff**
- **Referral Notifications**
- **Announcements**
- **Resources**

Welcome

Would you rather go back in time, or be transported to the future?

Please share name, pronouns, and agency when responding.

Thank you!



Thank you!

We wanted to give a big thanks to you all for your efforts and support with this recent round of federal reports and community surveys

Removing ONE System Access for Staff

Removing ONE System Access for Staff

- Notify the ONE System help desk (onesf@bitfocus.com) within 24 hours about:
 - Staff who've left the agency
 - Staff who no longer need ONE System access due to a change in duties

Removing ONE System Access for Staff

Unsure if someone needs to have their access removed?

Use the [DQXX-103] Monthly Staff Report! This report can be run from the Report Library and is a helpful resource to identify staff who are no longer active with your agency and can be run at any time, despite its name.

Referral Notifications



Referral Notifications

If any staff are not receiving referral notifications, let us know!

They may not have been set up to receive them or there may be something else we can investigate further

Referral Notification

If you're uncertain any referrals are being sent to your agency or program, run the RFRL-103 report.

Announcements



Announcements

Office Hours: April 26, 2-3 PM - <https://bitfocus.zoom.us/j/97952799994>

Helpful Resources

ONESF Help Center Website

<https://onesf.bitfocus.com>

Bitfocus Helpdesk

onesf@bitfocus.com

415.429.4211

Thank You From Your SF Team!



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Senior Project
Administrator**



**Andrea Bañas
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