

# Agency Plans

*A three-webinar series • April 18, 20 & 22, 2022*



Join us for a 3-day series on the following topics. Stay up to date on all of the recent changes.

## **Part 1-Work Plans**

Get the latest tips on developing or modifying your agency work plans. Learn the purpose and components in developing these plans and when you need to go in and make changes/corrections. For all counselors who are new to this area or just need a refresher moving forward.

## **Part 2-Information Security Plans**

What do Gramm Leach Bliley and Privacy Act of 1974 require agencies that gather “non-public personal information” ensure the confidentiality and security of customers personal Information. Join us in learning how to comply with these Acts and how to develop an information security plan to keep your agency and client information safe.

## **Part 3-Quality Control Plans**

Would you like to avoid quality control findings on you next HUD review? Join us to learn components to include in you plan and easy ways to monitor and document them.

Scholarships are available for the first 75 registrants. You must work for a HUD approved counseling agency to receive a scholarship. *Use scholarship code HCOE.*

**When:** April 18, 20 & 22, 2022 • 9:00 a.m.– 12:00 p.m. (Pacific Time)

**Where:** Online

**Register online at:** <https://www.events.rcac.org/assnfe/ev.asp?ID=3162>

### **Questions?**

For questions, please email Debie Baranchuk at [dbaranchuk@rcac.org](mailto:dbaranchuk@rcac.org) or call (916) 447-9832 ext. 1019.

**Registration:** There is a \$50 per person fee to attend the webinar series if you are a for-profit agency. Registration is invalid if this fee is not paid at time of registration. You must register in advance and have a valid email address to register and receive the course link and materials. Certificates will only be issued to paid registrants.

All registrants will receive an email notification within 72 hours. If you do not receive notification, please contact Debie Baranchuk at [dbaranchuk@rcac.org](mailto:dbaranchuk@rcac.org) or (916) 447-9832 ext. 1019



**Presented by:** Rural Community Assistance Corporation

**Funded by:** U.S. Department of Housing and Urban Development