



## FUSION Staff Directory Comparison Virginia Learning Center

**Background:** Over the past 6 months the Systems Data and Support Team have made great strides in ensuring the data accuracy is kept up to date as much as possible. Now we are going to implement a housekeeping measure to ensure each directory is inventoried via the FUSION staff directory.

Agency	Intervals (Twice a Year) (This document will be kept for records keeping purposes in SharePoint)
Accomack	
Albemarle	
Alexandria	
Alleghany-Covington	
Amelia	
Amherst	
Appomattox	
Arlington	
Bath	
Bedford	
Bland	
Botetourt	
Bristol	
Brunswick	
Buchanan	
Buckingham	
Campbell	
Caroline	
Carroll	
Charles	
Charlotte	
Charlottesville	
Chesapeake	
Chesterfield/Colonial Heights	
Clarke	
Craig	
Culpeper	
Cumberland	
Danville	
Dickenson	
Dinwiddie	
Essex	
Fairfax	
Fauquier	

Floyd	
Fluvanna	
Franklin	
Franklin County	
Frederick	
Fredericksburg	
Galax	
Giles	
Gloucester	
Goochland	
Grayson	
Greene	
Greensville/Emporia	
Halifax	
Hampton	
Hanover	
Harrisonburg/Rockingham	
Henrico	
Henry/Martinsville	
Highland	
Hopewell	
Isle of Wight	
James City	
King and Queen	
King George	
King William	
Lancaster	
Lee	
Loudoun	
Louisa	
Lunenburg	
Lynchburg	
Madison	
Manassas City	
Manassas Park	
Mathews	
Mecklenburg	
Middlesex	
Montgomery	
Nelson	
New Kent	
Newport News	
Norfolk	
Northampton	
Northumberland	

Norton City	
Nottoway	
Orange	
Page	
Patrick	
Petersburg	
Pittsylvania	
Portsmouth	
Powhatan	
Prince Edward	
Prince George	
Prince William	
Pulaski	
Radford City	
Rappahannock	
Richmond City	
Roanoke City	
Roanoke County	
Rockbridge	
Russell	
Scott	
Shenandoah Valley	
Smyth	
Southampton	
Spotsylvania	
Stafford	
Suffolk	
Surry	
Sussex	
Tazewell	
Virginia Beach	
Warren	
Washington	
Westmoreland	
Williamsburg	
Winchester	
Wise	
Wythe	
York	

Process Steps:

1. Inventory staff directory in FUSION against the agency inventory in the Virginia Learning Center.
2. Deactivate profiles within the VLC that do not correspond with names in FUSION.

3. Inventory supervisors on FUSION and deactivate profiles that do not reflect supervisor in the VLC that say supervisor in FUION.
4. Inventory job titles in FUSION against Benefits, Family Services, and Admin. If any do not match deactivate in the VLC

After we do this inventory, there is no reason to contact the agency, the system will agitate itself.

SDAS is going to try to inventory 10 agencies a week for the entire year. The ultimate goal is to inventory the agencies 4 times year which will be 480 inventories.