

Agency Admin / Sys Admin Call

October 3, 2018

Present: Bonnie Beckstrom, Ciara Alvarez, Janet Kosmicki, Kris Blecha, Krista Heineman, Kristin Vaughn, Sara Frias, Tammy Jeffs, Jon Benjamin, Ashley Frevert, Ryan Bailey, Carmen Bradley

Jon will create an excel spreadsheet to combine the services each agency is using to answer the fields in the CSBG report. He will set up a conference call with all the Community Action Admins for discussion.

Face to Face meeting as a group. Ashley will bring up the idea at the CAN meeting next week.

Case Manager Tab: Discussion filling out case manager tab on all clients to assist with data quality reports. Jon will research further.

Jon will remove the Clients with no basic demographics tab on the CSBG DQ report. He will develop a separate report with that information

SSVF

Present Jon, Janet, Ryan, Krista, Kristen

Year end reports

Fiscal year ends 9/30/18

John will do our final upload Friday 10/12/18

We have until Friday to make changes in system

If staff make a change on Friday, they need to email Jon Friday so he can do another upload into the repository.

Discussion about how to separate SSVF VASH from the regular SSVF clients was held. Jon will work on this and get back to us .