



CAP Agency Admin Call-Notes

Wednesday March 6th, 2019
2:00pm (CST)

Submitted by Jon Benjamin

Attendance

Region 1: Bonnie Beckstrom (NCAP)

Region 2: Teresa Hofts (CNCAP)

Region 3: Sara Frias (CAP of Mid)

Region 4: Kristin Vaughn (Blue Valley), Antonia Crawford (SENCA)

Region 5:

Region 6: Ciara Alvarez and Michelle Martinez (CAPLSC)

Lincoln: Jon Benjamin (CAN)

Omaha: Carmen Bradley and Nikki Murphy (ENCAP)

Notes

IS Report

- Expecting a new module 4 spreadsheet. Anytime now. Coming from NASCSP do not play with module 4 until then.
- Module 2, the comments are locked. Put comments at the bottom of another tab. But reference it was for the other tab. Future reports could have comments on one page.
- Module 3. When you click to expand, it can take longer to upload. If you have it in a word document to give to others make sure you are pasting correctly. Jon will share the cheat sheet with other agencies. (Module 3 Document)
- When you are done w/ the forms send to Jon. CC others if you want to CC Matt, Jill, and Ashley. But make sure to include Jon so he knows. Due date to Jon is March 15th at the end of business day

- Any questions or reports needed try to get them to Jon this week so he can fulfill them by next week. The sooner the better.

Questions on the All-Char. Report

- Housing Services Section: How are others breaking down utility payment assistance? As far as current utilities and arrears utilities. Others are doing arrears. Jon will compile data together for next ROMA meeting.
- A Tab, local CSBG expenses. Identify which activities were put there. Jon said there should be a \$ amount to turn on the area. This will then open up checked boxes.
- If you have no amount to enter in any row leave it blank, do not put it 0. The boxes will show errors if not filled out as it will try to compare other years.

Other

- Address Section to run report for recruitment. Encouraging staff to fill it out to update as needed by programs. Then you can run report that will show a mailing list. NE Universal assessment. Fill in both areas of that assessment.
- When doing last permanent address, end date old address and add in the new as most current. Keep as up to date as possible in case a zip code report is run.
 - Some are just using the sub-assessment address only, Lincoln is doing the address field that carries over.
 - From a reporting angle it helps with running by reports and/or if you are running an address mailing list.
 - Jon highly encourages using the street address, city, and zip code field but whatever is best for your agency.

New ROMA Task Force Meeting

- Going to be in 1-2 months. Discussing a restructuring of the meeting. Based on ROMA implementers and/or data people. Possible groups set up a certain way. Most likely in Kearney again at the ESU building. Or could be a zoom meeting.
- Idea of going line by line on the NPI's once annually.

SSVF Report

- Coming out with a new report in April.

Minutes prepared by Sara Frias, CAP of Mid NE