CAP Agency Admin Call-Notes

Wednesday April 3rd, 2019
2:00pm (CST)

Submitted by Jon Benjamin

Attendance

Region 2: Janet Kosmicki, Teresa Hofts (CNCAP)

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

Lincoln: Jon Benjamin (CAN), Jill Giles (DHHS)

Notes

**The conference number has changed to 605-313-4819 access code 728759**

- CSBG IS reports – What is next?

  Jill Giles is following up with a few agencies that need some clarification in the comments in the SmartForms. Jill has contacted these agencies this week. If you revise a SmartForm please send the entire spreadsheet back to Jon to replace the previous version that was originally sent.

- CSBG six month report deadline. Does anyone need reports from CAN for FNPIs or services?

  If you need any reports from Jon please let him know ASAP. Jon has a four or five new user trainings scheduled in the next weeks and he will not be available to work in ART on those days.

- ART report request form.

  If you need an ART report created please submit an ART Report Request Form to Jon. Please give Jon five working days to complete the report.

- Non-licensed people viewing SP.

Individuals that do not have a ServicePoint license should not be shown client data that is in the system.  Please identify clients by their ID number and do not disclose client PPI to unauthorized individuals.

- Changing a client's relationship to HoH.

    There have been some instances where a client's relationship to HoH has been changed that has caused data quality problems for SSVF enrollees.  In one instance an SSVF family had the HoH changed to a family member that was not a veteran.  For VA funded projects, the head of household should be the eligible Veteran.  So just be a little extra cautious when changing the HoH for a family that is already established in ServicePoint.