



Agency Administrators Call Notes

October 2019

Submitted by Jon Benjamin

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- **Introductions**
 - Region 1: Sabrina Sosa (CAPWN)
 - Region 2: Janet Kosmicki, Ana Wheeler (CNCAP)
 - Region 3: Tammy Jeffs, Sara Frias (Mid)
 - Region 4: Kristin Vaughn (BVCA), Kay Wissmann (SENCA)
 - Region 5: Krista Heineman (NENCAP), Ciara Alvarez, Michelle Martinez (CAPLSC)
 - Lincoln: Jon Benjamin (CAN)
 - Omaha:

- **CSBG Level of Education question changes**
 - Change went into place October 1st, 2019
 - Created question to have same wording as annual CSBG report.
 - Grades 0-8
 - Grades 9-12/Non-Graduate
 - High School Graduate/Equiv. Diploma (GED)
 - 12 Grade + Some Post-Secondary
 - 2 or 4 years College Graduate
 - Graduate of other post-secondary school
 - Unknown
 - Jon will have old question next to the new question and update as we can. Then after a few months the old question will be removed.
 - After the 15th of this month for last DQ report for the year, he will update the DQ report.
 - Discussed requirements of the question. For now we will leave the question as is since people are already entering data. Could revisit during the Bitfocus move.

- **FNPI and Service report changes**
 - CNCAP, BVCA, and Omaha sent back some changes to Jon.
 - Proposed changes to NPI report. Jon will work on compiling on proposed changes into a single spreadsheet document. How agencies are counting NPI's. If an agency proposed he will highlight it based on a ROMA meeting. Expect to see that around Friday if not next week. He will put explanations in there on the document.
 - If they are agency specific he will update and return for your review.
 - Will try to do CNCAP's report, then BVCA, and then Omaha.

- **Bitfocus update**

- They will follow same user model moving into Bitfocus. They call it enterprise, manager, etc. Each agency will have one manager license. These will have the reporting capabilities.
- This week the contracts are coming.
- Service Point license expires end of April. That is the hard deadline.
- System Admins will get trained by Bitfocus and get train the trainer materials. Next will be the agency admins. Then going down to the end users. Still working on details on all the end user trainings.
- As admins “new user” training will stop end of November/early December. No point training people on service point for only two months. A solution is having someone in the agency help with data entry and services for any new person around that time frame.
- Service Point and ART being really slow. It’s happening everywhere.
- Try to run the APR/CAPER again for the new questions. All the new requirements must be answered on current project people. However, when you do NHAP reports or other projects if they ask for full year items you almost have to go back to January 1, 2019. Some of the reports due are full calendar year. So it could take time to go back. Best idea is to run the report and fix errors.

- Open discussion
 - SSVF questions were updated by Jon. Jon went through the providers to update to a new entry/exit. 2020 assessments should be in there. If not, let Jon know.
 - Changes were 3 DV questions and 2 for Coordinated Entry.
 - If you were doing data entry for SSVF on Oct. 1st, you may have to go back and fix that.

Notes submitted by Sara Frias, Mid