



## **Agency Administrators Call Notes**

**November 2019**

Submitted by Jon Benjamin

605-313-4819 access code 728759

- **Introductions**

- Region 1: Bonnie (NWCAP)
- Region 2: Ana Wheeler (CNCAP)
- Region 3: 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:
- State Office: Jill Giles (CSBG)

- **Education level for CSBG errors**

- Ran into blank fields after running report. Tell end users that as of today continue to only fill out the old education question. Then Jon will report on the historical data. Then he will remove the duplicate questions and put in single question. People will have to update as they can on that question.
- No hard deadline right now.
- Migration into Bit Focus is about 4 months off.

- **No Service Point new user training after November 30<sup>th</sup>**

- If you have new users you know about, let Jon know as soon as possible.
  - Jon could be open a couple more times this month.
  - Some exceptions for areas with limited users, otherwise it doesn't make sense to do a full training with a new system coming.

- **Prior living situation HUD updates**

- HUD changed this question. They added 3 items to that. Specifically, the CSGB reporting items.
- Jon will look more into the section 8 option. How to decide what is considered non-cash benefit.
- If you want a change to a sub-assessment now is the time to do it.
- Ciara went over page 7 of the HMIS 2020 standards in regards to adding elements.

- **ROI's spanning multiple years**

- Mid asked initially about this.
- ROI is blank to put however many years you wanted, no issues doing that.
- ROI's for 18/19 under
  - Working w/ a minor child under 19...parent/guardian consent on those cases.
  - HUD looks at 18+ as a federal rule.

- **FY 2019 data clean up**
  - All services were updated and ready. Any issues of cleaning up last year's data?
    - A few agencies wanted 2 weeks - last week of November to have time to clean up data.
    - Is everyone ok with saying that all cleanup be done by end of November? Everyone agreed that was reasonable.
  - Clean Up for last year due by Nov. 27<sup>th</sup> (Wednesday). This means last fiscal year is all entered and cleaned up.
    - If you do need extra time, let Jon know soon.
  
- **FY 2019 run date for reports**
  - Starting Dec. 1st to run reports for annual report. If you asked Jon about reports they will come in December.
  - No smart forms received yet. Jill mentioned that the target date around February or later. OMB clearance on the new forms.
  - You can always fill out paper forms if you need approved by the board in the meantime.
  
- **Open discussion**
  - SSVF items
    - Upload done today. Fields changed a bit on SSVF which caused some issues. Jon changing this report could take 1-2 months.
    - Dec. 1<sup>st</sup> is the date for SSVF rapid resolution.
  - Bit Focus Update
    - 1<sup>st</sup> webinar yesterday
    - Now need a cutoff day for service point to create a timeline for the switch over.
    - Things are in motion right now.

Notes submitted by Sara Frias, Mid