



## CAP Agency Admin Call-Notes

Wednesday December 4<sup>th</sup>, 2019  
2:00pm (CST)

### Introductions/Attendance

**Region 1:** Bonnie Beckstrom (NCAP)

**Region 2:** Anna Wheeler, Sarah Forbes (CNCAP)

**Region 3:** Tammy Jeffs, Sara Frias (CAP of Mid)

**Region 4:** Kristin Vaughn (Blue Valley), Kay Wissmann (SENCA)

**Region 5:** Krista H (NENCAP)

**Region 6:** Ciara Alvarez (CAPLSC)

**Lincoln:** Jon Benjamin (CAN)

**Omaha:** Nichole Murphy (ENCAP)

**CSBG:** Jill Giles

### Notes

- **Introductions-attendance** above.
- **January call date:**
  - January 1<sup>st</sup> is the next day for the call. Do we want to move it to the 8<sup>th</sup>? **Next meeting is January 8<sup>th</sup> at 2pm.**
- **Education Level for CSBG errors**
  - Jon has been running reports and it's been having some issues. Reports have been updated and all the equations are updated. A column is showing an error and Jon will remove it when he has time. But it's just cosmetic and not causing an overall report errors. Could wait to fix when he moves to Bitfocus.
  - Ran reports Monday, Jon says that agencies have data in the correct field now.

- **Education not in US years**
  - If the client went to school outside the United States, what is the feedback on that?
    - If we are consistent stick with 0-8 on that question.
  
- **FY 2019 run date for reports**
  - The official due date is unknown due to lack of Smart Forms. Tentative date of March 31<sup>st</sup>, 2020.
  - If you need them right away Jon can put them on high priority. Email Jon as far as when you need the numbers. Put agency name along with HIGH, MEDIUM, or LOW priority.
    - If you don't send him an email you will be low priority.
  
- **Bitfocus data migration**
  - Past couple weeks they have done some spreadsheets as far as program details for Bit Focus. ICA, CAN, and CCFL are filling out Google Forms.
  - They had a webinar today about logins and entering into the live system.
  - All active programs (Minus NHAP/ESG) migrating. If you have inactive programs with XXX in front of the names they won't be moved. Let Jon know which programs you wanted added or re-added.
    - Click on Provider Admin, Put your agency in, then Search. It will show all active and inactive programs. The inactive will show the XXX.
  - Migration includes all the HUD data. They will determine how far back they go during the migration meetings.
  - Then they will migrate the custom data for CSBG.
  - All client info will move forward, but if that provider isn't in Bit Focus there isn't anything to link so it won't carry forward.
  
- **Consolidating or removing CAA projects in Bitfocus**
  - Removing the XXX items.
  - Consolidating providers per agency.
  - If you want to restructure those let Jon know or discuss with him.
  
- **SSVF training**
  
- **Open discussion---releases....w/ WX**
  - No final word yet on end user training.
  - March 2<sup>nd</sup>, 2020 go live date for Bit Focus. (Tentative)
  - Cut off for Service Point is in April, 2020.
  - Still in discussion for an "in-person" training for Bit Focus.
  - Will there will be written training and training videos for Bit Focus? Unsure yet.