



CAP Agency Admin Call-Notes

Wednesday January 8, 2020
2:00pm (CST)

Introductions/Attendance

Region 1:

Region 2: 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), Ashley Frevert (CAN), Bry Schulz (CAN)

Omaha:

CSBG:

Notes

- **Introductions-attendance** above.
- **IS Report**
 - IS report. Sent all out but Omaha. Has not received a lot of feedback yet. Questions let Jon know.
- **Education Level for CSBG errors**
 - Education: going pretty good. People updated the questions fast.

- **Bitfocus data migration**
 - Angel pulled client data in Service Point and did an initial data migration into clarity software. Gave them a report of critical errors to clean up. For the most part data looked pretty good.
 - Jon has watched training videos for adding program, end users, site info, etc. and has added everyone's top level programs. Went by CAP directory for outreach sites etc.
 - Some end users have been added to the new live site.
 - Next week Jon will enter all programs into the system. Jon will reach out to everyone to review.
 - Will be sharing videos soon towards the end of the month. How do you log in, how do you search for client, calendar, editing items, household items. There are 4 modules and can watch all in about an hour.
 - Videos could be incorporate into the training. They are still making decisions on training end users. Jon and Bry could travel to all locations. More to come on that.
 - Exciting items: Questions will auto populate based on prior answers. New system will incorporate cascading data into other forms. If someone misses a question they can't continue...so should cut down on data entry errors.
 - One change. CSBG will be a program for each agency. Unlike Service Point there are no assessment tabs in Clarity. So CSBG will be a program and link to other assessments.

- **SSVF training**

- **Open discussion**

~Minutes prepared by Sara Frias, CAP of Mid-NE.