



## CAP Agency Admin Call-Notes

Wednesday February 12<sup>th</sup>, 2020  
2:00pm (CST)

### Introductions/Attendance

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

**Region 2:** Sarah Forbes (CNCAP)

**Region 3:** Sara Frias (CAP of Mid)

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

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

**Region 6:** Michelle Martinez and Ciara Alvarez (CAPLSC)

**Lincoln:** Ashley Frevert and Jon Benjamin (CAN)

**Omaha:** Nicki Murphy (ENCAP)

**CSBG:** Jill Giles

### Notes

- **Introductions-attendance** above.
- **Annual Report**
  - On February 21<sup>st</sup> the OMB comment period is closed. They will review comments and accept and approve hopefully. Told from OCS that the deadline is still March 31<sup>st</sup>. Deadline to get things to CAN is still end of February. (2/28/2020). State office will let them know if there is any flexibility.
  - It is in our best interest to have things entered in FY 18 forms to get data transferred into FY 19 forms due to time constraints. Be prepared to answer the comments.
- **CSBG Six Month Report**
  - If anyone needs anything from Jon in regards to this, let him know. Please keep time in mind depending on what the item is you need.

- **Custom Assessments and Data Fields**
  - Jon sent out an email a few weeks ago asking agencies if they had custom assessments that needed to be moved into Clarity. If you have not emailed him please do so soon.
  
- **Bitfocus data migration**
  - Clarity started moving data items last Thursday and now today it's still being imported.
  - Phase 1 is the HUD/HMIS data elements. Those are things like SSVF, NHAP, HOPWA, etc.
    - Working on creating programs and services in clarity for those data elements so the data has a landing spot when imported. (No CSBG in this phase.)
  - Phase 2: Creating questions and assessments for CSBG and other custom.
  - CCFL will be sending out training link emails soon for HUD programs in the BOS and Lincoln soon.
  - SSVF end users will be getting the training link email soon. They are the test group.
  - The training videos (1.5 hours) will be general training: logging in, client search, basic information. All the end users with SSVF and other HUD programs will watch those videos first. The agency then will email CCFL when done watching those videos. \*\*Please include Jon on an email too once done watching those.
  - After the first run of people watch the video they will ask for feedback from the viewers to see what makes sense and what needs clarified.
  - They will also be working on a "frequently asked questions."
  - Current target for a start date: March 16<sup>th</sup> for the SSVF and other First Access users. Other users could be early to mid-April 2020.
  - Requests to have Agency Admins see the training first prior to training the other end users in your agency. If there needs to be an in-person training that will come at a later time.
    - It will be up to agency's if they want to send the links to their end users right away.
    - If you have staff that would be better served with an in-person that it will be up to the agency later.
  - When contract ends with Service Point we still own that data. It won't disappear. If something doesn't look right we still have options.
  - Asked about extension of Service Point...they will be talking about this on the NMIS board and they will let us know how that works.
  
- **Open discussion – CoC Calls**
  - Jon is on some of the email lists for CoC calls. Please check with your CoC lead to make sure his email address is added to the list.

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