



## CAP Agency Admin Call-Notes

Wednesday March 4, 2020  
2:00pm (CST)

### Introductions/Attendance

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

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

**Region 3:** 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:**

**CSBG:**

### Notes

- **Introductions**-attendance above.
- **ART Reports and Clarity**
  - Working on getting reports rebuilt. This will take some time. ART is super cumbersome right now and Jon is working on a myriad of other items to get built into Clarity: assessments, CBSG items, custom fields, enrollment, services, notes, client location, etc.
  - April 30<sup>th</sup> is the last day to use Service Point for reports.
  - Jon needs a list of all reports we use on a regular basis.
    - Let him know which are critical.
    - Jon encouraged everyone to keep a copy of all reports for reference.
  - Reports will look a little different in Clarity. Keep that in mind as it will be an excel sheet but its two different systems.
    - Not all reports will be done by end of April.
    - Jon will prioritize high, medium, and low priority reports.
  - If there are some reports due on April data and earlier they will need to look at that come May.
  - Other concern is that March data will be half in Service Point and the other half in Clarity.

- **Special Characters in the CSBG Annual Report**
  - It was reported from Jill Giles that some data files failed to import to NASCSP. Jill and Jon looking into it. When they were exported random special characters were causing it to fail to upload. Those characters are:
    - Ampersand or the & character-----change to and
    - < > greater or less than sign-----write out
    - “ ” quotes -----leave these out
    - ‘ apostrophes -----leave these out
  - If you can go back and make sure on this year’s report that you go and change all those special characters.
    - You can control F (Find) and do a simple search so you correct them.
    - You can do most of the writing in a word document and then transfer them to the report.
    - Keep in mind a 5k character limit for text responses.
  - If you are unsure about the new dates or anything contact Jill.
  
- **Clarity Training for Agency Administrators and end users**
  - There will be built in HUD reports already.
  - Will agency admins be trained at some point to build reports?
    - Right now System Admins are the only ones building.
    - Moving forward if people wanted to make reports that would be a separate license cost.
    - Right now there is not an option (for agency admins) to build reports immediately in Clarity. That is all being worked on. More to come.
  - Everyone has an account in Clarity. Once things go live more information will go out.
  - Some of the CSBG data and other items may not have historical data in right away in Clarity.
  - Potential of some duplicate data moving forward.
  - ROI’s will be discussed soon. NMIS Board will need to approve.
  - Privacy Training start again? TBD.
  - Training site to be updated Wednesday night for use. One does exist. As of Friday the only assessment available is a CSBG assessment.
    - Do not put in real clients.
  
- **Goals in Clarity**
  - Goals in Clarity are tied to projects and providers.
  - NPI spread sheet there is 33 goals for NPI’s. Table for goals has over 200 items.
  - Jon will be looking at a report to see what goals match for which program/project.
  
- **Open discussion – Trainings in Clarity**
  - All end users must watch the two videos and let Jon and Angel know.
    - General Training
    - General HMIS Training
  - End users will not have access to new site until those trainings are done.
  - Due to time there isn’t going to be a full 8 hour training other options will be available:
    - Agency admins helping
    - Utilizing the online training
    - Checking data slowly as folks are entering.
    - Priority People will start next week.