

Clarity INVENTORY: Checklist

The INVENTORY checklist outlines the steps needed to build out and implement Clarity INVENTORY.

Pre-Project Planning	<ul style="list-style-type: none"><input type="checkbox"/> Asses inventory readiness<input type="checkbox"/> Define goals and impact<input type="checkbox"/> Create a workgroup<input type="checkbox"/> Define roles and responsibilities<input type="checkbox"/> Build Clarity INVENTORY knowledge	Implementing Clarity INVENTORY involves a multi-step process requiring project management, significant planning, and continuous attention to system impacts. Building an implementation infrastructure will lead to a successful rollout of Clarity INVENTORY and help you achieve your established goals.
Conduct Current State Analysis	<ul style="list-style-type: none"><input type="checkbox"/> Review housing/shelter portfolio<input type="checkbox"/> Understand current coordinated entry and referral workflows<input type="checkbox"/> Review current reporting tools	Understanding the current state of housing and shelter inventory in your community provides clearer insight into current challenges and issues that need to be addressed in order to roll out INVENTORY successfully.
Decision Making	<ul style="list-style-type: none"><input type="checkbox"/> Complete configuration through migration or manual configuration<input type="checkbox"/> Identify INVENTORY projects<input type="checkbox"/> Determine INVENTORY settings<input type="checkbox"/> Design workflows<input type="checkbox"/> Determine staff access permissions	Clarity INVENTORY is a flexible module that requires preparatory decision-making to ensure a consistent approach to configuration.
Build Clarity INVENTORY	<ul style="list-style-type: none"><input type="checkbox"/> Identify necessary data clean-up<input type="checkbox"/> Customize Clarity INVENTORY<input type="checkbox"/> Complete unit assignments<input type="checkbox"/> Develop reports	Building out INVENTORY in Clarity Human Services takes time, capacity, and provider engagement.
Implementation and Go Live	<ul style="list-style-type: none"><input type="checkbox"/> Create community action plan<input type="checkbox"/> Train staff on new workflows<input type="checkbox"/> Provide ongoing support	Be prepared to provide extra support to new users of Clarity INVENTORY and put in place data analysis tools to help you understand your data and monitor your system.