Meeting Minutes
CSP All Agencies Administrators Meeting

September 11, 2018 9:00 am – 11:00 am
Location: CSB Conference Room
Attendees: Amethyst- Jason; CHN - Tom, Branden; GCH- Samantha; HFF – Sarah; HuckHouse- Amanda; LSS- Cara; MH- Taylor, Kayla; NCR- Marsha; Netcare- Helen; SE- Leah; VA- Rich; VOAGO- Betsy, William; YMCA- Colton, Kevin; YWCA- Paula, Christina; CSB - Lianna Barbu, Travis Theders, Thaddeus Billman

A. Welcome and Flow of the Day
   a. Travis went over the flow of the day and introductions.
B. Disabling Condition Changes
   a. All disabilities should be added to CSP.
   b. "Does the Client have a Disabling Condition" (Yes/No) should only be answered "Yes" if the client has a disabling condition that is:
      i. Long continued or indefinite duration AND substantially impairs their ability to live independently.
      ii. A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000; or
      iii. AIDS/HIV related disability
   c. "Does the Client have a Disabling Condition" (Yes/No) should only be answered on the entry assessment. If there is a change during the client's stay in the project, the answer should be changed on the entry assessment. This question has been removed from the interim and exit assessment.
   d. Disability sub-assessment data should be collected and updated as normal at either Project Start, Interim/Update, and Project Exit. Start date does **not** have to match entry date for disabilities acquired after project entry.
   e. Because of this change, it is possible that a client may have "Does the Client have a Disabling Condition" (Yes/No) marked as "Yes" at entry, but no disability sub-assessment data entered at entry. CSB will adjust the QA report accordingly.
C. Longitudinal System Analysis
   a. The LSA is replacing the AHAR starting in the new federal fiscal year (October 2018), however the reporting period will be for October 1st, 2017 – September 30th, 2018.
   b. The report will look very different, although we are not sure how just yet.
   c. Jeremiah will need to do extensive QA on the data leading up to report submission, so partner agencies may receive requests for data correction that need to be addressed in a timely manner.
   d. The LSA will be compiled based on raw data from CSP and HUD plans to use this data to provide new tools to communities, like data visualization.
D. Electronic File Storage
   a. The group discussed questions and ideas regarding solutions for electronic storage of client files.
   b. Some agencies such as NCR, VOAGO, and the VA have moved to electronic file storage.
      i. VA uses a custom made system to store assessment data with the ability to upload external documents and client signatures. They currently print out needed documents for PR&C visits.

    ii. VOAGO uses a Social Solutions implementation to capture assessment data and upload external documents. During PR&Cs they are able to quickly pull up records electronically for CSB staff to review.

    iii. NCR uses a Social Solutions implementation to capture assessment data, but currently still stores external documents and client signatures in a physical file.

  c. Any solution is acceptable, as long as the required data, documentation, and signatures are able to be collected and are easily accessible to CSB staff for PR&C review. Hard copy forms do not need to be maintained as long as they can be produced from the electronic system when needed and with no exceptions.

E. PR&C Preparation and Recognition

  a. CSB acknowledged NCR and VOAGO for their consistently good data accuracy during PR&C visits. VOAGO received a few 99% accuracy ratings this year, while NCR was the first agency to achieve 100% and they were able to do so for two of their projects.

  b. Travis asked Betsy (VOAGO) and Marsha (NCR) to explain their PR&C preparation process and any tips they have for the group.

    i. VOAGO performs monthly QAs on their data and aims for 100% compliance on those reports rather than the required 95%. They manipulate the QA data to create data review forms and perform mini-PR&Cs on their files.

    ii. NCR also does a monthly QA review. They also do peer reviews where they look at their coworker's files for accuracy. The strict layout of their client files contributes to the improved data accuracy by requiring a uniform expectation for every file.

    iii. Both agencies said that when errors are found, the responsible end user is asked to make the data correction, keeping them accountable for their own data entry and decreasing the likelihood for repeat errors of the same type. Most files have a single case manager that is responsible for all contents in the file.

    iv. These processes have improved the data enough that the QA process has been shortened from multiple days to just one.

  c. Paula (YWCA) & Travis reminded admins of the ability to internally audit 10% of their client files each quarter and send the list of CSP IDs to CSB. CSB will then select up to 50% of the files for PR&C review from that list of internally audited files. This substantially improves an agency's likelihood to pass PR&C on the first visit. Detail can be found on the [Monitoring Guide](#) located on the CSB website.

  d. Lianna reminded the group that agencies who pass PR&C on the first visit receive $500 that has to be used to reward the staff.

F. CSB Office Move

  a. CSB will be moving their office to 355 E Campus View Blvd, Suite 250, Columbus, OH 43235.

  b. CSB had over 2000 visitors last year and this move allows for more suitable meetings space, ample parking, and a dedicated training room.

  c. The group discussed changing the admin meeting time to account for the increased travel time.

  d. Much of the CSB office furniture is marked with orange stickers. These are items we will not be taking to the new office and are up for grabs. We will make an announcement soon on the details of the items that are available.

G. Next Meeting is December 4th, 2018 at 10:00am

  a. This meeting will be at the new office.

  b. Please note the later starting time.

H. Adjourn