

# Meeting Minutes

## CSP Single Adult ES System Administrators Meeting

December 16, 2014 9:00 am – 10:00 am

Attendees: William Allyn, Chelsea Macciomei, Access Ohio; Safira Robinson, HandsOn CPOA; Cara Cox, LSS FM; James Alexander, Maryhaven; Leah Tuttamore, Southeast; Betsy McGraw, VOAGO; Kevin Wampler, YMCA; Keiko Takusagawa, Catherine Kendall, Jeremiah Bakerstull, Lianna Barbu, Community Shelter Board.

### A) Welcome and Flow of the Day

- 1) Agenda - Catherine walked through the day's agenda. The purpose of the meeting is to review changes made to CPOA Diversion Script and Single Adult Emergency Shelter workflow.

### B) CSB Update

- 1) Changes made to CPOA Diversion script were explained. Below changes were made to ensure all clients calling CPOA are checked for resources available to them and that those who are waitlisted/admitted to a shelter do not have any resources other than emergency shelters. Changes will be effective this week in the live CSP site.
  - a. Additional data elements were added to the script such as domestic violence and human trafficking questions, sex offender community notification question and veteran discharge dates/status.
  - b. Data elements which should only be entered if creating a Reservation for a client were removed from the Diversion Script altogether such as income and noncash sub-assessment records. This should resolve issues of such records being entered when a client is Waitlisted rather than when Reservation is made.
  - c. Interim & Exit Assessment was modified to include all data elements removed from the Diversion Script and is now titled "Reservation, Interim, Exit Assessment."
  - d. The change was made to allow for sharing of newly required data elements across projects (i.e. Disability Information). As of October 1, 2014, all emergency shelters are required to enter disability information.
- 2) Catherine went over normal intake patterns to show how the changes to the CPOA Diversion script will affect the workflow for shelters. Notable changes are:
  - a. Instead of printing the Unit Entry Data screen in ShelterPoint, shelters may now print the EntryExit Entry screen.
  - b. There will be data elements that the shelters need to complete *prior* to printing the screen if the client is a Veteran. These data elements are not collected and entered by CPOA. They are, Branch of Military, Theater of Operations, Has client ever been enrolled at a VA Medical Center or Hospital and VA Eligibility.

### C) CSP Administrators Update

- 1) Issues/Concerns
  - ⟨ Catherine asked the group not to end date the sub assessment records with "No" answer.
  - ⟨ It was asked whether the client signature is required for exit paperwork. Signature is not required if the client disappears or the exit interview was not completed.
  - ⟨ If the client reports no income to CPOA but reports income to shelters, shelters are not to change the "No" record created by CPOA but rather create a new "Yes" record and end date it as the client exits.
  - ⟨ It was asked what the administrators are supposed to do if other agencies are end dating their sub assessment records. Catherine asked to report the issue to her so that she can identify the user(s) who are making those changes and appropriately do the clean-up and ensure further training as needed.

- 2) Upcoming CSP Administrator Meetings
  - a) CSP ALL Administrator Meeting 3/17/2015 9a – 11a
  - b) Catherine asked administrators to bring up any concerns/questions to her by the 19<sup>th</sup> as her vacation starts next week.

**Meeting is adjourned.**