Meeting Minutes
CSP ALL Administrators Meeting

September 23, 2014 9:00 am – 11:00 am
Attendees: William Allyn, Chelsea Macciomei, Access Ohio; Mary Schmertz, Amethyst; Andrea Ropp, ARCO; Branden Woodward, Matt Leiterman, CHN; Kevin Ballard, GCH; Tammy Compton, Safira Robinson, HandsOn CPOA; Cheryl Brewer, Karie Gallegos, HFF; Lynda LeClerc, Huck House; Cara Cox, LSS FM; James Alexander, Maryhaven; Gail Meyers, NCR; Jeana Patterson, OSU Star House; Leah Tuttamore, Southeast; Laura Black, Brian Kubala, TSA; Dreysha Hunt, VOAGO; Kevin Wampler, Colton Sray, YMCA; Alexandra Fraser, Marcus Erridge, YWCA; Keiko Takusagawa, Catherine Kendall, Jeremiah Bakerstull, Lianna Barbu, Community Shelter Board.

A) Welcome and Flow of the Day – The group did introductions and Catherine walked through the day's agenda.

B) CSB Update
1) Review HUD Revisions to 2014 HMIS Data Standards
   〈 Catherine reviewed the major changes with the group. The changes will be effective as of October 1, 2014.
      o The wording for "Don't know" and "Refused" answer option has changed. They are now, "Client Doesn't Know" and "Client Refused" as HUD emphasizes the source of information being the client not the service provider.
      o The wording for some of the destination fields has also changed and some new fields such as "No client interview completed" have been added.
      o Because of the wording changes in the picklist, custom reports including QA and Outcomes reports are no longer working. CSB is working on updating these reports, especially the QA report to be ready for the next QA period (FY15 Q1).
      o There is a new answer option "Data not collected" where appropriate.
      o Housing status question is no longer required with the exception of PATH project at exit.
      o Health Insurance sub-assessment has been added and Medicare/Medicaid answer options have been moved from Non-cash to Health Insurance section.
      o The new data elements (such as Health Insurance) will not appear in CSP until Catherine places them where they need to be. A notification will go out once these updates are complete. These updates will be made by 10/1/14.
2) Review updated Data Reference Guide and Data Dictionary
   〈 Using the data reference guide in the data dictionary, Catherine explained the notable changes. They are divided into three major sections (Project descriptor, Universal Data Elements and Program-Specific Elements) and new fields are marked in red. Also at the end there are sections required only for specific programs such as Benefits Partnership, Diversion and Navigator. New data elements required by local CoC are also included in the guide.
      o Data Quality and Information Date are new data elements added throughout.
      o Housing Assessment Disposition is a new data element but it is pending HUD's clarification as to which programs are required to enter.
      o Income in the past 30 days is replaced with current "Income from any source."
      o Disability types are split into separate data elements per each disability type.
3) Review Bowman video presentation on CSP 5.11.0 changes
   〈 Catherine showed the presentations put together by Bowman on the major changes

in CSP 5.11.0. She will try to make these videos available on CSB website.
- ⟨ The presentations covered the following:
  - o New defined data collection stages –Update and Annual Assessment (It is required for all PSH programs and information related to the assessment will be included in Annual APR)
  - o Picklist wording changes and additions
  - o Veteran Status question is now moved to Universal Data Elements becoming static from dynamic, which means that the data should only be changed when the data actually changes or the child becomes adult or there is a data quality issue. For reporting purposes, the script will utilize the most recent value.
  - o HUD Verification functionality for sub-assessments has been added. Whenever there are incomplete answers, the alerter is turned on to notify users that some answers are missing. Because CSP is an open-system, this poses a challenge. If agency creates "No" records for all sub-assessments every time a client enters the project, it creates a huge amount of records in the system. Clients often report conflicting information to different agencies and sharing sub-assessment records requires a great level of agency collaboration and information sharing, which sometimes are difficult. Due to this reason and also to keep the accountability of data collection/entry for each agency separate, CSB is recommending for now that once the "No" records are created, they can be left open so the HUD verification check is satisfied. Agencies can end date this "No" record if the client obtains this type of income and can add a new "Yes" record. CSB will discuss more on this functionality and will advise agencies if other effective options will become available. CSB recommends not utilizing the HUD verification functionality or changing the current income/noncash data entry process until 10/1/14.

C) CSP Administrators Update
1) Issues/Concerns
   - ⟨ Catherine asked administrators to give feedback and report any issues after the CSP upgrade.
   - ⟨ Catherine asked administrators to consider if they are interested in getting ART training from Bowman. CSB needs a certain number of participants to have Bowman come to do the training and if enough interests are gathered, ART training is possible for administrators at the agency's expense. Bowman charges $7,500 for a 3-day training; this plus the responsibility/cost of logistics will be shared among any agencies participating.
2) Upcoming CSP Administrator Meetings is 12/16/2014 9a – 11a.