

Meeting Minutes

CSP ALL Administrators Meeting

January 11, 2011

CSB Conference Room

Attendees: Mary Schmertz, Amethyst; Matt Leiterman, Branden Woodward, CHN; Julie Holston, CIS; Brandon Barksdale, LSS; Kevin Ballard, GCH; Marsha McDonald, Monica Morgan, HFF; Carrie Mularz, Huckleberry House; Rose Knorwood, Maryhaven; Gail Meyers, NCR; Jenn Kowalski, Southeast; Tristan Wonycott, Renna Abdullah, TSA; Kevin Wampler, YMCA; Kate Swinford, YWCA; Jeremiah Bakerstull, Isolde Teba, Keiko Takusagawa, Catherine Kendall, Lianna Barbu, Community Shelter Board.

1) Welcome and Flow of the Day

- a. Agenda – The group started off with an introduction.

2) CSP Update

- a. Outcomes Report – CSB is working on the updates.
- b. VA Request
 - < Lianna encouraged all the programs to contact and utilize the VA outreach worker if they find clients who are veterans. VA is working to end veterans' homelessness in 5 years.
 - < VOAGO's VA Emergency Housing is now participating in HMIS.

2) CSB Update

- a. HEARTH Update
 - < HUD has not announced any updates yet as of today. Any changes announced need to be implemented in CY2011.
- b. FY2012 Program Performance Standards
 - < The group reviewed a draft. Lianna pointed out a few changes made. She stated that there will be more changes once the HEARTH update is released.
- c. Systems Update
 - i. Prevention
 - < Both single and family prevention programs are experiencing a high demand.
 - < CIS Stable Families is only taking clients from YWCA Family Center now.
 - ii. Emergency Shelter
 - < The workgroup is working to improve the system and bring it more in line with the Hearth Act's focus on rapid re-housing.
 - < LSS overflow alternate site for men starts tomorrow and YWCA Family Center started taking single women in overflow yesterday.
 - < Family seasonal overflow ended. YWCA Family center experienced 4,000% increase from last year in overflow.
 - < Lianna mentioned that the expected release of a significant number of prisoners is a concern in the coming months for the emergency shelter system.
 - iii. Supportive Housing
 - < Huck House is experiencing a high demand. Youth homelessness is now recognized as an underestimated problem.
 - < YMCA and YWCA now participate in USHS. Lianna asked the group to send the referrals to USHS and not contact the program directly. There are currently 7 vacancies that are Chronic Homeless units at the WINGS program. As YMCA, YWCA and Commons at Chantry are participating in the Move-up pilot program, there will be more vacancies expected later in the year.

- iv. Rapid Re-housing
 - < TSA is fully staffed now and the demand has slowed down.
 - < VOA Rapid Re-housing for Single Adult has stopped taking clients for now.
 - < A new CHN Direct Housing program has started 1/1/2011.
 - < HPRP DCA Transition usage has decreased. Lianna encouraged submitting more HPRP DCA applications as this fund needs to be spent down.

3) CSP Administrators Update

- a. Feedback on recent QA Report Update
 - < Catherine explained how to review the detail tab for income. Cash benefit section in the detail tab seems to be missing some records. Catherine will look into it but agencies are asked to use the updated QA report released recently for this QA period.
- b. CSP FAQ Draft – Catherine asked the administrators to email her suggested questions to add to the CSP FAQ.
- c. ShelterPoint/EntryExit Glitch – Bowman is notified of the problem where ShelterPoint is not always creating an Entry/Exit record. Catherine cautioned the emergency shelters to watch out for missing Entry/Exit records. If they are missing, they need to be created manually. It appears to be happening primarily with the single adult shelters but is good for the family shelters to be vigilant.
- d. Training Schedule – Distributed.

4) User Concerns

- < Catherine clarified the income/noncash benefit data entry procedure for PSH programs (including SPC and Transitional Housing programs). For income, “0.00” must be entered in the amount for income the client is not receiving and “Receiving Income” set to “No”. For a non-cash benefit the client is not receiving, the amount must be left blank and “Receiving Benefit?” set to “No”. If a client is receiving a type of non-cash benefit, “0.00” must be entered in the amount and “Receiving Benefit?” set to “Yes”.
- < Jenn offered a report she created to QA the General Health data element. She will send it to Catherine for her to distribute to all.

5) Future meetings

- a. Reminder: QA Reports are due 01/14/11.
- b. Meeting Schedule – Distributed.