Meeting Minutes
CSP ALL Administrators Meeting

January 12, 2010
9:00 am – 11:00 am
CSB
Attendees: Christopher Moore, Mary Schwartz, Amethyst; Betsy Reichley, CATF; Beverly Wilkes, Branden Woodward, CHN; Julie Holston, CIS; Brandon Barksdale, FM/FH; Kevin Ballard, GCH; Monica Morgan, Marsha McDonald, HFF; Amanda Glauer, Carrie Mularz, Huckleberry House; James Alexander, Rose Knorwood, Maryhaven; Gail Meyers, NCR; Stephen Wilson, PNH; Renna Abdullah, Katherine Cull, The Salvation Army; Jennifer Kowalski, SE/FOH; Lori Varn, Stephanie Lunceford, Vicky Joe, VOAGO; Kevin Wampler, YMCA; Kate Swinford, YWCA; Denise Ansback, Isolde Teba, Keiko Takusagawa, Catherine Kendall, Barbara Maravich, Lianna Barbu, Community Shelter Board.

1) Welcome and Flow of the Day

a. Agenda

The group did brief introduction and Catherine walked through the day's agenda.

2) CSP Update

a. New HUD Data Standards
- 〈 Finalized Standards are expected to be released by 1/31/2010 and implemented by 3/1/10.
- 〈 Lianna mentioned that PSH/Other program group decided <u>not</u> to comply with the new HUD proposed income data entry requirement. However compliance with the modified method of income data <u>collection</u> will be implemented.
- 〈 Emergency shelters and other not HUD funded programs are not required to comply with this requirement. They can continue the current income data collection/entry practice.

b. Annual License Review
- 〈 Catherine shared the timeline of the annual license distribution process and suggested that agencies review the timeline and plan for next FY.
- 〈 License summary will be distributed to agencies before May.

c. QA Report Upgrade
- 〈 Phase I completed – New data elements are added to the report. Catherine is waiting for new AMI to come out. After that, the report will be distributed to agencies for Q3 QA.

d. CSP 5.x Upgrade
- 〈 CSP will not be upgraded to 5.0 as it does not track HPRP information. CSP will be upgraded to the next new version sometime this coming Fall/Winter.

e. United Way New Data Elements
- 〈 Catherine reminded agencies that collection of client's national origin which includes immigrant status and country of birth started 1/1/10. These are new data elements required by UWCO.

f. FY11 Performance Measures
- 〈 Lianna went through the draft of the performance measures for FY11.
- 〈 Housing affordability at exit will replace the Change in income measure for Direct Housing/Rapid Re-Housing, Tier II Shelters, Homeless Prevention and Supportive Housing programs. In response to Beverly's question, Lianna confirmed that the cost of housing does not have to be entered in CSP when there is no data. Barbara explained that clients who have null value for this measure will be excluded from the calculation and the number of clients missing this data will be footnoted. If agencies have a good

estimate, it is acceptable to enter that amount. This measure should be collected starting 7/1/10. Agencies are already able to enter this information in CSP for testing.

⟨ Movement will be benchmarked in FY10 and measured in FY11 for Tier I shelters. Jenn suggested benchmarking Movement <u>after</u> Centralized Point of Access (CPOA) is implemented as it is a new workflow for shelters and that they have no control over this measurement. Lianna said CSB expects Movement to decrease with the implementation of CPOA and that it will be benchmarked as scheduled.

⟨ Successful housing exits (%) will be added to Supportive Housing measures. It will be benchmarked in FY11 and measured in FY12 Program Evaluation.

3) CSP Administrators Update

a. Feedback on CSP

⟨ No feedback reported for CSP.

⟨ CSB needs accurate Medicaid reporting for its funders. Lianna stated that she found that the non-cash benefits in supportive housing programs are underreported and encouraged agencies to enter the data in CSP as it will relate to future funding for Partner Agencies.

b. Feedback on online training

⟨ Many agencies reported that the face-to-face training is beneficial. CSB will plan to have a program specific face-to-face training.

⟨ The group agreed that the online trainings are still useful. CSB will continue to have online training as scheduled.

⟨ Amethyst inquired if an evening training will be available. Catherine took a poll but there did not appear to be a need from other agencies. Lianna stated that if there is a greater need, CSB will consider trainings in the evening. She encouraged that administrators train their own users and pre-certify them.

c. Training Schedule - Schedule was reviewed.

4) User Concerns – None reported.

5) DCA Review

a. Other Community Resources

⟨ Denise said Other Community Resources need to be fully reported in DCA applications.

⟨ Denise showed where the Other Community Resources should be recorded on the DCA applications. She cautioned that agencies only enter assistance related to housing. (e.g. SSI/SSDI, Food Stamp would not be counted as Other Community Resources.)

⟨ Catherine showed where Denise records the information in CSP.

⟨ Denise assured that this information does not affect the result of the DCA request and that CSB Board is interested in tracking this information. Decisions are based on the validity of each request.

6) Future meetings

Catherine asked the group if anyone was interested in volunteering for future meetings to share their experiences but none volunteered. Catherine emphasized that the group can give her input for meeting format and agenda as necessary.