

Meeting Minutes

CSP All Agencies Administrators Meeting

June 16, 2015 ~ 9:00 am – 11:00 am

Attendees: Chelsea Macciomei, Access Ohio; Mary Schmertz, Amethyst; Andrea Ropp, ARC Ohio; Branden Woodward, CHN; Tammy Compton, Safira Robinson, HandsOn CPOA; Karie Gallegos, Sarah Spaner, HFF; Cara Cox, LSS FM; James Alexander, Taylor Keating, Maryhaven; Gail Meyers, NCR; Leah Tuttamore, Southeast; Laura Black, Danielle Lortz, TSA; Betsy McGraw, VOAGO; Kevin Wampler, YMCA; Alexandra Fraser, YWCA; Keiko Takusagawa, Catherine Kendall, Community Shelter Board.

A) Welcome and Flow of the Day

Catherine walked through the day's agenda and the group introduced themselves.

B) CSB Update

1) Changes made to the QA Reports

For upcoming QA in July (Q4, SA and Annual periods), agencies are required to use new QA and sub assessment QA reports.

- < First, Catherine explained that measures related to sub assessments are moved to the sub assessment QA report from the QA report and that enabled CSB to create only 1 version of the QA report instead of Emergency Shelter and Non-Emergency Shelter versions. If the measure does not apply to certain project types, N/A is already listed or a note indicating project types excluded from the measure is shown.
 - < Catherine reviewed the new QA report with the group.
 - < Disability condition Y/N question is now required only for adults but Catherine encouraged administrators to enter for all persons as the disability type question that comes after this question is required for ALL persons and it may make more sense to enter disability condition for all. However, for QA report, the formula has been adjusted to look at only adults.
 - < Veteran status is now looking at the correct field.
 - < Continuously homeless measures, Client location, and Relationship to Head of the Household (HoH) are new data elements. Relationship to HoH is required for ALL persons for both single and family projects. These new data elements are required for all projects (except for few projects) but not required for those who exited before 10/1/2014. (The latest data dictionary can be found on CSB website at <http://csb.org/?id=resources.clientdatamgt.csp>) When making corrections, remember to back date appropriately.
 - < Incorrect reason for leaving was removed from the QA report.
 - < The new QA report will be released by the end of the day today to agency's public folder.
- #### 2) New Sub-assessment QA Report
- < The new sub-assessment QA report contains information related to below sub assessments. Most of the measures include logic checks.
 - a. Monthly Income @ entry + Employment and @ exit
 - b. Non-cash Benefits @ entry and exit
 - c. Health Insurance @ entry and exit
 - d. Disability Information @ entry and exit
 - e. Veteran Information – Shared sub assessment. Start and end dates are the actual military dates (i.e., not the project entry/exit dates)
 - < There was a question around how to properly close income at exit. Catherine clarified that if a client no longer has the income at the time of exit, make the end date when the income ended or make it the day before the exit date. If the income is still active at

the time of exit, the end date should be the same as the exit date.

- < To comply with the HUD verification requirement for sub assessments, “No” records for all possible sources should be created first and only once and this is shared system wide. These records should stay open. Agencies then should create “Yes” records and end date them upon client’s exit. Following this procedure allows “Yes” records to be on top of the summary, making easier for data entry person to see the actual “Yes” records.
- < Since sub-assessment measures on the QA report are looking at the “Yes” records, “No” records that were erroneously closed cannot be checked. Administrators asked if there is a way to find these records. Catherine will inquire if it can be added to the detail section of the report.
- < The sub-assessment QA report is expected to be released in the next week or so.

C) CSP Administrators Update

- 1) Upcoming CSP Administrator Meetings
 - a) CSP ALL Administrator Meeting 09/15/2015 9a – 11a - This date falls on the Jewish holiday. The meeting is rescheduled to **9/22/15**, 9-11a.

Meeting adjourned.