Meeting Minutes
CSP All Administrators Meeting

July 19, 2011
9:00 am – 11:00 am
CSB
Attendees: Christopher Moore, Mary Schmertz, Amethyst; Megan Kudrin, ARC Ohio; Matt Leiterman, Tareya Jefferies, CHN; Julie Holston, CIS; Brandon Barksdale, LSS; Monica Morgan, HFF; Amanda Glauer, Lynda LeClerc, Huckleberry House; Sharon Hill, Maryhaven; Gail Meyers, NCR; Jenn Kowalski, Southeast; Tristan Wonycott, Renna Abdullah, TSA; Vicky Joe, Lori Varn, VOAGO; Kate Swinford, YWCA; Isolde Teba, Keiko Takusagawa, Catherine Kendall, Lianna Barbu, Community Shelter Board.

1) Welcome and Flow of the Day

    a. Agenda – The group did the introductions and Catherine walked through the day's agenda.

2) CSP Update

    a. Outcomes Report

        i. Reminder-Transition of Destination field for reporting

            ⟨ HUD destinations will be used for CSB reporting starting 7.1.11.

            ⟨ CSB destinations will be eliminated in CSP 5.x.

    b. Review of ServicePoint 5.x Upgrade site - Catherine responded to feedback from administrators.

        i. Feedback Review

            ⟨ Administrators still have the ability to delete clients but the policy remains that only CSB's System Admin should do so. Requests for profile deletions should be sent to CSB System Admin.

            ⟨ When finding anomalies, it is requested that as much detail (what, where, when, etc.) as possible be forwarded to Catherine as soon as they happen.

            ⟨ In 5.x, programs should continue to use the EntryExit type as they have been used. For HUD 40118, it will be shown as HUD.

            ⟨ To view history of data elements, you have to click a color bar by the data. "H" will be eliminated.

            ⟨ Print feature was requested. It will be forwarded to Bowman for feature enhancement.

            ⟨ To exit a client in Shelterpoint, a user can click a checkout button on the left side of each row.

            ⟨ The survey showed that administrators are concerned that data entry time may increase. It is expected that as users overcome learning curves, data entry will be much faster.

    c. Discuss Implementation Questions

        i. Draft of User Guide - A draft is in progress. A draft copy was handed out. Catherine requested that any feedback be sent to her to make it user friendly.

        ii. Client Summary Tab

            ⟨ Summary tab can be customized to show up to 4 frequently used modules. Catherine will send a list of modules to administrators. Administrators are to respond with the top 4 preferred modules to Catherine by the end of the week.

            ⟨ Jenn suggested that if types of a housing goal were customized to include more options, the case plans module would be very useful. Lianna asked Jenn to send the list of dropdown options to Catherine.

      iii. ShelterPoint set-up
- 〈 A separate meeting will be held for Emergency Shelter system to discuss further on the set up.
- 〈 In 5.x, a visibility group can be created to allow data sharing among selected agencies.
- 〈 Entry Exit records will be visible system-wide in 5.x.

3) CSB Update

a. ServicePoint 5.x Training
- 〈 Training site is being finalized at OSU. If Bowman can make QA/Outcomes reports available in the demo site, the training will be scheduled on the 3rd or the 4th week of September. More information TBA.

b. ODOD
- 〈 ODOD is interested in getting APR from CSP. Lianna explained to ODOD that the data from APR is not accurate and is negotiating that this data not be requested. Agencies that receive ODOD funding may be asked to provide APR data.

4) CSP Administrators Update

a. Annual CSP Award – The FY11 CSP award went to Kate Swinford for her perseverance and consistency in use of CSP.

b. Reminders:
    i. Online CSP Certification Training:
1. CSP Certification Training for NonES programs 07/27/2011. This training has been rescheduled to August 2 10a-12p.
2. CSP Certification Training for Single Adult ES programs 08/10/2011 10a – 12p
3. CSP Certification Training for Family ES programs 08/17/2011 10a – 12p

    ii. Upcoming CSP Administrator Meetings
1. CSP Administrator Meeting for PSH/TH/SPC programs 08/30/2011 9a – 10a
2. CSP ALL Administrator Meeting 10/04/2011 9a-11a.

5) User Concerns – None reported.

Meeting adjourned.