Meeting Minutes
CSP ALL Administrators Meeting

July 20, 2010
9:00 am – 11:00 am
CSB
Attendees: Christopher Moore, Amethyst; Betsy Reichley, CATF; Beverly Wilkes, Branden Woodward, CHN; Brandon Barksdale, FM/FH; Monica Morgan, HFF; Amanda Glauer, Huckleberry House; Gail Meyers, NCR; Laura Black, Renna Abdullah, TSA; Lori Varn, VOAGO; Kate Swinford, YWCA; Isolde Teba, Keiko Takusagawa, Catherine Kendall, Carol Fleming, Lianna Barbu, Community Shelter Board.

1) Welcome and Flow of the Day
   a. Agenda – Catherine walked through the day's agenda.

2) CSP Update
   a. Outcomes report update – Keiko and Lianna announced that CSB is working on the updated version. It is expected that Emergency Shelters will first receive the revised version.
   b. Annual Data Dictionary Review – Catherine went through the items that were modified or new (New version is available on the CSB website.)
   - Catherine referred to the quick reference guide to check the required data elements by program type.
   - Other documents such as User Agreement, Privacy Policy and User Guide are also updated and available on the CSB website.
   - Catherine announced that the special training for PSH programs for income data entry will be available in August. Detail TBA.
   - All changes to the HUD standards need to be implemented as of July 1, 2010.
   - Date of birth type – Lianna advised agencies not to disregard this data element if agencies are applying for ODOD funding as they will be looking at this data element next year.
   - Income sub-assessment questions – Branden asked if income amount including the one assigned for a child such as SSI/SSDI can be summed up in the Head of the Household's income amount. Catherine's answer was "No". Sub assessment questions must be answered for all family members and be entered under each person.
   - Disability determination – Lianna emphasized that agencies answer "Yes" to this field *only* when they have certified documentations.
   - Alcohol & Drug disability – Catherine clarified that if a client has a dual diagnosis of alcohol and drug abuse, only "Alcohol and Drug abuse" should be selected "Yes."
   - Education sub assessment – End date is not necessary.
   c. QA Report Upgrade
   - Catherine announced that she found issues with income measurements in the first part of the upgrade and will ask Bowman to fix them.
   - Part B of the modification is in progress.
   d. CSP 5.x Upgrade
   - Catherine stated that CSB will be pushing back the implementation date to late Winter/Spring 2011 as she felt that the new version is not completely ready. Lianna expressed concerns that all the current reports may not work in the upgraded version.

e. ART Training
- ⟨ Lianna announced 2 day ART training by Bowman in October/November this year. Detail TBA.
- ⟨ Catherine emphasized that this is not a required training and that if agencies are satisfied with the current status (ART report viewing license), they don't have to attend. Chris suggested that Bowman recommend reading materials/resources that will help training attendees to do self-paced study prior to the training. Carol suggested that Bowman recommend the basic skill set required to attend ART training.

3) CSP Administrators Update

a. Feedback on CSP – None reported.

b. Feedback on Live training – Gail suggested that PSH programs receive a separate training.

c. QA Process – Catherine asked the group how they feel about the current QA process.
- ⟨ Agencies expressed frustrations over the inconsistency of the QA report. While CSB can directly improve the QA process, the report must be modified by Bowman. Lianna and Catherine urged agencies to submit any issues along with client IDs associated, name of report being run, date and time it was run, computer operating system and version, browser version and Java version to CSB so that CSB can report issues to Bowman for investigation.
- ⟨ Chris suggested that FAQ documents be developed before the QA period to share how agencies are solving data issues. Catherine is researching use of the new medium called, "GatherPath" developed by Bowman. In the meantime, CSB will start gathering issues reported by agencies and solutions to them to share among the CSP users.
- ⟨ Beverly posed the question of choosing another vendor for HMIS. Lianna responded that Bowman is the best option available at this point.

d. Training Schedule –Distributed. Catherine asked agencies to email her to register at least one week prior to the training.

e. CSP Award – Brandon Barksdale was awarded this year's CSP award for his excellence in implementing the CPOA.

4) User Concerns

- ⟨ Amethyst reported that their client records are being modified by other agencies (as Amethyst is a closed agency and others cannot see their records) and time stamps are affecting the result of the QA report. They found the work-around solution by changing the time stamp.
- ⟨ CHN reported that the housing status are changed by other agencies and affecting the result of the QA report if entered on the same day. Catherine acknowledged the issue and that she is aware of the problem. Recent reports seem to have become sensitive to time stamps.
- ⟨ CHN reported that they had errors on the QA report even after the correct information was verified in CSP. QA report yielded inconsistent results for Combo programs.
- ⟨ Catherine asked for client IDs of those affected to be sent to her for further investigation.

5) Future meetings

a. Meeting Schedule - Distributed. There will only be meetings for All Admins and PSH/other programs this fiscal year.