

Meeting Minutes

CSP Administrators Meeting (Single Adult Programs)

August 18, 2009

9:00 am – 10:00 am

CSB

Attendees: Brandon Barksdale, FM; Jennifer Kowalski, FOH; James Alexander, Michelle (Lori) Allen, Maryhaven; Vicky Joe, VOAGO; Keiko Takusagawa, Barbara Maravich, Catherine Kendall, Lianna Barbu, Community Shelter Board.

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

2) CSP Administrators Update

- a. Next Single Adult Training September 9th
 - < Catherine announced the next online training date. The training is on Wednesday and the post test will be on Friday of the same week at CSB. Jennifer asked if she can send her users for re-certification. Lianna encouraged sending end users to online training if their abilities are in question.
 - < If end users fail the re-certification, their licenses get revoked until they pass the test.
- b. SSI/SSDI Project Referrals
 - < Catherine shared the SSI/SSDI project referral form. The form will be available on the CSB website.
 - < The project is funded by COHHIO and the benefit specialist housed at YWCA will be available for any clients served by emergency shelters and supportive housing programs system wide.
 - < The training on how to do referral will be done at Adult Single Operation Workgroup meeting on August 21st.
- c. 4.06 Upgrade
 - < Income sub-assessment for income and non-cash benefits is now separated. However, the same rules still apply for data entry.
- d. HUD Data Standards
 - < Catherine urged agencies to review and get their comments to HUD.
 - < HUD now requires recording and reporting of date of contact and date of engagement for street outreach programs. Although Maryhaven Outreach program is not required to collect this new data element as they are not HUD funded homeless assistance program, James volunteered to collect this information and ask that this data field be activated in his program.
- e. Scanners
 - < The pilot is going well at Rebecca's Place. Another pilot will be at FM on 6th. Full implementation will begin in September.
 - < Lianna asked if agencies want to pass out cards or keep them at the shelters. Admins said that they prefer keeping the cards and produce duplicates at each shelter to scan as clients may lose them. This practice may change once Single Point of Contact at Adult System is established in the future.
 - < Lianna and Catherine encouraged that agencies scan clients' documents such as birth certificates and drivers' licenses and upload to CSP. Lianna said CMHA now accepts print-outs of clients' documents from CSP.

3) Outcomes Report

a. Demo

- < Barbara showed the new outcomes report that was released to emergency shelters yesterday and explained some of the measures shown on the report such as movement, recidivism, income, etc.
- < Recidivism is not finalized for family shelters in this version. It is still being worked on.
- < Most of the methodologies are found in the Program Evaluation.
- < Jennifer asked % usage of DCA added to the report. Lianna to work on the change.
- < There will be an online training for emergency shelters on August 27th. Lianna asked admins to run the report, review and bring any comments/questions to the training.

4) User Concerns

- a. Admin Concerns - Jennifer asked if all the required data elements will be included in the QA report in the future. Catherine said it is in planning but no timeline is set. Lianna said upgrade to 5.0 must happen first which is scheduled for this winter.

5) Future meetings

- < The next meeting is scheduled for Sept. 1, 2009 9:00 a.m. for Family emergency shelters.
- < The meeting on Sept. 15, 2009 for PSH/Other programs **has been rescheduled** to Thursday Sept. 17, 2009 9:00 a.m.
- < The next All Admin meeting is scheduled for Oct. 13, 2009 9:00 a.m.

Adjourn