

Meeting Minutes

CSP Administrators Meeting

February 22, 2011
 9:00 am – 10:00 am

Attendees: Mary Schmertz, Amethyst; Branden Woodward, Matt Leiterman, Susan Dowling, CHN; Carrie Mularz, Huckleberry House; Gail Myers, NCR; Lori Varn, VOAGO; Kevin Wampler, YMCA; Rayshawn Wilson, YWCA; Catherine Kendall, Lianna Barbu, Keiko Takusagawa, Isolde Teba, CSB.

1) Welcome and Flow of the Day

- a. Agenda – Catherine walked through the day’s agenda.

2) CSP Administrators Update

- a. Review Income Data Entry Process for PSH/TH and SPC programs
 - < Using an example of a household with children, Catherine demonstrated how to correctly record income and non-cash benefits.
 - < If any of the family members has income, income for all the possible income sources of all the family members must be recorded as indicated below.

Income	“Receiving Income Source?”	Amount
Cash	Yes	The amount the client is receiving.
	No	\$0.00
Non Cash	Yes	\$0.00
	No	Left blank

- < **IMPORTANT CORRECTION:** In the meeting it was said that for WIC, the benefit must be recorded for the HoH even though the child may be the beneficiary. This is not accurate; WIC and ALL Non-Cash Benefits should be recorded under each family member for which the benefit is intended. {It is TANF (which is a cash Income) that should only be recorded under the HoH.}
- < Food stamps must be recorded under all the family members’ non-cash benefits records.
- < The group expressed concerns around the income data entry process as being too time consuming and inviting data entry errors. Catherine explained that the workgroup Bowman set up on this topic is on a backburner due to HPRP data element update in CSP. Lianna stated that even if Bowman makes changes in CSP to make the data entry process easier, it is very unlikely that the changes will be reflected in the platform which CSP is using right now.
- b. Outcomes Report
 - < Lianna showed where the changes are made in the updated version.
 - < Some of the added fields are Don’t know/Refused answer options, Successful Housing Exits and Reasons for exits.
 - < The outcomes report had disabilities which CSP does not seem to record and Gail had concerns whether it was capturing the disabilities correctly for her program. Lianna will investigate and make necessary adjustments.
 - < The updated version will be released after the changes are made in the disability section.
- c. CSP Destinations Crossover

