

Meeting Minutes

CSP Administrators Meeting (PSH/Other programs)

May 31, 2011

9:00 am – 10:00 am

CSB Conference Room

Attendees: Mary Schmertz, Amethyst; Betzy Reichley, Megan Kudrin, CATF; Branden Woodward, Matt Leiterman, CHN; Amanda Glauer, Lynda LeClerc, Huckleberry House; Gail Myers, NCR; Lori Varn, Kim Eberst, VOAGO; Kate Swinford, YWCA; Catherine Kendall, Lianna Barbu, Keiko Takusagawa, Jeremiah Bakerstull, CSB.

1) Welcome and Flow of the Day

- a. Agenda - Catherine walked through the day's agenda.

2) CSP Administrators Update

- a. QA Report for combination programs
 - < It was clarified that the purpose of QA report is not to evaluate the performance indicators but to make sure the data quality is to the standards.
 - < As showing the individual income in the detail tab has been challenging and it was omitted in the previous version, Lianna asked the group if they want this information on the QA report. Amethyst and CHN expressed that being able to see individual income is helpful for agencies to self-QA as it is a required data element for all persons.
 - < CSB will work to finalize the report to fix this issue and will plan to release the new version.
- b. CSP 5.x Implementation Timeline
 - < The implementation date is scheduled for 10/3/11 as agreed in the previous CSP All admin meeting.
 - < The link to the demo site will be sent to partner agencies by 6/20/11 and feedback will be collected through 7/12/11. The compiled feedback will be presented and CSP customizations will be discussed at All admin meeting on 7/19/11.
 - < Agencies are asked to validate the system by comparing the data in the current and the demo site.
 - < In lab demo will be set up for a pilot group to test the system by entering mock clients, etc.
 - < New end user guide will be developed and training will be held in September.
- c. SPIR – new PSH/SPC System Section
 - < Starting in FY11 Q3 SPIR, the new system section including all the PSH/SPC programs (RL and non-CSB funded programs) was added. Lianna stated that data on this section can be useful for funder reports. The historical data is available except for the occupancy rate.
- d. Next PSH CSP Certification Training
 - i. In-person training has been scheduled on 6/15/11 in CSB's conference room. Registration by emailing to Catherine is mandatory due to limited capacities.
 - ii. The next online training is scheduled for 7/27/2011.

3) Admin/User Concerns

- < None. Catherine announced that going forward, if no topics are sent before the meeting and CSB has no urgent topics for the group to discuss, quarter's PSH/Other CSP Admin meeting will be cancelled.

4) Future meetings

- < The next All administrators meeting is scheduled for 7/19/2011. All administrators must attend.

Meeting is adjourned.