Meeting Minutes
CSP ALL Administrators Meeting

December 10, 2013
9:00 am – 11:00 am
Attendees: Mary Schmetz, Amethyst; Branden Woodward, CHN; Amy Gordon, CIS; Kevin Ballard, GCH; Brandon Hellemann, HandsOn CPOA; Cheryl Brewer, Karie Gallegos, HFF; Amanda Glauer, Huck House; Mary VanderSluis, LSS; Rose Knorwood, Maryhaven; Gail Meyers, NCR; Zallaca Romero, Southeast; Laura Black, TSA; Lori Varn, VOAGO; Kevin Wampler, YMCA; Alexandra Fraser, Marcus Erridge, YWCA; Keiko Takusagawa, Catherine Kendall, Jeremiah Bakerstull, Lianna Barbu, Community Shelter Board.

A) Welcome and Flow of the Day
⟨ The group did introduction. Lianna started off the meeting.

B) CSB Update
1) HMIS Governance
⟨ HMIS governance is required by HUD and must be submitted with annual CoC application by the HMIS lead agency. Lianna shared the CSB version with the group and asked agencies for their input. All items were found acceptable.
⟨ Gail asked to spell out the CHO (Contributory HMIS Organization).
2) ServicePoint 5.8.8
a) Updates
i) Client Summary tab now includes client's age.
ii) Client name will be included on sub-assessment printouts.
iii) AHAR Report Updates
(1) Veteran Count Corrected.
(2) HMIS Participating Beds and HMIS Non-Participating Bed counts corrected.
(3) XML elements for Transgendered children updated.
iv) Shelter stay deletion will now delete associated records. Before the update, Catherine needed to delete the EE records associated with the deleted shelter stay.
b) Customer Care Portal Cases – No changes. Catherine is pushing Bowman to prioritize pending cases.
3) QA Reports version 12.2013 – The new version is released. Agencies are to use this version for the upcoming QA period.
a) Emergency Shelter version – Released to agencies.
b) NonES version – Released to agencies (except HandsOn – Catherine is finalizing it.)
c) Review QA Keys – QA keys explain each measure of the QA report in detail. Catherine asked administrators to email her feedback.
⟨ Clients entered in CSP within 48 hours – This is a monitored measure for now to encourage live data entry. Marcus asked whether it is acceptable to update the record if the families reveal income days later, after entering the program and the income was active at entry. As long as the income gets entered via the entry screen, it is acceptable. Income records are tied to each agency – it is important that agencies won't rely on records entered by another agency.
⟨ Many measures have color-markers to make it easier to find the flagged areas. Letters in red means out of compliance. Letters in pink needs review but not necessarily a compliance issue.
⟨ Branden suggested that columns be added to show which tab can be used to identify the errors.

- ❬ Some typos are pointed out in the disabling condition/Housing status measures. Catherine to correct when uploading to the website.
- ❬ Mary is having issues with identifying the source of Don't know/Refused denominator count. Catherine to assist her individually.
- ❬ If the client has an employment at exit but not received the income yet, agencies are asked to use the best judgment to enter the amount instead of "0". In the next HUD data standards, it is expected that future income records are required instead of past income. This practice will help to comply with the upcoming data standards.
- ❬ Parameters for exit destination logical check are not clear. Catherine to add on to the document.
- ❬ Income/Noncash set to Yes/No – This is looking at the Yes/No within the sub assessment. For PSH/TH programs, there was a time when records had to be created for No answers, so these records will trigger errors on the QA reports for some programs, but it is expected.

4) ShelterPoint
   a) Friday emails housekeeping
      - ❬ Emails are being sent on Fridays to notify shelters and Rapid-Rehousing programs for discrepancies between the corrections made to the bedlist and the corrections notified to CSB. It is important the bedlist gets updated every day by 9am and correction notices be sent if data gets corrected after 9am to Isolde Teba who now sends Daily Bedlist Report (cc Catherine and Keiko).

C) CSP Administrators Update
1) Issues/Concerns
   - ❬ Mary from Amethyst asked all the shelter administrators to close the exit data much earlier so as not to overlap their program entry. Late data entry will cause entry exit overlap time and incorrect housing status to show at program entry for Amethyst.
2) Upcoming CSP Administrator Meetings
   a) CSP ALL Administrator Meeting **3/11/2013** 9a – 11a

Meeting adjourned.