

Meeting Minutes

CSP Administrators Meeting (PSH/Other programs)

December 15, 2009

9:00 am – 10:00 am

CSB

Attendees: Christopher Moore, Mary Schmertz, Amethyst; Betsy Reichley, CATF; Branden Woodward, CHN; Carrie Mularz, Amanda Glaver, Huckleberry House; Michelle (Lori) Allen, Maryhaven; Gail Myers, NCR; Stephen Wilson, PNH; Stephanie Jordan-Smith, VOAGO; Kevin Wampler, YMCA; Catherine Kendall, Barbara Maravich, Lianna Barbu, Keiko Takusagawa, CSB.

1) Welcome and Flow of the Day

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

2) CSP Administrators Update

- a. Next PSH CSP Certification Training is scheduled for Jan. 27, 2009 10:00 am – 12:00 pm.
- b. HUD Data Standards – The most recent communication from HUD announced that:
 - < HUD expects OMB to approve the Revised HUD Data Standards by January 31, 2010.
 - < All programs need to begin collecting data according to the Revised Standards no later than March 1, 2010.New data standards apply to new clients entered and annual update of the existing clients after March 1, 2010.
- c. Compliance on Income & Non Cash Benefits Data Standards Discussion – These new standards will require time-consuming data collection and entry for all family members for HUD funded programs. The majority of PSH programs will be impacted. Lianna proposed an option to be non-compliant on these data standards and asked the group's opinion.
 - < The group discussed cons of being non-compliant
 - o Potential negative impact on CoC Rating
 - o Potential negative impact on APR
 - < If the programs comply, on the other hand, excessive time will be spent on data collection/entry and overwhelming volume of data may slow down the system.
 - < The group also discussed being compliant on the data collection but not on the data entry in CSP. QA can be done on the data collection by site visit or self certification.
 - < Lianna stated that it is CSB's wish to come to an agreement with the agencies in implementing new data standards and that she would like the group to vote on the decision on whether to be compliant with the new income data standards.
 - < The group voted on the proposal. Two (2) voted for, a majority of five (5) voted against and one agency abstained from voting (Amethyst) on compliance with the new income and noncash benefits data standards.
 - < Lianna will announce the group's recommendation in the next CoC meeting in 2010. She will seek the CoC Steering Committee's approval. Chris suggested that CSB look at other communities' decision on the same subject when making the final decision. Also, Lianna will try to find out if non compliance affects CoC rating or reporting.
 - < If the CoC disapproves the decision, Chris suggested Bowman create a filter to exclude income that shows "0" amount for easy review of the records.
- d. UWCO new data requirement – Lianna announced the new data elements required by UWCO. Two questions (Immigrant Status and National origin) will be added and answers should be collected starting January 1, 2010 for CSB funded programs only. UWCO may announce additional data requirements next year.

3) CSP Demo

- a. Zip code – “Data Unattainable” was added under zip code of last permanent address to avoid recording unknown zip code as, “Other zip code unlisted”. If unknown zip code is recorded under the unlisted zip code, the report will show inaccurate number of clients served from outside of Franklin County. The allowance for “Data Unattainable” is 5% in QA.
- b. Outcomes report
 - < Barbara showed measures related to PSH programs (e.g. Housing Retention, Housing Stability).
 - < She commented that the change of income data collection and its impact on the outcomes report is still unknown and to be investigated.
 - < There seems to be a problem with Employment at Exit data. Barbara is working to identify the problem.
 - < The revised outcomes report will be rolled out to agencies in the next 6 weeks.

4) User Concerns – None reported.

5) Future meetings

Next meeting are scheduled for:

- a. All Administrators Meeting 01/12/2010
- b. Single Adult ES Admin Meeting 02/09/2010
- c. Family ES Admin Meeting 03/09/2010
- d. PSH & Other Program Admin Mtg 03/23/2010