

# Meeting Minutes

## CSP ALL Administrators Meeting

June 10, 2014 9:00 am – 11:00 am

Attendees: Mary Schmertz, Amethyst; Andrea Ropp, ARCO; Branden Woodward, CHN; Emily Aloto, CIS; Tammy Compton, HandsOn CPOA; Cheryl Brewer, Karie Gallegos, HFF; Shawmeen Henderson, Huck House; Cara Cox, LSS FM; Dorlisa Robinson, Maryhaven; Gail Meyers, NCR; Jeana Patterson, Franklin Varney, OSU Star House; Leah Tuttamore, Southeast; Laura Black, Brian Kubala, TSA; Betsy McGraw, VOAGO; Kevin Wampler, Erica Mazzei, YMCA; Alexandra Fraser, Marcus Erridge, YWCA; Keiko Takusagawa, Catherine Kendall, Jeremiah Bakerstull, Lianna Barbu, Community Shelter Board.

### A) Welcome and Flow of the Day

- 1) Agenda – The group did introductions and Catherine walked through the day's agenda.

### B) CSB Update

- 1) Review HUD 2014 HMIS Data Standards
  - < Using the PowerPoint created by Bowman, Catherine went over the changes/new data standards. All the changes must be implemented by 10/1/14. Bowman is planning on starting to make changes in CSP. There may be some impact on reporting and these will be communicated to CSB in advance.
  - < Notable changes are:
    - i. Zip code of last permanent address – Moved from HUD universal data elements to other program specific data elements. Catherine noted that CoC will continue to require this data field.
    - ii. Client location code – This is a new data element. As there is only one code for this community, it is up to Bowman to default the code in CSP.
    - iii. Length of time on street – This is a new data element.
    - iv. Client name data quality – This is a new data element.
    - v. Destination field – 'No exit interview completed' is added. This can be used to replace 'Don't know'.
    - vi. Housing Status – Only required at entry. The HUD documentation shows conflicting information about who is required to collect this information. At this time it is uncertain. If it is determined that HUD programs are not required to collect this information, it won't be collected in CSP.
    - vii. Income/Noncash – Only required for the head of the household (HoH) and Adults which means any income or benefits for children must be recorded under the HoH. "...in past 30 days" was removed from income/noncash questions. Only income/noncash currently being received should be recorded (not previous income no longer being received).
    - viii. Health insurance – This is a new data element that is required for all except for veteran's program (it is required for SSVF programs).
    - ix. Disabling condition will be required only for adults. In the standards, it mentions that disabling condition will be inferred based on the disability types entered. It is up to Bowman how they set up in CSP whether these two data elements will be connected or not.
    - x. Disability Type - HUD has broken down disabilities into separate questions for different types of disabilities (Physical, Developmental, Chronic Health Condition, HIV/AIDS, Mental Health Problem and Substance Abuse). It is not yet known whether Bowman will create separate questions in CSP.
    - xi. Information date – Some data elements require to have this data field. It is up

- to Bowman how they set it up (i.e., User entry vs. Set as default in the system)
- < Catherine reviewed the quick reference guide to highlight the notable changes. Lianna mentioned that disability information will be required for emergency shelters as well, which is a big change. This will require more time for intake and shelters should prepare for that.
  - < In the quick reference guide, PATH and SSVF columns will be added.
  - < Some locally required data will be removed.
- 2) CSP Users Survey Results – The group reviewed the results. No comments were provided by administrators.

### **C) CSP Administrators Update**

- 1) Issues/Concerns
- < Mary asked whether to enter the veteran status for a child turning 18 as of becoming the age or as of the client's entry date using back date mode. Branden said entering as of entry in back date mode works for reporting purposes.
  - < If no income change is found during the annual assessment, Mary asked whether the income record should be ended and a new record should be created. Catherine stated that there is no need to create a new record and that interim review date will be used to tie the record to assessment.
  - < If there is a change in the income, Lianna emphasized that it is very important for agencies to capture this change as HUD may be looking into Annual Assessment data to monitor change in income data for PSH programs.
- 2) CSP licensing information – Catherine will send administrators emails this afternoon. Agencies are asked to review the estimation table along with user log-on history and number of ART licenses currently being used. It is necessary to determine the need and submit a request for more licenses or relinquishment as necessary.
- 3) Upcoming CSP Administrator Meeting
- a) The next CSP All Administrator Meeting will be on 9/9/14 at 9-11am.

Meeting is adjourned.