

# Meeting Minutes

## CSP Administrators Meeting (Family programs)

March 9, 2010

9:00 am – 10:00 am

CSB; Conference Room

Attendees: Julie Holston, CIS; Monica Morgan, HFF; Katherine Cull, TSA; Kate Swinford, YWCA; 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 CSP certification trainings for family emergency shelters are scheduled for March 24<sup>th</sup> & April 21<sup>st</sup> 10:00 am – 12:00 pm. Catherine asked that the agencies send her the names and emails of the users who wish to be certified or take trainings as a refresher at least one week prior to the training date.
- b. HUD Data Standards – They are not released as of today.
- c. Scanned Documents Policy & Procedure – Catherine reviewed the new policy and procedures for scanned documents. She asked that agencies try scanning and ask her if they have any questions.
  - < There are two types of documents: Permanent (e.g. Birth Certificate, SSN Card, etc.) and Temporary (e.g. DCA applications)
  - < Permanent documents should be open but temporary documents should remain closed. (They can be closed with exception to share with certain agencies.)
  - < Documents should be named according to the standard set by the P&P.
  - < Documents should be retained according to the guideline set by the P&P.

### 3) CPOA Common Intake Assessment

- < Lianna said the common intake assessment is being developed and is at the final stage.
- < Family system collaborative meeting will review and approve the final version on 3/24.
- < Catherine will create the approved intake assessment in CSP so that the agencies can access the same assessment for clients.
- < Lianna encouraged family shelters/programs to scan documents and upload them until the common intake assessment becomes available in CSP.

**4) User Concerns** – None reported. Lianna and Catherine encouraged agencies to bring any concerns/questions to the meeting.

### 5) Future meetings are scheduled for:

- a. March 23, 2010 9:00 a.m. PSH/Other
- b. April 13, 2010 9:00 a.m. ALL Admin.
- c. May 11, 2010 9:00 a.m. Single Adult Admin