

Meeting Minutes

CSP Administrators Meeting (Family programs)

June 1, 2010

9:00 am – 10:00 am

CSB

Attendees: Beth Urban, CIS; Kevin Ballard, GCH; Marsha McDonald, HFF; Catherine Kendall, Takusagawa, CSB.

1) Welcome and Flow of the Day

- a. Agenda – Catherine walked through the day's agenda. In response to a low attendance, Catherine mentioned that starting with FY2011, there will be only All CSB Admin and PSH/Other meetings.

2) CSP Administrators Update

- a. Next online CSP Certification Training for Family Emergency Shelters is on June 30th 10:00 am – 12:00 pm.
- b. In-Lab Training is scheduled for 06/23-06/24.
- c. There was a webinar by HUD on the new Data Standards last week. The webinar focused on the changes but did not address participants' questions. Catherine encouraged the group to read the new HUD Data Standards which was emailed to all the CSP administrators when it was released in March. New changes must be implemented by 7/1/2010.
- d. Updated CSP related documents available on CSB's website.
 - < FY11 CSP user manual and data dictionary
 - < Updated user agreement – Pre-certification section was added.
 - < Updated agency privacy policy template - PPI disclosure/ Third party sharing section was slightly updated. Catherine asked agencies to notify CSB if they have separate contract and share information with United Way. CSB needs to know what is being shared with United Way out of CSP. Gladden will send Catherine a list of information which they share with United Way.
 - < FY11 CSP Admin meeting schedule
 - < FY11 CSP Online training schedule

3) CPOA Common Intake Assessment

- < YWCA intake form was recreated in CSP. YWCA is reviewing. Once it is finalized, all assessment information taken at the point of intake at YWCA FC will be added in CSP on the entry screen. Most of the information in the HUD assessment will be auto-filled.
- < Tier II shelters (HFF and VOAGO Family shelter) will be reviewing the data entered by YWCA FC. Marsha asked who should correct data if they found incorrect information. Catherine said Single Adult CPOA had the same discussion and that CSB would like to see the Family System discuss this topic and make a recommendation.

4) User Concerns

- < Marsha asked about training availability for ART. Catherine said it is still in the planning stage. Detail will be announced once it is finalized.
- < For HPRP DCA requests, all family members must be checked in the referral. Catherine asked programs which apply for HPRP DCA to make sure that this is done otherwise the application will be sent back to the agency for incompleteness.
- < Catherine will revise EntryExit report for family programs to include United Way data elements.

5) Future meetings: Next meetings are scheduled for

- a. July 20, 2010 9:00 a.m. (All programs)
- b. August 31, 2010 9:00 a.m. (PSH/other programs)
- c. October 5, 2010 9:00 a.m. (All programs)