Meeting Minutes
CSP ALL Administrators Meeting

October 13, 2009
9:00 am – 11:00 am
CSB
Attendees: Christopher Moore, Mary Schwartz, Amethyst; Betsy Reichley, CATF; Branden Woodward, CHN; Julie Holston, CIS; Brandon Barksdale, FM/FH; Kevin Ballard, GCH; Erin Maus, HFF; Carrie Mularz, Huckleberry House; Michelle Allen, Maryhaven; Gail Meyers, NCR; Stephen Wilson, PNH; Renna Abdullah, The Salvation Army; Jennifer Kowalski, SE/FOH; Stephanie Lunceford, Vicky Joe, VOAGO; Kevin Wampler, YMCA; Keiko Takusagawa, Catherine Kendall, Barbara Maravich, Lianna Barbu, Community Shelter Board.
Absent: Gabby Thompson, YWCA.

1) Welcome and Flow of the Day

    a. Agenda – The group started off with an introduction and Catherine walked through the day's agenda.

2) CSP Update

    a. New HUD Data Standards
- 〈 Participants received the new data dictionary that incorporated HUD's new data standards.
- 〈 HUD will release the final version in November and there may be additional changes but no substantial changes are expected.
- 〈 New data standards will be effective January 1, 2010.
- 〈 Lianna encouraged reviewing the quick reference sheet in the data dictionary as it is helpful to understand the required data elements.

    b. New Data Elements
- 〈 Lianna went through the data dictionary to review the new and modified data elements.
  - HUD may add transgender category to gender.
  - Catherine to spell out the VASH housing subsidy.
  - The most important new data element is, "Housing Status". It is required at entry and exit. Stop measure will be placed requiring this information be entered before further data entry occurs. Lianna mentioned that "Homeless Status" is removed in CSP replaced by "Housing Status". The percentage of "Homeless Status" will be affected in the QA report as a result but it will be removed from QA measures.
  - HUD Standards are likely to require that for all clients in HUD funded programs income and noncash benefit data be collected in a separate sub assessment per each income and noncash benefit source to indicate Yes/No for each source. This will be very burdensome. Jenn requested that CSB creates a report to QA this process.
  - For programs where client stays in the program more than a year, agencies can leave the required data element as is to do annual update if there are no changes. Bowman is planning to add a checkbox to record the annual update.
  - Degree reporting will be moved from "Highest Level of Education" to its own sub-assessment starting in January 1, 2010.
  - Program descriptors are new required data elements that need to be entered once and updated only as changes occur.
  - The group decided that all enter 7.1.09 as HMIS Participation Start Date. No end

date is necessary.

    c. New United Way required Data Elements

⟨   Lianna announced that United Way will be requiring agencies to collect new data elements starting January 1, 2010 and that it will be finalized by the end of November.

⟨   Jenn asked Lianna to email her UW's proposal. Lianna assured that CSB has been negotiating with United Way to advocate for agencies to minimize the additional data entry burden.

3) CSP Administrators Update

    a. Feedback on CSP - Lianna announced that the Annual SPIR reported inflated numbers of Household Served for Family programs/system as the system can't distinguish the same family with different HoH. The Annual SPIR will be reissued. Lianna asked Tier II programs not to assign different HoH.

    b. Feedback on online training – Catherine asked admins to RSVP if they want to send users to online training.

    c. Training Schedule – Distributed.

4) User Concerns – None reported.

5) Implementation Leftovers

    a. Scanners for high-volume shelters

⟨   Catherine asked agencies to send her the final signed contract by the end of the week.

⟨   Lianna stated that policies and procedures for scanner usage will not be finalized until Centralized Point of Access System (CPAS) is implemented. RFP for CPAS will be released this week.

⟨   Jenn reported that the scanners are working well.

6) CSP Demo

    a. Outcomes Report

⟨   Average Length of Stay – Barbara explained that the methodology changed in FY10. Barbara showed where the methodology can be found on CSB website. A true length of stay through exit is now being captured. Average Length of Participation applies to TSA FHC and CIS. Housing Stability will apply to PSH and Transitional Housing programs.

⟨   Barbara demonstrated how emergency shelters can find long-stayers who are eligible for RL or CH PSH units by using the length of stay tab in the outcomes report. The revised version of Outcomes Report including this tab will be released soon. She is also working on the similar tool in excel that will also be shared with agencies.

7) Future meetings

    a. Next meetings: CSB will announce new United Way required data elements.

⟨   November 10, 2009 – Single Adult programs

⟨   December 1, 2009 – Family programs

⟨   December 15, 2009 – PSH/other programs