

# Meeting Minutes

## CSP ALL Administrators Meeting

October 5, 2010

9:00 am – 11:00 am

CSB

Attendees: Mary Schmertz, Amethyst; Betsy Reichley, CATF; Beverly Wilkes, Branden Woodward, CHN; Brandon Barksdale, FM/FH; Marsha McDonald, HFF; Carrie Mularz, Huckleberry House; Rose Knorwood, Maryhaven; Gail Meyers, Robin Haycook, NCR; Jenn Kowalski, Southeast; Tristan Wonycott, Renna Abdullah, TSA; Stephanie Jordan-Smith, Vicky Joe, VOAGO; Kevin Wampler, YMCA; Kate Swinford, YWCA; Isolde Teba, Keiko Takusagawa, Jeremiah Baker, Lianna Barbu, Community Shelter Board.

### 1) Welcome and Flow of the Day

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

### 2) CSP Update

- a. QA Report Upgrade – Lianna reported that Bowman is still working on the changes and corrections to the upgrade. Lianna acknowledged that the QA report with the changes around income released to agencies was not calculating accurately for family programs. Lianna said it is acceptable if the administrators note that the income was verified by the section which shows 'Requires Review' for income.
- b. Bowman Workgroup Updates
  - a. Income Workgroup – CSB approached Bowman again for setting default answers for income data. Bowman created a workgroup around income and Catherine participated in the first one. If there are going to be any changes, Bowman will only make changes in CSP 5.X version which still has a lot of fixes until CSB can upgrade.
  - b. Household Workgroup – Bowman created a workgroup to capture household information better. Catherine to participate.
- c. ART Training – The training will be held in mid November. The group of attendees is determined.

### 3) CSB Update

- a. HEARTH Update – Lianna gave a quick history and an update on the HEARTH act. The HEARTH act will be shifting the focus from the current program level activity based approach to system level performance based goal oriented approach. It will put a great emphasis on homeless prevention and rapid rehousing. Lianna asked administrators to read and comment when the regulations come out late this year to give HUD their input. (See attached PowerPoint slides for more information.)
- b. Lianna reported that HUD stated in the HMIS conference that new HMIS data standards apply to all clients served on or after 6/1/2010. Our interpretation was new data standards apply to only new admissions on or after 6/1/2010. Agencies need to update the information for clients entered before 6/1/2010 and were served on or after 6/1/2010. The update can be done during the recertification. CSB will not QA new data elements for those clients who entered before 6/1/2010 and served on or after that time but Lianna suggested that agencies comply as these new data elements are included in the new APR. This will impact only HUD funded programs.
- c. Systems Update
  - a. Prevention – Lianna reported that Stable Families and Gladden Community House are experiencing high demand and spending down the funds much faster than

- expected. CSB is working to add more funding to the prevention programs.
- b. Emergency Shelter- Jenn reported that single adult shelters are holding three committees and working collaboratively to address issues. Brandon stated that CPOA is open 24 hours and intake process is going more smoothly. Lianna alerted that the high number of people on the waitlist right before the overflow season is a concern. The waitlist number has been added to the Daily Bedlist Report. Kate also reported a high demand in the family system. Compared to last year, both single and adult systems have seen a much higher demand. It appears that clients exhausted the resources and reaching homeless shelters/prevention programs for assistance after the recession hit the community.
  - c. Supportive Housing – Robin announced that NCR Commons at Buckingham completed the lease-up and all units have been filled. Lianna requested that agencies refer eligible clients to Isolde to fill openings in other supportive housing programs.
  - d. Rapid Rehousing – TSA reported that their Job2Housing and Direct Housing programs are busy in assisting clients. Starting 11/1/10, VOA will have a new Rapid Rehousing program with CHN. VOA to meet up with single adult shelters to discuss how this program will assist clients in the emergency shelters.

#### **4) CSP Administrators Update**

- a. Feedback on CSP
  - < Catherine recently added, “General Health Status”. She will email all the administrators notifying the addition.
  - < Branden asked if Catherine or Bowman can add numbers by the income to keep a better track of what users enter.
- b. QA Process – No updates.
- c. Training Schedule –Distributed.

#### **5) User Concerns – None reported.**

#### **6) Future meetings**

- a. Meeting Schedule – Distributed.
- b. The next PSH/Other program meeting will be on November 23, 2010. The next all Administrator’s meeting will be on January 11, 2011.

#### **Adjourn**