

# Meeting Minutes

## CSP Administrators Meeting

November 10, 2009

9:00 am – 10:00 am

CSB

Attendees: Brandon Barksdale, FM; Carrie Mularz, Huckleberry House; James Alexander, Maryhaven; Vicky Joe, VOAGO; Keiko Takusagawa, Barbara Maravich, Catherine Kendall, Lianna Barbu, Community Shelter Board.

**1) Welcome and Flow of the Day** – Catherine walked through the day’s agenda.

### **2) UW Data Requirements**

- a. National Origin – Lianna announced that United Way is mandating all the emergency shelters to add the new data element effective of January 1, 2010. The question will be, “Are you an immigrant or refugee?” Answers will be, “Yes”, “No” or “Refused”.
- b. Country of Birth – If the answer to the National Origin question is, “Yes”, shelters are required to collect the country of birth information in the text field.
- c. United Way may be requiring additional data for shelters and RL programs but they have not reached the final agreement with CSB.

### **3) User Concerns**

- a. Lianna asked the group if they wish to have an additional training focused on the new data elements. They agreed that such training will be beneficial. The date will be announced and scheduled before 1/1/2010 after HUD publishes the final data standards in November.
- b. Scanners – Lianna asked for feedback of using scanners. VOAGO reported the problem with their server. IT visit is scheduled soon. LSS and Maryhaven reported problems with printing 1 card at a time. Keiko to contact HP for troubleshooting. LSS is also having a problem with the scanner. Cards are printed and held at the agency for now due to concerns that clients might share the card with others who are banned from shelters. Once Central Point of Access is implemented, cards will be controlled at the CPOA shelter and ideally they will be distributed to each client.

### **4) HMIS Administrators Update**

- a. Next Single Adult Training December 2<sup>nd</sup> – Catherine asked agencies that they email her the names and email addresses of people they wish to send to the training and that they must test in advance that their computer is compatible for online training at GoTo Meeting website.

**5) Outcomes Report** – Barbara did the demo and the group discussed the following data elements.

- a. SSN – Barbara emphasized the importance of entering the SSN data quality when creating a new client profile. For already existing clients, Catherine said there is no need to modify the field as agencies can only view the last 4 digits.
- b. Zip code of last permanent address – Barbara noticed that 14% of clients are from outside Franklin county as she prepared for AHAR. She asked if this is a realistic number. Brandon stated that if clients don’t know the zip code, they will choose “Not in list” as “Don’t know” or “Refused” categories don’t exist. This may be the reason why the percentage of clients from outside of Franklin county was high. Barbara to propose Lianna to add the “Don’t know” and “Refused” fields in dropdown selections.
- c. Successful Housing Outcome – Barbara explained that if the client has multiple outcomes during the reporting period, outcomes report only looks at the last visit.

**6) Future meetings** – Catherine announced the next meeting schedule.

- a. Dec. 1, 2009 9:00 a.m. Family ES
- b. Dec. 15, 2009 9:00 a.m. PSH/Other
- c. Jan. 12, 2010 9:00 am ALL Admin