Meeting Minutes
CSP Administrators Meeting (PSH/Other programs)

March 23, 2010
9:00 am – 10:00 am
CSB

Attendees: Mary Schmertz, Amethyst; Betsy Reichley, CATF; Beverly Wilkes, Branden Woodward, CHN; Amanda Glauer, Huckleberry House; Erica Wells, Maryhaven; Gail Myers, NCR; Stephanie Jordan-Smith, VOAGO; Kevin Wampler, YMCA; Catherine Kendall, Keiko Takusagawa, CSB.

1) Welcome and Flow of the Day

    a. Catherine welcomed attendees.

2) CSP Administrators Update

    a. Next PSH CSP certification training was RESCHEDULED from April 28th to April 14th.

        ⟨ Catherine reminded that the next PSH CSP certification training was rescheduled.

        ⟨ Catherine asked that the administrators email her the registrants' names and emails at least one week prior to the day of the training. The training will be cancelled if nobody is registered.

    b. HUD Data Standards

        i. Program Descriptors

            ⟨ Catherine reminded administrators to update the program descriptors for each of their programs and that they must enter this information before the Q3 QA deadline.

            ⟨ Program descriptors can be found under Admin tab in CSP. (Admin <Admin Providers < Choose Program < HUD standards)

            ⟨ Required data to enter can be found in the quick reference guide in the data dictionary. The most updated data dictionary is available for download at CSB website. It is password protected.

            ⟨ Grantee ID is only for HPRP programs and Facility code is not a required data.

        ii. Housing Affordability

            ⟨ Monthly rent & utility field is located at the exit screen and this information is required to be entered starting FY2011 (7/1/10).

            ⟨ Catherine reminded administrators to start collecting this information if available.

            ⟨ CHN and NCR expressed that this information is hard to collect. Catherine asked the agencies to bring the issue to the next All administrators' meeting on 4/13/10.

        iii. Income Collection/Reporting & CoC

            ⟨ In the previous Administrators meeting for PSH/Other programs it was decided not to comply with the newly proposed HUD income data entry requirement.

            ⟨ Catherine gave the group an update of the CoC's reaction to the group's decision. CoC is leaning toward complying with the income data entry requirement. Members expressed a need to talk to their CSP administrators before making the final decision.

            ⟨ Beverly stated CHN is concerned about how the noncompliance with the requirement will affect the CoC application.

⟨ Administrators asked why Bowman cannot default the answers to "No" & "Amount $0". Catherine explained that the workgroup Bowman put together consisting of different ServicePoint user communities decided to have the "Receiving Income Source?" field default to "Yes". CSB was part of this group and voted against it.

⟨ Beverly suggested that CSB get a quote from Bowman to customize the setting and bring it to the attention of the CoC committee.

⟨ As of today, however, HUD has not released the final standards yet.

c. Changes to the QA Report

⟨ The phase I (of III) of the QA report update has not been completed yet as the accuracy of the non-cash benefit counts has been tested and found erroneous. However, Catherine announced that the updated QA report may be released before the end of the week for Q3 QA period.

⟨ The updated QA report consists of new fields such as DOB type and Housing Status as well as the updated counts on non-cash benefits.

⟨ It was asked whether these new fields will be measured as PSH programs only update the information annually. If the majority of the programs are not in compliance, they may only be monitored but Catherine stated that she would have to confirm this with Lianna.

3) User Concerns

⟨ Mary asked how she can get raw data from QA report so that she can correct errors in CSP. Catherine offered to talk with her after the meeting.

⟨ Mary requested a copy of data entry forms which other agencies are using in order to update Amethyst's form. Branden offered to share CHN's form with her.

4) Future meetings

⟨ The next all administrators meeting is required for all administrators to attend.
 Future meetings are schedule for:

a. All Administrators Mtg. 04/13/2010
b. Single Adult ES Admin Mtg. 05/11/2010
c. Family ES Admin Mtg. 06/01/2010
d. PSH & Other Program Admin Mtg. 06/22/2010