

Meeting Minutes

CSP Administrators Meeting (Single Adult Programs)

May 12, 2009

9:00 am – 10:00 am

CSB

Attendees: Vicky Joe, VOAGO; Brandon Barksdale, FM/FH; Jennifer Kowalski, FOH; James Alexander, Maryhaven; Keiko Takusagawa, Barbara Maravich, Catherine Kendall, Community Shelter Board.

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

2) CSP Administrators Update

- a. Reminders
 - a. Closing income records
 - ⟨ Catherine reminded administrators to close income records created by their own agency when the client exits. An end date of the income must be entered *after* the client is exited from the entry/exit screen.
 - b. Do not make changes to other agencies’ income records.
 - ⟨ Catherine stated that it is now a standard practice not to close income records created by other agencies.
 - c. License change requests due Friday; no action needed if no change desired.
 - ⟨ Catherine asked administrators to turn in the requests by Friday only when they have any changes.
- b. Scanners
 - a. Testing is being done at CSB during May.
 - b. A pilot at Southeast is scheduled in June. Jennifer proposed the pilot be done via Rebecca’s Place.
- c. Privacy & Security – Reviewing the “M Standards”
 - ⟨ The group reviewed the M Standards (formerly known as “F Standards”) one by one.
 - ⟨ Catherine emphasized that when it states, “Policy is available for review” it means that the agency must have a copy of the written policy available.
- d. Annual Update
 - a. Time Study – The estimated collection/entry time for new data elements was added to the summary. Keiko explained the methodology. The group reviewed the result.
 - b. Summary of Concerns – An updated copy was handed out.

3) User Concerns – None reported.

4) Future meetings

Meetings are scheduled:

- a. June 2, 2009 9:00 a.m. Family ES
- b. June 23, 2009 9:00 a.m. PSH/Other
- c. July 28, 2009 9:00 a.m. All Admin.

The meeting adjourned.