

# Meeting Minutes

## CSP Administrators Meeting

June 23, 2009  
9:00 am – 10:00 am  
CSB

Attendees: Christopher Moore, Amethyst; Betsy Reichley, Meredith White, CATF; Branden Woodward, Beverly Wilkes, CHN; Brandon Barksdale, FM; Tammy Tebben, Huckleberry House; Von Graham, Maryhaven; Gail Myers, NCR; Kevin Wampler, Jeff Hogle, YMCA; Catherine Kendall, Lianna Barbu, Keiko Takusagawa, CSB.

### 1) Welcome and Flow of the Day

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

### 2) CSP Administrators Update

- a. Training – The next online training for PSH/Other programs is July 29 and Catherine asked admins to email her if they wish to send their users to the training.
- b. Catherine announced the password to open the CSP user manual available on CSB website.
- c. Lianna gave the preview of the new HUD Data Standards.
  - < The new HUD Data Standards released recently are effective for six months. During that time HUD will release a new Draft Data Standards followed by a review and response period after which the final standards will be released.
  - < The Self Sufficiency Domain questions are removed. It may return in the final version.
  - < Income collection method has been changed. The new standard requires that the client be asked if they have each of the 17 possible income sources. The Standards allow the system to have the answers default to "No", allowing staff to choose 'Yes' only for those sources the client has. Bowman must make this change in CSP.
  - < New universal data element, "Housing Status" is added. CSB will modify the existing "Homeless Status" field to accommodate this change.
  - < Lianna pointed out how the "Services Received" is defined in the new Standards. It states that agencies must do client update at entry, exit and annually if a client stays longer than a year. However it does not define what annual update is especially for clients whose records have not changed. The group suggested adding a date field to track the date of the last review so that it is less onerous for agencies to be compliant. Lianna agreed this is a good idea and CSB will look into possible ways of doing this. It is recommended that agencies still utilize the client anniversary report for annual client update.
  - < The new Data Standards also mandates agencies update their program descriptors. Lianna will notify agencies of the due date to update the program profile and achieve compliance along with the summary of HUD's new data Standards.
- d. The new RL and CH eligibility forms are available on CSB's website. The user friendly form Branden created is also on the website. The new forms apply to only clients entered after 7/1/09.

### 3) User Concerns – None reported.

### 4) Reporting

- a. Monthly Occupancy Report – Catherine is now issuing monthly occupancy report.
- b. It was decided that Catherine will run the report on the 2<sup>nd</sup> business day to ensure capture of clients admitted at the end of the previous month. Catherine will distribute the report to Admins who will review and confirm numbers and footnotes by the 5<sup>th</sup> working day of the

month. Lianna stated that the report is requested by CoC Steering Committee and is released system wide and that it is necessary that agencies make a collective effort to release an accurate report on time.

#### **5) Agency Presentation**

- a. Kevin shared YMCA's intake data entry form which he created in Excel. This presentation sparked a great conversation around Medicaid. Lianna stated that it is important that agencies capture non-cash benefits such as Medicaid. It was suggested that agencies be creative in asking questions especially because clients do not always recognize that they receive certain benefits. CHN said that they changed the way they ask questions about Medicaid (i.e. asked whether client has a health card instead of whether they receive Medicaid) and the number of clients who receive Medicaid increased dramatically. Lianna said that she found there is a significant discrepancy between what CSP and ADAMH reports in the number of clients who have Medicaid coverage.

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

Catherine announced the Meeting Schedule.

- a. All Administrators Meeting 07/28/2009 – The meeting will be from 9 to 10 a.m.
- b. Single Adult ES Admin Meeting 08/18/2009
- c. Family ES Admin Meeting 09/01/2009
- d. PSH & Other Program Admin Meeting 09/15/2009

Lianna reminded Admins to send their CSP recertification proposal.