

Meeting Minutes CSP Administrators Meeting

February 22, 2011 9:00 am - 10:00 am

Attendees: Mary Schmertz, Amethyst; Branden Woodward, Matt Leiterman, Susan Dowling, CHN; Carrie Mularz, Huckleberry House; Gail Myers, NCR; Lori Varn, VOAGO; Kevin Wampler, YMCA; Rayshawn Wilson, YWCA; Catherine Kendall, Lianna Barbu, Keiko Takusagawa, Isolde Teba, CSB.

1) Welcome and Flow of the Day

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

2) CSP Administrators Update

- a. Review Income Data Entry Process for PSH/TH and SPC programs
 - Using an example of a household with children, Catherine demonstrated how to correctly record income and non-cash benefits.
 - \(\) If any of the family members has income, income for all the possible income sources of all the family members must be recorded as indicated below.

Income	"Receiving	Amount
	Income Source?"	
Cash	Yes	The amount the client is receiving.
	No	\$0.00
Non Cash	Yes	\$0.00
	No	Left blank

- (IMPORTANT CORRECTION: In the meeting it was said that for WIC, the benefit must be recorded for the HoH even though the child may be the beneficiary. This is not accurate; WIC and ALL Non-Cash Benefits should be recorded under each family member for which the benefit is intended. {It is TANF (which is a cash Income) that should only be recorded under the HoH.}
- Food stamps must be recorded under all the family members' non-cash benefits records.
- The group expressed concerns around the income data entry process as being too time consuming and inviting data entry errors. Catherine explained that the workgroup Bowman set up on this topic is on a backburner due to HPRP data element update in CSP. Lianna stated that even if Bowman makes changes in CSP to make the data entry process easier, it is very unlikely that the changes will be reflected in the platform which CSP is using right now.

b. Outcomes Report

- Lianna showed where the changes are made in the updated version.
- Some of the added fields are Don't know/Refused answer options, Successful Housing Exits and Reasons for exits.
- The outcomes report had disabilities which CSP does not seem to record and Gail had concerns whether it was capturing the disabilities correctly for her program. Lianna will investigate and make necessary adjustments.
- The updated version will be released after the changes are made in the disability section.

c. CSP Destinations Crossover

- As HUD destinations were recently updated to be more comprehensive and similar to CSB destinations, CSB is abandoning CSB destinations. As of July 1 2011, all the programs must enter HUD destinations. As PSH/SPC/TH programs are already required to enter HUD destinations, there won't be any additional data entry. The new successful housing outcomes table incorporating the new HUD destinations will be on CSB's website on 2/25/11.
- Branden asked why death is measured negatively when the agency has no control over the outcome. Lianna clarified that CSB looks at deaths and footnotes on the reports. She asked agencies to be proactive and report any deaths to make sure all the deaths are captured in CSB reporting.
- Gail asked how she should enter a client who went to a hospice whose cost is covered by Medicaid. It was advised that she enters it as Rental by client.
- Mary asked why Amethyst is not included in the successful housing outcomes when the client's need is being addressed successfully. Lianna clarified by stating that it is CSB's intent to track the client's <u>housing</u> outcome where the client has control over their housing. Therefore the client going back to the family after completing the program does not count as successful housing outcome unless the client's name is on the lease.
- d. Is there a need for more frequent CSP Certification Training for PSH/TH/SPC programs?
 - The group decided that more trainings will be helpful 6 per year, increased from 4 per year.
 - The group agreed that the training for the trainer (administrators) will be helpful. Catherine will schedule one in the near future.
- e. Next PSH CSP Certification Training
 - i. Online Training 04/27/2011 Catherine will schedule a training earlier than this date.

3) Admin/User Concerns

- The group discussed annual recertification data update.
- All the data elements that must be reviewed and updated annually are indicated in the data dictionary (available at csb.org).
- (If there are no changes in the income or disability, it is okay to make no changes in CSP. However, there must be a record of annual recertification in the client file.
- When updating the income in the annual recertification, the data entry procedure discussed above in 2)-a must be followed.
- CSP Client Acknowledgement for Data Collection form does <u>not</u> have to be signed every year.

4) Future meetings

Meeting Schedule

- a. All Administrators Mtg. 04/19/2011
- b. PSH & Other Program Admin Mtg. 05/31/2011