

# Meeting Notes

## CSP PSH Administrators Meeting

September 17, 2009

9:00 am – 10:00 am

CSB

**Attendees:** Christopher Moore, Mary Schmertz, Amethyst; Betsy Reichley, CATF; Branden Woodward, CHN; Tammy Tebben, Amanda Glaver, Huckleberry House; Michelle (Lori) Allen, Von Graham, Maryhaven; Gail Myers, NCR; Stephen Wilson, PNH; Stephanie Lunceford, SE/FOH; Lori Varn, Stephanie Jordan-Smith, VOAGO; Kevin Wampler, YMCA; Catherine Kendall, Barbara Maravich, Lianna Barbu, Keiko Takusagawa, CSB.

### 1) Welcome and Flow of the Day

- a. The group did introduction and Catherine walked through the day's agenda.

### 2) CSP Administrators Update

- a. Catherine reminded the group that the next PSH CSP Certification Training is scheduled for Oct. 28, 2009 10:00 am – 12:00 pm.
  - < Agencies are to email Catherine to register.
  - < Catherine asked agencies to make sure that the computer they are using for the training can access to GoTo meeting site and has no technical issues in advance to prevent the time being spent on troubleshooting on the day of the training.
- b. SSI/SSDI Project Referrals
  - < The group reviewed the referral form.
  - < Clients can apply for other benefits but must be in need of SSI/SSDI in particular.
  - < Agencies must call SSI/SSDI specialist to make an appointment.
- c. 4.06 Upgrade – No major problems were reported.
- d. HUD Data Standards - Comments to HUD are due next Tuesday.
  - < Catherine encouraged agencies to submit their own comments.
  - < Lianna emphasized that the proposed income data entry requirement and Self Sufficiency Matrix would be burdensome especially for PSH programs if implemented and that it would be to their advantage to submit their comments to make changes.
- e. Data Entry for Couples in Supportive Housing programs.
  - < The group reviewed the data entry policy for couples in supportive housing programs.
    - If the unit type is HUD CH (includes RL), both members of couple must meet HUD CH criteria and be entered as singles.
    - If the unit type is Rebuilding Lives (not HUD CH), only one member must meet RL criteria. If only one member is RL eligible, RL eligible member must be entered as HoH. If both are RL eligible, they should be entered as singles.
    - If the unit type is HUD (not CH/RL) S+C, other, only one member must meet HUD homeless criteria and be entered as household with the HoH as the primary disabled member.
  - < Although agencies might have been following this policy before, Lianna said that there was no clear policy before and it was created for reference.

### **3) Outcomes Report**

- a. Demo – Barbara quickly walked through the report and asked agencies to run the report and contact her if they have any questions, find errors or suggestions for improvement.

### **4) User Concerns** – No major concerns were reported.

### **5) Reporting**

- a. Monthly Occupancy Report – Catherine asked if agencies have any problems with the new process. None reported a problem.

### **6) Future meetings**

Catherine announced the meeting schedule. All admin meeting is from 9am to 11am. All other meetings are from 9am to 10am.

- a. All Administrators Meeting 10/13/2009
- b. Single Adult ES Admin Meeting 11/10/2009
- c. Family ES Admin Meeting 12/01/2009
- d. PSH & Other Program Admin Meeting 12/15/2009

### **Adjourned**