Meeting Minutes
CSP All Agencies Administrators Meeting
June 14, 2016 9:00 am – 10:45 am
Location: CSB Conference Room
Attendees: Chelsea Macciomei, Access Ohio; Tracy Tartt, Amethyst; Branden Woodward, CHN; Duan Witcher, CAIHS; Courtney Elrod, Equitas Health; Sally Dunlap, Gladden Community House; Leena Scott, HandsOn; Sarah Spaner, HFF; Amanda Glauer, Huck House; Cara Cox, LSS FM; Taylor Keating, Maryhaven; Gail Meyers, NCR; Miranda Cox, Southeast; Brittani Perdue, Danielle Otte, TSA; Betsy McGraw, VOAGO; Alexandra Fraser, Colton Sray, Kevin Wampler, YMCA; Christina Phalen, YWCA; Melanie Fuller, Grace Janzow, JP Morgan Chase; Lianna Barbu, Catherine Kendall, Keiko Smith, Jeremiah Bakerstull, Community Shelter Board.

A) Welcome and Flow of the Day
1) **Agenda** – Catherine walked through the day's agenda. The group did introductions.

B) CSB Update
1) **CSP Survey Results**
   a. Review – Attendees were given copies of the 2016 CSP survey results. Although the survey was intended for CSP administrators and their back-ups, it appears some end-users participated in the survey. This may have skewed the answers for some questions. Lianna went over the areas of concern.
   b. Partner Agency feedback – In order to get candid feedback, CSB invited JP Morgan Chase volunteers to interview administrators to improve CSB's customer service. CSB staff left the room while the interview was being conducted.
2) **2016 CSP Award** – This year, CSB honored Alexandra Frazer for her smooth handling of the data entry in CSP for families transitioning from YWCA to HandsOn in July 2015 and from VOAGO to YMCA in May 2016.
3) **ServicePoint/ART Developments**
   a. ServicePoint to discontinue ART and adopt a new primary reporting software
      i. Updates – Bowman has not given any updates.
4) **Interim Reviews** – Catherine reminded the difference between annual assessments and updates in CSP and the new required timing to record annual assessments.
   a. Updates – It can happen any time while the client is in the project. Updates are not required data entry, but are useful in ensuring the data is up to date when the client exits.
   b. Annual assessments – It is a required data entry for PSH/TH project types or any project type where the client is served for 365+ consecutive days.
      i. Must be performed and entered within 30 days either side of the client's anniversary date of entry into the project. This is a new requirement. HUD changed recently from 90 days to 30 days. CSB's standards have been updated accordingly. The new 30 day requirement is only effective going forward; it is not necessary to change the data retroactively. Annual assessments are necessary for all adults including children who become of age.
      ii. HUD started the system level performance reporting. This year will be the benchmark year and CSB does not think that it will be scored for funding. Since the new 30 day requirement was not effective for 10/1/14-

9/30/15 reporting period, it appears 60% of clients don't have annual assessment data within 30 days of the anniversary. If annual assessments are not properly done, funder reporting is severely impeded in the future.

5) **SpiceWorks review**
   a. Open cases/ Long term cases – Catherine went over some pending cases. It appears that the SpiceWorks password retrieval function is not working properly and some users are still having difficulty logging in. Catherine to troubleshoot.

6) **Feedback on Training Videos**
   a. Partner Agencies – Catherine requested some feedback on the training videos she created. The link to the videos will be shared again.

C) CSP Administrators Update

1) Issues/Concerns – ODSA funding is requiring agencies to run APRs. CSB is aware of the issues running the APR and asking Bowman to correct this issue. After successfully running the system level recidivism report, Lianna will be sharing 6 month and 12 month recidivism goal that agency needs to enter in the application.

2) Upcoming CSP All Administrator Meeting is on 9/13/2016 (9a – 11a).

3) Upcoming Summer 1 on 1 meetings – For those agencies who requested Summer 1 on 1 meetings, CSB asks agencies to share their agenda and questions ahead of time so that CSB may have available any resources that may be necessary.

Meeting adjourned.