

Title: 1.4.3 By-Name List for Individuals

Prepared By: CAFTH

Reviewed By: CE Ad Hoc Committee

Approved By:

Date Approved:

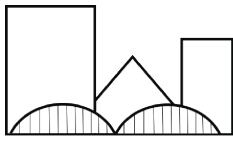
When the client's assessment and Coordinated Entry Basic program entry are entered into HMIS, the name and/or HMIS Unique Identifier (depending on the level of confidentiality required in circumstances of Domestic Violence or privacy requests) will be added to the comprehensive By-Name List. The By-Name list functions as a prioritized list for all individuals who have been assessed by CE and are seeking housing. This list allows the CE system to prioritize those most vulnerable for the limited number of housing openings within the CoC.

A client's prioritization will not be based solely on the date that the assessment was completed to ensure those that are most vulnerable receive housing first. Bi-weekly Housing Prioritization meetings shares the By Name List with CE providers and outreach staff and is facilitated by CoC Lead Agency staff. The By-Name List documents the client interactions with outreach and their status of documentation, service connection, prioritization, and housing needs. Outreach workers, service providers actively working with clients on the list, and housing providers who have openings are required to attend By-Name List meetings and participate in all aspects of the CES. Additional housing providers, program staff, and community members who engage with persons experiencing homelessness may attend but are not mandated to.

The CE Lead Agency will maintain an updated By-Name List with each individual within the Coordinated Entry System, including active, inactive/no longer engaged, housed and self-resolved clients. The By-Name list will be updated on a weekly basis at minimum, with additional updates provided as needed.

The By-Name List will consist of the following information for each individual:

- HMIS Unique Identifier
- Assessment Score
- Name of individual or organization who entered a client into Coordinated Entry
- Veteran Status
- Chronic Status
- Homeless Status



- Disability Status
- Any uploaded documentation
- The outreach organization working with the individual
- Where the individual can be found
- Any additional information that may be pertinent to assisting in finding the most appropriate housing options, which may include income, sex offender status, criminal backgrounds, etc.

Inactive Clients

Clients who have not been located, engaged, and served within 60 days of being entered into the Coordinated Entry system will be moved to a pending inactive list for 2 weeks. After two weeks have passed with no additional contact, the client will be moved to inactive on the By-Name List and in HMIS. Inactivity is noted as the last day of known/identified contact with the client. Clients may resume active status once they have been re-engaged, verified, and re-assessed if necessary. Moving dates and notes will be maintained, and clients will be re-entered onto the By-Name List, with no limit to how many times a person may be re-entered into Coordinated Entry.