

HOW CLIENTS ARE INCLUDED ON THE BNL

Purpose: This document outlines the HMIS data entry that will trigger a client to appear on the By-Name List (BNL) in both Maricopa and Balance of State CoCs. The goal of the BNL is to be a “real-time” list of all people experiencing homelessness in our community. CE Assessment, length of time homeless, and other client data elements are used to sort the BNL based on the community’s prioritization criteria.

Clients must meet any of the 6 criteria listed below to be on the BNL:

1. Coordinated Entry or Night by Night Shelter

- a. Clients with an Entry into Coordinated Entry or Night by Night Shelter in the past 7 days.
- b. Removed from BNL if it’s an exit to a Permanent Housing Destination*
- c. CE projects can also record a CLS record to meet criteria 3.

2. Open Entry or Recent Exit from Emergency Shelter, Safe Haven or Transitional Housing

- a. Clients with a current open Entry in Emergency Shelter, Safe Haven or Transitional Housing.
- b. or who exited from in the past 30 days, to a non-Permanent Housing destination*.

3. Literally Homeless Current Living Situation

- a. Clients who have a homeless Current Living Situation recorded in the past 90 days.
 - i. Place Not Meant for Habitation; Emergency Shelter; Safe Haven
 - ii. An exit to a Permanent Housing Destination will remove the client.
 - iii. A more recent Currently Living Situation to a non-homeless situation will remove client.
- b. Current Living Situation sub-assessment is used by Street Outreach, Entry Points, and others.

4. CE Service Transaction

- a. Clients with a Service transaction of BH-0500.3200 – Housing Related Coordinated Entry in the past 30 days. This is only used in rare specific circumstances.

5. Open Entry/Exit at Permanent Housing Provider without a Move-In

- a. Clients with a current open Entry into a Permanent Housing Project in the Past 6 months
- b. And does not yet have a valid Housing Move-In Date with that PH Project

6. Institutional Current Living Situation

- a. Clients who have an Institutional Current Living Situation recorded in the past 90 days
 - i. Foster care home or foster care group home
 - ii. Hospital or other residential non-psychiatric medical facility
 - iii. Jail, prison or juvenile detention facility
 - iv. Long-term care facility or nursing home
 - v. Psychiatric hospital or other psychiatric facility
 - vi. Substance abuse treatment facility or detox center
- b. Where Client is leaving in the next 14 days and no subsequent residence has been identified

***Exit to Permanent Housing Destinations:**

- Staying or living with Family or Friends permanent tenure
- Rental by Client with or without Subsidy
- Owned by Client with or without Subsidy
- Moved from one HOPWA project to HOPWA PH