

DISTRICT OF COLUMBIA, MONTGOMERY COUNTY, AND PRINCE GEORGE'S COUNTY

CREATING & MANAGING THE BY-NAME LIST (BNL) FOR VETERANS

INTRODUCTION

The Homeless Services Committee of the MWCOG is exploring the benefit of visualizing data and mapping system services/processes. The Veterans sub-system provides an excellent starting point, as a smaller/manageable pilot. Additionally, three jurisdictions (namely: DC, Montgomery County and Prince George's County) have a data sharing agreement in place and are in a unique position to test some options for data visualization and system mapping and share some lessons learned with the larger Homeless Services Committee.

SYSTEM MAPPING: PROCESS FOR CREATING & MANAGING A BY-NAME LIST (BNL) FOR VETERANS

WHAT IS A BY-NAME LIST (BNL)?

Community Solutions, the organization that pioneered the development and use of the BNL, defines the BNL as "a comprehensive list of every person in a community experiencing homelessness, updated in real time. Using information collected and shared with their consent, each person on the list has a file that includes their name, homeless history, health, and housing needs."¹

HOW DOES EACH JURISDICTION CREATE & MAINTAIN THEIR BY-NAME LISTS FOR VETERANS?

Jurisdictions	District of Columbia (DC)	Montgomery County (MoCo)	Prince George's County (PGC)
Characteristics and Mechanics of the BNLs			

¹ <https://community.solutions/what-is-a-by-name-list/>

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Is there a Veteran specific BNL?	Yes	Yes	Yes, using Veteran Federal Criteria and Benchmarks Template (not yet uploaded to One Drive)
Who is captured on the Veteran BNL (or other BNL, if there isn't a Veteran specific BNL)?	<ol style="list-style-type: none"> 1. All veterans accessing homeless services in the District, including any that are: <ul style="list-style-type: none"> - unsheltered (as documented by street outreach engagements), - assessed with the VI-SPDAT or Full SPDAT within the look back period - residing in singles/family shelter (to include, pandemic response, hypothermia and/or year-round beds) - residing in singles/family/ Veteran Transitional Housing (to include VA's GPD and Contract beds) - matched to/enrolled with a RRH/PSH housing provider and has not yet moved into housing 2. Any veteran staying outside the District that has a previous history of housing/homelessness in the District and wants to obtain housing here once again. <p>Definition of Veteran: Anyone who has served in the US Military in any branch of service in any capacity, regardless of how long they served or their discharge status. Includes clients who are not SSVF or VHA eligible due to not finishing basic training, completing training only, not serving active</p>	<ol style="list-style-type: none"> 1. All veterans who have lost housing in MoCo, have benefits in MoCo, or are currently staying in MoCo, including any that are: <ul style="list-style-type: none"> - unsheltered for 90+ days (as witness by outreach staff), - Residing in a singles/family shelter for 1+ nights - Residing in singles/family/Veteran Transitional Housing for 1+ nights (to include VA's Safe Haven) - AND have a MoCo CoC CES Project entry created in HMIS system <p>Definition of Veteran: Anyone who has at least one day of active duty regardless of discharge status. Veteran status is confirmed through the VA.</p>	<ol style="list-style-type: none"> 1. Veterans eligible for SSVF 2. Veterans case conferenced for VASH 3. Veterans in SSVF until they are housed* 4. Veterans in TH or ESH (including VESTA*) 5. Unsheltered veterans 6. Veterans currently accessing services in DC or MoCo, but are originally from and/or wish to relocate to PGC. <p>Definition of Veteran: Anyone who has at least one day of active duty regardless of discharge status. Veteran status is confirmed through the VA.</p> <p>*SSVF enrollments are entered into DC HMIS and exported/shared with PG. SSVF providers can also have Veterans added to the PG BNL by reporting new enrollments to the CE lead</p> <p>*VESTA bed lists are entered into PG HMIS and are pulled into the PG BNL using a report pulled from HMIS</p>

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	duty, only serving in Reserves or National Guard etc.		
Who is not included on the BNL?	<p>Veterans who are housed</p> <p>Non-veterans</p> <p>Veterans confirmed connected to PSH in another jurisdiction, even if they are currently accessing homeless services in the District</p> <p>Veterans accessing homeless service in MoCo or PGC, who don't have a previous history of housing/homelessness in the District or do have a previous history of housing/homelessness in the District but now wish to obtain housing outside of the District</p>	<p>Veterans accessing homeless services in MoCo who are not assessed and/or case conferenced for PSH</p> <p>Veterans who are connected to RRH (via SSVF)</p> <p>Veterans who are currently accessing services in DC or PGC, but are originally from and/or wish to relocate MoCo.</p>	<p>Veterans who are housed</p> <p>Non-veterans</p>
Process for updating BNL (frequency and how it is pulled)?	Updated 3 times a month (2 with a weekly look back period before the 1 st and 3 rd CE meetings and 1 with monthly look back period for reporting), using data pulled from HMIS and reviewed/confirmed by the community or reported by community members	Updated bi-monthly with any new Vets being added to the existing list of confirmed Veteran's. PSH case conferencing meetings are held bi-monthly to fill vacancies.	Updated bi-weekly at Veteran Workgroup meetings. Updated monthly with new enrollees, veterans recently housed, and by comparison with PGC HMIS
Lookback period/active policy?	<p>Use BNL with a 1 week look back period for Vets CE and matching to PSH. For local and BFZ reporting, use BNL with a 1 month look back period</p> <p>Clients are not manually switched from active to inactive if they are gone for more than 1 week or more than 1 month. Inactive clients "fall off" the list if they haven't been seen within the look back</p>	Clients are deemed "active" if they are engaged with a provider and have case notes/service transactions within 90 days. List is generally cumulative and filtered for "Active"	Clients stay on "active" list until housed or otherwise determined to be not in need of services.

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	period set for the report. Clients who are no longer on the report and go inactive are tracked		
Who maintains BNL?	Leigh Cordeiro (The Community Partnership for the Prevention of Homelessness – Senior CAHP Coordinator)	Lelena Dagnel (CES Data Specialist)	Nycole Bernstein (Project Coordinator, Friendship Place)
Current Count	217 seen in 1 week, from 4/19-4/26	11 active Veterans (as of 4/8/21)	44 (as of 4/26/21)
HMIS System + Vendor	ServicePoint WellSky	ServicePoint WellSky	ServicePoint WellSky (Vet BNL not maintained in PGC HMIS)
How is Residency determined?	<p>A Veteran or Veteran family has had a history of housing or homelessness in DC at any point and for any length of time.</p> <p>In 2017, the District updated their local legislation, the Homeless Services Reform Act (HSRA), to align with changes at the national level under the HEARTH Act. During this process, the District also updated the definition of “Resident.”</p> <p>The HSRA defines a “resident” as an individual or family who:</p> <ol style="list-style-type: none"> 1. Is not receiving locally administered public assistance from a jurisdiction other than the District; 2. Is living in the District voluntarily and not for a temporary purpose and who has no intention of 	<p>Montgomery County’s standard policy is that for a client to be eligible for assistance through programs providing Rapid Rehousing Assistance (RRH) or Permanent Supportive Housing (PSH), the County requires that the individual provide documentation that they lost their most recent permanent housing in Montgomery County.</p> <p>In recognition that the question of residency can be complicated in a metropolitan region, if a person has lived in other jurisdictions, what qualifies as Montgomery County residency can be considered on a case-by-case basis. Determining factors for making this statement can include an examination of institutional stays, periods of continued homelessness in</p>	<p>Prince George’s County requires that single adults, families, and youth be residents in order to access homeless services. While an individual does not need a photo ID, at least one form of documentation or verification must be provided which proves residency. These documents may include but are not limited to public school records, benefits information linked to the county, verification by a street outreach or other crisis worker, mail in their name with a local address or a lease/eviction notice.</p> <p>When persons seeking shelter are identified as non-County residents, a referral is made back to their home jurisdiction. If a single adult, family or youth is seeking services during the hypothermia season then they will be placed in the overnight shelter and the following day Prince George’s County shelter staff will begin to coordinate with the individual’s jurisdiction and facilitate a warm handoff. Uber and other ride-</p>

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	<p>presently moving from the District; and</p> <p>3. Demonstrates residence by providing evidence that the individual or family is receiving assistance from the District as administered by the Department of Human Services, or by providing one of the following:</p> <ul style="list-style-type: none"> a. Documents from the U.S. Social Security Administration addressed to the individual or a member of the family at a residential address in the District; b. Evidence that the individual or a member of the family is attending school in the District; c. A valid, unexpired District motor vehicle operator's permit or other non-driver identification in the name of the individual or a member of the family; d. A utility bill for water, gas, electric, oil, cable, or land-line telephone issued within the last 60 days that contains the name and a residential District address 	<p>Montgomery County, and connection with public benefit programs in other jurisdictions. Specifically:</p> <ul style="list-style-type: none"> 1. Institutional Stays – if a person had an institutional stay or stays in another jurisdiction but lost their most recent non-institutional permanent housing in Montgomery County, they will be deemed eligible for the County's RRH and PSH programs. 2. Continued Homelessness – if a person did not lose their most recent permanent housing in Montgomery County but is documented as having nine months or more of continuous homelessness in Montgomery County immediately preceding a determination of chronic homelessness, they will be deemed eligible for the County's RRH and PSH programs. 3. Current Benefits in Other Jurisdictions – if a person lost their most recent permanent housing in Montgomery County but subsequently is receiving public benefit payments, such as Social Security or Supplemental Nutrition 	<p>share programs may be used to transport people to their original jurisdiction.</p>

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	<p>of the individual or a member of the family;</p> <p>e. A personal income tax document issued within the last year by the District or federal government that contains the name of the individual or a member of the family and indicates a residential address in the District;</p> <p>f. A pay stub issued within the last 60 days to the individual or a member of the family that indicates a residential address in the District;</p> <p>g. A valid voter registration card, military identification, or veteran's identification issued by the District or federal government that contains the name of the individual or a member of the family and indicates a residential address in the District;</p> <p>h. An unemployment document or stub issued to the individual or a member of the family that indicates a residential address in the District;</p>	<p>Assistance Program, through the social service agency of a different jurisdiction, this will be viewed as intent to permanently relocate in another jurisdiction and they will be deemed not eligible for the County's RRH and PSH programs, unless it can be documented that the person was permanently housed or documented as homeless in Montgomery County for at least one of the most recent two years, in which case the person will be deemed eligible.</p>	

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	<ul style="list-style-type: none"> i. A current motor vehicle registration in the name of the individual or member of the family that indicates a residential address in the District; j. An eviction notice from a residential property in the District issued to the individual or a member of the family within the last 60 days; k. A valid unexpired District lease or rental agreement with the name of the individual or a member of the family listed as the lessee or as a permitted resident or renter; or l. Any other document the Department identifies as acceptable proof of residency; or m. In addition, individuals may use expired documents on the list above that were issued or otherwise valid within the last two years along with a written verification by a verifier who attests that the individual or family became homeless in the 		

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	<p>District and has not established a permanent residence outside of the District in the previous two years.</p> <p>Persons seeking shelter by reason of domestic violence, sexual assault, human trafficking, refugee status, or asylum are eligible to receive services under the HSRA without providing demonstration of District residency.</p> <p>Additionally, individuals and families seeking assistance at a low-barrier shelter or a severe weather shelter operating as low-barrier shelter are not required to demonstrate residency. In practice, because the majority of the District's shelter beds for single adults are low barrier, and one hundred percent of shelter beds for families are "temporary shelter," the residency requirement does not get applied consistently across subpopulations.</p> <p>Finally, under the HSRA, DHS is required to search their databases and other data systems to which is has access (e.g., Office of the State Superintendent) to assist individuals and families in demonstrating residency. In the family system, if an applicant does not have any documentation that would demonstrate</p>		

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	<p>residency, and there is no information on the family within any of the databases to which DHS has access, DHS will make an "interim eligibility" placement until eligibility can be confirmed.</p>		