

# BFZ v4.11 Report Suite

WellSky Community Services HMIS platforms

July 19, 2023

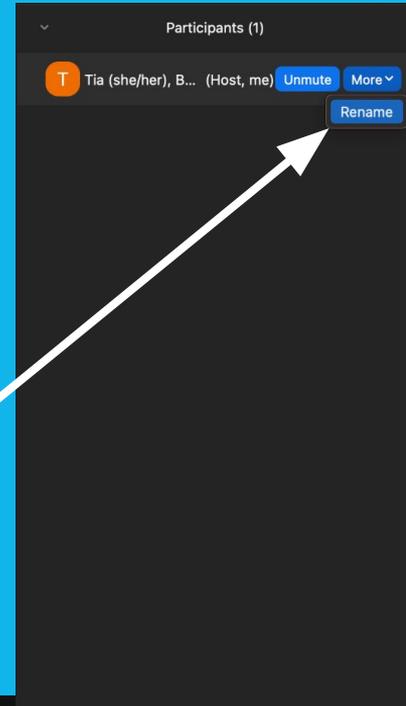


# Welcome!

- Please be logged into HMIS and Business
- Objects and have an export of each of the
- four reports in Excel or Google Sheets

Mute your audio!

Change your zoom name to include your first name, pronouns (if you'd like), and your community.



# The Team

## Your presenters for today!



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# Agenda



1. **Welcome!**
2. **Report and manual overview**
3. **Running the reports**
4. **Validating the reports**

## **Quick Break!**

5. **Individual report review**
  - a. Case Conferencing
  - b. Inflow
  - c. Outflow
  - d. Housed Clients Exiting
6. **Reporting BFZ metrics**
7. **Next steps**

# Today's Objectives

## We want you to leave this training with...

1. The ability to navigate the **report manual** for individual troubleshooting and a deeper understanding of report components.
2. Foundational information for **building a reporting group and validating the report accuracy.**
3. An understanding of the set up and use of the **four reports included in the reporting suite.**
4. The ability to use the reports to **report BFZ metrics.**
5. Clarity on **next steps** and continued **support** from BFZ.

# Before we get started.

1. Do you have the reports run and downloaded?
2. Is there data pulling into each report?



If not, that's okay!

This training is designed to be hands-on, but we invite you to listen and participate. Additionally, we have another training session scheduled for **Wednesday, August 16**, 12pm-2pm PT / 2pm-4pm CT / 3-5pm ET ([Registration Link](#)).

# Expectations around questions

**We are covering a lot of material today!**

➤ **To help us move things along, we ask that...**

1. If you need to ask a **clarifying question about the content today**, please ask your question in the **chat!**
  - We will try our best to answer these questions verbally or in the chat. We will also be creating a FAQ document.
2. If you have a question **specific to your system**, we ask that you save those questions and submit them using the **feedback form.**
  - There will be opportunities to talk about how the content applies to your system during the training, but we won't have the space to answer additional questions. However, if you submit your questions via the feedback form, we will get back to you!

# Report and Manual Overview

# Finally! A BFZ report!

- Previous versions of the BFZ Inflow/Outflow report
- **Current version - v4.11**
  - Collaborative development process
  - Mapping process with WellSky

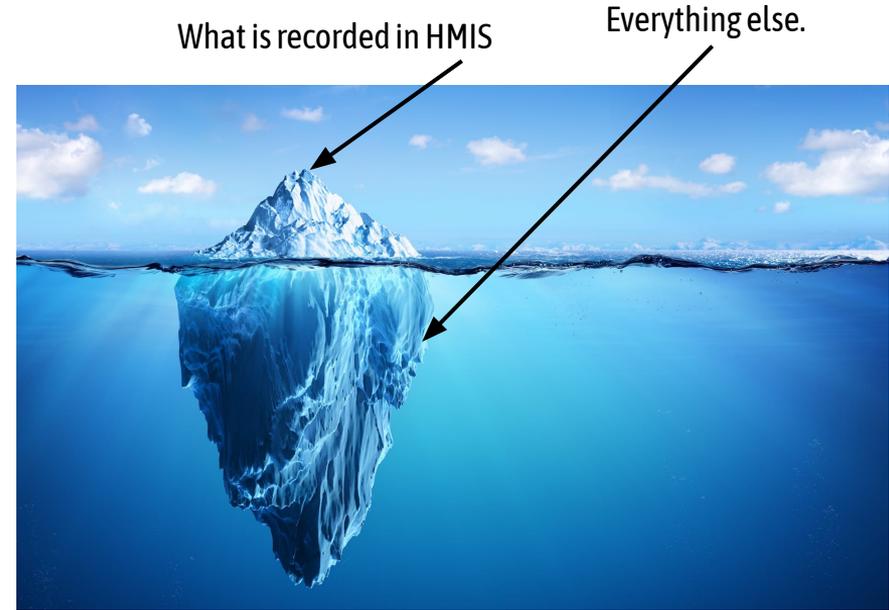


# Purpose and use of the report suite



# Limitations of the report suite

- **It can only account for information in HMIS!**
- Data out is only as good as data in.
- The reports rely on specific data elements to let it know when people are moving throughout the system.



# The report manual

- Developed specifically for the v4.11 report
- To be used as a reference manual
- Stay tuned for updates!



**BFZ Tip:** use the page references in the slides to follow along in the manual.

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## Community Services BFZ Report Suite V4.11

Report Release Date: May, 2023

### INTRODUCTION

This manual describes how to use the Community Services Built for Zero (BFZ) V4.11 suite of reports. The suite includes four reports:

1. Case Conferencing Report
2. Inflow Report
3. Outflow Report
4. Housed Clients Exiting Report

Used together these reports aim to provide communities with sufficient person-level and aggregate data to understand each person's journey through your homeless response system. This information can be used for multiple purposes, including to aid case conferencing, create a by-name list, better understand inflow/outflow, or flag potential data quality issues. These reports are compatible with Community Services and utilize HUD standard data elements.

# Report set up

## Summary tabs

**Aggregate counts** of active, inflow, and outflow by subpopulation and demographics

All Clients Actively Homeless as of 5/1/23			
Active Clients as All Clients enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 5/1/23	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	1020	443	1448
Veteran	108	55	163
All Deduplicated	1128	501	1610

All Clients Outflow (clients leaving) between 4/1/23 and 5/1/23 who were part of the active list before or housed quickly with enrollment after 4/1/23.

Housed Clients as All Clients who were active before 5/1/23 and housed between 4/1/23 and 5/1/23	Non-Chronic	All Deduplicated
Non-Veteran	5	5
Veteran	2	2
All Deduplicated	7	7

## Person-level detail tabs

**Row-level information** about individuals showing up as active, inflow, and outflow in the reporting period.

Client Uid	Client Unique Id	Entry Exit Uid	Household ID	Entry Exit Group Id	Household Identifier	Group/Single	Hof/Relate
4091	fgra10061989#	55630	3566	55630	3.566	Group	Self (head of hou
33243	amna10232021	56968	3566	55630	3.566	Group	Head of household
31294	amib07021981#	63677	3648	63675	3.648	Group	Self (head of hou
33523	smia12102021#	63676	3648	63675	3.648	Group	Head of household
1428	jeub10201953#	69071	3924	69070	3.924	Group	Self (head of hou
5456	jeub02282011#	69072	3924	69070	3.924	Group	Head of household
5919	jeua02051960#	69070	3924	69070	3.924	Group	Head of household
5563	amsa10011950	68556	4831	68555	4.831	Group	Head of household
6329	mmsb0813197#	68555	4831	68555	4.831	Group	Self (head of hou
21594	jwib11262012#	59497	5105	59496	5.105	Group	Head of household
12487	srba06261961#	55081	7133	55080	7.133	Group	Head of household
15577	tsib07291954#	55080	7133	55080	7.133	Group	Self (head of hou
15946	ymra09251986#	64998	7259	64998	7.259	Group	Self (head of hou
15947	jgmb05132009#	65001	7259	64998	7.259	Group	Head of household
15948	jaeb08032010#	65000	7259	64998	7.259	Group	Head of household
15949	gaeb09062011#	64999	7259	64998	7.259	Group	Head of household
17455	jsia07121993#	67936	7767	67936	7.767	Group	Self (head of hou
17456	heva04052014	67937	7767	67936	7.767	Group	Head of household

## Additional information tabs

**Reference tabs** that can be used for additional analysis and information.

Active Providers	Clients	Look Back Providers	Clients	Provider Info
Catholic Charities Chronically Homeless Bridge Housing(190)	5	Catholic Charities Chronically Homeless Bridge Housing(190)	15	Catholic Shelter Danville Assess
Catholic Charities County ESG - RRH(72)	4	Catholic Charities Families RRH(116)	77	
Catholic Charities ESG CV - RRH(195)	6	Catholic Charities County ESG - RRH(72)	26	
Catholic Charities Springfield Rotating Shelter(59)	21	Catholic Charities ESG CV - RRH(196)	127	<b>New C</b> Catholic Shelter Danville Assess
Catholic Charities St. Francis Family Shelter - Danville(9)	78	Permanent Housing for Families(117)	19	Catholic Shelter Danville Assess
Catholic Charities St. Francis Family Shelter - SW - Danville(10)	14	Catholic Charities Springfield Rotating Shelter(59)	21	
Catholic Charities St. Francis Inn Danville(14)	45	Catholic Charities St. Francis Family Shelter - Danville(9)	338	
Central Diocese Catholic Charities ESG RRH(99)	5	Catholic Charities St. Francis Family Shelter - SW - Danville(10)	58	
Hope Center - S-C for the Chronically Homeless (2008 Housing First)(19)	1	Catholic Charities St. Francis Inn Danville(14)	200	
Hope Center Triple C Housing First S-C 2010(70)	2	Catholic Charities Scattered Site Singles PH(127)	1	
Cruise Homes III(95)	1	Catholic Charities - St. Matthew OPH(183)	13	
Danville Coordinated Assessment(103)	665	County - Access Housing - RRH Danville(94)	21	
Lutheran Family Services - Von Bora Place(118)	2	County - Church St. (175)	6	
Danville YMCA - Main Street(114)	1	Central Diocese Catholic Charities ESC RRH(88)	73	

# Some important notes

Summary tabs	Person-level detail tabs	Additional information tabs
<ul style="list-style-type: none"><li>➤ These tabs <b>don't directly align with the BFZ reporting metrics</b>. We will talk more about that later in the presentation.</li></ul>	<ul style="list-style-type: none"><li>➤ <b>One row of data represents one person's project enrollment</b> - one person may have multiple rows!</li><li>➤ The inflow, outflow, and case conferencing report all have a tab called the <i>Active Clients tab</i>. <b>The number of rows/people in Active Clients tab should be the same across these reports.</b></li></ul>	<ul style="list-style-type: none"><li>➤ The viz tabs in the inflow, outflow, and case conferencing report are all <b>de-identified and formatted so they can easily be used for data analysis and creating visualization</b> in softwares like Excel, Tableau, and others!</li></ul>

# Appendices

## Appendix A

How exit destinations are mapped in the report.

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	Regular Exit	Project Transfer Exit
<b>Immediate Move to Housed</b>		
Moved from one HOPWA funded project to HOPWA PH (HUD)		X
Own house/apartment	X	
Owned by client, no ongoing housing subsidy (HUD)	X	
Owned by client, with ongoing housing subsidy (HUD)	X	
Permanent housing (other than RRH) for formerly homeless persons (HUD)	X	
Rental by client in a public housing unit (HUD)	X	
Rental by client, no ongoing housing subsidy (HUD)	X	
Rental by client, with GPD TIP housing subsidy (HUD)	X	
Rental by client, with GPD TIP subsidy (HUD)	X	
Rental by client, with HCV voucher (tenant or project based) (HUD)	X	
Rental by client, with other ongoing housing subsidy (HUD)	X	
Rental by client, with RRH or equivalent subsidy (HUD)	X	
Rental by client, with VASH housing subsidy (HUD)	X	
Rental by client, with VASH subsidy (HUD)	X	
Rental room/house/apartment	X	
Staying or living with family, permanent tenure (HUD)	X	
Staying or living with friends, permanent tenure (HUD)	X	

## Appendix B

Instructions on how to use pivot tables to report BFZ metrics

Creating a Pivot Table in Google Sheets:

1. Select the data range using the appropriate sheet
2. Set up the columns, rows, values and filters for the pivot table
3. See the results in the table created
4. Double click on the value to open a new tab with row level detail of all values included

COUNTUNIQUE of Client Unique Id	Chronic	Non-Chronic	Grand Total
Client refused (HUD)	2	3	5
No (HUD)	140	272	408
Yes (HUD)	5	17	23
<b>Grand Total</b>	<b>148</b>	<b>293</b>	<b>437</b>

## Appendix C

What fields are in what report and where they are in each report.

CASE CONFERENCING REPORT	Tab Name			
	Active Client Details	Disabilities	First Last Entry Exit	Lookback Details
Client Uid	1	1	1	1
Alcohol Use Disorder (HUD)		2		
Client Unique Id	2		2	2
Both Alcohol and Drug Use Disorder (HUD)		3		
Entry Exit Uid	3			3
Chronic Health Condition (HUD)		4		
Last Entry			4	
Household Id	4			4
Entry Exit Group Id	5			5
Last Provider Enrolling			5	
Developmental (HUD)		5		
Drug Use Disorder (HUD)		6		
First Exit			6	
Household Identifier	6			6
Hearing Impaired		7		
Group/Single	7			
Last Exit			7	
HIV/AIDS (HUD)		8		
Days Since First Entry			8	
UAF Balance	0			7

The column references can be super handy for pivot tables!

# Running the Reports

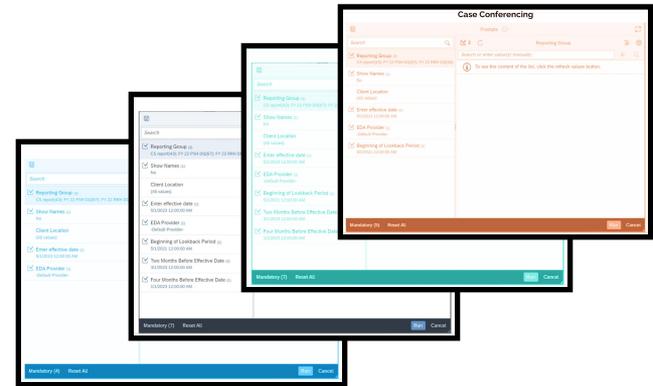
# Navigating to the reports

## System Admin license required to run the reports

Navigate to Business Objects, and then:

**Folders > Public Folders > Universe Folder [cmtyname\_live\_folder] > Community Solutions Custom Reports > Built for Zero v4.11**

- 4 Reports - generate separately
  - **Built for Zero Case Conferencing v04.11**
  - **Built for Zero Inflow Report v04.11**
  - **Built for Zero Outflow Report v04.11**
  - **Built for Zero Housing Clients Exiting v04.11**



**👉 All four reports should be generated on the same day to ensure consistency of information**

# Selecting reporting groups

## **System Admin considers local project set-up, to best reflect:**

- **Projects tracking individual enrollments of people who are literally homeless:**
  - Street Outreach
  - Emergency Shelter
  - Safe Haven
  - Transitional Housing
  - Day Shelter
  - Coordinated Entry
- **Housing projects that serve formerly homeless individuals:**
  - Permanent Supportive Housing
  - Rapid Re-Housing
  - Other Permanent Housing Projects

**Do not include projects** serving only people at risk of homelessness or those not defined by HUD as literally homeless

- ~~Prevention~~
- ~~Diversion~~
- ~~Services Only~~

# Report Parameters: All Reports

**Case Conferencing**

Prompts

Reporting Group

Search

3

Search or enter value(s) manually

Reporting Group (3)  
CS report(43); FY 22 PSH DQ(67); FY 22 RRH DQ(66)

Show Names (1)  
No

Client Location  
(All values)

Enter effective date (1)  
5/1/2023 12:00:00 AM

EDA Provider (1)  
-Default Provider-

Beginning of Lookback Period (1)  
5/1/2021 12:00:00 AM

Mandatory (5) Reset All

Run Cancel

● Reporting Group - select multiple groups or projects.

● Show Names -include/exclude first and last name and date of birth

● Client Location -Use to limit data to selected CoC **only** when multiple CoCs in one Community Services installation served by the same providers.

# Report Parameters: All Reports

**Case Conferencing**

Prompts

Search

3 Reporting Group

Search or enter value(s) manually

To see the content of the list, click the refresh values button.

- Reporting Group (3)  
CS report(43); FY 22 PSH DQ(67); FY 22 RRH DQ(66)
- Show Names (1)  
No
- Client Location  
(All values)
- Enter effective date (1)  
5/1/2023 12:00:00 AM
- EDA Provider (1)  
-Default Provider-
- Beginning of Lookback Period (1)  
5/1/2021 12:00:00 AM

Mandatory (5) Reset All Run Cancel

● Effective Date - day after last day of reporting period - ex. For April 2023 report, enter 5/1/2023.

● EDA Provider - leave blank

● Beginning of Lookback Period - date two years before effective date entered above



# Scheduling the reports

← All four reports should be generated on the same day to ensure consistency of information.

**System administrators can schedule the reports and have them sent to specific HMIS users.**

**Scheduling reports can save you time, ensures that all reports are run on the same day, and ensures that the reports are shared with the right people!**

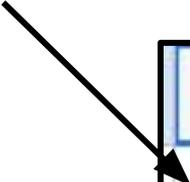
**[Our webpage will provide more guidance on HOW to schedule reports.](#)**

# Validating the reports

# Yes, we are repeating ourselves!

← All four reports should be generated on the same day to ensure consistency of information.

Make sure you pull the reports **on the same day** (ideally run them at the same time). If different people are pulling different reports, you can easily tell that they were run on the same day by checking the  tab on each report.

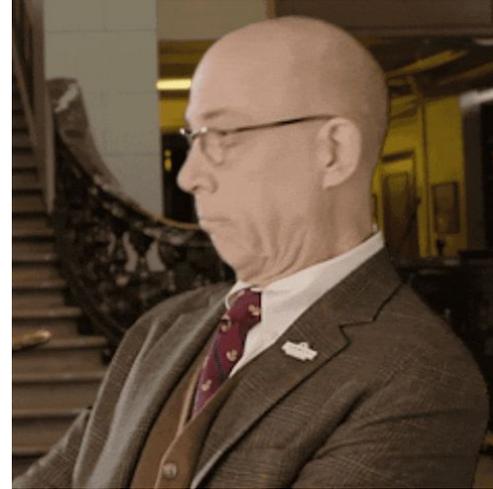


Report Date	Refresh Status	Seconds to Refresh
06/05/2023 3:42 PM	Fully Refreshed	44

# Report validation - how do you know if it looks right?

## Gut Checks

- Take a look at the **summary tabs on the inflow and outflow reports.**
    - Get a general idea of if the reports are numbers in the ballpark of what you think is accurate.
    - Compare your inflow/outflow numbers to your BFZ metrics and/or other numbers/lists that you trust.
  - Take a look at the **Providers and Clients** **tab.**
    - Does the report include your key providers? Is anyone missing?
    - Are the client counts by provider as expected?
    - Are programs that are offline listed?
- ★ **Answering these questions can also help you validate and test your reporting group.**



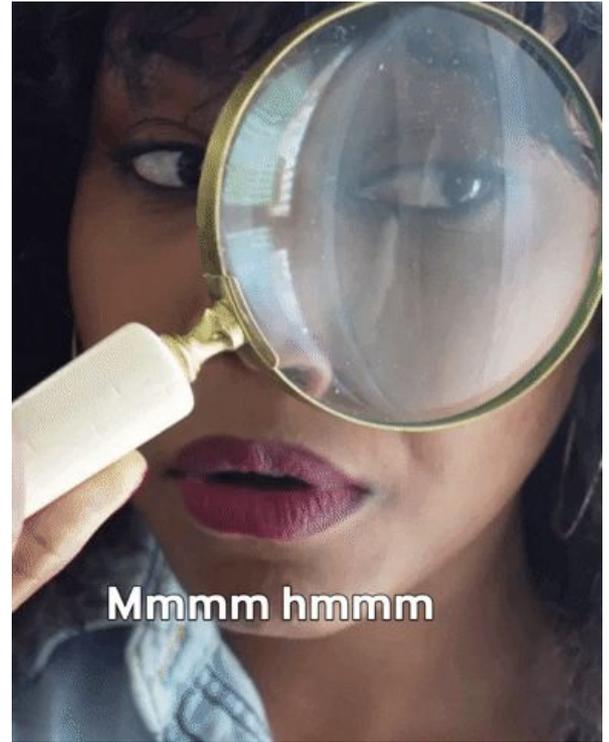
# Report validation - how do you know if it looks right?

**Finer points will often come up as you start to dig into row-level information.**

- ★ Keep an eye out when you are reviewing row-level information for trends or unexpected results.

If you find something that seems to be an error let your data coach know or fill out our [feedback form](#).

**Feedback Form QR code.**



# Break time!

## 5 Minutes



# Individual report review

# Case Conferencing Report

# The Case Conferencing report

The **BFZ Case Conferencing Report** reports information about all people who are actively experiencing homelessness during the reporting period. The aim of this report is to provide community teams detailed information about people and households for the purpose of case conferencing and other care coordination practices.

## What can you do with this report?

- Use it to help organize and structure your local care coordination meetings.
- Access a ready to go list of everyone who is active in your system.
- Assess and monitor your BNL data quality.
- Plus much more!

# What do you mean by “active”?

Generally speaking, the report determines if someone is “active” if any of the following criteria are true:

1. They are **enrolled in a project that serves individuals who are literally homeless.**
2. They **recently exited a project to an inactive destination.**
  - Individuals will automatically drop off the active list once three months have passed after their exit with no other enrollments in a program serving those that are literally homeless.
3. They are **enrolled in a housing project, but do not have a housing move-in date recorded.**



**Remember! the same people should be showing up as active in every report.**

# What do you mean by “active”?

They are **enrolled in a project that serves individuals who are literally homeless.**

Client Uid	Entry Date	Entry Exit Exit Date	Housing Move-in Date	Exit Destination	Provider	Program Type
746	05/25/2022				Danville Coordinated Assessment(103)	Coordinated Entry (HUD)
928	07/13/2022				Danville Coordinated Assessment(103)	Coordinated Entry (HUD)

No exit date.

Program serving those that are literally homeless.

**As long as someone is open in at least one program serving those that are literally homeless they will continue to show up as active!**

# What do you mean by “active”?

They **recently exited a project to an inactive destination.**

Built for Zero Case Conferencing Report v04.1 Active Client Details for CS report(43);FY 21 PSH OPH DQ(63);FY 22 PSH DQ(67);FY 22 RRR DQ(66) for Active Period 3/1/23 to 4/1/23,

Client Uid	Entry Date	Entry Exit Exit Date	Housing Move-in Date	Exit Destination	Provider	Program Type
33168	01/20/2022	01/04/2023		No exit interview	Catholic Charities St. Francis Inn Danville(14)	Emergency Shelter (HUD)
33168	02/09/2022	01/04/2023		No exit interview	Danville Coordinated Assessment(103)	Coordinated Entry (HUD)

Exit destination less than three months ago.

Exited to an inactive destination. See Appendix A!

Exited a program serving those that are literally homeless.

Reporting period: 3/1/23 to 4/1/23

**Someone will only be moved to inactive after three months IF ALL of their program enrollments are exited to an inactive destination. Exits to institutional stays works slightly different - we will talk about that in the outflow section!**

# What do you mean by “active”?

They are **enrolled in a housing project, but do not have a housing move-in date (HMID) recorded.**

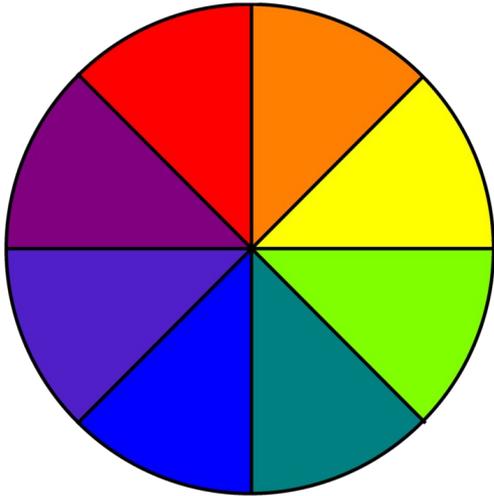
Client Uid	Entry Date	Entry Exit Exit Date	Housing Move-in Date	Exit Destination	Provider	Program Type
31365	06/01/2021				Cruise Homes III(95)	PH - Housing with services (no disability required for entry) (HUD)

No exit date.

No recorded HMID.

**As long as someone is enrolled in a housing program, but not moved-in then the report will continue to categorize that person as active.**

# Color is your friend!



The **Active Clients Tabs** has been color coded to help you categorize folks based on their program history in the system.

This can be VERY handy for organizing your list, identifying trends, for assessing and monitoring your data quality, and much more!

# Color coding for Active Clients Tab.

1,610 Clients on the Active List in 1,497 households.

Client in CE only

Client has enrollment in PH Project

Client in SO TH ES or SH

Client has no CE Enrollment

Possible Merge of client with more than one Client ID

Salmon = dual enrolled in CE & other programs

Records highlighted in **salmon/light pink** identify individuals that have an enrollment in a street outreach, emergency shelter, transitional housing, or a safe haven project, **and** also have an enrollment in a coordinated entry project.

Aqua = only open in CE

Records highlighted in **pale aqua** identify individuals that **only** have an enrollment in a coordinated entry project.

Yellow = not enrolled in CE, but open in other programs

Records highlighted in **bright yellow** identify individuals that have an enrollment in a street outreach, emergency shelter, transitional housing, or safe haven project but have no enrollment in coordinated entry.

Green = active and in a housing project

Records highlighted in **bright green** identify individuals that have an enrollment in a housing project, but are still categorized as actively homeless.

Red text = potential duplicate

Records with **red text** are potential duplicates based on identifying information in HMIS.

# Color is your friend.

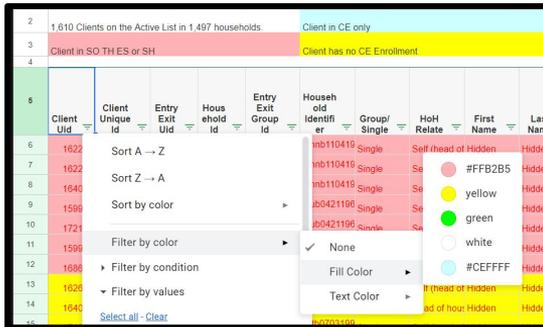
These filters are **descriptive** not **prescriptive**!

Let them do the work for you within the context of your system.

 **BFZ Tip:** there are a few ways to filter the active client details tab by the color filters.

1. You could filter by color in Excel or Google Sheets.
2. You could filter by the **Highlight Status** data field, which is very handy for if you want to create pivot tables and write formulas using these categories.

Type into the chat!  
“What are some ideas you have for how you can use these filters in your work?”



Client Unique Id	Entry Exit Id	Household Identifier	Group/Single	HoH Relate	First Name	Last Name
1622	Sort A → Z	hb110419	Single	Self/Head of Hidden	White (HUD)	White (HUD)
1622	Sort Z → A	hb110419	Single	Se	yellow	White (HUD)
1640	Sort by color	b0421196	Single	Se	green	White (HUD)
1596	Filter by color	b0421196	Single	Se	white	White (HUD)
1721	Filter by condition				None	White (HUD)
1596	Filter by values				Fill Color	White (HUD)
1696	Filter by values				Text Color	White (HUD)
1640	Select all - Clear					White (HUD)

OR



Primary Race	Secondary Race	Race	Ethnicity	Highlight Status
American Indian, Alaska N A			Sort A → Z	
American Indian, Alaska N A			Sort Z → A	
American Inc American Inc A			Sort by color	
White (HUD)			Filter by color	
White (HUD)			Filter by condition	
White (HUD)			Filter by values	
American Indian, Alaska N A			Select all - Clear	
White (HUD)	White (HUD)			
White (HUD)	White (HUD)			

# Other Report Features.

1.

Lookback Details ▾

➤ *Lookback details tab* includes all enrollments for each person on the active list across the lookback period.

2.

First Last Entry Exit ▾

➤ *First Last Entry Exit tab* includes a whole other suite of color coding that you can use for more detailed investigation of individual records.

3. **Additional Fields on the Active Clients Tab.**

Project LOS Days	LOT First Entry to Exit/Cur rent	LOT Approx to Exit/Cur rent	Has CE Enrollm ent	Enrollm ent Outside CE	SO/TH/ ES/SH Enrollm ent	PH Enrollm ent
------------------------	--	---	--------------------------	---------------------------------	-----------------------------------	----------------------

➤ This report's active client tab is expanded to include even more fields for filtering. For example, Project LOS Days, DV Survivor (y/n), and more.

4.

Disabilities ▾

➤ *Disabilities tab* has a tally of all disabilities recorded for each person on the active list. *If someone on the active list does not have a recorded disability, they will not be listed in this tab.*

# It's time for a poll!

“Do you think you could use this report to create a case conferencing list for your community?”

1. Yes
2. No
3. Unsure

Feel free to type in the chat additional comments or come off mute!



# Inflow Report

# The Inflow report

The **BFZ Inflow Report** identifies all people in your homeless response system that 1) meet the BFZ definition of actively homeless as of the last day of the reporting period and 2) those that entered your homeless response system in the reporting period.

## **This report enables you to report three BFZ inflow metrics**

- Newly Identified (including those aging into chronicity)
- Returned from Housed
- Returned from Inactive

# How does it work?



# Newly identified vs. returned

## Newly Identified

- Newly homeless → entering the homeless response system for the first time since the start of the **lookback period**

## Returns

- Previously exited your community's homeless response system within the **lookback period** and became active again during the **reporting period**
  - From housed → Most recent exit was to a **housed destination**
  - From inactive → Most recent exit was to an **inactive destination**

# Lookback period

The report is set up to use a 2-year lookback period

- The lookback period is designated in the report parameters
- The lookback period is used to determine if someone is **returned** or **new** to active homelessness
- The lookback details tab on the Case Conferencing report will pull all project entries within the lookback period for all individuals that are active in the reporting period

## Lookback details tab (CC Report)

Client Uid	Client Unique Id	Entry Exit Uid	Household Id	Entry Exit Group Id	Household Identifier	HoH Relate	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type	Exit Destination
34610	jloa09231999jE	63504	13406	63503	13,406	Self (head of h	06/29/2022	08/22/2022		Danville Coord	Coordinated Entry (HUD)	Hotel or motel paid for without emergency she
34610	jloa09231999jE	65366	13406	65364	13,406	Self (head of h	09/09/2022	10/01/2022		Danville Coord	Coordinated Entry (HUD)	Staying or living with family, temporary tenure
34610	jloa09231999jE	66894	13406	66894	13,406	Self (head of h	10/07/2022	10/08/2022		Catholic Charit	Emergency Shelter (HUD)	No exit interview completed (HUD)
34610	jloa09231999jE	69983	13406	69983	13,406	Self (head of h	04/11/2023			Danville Coord	Coordinated Entry (HUD)	

Return from inactive

# What do we mean by “returned”?

The episode of homelessness is:

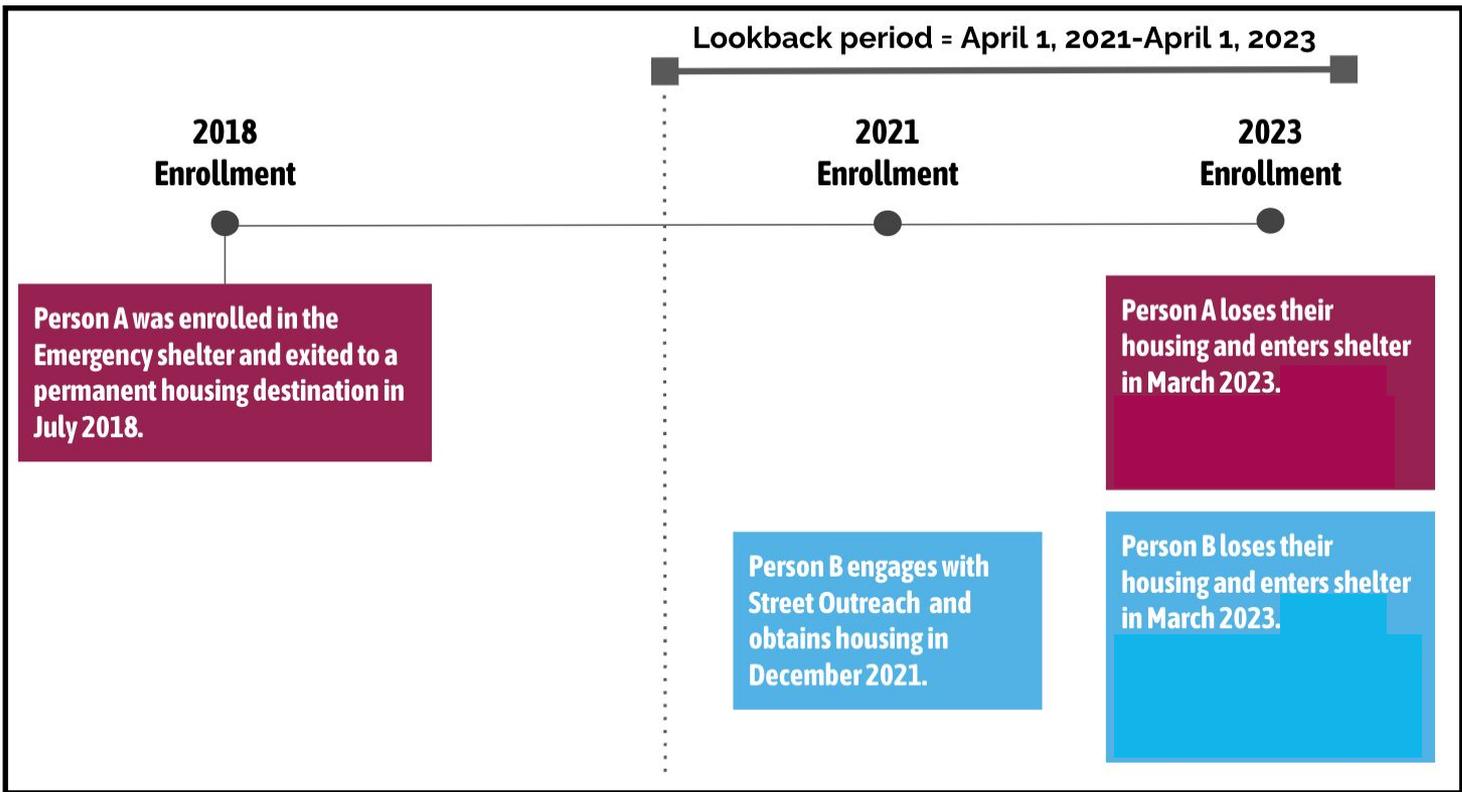
- Recorded in **your system’s HMIS**
- Within the **lookback period**

**Someone with a previous episode of homelessness will NOT be counted as a return if...**

- The previous episode ended over two years ago
- The previous episode was recorded in a different geographic region/CoC
- The previous episode was not recorded in HMIS



# Lookback period



**Person A:**  
Returned OR  
newly identified?

**Newly identified**

**Person B:**  
Returned OR  
Newly Identified?

**Returned**

From housed OR  
from inactive?

**From housed**

# Newly Identified - Chronic age-in

**Chronic age-in is included in the newly identified category for the chronic population only**

**12D**

Can your by-name list track individuals who become chronically homeless after they are added to your all singles list?

The “Age-In to Chronic” column in the **Inflow** and **Case Conferencing** report identifies if a **client who is 18+ with a disability** has aged into chronicity during the current reporting period in one of two ways:

- A.** The date 1 year from the client’s **most recently entered approximate start date**
- B.** The date 1 year from the **earliest project entry date** (if the project entry date is prior to the approximate start date)

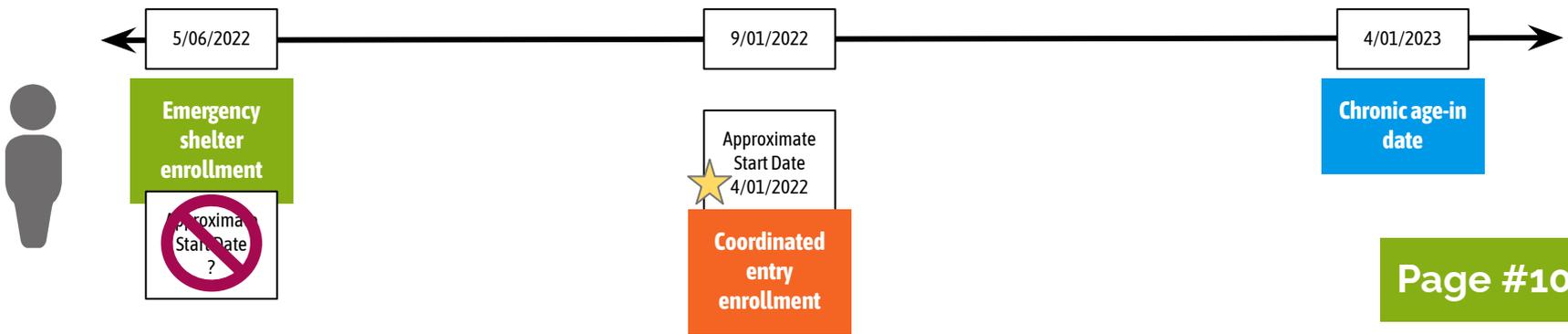
# METHOD A: The date 1 year from the client's most recently entered approximate start date

Inflow Report  
(Active Client Details tab)

Client Uid	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type
33735	04/01/2022	One time (HUD)	6	Yes (HUD)	Chronic	04/01/2023	Yes	2	2	05/06/2022			Catholic Char	Emergency Shelter (H
33735	04/01/2022	One time (HUD)	6	Yes (HUD)	Chronic	04/01/2023	Yes	2	1	09/01/2022			Danville Coor	Coordinated Entry (H

Case Conferencing Report  
(Active Client Details tab)

Client Uid	First Entry	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Current Enrollment	More Recent Entry	Entry Date	Exit Date	Housing Move-in Date	Last Entry Date	First Exit Date	Last Exit Date	
33735	05/06/2022	04/01/2022	One time (HUD)	6	Yes (HUD)	Chronic	04/01/2023	Yes	2	2	Yes	Yes	05/06/2022				09/01/2022		
33735	05/06/2022	04/01/2022	One time (HUD)	6	Yes (HUD)	Chronic	04/01/2023	Yes	2	1	Yes	N/A	09/01/2022				09/01/2022		



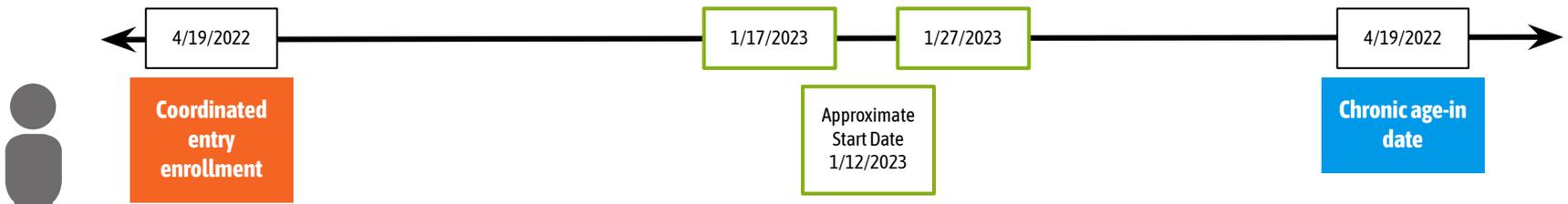
# METHOD B: The date 1 year from the earliest project entry date (if the project entry date is prior to the most recently entered approximate start date)

Inflow Report  
(Active Client Details tab)

Client Uid	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type
33928	01/12/2023	One time (HUD)	9	Yes (HUD)	Chronic	04/19/2023	Yes	1	1	04/19/2022			Danville Coord	Coordinated Entry (H

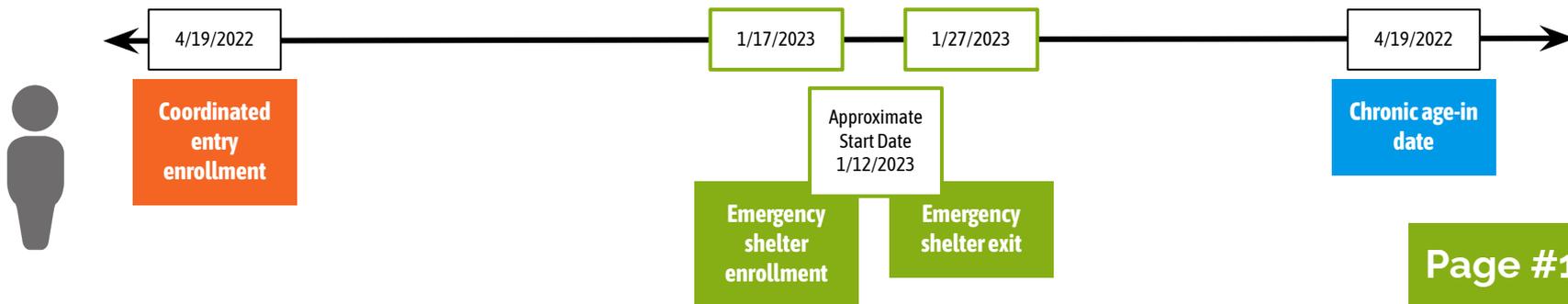
Case Conferencing Report  
(Active Client Details tab)

Client Uid	First Entry	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Current Enrollment	More Recent Entry	Entry Date	Exit Date	Housing Move-in Date	Last Entry Date	First Exit Date	Last Exit Date
33928	04/19/2022	01/12/2023	One time (HUD)	9	Yes (HUD)	Chronic	04/19/2023	Yes	1	1	Yes	N/A	04/19/2022			01/17/2023	01/27/2023	01/27/2023



# METHOD B: The date 1 year from the earliest project entry date (if the project entry date is prior to the most recently entered approximate start date)

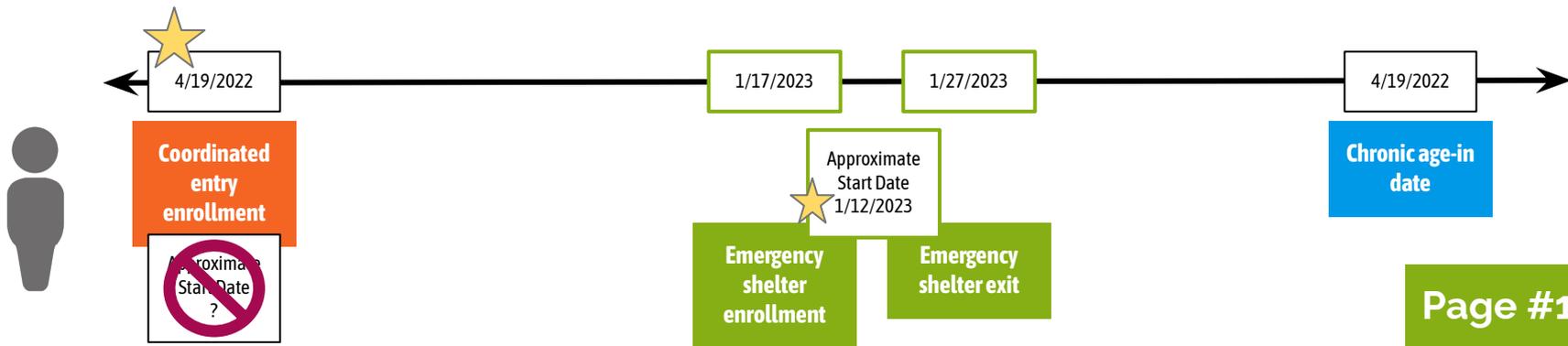
Case Conferencing Report (Lookback Details tab)		H	I	J	K	L	M
Client Uid	HoH Relate	Entry Date	Exit Date	Housing Move-in Date	Provid er	Program Type	Exit Destinatio n
33928	Self (head c	04/19/2022			Danville Co	Coordinated Entry (HUD)	
33928	Self (head c	01/17/2023	01/27/2023		Catholic Ch	Emergency Shelter (HUD)	Emergency shel



# METHOD B: The date 1 year from the earliest project entry date (if the project entry date is prior to the most recently entered approximate start date)

Inflow Report (Active Client Details tab)			Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
Client Uid	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type
33928	01/12/2023	One time (HUD)	9	Yes (HUD)	Chronic	04/19/2023	Yes	1	1	04/19/2022			Danville Coord	Coordinated Entry (H

Case Conferencing Report (Active Client Details)			AA	AB	AC	AD	AE	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	
Client Uid	First Entry	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-In To Chronic	Number of Entries	Entry Rank (1 is Most Recent)	Current Enrollment	More Recent Entry	Entry Date	Exit Date	Housing Move-in Date	Last Entry Date	First Exit Date	Last Exit Date
33928	04/19/2022	01/12/2023	One time (HUD)	9	Yes (HUD)	Chronic	04/19/2023	Yes	1	1	Yes	N/A	04/19/2022			01/17/2023	01/27/2023	01/27/2023



# Chronic Age-in

## 🧐 Monitoring chronic age-in 🧐

- 3.917 (Prior Living Situation) data elements are difficult to always get right!
- Overlapping enrollments with different approximate start dates or disability information will affect how chronicity shows up in this report
- Use the fields below to investigate and monitor your data:



First Entry	Approx Start	Times Homeless	Months Homeless	Disability	Chronic	Chronic Aging Date	Age-in To Chronic	Number of Entries
-------------	--------------	----------------	-----------------	------------	---------	--------------------	-------------------	-------------------

Entry Rank (1 is Most Recent)	Current Enrollment	More Recent Entry	Entry Date	Exit Date	Housing Move-in Date	Last Entry Date	First Exit Date	Last Exit Date
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# Chronic Age-in

It is not expected that you will dig into the details of chronic age-in every month.

But now you have the tools if you need them!

AD	AE
Chronic Aging Date	Age-In To Chronic
04/01/2023	Yes
05/01/2023	Yes
04/04/2023	Yes



# Outflow Report

# The Outflow report

The **BFZ Outflow Report** identifies all people in your homeless response system that 1) meet the BFZ definition of actively homeless as of the last day of the reporting period and 2) those that exited your homeless response system in the reporting period.

## **This report enables you to report three BFZ outflow metrics**

- Housing Placements
- Newly Inactive/Moved to Inactive
- Length of time to housing

# How does it work?

What if someone  
inflows and outflows in  
the same month?

They will only show up as  
outflow and could throw  
off your data reliability!

Active list from  
previous period

Compared  
to

Active list from  
current period



Those that are not on  
the current period's list  
are counted as outflow  
for the current month.

# The inactive period

What **triggers a move** to the inactive list?

[Newly Inactive Details](#)

- Project exit (with no other open enrollments) to an “inactive exit destination”
- The exit destination used in a project exit will determine if someone will:

- **Become inactive after 3 months (exit date 3 months prior to the report effective date)**

Client Uid	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
5563	01/13/2023		Danville Coord	Coordinated Entry (HUD)	No (HUD)	Hotel or motel paid for without emergency shelter voucher (HUD)

- **Become inactive immediately**

Client Uid	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
36816	04/17/2023		Catholic Charit	Emergency Shelter (HUD)	No (HUD)	Psychiatric hospital or other psychiatric facility (HUD)

# The inactive period

## Someone will NOT move to inactive if:

- They have a **new program enrollment** within the three month period

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
5522	02/08/2023	02/09/2023		Danville Coor	Coordinated Entry (HUD)	No (HUD)	Hotel or motel paid for without emergency shelter voucher (HUD)
5522	03/29/2023			Danville Coor	Coordinated Entry (HUD)	No (HUD)	

- They have a **remaining open enrollment** in a project included in the reporting group

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
34676	07/01/2022	02/27/2023		Catholic Char	Emergency Shelter (HUD)	Yes (HUD)	No exit interview completed (HUD)
34676	07/21/2022			Danville Coor	Coordinated Entry (HUD)	Yes (HUD)	

# Exit Destinations: Immediate move to Inactive

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect

Exit Destination	Regular Exit	Project Transfer Exit
<b>Immediate Move to Inactive</b>		
Deceased (HUD)	X	
Foster care home or foster care group home (HUD)	X	
Hospital or other residential non-psychiatric medical facility (HUD)	X	
Jail, prison or juvenile detention facility (HUD)	X	
Long-term care facility or nursing home (HUD)	X	
Moved from one HOPWA funded project to HOPWA TH (HUD)		X
Psychiatric hospital or other psychiatric facility (HUD)	X	
Residential project or halfway house with no homeless criteria (HUD)	X	
Substance abuse treatment facility or detox center (HUD)	X	

**Institutional Stays** as indicated by these exit destinations will trigger an immediate move to inactive status.



**BFZ Tip:** If it is known that someone is going to be in an institutional setting for fewer than 90 days it is recommended to leave that person open in a program enrollment - ideally coordinated entry - so that they will continue to be categorized as actively homeless in the report.

# Exit Destinations: Inactive after 3 months

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	Regular Exit	Project Transfer Exit
<b>Move to Inactive After Three Months</b>		
Client doesn't know (HUD)	X	
Client refused (HUD)	X	
Data not collected (HUD)	X	
Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)		X
Host Home (non-crisis) (HUD)		X
Hotel or motel paid for without emergency shelter voucher (HUD)	X	
No exit interview completed (HUD)	X	
Other (HUD)	X	
Place not meant for habitation (HUD)	X	
Safe Haven (HUD)	X	
Staying or living with family, temporary tenure (HUD)	X	
Staying or living with friends, temporary tenure (HUD)	X	
Transitional housing for homeless persons (including homeless youth) (HUD)		X



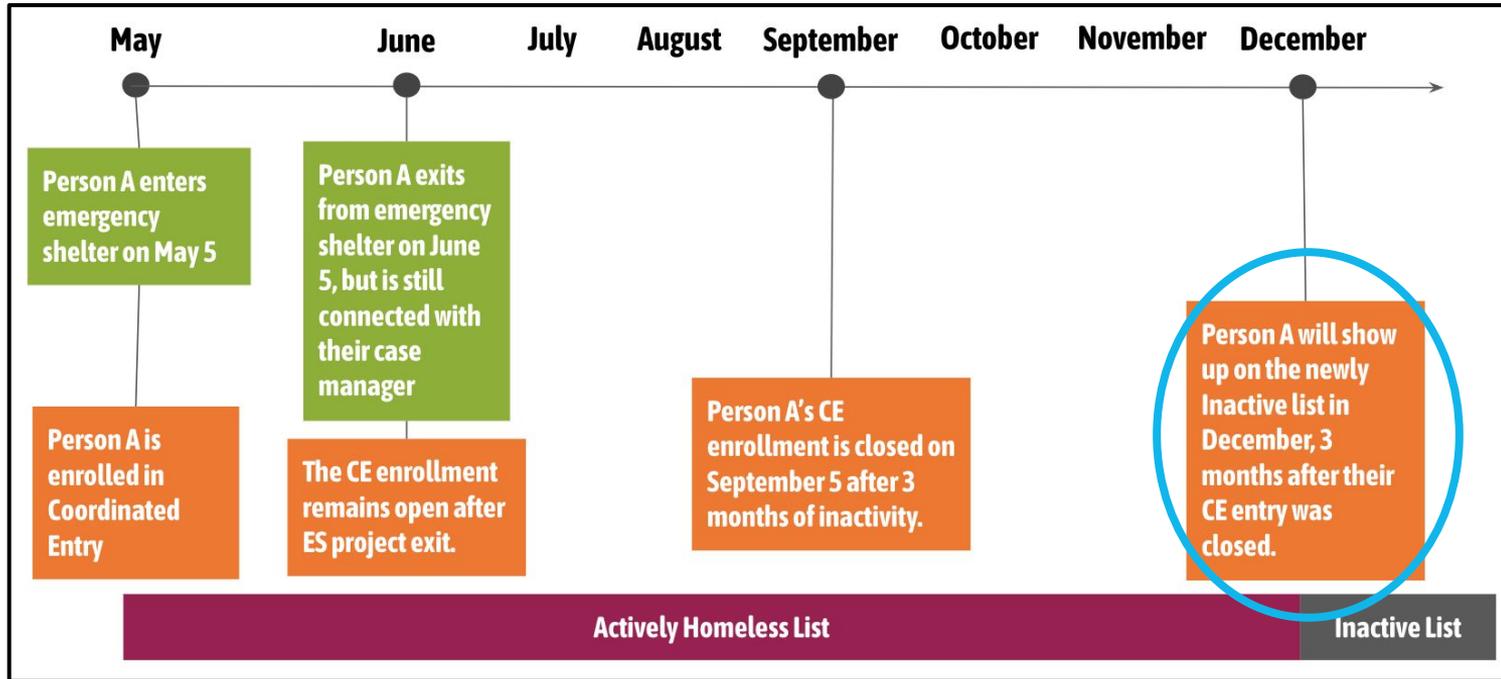
**Project transfer exit** indicates that the individual with this exit destination should have a corresponding project enrollment in another project and they would remain on the actively homeless list as long as they have open enrollments

# The inactive period

## Scenario 1:

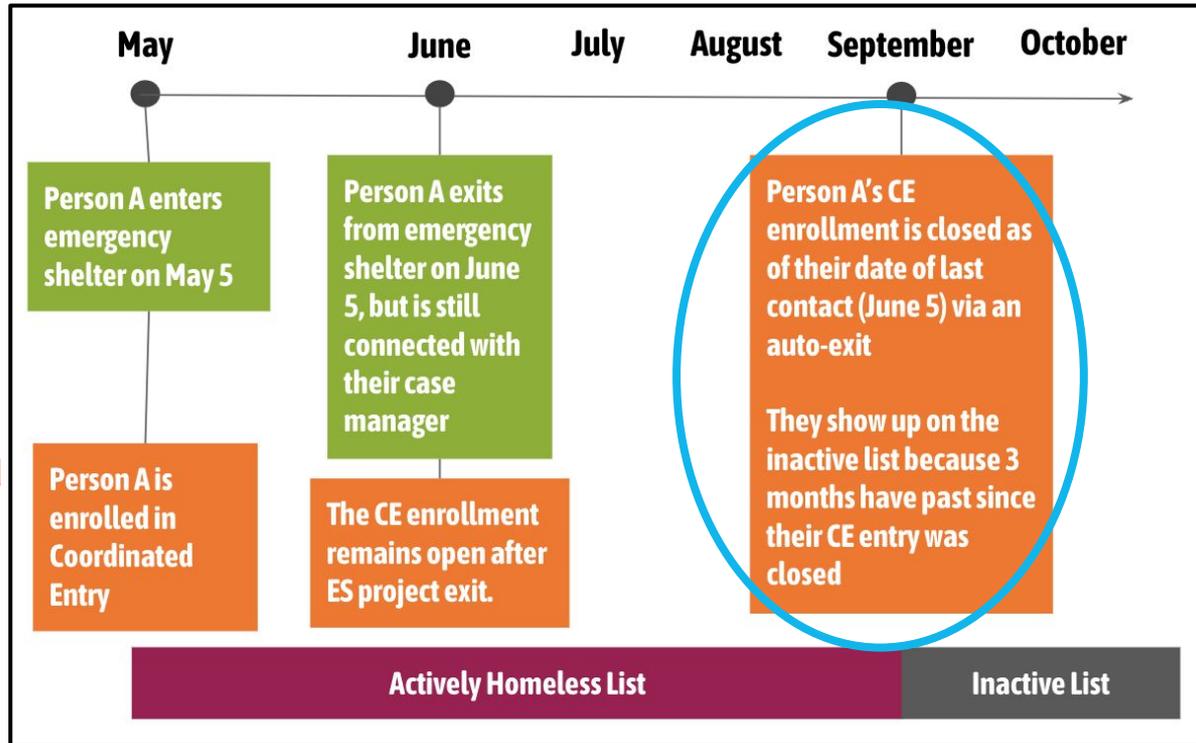
Emergency shelter enrollment

Coordinated entry enrollment



# The inactive period

## Scenario 2:



## Key takeaways

The report only looks at project exits & exit destinations to determine inactivity

*Not periods of no contact*

Any open enrollments will supersede a project exit

# The inactive period

How does this align with how your community tracks inactivity?

**POLL:** What needs to be adjusted to fit your community?

- This aligns with our community's practices and policies
- Our inactive timeline is not 3 months
- We close enrollments AFTER a period of no contact
- I don't understand how this report will work with my inactive policy.
- Other?



# Housing Placements

## What triggers a housing placement?

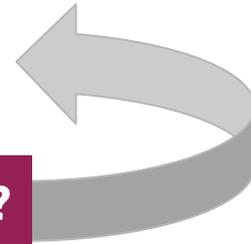
- Project exit to a housed destination

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
37153	03/13/2023	04/09/2023		Danville Coord	Coordinated Entry (HUD)	No (HUD)	Rental by client, no ongoing housing subsidy (HUD)

- **OR**, a housing move-in date recorded in a housing project

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Program Type	Veteran	Exit Destination
37243	04/12/2023		04/15/2023	Catholic Charit PH - Rapid Re-Housing (HUD)		No (HUD)	

- **AND**, no other open enrollments in the reporting group projects



What if the HMID and exit to housing aren't recorded in the same month?

# Exit Destinations: Immediate move to Housed

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	Regular Exit	Project Transfer Exit
<b>Immediate Move to Housed</b>		
Moved from one HOPWA funded project to HOPWA PH (HUD)		X
Own house/apartment	X	
Owned by client, no ongoing housing subsidy (HUD)	X	
Owned by client, with ongoing housing subsidy (HUD)	X	
Permanent housing (other than RRH) for formerly homeless persons (HUD)	X	
Rental by client in a public housing unit (HUD)	X	
Rental by client, no ongoing housing subsidy (HUD)	X	
Rental by client, with GPD TIP housing subsidy (HUD)	X	
Rental by client, with GPD TIP subsidy (HUD)	X	
Rental by client, with HCV voucher (tenant or project based) (HUD)	X	
Rental by client, with other ongoing housing subsidy (HUD)	X	
Rental by client, with RRH or equivalent subsidy (HUD)	X	
Rental by client, with VASH housing subsidy (HUD)	X	
Rental by client, with VASH subsidy (HUD)	X	
Rental room/house/apartment	X	
Staying or living with family, permanent tenure (HUD)	X	
Staying or living with friends, permanent tenure (HUD)	X	

# LOT Homeless calculations

## LOT to Housing Details tab

Client Uid	Client Unique Id	Household Identifier	Group/Single	HoH Relate	Gender	Age	Age Group	With/Without Kids	BFZ Household Type	HH Type Based on Enrollment	Exit Destination	Approx Start	First Entry	Exit Date	Housing Move-in Date	Housing Date	LOT Move-in (Approx Start)	LOT Move-in (First Entry)
37243	ddvb08011995d25	ddvb08011995	Single	Self (head of household)	Male	27	25-54	HH without Kids	Single Adults	Single Adult		12/02/2022	03/13/2023		04/15/2023	04/15/2023	134	33
37153	hgga03131940h45	hgga03131940	Single	Self (head of household)	Female	83	55 and up	HH without Kids	Single Adults	Single Adult	ongoing hou	03/07/2023	03/13/2023	04/09/2023		04/09/2023	33	27
23269	a0aa06031996a12	9,528	Group	Head of household's	Female	26	25-54	HH with Kids	No HoH or DO	No HoH or DO	ongoing hou	06/01/2022	11/09/2022	04/05/2023		04/05/2023	308	147
23270	dizb01112017d524	9,528	Group	Head of household's	Male	6	0-17	HH with Kids	No HoH or DO	No HoH or DO	ongoing hou	06/02/2022	11/09/2022	04/05/2023		04/05/2023	307	147
35738	ngra02081977n60	13,760	Group	Self (head of household)	Female	46	25-54	HH with Kids	Families	Single Adult P	ather ongoing	11/18/2022	12/13/2022	04/03/2023		04/03/2023	136	111
35739	jstb06042007j620s	13,760	Group	Head of household's	Male	15	0-17	HH with Kids	Families	Single Adult P	ather ongoing	11/18/2022	12/13/2022	04/03/2023		04/03/2023	136	111

## Summary tables (average)

Average LOT to Housing for heads of households based on their Approximate Start Date of Homelessness as All Clients.	Non-Chronic	All HoHs
Non-Veteran	117.00	117.00
All HoHs	117.00	117.00
Average LOT to Housing for heads of households based on their first enrollment as All Clients.	Non-Chronic	All HoHs
Non-Veteran	67.80	67.80
All HoHs	67.80	67.80

# LOT Homeless calculations

## Two calculations

- **Length of time from approximate start date to housing:**
  - The difference in days between the person's self reported **Approximate Start Date of Homelessness** and the Housing Move-In Date or Project Exit Date when the Exit Destination is a permanent housing situation.
- **Length of time from earliest entry to housing:**
  - The difference in days between the earliest **Project Start Date** found in the lookback period and the Housing Move-In Date or Project Exit Date when the Destination is a permanent housing situation.

We will come back to this when we talk about reporting BFZ metrics!

# Housed Clients Exiting Report

# The Housed Clients Exiting report

This report identifies individuals who have **exited to permanent housing** during the reporting period, but **continue to have open enrollments** in other projects serving those that are literally homeless.

- ▶ Individuals who may be inaccurately showing up as active when they have been housed during the reporting period.

**Use this report as a data monitoring tool to ensure all housing placements are counted!**

# Report Structure

## Newly Housed Details Tab

Clients with at least one enrollment that shows they **moved-into housing** during the reporting period OR **exited to a housing destination\***.

*\*\*this also includes those that exit to housing from a housing project.*



## Open Enrollments Details Tab

For the same group of people, any **open enrollments** in literally homeless projects.

# For example:

Client 34866's row-level information from the **Open Enrollment Details tab**

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Project Type
34866	08/04/2022			Danville Coordinated Assessment(103)	Coordinated Entry (HUD)

Open enrollment in a CE project

Client 34866's row-level information from the **Newly Housed Details tab**

Client Uid	Entry Date	Exit Date	Housing Move-in Date	Provider	Project Type	Destination
34866	07/25/2022	02/15/2023		Catholic Charities St. Francis Inn Danville(14)	Emergency Shelter (HUD)	Rental by client, with RRH or equivalent subsidy (HUD)

Exit to a PH Exit Destination

# Using the report.

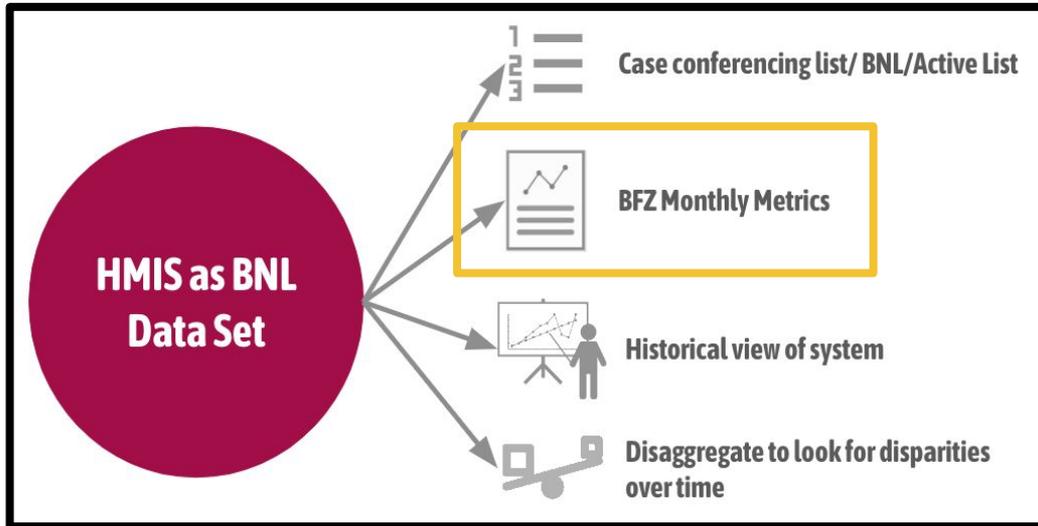
👉 It is recommended to always review row-level data for all individuals that show up on the Open Enrollment Details tab.

Taking this extra step to confirm and correct the information in this report will help to accurately identify who is actively homeless and who has exited to housing.

# Reporting BFZ metrics

# Using the report suite for BFZ metrics

The report suite provides the tools and information to report BFZ monthly metrics based on the data in HMIS



## 👉 A few considerations

- ▶ Data not in HMIS will not be included
- ▶ Data out is only as good as data in
- ▶ Additional analysis is needed to align HMIS data with BFZ population and subpopulation definitions

# Summary tables

## All Clients-Inflow

All Clients Actively Homeless as of 5/1/23			
Active Clients by All Clients enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 2/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	794	181	971
Veteran	22	6	28
All Deduplicated	816	187	999

All Clients Inflow (clients entered) between 4/1/23 and 5/1/23 who were not part of the active list on 4/1/23			
Count of active clients aging into chronic status as All Clients between 4/1/23 and 5/1/23	Chronic	All Deduplicated	
Non-Veteran	23	23	
Veteran	2	2	
All Deduplicated	25	25	

Newly identified clients as All Clients entered between 4/1/23 and 5/1/23 who have not been enrolled in a project between 5/1/21 and 4/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	114	3	117
Veteran	1	0	1
All Deduplicated	115	3	118

Clients returning from housing as All Clients entered between 4/1/23 and 5/1/23 who previously were housed in a permanent housing destination.	Non-Chronic	All Deduplicated	
Non-Veteran	1	1	
All Deduplicated	1	1	

Clients returning from inactivity as All Clients entered between 4/1/23 and 5/1/23 who were neither new in the period, nor housed, previously.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	5	1	5
All Deduplicated	5	1	5

## All Clients-Outflow

All Clients Actively Homeless as of 5/1/23			
Active Clients as All Clients enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 2/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	794	181	971
Veteran	22	6	28
All Deduplicated	816	187	999

All Clients Outflow (clients leaving) between 4/1/23 and 5/1/23 who were part of the active list before or housed quickly with enrollment after 4/1/23.			

Housed Clients as All Clients who were active before 5/1/23 and housed between 4/1/23 and 5/1/23.	Non-Chronic	All Deduplicated
Non-Veteran	11	11
All Deduplicated	11	11

Average LOT to Housing for heads of households based on their Approximate Start Date of Homelessness as All Clients.	Non-Chronic	All HoHs
Non-Veteran	117.00	117.00
All HoHs	117.00	117.00

Average LOT to Housing for heads of households based on their first enrollment as All Clients.	Non-Chronic	All HoHs
Non-Veteran	67.80	67.80
All HoHs	67.80	67.80

Inactive Clients as All Clients who were part of the active list before 4/1/23 and are not part of the active list as of 5/1/23 and were not housed between 4/1/23 and 5/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	22	5	25
All Deduplicated	22	5	25

# Summary tables

## All Clients

All Clients Actively Homeless as of 5/1/23			
Active Clients by All Clients enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 2/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	794	181	971
Veteran	22	6	28
All Deduplicated	816	187	999

Includes all clients included in the reporting group projects

Families

Youth

Single Adults

# Summary tables

## Veterans

### Single Adult - Veteran

Includes veterans that are a member of a family and veterans ages 18-24

Matches BFZ definition

Veterans Actively Homeless as of 5/1/23			
Active Clients by Veterans enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 2/1/23.	HOH	Other	All Deduplicated
Non-Chronic	18	4	22
Chronic	5	1	6
All Deduplicated	23	5	28

### Single Adult - Chronic

Includes chronic individuals that are part of a family and chronic individuals under age 25

Does not match BFZ definition

## Chronic

Chronic individuals HHs with minor children

→ Family reporting

Chronic individuals aged 18-24 with no HH member over 24

→ Youth reporting

Chronic Actively Homeless as of 5/1/23			
Active Clients by Chronic enrolled and not yet housed on 5/1/23 and those exited to an inactive destination on or after 2/1/23.	HOH	Other	All Deduplicated
Non-Veteran	171	10	181
Veteran	5	1	6
All Deduplicated	176	11	187

# Summary tables

Best used for

- System wide review
- Single Adult - Veteran review
- Single Adult - Chronic review\*

Race and Ethnicity Actively Homeless as of 5/1/23						
				Missing	All Deduplicated	
				0	427	
				0	11	
				378	438	
Black, African American, or African (HUD)	Chronic	Non-Veteran	80	6	86	
		Veteran	2	0	2	
	Non-Chronic	Non-Veteran	82	6	88	
		Veteran	457	66	523	
White (HUD)	Non-Chronic	Non-Veteran	134	173	308	
		Veteran	8	1	9	
	Chronic	Non-Veteran	142	174	317	
		Veteran	58	29	87	
	White (HUD)	Non-Chronic	4	0	4	
		Chronic	62	29	91	
Multiracial	Non-Chronic	Non-Veteran	204	202	407	
		Veteran	23	1	24	
	Chronic	Non-Chronic	1	0	1	
		Veteran	24	1	25	
American Indian, Alaska Native, or Indigenous (HUD)	Non-Chronic	Non-Veteran	3	0	3	
		Veteran	3	0	3	
	Chronic	Non-Veteran	27	1	28	
		Veteran	7	2	9	
Asian or Asian American (HUD)	Non-Chronic	Non-Veteran	1	0	1	
		Veteran	1	0	1	
	Chronic	Non-Veteran	8	2	10	
		Veteran	2	0	2	
Native Hawaiian or Pacific Islander (HUD)	Non-Chronic	Non-Veteran	2	0	2	
		Veteran	2	0	2	
	Chronic	Non-Veteran	10	2	12	
		Veteran	5	1	6	
DKR/Missing	Non-Chronic	Non-Veteran	5	1	6	
		Veteran	5	1	6	
	Chronic	Non-Veteran	3	0	3	
		Veteran	3	0	3	
All Deduplicated				708	272	993

Gender				
Active exited based on 5/1/23 and				
Female	Non-Veteran	383	85	468
	Veteran	2	2	4
Transgender	Female	385	87	469
	Non-Veteran	4	2	6
Client refused	Transgender	4	2	6
	Non-Veteran	1	0	1
No Gender Recorded	Client refused	1	0	1
	Non-Veteran	14	0	14
All Deduplicated		816	187	999

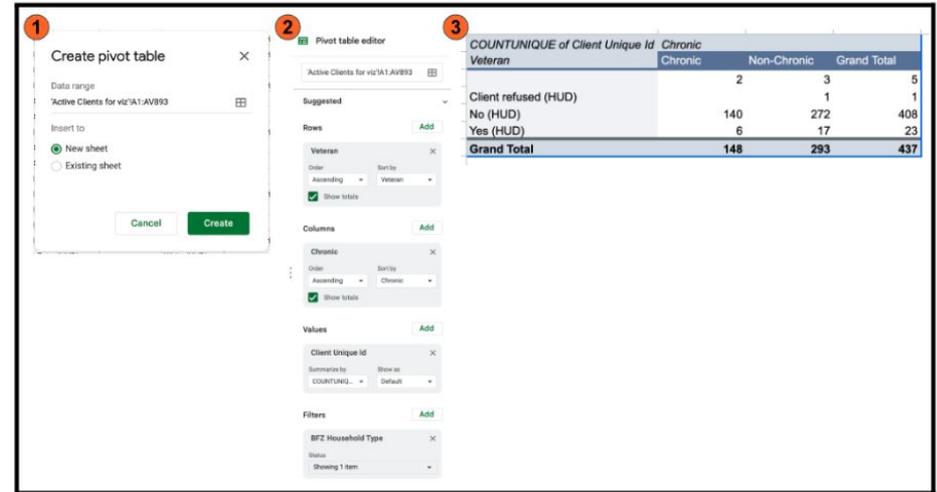
Age Groups Actively Homeless as of 5/1/23					
Active those		23 and	Non-Chronic	Chronic	All Deduplicated
		Non-Veteran	231	0	231
		0-17	231	0	231
18-24	Non-Veteran	Non-Veteran	74	7	81
		Veteran	1	0	1
		18-24	75	7	82
25-54	Non-Veteran	Non-Veteran	369	110	477
		Veteran	9	3	12
		25-54	378	113	489
55 and up	Non-Veteran	Non-Veteran	106	64	168
		Veteran	12	3	15
		55 and up	118	67	183
Null		Non-Veteran	14	0	14
		Null	14	0	14
All Deduplicated			816	187	999

# Using Pivot Tables

- **Google Sheets** - instructions in manual  Provides easy option for a **Unique Count** in the table
- **Excel** - detailed instructions will be on webpage

## Creating a Pivot Table in Google Sheets:

1. Select the data range using the appropriate sheet
2. Set up the columns, rows, values and filters for the pivot table
3. See the results in the table created
4. Double click on the value to open a new tab with row level detail of all values included



The screenshot illustrates the steps to create a pivot table in Google Sheets. It shows the 'Create pivot table' dialog box (1) where the data range is 'Active Clients for vlt1A1:AV893' and it is inserted into a 'New sheet'. The 'Pivot table editor' (2) shows the configuration: Rows are 'Veteran', Columns are 'Chronic', Values are 'Client Unique Id' summarized by 'COUNTUNIQ...', and a filter for 'BF2 Household Type' is applied. The resulting pivot table (3) is shown below.

COUNTUNIQUE of Client Unique Id	Chronic		Grand Total
	Chronic	Non-Chronic	
Veteran	2	3	5
Client refused (HUD)		1	1
No (HUD)	140	272	408
Yes (HUD)	6	17	23
<b>Grand Total</b>	<b>148</b>	<b>293</b>	<b>437</b>

# Using Pivot Tables - Example

**OUTFLOW: Moved to Inactive Single Adults** - Veteran and Chronic subpopulations

Pivot Table set up:

- **Rows:** Veteran field
- **Columns:** Chronic field
- **Filters:** BFZ Household Type field (filtered for Single Adults)
- **Values:** Client Unique Id (Unique Count)

**OUTFLOW: Moved to Inactive Single Adults, broken down by Chronic and Veteran sub-populations**

	A	B	C	D
1	January Moved to Inactive	Chronic		
2	Veteran	Chronic	Non-Chronic	Grand Total
3	No (HUD)		5	10
4	Yes (HUD)		2	2
5	<b>Grand Total</b>		<b>7</b>	<b>10</b>
6				

**Total Single Adult Chronic** (points to 7)

**Total Single Adult Veteran** (points to 10)



# BFZ Metrics

## Recommended tab by metric to calculate BFZ metrics

BFZ Metric	Report	Tab
Actively Homeless	Case Conferencing	Active Client Details Active Client Details for Viz
Newly Identified	Inflow	New Client Details New Clients for Viz
Newly Identified ( <i>Chronic Age-In ONLY</i> )	Case Conferencing	Active Client Details Active Client Details for Viz
Returned to Active from Housed	Inflow	Housed Return Details Housed Returns for Viz
Returned to Active from Inactive	Inflow	Inactive Return Details Inactive Return Details for Viz
Housing Placements	Outflow	Exit to Housing Details Exit to Housing for Viz
Move to Inactive	Outflow	Newly Inactive Details Newly Inactive for Viz
No Longer Meets Population Criteria	N/A	N/A
LOT from ID to Housed	Outflow	LOT to Housing Details LOT to Housing Details for Viz

# Population detail

BFZ Household Type		
<b>Single Adults</b>	<b>Single Adult</b>	Household with only Adults >24 (Including multiple adult households)
<b>Families</b>	<b>Families</b>	Household with members <18 and members >18
<b>Single Adults</b>	<b>Other Household Type</b>	Household with members 18-24 and members >24
<b>Youth</b>	<b>Unaccompanied Youth</b>	Household with only members ages 18-24
<b>Youth</b>	<b>Unaccompanied Minor</b>	Household with only members <18
<b>Potential data error</b>	<b>No HoH or DOB Missing</b>	Missing necessary data to designate a household type. Should be reviewed for data quality errors.

# Subpopulation detail

## Veteran status

- Data field from HMIS

## Chronic Status

- Same logic to designate chronicity that is used by HUD in the APR and CAPER reports:
  - Individual is 18 or over
  - Presence of the Disability **AND**
  - More than 4 times homeless & 12+ months homeless in the past three years, **OR**
  - Approximate start date is more than one year ago

Veteran
No (HUD)
No (HUD)
No (HUD)
No (HUD)
Yes (HUD)
Yes (HUD)

Chronic
Chronic
Non-Chronic
Non-Chronic

Chronic Aging Date	Age-In To Chronic
01/01/2023	No
05/01/2023	N/A
08/27/2019	N/A
04/01/2023	Yes
07/15/2023	N/A

# LOT Homeless calculations

## **BFZ Definition of Date of Identification** (from the updated Reporting Reference Guide):

*The 'Date of Identification' is defined as the day that an individual or household first appears on the By Name List. This occurs when they have indicated they are experiencing homelessness, or it is apparent that they are homeless even if they were unable or unwilling to disclose their status. This date may not coincide with the day they were evaluated with a common assessment tool.*

### **Once again... Two calculations in the report:**

1. Approximate start date of homelessness
2. Date of first enrollment of current episode of homelessness

#### **Which one should we use for BFZ reporting?**

Likely date of first entry, but, it depends!

- Which one more accurately represents the **date of identification in your community?**
- Which one more accurately represents the **date of identification for each individual being housed?**

# LOT Homeless calculations

- Summary Table calculation (**All Clients tab-Outflow report**)

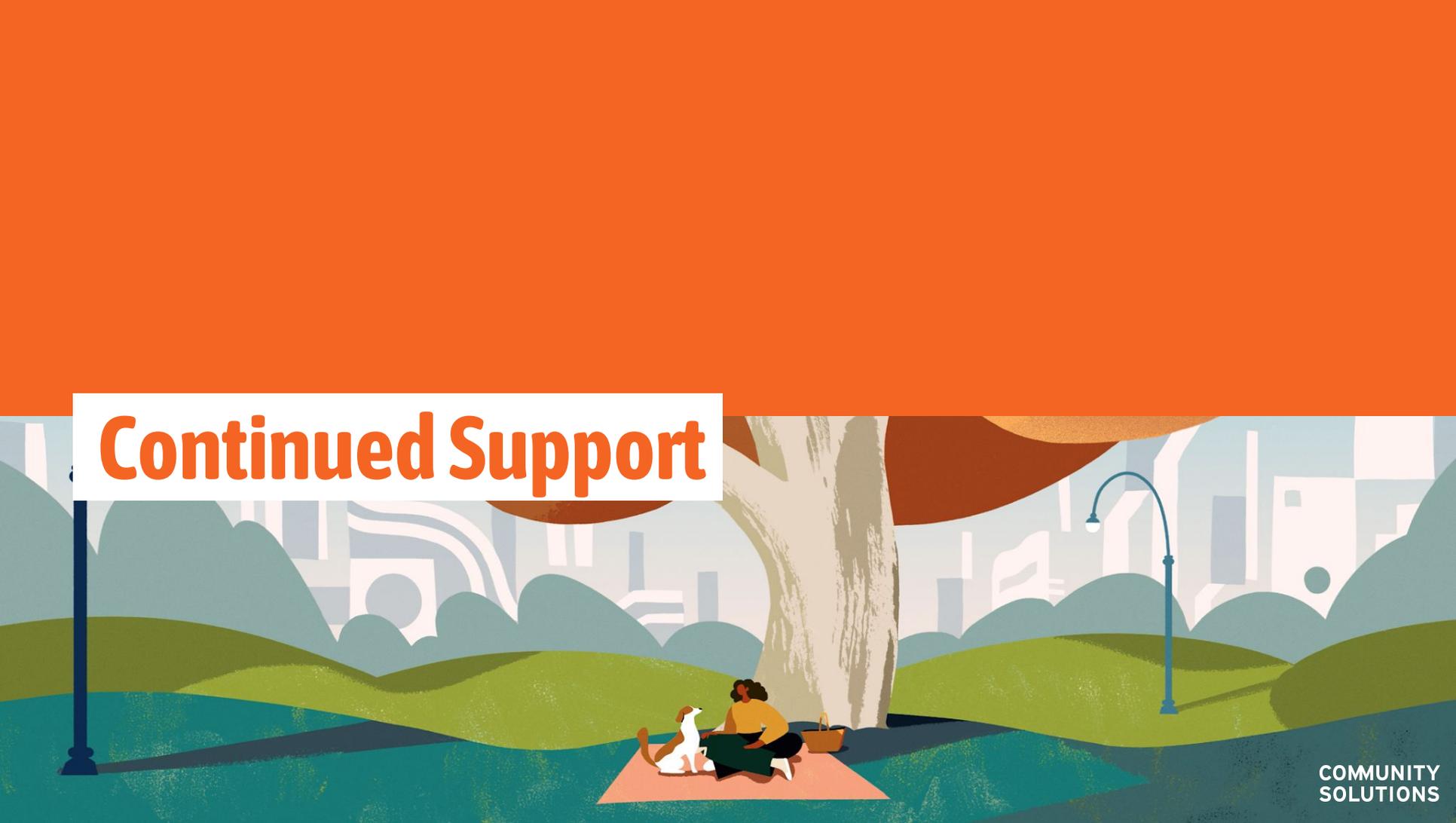
Average LOT to Housing for heads of households based on their Approximate Start Date of Homelessness as All Clients.	Non-Chronic	All HoHs
Non-Veteran	117.00	117.00
All HoHs	117.00	117.00
Average LOT to Housing for heads of households based on their first enrollment as All Clients.	Non-Chronic	All HoHs
Non-Veteran	67.80	67.80
All HoHs	67.80	67.80

- Average of LOT for those who have been housed (**LOT to Housing Details tab-Outflow report**)

Client Uid	BFZ Household Type	HH Type Based on Enrollment	Exit Destination	Approx Start	First Entry	Exit Date	Housing Move-in Date	Housing Date	LOT Move-in (Approx Start)	LOT Move-in (First Entry)
37243	Single Adults	Single Adult		12/02/2022	03/13/2023		04/15/2023	04/15/2023	134	33
37153	Single Adults	Single Adult	no ongoing housing	03/07/2023	03/13/2023	04/09/2023		04/09/2023	33	27
35738	Families	Single Adult Parent	other ongoing housing	11/18/2022	12/13/2022	04/03/2023		04/03/2023	136	111
35739	Families	Single Adult Parent	other ongoing housing	11/18/2022	12/13/2022	04/03/2023		04/03/2023	136	111

$$\frac{(33+27)}{2} = 30$$

# Continued Support

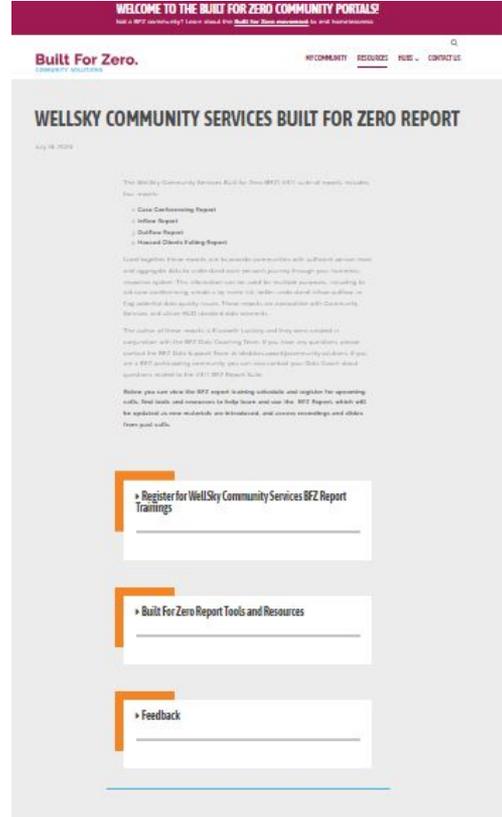
An illustration of a person with dark hair, wearing a yellow shirt and dark pants, sitting on a pink blanket on a grassy hill. A white dog with brown spots is sitting next to them. A picnic basket is on the blanket. In the background, there is a large tree, rolling green hills, and a stylized city skyline with blue and white buildings. A blue street lamp is visible on the right. The sky is a solid orange color.

# We have a website!



## WellSky Community Services BFZ Report

You can find documents, presentations, recordings, and all other things BFZ report suite on our website.



# Virtual Trainings

Same content, different date!

**Wednesday, August 16**, 12pm-2pm PT /  
2pm-4pm CT / 3-5pm ET ([Registration Link](#))



# Virtual Trainings

## BNL Data Quality Workshop

Learn how to use your reports to improve your BNL data quality!

**Wednesday, August 22nd**, 10-11:30am PT/  
12-1:30pm CT / 1-2:30pm ET ([Registration Link](#))

*FYI - this training will be very hands-on. You will want to have your reports downloaded and ready to work with for the training.*



# Feedback Form

A place for you to **continuously** provide feedback, ask questions, and request support from a BFZ Data Coach.

*The link to this form is available on the website!*



# Training Survey

**With our remaining time, we are going to ask you to take a survey!**

Not only do we want to hear your feedback, we want to hear about what other materials and trainings that **you need to successfully implement these reports** in your community.





**Thank You**

**COMMUNITY  
SOLUTIONS**