

Community Services BFZ Report Suite

V4.11

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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 and outflow, or flag potential data quality issues. These reports are compatible with Community Services and utilize HUD standard data elements.

The author of these reports is Elizabeth Lockley and they were created in conjunction with the BFZ Data Coaching Team. If you have any questions, please contact the BFZ Data Support Team at bfzdatasupport@community.solutions. If you are a BFZ participating community, you can also contact your Data Coach about questions related to the V4.11 BFZ Report Suite.

If you need an 508-compliant version of this document, please contact bfzdatasupport@community.solutions.

Latest Updates

Corrections and Clarifications to the manual:

- Clarified that when setting the reporting group in the report parameters the user is unable to add a single project to the reporting group. Reporting groups must be created in the WellSky platform and then can be selected in Business Objects (*Report Section: Running the Report; Correction made September 2023*).
- Clarified that the user can adjust the lookback period to any time period by editing the report parameters (*Report Section: Report Logic and Assumptions; Correction made September 2023*).
- Clarified that the report moves someone to inactive 3 months not 90 days after they are exited to an inactive destination (*Report Section: Report Logic & Assumptions; Correction made September 2023*).
- Clarified that the most recent data will be pulled into the data fields that determine chronicity (Approximate Date Homelessness Started, Number of Months Homeless, Number of Times Homeless, and Disability) **regardless** of if that project is included in the reporting group. (*Report Section: Report Logic & Assumptions; Correction made September 2023*).

Changes to the manual:

- Added a description of the color coding on the First Entry Last Exit tab (*Report Section: Case Conferencing Report; Correction made September 2023*).
- Updated all the links to the [BFZ Reporting Reference](#) guide to the recently updated version as of August 2023. The document contains clarification and additional details on how BFZ defines populations and subpopulations.
- Removed Appendix B and moved information about how to use the report suite to report BFZ metrics to a separate document available [here](#).

Table of Contents

INTRODUCTION.....	1
A. REPORT OVERVIEW.....	5
1. Overview.....	5
How to use this manual.....	5
General report guidance and use.....	5
How to navigate to reports in Community Services platform.....	6
Running the reports.....	6
Access levels needed.....	6
Selecting reporting group to include.....	6
Report parameters.....	7
2. Report Logic & Assumptions.....	9
Inactivity.....	9
Built-in inactive period.....	9
Adjusting the inactive period.....	9
Chronic and Chronic Age-In.....	10
Lookback period.....	10
B. REPORT DETAILS.....	12
1. Case Conferencing Report.....	12
General Report Guidance and Use.....	12
Report Details.....	13
Person-level detail tabs.....	13
Additional Information Tabs.....	16
2. Inflow Report.....	18
General Report Guidance and Use.....	18
Report Details.....	19
Summary Tabs.....	19
Person-Level Detail Tabs.....	20
Additional Information Tabs.....	21
3. Outflow Report.....	23
General Report Guidance and Use.....	23
Report Details.....	24
Summary Tabs.....	24
Person-Level Details Tabs.....	26
Additional Information Tabs.....	27
4. Housed Clients Exiting Report.....	29
General Report Guidance and Use.....	29

Report Details.....	30
Person-level detail tabs.....	30
Additional Information Tabs.....	31
C. REPORTING BUILT FOR ZERO METRICS.....	32
Reporting Overview.....	32
Population status.....	33
Subpopulation Status.....	34
Calculating Length of Time from ID to Housing.....	35
Using Pivot Tables to report BFZ Metrics.....	35
D. APPENDICES.....	36
Appendix A: Exit Destinations & BFZ Status Crosswalk.....	36
Appendix B: Column Appearance and Placement by Report and Tab.....	38

A. REPORT OVERVIEW

1. Overview

How to use this manual

This manual provides detail on the reports included in the Built for Zero (BFZ) v4.11 suite, including how they are set up, how to use them, and the specific logic built into each report. This manual is a living document and will be updated as we learn more about how the report suite is being used. All updates are listed in the **Latest Updates** section on page 2.

Recommendations for how to read this manual:

1. First, read **Section A: Report Overview** in its entirety to better understand how each report is structured.
2. **Section B: Report Details** provides an in-depth review of all reports in the reporting suite (*Case Conferencing Report, Inflow Report, Outflow Report, and Housed Clients Exiting Report*).
 - a. The report details sections are written standalone. In other words, it is not necessary to read the inflow report to understand the outflow report. For that reason, it is recommended to view the **Report Details** sections as guides you can reference as you explore all or some of the reports.
3. **Section C: Reporting Built for Zero Metrics** is written for Built for Zero participating communities. This section provides detailed information and steps to help guide communities using this report suite to report the Built for Zero metrics.

Throughout the report you will see tips and notes to highlight areas that need a little extra attention:

 Text in orange boxes are notes and reminders to keep top of mind

 Text in green boxes are tips for BFZ communities using the report suite.

General report guidance and use

The Built for Zero v4.11 report suite is the most up to date version of the BFZ reports available in Community Services' reporting platform. These reports use HUD data elements and have built-in queries and logic that help a community to identify how people are moving through your homeless response system. The report suite was designed to help communities create by-name lists and report monthly BFZ metrics. More information about BFZ metrics can be found in the [BFZ Reporting Reference Guide](#).

Each report identifies those experiencing chronic homelessness and veterans based on HUD data elements. The reports also identify a variety of household types based on program enrollment records, relationship to head of household, and age. Finally, the reports help to track individuals' movement through homelessness by identifying those that are:

1. Entering the system, as either newly identified or returning to homelessness,
2. Exiting the system to either housing or inactivity and,
3. Those who are actively homeless as of the last day of the reporting period.

👉 **The report references 2022 HUD Data Elements** and will be updated as needed to reflect changes in 2024 HUD Data Elements. Updates will be noted in the **Latest Update** section for this manual.

How to navigate to reports in Community Services platform

The reports are accessed in Business Objects through the HMIS portal. To view these reports, navigate to Business Objects > Folders > Public Folders > Live Folder > Community Solutions Custom Reports > Built for Zero v4.11. There are 4 separate reports in the suite and each report must be generated separately.

- **Built for Zero Case Conferencing v4.11**
- **Built for Zero Inflow Report v4.11**
- **Built for Zero Outflow Report v4.11**
- **Built for Zero Housing Clients Exiting v4.11**

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

Running the reports

Access levels needed

A System Admin license is required to run the reports.

Selecting reporting group to include

Determining the reporting group(s) to use is an integral step in producing a report that includes comprehensive, system wide data. The reporting group(s) should include the HMIS projects that are used to track individual enrollments in projects that serve those who are literally homeless¹ and housing projects² that serve formerly homeless individuals. The reporting group(s) should

¹ BFZ defines HMIS project types that serve those experiencing literal homelessness as street outreach, emergency shelter, safe haven, transitional housing, day shelter, and coordinated entry projects. System Administrators should consider how projects are defined locally when selecting the reporting group.

² BFZ defines HMIS housing projects that serve formerly homeless individuals as permanent supportive housing, rapid re-housing, and other permanent housing projects. System Administrators should consider how projects are defined locally when selecting the reporting group.

not include projects that only serve those at risk of homelessness or those that HUD does not define as literally homeless, such as Prevention, Diversion, and Services Only projects. The report has built-in logic to differentiate between an individual that is housed via a housing project and an individual that is enrolled in a housing project, but not yet housed.

👉 **Street Outreach Data Quality** should be considered when determining which projects to include in the reporting group(s). SO projects should always be included in the reporting group(s) if people involved in SO are **not dual enrolled** in another literally homeless project (such as a coordinated entry project).

The report is set up to include data pulled from active HMIS projects. If a project has been deactivated, but still has open enrollments, that data will not pull into the reports. The reporting group(s) should be updated as needed to account for new projects or changes in project set up.

Report parameters

Report parameters will need to be set for each of the four reports in the suite. The parameters and tips for responding are listed below:

- **Reporting Group** - Select reporting group(s) to include in the report.
- **Show Names** - Provides the option to include or exclude first and last name and date of birth in the report.
- **Client Location** - This is an optional prompt, used only by CoCs which have multiple CoCs in one Community Services installation that may be served by the same providers. If left blank, it will pull all individuals served by providers in the reporting group. If used, it will limit the data to the individuals in the selected CoC.
- **Effective Date** - Day **after** the last day of the reporting period - ex. For a February 2023 report, enter 3/1/2023.
- **EDA Provider** - */leave blank/*
- **Beginning of Lookback Period** - A specified date **before** the effective date entered above. Used to establish a list of those who were enrolled within the time period prior to the report effective date. This parameter is a factor in determining returns vs newly identified. We recommend starting with a two year lookback period anchored to the effective date (i.e. if the effective date is 6/1/2023, the lookback date is 6/1/2021). See the [Lookback Period section](#) for more detail.
- **Two months before effective date** - Date two months **before** the effective date entered above.
- **Four months before effective date** - Date four months **before** the effective date entered above.

The images below show examples of how the report parameters are set up for all four reports:

Case Conferencing

Prompts ⌵

Search

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

Reporting Group ⌵

Search or enter value(s) manually +

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

Mandatory (5) Reset All Run Cancel

Inflow & Outflow

Prompts ⌵

Search

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

Two Months Before Effective Date (1)
3/1/2023 12:00:00 AM

Four Months Before Effective Date (1)
1/1/2023 12:00:00 AM

Reporting Group ⌵

Search or enter value(s) manually +

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

Mandatory (7) Reset All Run Cancel

Housed Clients Exiting

Prompts ⌵

Search

Reporting Group (3)
CS report(43); FY 22 PSH DQ(67); FY 22 RRR 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-

Reporting Group ⌵

Search or enter value(s) manually +

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

Mandatory (4) Reset All Run Cancel

2. Report Logic & Assumptions

Inactivity

Built-in inactive period

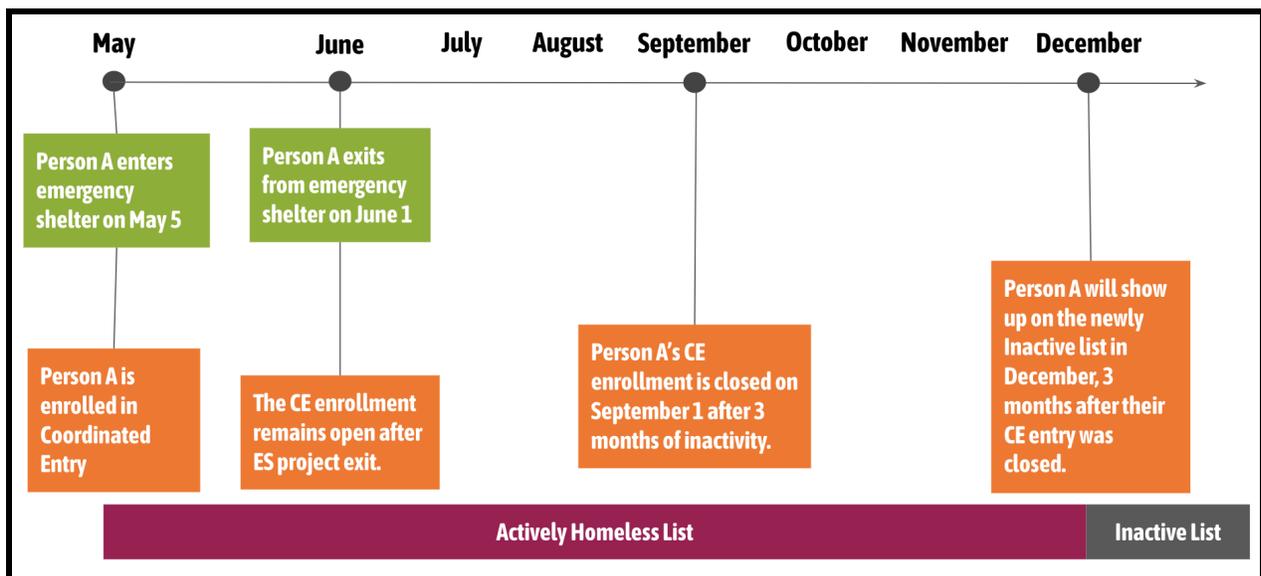
The report has a 3 month inactive period built in, based on the number of days since the last project exit date (for those with no open enrollments). Any person with an open enrollment in a project tracking individuals experiencing literal homelessness and who does not have a housing move-In date recorded will remain on the active list. A move to inactive status is triggered when 3 months have passed since a project exit to an inactive destination (see [Appendix A](#)) and the individual has no other open project enrollments.

Clients who exit to an inactive destination and have no other open project enrollments will remain on the Actively Homeless list until 3 months pass from their last project exit date. If within that 3 month period they are re-enrolled into a project serving literally homeless individuals they will continue to show up on the Actively Homeless list and the 3 month inactivity count will end. However, if someone exits to an institutional destination or passes away they will be moved to the inactive list immediately. For more information about the outflow to inactive report logic and which exit destinations constitute inactive outflow see the [Outflow section](#) and [Appendix A](#).

Adjusting the inactive period

Since the inactive period built into the report logic is based on project exit date, it may be necessary to review your community's inactive policy and determine if it aligns with how this report will show that individuals are moving to inactivity.

As represented in the visual below, if your community's inactive policy dictates that an individual's project enrollment stays open for 3 months after their last recorded interaction with the homeless response system, this report will only pull that individual into the newly inactive category 3 months after the project exit - essentially extending the inactive period to 6 months.



If your community has a 3 month auto-exit feature set up (i.e. an individual is automatically exited from a project enrollment after 3 months of no activity to their last day of activity) the report will work as designed and pull those individuals into the Newly Inactive list appropriately. More information about the auto-exit feature can be found in the [2022 HMIS Data Standards](#) (3.11 Project Exit Date).

If your community has a different inactive timeline and/or does not use the auto-exit feature, it is possible to change the inactive period by customizing the report. Please contact bfzdatasupport@community.solutions for more information about customizations.

Chronic and Chronic Age-In

All of the reports in the suite include a field to designate chronic status. The report uses the 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

The reports in the suite also identify when and if an individual has become chronic during their current episode of homelessness by using a Chronic Age-In calculation. The "Chronic Aging Date" column is populated with the date 1 year from the client's most recently entered approximate start date **OR** the date 1 year from the project entry date if the project entry date is prior to the approximate start date (to account for multiple project enrollments with conflicting data). The "Age-In to Chronic" column in the Inflow and Case Conferencing report identifies if a client has aged into chronicity during the current reporting period.

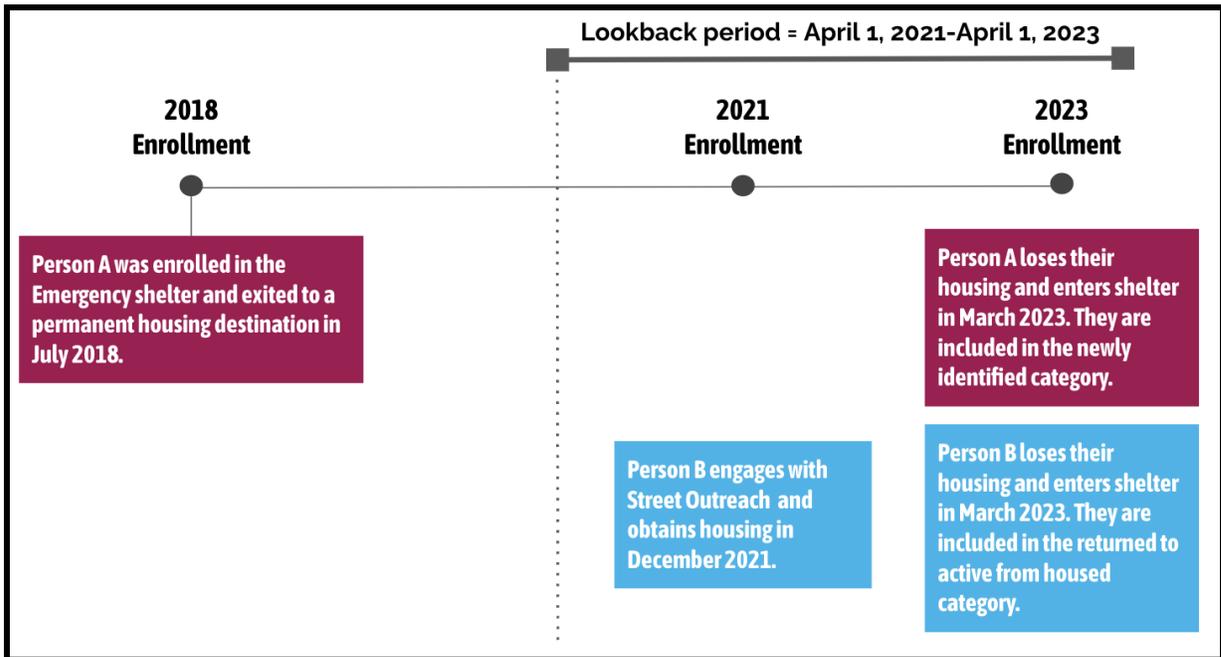
👉 When an individual has multiple project enrollments pulling into the report, the data elements that calculate chronicity will reference the most recently entered information for any enrollment that person has in HMIS **regardless of if that project is in the reporting group**. There are cases in which an individual's chronic status across different project enrollments may differ, primarily in situations where the chronic age-in date references the project start date of an enrollment that has been open for over 365 days.

Lookback period

To determine when people return to homelessness, the inflow and outflow report uses a lookback report to reference previous enrollments in literally homeless and housing projects. As is described further in the [inflow section](#), the difference between a newly identified entry and a return is determined by the lookback period.

The visual below describes how previous enrollments impact new enrollments with a two year lookback period. Person A exited to permanent housing almost three years prior to the start of the lookback period and will be included in the inflow report as newly identified. Person B exited

to permanent housing within the two year lookback period and will be included in the inflow report as returned to active from housing.



💡 BFZ Tip: As noted in the [Report Parameters](#) section, the Lookback period can be adjusted to create a shorter or longer window for capturing returns to your system. Discuss this with your team to see what makes the most sense for your community. The lookback period should be used consistently month over month to ensure consistency over time.

B. REPORT DETAILS

1. Case Conferencing Report

General Report Guidance and Use

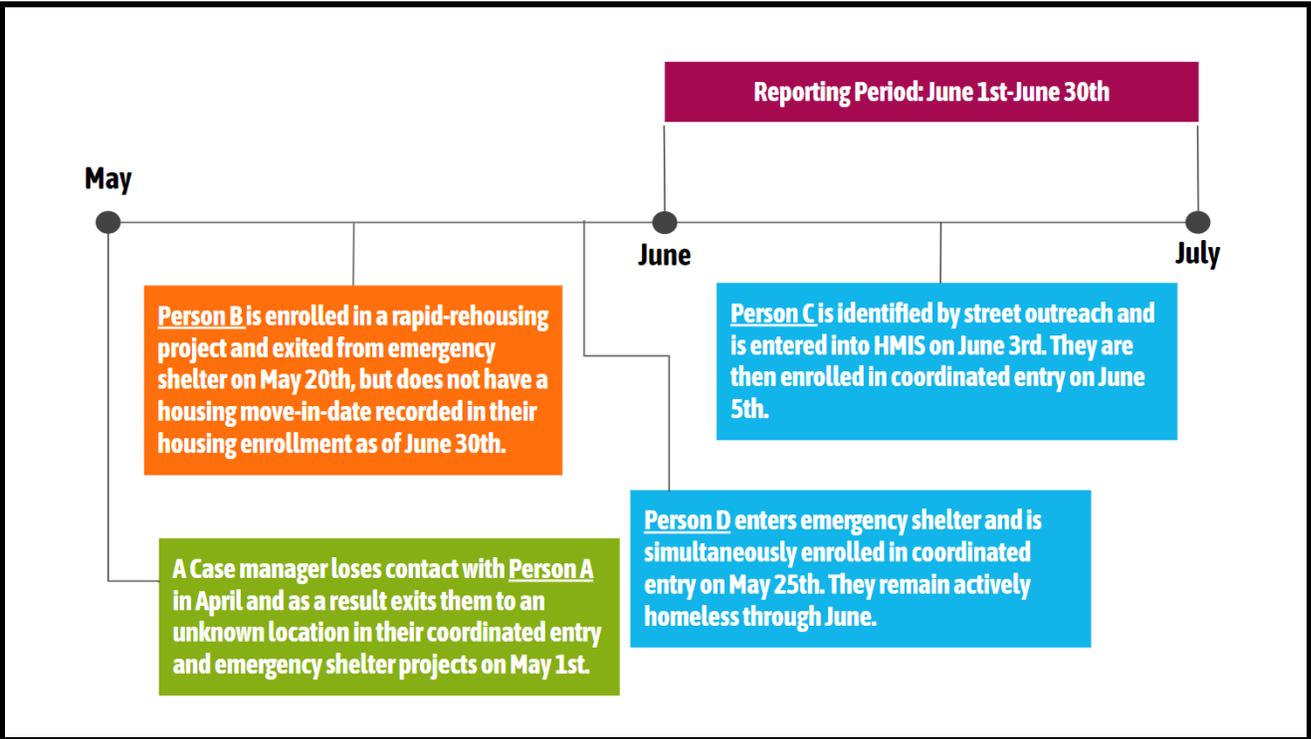
The **BFZ Case Conferencing Report** reports information about all people who are actively experiencing homelessness during the reporting period. The aim of this report is to provide community teams detailed information about people and households for the purpose of case conferencing and other care coordination practices. BFZ Case Conferencing Report v4.11 enables the user to report the **actively homeless** metric as described in the [BFZ Reporting Reference Guide](#).

How does the report work?

The active list pulls a list of all individuals that meet at least one of the following criteria:

1. People who are **enrolled in a project that serves individuals who are literally homeless**.
2. People who have **recently exited a project to an inactive destination**. These 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. People who are **enrolled in a housing project, but do not have a housing move-in date recorded**.

The visual below shows examples of four individuals that would be categorized as actively homeless in the reporting period (June):



👉 The ***Active Client Details*** tab on the three reports (case conferencing, inflow, outflow) should list the same people, but the specific information reported about each person will differ slightly across the reports.

Report Details

Person-level detail tabs

The case conferencing report has five person-level detail tabs 1) the *Active Client Details*, 2) *Active Clients Details for Viz*, 3) the *Lookback Details*, 4) *Lookback Details for Viz*, and 5) *First Last Entry Exit*. Each tab presents different levels of information about someone's journey through your homelessness response system. In the *Active Client Details* and *Lookback Details* tabs, one row of data represents a project enrollment, meaning that people may have multiple rows of data if the person has multiple project enrollments in HMIS.³ In the *First Last Entry Exit* tab, there is only one row for each person on the active list.

1. Active Client Details Tab

This tab will be your **main source** of information for the case conferencing report. The data fields included in each tab can be found in [Appendix B](#).

👉 A note about **Housing Move-In-Date (HMID)**: due to the structure of Community Services reporting, only the most recent HMID will be pulled into the project enrollment records. HMIDs are only recorded for heads of households.

This means that the HMID may not be related to the person's current episode of homelessness. If a person has a HMID that predates their enrollment into the project, then that person/household returned to homelessness from housing.

The *Active Clients Details* tab in the case conferencing report has **built-in color coding** to help communities sort and filter individual records by their project enrollment(s). The color coding key is located at the top of the tab and includes four different categories.

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

³The text "#MULTIVALUE" will appear for program enrollment data fields that refer to or are calculated using information about the first or last program enrollment of a person. For example, you may see this value for data fields such as Last Entry Date, First Exit Date, Last Exit Destination, and Last Provider Enrolling. This value generally stands for **multiple answers** and indicates that there were multiple program enrollments or exits on the same day.

- 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.
- Records highlighted in **bright green** identify individuals that have an enrollment in a housing project, but are still categorized as actively homeless.
- Records with **red text** identify potential duplicate records. The report flags a potential duplicate if clients with two different client IDs have the same name, date of birth, and social security number.



BFZ TIP: Utilize the color coding programmed into the *Active Clients Details* tab to improve the accuracy of your data! Here are some suggestions for how you can audit individual level information using the color coding:

- For people showing up as **pale aqua**, assess why they are enrolled in coordinated entry, but no other programs serving individuals experiencing literal homelessness.
- For people showing up as **bright yellow**, assess why they are connected to projects serving literally homeless individuals, but not coordinated entry.
- For people showing up as **bright green**, assess why these individuals are showing up as actively homeless if they are in a housing project.
 - Are they housed and missing a housing move-in date?
 - Do they need to be exited from other program enrollments?
 - Has the head of household been exited, but other family members remain open in a project?



BFZ TIP: The *Active Clients Details* tab includes a field called Highlight Status, which is a text field that describes the color coding of each row. This field can be helpful for creating pivot tables and calculations to understand how many individuals are showing up in the color categories.

2. Lookback Details Tab

The *Lookback Details* tab provides limited information about previous and current episodes of homelessness for those on the actively homeless list within the [lookback period](#). For example, the screenshot below assumes that the reporting period is January 2023 and there is a lookback period of two years. The *Lookback Details* tab not only shows the coordinated entry project that client 3524 is currently enrolled in, but a past enrollment into an emergency shelter project from 2022.

Example January 2023 Lookback and Active Client Details Tabs

Lookback tab = current + previous enrollments					
A	B		C	D	E
Client Uid	Entry	Exit	Provider	Program Type	Entry
	Date	Date			Date
3524	08/02/2022	09/26/2022	Catholic Charities St. Francis Family Sh	Emergency Shelter (HUD)	
3524	04/01/2022		Danville Coordinated Assessment(103)	Coordinated Entry (HUD)	

Active Client Details tab = current enrollments						
Client Uid	Entry Date	Entry	Exit	Housing Move-in Date	Exit Destination	Provider
		Date	Date			
3524	04/01/2022					Danville Coordinated Assessment(103)
						Coordinated Entry (HUD)

This example uses test data from a fictitious CoC.

3. First Last Entry Exit Tab

The First Last Entry Exit tab provides a **deduplicated** list of clients from the actively homeless list and limited project information about the first entry, last entry, first exit, and last exit during the lookback period for each client.

Like the *Active Clients Details* tab, the *First Last Entry Exit* tab in the case conferencing report also has **built-in color coding** to help communities sort and filter individual records for those that are actively homeless.⁴ The color coding key is located at the top of the tab and includes five different categories:

- Records highlighted in **purple** identify individuals that only have one open program enrollment with an entry date over 1 year prior to the report effective date.
- Records highlighted in **light pink** identify individuals that only have one open program enrollment with an entry date within 1 year of the report effective date.
- Records highlighted in **mint green** identify individuals that exited a program serving those that are literally homeless to an inactive destination, but are not yet showing up as inactive. These individuals will be moved to inactive by the date in the Potential Inactive Date column if they are not enrolled in another program serving those that are literally homeless.

⁴ Some limited data from this tab is also included in the Active Client Details tab in the columns labeled first and last entries and exits. If a client was enrolled or exited from multiple projects on the same day in the past, they may have #MULTIVALUE for some of these data fields. This is simply to show that there are multiple values recorded on the same day.

- Records highlighted in **bright yellow** identify individuals whose last exit was to an inactive destination. These individuals either returned from inactive in the current or a previous reporting period or have a previous exit to an inactive destination, but continue to show up as active because of an open enrollment.
- Records highlighted in **blue** identify individuals whose last exit was to a permanently housed destination. These individuals either returned from housing in the current or a previous reporting period or were exited to a permanent housing destination but continue to show up as active because of an open enrollment.



BFZ TIP: Utilize the color coding programmed into the *First Last Entry Exit* tab to investigate potential data quality errors. Here are some suggestions for how you can audit row-level information using the color coding:

- For people showing up as **purple**, assess if these individuals are still connected to the system. If they aren't, use this list to identify who needs to be exited from HMIS to either the inactive or housed status.
 - The **light pink** color can be used in a similar way as **purple**, but will show those with more recent program enrollments.
- For people showing up as **mint green**, assess if these individuals need to be enrolled in another program if they are actively receiving services to keep them from becoming inactive. This filter can also be used to identify who will become inactive in future reporting periods.
- The **blue** and **bright yellow** color filters can be used in numerous ways. For example, they can be used to identify who on the active list has been inactive or has been housed at some point in their history within the system. It can also identify potential data quality errors for individuals who should be classified as housed or inactive, but continue to show up as active on the list because of an open program enrollment.

4. Viz tabs

The case conferencing report has two viz tabs 1) *Active Client Details for Viz* and 2) *Lookback Details for Viz*. The viz tabs list the same row-level information, but they differ in a few ways from their corresponding tabs (*Active Client Details* and *Lookback Details*).

1. All the *Viz* tabs are de-identified, meaning all personally identifying information (first name, last name, social security, and DOB) is removed.
2. Row 1 of all the *Viz* tabs contain the column headers of the fields instead of the report name and description of the color coding.

These tabs are designed to be imported into data analysis or visualization tools like Tableau or Excel.

Additional Information Tabs

These tabs include additional information that can be used in analyzing and reporting, but are primarily used as reference lists.

TAB NAME	DESCRIPTION
Disabilities	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.
Providers & Clients	Counts the number of people enrolled in a project by provider for those that are active during the reporting group (the Active table) and across the lookback period (the Lookback table).
Additional Information	Descriptive information about the report parameters and detailed code of queries used in the report.
Report Date	Metadata about the report designed to be extracted automatically by Tableau Prep or another data prep tool.



BFZ Tip: The Providers and Clients tab provides a view to quickly see how many clients are enrolled in each project and which providers are included in the report.

2. Inflow Report

General Report Guidance and Use

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. The aim of this report is to provide community teams detailed information to report, analyze, and monitor inflow into your homeless response system on a monthly basis. The report logic was designed to match the [BFZ Reporting Reference Guide](#).

BFZ Inflow Report v4.11 enables the user to report the **three** BFZ inflow metrics:

1. **Newly Identified:** identifies people who are entering your homeless response system for the first time since the start of the [lookback period](#).
 - o **Newly Aged into Chronic status:** In addition to those that enter your homeless response system as chronically homeless, the report also identifies people who have been experiencing homelessness and met the criteria of chronic homelessness during the reporting period. In BFZ reporting, the Newly Identified Chronic and Chronic Age-in are both reported as Newly Identified Chronic.
2. **Returned from Housed:** identifies people who previously exited your homeless response system to a permanent housing destination within the [lookback period](#) and returned to active homelessness within the reporting period.
3. **Returned from Inactive:** identifies people who previously became inactive within your homeless response system within the [lookback period](#) and returned to active homelessness within the reporting period.

 **REMINDER:** If someone shows up on the newly identified list it they are newly identified based on the [lookback period](#). They may have been active in the system years ago, but if they were not active within the lookback period they will show up as newly identified.

How does the report work?

To determine inflow, the reporting logic compares the active list for the previous period and the active list for the current period and identifies those that were not on the previous period's list as inflow for the current month. For example, if the reporting period is the month of March, the report pulls the active list for February and compares that list to the March active list. Those that are on the March list, but not on the February list are designated as inflow.

Report Logic & Assumptions

How does the report identify the difference between newly identified inflow and returns?

- The inflow list is compared to the lookback period list and any individual that is not on that list is designated as **newly identified**.

- Any person who is on the inflow list and included in the lookback period list with an exit to a permanent housing destination is categorized as **returned to active from housed**.
- Any person who is not categorized as newly identified or returned to active from housed is designated as **returned to active from inactive**.

How does the report take into account overlapping enrollments?

- **Clients will not be considered inflow** if they are already actively homeless and are enrolled in a new project during the reporting period

Report Details

Summary Tabs

There are six summary reporting tabs in the inflow report. These tabs present a total count of people that are actively experiencing homelessness and entered homelessness in the reporting period by *subpopulation (chronic and veteran)* and *demographic information (age, race/ethnicity, gender)*. The summary tables can be a useful view of the total number of people who are active and/or entered your system during the reporting period, rather than row-level details. All summary tables reflect the total number of individuals, not the total number of enrollments.



BFZ Tip: Please see the [Reporting BFZ Metrics](#) chapter of this manual for more information on how to use the summary tables and details tabs to calculate BFZ metrics for populations and subpopulations. If you are a BFZ participating community, you can also contact the Data Coaching team for more guidance on how to report monthly BFZ metrics.

Each summary tab has five distinct tables:

1. Counts of individuals that are **actively homeless** during the reporting period.
2. Counts of individuals that **have aged into chronicity** during the reporting period.
3. Counts of individuals that **are newly identified as homeless** during the reporting period.
4. Counts of individuals that **returned from housing** during the reporting period.
5. Counts of individuals that **returned from inactive** during the reporting period.

Format of All Clients Reporting Tables in Inflow Report

Built For Zero Inflow Report v04.11 All Clients for CS report(43);FY 22 PSH DQ(67);FY 22 RRH DQ(66) All Locations for Active Period 4/1/23 to 5/1/23, Looking back to 5/1/21 Execution Time 24 seconds. Run by danville_live:elockley on 5/17/23.			
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

Person-Level Detail Tabs

There are **four person-level detail tabs in the inflow report**. The tabs present row-level information of people that are actively experiencing homelessness and those that entered homelessness in the reporting period, broken down by inflow category. One row of data represents one person's project enrollment, meaning that people may have multiple rows of data in the person-level details tab. The information included in each tab can be found in [Appendix B](#).

These tabs can be useful to understand more about an individuals' journey through your homeless response system and for aggregating person-level information to track performance metrics - including the [BFZ monthly metrics](#).

TAB NAME	DESCRIPTION
Active Client Details	Information about all individuals actively experiencing homelessness as of the last day of the reporting period. This tab also includes a column indicating if someone has aged into chronicity over the course of the reporting period.
New Client Details	Information about all individuals considered newly identified during the reporting period.
Housed Return Details	Information about all individuals that returned from a housed destination to active homelessness over the reporting period. <i>This tab includes the most recent enrollment(s) that denote a return, along with past enrollments within the lookback period.</i>
Inactive Return Details	Information about all individuals that returned from an inactive destination to active homelessness over the reporting period. <i>This tab includes the most recent enrollment(s) that denote a return, along with past enrollments within the lookback period.</i>
Viz Tabs <i>Active Clients for Viz</i> <i>New Clients for Viz</i> <i>Housed Returns for Viz</i> <i>Inactive Returns for Viz</i>	All viz tabs are designed to be imported into data analysis/visualization tools like Tableau or Excel. These tabs contain identical information as the client details tabs, with the following changes: <ul style="list-style-type: none"> • They are de-identified (<i>stripped of all personally identifying information like name, social security, and DOB</i>) • They include 2 additional columns not in the companion client details tabs: <ul style="list-style-type: none"> ○ Report date - the effective date of the report (as defined in the parameters section of this manual) ○ Report unique - the client unique ID followed by ** and a serialized date. This column provides a report-specific client identifier for data analysis.

Additional Information Tabs

These tabs include additional information that can be used in analyzing and reporting, but are primarily used as reference lists.

TAB NAME	DESCRIPTION
Inflow Client Details	Detailed information about all individuals that were classified as inflow over the reporting period.
Previous Month Active Details	The previous month's active list as of the current report date (any data clean up from the previous month will be reflected in this list).
Providers and Clients	Count of clients enrolled in each provider for each inflow category with tables for Active, Active Last Month, Lookback, New Clients, Housed Returns, Inactive Returns.
Additional Information	Descriptive information about the report parameters and detailed code of queries used in the report.
Report Date	Metadata about the report designed to be extracted automatically by Tableau Prep or another data prep tool.



BFZ Tip: The **Providers and Clients** tab provides a view to quickly see how many clients are enrolled in each project and which providers are included in the report.

3. Outflow Report

General Report Guidance and Use

The **BFZ Outflow Report v4.11** 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. The aim of this report is to provide community teams detailed information to report, analyze, and monitor outflow from your homeless response system on a monthly basis. The report logic was designed to match the [BFZ Reporting Reference Guide](#).

BFZ Outflow Report v4.11 enables the user to report the **three** BFZ outflow metrics:

1. **Housing Placements:** identifies people who move into a [permanent housing situation](#) during the reporting period and/or has a recorded housing move-in-date in a housing project.
2. **Length of Time to Housing:** the report calculates the length of time it takes for a client to move into permanent housing in two ways. For recommendations for how to use these fields to report the length of time metric to BFZ, please refer to the [Reporting BFZ Metrics](#) section of the report.
 - a. **Length of time from identification (approximate start date) to housing:** the difference in days between the person's *Approximate Start Date of Homelessness* and the *Housing Move-In Date* or *Project Exit Date* when the *Destination* is a permanent housing situation.
 - b. **Length of time from identification (earliest entry period) 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.
3. **Moved to Inactive/Newly Inactive:** identifies anyone for whom 3 months have passed since a project exit to an inactive destination **and** has not re-appeared in any projects serving those who are literally homeless. Moved to inactive also identifies individuals who move into institutional settings or pass away. See the [Reporting Logic and Assumptions section](#) below for more information on how inactivity is determined for different situations. .

How does the report work?

To determine outflow, the reporting logic compares the active list for the current period and the active list from the previous period and identifies those who are no longer on the active list in the current period as outflow. For example, if the reporting period is the month of March, the report pulls the active list for February and compares that list to the March active list. Those that are on the February list, but not on the March list are designated as outflow.

Reporting Logic & Assumptions

- **How does the report identify the difference between outflow to a housed destination and outflow to inactive?**

- All individuals that have an exit during the reporting period to a housed destination are categorized as Moved to Housed, the remaining clients on the outflow list are categorized as Moved to Inactive.
- **How does the report take into account overlapping enrollments?**
 - **Clients will not be considered housed if** they have any other open enrollments in any projects that serve those that are literally homeless. For example, if a person is enrolled in a rapid-rehousing project, but the emergency shelter the person currently resides in doesn't exit them to housing, then the person will continue to be categorized as actively homeless.
 - **Clients will not be moved to inactive if** they are open in any program enrollments that serve those that are literally homeless. For example, if a client is known to have moved out of a community and are exited to the "no exit interview completed" exit destination in their coordinated entry project, but have an open enrollment in a street outreach project they will continue to be categorized as actively homeless.
- **How does the report categorize destinations to institutional situations?**
 - If a person exits to an [institutional destination](#) within the reporting period, **they will be designated as inactive the same month they exit to an institution**. In contrast, if someone exits to an unknown destination they will be categorized as inactive 3 months after they exit.
 - **If it is known that someone is going to be in an institutional setting for a temporary period of time** (BFZ recommends defining a "short period of time" as fewer than 3 months) then 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.
- **How does the report categorize someone who passed away?**
 - In the unfortunate case that someone passes away while on the active list, that person will be categorized as inactive the month that they pass away.

Report Details

Summary Tabs

There are six summary reporting tabs in the outflow report. These tabs present a total count of people that are actively experiencing homelessness and exited homelessness in the reporting period by [subpopulation \(chronic and veteran\)](#) and [demographic information \(age, race/ethnicity, gender\)](#). The summary tables can be useful for when you need to see the total number of people who are active and/or exited from the system rather than row-level details. All summary tables reflect the total number of individuals, not the total number of enrollments.



BFZ Tip: Please see the [Reporting BFZ Metrics](#) chapter of this manual for more information on how to use the summary tables and details tabs to calculate BFZ metrics for populations and subpopulations. If you are a BFZ participating community, you can also contact the Data Coaching team for more guidance on how to report monthly BFZ metrics.

Each summary tab has five distinct tables:

1. Counts of individuals that are **actively homeless** in the reporting period.
2. Counts of individuals that **exited the system to housing** in the reporting period.
3. **Average length of time to housing by Approximate Start Date indicators** for those that exited to housing within the reporting period.
4. **Average length of time to housing by first enrollment indicators** for those that exited to housing within the reporting period.
5. Counts of individuals that exited the system **to inactivity** in the reporting period.

Format of All Clients Reporting Tables in Outflow Report

Built For Zero Outflow Report v04.11 All Clients for CS report(43);FY 22 PSH DQ(67);FY 22 RRH DQ(66) All Locations for Active Period 4/1/23 to 5/1/23, Looking back to 5/1/21 Execution Time 23 seconds. Run by danville_live:elockley on 5/17/23.			
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

Person-Level Details Tabs

There are **four person-level detail tabs in the outflow report**. One row of data represents one person's program enrollment, meaning that people may have multiple rows of data in the person-level details tab. The information included in each tab can be found in [Appendix B](#).

These tabs can be useful to understand more about an individuals' journey through your homeless response system and for aggregating person-level information to track performance metrics - including the [BFZ monthly metrics](#).

TAB NAME	DESCRIPTION
Active Client Details	Information about all individuals actively experiencing homelessness as of the last day of the reporting period. ★ REMINDER! Even if an individual is housed, <u>they will not show up on the exit to housing details tab</u> if they still have an open enrollment in a project serving those that are literally homeless.
Exit to Housing Details	Information about all individuals that moved into a permanent housing situation during the reporting period.
Length of Time (LOT) to Housing Details	Information about how long individuals that moved into a permanent housing situation during the reporting period were experiencing homelessness. This tab includes two calculated fields that report length of time to housing (they are described earlier in this section).
Newly Inactive Details	Information about individuals that exited to inactive during the reporting period.
Viz Tabs <i>Exit to Housing for Viz</i> <i>LOT to Move in for Viz</i> <i>Newly Inactive for Viz</i>	All viz tabs are designed to be imported into data analysis/visualization tools like Tableau or Excel. These tabs contain identical information as the client details tabs, with the following changes: They are de-identified (<i>stripped of all personally identifying information like name, social security, and DOB</i>) <ul style="list-style-type: none"> • They include 2 additional columns not in the companion client details tabs: <ol style="list-style-type: none"> a. Report date - the effective date of the report (as defined in the parameters section of this manual b. Report unique - the client unique ID followed by ** and a serialized date. This column provides a report-specific client identifier for data analysis.

Additional Information Tabs

These tabs include additional information that can be used in analyzing and reporting, but are primarily used as reference lists.

TAB NAME	DESCRIPTION
Outflow Client Details	Basic information about all individuals that were classified as exiting the system (to housing or inactive) during the reporting period.

TAB NAME	DESCRIPTION
First Last Entry Exit	The first and last program entry, and first and last exit date for those that moved-into permanent housing during the reporting period.
Previous Month Active Details	The active list for the previous month as of the report date (will account for any data clean up).
Providers and Clients	Count of clients enrolled in each provider for each outflow category with tables for Active, Active Last Month, Lookback, Newly Housed Clients, and Newly Inactive Clients.
Additional Information	Descriptive information about the report parameters and detailed code of queries used in the report.
Report Date	Metadata about the report designed to be extracted automatically by Tableau Prep or another data prep tool.



BFZ Tip: The **Providers and Clients** tab provides a view to quickly see how many clients are associated with each project and which providers are included in the report.

4. Housed Clients Exiting Report

General Report Guidance and Use

The **BFZ Housed Clients Exiting Report** focuses on identifying 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. In other words, this report **flags individuals who may be inaccurately defined as active when they are housed during the reporting period.**

👉 **Reviewing this smaller subset of data will help inconsistencies surface and could significantly improve your data quality!** The Housed Clients Exiting Report highlights other data inconsistencies that can be reviewed to identify data quality issues. For example, this report can help identify if a client is enrolled as part of a family in one project enrollment with a permanent housing exit destination and as a single person in a second project enrollment that remains open.

How does the report work?

The report pulls all open program enrollments for any individual with an exit destination to a permanent housing situation or a housing move-in date in a housing program **AND** an open enrollment in other project(s). For example, client 34866 (*whose row-level information is displayed in the visuals below*) exited to a permanent housing project during the reporting period, but is currently categorized as active due to an open coordinated entry enrollment.

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)

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)

The **Open Enrollment Details** tab shows that client 34866 entered coordinated entry in August of 2022 and is still open in coordinated entry as of the end of the reporting period (the last day in February). In contrast, the **Exited To Housing Details** tab shows that this person also exited emergency shelter to a rapid-rehousing project during the reporting period. This flags that there may be a data entry error across these two projects that needs to be corrected.

This client will not be counted as housed in the reporting period, because of the open entry in coordinated entry. For example, if the person's housing opportunity fell through and they are still homeless, then they would remain active. If they are housed, the enrollment in coordinated entry enrollment should be closed as of 2/15/2023 with an exit destination to match the RRH project.

👉 The **Newly Housed Details** tab will also include information about folks who are exiting a housing project to a housed destination (i.e. remaining stably housed). Since these individuals are already housed, they will not be categorized as actively homeless or outflow. For the purposes of data clean up and reporting outflow information, these cases can be disregarded.

Report Details

Person-level detail tabs

There are **two person-level detail tabs in the housed clients exiting report**. These tabs provide limited information about individuals that are identified as exiting to a permanent housing destination during the reporting period, but remain open in a program enrollment that serves those that are literally homeless. The information included in each tab can be found in [Appendix B](#).

TAB NAME	DESCRIPTION
Open Enrollment Details	Displays any open enrollment for the same group of people who are on the Newly Housed Details tab . Any enrollments on the Open Enrollments Details tab would keep people on the actively homeless list. This tab can be used to find clients that should be counted as housed and need to be removed from the active list in a timely manner.
Newly Housed Details	Displays enrollments that show an individual has moved into housing by having a recorded housing move-in date (housing programs only) OR an exit to a housed destination listed in Appendix A .

The two tables below show an additional example of how this report can be used and how the person-level detail tabs are structured. This example is from the April 2023 Housed Clients Exiting report. The **Newly Housed Details tab** lists 17 individuals that moved into housing.

Client Uid	Entry Date	Exit Date	Housing Move-In Date	Provider	Exit Destination
11867	02/08/2019	04/01/2023	04/26/2019	Lutheran Family Services - Von Bora Place(118)	Rental by client, with other ongoing housing subsidy (HUD)
11869	02/08/2019	04/01/2023	04/26/2019	Lutheran Family Services - Von Bora Place(118)	Rental by client, with other ongoing housing subsidy (HUD)
22865	03/04/2018	04/18/2023	03/04/2018	Springfield - Shoffner Court(110)	Staying or living with friends, permanent tenure (HUD)
23268	02/03/2023	04/05/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, no ongoing housing subsidy (HUD)
23269	02/03/2023	04/05/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, no ongoing housing subsidy (HUD)
23270	02/03/2023	04/05/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, no ongoing housing subsidy (HUD)
33671	05/03/2022	04/02/2023		Catholic Charities St. Francis Family Shelter - SW - Danville(10)	Rental by client, with HCV voucher (tenant or project based) (HUD)
34631	01/02/2023	04/28/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Staying or living with family, permanent tenure (HUD)
35093	09/26/2022	04/10/2023		Catholic Charities St. Francis Inn Danville(14)	Rental by client, with HCV voucher (tenant or project based) (HUD)
35738	12/13/2022	04/03/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, with other ongoing housing subsidy (HUD)
35739	12/13/2022	04/03/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, with other ongoing housing subsidy (HUD)
35740	12/13/2022	04/03/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Rental by client, with other ongoing housing subsidy (HUD)
36791	01/02/2023	04/28/2023		Catholic Charities St. Francis Family Shelter - Danville(9)	Staying or living with family, permanent tenure (HUD)
37153	03/13/2023	04/09/2023		Danville Coordinated Assessment(103)	Rental by client, no ongoing housing subsidy (HUD)
37243	04/12/2023		04/15/2023	Catholic Charities Families RRH(116)	
37502	03/20/2023	04/10/2023	04/01/2023	Catholic Charities ESG CV - RRH(196)	Rental by client, with other ongoing housing subsidy (HUD)
37503	03/20/2023	04/10/2023		Catholic Charities ESG CV - RRH(196)	Rental by client, with other ongoing housing subsidy (HUD)

Clients **23268**, **35093**, **37243** and **33671** also show up in the second table from the **Open Enrollments tab**, indicating that they have a project enrollment that has remained open and will keep them on the Active list. Comparing the two lists will show what corrections need to be made to identify individuals that move to housing. If corrections are made and the reports are rerun after the backdated exit occurs, the clients will show up as housed on the outflow report and disappear from the housing clients exiting report.

Additional Information Tabs

These tabs include additional information that can be used in analyzing and reporting, but are primarily used as reference lists.

TAB NAME	DESCRIPTION
Providers and Clients	Count of clients enrolled in each provider by tab
Additional Information	Descriptive information about the report parameters and detailed code for queries used in the report.
Report Date	Metadata about the report designed to be extracted automatically by Tableau Prep or another data prep tool.

C. REPORTING BUILT FOR ZERO METRICS

Reporting Overview

The summary tabs in the Inflow and Outflow reports provide monthly aggregate data for the entire population included in the reporting group. These summary tables can help to inform an overall picture of those experiencing homelessness in your community, but do not provide comprehensive population (single, family, and youth) and subpopulation (chronic and veteran) level detail used in Built for Zero work. To view and report the data to match BFZ reporting criteria it is necessary to do a secondary data analysis using the person-level data in the details tabs.

 **BFZ Tip:** The All Deduplicated Veteran count displayed in the Veteran summary tables in the Inflow and Outflow reports can be used to report BFZ metrics for the **Single Adult - Veteran** population because the Veteran definition used by BFZ matches how the logic of the report pulls that data into the summary table - to include all veterans regardless of household type. See the [BFZ Reporting Reference Guide](#) for more information on BFZ definitions.

The table below shows which tab is recommended to calculate each metric. As described above, the Viz tabs include the same information as the non-Viz counterpart, but they are de-identified and designed to be used in a data visualization tool.

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

 **BFZ Tip:** This report suite does not include a data point to reflect a change in population status (apart from chronic age-in). This metric can be found using a row level analysis to compare the current month's active list with the previous month's active list. Please contact a BFZ data coach for assistance.

 **Actively Homeless lists** should be exactly the same across the Inflow, Case Conferencing, and Outflow reports, as long as the reports are pulled on the same day with the same parameters. While each of the reports can be used for an accurate Actively Homeless count, we recommend using the Case Conferencing report because it includes more robust details than the Inflow or Outflow report. The Case Conferencing report can also be used to track those who are aging into chronicity.

BFZ metrics are tracked by population and subpopulation. The following two sections identify how the report outputs can be analyzed to track and report the BFZ monthly metrics for all populations and subpopulations.

Population status

The BFZ report includes multiple data fields related to household type that can be used independently or combined to track an individual's population status (single, family, and youth). We recommend using the "BFZ Household Type" or "HH Type Based on Enrollment" fields to identify which population an individual is a part of. The tables below go into more detail about how those fields are calculated:

BFZ Household Type	
Single Adult	Household with only Adults >24 (Including multiple adult households)
Other Household Type	Household with members 18-24 and members >24
Families	Household with members <18 and members >18
Unaccompanied Youth	Household with only members ages 18-24

Unaccompanied Minor	Household with only members <18 <i>**This value could indicate a household with a HoH <18 or could indicate a data quality error. Records with this value should be reviewed for data quality errors.</i>
No HoH or DOB Missing	Missing necessary data to designate a household type. Should be reviewed for data quality errors.

HH Type Based on Enrollment	
Single Adult	No Entry Exit Group ID (Enrolled by themselves) and over 24 years.
Multiple Adult HH	There are no members <18 in the household and more than 1 person in the group enrollment.
Single Adult Parent	Household has members <18, the Self/HoH is over 24, and there is only one person over 18 in the household.
Adult Parenting with Partner	Household has members <18 and the Self/HoH and partner are both over 24.
Multiple Adults with Kids	Household has members <18 and the Self/HoH is over 24 and there are other household members over 18 in the household.
Parenting Youth	Household has members <18 and the Self/HoH is between 18 and 24 regardless of age of other adults in household. Example: a 23 year old mom, 25 year old partner with kids would be parenting youth when the mom is Self/HoH
Youth Only	Household has no members <18 and Self/HoH is between 18 and 24
No HoH or DOB Missing	HoH Age column is null, happens either when there is no Self/HoH or the Self/HoH has no birth date entered. Should be reviewed for data quality errors.
Other Household Type	Anything not categorized explicitly above. Should be reviewed for data quality errors.

Subpopulation Status

The report includes a veteran and chronic data field that can be used to track an individual's subpopulation status (chronic and veteran). The veteran data field in the report is pulled directly from HMIS. The chronic data field identifies chronic status based on the [chronic logic](#) described earlier in this manual.

The report also identifies those that are aging into chronicity based on the [chronic age-in logic](#) described earlier in this manual. Individuals that are actively homeless and are timing into chronicity during the reporting month will not show up on the Newly Identified Details tab. Those that age-in to chronicity need to be added to the list pulled from the Newly Identified Details tab to capture the full list of those that are newly identified to the chronic population. The following tips can be used to identify those aging into chronicity as part of the newly identified inflow metric:

- The **Case Conferencing** and **Inflow reports** identify chronic age-in.
- The "Age-In To Chronic" field identifies those that aged into chronic during the reporting month.
- The "Chronic Aging Date" field displays the date the individual aged into chronicity.

Calculating Length of Time from ID to Housing

The report includes [two different methods for reporting LOT from ID to Housing](#). For reporting to BFZ, it is recommended to use the calculation in the "LOT Move-in (Approx Start)" field from the report. This is because BFZ asks communities to report how long it took someone to move-into permanent housing from when they first became homeless during their most recent episode of homelessness. This calculation will capture the LOT metric correctly if the approximate start date of homelessness is entered accurately to reflect the start of the person's experience of homelessness for their current episode of homelessness.

To find the average length of time from ID to Housing for each population, review the LOT details for each person that has moved into housing during the reporting period and find the average number of days across those individuals.

 **BFZ Tip: Tracking data month over month.** We recommend saving the row level data that is reported in the BFZ monthly submissions every month. That data can be used to compare person level data (via Unique IDs) month over month to see where inconsistencies appear in how the data is tracked. The BFZ data coaching team can support in finding and using tools to do this level of analysis.

Using Pivot Tables to report BFZ Metrics

Detailed instructions on how to create a pivot table to report BFZ metrics can be found [here](#) and in the "Report Tools and Resources" section of the [report webpage](#).

D. APPENDICES

Appendix A: Exit Destinations & BFZ Status Crosswalk

This report uses exit destinations to determine outflow and returns, therefore it is important that the exit destinations used in data collection align appropriately with housed, inactive, and active status. The cross walk below lists which exit destinations ([2022 HMIS data standard element, 3.12](#)) map to which status in the report. [Appendix A in the 2022 HMIS data standards](#) provides further description of each destination and how they are defined by HUD.

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	Regular Exit	Project Transfer Exit
Immediate Move to Housed		
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	
Immediate Move to Inactive		
Deceased (HUD)	X	
Foster care home or foster care group home (HUD)	X	
Hospital or other residential non-psychiatric medical facility (HUD)	X	

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	Regular Exit	Project Transfer Exit
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	
Move to Inactive After Three Months		
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

Individuals who have a **project transfer 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. For example, if an individual exits from an emergency shelter to a transitional housing destination, they should have a corresponding entry in a transitional housing project, through which they would retain their active status.

 **BFZ Tip: Individuals stay active until all project enrollments end.** We recommend monitoring individuals who exit from any project to determine if they need to be exited from all enrollments or just that one.

Appendix B: Column Appearance and Placement by Report and Tab

The following tables identify which columns appear in the client level details tab in each of the four reports in the reporting suite. Additionally, the tables indicate the column placement within each tab. For example, in the Case Conferencing Report, **Household Id** appears in the 4th column of the Active Client Details tab and of the Lookback Details tab, but does not appear in the Disabilities tab or the First Last Entry Exit tab.

👉 Any customizations added to the report in your reporting platform may mis-align the column appearance and placement as noted below.

CASE CONFERENCING REPORT	Tab Name			
	Active Client Details	Disabilities	Lookback Details	First Last Entry Exit
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 Group/Single	7			
Last Exit				7
HIV/AIDS (HUD)		8		
Days Since First Entry				8
HoH Relate	8		7	
First Name	9			

CASE CONFERENCING REPORT	Tab Name			
	Column Name	Active Client Details	Disabilities	Lookback Details
Days Since Last Entry				9
Mental Health Disorder (HUD)		9		
Physical (HUD)		10		
Last Name	10			
Days since First Exit				10
Days Since Last Exit				11
Physical/Medical		11		
Gender (Raw)	11			
Gender	12			
Vision Impaired		12		
Last Exit Destination on Active List				12
Client Total		13		
Age	13			
Age Group	14			
Last Exit Destination in Lookback				14
HH Size	15			
Possible Previous Inactive Date				15
HH Youngest	16			
Possible Prior Housed Date				16
HH Oldest	17			
Adults in HH	18			
Children in HH	19			
HoH Age	20			
Partner Age	21			
UM	22			
With/Without Kids	23			
BFZ Household Type	24			
HH Type Based on Enrollment	25			
DOB	26			
First Entry	27			3
Approx Start	28			
Times Homeless	29			

CASE CONFERENCING REPORT	Tab Name			
	Column Name	Active Client Details	Disabilities	Lookback Details
Months Homeless	30			
Disability	31			
Chronic	32			
Chronic Aging Date	33			
Age-In To Chronic	34			
DV Survivor	35			
When DV Happened	36			
Currently Fleeing DV	37			
Number of Entries	38			
Entry Rank (1 is Most Recent)	39			
Current Enrollment	40			
More Recent Entry	41			
Entry Date	42		8	
Exit Date	43		9	
Housing Move-in Date	44		10	
Last Entry Date	45			
First Exit Date	46			
Last Exit Date	47			
Project LOS Days	48			
LOT First Entry to Exit/Current	49			
LOT Approx to Exit/Current	50			
Has CE Enrollment	51			
Enrollment Outside CE	52			
SO/TH/ES/SH Enrollment	53			
PH Enrollment	54			
Provider	55		11	
Program Type	56		12	
Veteran	57			
Exit Destination	58		13	
Last Exit Destination (Active)	59			
Last Exit Destination (Lookback)	60			
Potential Inactive Date	61			13
Primary Race	62			
Secondary Race	63			

CASE CONFERENCING REPORT	Tab Name			
Column Name	Active Client Details	Disabilities	Lookback Details	First Last Entry Exit
Race	64			
Ethnicity	65			
Highlight Status	66			
Client Location	67		14	
Enrollment Type	68			
Report Date	69		15	17
Report Unique	70		16	18

INFLOW REPORT	Tab Name					
Column Name	Active Client Details	New Client Details	Housed Return Details	Inactive Return Details	Inflow Client Details	Previous Month Active Details
Client Uid	1	1	1	1	1	1
Client Unique Id	2	2	2	2	2	2
Entry Exit Uid	3	3	3	3	3	3
Household Id	4	4	4	4	4	4
Entry Exit Group Id	5	5	5	5	5	5
Household Identifier	6	6	6	6	6	6
Group/Single	7	7	7	7		
HoH Relate	8	8	8	8	7	7
First Name	9	9	9	9		
Last Name	10	10	10	10		
Gender (Raw)	11	11	11	11		
Gender	12	12	12	12		
Age	13	13	13	13		
Age Group	14	14	14	14		
HH Size	15	15	15	15		
HH Youngest	16	16	16	16		
HH Oldest	17	17	17	17		
Adults in HH	18	18	18	18		
Children in HH	19	19	19	19		
HoH Age	20	20	20	20		
Partner Age	21	21	21	21		
With/Without Kids	22	22	22	22		

INFLOW REPORT	Tab Name					
Column Name	Active Client Details	New Client Details	Housed Return Details	Inactive Return Details	Inflow Client Details	Previous Month Active Details
BFZ Household Type	23	23	23	23		
HH Type Based on Enrollment	24	24	24	24		
DOB	25					
Approx Start	26	25	25	25		
Times Homeless	27	26	26	26		
Months Homeless	28	27	27	27		
Disability	29	28	28	28		
Chronic	30	29	29	29		
Chronic Aging Date	31	30	30	30		
Age-In To Chronic	32	31				
Number of Entries	33	32	31	31		
Entry Rank (1 is Most Recent)	34	33	32	32		
Entry Date	35	34	33	33	8	8
Exit Date	36	35	34	34	9	9
Housing Move-in Date	37	36	35	35	10	10
Provider	38	37	36	36	11	11
Program Type	39	38	37	37	12	12
Veteran	40	39	38	38		
Exit Destination	41	40	39	39	13	13
Primary Race	42	41	40	40		
Secondary Race	43	42	41	41		
Race	44	43	42	42		
Ethnicity	45	44	43	43		
Client Location	46	45	44	44	14	14
Enrollment Type	47	46	45	45		

OUTFLOW REPORT	Tab Name						
Column Name	Active Client Details	Exit to Housing Details	LOT to Housing Details	Newly Inactive Details	Outflow Client Details	First Last Entry Exit	Previous Month Active Details
Client Uid	1	1	1	1	1	1	1
Client Unique Id	2	2	2	2	2	2	2
Entry Exit Uid	3	3		3	3		3
Last Entry						4	
Household Id	4	4		4	4		4
Entry Exit Group Id	5	5		5	5		5
First Exit						5	
Household Identifier	6	6	3	6	6		6
Group/Single	7	7	4	7			
Last Exit						6	
HoH Relate	8	8	5	8	7		7
First Name	9	9		9			
Last Name	10	10		10			
Gender (Raw)	11	11		11			
Gender	12	12	6	12			
Age	13	13	7	13			
Age Group	14	14	8	14			
HH Size	15	15		15			
HH Youngest	16	16		16			
HH Oldest	17	17		17			
Housing Date			17				
Adults in HH	18	18		18			
LOT Move-in (Approx Start)			18				
Children in HH	19	19		19			
LOT Move-in (First Entry)			19				
HoH Age	20	20		20			
Partner Age	21	21		21			
With/Without Kids	22	22	9	22			
BFZ Household Type	23	23	10	23			
HH Type Based on Enrollment	24	24	11	24			

OUTFLOW REPORT	Tab Name						
Column Name	Active Client Details	Exit to Housing Details	LOT to Housing Details	Newly Inactive Details	Outflow Client Details	First Last Entry Exit	Previous Month Active Details
DOB	25						
First Entry			14			3	
Approx Start	26	25	13	25			
Times Homeless	27	26		26			
Months Homeless	28	27		27			
Disability	29	28		28			
Chronic	30	29		29			
Chronic Aging Date	31	30		30			
Age-In To Chronic	32	31					
Number of Entries	33	32		31			
Entry Rank (1 is Most Recent)							
	34	33		32			
Entry Date	35	34		33	8		8
Exit Date	36	35	15	34	9		9
Housing Move-in Date	37	36	16	35	10		10
Provider	38	37		36	11		11
Program Type	39	38		37	12		12
Veteran	40	39	20	38			
Exit Destination	41	40	12	39	13		13
Primary Race	42	41		40			
Secondary Race	43	42		41			
Race	44	43	21	42			
Ethnicity	45	44	22	43			
Client Location	46	45	23	44	14		14
Enrollment Type	47	46	24	45			

HOUSED CLIENTS EXITING REPORT	Tab Name	
Column Name	Open Enrollment Details	Newly Housed Details
Client Uid	1	1
Client Unique Id	2	2
Entry Exit Uid	3	3

HOUSED CLIENTS EXITING REPORT	Tab Name	
	Open Enrollment Details	Newly Housed Details
Column Name		
Household Id	4	4
Entry Exit Group Id	5	5
Household Identifier	6	6
Group/Single	7	7
HoH Relate	8	8
First Name	9	9
Last Name	10	10
Gender (Raw)	11	11
Gender	12	12
Age	13	13
Age Group	14	14
HH Size	15	15
HH Youngest	16	16
HH Oldest	17	17
Adults in HH	18	18
Children in HH	19	19
HoH Age	20	20
Partner Age	21	21
With/Without Kids	22	22
BFZ Household Type	23	23
HH Type Based on Enrollment	24	24
Approx Start	25	25
Times Homeless	26	26
Months Homeless	27	27
Disability	28	28
Chronic	29	29
Chronic Aging Date	30	30
Age-In To Chronic	31	31
Number of Entries	32	32
Entry Rank (1 is Most Recent)	33	33
Entry Date	34	34
Exit Date	35	35
Housing Move-in Date	36	36
Provider	37	37
Program Type	38	38
Veteran	39	39

HOUSED CLIENTS EXITING REPORT	Tab Name	
	Open Enrollment Details	Newly Housed Details
Column Name		
Exit Destination	40	40
Primary Race	41	41
Secondary Race	42	42
Race	43	43
Ethnicity	44	44
Client Location	45	45
Enrollment Type	46	46