WellSky | Community Services BFZ Report Suite v2024

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INTRODUCTION

This manual describes how to use the Built for Zero (BFZ) v2024 suite of reports available in WellSky Community Services. The suite includes four reports:

1. Case Conferencing Report
2. Inflow Report
3. Outflow Report
4. Newly Housed and Inactive 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 WellSky Community Services and utilize HUD standard data elements. This version is updated from v4.11.

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 v2024 BFZ Report Suite.

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

Latest Updates

All future manual updates will be listed here

Overview of changes from v4.11

1. The report has been updated to align with the 2024 HUD Data Standards.
2. The Inflow and Outflow reports were streamlined to include one tab that details all inflow and outflow details, and additional tabs with the historical information about those who are included as inflow and outflow. Color coding was added to differentiate between inflow and outflow categories.
3. The summary table on the Inflow and Outflow reports were expanded to indicate the count by inflow and outflow category.
4. All summary tables were updated to hide a metric table if there are zero people in that category
5. The Housed Clients Exiting report was updated to include information on folks moving to an Inactive Status and is now called the Newly Housed and Inactive Clients Exiting (NHICE) report.
    - The new NHICE report includes additional data quality review elements that can be explored further here
6. To indicate the inactive status, the verbiage was changed from “Newly Inactive” to “Moved to Inactive”

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A. REPORT OVERVIEW

1. Overview

How to use this manual

This manual provides detail on the reports included in the Built for Zero (BFZ) v2024 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. For information on the previous iterations of these reports - the BFZ v4.11 suite - please refer to this report suite's manual.

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 Newly Housed and Inactive 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 v2024 report suite is the most up to date version of the BFZ reports available in Community Services' reporting platform. These reports use 2024 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 2024 HUD Data Elements.**

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 2024 v1**. There are 4 separate reports in the suite and each report must be generated separately.

- **Built for Zero Case Conferencing Report 2024**
- **Built for Zero Inflow Report 2024**
- **Built for Zero Outflow Report 2024**
- **Built for Zero Newly Housed and Inactive Clients Exiting Report 2024**

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

Running the reports

Access levels needed

It is recommended that someone with a System Admin license runs the report. This will ensure that the reports are populated with system-wide data for the most comprehensive view of each person's HMIS history. System Admin 1, 2, or read-only licenses are all sufficient 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 homeless[1]

[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.

and housing projects[2] that serve formerly homeless individuals. The reporting group(s) should 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:

1. **Reporting Group** - Select reporting group(s) to include in the report.
2. **Show Names** - Provides the option to include or exclude first and last name and date of birth in the report.
3. **Enrollment CoC** - 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.
4. **Effective Date** - Day after the last day of the reporting period - ex. For a November 2023 report, enter 12/1/2023.
5. **EDA Provider** - /leave blank/
6. **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 12/1/2023, the lookback date is 12/1/2021). See the Lookback Period section for more detail.
7. **Two months before effective date** - Date two months before the effective date entered above.
8. **Four months before effective date** - Date four months before the effective date entered above.

[2] BFZ defines HMIS housing projects that serve formerly homeless individuals as permanent supportive housing, rapid re-housing, and other permanent housing projects. BFZ recommends that rapid re-housing services only projects are not included in the reporting group. However, System Administrators should consider how projects are defined locally when selecting the reporting group.

The Case Conferencing, Inflow, Outflow and NHICE reports all require the first six parameters to be filled out. The Inflow and Outflow reports require the additional two parameters (#7 and #8 on the list above). The training resources linked on the webpage provide more detail about filling out the report parameters.

2. Report Logic & Assumptions

Inactivity

Built-in inactive period

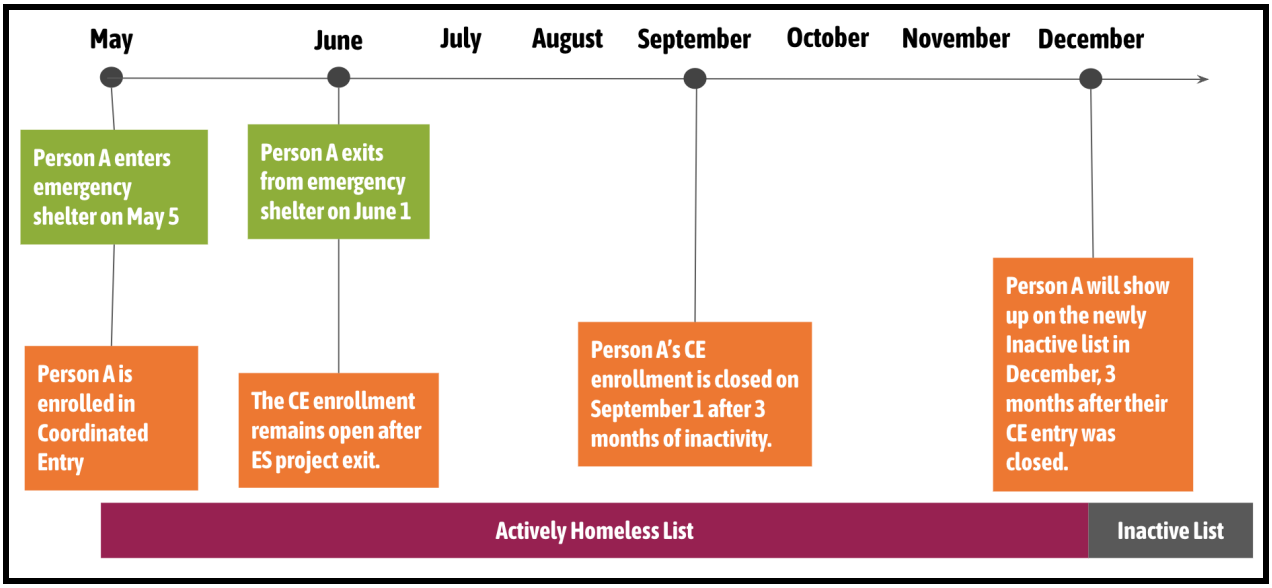
The report has a 3 month inactive period built in, based on the number of days since the last project exit date (for those with no open enrollments). Any person with an open enrollment in a project tracking individuals experiencing literal homelessness and who does not have a housing move-In date recorded 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 moved to 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 Moved to Inactive list appropriately. More information about the auto-exit feature can be found in the 2024 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

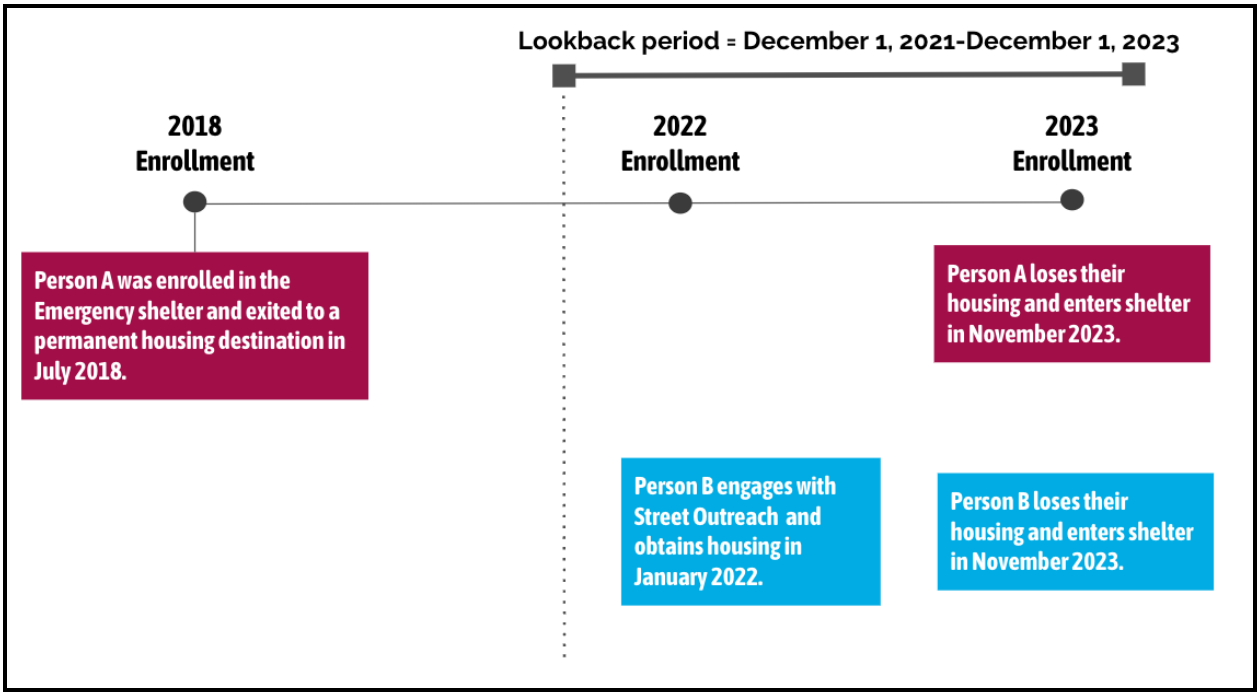
The reports in the suite also identify when and if an individual has become chronic during their current episode of homelessness by using a Chronic Age-In calculation. The "Chronic Aging Date" column is populated with the date 1 year from the client's most recently entered approximate start date **OR** 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 based on the data entered for each project.

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

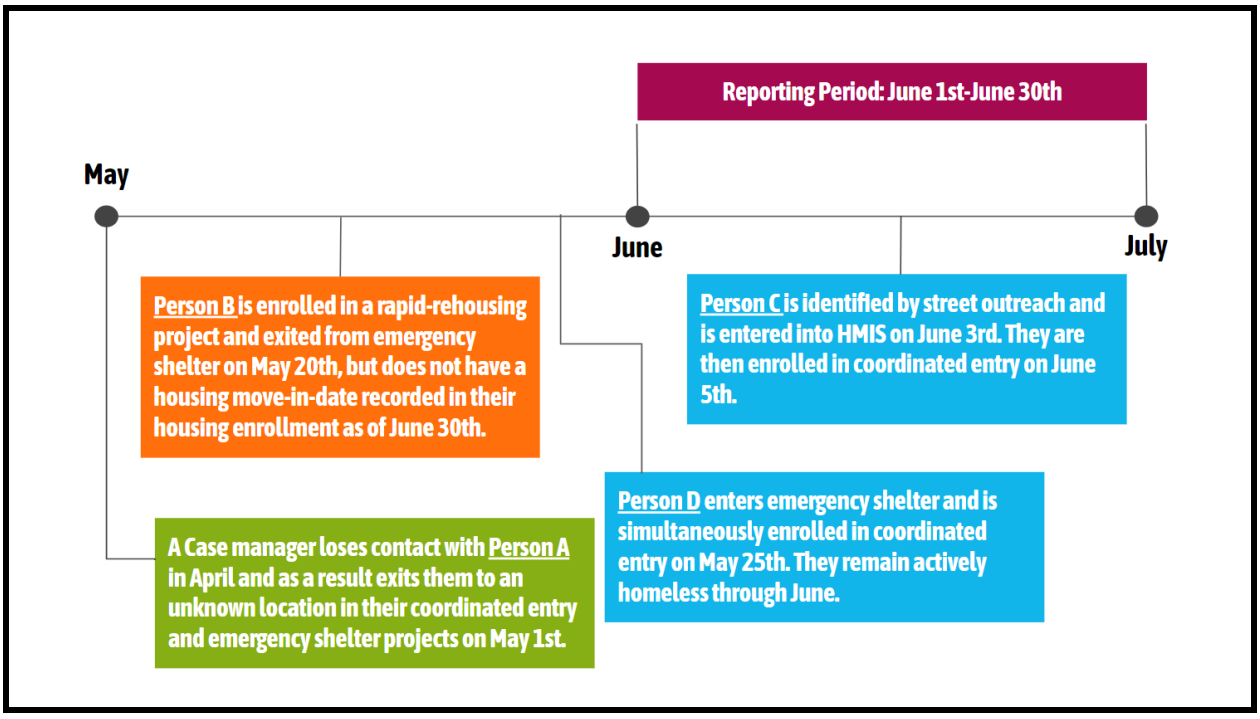
The **BFZ Case Conferencing Report** reports information about all people who are actively experiencing homelessness during the reporting period. The aim of this report is to provide community teams detailed information about people and households for the purpose of case conferencing and other care coordination practices. BFZ Case Conferencing Report v2024 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 at least one 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 t*ab, 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. This tab includes all open project enrollments for each individual, including any enrollments that were exited to an inactive destination, but have not meet the 90-day threshold to be moved to inactive

.

👉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 most often 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.

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

[3]The 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.

2. 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.
3. 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.
4. Records highlighted in **bright green** identify individuals that have an enrollment in a housing project, but are still categorized as actively homeless.
5. 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 Id	Entry Exit Provider Program Type	Entry Exit I	Entry Exit I
	3524	Catholic Charities St. Francis Family Sh	Emergency Shelter (HUD)	08/02/2022	09/26/2022
	3524	Danville Coordinated Assessment(103)	Coordinated Entry (HUD)	04/01/2022	

Active Client Details tab = current enrollments

Client Uid	Entry Date	Entry Exit Exit Date	Housing Move-in Date	Exit Destination	Provider	Program Type	P
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.
- 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.

[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 **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.
- ➢ Records without any highlight color identify individuals that do not fit any of the other categories. This includes individuals who have more than one open enrollment and no exits.

💡 **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 within the lookback period. 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 v2024 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.
    - **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 November, the report pulls the active list for October and compares that list to the November active list. Those that are on the November list, but not on the October 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. If a category is null, the table will be hidden from the summary tab.

💡 **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 three distinct tables:

1. Counts of individuals that are **actively homeless** during the reporting period. On the All Clients summary table, this is broken down by those who are continuing to be active from the previous period and those inflowing, by inflow category.
2. Counts of individuals that **have aged into chronicity** during the reporting period.
3. Counts of individuals that **have inflowed** during the reporting period, broken down by the three inflow categories:
    - ➢ **Newly identified**
    - ➢ **Returned from housing**
    - ➢ **Returned from inactive**

Format of All Clients Reporting Tables in Inflow Report

October Built For Zero Inflow Report 2024 All Clients for CS report(43);FY 22 RRH DQ(66);FY 22 PSH DQ(67)
All Enrollment CoCs for Active Period 10/1/23 to 11/1/23, Looking back to 11/1/21 Execution Time 23 seconds.
Run by danville_live:elockley on 11/30/23.

All Clients Actively Homeless as of 11/1/23				
All Clients Active Clients enrolled between 10/1/23 and 11/1/23 and not yet housed.		Non-Chronic	Chronic	All Deduplicated
Active continuing from previous period	Non-Veteran	1157	310	1464
	Veteran	26	17	43
Active continuing from previous period		1183	327	1507
New Clients	Non-Veteran	144	4	148
	Veteran	5	0	5
New Clients		149	4	153
Housed Returns	Non-Veteran	8	2	10
Housed Returns		8	2	10
Inactive Returns	Non-Veteran	3	0	3
Inactive Returns		3	0	3
		1343	333	1673

All Clients Inflow (clients entered) between 10/1/23 and 11/1/23 who were not part of the active list on 10/1/23		
Count of active clients aging into chronic status as All Clients between 10/1/23 and 11/1/23	Chronic	All Deduplicated
Non-Veteran	45	45
Veteran	5	5
All Deduplicated	50	50

All Clients inflowing with an enrollment between 10/1/23 and 11/1/23 who were not on the active list between 9/1/23 and 10/1/23. New Clients, Housed Returns, and Inactive Returns Found		Non-Chronic	Chronic	All Deduplicated
New Clients	Non-Veteran	177	5	182
	Veteran	6	0	6
New Clients		183	5	188
Housed Returns	Non-Veteran	16	2	18
Housed Returns		16	2	18
Inactive Returns	Non-Veteran	3	0	3
Inactive Returns		3	0	3
All Clients Inflow		202	7	209

Person-Level Detail Tabs

There are **five person-level detail tabs in the inflow report**. The tabs present row-level information of people that are actively experiencing homelessness, those that entered homelessness in the reporting period, the homeless history of those returning, and the previous month's active list. 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**.

The *Inflow Client Details* tab in the inflow report has **built-in color coding** to help communities sort and filter individual records by their inflow category. The color coding key is located at the top of the tab and includes three different categories.

1. Records highlighted in **orange** identify individuals included in the newly identified category.
2. Records highlighted in **aqua** identify individuals included in the housed return category.
3. Records highlighted in **gray** identify individuals included in the inactive return category.

💡 **BFZ TIP:** The *Inflow Clients Details* tab includes a field called *Inflow Type*, which is a text field that describes the each rows inflow category. This field can be helpful for creating pivot tables and calculations to understand how many individuals are showing up in each inflow category.

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.**
Inflow Client Details	Information about all individuals that were classified as inflow during the reporting month, color coded by inflow category.
Housed Return History	Information about all individuals that returned from a housed destination to active homelessness over the reporting period. *This tab includes the most recent enrollment(s) that denote a return, along with past enrollments within the lookback period.*
Inactive Return History	Information about all individuals that returned from an inactive destination to active homelessness over the reporting period. *This*

TAB NAME	DESCRIPTION
	tab includes the most recent enrollment(s) that denote a return, along with past enrollments within the lookback 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).
Viz Tabs *Active Client Details for Viz* *Inflow Client Details for Viz*	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 *(stripped of all personally identifying information like name, social security, and DOB)* ● They include 2 additional columns not in the companion client details tabs: ○ ***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
Providers and Clients	Count of clients enrolled in each provider for each inflow category with tables for Active, Active Last Month, Lookback, and all Inflow categories by provider.
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 v2024** 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 v2024 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 (HMID) in a housing project.
2. **Length of Time to Housing:** the report calculates the length of time from identification to housing in two ways, described below. If the individual's exit date is null or greater than or equal to the HMID the Housing Date data field is equal to the HMID, otherwise it is equal to the Project Exit Date when the exit destination is a permanent housing situation.
    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 their Housing Date.
    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 their Housing Date.
3. **Moved to 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 November, the report pulls the active list for October and compares that list to the November active list. Those that are on the October list, but not on the November 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 moves into housing through a rapid-rehousing project, but the emergency shelter the person was residing in doesn't close their enrollment, 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. If a category is null, the table will be hidden from the summary tab.

💡 **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 four distinct tables:

1. Counts of individuals that are **actively homeless** in the reporting period.
2. Counts of individuals that **are counted as outflow** during the reporting period, broken down by the two outflow categories:
    a. Housed
    b. Inactive
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

Format of All Clients Reporting Tables in Outflow Report

October Built For Zero Outflow Report 2024 All Clients for CS report(43);FY 22 RRH DQ(66);FY 22 PSH DQ(67) All CoCs for Active Period 10/1/23 to 11/1/23, Looking back to 11/1/21 Execution Time 19 seconds. Run by danville_live:elockley on 11/30/23.

All Clients Actively Homeless as of 11/1/23			
All Clients enrolled and not yet housed on 11/1/23 and those exited to an inactive destination on or after 8/1/23.	Non-Chronic	Chronic	All Deduplicated
Non-Veteran	1312	316	1625
Veteran	31	17	48
All Deduplicated	1343	333	1673

All Clients Outflow (clients leaving) between 10/1/23 and 11/1/23 who were part of the active list previously or exited quickly with first enrollment dates after 10/1/23.				
All Clients Outflowing who were part of the active list before 10/1/23 and are not part of the active list as of 11/1/23.		Non-Chronic	Chronic	All Deduplicated
Housed	Non-Veteran	45	2	47
	Veteran	1	0	1
Housed		46	2	48
Inactive	Non-Veteran	31	3	34
Inactive		31	3	34
All Outflow Deduplicated		77	5	82

All Clients Average LOT to Housing for heads of households based on their Approximate Start Date of Homelessness.	Non-Chronic	Chronic	All HoHs
Non-Veteran	91.00	396.00	167.25
Veteran			
All HoHs	91.00	396.00	167.25

All Clients Average LOT to Housing for heads of households based on their first enrollment.	Non-Chronic	Chronic	All HoHs
Non-Veteran	82.17	52.00	80.58
Veteran	1.00		1.00
All HoHs	77.89	52.00	76.60

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**.

The *Outflow Client Details* tab in the outflow report has **built-in color coding** to help communities sort and filter individual records by their outflow category. The color coding key is located at the top of the tab and includes two different categories.

1. Records highlighted in **green** identify individuals included in the exit to housing category.
2. Records highlighted in **yellow** identify individuals included in the exit to inactive category.

💡 **BFZ TIP:** The *Outflow Clients Details* tab includes a field called *Housed or Inactive*, which is a text field that describes the each rows outflow category. This field can be helpful for creating pivot tables and calculations to understand how many individuals are showing up in each outflow category.

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, they will not show up on the exit to housing details tab if they still have an open enrollment in a project serving those that are literally homeless.
Outflow Client Details	Information about all individuals that were classified as exiting the system (to housing or inactive) 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).
Moved to Inactive History	Information about individuals that exited to inactive during the reporting period. *This tab includes the most recent enrollment(s) that denote a return, along with past enrollments.*

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 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).
Viz Tabs *Outflow Client Details for Viz* *LOT to Housing Details for Viz*	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 *(stripped of all personally* **identifying** *information like name, social security, and DOB)* ● They include 2 additional columns not in the companion client details tabs: 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
Providers and Clients	Count of clients enrolled in each provider for each outflow category with tables for Active, Active Last Month, Lookback, and all Outflow categories by provider.
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. Newly Housed Clients and Inactive Exiting (NHICE) Report

General Report Guidance and Use

The **BFZ Newly Housed and Inactive Clients Exiting Report** helps identify program enrollment(s) with conflicting information. More specifically, it identifies individuals who have an open enrollment(s) in one project, but have exited in another enrollment(s) to either an inactive or housed destination during the reporting period. The report also identifies group enrollment(s) where the head of household has been exited, but the others in the household remain open.

💡 **BFZ Tip:** Use the NHICE Report as a tool to improve your overall by-name data quality. This report can help you identify and resolve data errors that may show up in the other reports. BFZ recommends you review this report at least monthly, and correct any data quality errors before reporting monthly metrics.

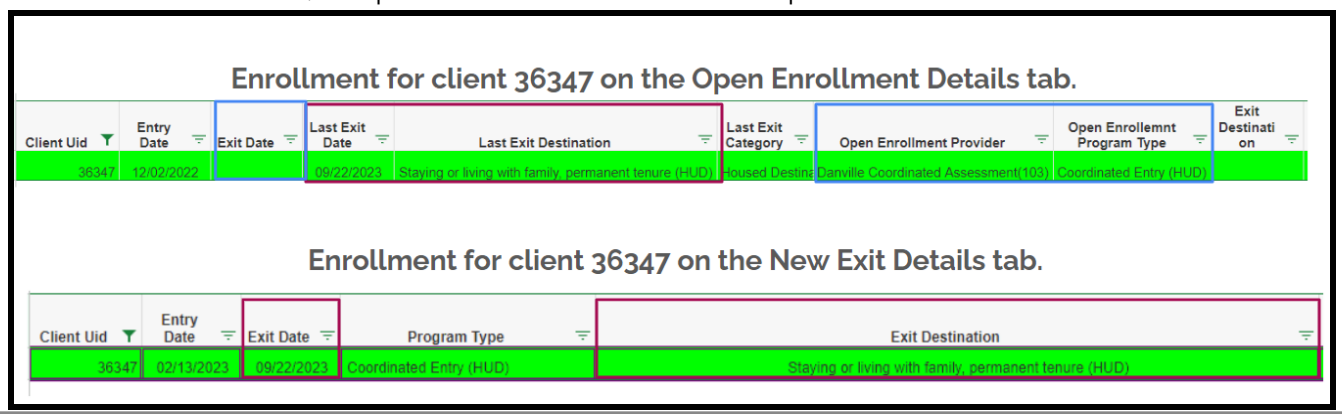
How does the report work?

The report pulls program enrollments for individuals and/or households that have an:

A) An exit destination to an inactive destination, a permanent housing destination, or a housing move-in date in a housing program **AND**
B) An open enrollment in other project(s).

For example, in the screenshot below, client 36347 has an open enrollment in the *Open Enrollment Details* tab. The data fields with a **blue** box indicate that this person has a coordinated entry project that has been open since 12/02/2022. The data fields in the **maroon** box indicate that this person's last exit was during the reporting period *(September 2023)* from a coordinated entry project to a housing destination - *staying or living with family, permanent tenure* - on 9/22/2023.

In the *New Exit Details* tab, you can see the same information in the **maroon** box, about the coordinated entry enrollment that was exited to *staying or living with family, permanent tenure.* Here you can also see that this person was exited from this coordinated entry project on 9/22/2023. In this case, the next step would be to confirm if the open enrollment in coordinated entry should be closed, or vice versa, the closed enrollment should be re-opened. Until the records are cleaned, this person will continue to show up on the active list.



Enrollment for client 36347 on the Open Enrollment Details tab.

Client Uid	Entry Date	Exit Date	Last Exit Date	Last Exit Destination	Last Exit Category	Open Enrollment Provider	Open Enrollemnt Program Type	Exit Destinati on
36347	12/02/2022		09/22/2023	Staying or living with family, permanent tenure (HUD)	Housed Destina	Danville Coordinated Assessment(103)	Coordinated Entry (HUD)	

Enrollment for client 36347 on the New Exit Details tab.

Client Uid	Entry Date	Exit Date	Program Type	Exit Destination
36347	02/13/2023	09/22/2023	Coordinated Entry (HUD)	Staying or living with family, permanent tenure (HUD)

Person-level detail tabs

There are two person-level detail tabs in the NHICE report. These tabs provide limited information about individuals that are identified as exiting to permanent housing or inactivity during the reporting period, but remain open in a program enrollment(s) for those that are literally homeless.

1. Open Enrollment Details Tab

This tab displays open enrollment(s) in literally homeless projects for those on the *New Exit Details* tab **OR** open enrollment(s) of individuals who remain open in a household when the head of household was previously exited. This tab can be used to find clients that should be counted as housed or inactive and need to be removed from the active list in a timely manner.

The *Open Enrollments Details* tab in the NHICE report has **built-in color coding** to help communities sort and filter individual records. The color coding key is located at the top of the tab and includes six different categories.

1. Records in **red text** indicate household members of group enrollments in which the head of household was already exited. In other words, the **red text** identifies individuals without a head of household currently, but had a head of household who exited to an inactive or housed destination.
2. Records highlighted in **yellow** identify open enrollment(s) for individuals whose last exit was to an inactive destination.
3. Records highlighted in **green** identify open enrollment(s) for individuals whose last exit was to a housed destination or have a housing project enrollment with a housing move-in-date. .
4. Records highlighted in **blue** identify individuals with multiple enrollments that exited on the same day.
5. Records highlighted in **salmon** identify open enrollment(s) for individuals whose last exit was to an institutional destination or the deceased destination.
6. Records highlighted in **peach** indicate an individual with an open enrollment(s) whose last exit was to a project transfer destination.

💡 **BFZ TIP:** Utilize the color coding programmed into the *Open Enrollments Details* tab to improve the accuracy of your data!

BFZ suggests that you review all of the open enrollment(s) in the *Open Enrollments Details* tab. Here are some suggestions for how you can audit individual level information using the color coding:

- For people showing up as **red text** look up that individual's household records, specifically where and when the head of household they were associated with exited. It is likely that these individuals will need to be exited from their open enrollment(s).

- For people showing up as **yellow** or **green**, review if these enrollment(s) need to be closed. Ideally, you should backdate the exit in the open enrollment(s) to match the day they exited to either housing or inactivity in their other enrollment(s).
- For people showing up as **salmon**, review if these enrollment(s) need to be closed.
    - ➢ For institutional exits, consider your community's inactive policy when deciding if an enrollment highlighted in **salmon** should be closed. If an individual exited to an institution for a short period of time it may be that they are meant to remain open in an enrollment(s) to stay on the active list.

2. New Exit Details Tab

This tab displays enrollment(s) for individuals with at least one enrollment that shows they exited to housing or inactivity during the reporting period. This tab includes **all enrollment(s)** that were exited during the reporting period to either an inactive destination, a housed destination, or by having a recorded housing move-in date (housing programs only). In other words, this tab will list all individuals who were exited, but not necessarily all of them will have an open enrollment.

The *New Exit Details* tab in the NHICE report has **built-in color coding** to help communities sort and filter individual records. The color coding key is located at the top of the tab and includes eight different categories:

1. Records highlighted in **green** identify closed enrollment(s) where the enrollment was exited to a housing destination OR has a recorded housing move-in-date *(housing programs only).*
2. Records highlighted in **yellow** identify closed enrollment(s) where the enrollment was exited to an inactive destination.
3. Records highlighted in **salmon** identify closed enrollment(s) where the enrollment was exited to an institutional destination or the deceased destination.
4. Records in **red text** identify heads of households that were exited to housing or inactivity, but members of the same household were not exited.
5. Records highlighted in **blue** identify individuals with multiple enrollments that exited on the same day.
6. Records highlighted in **purple** identify enrollment(s) that were exited to a destination that should be accompanied by a project transfer, but do not have an accompanying project transfer. See Appendix A for more information about how a project transfer is defined, and what destinations the report suite identifies as needing an accompanying project transfer.
7. Records highlighted in **peach** indicated the opposite of **purple**. This color identifies enrollments that were closed to a destination that should be accompanied by a project transfer and have an open enrollment that keeps them on the active list.
8. Records with a **purple border** indicate enrollment(s) for individuals that also have an open enrollment in the *Open Enrollment Details* tab.

💡 **BFZ TIP:** Utilize the color coding programmed into the *New Exit Details* tab to identify potential data quality issues, and find corresponding enrollments to those listed in the *Open Enrollment Details* tab.

Here are some suggestions for how you can audit individual level information using the color coding in this tab:

- Use the **green**, **yellow**, and **pink** colors to identify the records that have been closed for the individuals with the same color coding in the *Open Enrollment Details* tab.
- Use the **red text** to identify the person who was designated as the head of household for the individuals with **red text** in the *Open Enrollment Details* tab.
- Review the records in **purple** to determine if that person needs to be enrolled in another project based on their last exit destination. For example, if someone was exited from coordinated entry to a transitional project, but does not have an open transitional housing enrollment or any other open enrollment.
- As you review cases, you can use the **purple border** as a visual cue for identifying those with an open enrollment(s). Additionally, the Has Open Enrollment data field in the *New Exit Details* tab can be used as an indicator for if someone has an open enrollment(s) on the *Open Enrollment Details* tab.

👉 The **New Exit 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.

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:

Recommended tab by metric to calculate BFZ metrics

BFZ Metric	Report	Tab
Actively Homeless	Inflow	Active Client Details for Viz
Newly Identified	Inflow	Inflow Client Details for Viz
Newly Identified *(Chronic Age-In ONLY)*	Inflow	Active Client Details for Viz
Returned to Active from Housed	Inflow	Inflow Client Details for Viz
Returned to Active from Inactive	Inflow	Inflow Client Details for Viz
Housing Placements	Outflow	Outflow Client Details for Viz
Move to Inactive	Outflow	Outflow Client Details for Viz
No Longer Meets Population Criteria	N/A	N/A
LOT from ID to Housed	Outflow	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 when sharing and working with a By Names List in case conferencing or other care coordination meetings because it includes more robust details than the Inflow or Outflow report.

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 as defined in the BFZ Reporting Reference Guide.

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 ***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.*
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 homelessness and are timing into chronicity during the reporting month will not show up as inflow on the Inflow Client Details tab. Those that age-in to chronicity need to be added to the newly identified inflow list from the Inflow Client 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 "Age-In To Chronic" field on the Inflow and Case Conferencing reports 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. 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.

Additional support

Additional resources for reporting BFZ metrics, including explainer videos for building pivot tables, can be found on 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 (2024 HMIS data standard element, 3.12) map to which status in the report. Appendix A in the 2024 HMIS data standards manual 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
Owned by client, no ongoing housing subsidy (HUD)	X	
Owned by client, with ongoing housing subsidy (HUD)	X	
Rental by client, no ongoing housing subsidy (HUD)	X	
Rental by client, with ongoing housing subsidy	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	
Jail, prison or juvenile detention facility (HUD)	X	
Long-term care facility or nursing home (HUD)	X	
Psychiatric hospital or other psychiatric facility (HUD)	X	
Substance abuse treatment facility or detox center (HUD)	X	
Move to Inactive After Three Months		
Client doesn't know (HUD)	X	
Client prefers not to answer	X	
Data not collected (HUD)	X	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter		X

Project Enrollment Exit Destinations by BFZ Exit Category and Time Frame of Effect		
Exit Destination	**Regular Exit**	**Project Transfer Exit**
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
Moved from one HOPWA funded project to HOPWA TH (HUD)		X
Residential project or halfway house with no homeless criteria (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 table below lists all tabs by report:

ALL REPORTS	Report Name			
Tab Name	**CASE CONFERENCING**	**NHICE**	**INFLOW**	**OUTFLOW**
Active Client Details	X		X	X
Active Client Details for Viz	X		X	
Disabilities	X			
First Last Entry Exit	X			X

ALL REPORTS	Report Name			
Tab Name	CASE CONFERENCING	NHICE	INFLOW	OUTFLOW
Housed Return History			X	
Inactive Return History			X	
Inflow Client Details			X	
Inflow Client Details for Viz			X	
Lookback Details	X			
Lookback Details for Viz	X			
LOT to Housing Details				X
LOT to Housing Details for Viz				X
Moved to Inactive History				X
New Exit Details		X		
Open Enrollment Details		X		
Outflow Client Details				X
Outflow Client Details for Viz				X
Previous Month Active Details			X	X

The following tables identify which columns appear in the client level details tab in each of the four reports in the reporting suite, along with 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. The column headers that are in the v2024 report, but were not included in the v4.11 report are marked with an asterisk (*).

👉 **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					
Column Name	Active Client Details	Disabilities	Lookback Details and Lookback Details for Viz	First Last Entry Exit	Lookback Details for Viz	Active Client Details for Viz
Client Uid	1	1	1	1	1	1
Client Unique Id	2		2	2	2	2
Alcohol Use Disorder (HUD)		2				
Both Alcohol and Drug Use Disorder (HUD)		3				
Entry Exit Uid	3		3		3	3
Chronic Health Condition (HUD)		4				
Last Entry				4		
Household Id	4		4		4	4
Developmental (HUD)		5				
Entry Exit Group Id	5		5		5	5
Last Provider Enrolling				5		
First Exit				6		
Household Identifier	6		6		6	6
Drug Use Disorder (HUD)		6				
Group/Single	7					7
Hearing Impaired		7				
Last Exit				7		
HIV/AIDS (HUD)		8				
Days Since First Entry				8		
HoH Relate	8		7		7	8
First Name	9					
Mental Health Disorder (HUD)		9				
Days Since Last Entry				9		
Days since First Exit				10		
Last Name	10					
Physical (HUD)		10				
Gender (Raw)	11					9
Days Since Last Exit				11		

CASE CONFERENCING REPORT	Tab Name					
Column Name	Active Client Details	Disabilities	Lookback Details and Lookback Details for Viz	First Last Entry Exit	Lookback Details for Viz	Active Client Details for Viz
Physical/Medical		11				
Vision Impaired		12				
Gender	12					10
Last Exit Destination on Active List				12		
Age	13					11
Client Total		13				
Last Destination Category Active*				13		
Age Group	14					12
HH Size	15					13
Last Exit Destination in Lookback				15		
Last Exit Destination Category Lookback*				16		
HH Youngest	16					14
Possible Previous Inactive Date				17		
HH Oldest	17					15
Adults in HH	18					16
Possible Prior Housed Date				18		
Children in HH	19					17
HoH Age	20					18
Partner Age	21					19
UM	22					20
With/Without Kids	23					21
BFZ Household Type	24					22
HH Type Based on Enrollment	25					23
DOB	26					
First Entry	27			3		24

CASE CONFERENCING REPORT	Tab Name					
Column Name	Active Client Details	Disabilities	Lookback Details and Lookback Details for Viz	First Last Entry Exit	Lookback Details for Viz	Active Client Details for Viz
Approx Start	28					25
Times Homeless	29					26
Months Homeless	30					27
Disability	31					28
Chronic	32					29
Chronic Aging Date	33					30
Age-In To Chronic	34					31
DV Survivor	35					32
When DV Happened	36					33
Currently Fleeing DV	37					34
Number of Entries	38					35
Entry Rank (1 is Most Recent)	39					36
Current Enrollment	40					37
More Recent Entry	41					38
Prior Living Situation*	42					39
Entry Date	43		8		8	40
Exit Date	44		9		9	41
Housing Move-in Date	45		10		10	42
Housing Move-in Date of HoH*	46					43
Last Entry Date	47					44
First Exit Date	48					45
Last Exit Date	49					46
Project LOS Days	50					47
LOT First Entry to Exit/Current	51					48
LOT Approx to Exit/Current	52					49
Has CE Enrollment	53					50
Enrollment Outside CE	54					51

CASE CONFERENCING REPORT	Tab Name					
Column Name	Active Client Details	Disabilities	Lookback Details and Lookback Details for Viz	First Last Entry Exit	Lookback Details for Viz	Active Client Details for Viz
SO/TH/ES/SH Enrollment	55					52
PH Enrollment	56					53
Provider	57		11		11	54
Program Type	58		12		12	55
Veteran	59					56
Exit Category*	60					57
Exit Destination	61		13		13	58
Subsidy*	62		14		14	59
Last Exit Destination (Active)	63					60
Last Exit Destination (Lookback)	64					61
Last Exit Category (Lookback)*	65					62
Potential Inactive Date	66			14		63
Race and Ethnicity (Raw)	67					64
Race and Ethnicity	68					65
Highlight Status	69					66
Enrollment CoC*	70		15		15	67
Enrollment Type	71					68
Report Date	72		16	19	16	69
Report Unique	73		17	20	17	70

INFLOW	Tab Name						
Column Name	Active Client Details	Inflow Client Details	Housed Return History	Inactive Return History	Previous Month Active Details	Active Client Details for Viz	Inflow Client Details for Viz
Client Uid	1	1	1	1	1	1	1

INFLOW	Tab Name						
Column Name	Active Client Details	Inflow Client Details	Housed Return History	Inactive Return History	Previous Month Active Details	Active Client Details for Viz	Inflow Client Details for Viz
Client Unique Id	2	2	2	2	2	2	2
Entry Exit Uid	3	3	3	3	3	3	3
Household Id	4	4	4	4	4	4	4
Entry Exit Group Id	5	5	5	5	5	5	5
Household Identifier	6	6	6	6	6	6	6
Group/Single	7		7	7		7	
HoH Relate	8	7	8	8	7	8	7
First Name	9	8					
Last Name	10	9					
Gender (Raw)	11	10				9	8
Gender	12	11				10	9
Age	13	12				11	10
Age Group	14	13				12	11
HH Size	15	14	9	9		13	12
HH Youngest	16	15				14	13
Adults in Household		17					15
HH Oldest	17	16				15	14
Historical or Present Enrollment*			17	17			
Adults in HH	18					16	
Children in HH	19	18				17	16
HoH Age	20	19				18	17
Partner Age	21	20				19	18
With/Without Kids	22	21				20	19
BFZ Household Type	23	22				21	20
HH Type Based on Enrollment	24	23				22	21
Approx Start	25	24				23	22
Times Homeless	26	25				24	23
Months Homeless	27	26				25	24
Disability	28	27				26	25
Chronic	29	28				27	26
Chronic Aging Date	30	29				28	27

INFLOW	Tab Name						
Column Name	Active Client Details	Inflow Client Details	Housed Return History	Inactive Return History	Previous Month Active Details	Active Client Details for Viz	Inflow Client Details for Viz
Age-In To Chronic	31	30				29	28
Number of Entries	32	31	10	10		30	29
Entry Rank (1 is Most Recent)	33	32	11	11		31	30
Entry Date	34	33	12	12	8	32	31
Exit Date	35	34	13	13	9	33	32
Housing Move-in Date	36	35	14	14	10	34	33
Inflow Type*	44	45				42	43
Provider	37	36	15	15	11	35	34
Program Type	38	37	16	16	12	36	35
Veteran	39	38				37	36
Exit Destination	40	39	18	18	13	38	37
Subsidy*	41	40	19	19		39	38
Race and Ethnicity (Raw)	42	41				40	39
Race and Ethnicity	43	42				41	40
Enrollment CoC*	45	43	20	20	14	43	41
Enrollment Type	46	44				44	42
Report Date						45	44
Report Unique						46	45

OUTFLOW REPORT	Tab Name							
Column Name	Active Client Details	Outflow Client Details	LOT to Housing Details	Moved to Inactive History	First Last Entry Exit	Previous Month Active Details	Outflow Client Details for Viz	LOT to Housing Details for Viz
Client Uid	1	1	1	1	1	1	1	1
Client Unique Id	2	2	2	2	2	2	2	2
Entry Exit Uid	3	3		3		3	3	
Last Entry					4			

OUTFLOW REPORT	Tab Name							
Column Name	Active Client Details	Outflow Client Details	LOT to Housing Details	Moved to Inactive History	First Last Entry Exit	Previous Month Active Details	Outflow Client Details for Viz	LOT to Housing Details for Viz
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	3
Group/Single	7	7	4	7			7	4
Last Exit					6			
HoH Relate	8	8	5	8		7	8	5
First Name	9	9		9			9	
Last Name	10	10		10			10	
Gender (Raw)	11	11		11		8	11	
Gender	12	12	6	12			12	6
Age	13	13	7	13		9	13	7
Age Group	14	14	8	14			14	8
HH Size	15	15		15		10	15	
HH Youngest	16	16		16		11	16	
HH Oldest	17	17		17		12	17	
Adults in HH	18	18		18		13	18	
Housing Date			19					19
Children in HH	19	19		19		14	19	
Months Homeless						20		
HoH Age	20	20		20			20	
LOT Move-in (Approx Start)			20					20
Partner Age	21	21		21			21	
LOT Move-in (First Entry)			21					21
With/Without Kids	22	22	9	22		15	22	9
BFZ Household Type	23	23	10	23		16	23	10
HH Type Based on Enrollment	24	24	11	24		17	24	11
Approximate Start		25					25	

OUTFLOW REPORT	Tab Name							
Column Name	Active Client Details	Outflow Client Details	LOT to Housing Details	Moved to Inactive History	First Last Entry Exit	Previous Month Active Details	Outflow Client Details for Viz	LOT to Housing Details for Viz
DOB	25							
First Entry			16		3			16
Approx Start	26		14	25		18		14
Times Homeless	27	26		26		19	26	
Months Homeless	28	27		27			27	
Disability	29	28		28		21	28	
Chronic	30	29	15	29		22	29	15
Number of Enrollments		32					32	
Chronic Aging Date	31	30		30		23	30	
Age-In To Chronic	32	31					31	
Number of Entries	33			31				
Entry Rank (1 is Most Recent)	34	33		32			33	
HoH HMID*		37					37	
Exit Category at Exit*	43	43					43	
Entry Date	35	34		33		24	34	
Exit Date	36	35	17	34		25	35	17
Housing Move-in Date	37	36	18	35		26	36	18
Housed or Inactive*		47					47	
Provider	38	38		36		27	38	
Program Type	39	39		37		28	39	
Veteran	40	40	22	38		29	40	22
Exit Destination	41	41	12	39		30	41	12
Subsidy*	42	42	13				42	13
Race and Ethnicity (Raw)	44	44		40			44	
Race and Ethnicity	45	45	23	41			45	23
Enrollment CoC*	46	46	24	42		31	46	24

OUTFLOW REPORT	Tab Name							
Column Name	Active Client Details	Outflow Client Details	LOT to Housing Details	Moved to Inactive History	First Last Entry Exit	Previous Month Active Details	Outflow Client Details for Viz	LOT to Housing Details for Viz
Enrollment Type	47	48	25	43		32	48	25
Report Date							49	26
Report Unique							50	27

NEWLY HOUSED AND INACTIVE CLIENTS EXITING (NHICE) REPORT	Tab Name	
Column Name	Open Enrollment Details	New Exit Details
Client Uid	1	1
Client Unique Id	2	2
Entry Exit Uid	3	3
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

NEWLY HOUSED AND INACTIVE CLIENTS EXITING (NHICE) REPORT	Tab Name	
Column Name	Open Enrollment Details	New Exit Details
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
Last Provider Exiting*	38	
Entry Rank (1 is Most Recent)	33	33
Last Exit Destination*	39	
HMID from Exit Details*	42	
HoH HMID*	43	37
Last Exit Category*	41	43
Entry Date	34	34
Exit Date	35	35
Has Open Enrollment*		44
Open Enrollment Provider*	44	
Housing Move-in Date	36	36
Open Enrollment Program Type*	45	
Entry Exit Uid of Open Enrollment*		45
Race and Ethnicity Raw		46
Last Exit Date	37	
Provider		38
Program Type		39
Veteran	46	40
Exit Destination	47	41
Subsidy*	40	42
Race and Ethnicity (Raw)	48	
Race and Ethnicity	49	47
Enrollment CoC*	50	48
Enrollment Type	51	49