# **Tracking list and population statuses with the BFZ WellSky report**

Use these worksheets to compare local reporting definitions and understanding to how the BFZ WellSKy report processes the list statuses. Be sure to consider the questions and notes identified in the Notes/Questions column.

| **By-Name Dataset list status definitions using the WellSky report** |
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| **List Status**  | **Local reporting definition/understanding**  | **WellSky report data process** | **Notes/Questions** |
| Actively Homeless |  | As of day before the effective date, the active list includes: 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.
 | See page 10 of the manual for more information on the effective date.See page 14 of the manual for more information on how the report tracks “active” status. |
| Newly Identified  |  | Individuals who were not active during the previous reporting period and have a new enrollment into the local homeless response system for the first time since the start of the lookback period. Newly identified as chronically homeless: People who have been experiencing homelessness and met the criteria of chronic homelessness during the reporting period.  | See page 20 of the manual for more information on how the report tracks “newly identified” |
| Return to Active from Inactive |  | Individuals who were not active during the previous reporting period and have a new enrollment into the local homeless response system and who previously became inactive within the local homeless response system within the lookback period. | See page 20 of the manual for more information on how the report tracks “returned from inactive” |
| Return to Active from Housed |  | Individuals who were not active during the previous reporting period and have a new enrollment into the local homeless response system and who previously exited the local homeless response system to a permanent housing destination within the lookback period. | See page 20 of the manual for more information on how the report tracks “returned from housed” |
| Housed |  | Individuals who were active during the previous reporting period and moved into a permanent housing situation during the current reporting period and/or has a housing move-in-date (HMID) recorded in a housing project and has no other open enrollments. | See page 25 of the manual for more information on how the report tracks “ housed” and Appendix A for a crosswalk of outflow status and HMIS Exit Destinations  |
| Inactive |  | Individuals who were exited to an inactive destination 3 months prior to the report effective date and have no other open project enrollments.\* | See pages 11 and 25 of the manual for more information on how the report tracks “inactive” and Appendix A for a crosswalk of outflow status and HMIS Exit Destinations Are the protocols outlined in your inactive policy reflected in how the WellSky report tracks inactivity? |
| No longer meets population criteria |  | N/A | The WellSky report does not define or track this outflow status, but can be used to find this information by comparing monthly reports. |
| LOT to Housing |  | The report tracks length of time with two calculations:1. Length of time from HMIS data element Approximate Date Homelessness Started to housing date
2. Length of time from earliest start date to housing date

Housing date is calculated in one of two ways:- 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.  | See page 25 of the manual for more information on how the report tracks length of time to housing. |

\*If the inactive logic is customized in your local report these reporting processes will be different.

| **BY-NAME DATA SET POPULATION AND SUBPOPULATION DEFINITIONS** |  |
| --- | --- |
| **Population & Subpopulation** | **Local reporting definition/understanding**  | **BFZ WellSky report definition** | **Notes/Questions** |
| Single Adult |  | * Age: 25+
* Includes multi-adult HH
* No one under 18 in the HH
* Includes all members >18 in adult only households
* Inclusive of all veteran and chronic single adults
 |  |
| Chronic | * Verification process?
 | * A subset of Single Adults 25+, only those who meet HUD’s definition of chronicity as identified by HMIS data
 | ❓What is the process to verify chronic status? At what point is verification completed? |
| Veteran | * Verification process?
 | * All people +18 who meet HUDs definition of a veterans
* Regardless of age/household type.
 | 📒Veterans that are part of families with minor children and veterans that are between 18-24 should be counted in BOTH the Single Adult Veteran and the Family & Youth categories.❓What is the process to verify veteran status? At what point is verification completed? |
| Families |  | * Households of more than one person, including at least one person <18
* Includes Parenting Youth
 | 📒Veterans that are part of families with minor children are counted in BOTH the Single Adult Veteran and the Family categories. |
| Youth |  | * Households with no person >24
* All members <18 or 18-24
 | 📒Veterans that are between 18-24 are counted in BOTH the Single Adult Veteran and the Youth categories. |

⬆️=Local data practices exceed BFZ standards

✅=Local data standards meet BFZ standards

⬇️=Local data standards do not yet meet BFZ standards

📒=note

❓= outstanding questions