This policy was selected because it is a real example of how a community approached the task of developing an inactive policy. BFZ data coaching staff adapted some elements to make it more transferable and annotated it to highlight the key components from the guide and suggestions for continuous improvement. These policies may help you overcome the dreaded writer’s block as you start thinking about structure and language for your policy. These examples are available as inspiration or sample text in conjunction with the guide. Feel free to copy language if it’s relevant to your community.

Approved for use by community in October 2024

## **Community Context:**

This workshopped inactive policy was based on the Colorado Balance of State - Fremont County inactive policy. Classified as “Largely Rural” by HUD, Fremont County has a population of about 50,000 and a total geographic area of just over 1500 square miles. Joining the BFZ network in 2018, Fremont County initially achieved quality data in 2021. They currently have an actively homeless All Singles by-name list of around 70 individuals, have reached Functional Zero for Veterans and are working toward FZ for Chronic. Fremont County uses the Bitfocus Clarity HMIS.

## **Continuous Improvement Suggestions:**

While this workshopped policy covers the major recommendations offered in the [**BFZ Inactive Policy Guide**](https://login.builtforzero.org/toolkit/quality-data-toolkit/inactivity/tool-bfz-inactive-policy-guide/), we offer the following additional recommendations if your community seeks to build yours using this example:

* Consider adding an introduction that describes why it is important to know who is actively homeless; who drafted and approved your policy and how, when and by whom changes will be made, as well as feedback loops.
* Consider a section that more clearly articulates how the community defines homelessness and determines someone to be active.
* Clarify roles and responsibilities for managing and monitoring moves to inactive status
* Involve people with lived expertise and front-line staff to create your policy and procedures

*Reviewing the BFZ Inactive Policy Guide fully will help you to create comprehensive inactive policies and procedures that align with the BFZ quality data standard*

**Coordinated Entry System (CES) 60-day Inactive Policy for Fremont COC**

The Fremont CoC and BoS Coordinated Entry System (CES) use a 60-day inactive policy, which states individuals who have been on the by-name-list 60 days or longer and have not had any contact with any access point representative, program, agency, or service will be moved to the inactive list.

Determining Inactivity Section: the community is explaining where and how they are determining who is inactive due to loss of contact.

The Coordinated Entry System (CES) in Fremont County determined that 60 days is the appropriate length of time to determine if a person is still literally homeless due to Fremont County’s active and robust case conference meeting, outreach and by-name-list management. Individuals, youth or families on the by-name-list will become inactive when there has been no contact for at least 60 consecutive days. Additionally, there will be at least 3 attempts made to contact the individual, youth or family via all means of communication available; phone, email, outreach teams, and via emergency contact.

Determining Inactivity Section: the community is describing the process for attempting to contact and locate an individual or household and the populations to which the policy applies.

When an individual, youth or family is moved to the inactive list, they can move back to the active by-name-list when contact is made again, if they are still experiencing homelessness. A new VI-SPDAT (housing assessment) will need to be completed if the previous CES Release of Information has expired or major life changes have occurred since the initial VI-SPDAT (housing assessment).

Determining Activity Section: the community is including how a person who has been moved off the active list is reactivated

Determining Inactivity Section: the community is describing immediate moves to inactivity.

In certain scenarios an individual may be moved to inactive status earlier than 60-days. If an individual has moved out of the area and is no longer seeking services and re-housing in Fremont County they will be moved to the inactive list. In the unfortunate circumstance where an individual dies, they will be removed from the active by-name list.

Determining Inactivity Section: community definitions and tracking related to institutional stays

The Coordinated Entry System (CES) in Fremont County in accordance with the Federal Housing and Urban Development (HUD) definition for breaks in homelessness of 90 days or more, ensures that those individuals or youth who are entering an institution, including hospitals or jail, for less than 90 days, remain on the active by-name list if the stay is expected to be less than 90 days. However, if at day 91 the individual is still residing in one of these scenarios, then they will be moved to inactive status. Please note if there is an expected discharge date to coordinate discharge planning with the institution. In addition, they can move back to the active by-name-list under the same conditions listed above.