

ASSET-BASED MANAGEMENT SYSTEM

By-Name List Overview & Functionality

Parry Sound – FIIT Tool

CLARK MARKETING COMMUNICATIONS

840 McIntyre Street West, North Bay, Ontario, P1B 3A3

By-Name List - Overview


Within the client profile, a By-Name List (BNL) tab has been designed in order to track the inflow and outflow of those within the BNL program, and their history of homelessness, as well as the ability to develop and track an action plan.


1.0 Adding BNL Status to a Client


Staff can add BNL Status to a client in one of two ways:


1. By creating a new client, and filling out the BNL information.


Add New Client



 Member ID: 941646946


 Client Profile


 Housing


BNL


 Education & Training


 Employment

Current BNL Status

Consent Obtained

 Yes No

Inflow Date

Referral Source

Homeless History

LOH in last 3 years ⓘ

 Months

Most Recent LOH Episode ⓘ

LOH in last 12 months ⓘ

 Months

Homelessness Priority ⓘ

Action Planning

Target Housing Date

Current Barrier ⓘ

Person Responsible

Next Steps

Target Date

2. Within an existing client profile, by going to the BNL tab and clicking **Set as Inflow – Newly Identified**

Alma Uriah Rojas Noble Edit

811554563 Status: Open Born: --

Last Updated by Zack Lewis:
09/08/2021 04:40:01 PM – [View Change Log](#)

+1 (835) 458-1058
+1 (788) 602-4314
lyduv@mailinator.net Send an Email

Ontario (Burk's Falls) Edit

| | | | | | | | |
|----------------|---------|------------|----------------------|------------|------------|-------------|---------------|
| Client Profile | Housing | BNL | Education & Training | Employment | Assessment | Action Plan | Communication |
|----------------|---------|------------|----------------------|------------|------------|-------------|---------------|

By-Name List State Set as Inflow - Newly Identified Edit

Current BNL Status Consent Obtained

-- --

Inflow Date

--

Referral Source

--

Referral Source Municipality

--

1.2 Setting By-Name List Status & State

By-Name List State - Active Cancel Update

Current BNL Status Consent Obtained

Inflow - Newly Identified Yes No

-- Select --

- Inflow - Newly Identified**
- Inflow - Returned from Housing
- Inflow - Returned from Inactive
- Outflow - Moved to Inactive
- Outflow - Housed

The first section of the BNL tab is the By-Name List status and state. This section establishes whether the client is in the process of entering the program, is returning to the program, or is exiting the program. A *Consent Obtained* field is also indicated for any status set.

The following statuses can be captured:

Inflow – Newly Identified

By-Name List State - **Active**

Current BNL Status
Inflow - Newly Identified

Consent Obtained
 Yes No

Inflow Date
23/08/2021

Referral Source
Family and Childrens Services

Referral Source Municipality *
Britt and Byng Inlet

When a client is entering the program for the first time, the BNL status can be set to ***Inflow – Newly Identified***. Here staff can enter the *inflow date* via a pop-up calendar modal, choose from a drop-down list of *referral sources*, and choose the *referral source municipality* from a drop-down list.

Once updated, the BNL state will be set to **Active**.

Inflow – Returned from Housing

By-Name List State - **Active**

Current BNL Status
Inflow - Returned from Housing

Consent Obtained
 Yes No

Inflow Date
23/08/2021

Referral Source
Family and Childrens Services

Referral Source Municipality *
Britt and Byng Inlet

When a client is returning to the program after being previously housed, the BNL status can be set to ***Inflow – Returned from Housing***. Staff can enter the *inflow date* via a pop-up calendar modal, choose from a drop-down list of *referral sources*, and choose the *referral source municipality* from a drop-down list.

Once updated, the BNL state will be set to **Active**.

Inflow – Returned from Housing

By-Name List State - **Active**

Current BNL Status **Consent Obtained**

Inflow - Returned from Inactive Yes No

Inflow Date

23/08/2021

Referral Source

Family and Childrens Services

Referral Source Municipality *

Britt and Byng Inlet

When a client is returning to the program after being inactive for a period of time, the BNL status can be set to ***Inflow – Returned from Inactive***. Staff can enter the *inflow date* via a pop-up calendar modal, choose from a drop-down list of *referral sources*, and choose the *referral source municipality* from a drop-down list.

Once updated, the BNL state will be set to **Active**.

Outflow – Moved to Inactive

By-Name List State - **Inactive**

Current BNL Status **Consent Obtained**

Outflow - Moved to Inactive Yes No

Outflow Date

23/08/2021

Reason

No Contact in 30 Days

When the client has been inactive for a period of time, the BNL status can be set to ***Outflow – Moved to Inactive***. Staff can enter the *outflow date* via a pop-up calendar modal and choose an outflow *reason* from a drop-down list.

Once updated, the BNL state will be set to **Inactive**.

Outflow – Housed

By-Name List State - **Housed**

Current BNL Status

Outflow - Housed ▼

Consent Obtained

Yes No

Outflow Date

23/08/2021

Housing Allowance

-- Select -- ▼

Status

-- Select -- ▼

Housing Type

-- Select -- ▼

When the client has successfully found housing, the BNL status can be set to **Outflow – Housed**. Staff can enter the *outflow date* via a pop-up calendar modal and choose the *Housing Type* from a drop-down list.

Housing Allowance

COHB ▼

Status

Eligible ▼

Housing Allowance Expiry

Date

Staff can also track the clients *housing allowance* and *housing allowance status*. Should the client be deemed eligible for a housing allowance, the *housing allowance expiry* field will appear, allowing staff to select an expiry date via pop-up calendar modal.

Once updated, the BNL state will be set to **Housed**.

1.3 Homeless History

Homeless History

LOH in last 3 years ?

-- Months

LOH in last 12 months ?

-- Months

Most Recent LOH Episode ?

Date

Homelessness Priority ?

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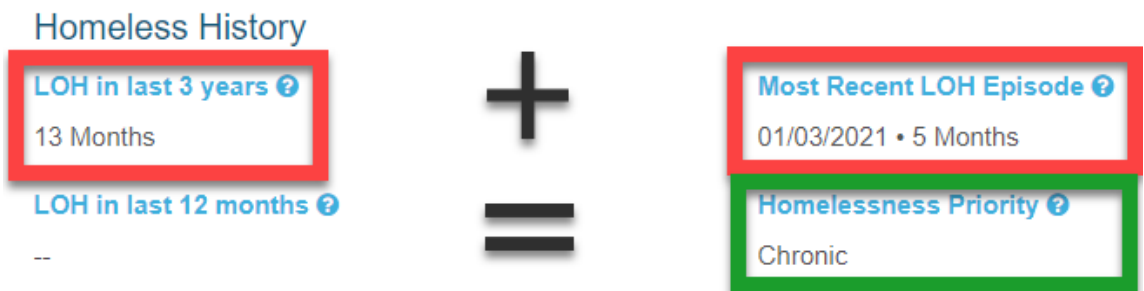
The second section of the BNL tab is Homeless History. This section is to assist with determining the *homelessness priority* of the client, based on their length on housing (LOH) at various times in their life.

To calculate the client's homelessness priority staff must include the following:

1. The number of months of the previous length on housing over the last 3 years, excluding the current episode.
2. The number of months of the previous length on housing over the last 12 months (year), excluding the current episode.
3. The calendar date of the most recent length on housing episode.

Based on an internal calculation the *Homeless Priority* will be set to **Chronic, Approaching Chronic** or **Temporary**. The calculations are as follows:

- If (LOH in last 3 years) + (Most Recent LOH Episode) = 18 months, the priority will be set as **Chronic**



- If (LOH in last 12 months) + (Most Recent LOH Episode) = 6 months or more, the priority will be set as **Chronic**

Homeless History

LOH in last 3 years ⓘ

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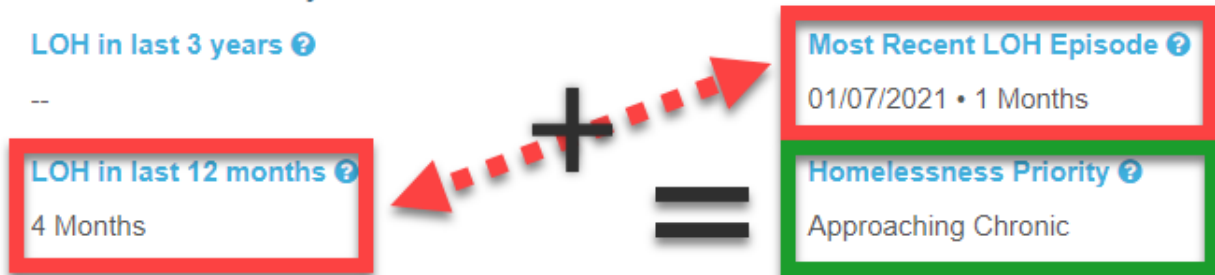


- If (LOH in last 12 months) + (Most Recent LOH Episode) = 5 months or less, the priority will be set as **Approaching Chronic**

Homeless History

LOH in last 3 years ⓘ

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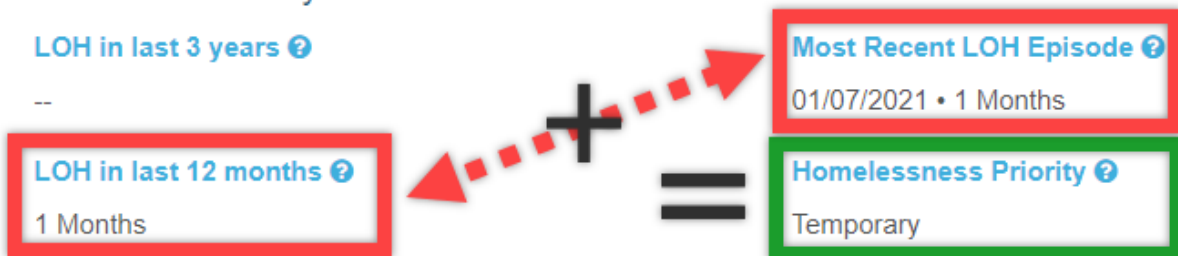


- If none of the above is met, the priority will be set as **Temporary**

Homeless History

LOH in last 3 years ⓘ

--



- If nothing is populated, these fields will be set as "--"

1.4 Action Planning

Action Planning

Target Housing Date

31/10/2021

Current Barrier

Transportation

Person Responsible

Nick

Next Step

Succeed in getting bus pass with city so that you can travel to and from home

Target Date

28/08/2021

The third section of the BNL tab is Action Planning. Here staff can set goals and next steps for the client.

The first, and overarching goal, is the *Target Housing Date*. Using a calendar modal, staff can set a date goal for when the client to achieve housing.

Staff can set the *Current Barrier*, from a drop-down list of options. This is the major challenge the client is facing in advancing through the housing process. The *person responsible* is the individual assisting in overcoming this barrier.

Next step is an open text field where staff can provide detailed notes about what is required to overcome the current barrier.

Lastly, the *target date* is the date in which staff wish for the client to overcome the current barrier. Using a calendar modal, staff can set a date to achieve this goal.

1.5 History of BNL Status

History of BNL Status

| Date | BNL Status | State | Details | Housing Allowance |
|------------|--------------------------------|----------|------------------------|-----------------------------------|
| 20/08/2021 | Outflow - Housed | Housed | Rental at Market Price | COHB - Applied |
| 20/08/2021 | Outflow - Moved to Inactive | Inactive | Institution | -- |
| 20/08/2021 | Outflow - Moved to Inactive | Inactive | -- | -- |
| 20/08/2021 | Outflow - Housed | Housed | -- | COHB - Eligible (Exp. 21/08/2021) |
| 20/08/2021 | Inflow - Newly Identified | Active | -- | -- |
| 20/08/2021 | Inflow - Returned from Housing | Active | -- | -- |
| 20/08/2021 | Outflow - Housed | Housed | -- | COHB - Eligible (Exp. 26/08/2021) |

The final section of the tab is the History of BNL Status. Here staff will be provided with high level, at-a-glance information about the client. This includes:

- The update date of the BNL Status
- The BNL Status the client changed to
- The state of the client at that time
- The details of their inflow, inactive, or housed status
- The housing allowance the client received, and expiry (applies to Housed state only)

2.0 Additions to the Client Profile Tab

Client Profile

Gender

Female

Language

- English

ESL Level

Level: 3

Marital Status

Spousal

Do you identify as Indigenous?

Yes

Veteran Status Identified

Yes

Confirmed Veteran Status

Yes

VAC Eligible

Yes

Criminal Record

Yes (bondable)

Are you currently on probation / parole / house arrest?

No

Method(s) of Transportation

- Own vehicle
- Borrowed vehicle
- Public Transportation

Requires Trustee

No

Child Care in Place

Yes

Type of Child Care in Place

- Subsidized
- Unlicensed

EI Claim

Yes

Housing

--

Portable Housing Benefit

No

Current Sleeping Arrangements

Hospital - Medical

Total People in Household

5

Children Aged 0-16 in Household

No

Number of Children in Household

N/A

Expecting / Pregnant

Yes

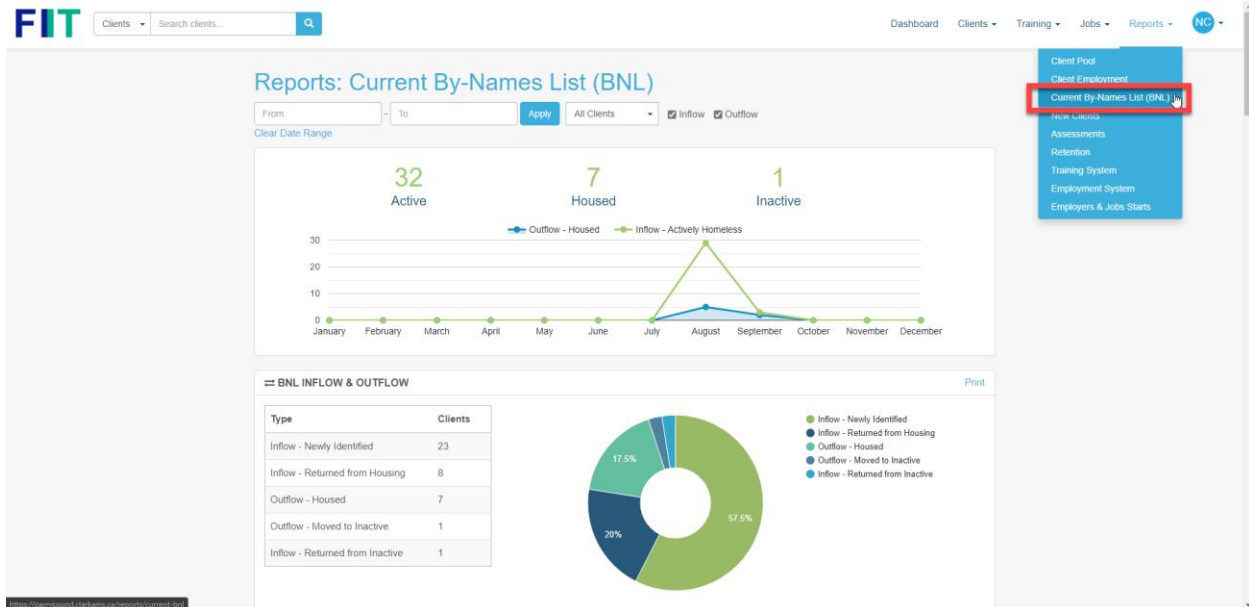
Accessible Unit Required

Yes

Some additional fields have been added to the client profile tab, to help further assist with supporting clients. The fields include:

- Veteran Status Identified
 - Confirmed Veteran Status (Should the veteran status be listed as Yes)
 - VAC Eligible (Should the veteran status be listed as Yes)
- Current Sleeping Arrangements – Drop-down list
- Total People in Household – Numerical entry
- Children Aged 0-16 in Household – Drop-down list
- Number of Children in Household – Drop-down list
- Expecting / Pregnant – Drop-down list
- Accessible Unit Required – Yes/No

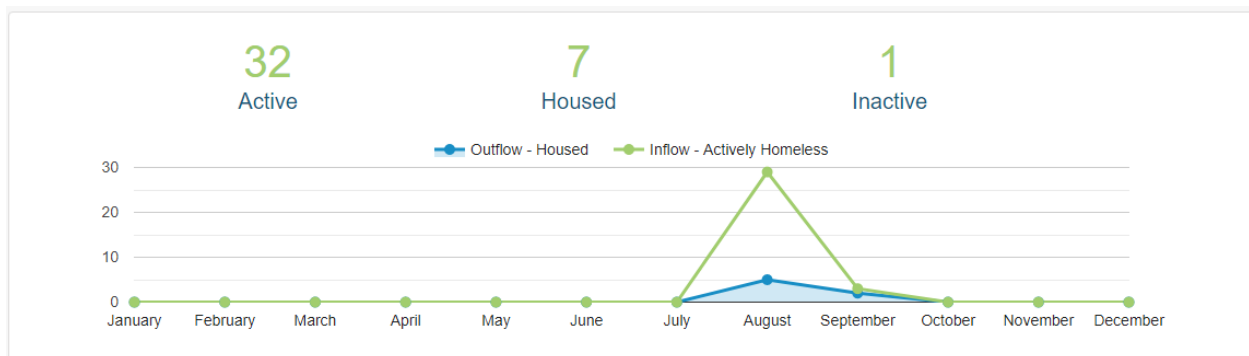
3.0 Additional Report



A new report, entitled **Current By-Names List (BNL)** has been created in the system to assist with tracking various data points.

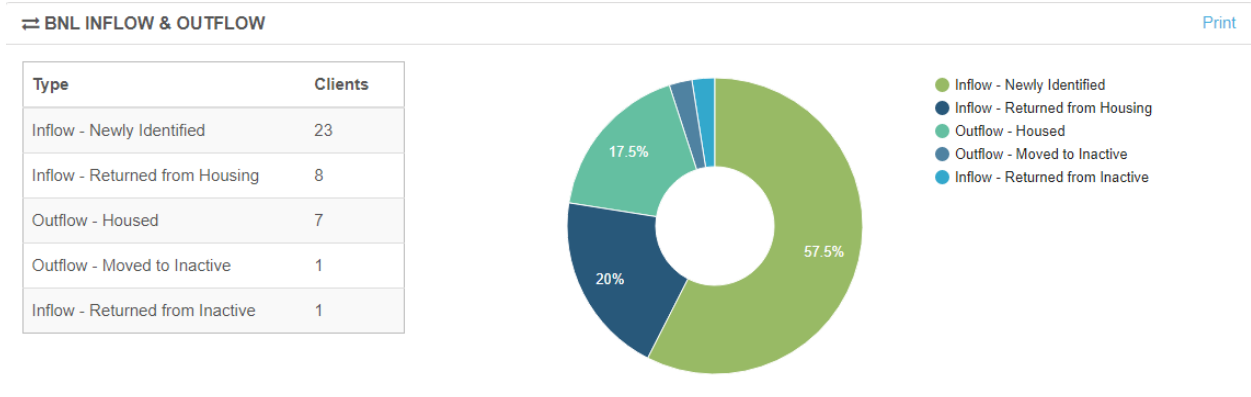
As per other reports, the **Current By-Names List (BNL)** includes a date range feature and various filtering options in order to be able to adjust the report for the specific information and data needed.

Current by-Names List (BNL) – Line Chart



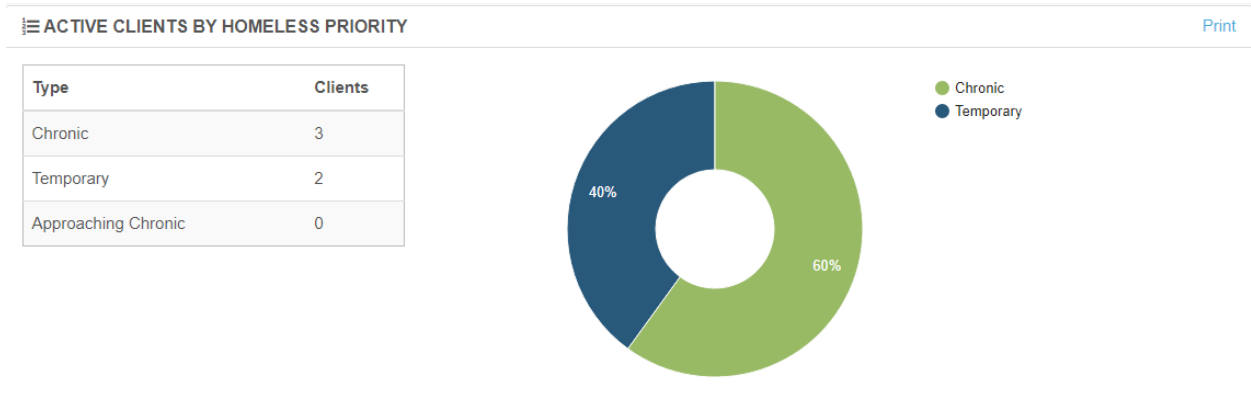
Calculates the total number of *active*, *housed* and *inactive clients* within the tool, and provides a line graph of inflow and outflow clients month-to-month.

BNL Inflow & Outflow



Displays a pie graph, and numerical break-down of inflow and outflow clients. Based on the clients [current state](#).

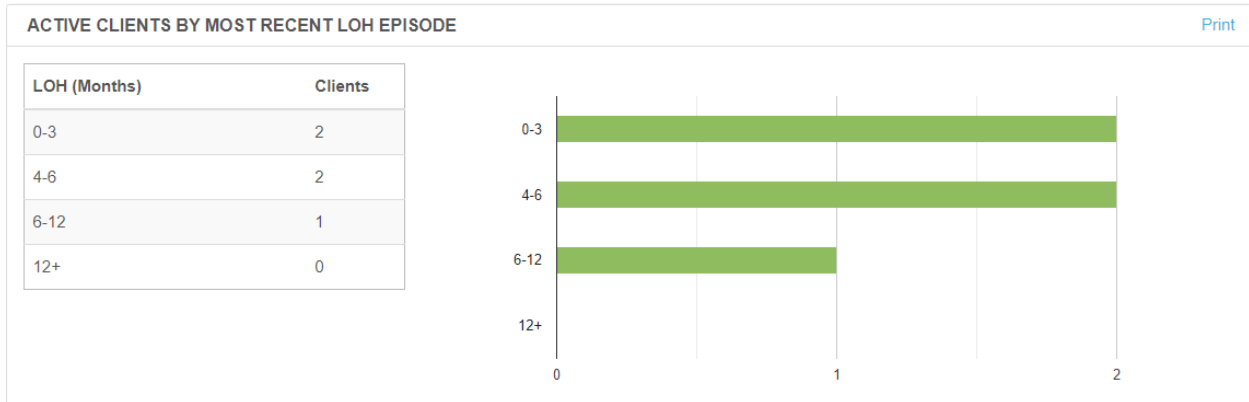
Active Clients by Homeless Priority



Displays a pie graph, and numerical break-down of active clients who are chronically homeless, temporarily homeless or approaching chronic. Based on the clients [homeless history](#).

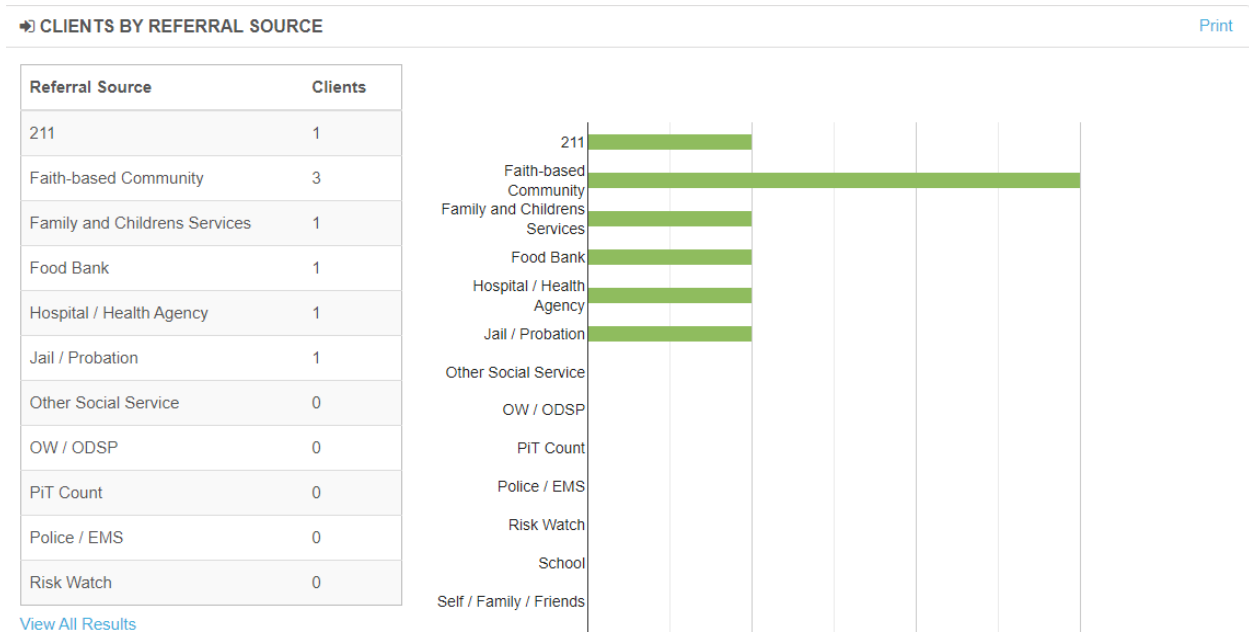
Note: If a client is set to *Outflow*, they will not be tracked in this specific report widget.

Active Clients by Most Recent LOH Episode



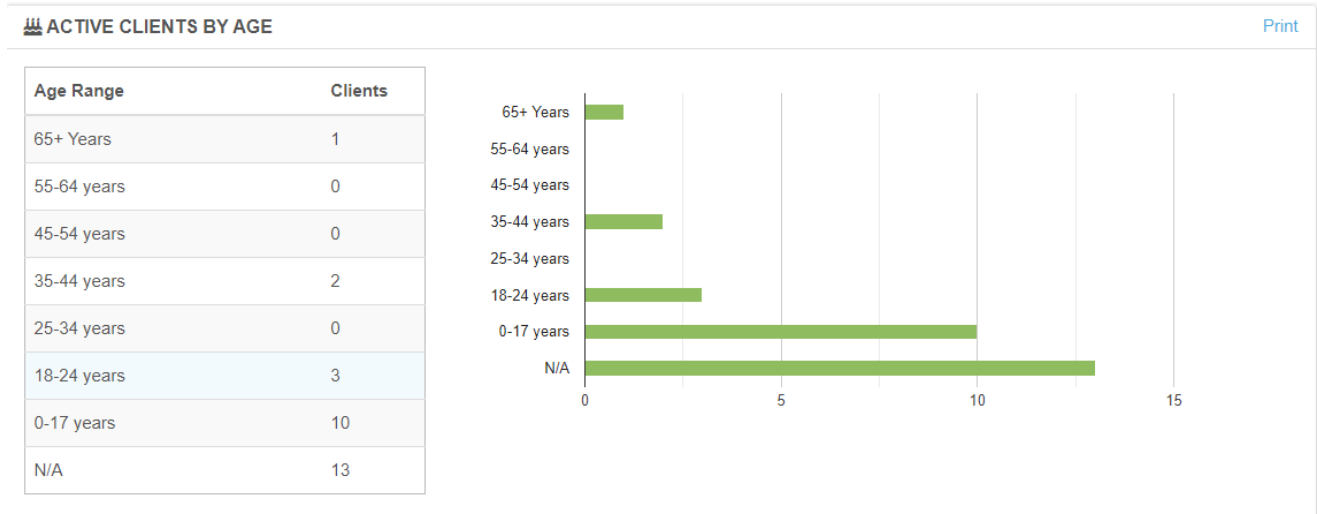
Displays a bar graph, and numerical break-down of active clients based on their most recent level of homelessness. Based on the clients [homeless history](#).

Clients by Referral Source



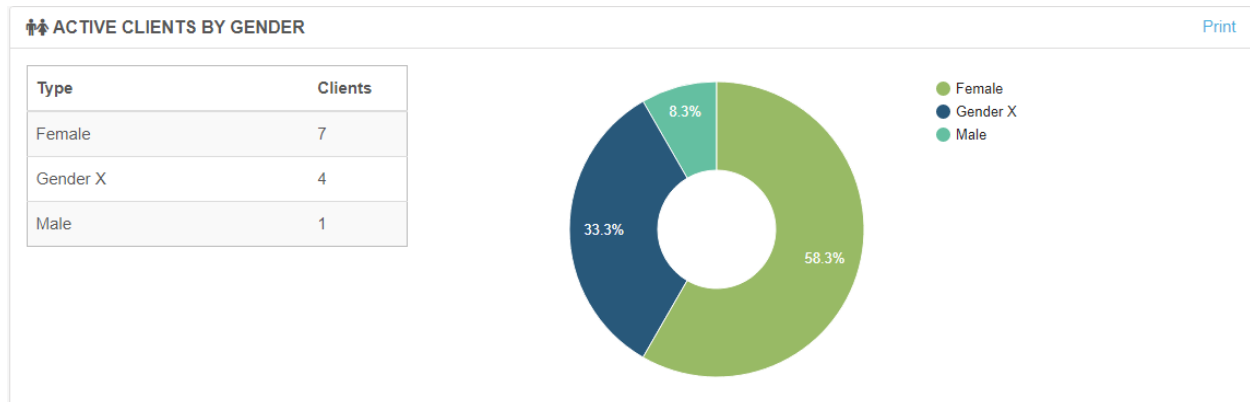
Displays a bar graph, and numerical break-down of clients based on their referral source. Based on information when the BNL status is set to [any inflow status](#).

Active Clients by Age



Displays a bar graph, and numerical break-down of active clients by the age set in the client profile.

Active Clients by Gender



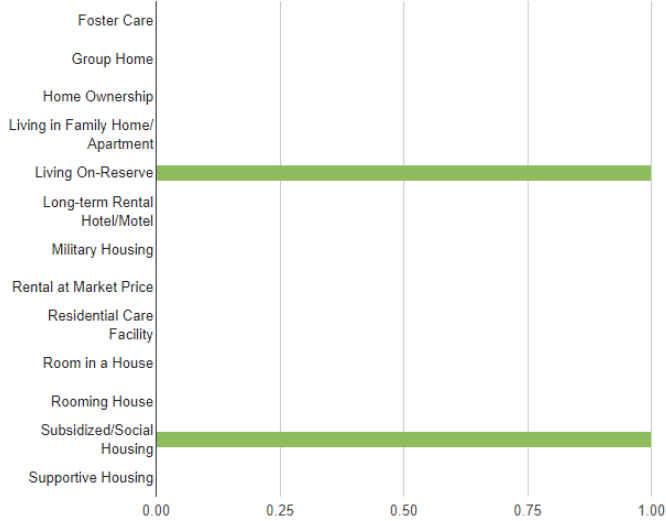
Displays a pie graph, and numerical break-down of active clients by the gender set in the client profile.

Clients by Housing Outcome

CLIENTS BY HOUSING OUTCOME

[Print](#)

| Referral Source | Clients |
|---------------------------------|---------|
| Foster Care | 0 |
| Group Home | 0 |
| Home Ownership | 0 |
| Living in Family Home/Apartment | 0 |
| Living On-Reserve | 1 |
| Long-term Rental Hotel/Motel | 0 |
| Military Housing | 0 |
| Rental at Market Price | 0 |
| Residential Care Facility | 0 |
| Room in a House | 0 |
| Rooming House | 0 |



[View All Results](#)

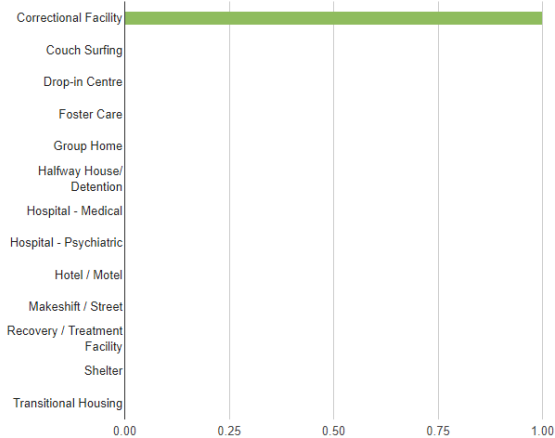
Displays a bar graph, and numerical break-down of housed clients by housing type. Based on information when the BNL status is set to outflow- housed.

Active Clients by Current Sleeping Arrangements

ACTIVE CLIENTS BY CURRENT SLEEPING ARRANGEMENTS

[Print](#)

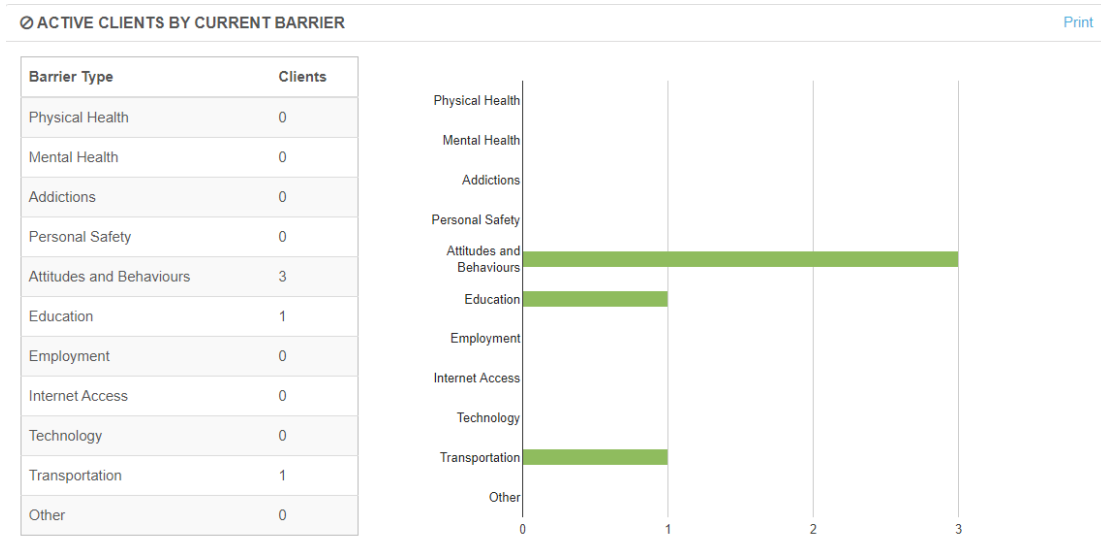
| Arrangements | Clients |
|-------------------------------|---------|
| Correctional Facility | 1 |
| Couch Surfing | 0 |
| Drop-in Centre | 0 |
| Foster Care | 0 |
| Group Home | 0 |
| Halfway House/Detention | 0 |
| Hospital - Medical | 0 |
| Hospital - Psychiatric | 0 |
| Hotel / Motel | 0 |
| Makeshift / Street | 0 |
| Recovery / Treatment Facility | 0 |
| Shelter | 0 |
| Transitional Housing | 0 |



[View All Results](#)

Displays a bar graph, and numerical break-down of active clients current sleeping arrangements. Based on information in the client profile.

Active Clients by Current Barrier



Displays a bar graph, and numerical break-down of active clients by their current barrier. Based on information found in the [action planning](#) section of the BNL tab.