BoS CoC Prioritization List Form for Non-HMIS Providers

User Guide

The BoS CoC Prioritization list form for Non-HMIS Providers was designed to integrate information about clients that cannot be entered into HMIS into the HMIS generated Prioritization List. The tabs and columns of the form line up with the HMIS Prioritization List. When using the form, do not add or delete any columns. The form must be updated and distributed any time a client has a change or anytime a client is added or removed.

The Active, Housed, and Inactive tabs of the form contain a row of column headings, and below it a description of what should be entered into the columns. Some columns have a set of predefined responses, one of which must be selected. These columns have a grey background and the list of possible responses is below the column headings in quotation marks. It is important to enter the response exactly as shown in the column description cell. If the information is not entered exactly as shown in the description cell, the client may be incorrectly prioritized when the form is integrated with the HMIS prioritization list.

Some of the Columns on the HMIS Prioritization List are either not used by non-HMIS providers, have predetermined responses, or have built in formulas. These columns have been hidden on the form, but when unhidden appear in Pink Shading and Red Text. The contents of these columns should not be modified.

The *Housing Referrals* tab should only be completed if the client receives a referral to housing.

Column Explanations

Columns that appear on multiple tabs of the report will only be explained in the Active List or Inactive List section of this guide, as applicable.

Active List

- Client Uid: Client Unique ID. Each agency utilizing the Non-HMIS Agency Form is responsible for generating a unique identifier for each client they place on the prioritization list. Make sure that the client cannot be identified by this ID, and that you keep track of which ID is for each client.
- Level of Disclosure: Level of disclosure selected for the Coordinated Entry ROI. Enter one of the predetermined options.
- Preferred ID method: Column hidden by default. Do not modify. Preferred ID method on the Coordinated Entry ROI. Will always be 'Use a CASE Number' for non-HMIS clients.
- CE ROI Expiration date: Date entered for ROI expiration
- Client Last Name, Client First Name: Columns hidden by default. Should always be blank for non-HMIS providers.
- Days on List: Column hidden by default, do not modify. Column automatically calculates the number of days the client has been on the list, based upon the date placed on list.
- Date Placed on List: The date of the clients entry into the BOS CES projects
- Agency Placing Client on List: the BOS CES Entry/Exit provider
- VI Type: The type of VI-SPDAT assessment completed. Enter one of the predetermined options.
- VI Score: VI SPDAT Score.

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- VI Score %: the percentage of the total points possible, depending on VI-SPDAT type, that the client scored. Calculate according to the following formulas:

  Single (v2.0)/Youth (v1.0) = (score/17) x 100%

  Family (v2.0) = (score/22) x 100%

- Chronic: The client's chronic homelessness status, based upon the data entered at the time the client was placed on the prioritization list. See the Flowchart of HUD's Definition of Chronic Homelessness for more information on determining a clients chronic status. If the client ages into chronicity while on the prioritization list, the chronic status must be updated manually.
- Currently Staying: indicates whether the client is currently staying in an institution, place not meant for human habitation, an emergency shelter, or safe haven. Enter one of the predetermined options. If the client is not in any of the options, leave blank.
- Current County: Count where client was assessed.
- Willing to relocate: whether or not the client is willing to relocate to a different county. Enter one of the predetermined options.
- Relocation County List: a concatenated list of the all counties where the client has stated they would live. If applicable, enter “anywhere INSIDE the BoS CoC” or “anywhere outside the BoS CoC”
- HH Size: Number of persons in the household, including the client being assessed. E.g. If you are assessing a mother with two children, enter 3 in this column.
- Age: age of the head of household.
- Gender: Enter one of the predetermined options.
- Sex Offender: Enter one of the predetermined options.
- Current Region: Enter the region # in which the client was assessed. The region should match the current county.
- Cumulative Months Homeless: is equal to the number of months homeless at assessment plus the number of months the client has been on the prioritization list
- Vet HH: Enter one of the predetermined options.
- VA Eligible: Enter one of the predetermined options.
- Disability: Enter one of the predetermined options.
- Disab. Verification: Whether there is a disability verification on file for the client. Answer only if “Yes” for disability. Enter one of the predetermined options.
- Months Homeless at Assessment: Enter the number of months.
- Cumulative Months Homeless: Column hidden by default - do not modify. Column automatically calculates based upon the date placed on list and the number of months homeless at assessment.
- Case Manager: Name of staff person working with client, if applicable.

- Return From Inactive: If the client had previously been on the inactive list, enter "Yes." Otherwise leave blank.
- Last Date Inactive: If the client had previously been on the inactive list, enter the date they most recently went inactive.
- Return From Housed: If the client had previously been on the housed list, enter "Yes." Otherwise leave blank.
- Last PL Removal Date when Housed: If the client had previously been housed, enter the date they most recently were housed. Otherwise leave blank.
- Prioritization Notes: Enter if applicable.
- Case Conferencing Notes: enter if applicable.
- Last Housing Referral Date/Housing Referral Provider/Housing Referral Outcome Need Notes: Enter if the client had received a referral to housing through CE during this episode on the prioritization list. If the client has received more than one referral, enter information about the most recent referral. Leave blank if the client has not had a referral to housing during this episode on the prioritization list.

Inactive List:

- Days on List: Column hidden by default - do not modify. Column automatically calculates the number of days the client was on the active list based upon the date placed on list and the date inactive.
- Date Inactive: the date the client was removed from the active list.
- Entry Exit Reason Leaving: The reason the client was removed from the active list. Enter one of the predetermined options.
- Exit Destination: The location the client went to upon being moved to the inactive list. Enter one of the predetermined options.
- Agency removing client: Name of agency removing client from Active List.

Housed List:

- Days on List: Column hidden by default - do not modify. Column automatically calculates the number of days the client was on the active list based upon the date placed on list and the date removed from active list.
- Housing Move in Date: The date the client moved into permanent housing.
- Date Removed from Active List: the date the client was removed from the Active List.
- Agency Accepting Housing Referral: The agency that housed the client.
- Housed County: County where client is housed.
- Housed Region: Region where the client is housed.