



Updated 8/2022 LEL

Veteran By Name List Policy:

All literally homeless veterans who have served at least 1 day of active duty and had VA eligibility verified will be added to the VA By Name List (BNL) once identified in the Denver Metro community. Veterans on the BNL will be prioritized for housing based on vulnerability (VI-SPDAT Score) and length of time homeless. Veterans who are not actively enrolled in a housing program will be outreached in order to connect veteran to available resources.

HMIS Procedure: Entering a Veteran onto the By Name List

*****Make sure you are logged into the One Home Program under your name at the top right hand corner of the HMIS screen.**

*****Make sure there is a completed HMIS ROI in profile first, if not that must be completed before entering veteran into BNL.**

****Veteran must be literally homeless to be added to BNL (Not staying with friends/family or renting motel/Air BNB with their own money)**

****Best Practice is to complete a VI-SPDAT and enroll veteran in BNL the same day/week in order to prioritize for housing as quickly as possible.**

1. In veterans HMIS profile select **Programs** and make sure veteran is not already ACTIVE on BNL.
2. If veteran is not on BNL go to bottom of page and select **ONH_Veteran By Name List_CES** from **Programs Available**. Then select **Enroll** and complete enrollment fields;
3. Complete **Prior Living Situation** questions as best you can (this is how we identify chronicity and it should give you the answer for Chronic Homeless question at the bottom of the enrollment form, this may also auto populate if a VI-SPDAT was completed in profile, double check to make sure the answers are accurate.)
4. Complete **Disabling Conditions and Barriers** questions, if unknown select "Data Not Collected."
5. **Identification Status** – Choose the most appropriate answer below;
 - a. **Newly Identified** – Veteran is new to our homeless Coordinated Entry System.
 - b. **Returned from Housing Placement** – Choose this if veteran recently lost housing placement.
 - c. **Returned from Inactive** - Review program history to see if veteran had a previous BNL exit and if exit was "Interview not completed" choose **Returned from Inactive**.
6. Select appropriate **BNL status toggle**, this can be more than one depending on veterans situation. **Active – GPD, Active RMHS, Active VOA, Active Unknown, Active VASH, Active Street, Active Emergency Shelter**
Status Break Downs;
 - a.) **Active – Emergency Shelter** = Veteran is staying in an emergency shelter setting or emergency hotel paid for by an agency.
 - b.) **Active – Street** = Veteran is not connected to a veteran provider and utilizing local shelters or sleeping in place not meant for habitation.
 - c.) **Active – Unknown** = Veteran whereabouts unknown, outreach teams cannot find them and they are becoming inactive.
 - d.) **Active – RMHS** – Veteran is actively enrolled with RMHS SSVF program.
 - e.) **Active – VOA** – Veteran is actively enrolled with VOA SSVF program.
 - f.) **Active – GPD** – Veteran is actively enrolled in a VA funded GPD site.
 - g.) **Active – VASH** – Veteran is actively enrolled with HUD VASH program.



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7. Complete **VA Eligibility** question
 - a. Fully Eligible, GPD/SSVF only, SSVF only, Ineligible.
 - b. **** If you are unsure of VA eligibility contact Missy Mish, MaryMish@va.gov or Lauren Lapinski Lauren.Lapinski@va.gov to verify eligibility before entering into BNL.** Or discuss in veteran Case Conference meetings.
 - c. ****If a veteran is determined to need a DD-214 to verify VA Eligibility, **DO NOT** enroll veteran onto the BNL. On clients HMIS profile page simply turn the toggle on for "Needs DD-214" under the veteran status question and SAVE. Veterans who Need a DD-214 or are unable to get VA eligibility verified can be added to the regular OneHome_CES program to be prioritized for housing.**
8. Complete **Chronic Homeless** question, **Yes or NO**.
9. Complete **BNL Sub Regions pick list**; this should be the area the veteran is experiencing homelessness in most frequently.
10. Complete **Monthly Income & Sources** question, if unknown select "Data Not Collected."
11. Complete **Non-Cash Benefits** question, if unknown select "Data Not Collected."
12. Complete **Health Insurance** questions, if unknown select "Data Not Collected."
13. Select **Save Changes**.
14. **Verify it was saved by the green Saved Successfully bar at the top of the HMIS screen. You are done.**
15. If veteran is ACTIVE on the BNL verify information is correct and add VI-SPDAT assessment if there is not one completed recently (past 2 years).

VI-SPDAT Policy: (Should be done with only literally homeless veterans)

Once a veteran is actively enrolled onto the BNL they are identified as being literally homeless and should have a VI-SPDAT assessment completed, if they agree, in order to be prioritized for housing resources as soon as possible.

Adult VI-SPDAT should be completed with, individuals aged 24 or older.

Family VI-SPDAT should be completed with, individuals with children and/or spouses.

Youth VI-SPDAT should be completed with, individuals aged 18-24 years old.

HMIS Procedure: Entering a VI-SPDAT Assessment, Single Adults, Families, & Youth

- 1.) Open ONH_Veteran By Name List_CES program under program history
- 2.) Under the Program level tabs select **Assessments**
- 3.) Select the appropriate VI-SPDAT version (Adult, Family or Youth) to complete and select **Start**.
- 4.) Complete all VI-SPDAT questions with the client and select SAVE.
- 5.) **Do not** refer veteran's to the One Home Community Queue (VA housing resources are not prioritized through ONH Community Queue).
- 6.) If you have a veteran who you feel needs to be referred to the One Home Community Queue bring that case to case conferencing to discuss first. Veterans can be added to the ONH community queue in special circumstances and **do not need** a separate OneHome_CES enrollment.

HMIS Procedure: Entering Status & Annual Assessments



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- 1.) Open **ONH_Veteran By Name List_CES** program under program history
- 2.) Under the Program level tabs select **Assessments**
- 3.) Select appropriate assessment, **Status or Annual**
- 4.) Status assessment is completed anytime a veteran's income, disabling conditions, non-cash benefits, health insurance changes.
- 5.) **Annual Assessments** need to be made each year the veteran is active on the BNL, within 30 days of a veteran's BNL enrollment date.
- 6.) Make sure all information is up to date and accurate on both annual & Status Assessments if you do not know the answer to one of the assessment questions select **"Data Not Collected."**

How To Exit Veteran from HMIS BNL

****Veterans are now automatically exited from the Veteran By Name List based on their move-in date or program exit from another ONH housing program in HMIS, as long as they exited to a housed destination.**

If you are a housing provider needing to exit a veteran from the BNL follow below steps;

1. In veterans HMIS profile select **Programs**
2. Hover over **ONH_Veteran By Name List_CES** and select edit in **Program History**.
3. Select **Exit** on the right hand side.
4. Select correct destination option for veteran
(If you are making a veteran inactive, select **"No exit interview completed.")
 - **Never choose "Other" as an option.**
5. Select **Save Changes**.

If you find a duplicate client in HMIS:

- 1.) Request that the client profiles be merged by emailing; hmishelp@mdhi.org.
 - a.) Only list the HMIS Unique Identification numbers in this email requesting the merge and letting HMIS staff know which profile is most accurate (Verify DOB/SSN).
- 2.) If the duplicate profiles have two ACTIVE ONH_Veteran By Name List_CES enrollments request that one of those enrollments get deleted prior to the HMIS profiles being merged to ensure data quality.