



Youth By-Name List Active/Inactive Policy

Overview

This Inactive Policy is designed to keep track of independent youth between the ages of 12 to 24 experiencing literal homelessness and housing instability within King County and the level to which they are engaging in any services with a provider participating in the [Homeless Management Information System](#) (HMIS). If a youth does not have any qualifying activity indicating literal homelessness and/or housing instability recorded in HMIS for 30 days they will not appear on the youth by-name list.

This policy was developed by the King County [Built for Zero](#) (BFZ) Youth Improvement Team with support from [King County Regional Homelessness Authority](#) (KCRHA) staff. It is intended to be a living document that represents the actual practices of the community. Please share any feedback or recommendations with gwen.beebe@kcrha.org.

Purpose

Utilizing the active list will help mitigate delays in moving people into housing by limiting discussion to those youth currently accessing resources in the system. This knowledge is intended to reduce the amount of time spent trying to contact people who no longer need services. This allows service providers to prioritize those youth who are currently in need of assistance. When youth have activity in HMIS again, they are automatically returned to active status.

Determination of Active

In King County, youth are considered to be actively experiencing homelessness if they have activity in HMIS in the last 30 days that indicated they were experiencing homelessness or housing instability. If an individual is engaging with services but none of the relevant data points

are recorded in HMIS, they will not appear on the list. To ensure that individuals in need of assistance remain active on the by-name list, it is important that this information is recorded in HMIS in a timely manner. Timeliness requirements by project type are available on page 7 of the [King County HMIS Standard Operating Procedures](#). Timeliness recommendations by project type are available on page 5 of the [Seattle/King County CoC HMIS Continuous Data Quality Improvement Process](#).

Not all clients are comfortable having their personally identifying information entered into HMIS; declining to share information should never be a barrier to accessing services. In these cases, agencies will follow their internal procedures for anonymous data entry and will share additional information if and when appropriate. Clients who have been entered anonymously may be more likely to become inactive even while engaging in services, as their activity may be split between multiple anonymized profiles.

Qualifying Activities

The following activities in HMIS are used to indicate that a youth is active and experiencing literal homelessness:

- Current Living Situation assessment indicating literal homelessness (place not meant for habitation, safe haven, emergency shelter)
- Enrollment start in a homeless program
- Enrollment start where prior residence was a homeless situation
- Enrollment start where youth indicated at the point of enrollment that they are currently fleeing domestic violence (DV)
- Night-by-night shelter bed night service
- Outreach service (in housing programs prior to move-in or in homeless programs)
- Any service from emergency shelter, transitional housing, safe haven, or street outreach
- Exit to a literally homeless destination
- Exit to unknown destination from a homeless program
- Currently open enrollment in homeless program (no move-in date if housing program)
- Artificially created events on 1st/15th of month for multi-month homeless program enrollments (no impact in HMIS; created in data hub only)

The following activities in HMIS are used to indicate that a youth is active and experiencing housing instability:

- Current Living Situation assessment indicating temporary/unstable housing (staying with family/friends temporarily, hotel without voucher, transitional housing)
- Exit to a temporary/unstable destination
- Enrollment start where prior residence was a temporary situation



Determination of Inactive

If a youth on the active list does not have qualifying HMIS activity indicating literal homelessness or housing instability for more than 30 days, they will be moved to the inactive list until they re-engage with the system and the qualifying activity is recorded in HMIS. Each qualifying activity resets the 30-day period.

KCRHA will support this work by providing a “pending” list of youth who have gone inactive in the last 30 days (last qualifying activity is 31-60 days old), including a list of each client’s open enrollments. Providers can scan the list for any youth they’re engaged with and/or filter by their programs and ensure that an appropriate activity is recorded in time to keep them active.

Each participating agency has its own policy for engaging with inactive clients. Participating agencies are expected to follow their own policies and are encouraged to use the “pending” list provided by KCRHA to direct those efforts. In the future, agencies may choose to align around a common set of policies for connecting with clients who are at risk of becoming inactive.

Housed

The following activities in HMIS are used to indicate that a youth is inactive and housed:

- Current Living Situation assessment indicating permanent housing (rental with/without subsidy, owned housing, permanent tenure with family/friends)
- Move-in date for permanent housing programs (permanent supportive housing, housing only, housing with services, rapid re-housing)
- Enrollment in a homelessness prevention program
- Housed service (rental assistance, eviction prevention, security deposit)
- Exit to a permanent housing program
- Open enrollment in housing program with valid move-in date, or open prevention enrollment

Deceased

Unfortunately, sometimes clients active on the by-name list pass away. Those who have an exit destination of “Deceased” with no later events indicating that the destination was an error are removed from the active list.

Generating the Active List

The By-Name List is generated within the KCRHA Data Hub, relying exclusively on information recorded in HMIS. The report will initially be provided in the form of a password-protected spreadsheet, similarly to the veteran by-name list.

