



Central Virginia CONTINUUM OF CARE

By-Name List Procedure

The Central Virginia Continuum of Care (CVCoC) will maintain a By-Name List of all homeless individuals belonging to one of the CVCoC's priority subpopulations:

- Veterans
- Households with children under the age of 18
- Chronically homeless
- Unaccompanied and parenting youth (18-24)

1. **Standard Assessment:** With their informed consent, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) should be administered for any literally homeless household that qualifies as one or more of the priority subpopulations when diversion has been unsuccessful and the household remains homeless. Every effort should be made to complete the VI-SPDAT as soon as possible, but within the following guidelines:

- VI-SPDAT is completed within 7 days of shelter entry (as soon as possible, but up to 7 days) if diversion is not successful and the household is not self-resolving.
- VI-SPDAT is completed immediately by Coordinated Homeless Intake & Access (CHIA) or street outreach worker for any unsheltered homeless household that belongs to a priority subpopulation.
- A new VI-SPDAT is completed for each new episode of homelessness a household experiences. If a household exits homelessness for 7 days or more, this constitutes a break in that homeless episode. If the household becomes homeless again after a 7+ day break, the shelter or homeless service provider working with that household will complete a new VI-SPDAT.
- Case manager discretion to complete the VI-SPDAT is advised when progress towards self-resolution is no longer evident for households that were initially identified as self-resolving.
- In addition to initial assessment, re-assessment should occur in either of the following circumstances:
 - 90 days or more have passed since the individual was last assessed, and the individual remains homeless.
 - Other significant changes have occurred since the last assessment that would impact the individual's prioritization and/or eligibility for services.

2. **By-Name List Reporting Form.** Once a priority subpopulation household has been assessed with the VI-SPDAT, the provider will complete the By-Name List Reporting Form. This form will be sent to the CoC Lead Agency, Miriam's House, by fax or email to the following contact:

Fax: 434.528.2725, Attention Sarah Francis

Email: francis@miriamshouseprogram.org

3. **By-Name List Review and Prioritization**. Twice a month, the Community Case Review team will meet to review the by-name list and prioritize all currently homeless households based on the CVCoC Coordinated Entry Policies and Procedures. CCR team members will provide updates regarding client status, including attainment of permanent housing or resolution of homelessness. Any households that have not had contact in 90 days will be moved to the Inactive List.
4. **Referral**. All rapid re-housing and permanent supportive housing programs are required to report project vacancies to the CoC Lead Agency within 48 business hours of unit/bed availability. If providers know of an impending vacancy, they are required to report the anticipated vacancy up to 14 days before unit vacancy. All permanent housing projects must fill vacancies exclusively through the coordinated entry process. Open slots will be filled from the By-Name List based on the most recent prioritization voted on by Community Case Review. The CoC Lead Agency will provide referral information for the highest prioritized eligible household.
5. **Outcome of Referral**. Once the CoC Lead Agency makes a referral via email, the receiving program has 24 business hours to acknowledge the referral to the CoC Lead Agency via an email. The receiving program must enroll or deny the referred household within 14 days. The receiving program can reject or deny the referral if the program staff has been unable to contact the household after 14 days. This household will be placed back on the By-Name List (BNL) for future vacancies and will be marked as inactive if they continue to be unable to be reached after 90 days.

After intake and eligibility documentation is complete, the receiving program makes eligibility determinations within 3 business days. The program will communicate to the client the eligibility decision and applicable next steps including the client's right to appeal if denied. A housing provider can deny a referral that is ineligible for the program based on program eligibility requirements. Housing providers are responsible for assuring that a household meets the contractually required eligibility requirements for their program. There may be instances where a referral is made for a vacancy through the coordinated entry process, and the program receiving the referral is unable to adequately document the household's eligibility [ie. disability documentation for Permanent Supportive Housing (PSH)]. In this case, the referred household will be placed back on the BNL for referral to another program for which they are eligible.

In general, programs receiving a referral from the BNL may only decline households in limited circumstances including:

- There is no actual vacancy available
- The household has missed two intake appointments
- The receiving program has been unable to make contact with the household for 14 days
- The household presents with more people than referred and the receiving program cannot accommodate the increase

Programs must adhere to a housing first model and cannot deny referrals based on perceived barriers, lack of "motivation" or "housing readiness," or for refusal to participate in services.

Any denial must be documented and reported to the CoC Lead. The CoC Lead may follow-up with the housing program and the household referred in order to understand the circumstances of the returned referral. Denial of eligible referrals will be a consideration in funding decisions.