

By-Name Registry List Fact Sheet

What is a By-Name Registry List?

A registry list is a tool used to help communities assess, document, and prioritize people experiencing homelessness based on their level of need using the Vulnerability Index Service Prioritization Assessment Tool (VI-SPDAT). A registry list provides the necessary information to calculate a monthly housing placement target – the number of individuals each Coordinated Access Network must house per month to meet the goals of Zero: 2016 and end chronic homelessness by the end of 2016.

Why Create a By-Name Registry List?

- Registry lists are a best practice to prioritize and serve those experiencing homelessness
- U.S. Department of Housing and Urban Development (HUD) mandated that HUD Permanent Supportive Housing (PSH) units be prioritized for those experiencing chronic homelessness
- CT Department of Housing requires that new PSH units be prioritized for those experiencing chronic homelessness

How Do I Create a By-Name Registry List?

To create a by-name registry list, your Coordinated Access Network (CAN) should:

- Survey and document everyone entering the homelessness system** using the VI-SPDAT. This includes individuals, families, and youth over age 18 whether or not they are document ready.
- Establish one database**, rather than a static list, allowing every relevant agency to access real-time by-name list information
- Use one Release of Information** allowing all relevant agencies access to the list
- Engage in comprehensive street outreach** that systematically covers the entire CAN, including 100% of outreach hot spots, including:
 - List of CAN hot spots (i.e., soup kitchen, library, food pantry, bus station)
 - Delineation about which parts of the CAN are covered by which agency
 - Timeline for outreach to find new clients
- Hold regular CAN-wide case conferences**
- Operate under documented by-name list policies and procedures**, including:
 - Procedures for adding people to the by-name list, including:
 - How often people are added and who adds people to the list
 - Procedures for removing people from the by-name list, including:
 - People who have been housed or are no longer homeless
 - People who have not been identified after a certain length of time