

# HMIS Release Notes

## By-Name-List Version 2 (BNL v2) and Document Verification

July 1, 2021

### What are the changes?

#### **BNL v2**

There is a new version of the BNL report (BNL v2) in HMIS which shows all clients experiencing homelessness based on open enrollment activity in any literally homeless project or who has been in contact with 211 and indicated that they are literally homeless. Clients will show up on the list regardless of whether they have a VI-SPDAT. BNL v2 can be pulled “today” but also offers the ability to view historical data, which was not previously available. For example, if a client is enrolled in a shelter along with their family, they will show up on BNL v2 as a family, but if that same person was enrolled in a shelter as an individual last year, setting the date parameter for last year will return their information as an individual. This will allow users to see changes in a client’s situation over time. See [this document](#) for detailed definitions and additional information. The current BNL will not be removed at this time, but we encourage you to begin using BNL v2 for your work and provide feedback to [data@cceh.org](mailto:data@cceh.org).

#### **Document Verification**

A new field called “Document Contents Verified” has been added to the document upload page in HMIS. This will allow CAN Managers to indicate whether they have reviewed documents for a client. If the document is sufficient to prove client eligibility for housing the field can be marked “Yes.” If the documentation is not sufficient or if more information is needed the field can be marked “Action Needed.” Documents that have been marked as being verified will then show on BNL v2. The applicable documents are: Homeless Verification, Disability Verification, Income Verification, Birth Certificate, Photo ID, Verification of SSN and Other Proof of Identity.

### Which users are impacted?

#### **BNL v2**

The intended users of the new report primarily are CAN Managers, CAN Coordinators, and those who manage the housing placement from the current BNL. The report can also be accessed by any users who can currently access the BNL report and may be of interest to a broader audience to assess how many people are currently homeless in our system.

#### **Document Verification**

CAN Managers will have permission to edit the verification field.

## How does this help?

### **BNL v2**

The BNL v2 will provide a list of everyone who is experiencing homelessness at any point in time based on enrollments in literally homeless projects or who is literally homeless and has been in contact with 211. This report will circumvent the need for a VI-SPDAT and will offer a more comprehensive view of homelessness in the state.

### **Document Verification**

The document columns on BNL v2 will show “Yes” if a CAN Manager has marked the document verified on the document upload page in HMIS. This will serve the dual purpose of indicating whether a client can be verified as chronically homeless, based on the documents that are available and whether they have other documents available to aid in the matching process.

Users will also be able to easily see whether additional follow up is needed for documents marked “Action Needed” on the document upload screen.

## When will I see this change in HMIS?

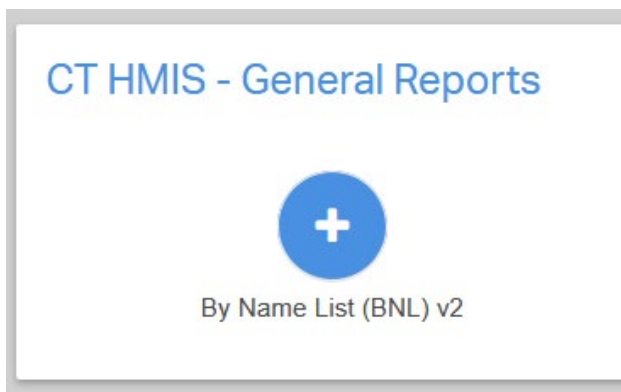
These changes will be rolled out on July 1, 2021.

## How to access report

Reports > Compliance Reports > By Name List (BNL) v2


## Screenshots of Changes

### **BNL v2**



## Document Verification

Income Verification
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▼
Electronic File ▼

Case Note  Case Note







Restriction Shared ▼

▼

–Nothing–

Needs Action

Yes

Document Type	File Name	Document Contents Verified	View File	HMIS Upload Date	Expiration Date	Restriction	Created By	Delete
 Bank Statement	image (34).png	Yes	 View File	6/8/2021		Shared	4131	 Delete
			 View File			Shared	4260	 Delete

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