



# Back@Home By-Name List Data Entry Guide and Dictionary

## Phase 2

## 1. Back@Home By-Name List Data Entry Guide

### 1.1 Overview and Purpose of Back@Home By-Name List

The Back@Home By-Name List tracks all the households displaced by Hurricane Florence who may need additional assistance finding stable housing. The Back@Home By-Name List includes people who were assessed in the disaster shelters and who have been referred via 211. The By-Name List is one of the data systems Back@Home uses to track households who need assistance, to plan for future needs, and report progress.

### 1.2 About this Guide

Each rehousing agency should use the By-Name List to track their clients' progress toward housing. This guide explains what each data field means and when to complete data entry.

### 1.3 Updating the By-Name List

- Rehousing agencies should complete a full update of By-Name List data once a week, by the end of the day Friday.
- Check for consistency: Make sure there aren't any blank blue columns and no cells are highlighted in red. Any cells that aren't consistent will highlight in red. Fix red cells if possible (for example, enter missing move-in dates or HMIS IDs)
- Team leads should indicate when someone is housed IMMEDIATELY, by the end of the day they are housed. Do not wait until the regular weekly update.
- Update other columns as more information is gathered.
- Some columns are locked (see padlock symbol at top of page and cannot be changed, such as "Disaster shelter of assessment column").

### 1.4 How to use the By-Name List:

1. Apply appropriate agency filter. Each agency has 6 filters to choose from:
  - Agency-All Cases (all households ever assigned to the agency on the by-name list)
  - Agency-Closed Cases (shows only the households that have been closed on the by-name list)
  - Agency-Missing HMIS ID (shows households without an HMIS on the by-name list)
  - Agency-Missing Program Status (shows households without a program status on the by-name list)
  - Agency-Moved In (shows only Moved-In households on the by-name list)
  - Agency-Open Cases (shows only households with an Open status in the Back@Home Program Status column)
2. Complete data entry as needed.
  - a. After the rehousing agency engages a client, they copy the row from the 211 smartsheet to the by-name list.
  - b. After the households is on the by-name list, complete the "Back@Home Program Status" column immediately. If applicable, complete the other blue columns:
    - i. HMIS ID
    - ii. Move-In Status

iii. Current County

3. After initial engagement, fill in the rest of the blue columns as appropriate.

### 1.5 By-Name List Color Coding

Columns are color-coded to indicate when data should be entered, as follows:

Color	Meaning & Requirements
<b>Brown</b> (Like HoH First Name)	These columns are automatically filled in from the 211 smartsheet or from the original disaster shelter assessment. They may need to be changed if household status changes. For example, you may need to add or subtract household members, changed names, etc.
<b>Peach</b> (Like HMIS ID)	These columns may need to be filled in but should only be completed as needed. An answer is not required.
<b>Blue</b> (Like Date Assigned)	<p>These columns must be filled in by the Rehousing Agency. There should be <b>NO BLANKS</b>. These answers will change over time and the Rehousing Agency should keep the information updated.</p> <p>Move-in status should be updated on the day that a household moves in to a unit. All other columns must be updated as of the end of the day Friday. NCCEH staff take a copy of the data for a weekly report.</p>

Brown Columns	Peach Columns	Blue Columns
HoH First Name	Need >6 months rental assistance	HMIS ID
HoH Last Name	Potential PSH Client	Back@Home Program Status
Assigned Rehousing Agency		Move-In Status
Date of Assessment		Current County
6 months post move-in		Housing Move-In Date
Approved for > 6months assistance		
Adults in Household		
Children in Household		
Total People in Household		
FEMA ID Number		
FEMA Application Status		
Age of Head of Household		
Phone Number		
Phone Number 2		
Other adults in household		
Other adult phone number		
What county are you currently living in?		
Have you ever served in the military?		
Have you registered for FEMA assistance?		
FEMA ID number		
FEMA hotel or rent assistance		

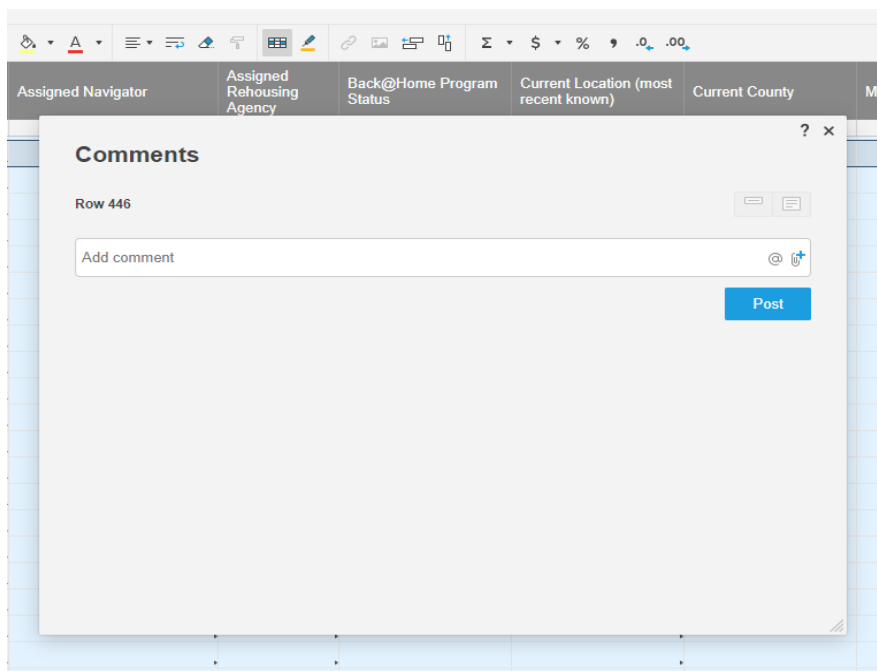
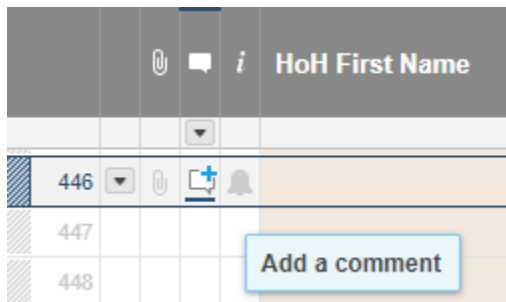
Displaced by Matthew?		
Housing situation when Hurricane Hit		
County location when hurricane hit		
Are you a homeowner?		
Homeowner displaced by Florence		
Do you plan to return to your home?		
Other information (collected by 2-1-1)		
Renter displaced by Florence		
Reason for displacement		
Where did you sleep last night?		
Renter damage assessment		
Renter-has your home been condemned?		
Renter – is the LL forcing you to move?		
Describe the damage to your home		
Do you have a regular source of income?		
What are your income sources?		
Amount of earned income		
Amount of social security income		
Amount private disability payments		
Amount VA benefits		
Amount UI		
Amount Welfare/TANF		
Amount child support		
Amount alimony		
Amount other sources of income		
Total income		
211 referral?		
Attempted to contact		
Result of contact		
Reason for denial		
Date referred		
Is this call being conducted in Spanish		
Does the caller need assistive technology		
Date Created		
Disability Status		
Disaster shelter of assessment		
Time engagement to housing		
Time assessment to engagement		
Created		
At or below AMI?		
Home repair funding?		

## 1.6 Transferring Clients to Another Rehousing Agency

The Assigned Rehousing Agency column is currently assigned to the primary rehousing agency in each county. If a Rehousing Agency has transferred a client to another rehousing agency, the **receiving agency** should change the Assigned Rehousing Agency column when they have received the referral. This should also be included as a comment (see below for how to add comments).

## 1.7 Adding Comments

Comments are helpful to add narrative information that isn't captured elsewhere on the By-Name List. Comments can give more information to another rehousing agency during a transfer, communicate between members, or track other information. To add a comment click on the speech bubble on the far left side of the screen, then type your comment and click post.



## 1.8 Adding New Clients to the By-Name List

All new clients should be added to the by-name list from the 211 smartsheet.

## 1.9 Exporting the By-Name List

To coordinate with your team, you can export the By-Name List to excel. Apply your agency filter BEFORE exporting to excel. Only the names in the filter you choose will be exported.

## 2.0 Archived By-Name Lists

The Phase 1 By-Name List was archived on February 20, 2019. Any household on that list who was never enrolled in Back@Home was not transferred to the Phase 2 by-name list. If there is data on that list you need, email Ehren Dohler at [ehren@ncceh.org](mailto:ehren@ncceh.org).

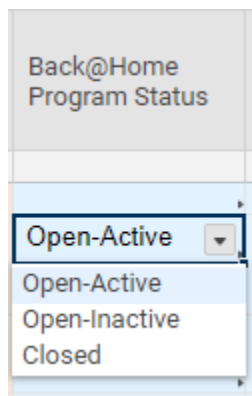
## 2. By-Name List Data Dictionary

### 2.1 Client Progress Columns

HMIS ID	Assigned Rehousing Agency	Date of assessment	Back@Home Program Status	Move-In Status	Current County	Housing Move-In Date	Need >6 months rental assistance	Potential PSH client	6 Months Post Move-In	Approved for > 6 months assistance

Column	Description
<b>HMIS ID</b>	Fill in for any clients entered into HMIS
<b>Date of Assessment</b>	The date the client was assessed for eligibility for Back@Home
<b>Assigned Rehousing Agency</b>	The rehousing agency working with the household.
<b>Back@Home Program Status</b>	Tracks the clients progress with Back@Home.
<b>Move-In Status</b>	Tracks the status of Back@Home Clients ONLY. If client is not working directly with Back@Home, choose N/A.
<b>Housing Move-In Date</b>	The date the household sleeps in the unit.
<b>Current County</b>	The county where the household is currently staying.
<b>Need &gt;6 months of assistance</b>	Indicates the client may need an extension of rental assistance beyond 6 months
<b>Potential PSH client</b>	Indicates the client may need permanent supportive housing
<b>6 months post move-in</b>	The date the first 6 months of assistance ends
<b>Approved for &gt;6 months of assistance</b>	Indicates whether the client was approved for more than 6 months of rental assistance

### 2.2 Program Status Options



Program Status Option	Description
<b>Open-Active</b>	Housed is eligible for Back@Home assistance; AND The rehousing agency has started working with them to find housing.
<b>Open-Inactive</b>	Household is eligible for Back@Home assistance; Have started working with the rehousing agency; AND

	The rehousing agency has had no recent contact after multiple attempts to find them.
<b>Closed</b>	<p>The rehousing agency is no longer working with the household.</p> <p>The reasons to close the case include:</p> <ul style="list-style-type: none"> <li>• The household is in permanent housing and no longer needs Back@Home assistance.</li> <li>• The household has been referred to another program that provides similar assistance, such as SSVF, TCLI, etc.</li> <li>• The household left the state or otherwise cannot be contacted.</li> <li>• The household refuses to work with Back@Home, after multiple attempts to engage.</li> <li>• The household is deceased.</li> </ul>