**Ohio Balance of State Continuum of Care**  
***Managing our Homeless Veterans By-Name List: Transitioning from Google Sheets to HMIS***

Updated 2.23.18

**Overview**  
As part of our work to end Veteran homelessness, the Ohio Balance of State Continuum of Care (BoSCoC), utilizes a Homeless Veterans By-Name List (BNL) and a bi-weekly reporting and tracking process.

In early 2018, the Ohio BoSCoC Homeless Veterans Workgroup agreed to transition from managing a BNL that was housed in Google Sheets to managing all aspects of the BNL within the CoC’s Homeless Management Information System (HMIS). The following section provides information about the process and timeline for the transition from using Google Sheets to using HMIS for housing plan reporting

**Ohio BoSCoC Homeless Veterans By-Name List: Process and Timeline for Transition**

*Timeline*

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| **Deadline** | **Activity** |
| March 1, 2018 | * HMIS used to report all housing plans, offers, progress for newly identified homeless Veterans   + Any homeless Vet identified by the Ohio BoSCoC on March 1st or later will have all housing plans, offers, and progress notes reported in HMIS alone |
| March 1 - April 20, 2018 | * Ohio BoSCoC Responsible Providers copy all documented housing plans, offers, and notes on progress from Google Sheets to HMIS for currently homeless Vets who were identified prior to March 1st |
| April 20, 2018 | * Every homeless Vet on the BNL in Google Sheets has all housing plan info, offers, and notes on progress reported in HMIS |
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**Process for Transitioning to Using HMIS for Homeless Veterans BNL**

*Newly Homeless Veterans*

* Beginning March 1st, 2018, all Ohio BoSCoC providers responsible for working with homeless Veterans to make housing plans, offer permanent housing options, and track progress on housing plans (also called Responsible Providers), will begin reporting all those plans and notes within the Ohio BoSCoC HMIS only.
  + Ohio BoSCoC staff will run the HMIS Homeless Vets Report and email to the Homeless Veterans Workgroup by March 5th at the latest, with all newly homeless Vets highlighted and assigned to their local SSVF provider (SSVF providers are the initial ‘Responsible Provider’ for all homeless Veterans)
    - Newly homeless Vets will not be added to the BNL in Google Sheets
  + Upon receipt of the HMIS Homeless Vets Report, SSVF and other Responsible Providers can begin documenting housing plans, offers, and progress notes in HMIS for those Vets identified as newly homeless.
    - Google Sheets will not be used for newly homeless Vets identified March 1st and beyond
    - Review the document *Ohio BoSCoC Ending Veteran Homelessness: Managing our By-Name List Reporting in HMIS* for details about how to provide needed updates in HMIS and the timeline for making such updates

*Currently Homeless Veterans*

* Beginning March 1, 2018 and ending April 20, 2018, all Ohio BoSCoC providers assigned to homeless veterans on the Google Sheets BNL will begin to transfer the housing plans, offers, and progress notes housed in Google Sheets to the HMIS client record of that veteran.
  + All past housing plans notes, and housing offers, should now be reflected in HMIS following the process outlined in this document. See *Ohio BoSCoC Ending Veteran Homelessness: Managing our By-Name List Reporting in HMIS* for details about to provide needed updates in HMIS
* CoC staff will work with Ohio BoSCoC providers to track progress on moving housing plan information to HMIS