

# Chronic by-name list user guide

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## Purpose: What is this report used for?

The **CBNL.2024.v2\_BETA** report has four components:

- Chronic Pool: This tab lists adult or HoH clients who meet the chronic homeless criteria for Hennepin County and who are not currently on the Chronic BNL.
  - 1. HMIS shelter stay dates = 12 consecutive months of homelessness (1 day homeless in the month counts as 1 month homeless) OR
  - 2. 4 episodes of homelessness in past 3 years (one calendar month w/out stay is a new episode) OR
  - 3. Combination of unsheltered and sheltered homelessness using CLS that add up to 12 months or 4 episodes in 3 years AND
  - 4. HoH or adult AND
  - 5. Disability of Long Duration AND
  - 6. Not currently on the chronic by-name list
- Chronic BNL: Displays clients who have an open chronic index sub-assessment (aka have been placed on the Chronic BNL (CBNL))

**Hennepin County Human Services**

300 South Sixth Street, Minneapolis, MN 55487

612 348-3000 | [hennepin.us](https://www.hennepin.us)



- Outflow Pool: Displays clients who are on the CBNL AND have exited homelessness in the past 30 days or have no active homeless systems interactions.
  - Outflow: Displays clients who have a Chronic Index sub-assessment with an end date on or before the report effective date.
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## Audience: Who should run this report?

Hennepin County case managers and planners, as well as community shelter and outreach staff, are the intended audience for this report. The report will be typically run and distributed by HC planners.

**Note:** A user's account settings and other visibility settings can affect what data the user will see when running a BusinessObjects report. For more information, please refer to the article [Visibility Settings and Their Impact on BusinessObjects Reports](#).

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## Location: Where can I find this report?

In the BusinessObjects (BO) reporting tool, open these folders in order:

**Public Folders => minnesota\_live\_folder => CoC/LSA Report Gallery => CoC - Hennepin => Housing Stability**

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## Prompts: How do I run this report?

- **EDA Provider:** Do not change the default value **-Default Provider-**
  - **Enter Start Date:** Enter the date **3 years prior** to the effective date.
  - **Enter Last Transaction Cutoff Date:** Enter the date 1 month prior to the effective date.
  - **Enter Effective Date:** The date the report is being run. It is recommended that the time be set to 12:00:00 AM.
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## In-depth: What questions can this report answer?

The focus of this report is identifying all adult clients who are potentially chronically homeless, have been identified as chronically homeless and added to the Chronic By-name List, those who may have recently exited the Hennepin County homeless system or are no longer considered chronically homeless as well as those who have been removed from the chronic by-name List.

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## In-depth: By-name list columns and calculations

The table below lists every column in the report together with details about how it is pulled from BusinessObjects. **Users are directed to set the effective date prompt to match the report's run date to ensure that the most recent assessment values are also pulled into the report.**

Note: For chronic pool, clients must be qualified based on the chronic homeless criteria for Hennepin County in order to appear on this tab. For all other tabs, they must have a chronic index sub-assessment in order to appear. As a result, calculations for these different populations may look slightly different. Will note when there are differences below.

Column name	Field/Calculation details	Notes
Client ID	= [Merge Client Id]	-
First Name	= [Client First Name]	-
Last Name	= [Client Last Name]	
Client ID	= [Merge Client Id]	-
DOB	= [Client Date of Birth]	-
Age	= [Client Age (Current)]	Age as of effective date
R/E	= [RaceEth2024 Detail]	Displays client selected race(s) and ethnicity
HC Homeless date	= Max(If([Valid CBNL ES SO First]="X"; [Base Clients].[Entry Exit Entry Date])) In([Entry Exit Client Id])	This column displays the clients first entry into shelter or outreach in Hennepin County in the past 36 months.
CM interest	= [Interested in receiving housing case management?(6388)]	This column displays the result of the question "Interested in receiving housing case

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management?" on the Care Coordination assessment.

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**Most recent case management provider**      =[Max CM Provider]

If the client has at least one open entry/exit for a Hennepin County/Shelter case management provider as of the date the report was run (Exit Date is null), the Provider of the most recent entry/exit appears here. Most recent is defined as the latest Entry Date.

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**All open case managers**      =[Open CM FINAL]

This column displays all open case managers and providers recorded on the Case Manager tab. The results display a concatenated list of "Case Manager/Provider Name."

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**Most recent shelter entry**      Chronic Pool =Max(If([Valid CBNL ES]="X"; [Base Clients].[Entry Exit Entry Date])) In([Entry Exit Client Id])

All other Tabs = [Max ES Entry - Outflow]

Most recent is defined as the latest qualifying Entry Date into Emergency Shelter in Hennepin County. Shelter Stay services are not considered here.

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**Shelter exit**      Chronic Pool =Max(If([Valid CBNL ES]="X"; [Base Clients].[Entry Exit Exit Date])) In([Entry Exit Client Id])

All other Tabs = [Max ES Exit - Outflow]

Displays the Exit Date or End Date from the client's most recent qualifying Hennepin County emergency shelter entry/exit. Shelter Stay services are not considered here.

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**Shelter provider**      Chronic Pool =Max(If([Valid CBNL ES]="X"; [Base Clients].[Entry Exit Provider Id])) In([Entry Exit Client Id])

All other Tabs =[Max ES Provider - Outflow]

The provider of the most recent qualifying Hennepin County shelter entry/exit appears here. Most recent is defined as the latest Entry Date.

<b>Most recent street outreach entry</b>	<p>Chronic Pool =Max(If([Valid CBNL SO]="X"; [Base Clients].[Entry Exit Entry Date])) In([Entry Exit Client Id])</p> <p>All other tabs =[Max SO Entry - Outflow]</p>	<p>Displays the entry date for the most recent qualifying street outreach entry in Hennepin County.</p>
<b>Street outreach provider</b>	<p>Chronic Pool =Max(If([Valid CBNL SO]="X"; [Base Clients].[Entry Exit Provider Id])) In([Entry Exit Client Id])</p> <p>All other tabs =[Max SO Provider]</p>	<p>The Provider of the most recent street outreach qualifying entry/exit appears here. "Most recent" is defined as the latest Entry Date.</p> <ul style="list-style-type: none"> <li>• PATH SSO entry/exits have been recoded as SO and will pull into this column when appropriate.</li> </ul>
<b>Current CLS date</b>	<p>Chronic Pool =[Max CLS Date - Base]</p> <p>All other tabs =[CLS Date Most Current]</p>	<p>If the client has any contacts recorded in the Current Living Situation sub-assessment, the Start Date of the most recent (meaning the one with the latest Start Date) will display.</p>
<b>Current living situation</b>	<p>Chronic Pool =[Max CLS - Base]</p> <p>All other tabs =[CLS Location Most Current]</p>	<p>If the client has any contacts recorded in the Current Living Situation sub-assessment, the Current Living Situation from the most recent (meaning the one with the latest Start Date) will display.</p>
<b>CLS details</b>	<p>Chronic Pool =[CLS Location Details Most Current -Base]</p> <p>All other tabs =[CLS Location DETAILS Most Current]</p>	<p>If the client has any contacts recorded in the Current Living Situation sub-assessment, Location Details from the most recent CLS value (the one with the latest Start Date) will display.</p>
<b>Most recent open day shelter entry</b>	<p>= [Max Open DS Entry - Outflow]</p>	<p>If the client has an open enrollment into a day shelter (drop-in center), the entry date for the most recent provider will display.</p>
<b>Open day shelter provider</b>	<p>= [Max Open DS Entry Provider- Outflow]</p>	<p>If the client has an open enrollment into a day shelter (drop-in center), the most recent provider or the qualifying entry will display.</p>
<b>Homeless history 36 months</b>	<p>=Max([Episodes Base] In([Entry Exit Client Id]))</p>	<p>Provides a visual display of qualifying homeless history for the preceding 36 months. "X"</p>

		=homeless and "." =not homeless during the month
<b>Shared?</b>	Chronic Pool =If(Not(IsNull([Base Clients].[Date of ROI Consent(4074)])); "Shared")  All other tabs =If(Not(IsNull([Date of ROI Consent]));"Shared")	If there is a value saved in the Date of ROI Consent field, this column displays "Shared."
<b>ID</b>	=[Do you have a photo ID?(6000)]	-
<b>SS card</b>	=[Do you have your Social Security card?(6001)]	-
<b>Birth certificate</b>	=[Do you have your birth certificate?(6002)]	-
<b>Translation language</b>	=[Interpretation Language]	If the 'Preferred Language' field is null, then use 'If yes, language.' If 'Preferred Language' = "Different Preferred Language" then use 'If Different Preferred Language, please specify.' If neither of the two previous conditions are true, then use 'Preferred Language.'
<b>Veteran</b>	=[Client Veteran Status]	-
<b>Income</b>	=[Total income S/F]	If Total Household Monthly Income is null, displays Total Monthly Income, otherwise displays Total Household Monthly Income field.
<b>Housing type pursued (1)</b>	=[dtl_hsg type 1]	Displays the response to "Current housing type being pursued (1)"
<b>Housing type pursued (2)</b>	=[dtl_hsg type 2]	Displays the response to "Current housing type being pursued (2) (Optional)"
<b>On CES priority list</b>	=If([dtl_Declined CE] = "Yes"; "Declined CE"; If(Not(IsNull([CE Sub Assess End Date]));"No"; If(Not(IsNull([CE EE Date	<ul style="list-style-type: none"> <li>"Declined CE" is displayed if the client's most recently recorded value for Person Refused or Declined a Coordinated Entry Assessment at This Time = Yes.</li> </ul>

Most Current));"Yes"  
;"No"))

- "Yes" is displayed if the client has an open entry/exit to a Hennepin County Coordinated Entry Assessment provider and has a value of "Placed on Prioritization List" recorded (where applicable) in the 4.19 CE Assessment sub-assessment and there is no End Date on the record.

**CE referral provider**

=Max([CE Referral Provider])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the Provider referred to in the most recent referral (meaning the one with the latest Start Date) will display.

**CE referral date**

=Max([CE Referral Date])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the Date of Event from the most recent referral (meaning the one with the latest Start Date) will display.

**CE referral result**

=Max([CE Referral Result])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the Referral Result from the most recent referral (meaning the one with the latest Start Date) will display.

**CE referral result date**

=Max([CE Referral Result Date])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the Referral Result Date from the most recent referral (meaning the one with the latest Start Date) will display.

**CE referral result reason**

=[Max([CE Referral Result Reason])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the "If Unsuccessful Reason" from the most recent referral (meaning the one with the latest Start Date) will display.

**If not housed, Date referral ended**

=Max([CE Referral End Date - Not housed])

If the client has a referral to a housing provider valid within their most recent Coordinated Entry entry/exit, the End Date from the most recent referral (meaning the one with the latest Start Date) will display.

**Date added**

=Max([Date Added(6609)])

This displays the most recent date added to the chronic by-name list if on or before the report effective date

<b>Chronic Index Y/N</b>	=[dtl_Chronic Index]	Displays the answer to, "Is Client on the Chronic Homeless Index?"
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## Outflow pool and outflow only

<b>Date added to CBNL</b>	=[Date Added(6609)]	This displays the date added to the chronic by-name list if on or before the report effective date.
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<b>Shelter exit destination</b>	=[Max ES Entry - Destination (Entry)]	Displays the Exit Destination from the client's most recent qualifying Hennepin County emergency shelter entry/exit. Shelter Stay services are not considered here.
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<b>Street outreach exit destination</b>	=[Max SO Destination - Outflow.Entry]	Displays the Exit Destination from the client's most recent qualifying Hennepin County street outreach exit.
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<b>Most recent CM entry</b>	=[Max SSO Entry - Outflow]	Displays the entry date for the most recent qualifying entry to an SSO provider. In most cases, these are Case Management providers.
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<b>CM exit</b>	=[Max SSO Exit - Outflow]	Displays the exit date for the most recent qualifying entry to an SSO provider. In most cases, these are Case Management providers.
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<b>CM exit destination</b>	=[Max SSO Destination - Outflow]	Displays the exit destination for the most recent qualifying entry to an SSO provider. In most cases, these are Case Management providers.
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<b>Current CLS date</b>	=[Most Current OutflowCLS Start]	Displays the start date of the most recent current living situation
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<b>Current CLS</b>	=[Most Current OutflowCLS]	Displays the current living situation selected with the most recent CLS start date
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<b>CLS details</b>	=[CLS Location Details Most Current]	Displays the current living situation details entered with the most recent CLS start date
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<b>Date removed from the CBNL</b>	=[Date Removed(6610)]	
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<b>LOT since outflow</b>	=[LoT Since Outflow]	Calculates the number of days between the Date Removed from the CBNL and the report effective date.
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**Removal reason**      =[Removal Reason(6611)]

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**If ineligible, reason**      =[If ineligible, reason(6612)]

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**Location housed**      =[Location Housed(6615)]

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**Chronic index notes**      =[Chronic Index Notes(6616)]

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