

# The City of Kawartha Lakes and County of Haliburton By-Name List Process

The City of Kawartha Lakes and County of Haliburton (CKL-H) By-Name List (BNL) is a real time, up to date list of all people known to be experiencing homelessness in CKL-H. Once individuals are added to the BNL they will be prioritized based on their level of need and vulnerability. They will be referred to an appropriate housing intervention or community supports dedicated to resolving homelessness as those resources become available.

## Step 1: Community Entry Points

Individuals or families experiencing homelessness connect with Community Entry Points (CEP) in the CKL-H. These CEP's are agencies that regularly encounter individuals or families who are experiencing homelessness and are either:

1. Unsheltered (sleeping outside, vehicle etc.);
2. Emergency Sheltered; or
3. Temporarily Sheltered (couch surfing, motel etc.)



**Community Entry Points include:** A Place Called Home, FourCast, CMHA, CKL Human Services, Haliburton Highlands Health Services, Women's Resources, YWCA-Minden


## Step 2: Check Status on BNL


When an individual or family presents as homeless at a CEP, the agency should check the BNL in the Community Shared Folder on the Portal (Filezilla) to see if the individual is already on the BNL. If YES, please update their status in the BNL. If NO, please continue to Step 3.




## Step 3: Additions and Common Assessments

If an individual has been experiencing homelessness for at least 14 days, CEP's will complete the BNL Consent Form, BNL Addition Form and the appropriate VI-SPDAT Assessment.

 **TAY-VI-SPDAT:**  
Independent youth who is 16-24 years old.

 **VI-SPDAT:**  
Individual adults, 25 years and older. If a couple with no children, administer a separate VI-SPDAT with each individual.

 **F-VI-SPDAT:**  
Parent/guardian with dependent children (under 18 years old) or who would regain custody of their children (under 18 years old) if they find housing.

\*If an individual or family presents with a VI-SPDAT score of 8 or higher, the Lead Agency worker may also complete a Homelessness Coordinated Response Team (HCRT) Addition and Consent Form to engage in case conferencing. This can be completed at any point of engagement with the individual or family.

All addition forms and documents for the BNL and HCRT can be faxed, delivered in person or added in your closed agency folder in Filezilla.

#### Step 4: Prioritization on the BNL

Individuals and families are prioritized on the BNL for the appropriate housing and supports based on their situation and priority criteria. Individuals and families should be encouraged to participate in finding resolutions to their own homelessness when intensive supports are not readily available.



#### Step 5: Lead Agency Role

Once an individual is added to the BNL, the identified Lead Agency will continue to support individuals and families throughout the BNL process until they are matched with the appropriate supports and services. Lead agencies will continue to support individuals or families added to the BNL including but not limited to the following ways:



1. Continue to engage with the individual or family and encourage them to find resolutions to their own homelessness
2. Provide housing support coordination and case management
3. Obtain consents from collateral partners and invite partners to attend case conferences to help remove barriers that have previously prevented the individual or family from finding and maintaining housing
4. Gather and complete the document readiness process, ensuring the individual or family will be document ready if offered a housing and/or program vacancy
5. Provide updates to the BNL coordinator or share any relevant updates at HCRT

#### Step 6: Document Readiness

Lead agencies will prepare the individual to be “housing ready” by completing the Document Readiness Form with the individual. Once that has been completed, the Lead Agency should add it to the Closed Site in Filezilla or fax it to the BNL Coordinator.



#### Step 7: Matching Process

When a dedicated housing or support resource becomes available on the BNL and “Document Readiness” has been completed, a list of 4 individuals or families who meet the criteria for the unit and/or program will be sent to the provider. One individual from that list of 4 will be selected by the provider and offered the spot within that unit and/or program. The individual or family will have the final determination of whether they will accept or decline the offered spot.



\*Please note, that all administrators completing entries are required to complete training and this document is not meant to substitute for these training sessions. For more information, please contact the BNL Coordinator at [bnlcoordinator@kawarthalakes.ca](mailto:bnlcoordinator@kawarthalakes.ca).