100-DAY CHALLENGE CASE STUDIES

COLUMBUS, OH: CREATING AND UTILIZING A YOUTH BY-NAME LIST

Columbus, Ohio developed a by-name list of transitional-age youth (TAY) at-risk of and experiencing homelessness over the span of two months during the 100-Day Challenge. The by-name list will be formalized, staffed, and utilized as the primary tool for future case conferencing meetings focused on Columbus' most vulnerable youth.

HOW COLUMBUS MADE IT HAPPEN

The Columbus 100-Day Challenge Team brainstormed ideas and strategies that worked in the Veterans case conferencing model to adapt for youth experiencing homelessness. The development of a youth by-name list was identified as an actionable goal for moving toward a youth case conferencing model within the timeframe of the 100-Day Challenge.

The by-name list started as an encrypted spreadsheet to collect information on youth and their housing status, including if the individual is single or part of a family; race; gender; date of contact; days since last engagement; and whether they were referred by the YMCA's rapid re-housing program. The 100-Day Challenge Team decided not to not gather names or identifying information for youth, but rather to develop a unique identifier through a combination of letters and numbers for each youth. Outreach was conducted to community providers, requesting that they complete a simple one-page form each time that the agency interacts with a youth experiencing homelessness who is not currently in shelter.

The by-name list can be filtered by categories of information, including date of most recent contact and "active" (individuals who are not stably housed) or "inactive" (youth in stable housing situations) status. The agency working with the youth is responsible for updating the by-name list every time a client's status changes.

Key Takeaways:

- A by-name list is an important tool for communities to begin the process of developing a youth case conferencing model.
- Communities should define what data will be captured and for whom on the by-name list. This includes defining youth age limits and the range of housing statuses to be considered.
- Communities do not need to wait to develop a perfect tool or process to get started on the development and utilization of a by-name list.
- The by-name list can provide important information on trends among youth experiencing homelessness, including information on racial and gender disparities, housing statuses, and service utilization.
- A by-name list can function as a "hub" to keep partner agencies connected to each other, as well as to youth experiencing homelessness.
- Break down silos to avoid duplication of data collection efforts.

1) **Determine Who Will Be Included on the By-Name List**

The Columbus 100-Day Team created a safe space to have important and sometimes difficult conversations across organizations about how to determine and define the youth at-risk of and experiencing homelessness to include on the by-name list. The 100-Day Team determined that the by-name list should be inclusive of youth ages 18–24 in the following housing situations: (1) place not meant for human habitation, (2) unsafely housed, (3) temporarily safely housed with family (must leave within 14 days), (4) temporarily safely housed with friends (must leave within 14 days), and (5) participating in a local youth-focused transitional living program. This data has helped the Columbus 100-Day Team see the breadth of housing instability among youth experiencing homelessness, while the ability to filter the by-name list can help prioritize individuals for outreach or assistance.

2) **Determine a Starting Point and Build Momentum**

The Columbus 100-Day Team found that one of the most important steps in developing a TAY by-name list and case conferencing model for youth was getting started. Robust planning conversations were important for the team to identify best practices and leading ideas to make the TAY by-name list a reality, but that it was not necessary to have the perfect spreadsheet or system is in place for the development of the by-name list to begin. The 100-Day Team has developed a TAY by-name list in an encrypted spreadsheet as a first step in building out a robust youth case conferencing model, with a next step of moving the list into HMIS and establishing data sharing protocols for partners collecting housing status information on youth at-risk of and experiencing homelessness. The TAY by-name list remains flexible in design to allow for changes and adaptations to the model based on feedback from youth with lived experience and providers over time.

3) **Identify Trends in Data Among Youth At-Risk of and Experiencing Homelessness**

Through the development and implementation of the TAY by-name list, the 100-Day Team was able to identify trends in the data and learn more about the population of youth at-risk of and experiencing homelessness in Columbus. The 100-Day Team found that a significant number of youth experiencing homelessness were living in situations not meant for human habitation, such as cars or at bus stops. The increased visibility of unsheltered homelessness among youth has helped to encourage more frequent local outreach efforts be conducted to youth-serving agencies in order to work with youth who do not have a safe, stable and sheltered place to stay. Additionally, the by-name list has helped Columbus identify disparities in access to shelter and services for African American youth. Columbus is working to make visible these trends around disparities, housing status, and services in order to provoke systems level change.

4) **Utilize the Development of a By-Name List to Build Bridges and Break Down Silos**

One of the biggest takeaways for the Columbus 100-Day Challenge Team was that the planning and development of the TAY by-name list helped to bridge the gap between youth-serving agencies and shelter providers in a way that had previously not been possible. The development of the TAY by-name list employed an inclusive planning process that generated motivation for agencies that had never previously worked together to come together around the table to work towards a common goal. Moving forward with their youth case conferencing efforts, Columbus plans to maintain the TAY by-name list as a "hub" for keeping agencies connected to each other and to youth experiencing homelessness. Additionally, Columbus has been working to break down silos and create connections between agencies serving youth at-risk of or experiencing homelessness in order to avoid duplication of data collection efforts.

Columbus 100-Day Challenge to End Youth Homelessness

Dear Provider:

In partnership with the Rapid Results Institute, Columbus, Ohio is currently participating in a 100-Day Challenge to end youth homelessness. This challenge involves multiple organizations in the community coming together as a team, in order to problem solve and discover innovative solutions to this complex issue of youth homelessness.

In order to better serve our youth, we, the 100-Day Challenge Team, are gathering information on transitional-age youth **(ages 18-24)** and their current housing status. Within the community, youth who access homeless shelters are already identified and served by the shelter community and other partners; however, we recognize that many youth experiencing homelessness *do not enter shelter at all.* In order to learn more about this population of *transitional-age, homeless youth who do not access shelter,* we are currently gathering data on this specific population and would like your help.

We've created a simple one-page form (**100-Day Challenge Referral Form)** that we are requesting you send us each time your agency interacts with a *transitional-age, homeless youth who is not currently in shelter.* The attached instructions will describe this in more detail, but here are some highlights:

- Only one form is needed per youth, unless their housing status changes; for example, they go from homeless to safely housed, then a new, updated form will be submitted. _It is vitally important to update youth's housing status each time it changes, in order for us to be able to track outcomes for these youth and reach our 100-day goal._
- The Team will not be gathering names or identifying information for youth, but rather a unique combination of letters and numbers for each youth:
  - First initial of first name, First initial of last name, Two-digit month of birth, Two-digit day of birth *(For example: John Doe, whose date of birth is 3/1/1995 = **JD0301**)*
- While the *100-Day Team* will not be gathering identifying information or any contact information for youth, the team does recommend that each *provider* gather name and contact information if the youth is interested in being contacted in the future for possible linkage to housing programs.

We've attached a few helpful documents for your review. These include the **100-Day Challenge Referral Form, Referral Form Instructions,** and a guide which includes **Definitions of Housing Statuses.**

If you have any questions about this process, please contact one of the names below. And THANK YOU for your commitment to better serve our youth and END YOUTH HOMELESSNESS!

Sincerely,

100-Day Challenge Team

100-Day Challenge Referral Form

Unique Identifier for TAY:

> *First initial of first name, First initial of last name, 2-digit month of birth, 2-digit day of birth*

> *For example: John Doe, whose date of birth is 3/1/1995 =* ***JD0301***

☐ **Single Adult**: ☐ **Family:**

Housing Status:

> **If completing this form for the first time for this youth, please choose one of the following:** Choose an item.

> **If you are completing this form to update a TAY's housing status, please choose one of the following:** Choose an item.

> > **If 'Other' was chosen, please explain:**

Date Provider Verified Housing Status:

Provider Name:

Race: Choose an item.   **If 'Other' chosen, please list (optional):**

Gender: Choose an item.   **If 'Other' chosen, please list (optional):**

Was this youth screened and referred for Rapid Rehousing? ☐ YES ☐ NO

NOTES (optional – use this field for anything you wish to communicate to the 100-day team about this youth):

Housing Statuses include:

- **Place not meant for habitation**: Any place not intended to be inhabited by a person (ex. in a vehicle, outside, or in an abandoned building/residence)
- **Unsafely Housed**: Any temporary or permanent living situation characterized by any of the following: Domestic Violence, Human/Sex/Labor Trafficking, Other Criminal Activity (Such as illicit drug abuse/trafficking) causing a real and imminent threat and an unsafe living situation
    - Example Question: "Are you presently feeling pressured or threatened to do things you don't want to do in order to have a place to stay?"
- **Safely Temporarily Housed w/Family (must leave within the next 14 days):** For example, TAY is residing with a grandparent, is not on the lease, and has been asked to leave by the end of the week.
- **Safely Temporarily Housed w/Friends (must leave within the next 14 days):** For example, TAY is residing with a friend and friend's parents, is not on the lease, and has been asked to leave within 5 days.
- **Huckleberry House TLP**: A youth-focused transitional living program (TLP) lasting 12-18 months providing various like-skill supports
- **Emergency Shelter:** Any person residing in emergency shelter in Columbus, Ohio (single and adult shelters included)
- **Permanent Supportive Housing**: Affordable, community-based housing that provides linkage to flexible supports and services for people with very low incomes and chronic, disabling health conditions
- **Rental by Individual:** For example, TAY signed a lease for an apartment.
- **Permanently Housed with Friends**
- **Permanently Housed with Family**
- **Other:** Includes any housing status not defined on this list