

Moving Individuals From Active To Inactive Status During Encampment/Cohort Resolution

- I. During Encampment Resolution, the outreach team will maintain-at least once a week contact with people experiencing unsheltered homelessness through multiple communication methods. Successful contacts must be entered in HMIS using the “Interim Review”. When the street outreach staff cannot locate a client, they will exhaust all the following contact methods before deeming the client Unable to Locate (UTL):
 1. Visit the last known encampment location and any other locations the client is known to frequent.
 2. Contact the client directly via all known electronic options such as phone call, text message, email, or social media.
 3. Inquire with other homeless service providers or community resources for information about the client’s whereabouts
 4. Check the HMIS system for any recent activity and place a Be On the Lookout (BOLO) alert in HMIS for the client.
 5. Contact local Hospitals and Emergency Rooms to inquire if the client has been admitted.
 6. Search local databases:
 - County Inmate website:
 - Miami Dade County:
<https://www.miamidade.gov/Apps/mdcr/InmateSearch/#/>
 - Broward County Sherriff’s Office:
<https://www.sheriff.org/DOD/Pages/ArrestSearch.aspx>
 - Monroe County Sheriff’s Office:
<https://www.interopweb.com/monroeso/>
 - Miami Dade Deceased Persons Database by visiting the Medical Examiner website:
<https://www.miamidade.gov/medicalexaminer/search.asp>
- II. Clients that are UTL for less than 45 days will remain on the “Active Encampment By Name List (BNL)” and in the HMIS Overflow Shelter Point. During the 45-day period, the street outreach team will continue to attempt all contact methods.

At every BNL meeting the clients UTL status will be confirmed. If the client is located within the 45 days, then the UTL status will be removed, and rehousing efforts will resume.
- III. For clients that have 45 days of continuous reported UTL status will be removed from the Active to Inactive status section on the Encampment BNL and must be checked out from the HMIS Overflow Shelter Point.

- a. If the client is located during the Active Resolution Encampment By Name List (BNL), then their UTL status will be removed, Client will be checked in to the HMIS Overflow Shelter Point and the rehousing efforts will resume.
 - b. If the client is located and the Encampment By Name List (BNL) is no longer in “Active Resolution”, then they will be eligible for the standard Coordinated Entry (CE) process.
- IV. Clients who are reported hospitalized or incarcerated will not be considered UTL and will remain on the Active Encampment BNL for 90 days regardless of when the last successful contact was made.
- a. If the client is discharged or released and the encampment is still in “Active Resolution”, rehousing efforts will resume.
 - b. If the client is discharged or released and the encampment is no longer in “Active Resolution”, they will be eligible for the standard CE process.

