**INACTIVITY POLICY TEMPLATE**

**Write Your Policy**

As you write your policy be sure to consider and include each of the areas highlighted in different colours (aligned with colours in the sample policy).

**By-Name List Scorecard Question #4 – Inactivity Policy**

Has your community established a written policy that **SPECIFIES THE NUMBER OF DAYS** of inactivity **AT WHICH A PERSON’S STATUS WILL BE CHANGED TO “INACTIVE**,” and are you implementing a **PROTOCOL TO LOCATE THE INDIVIDUAL BEFORE THEY ARE MOVED TO AN INACTIVE STATUS**?

**Sample Policy:**

If a household has had no contact with any Coordinated Access points, System Navigators and/or Community Outreach for 90 days, AND they have had no services or shelter stays in HIFIS for the past 3 months, the household will be removed from the Active Homeless List and placed on the Inactive List. We review our By-Name List weekly and flag when people have not been seen for 60 days. These people are flagged with System Navigators, Street Outreach and drop-ins to watch for and to search as appropriate with other known locations, contacts, hospital etc.

If a household on the inactive list makes contact with the homeless system including outreach workers, drop-in centers, shelters, etc., they are moved from the inactive list to the active list and can be referred to housing openings once they have fully re-engaged with the system which may include re-assessment of their vulnerability.

**Your policy:**

If a household has no contact with \_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_ days, the household will have their status changed to inactive (automated through HIFIS or in your Excel spreadsheet or manually changed?). We review our By-Name list (weekly? Monthly?) and flag when people have not been seen for \_\_\_\_ days. These people are flagged with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to watch and search for as appropriate with other known locations, contacts, hospital etc.

If a household with inactive status makes contact with the homelessness response system including \_\_\_\_\_\_\_, they will be returned to active status (how – automatically through HIFIS, manually?).