**BY-NAME LIST TIMELY AND ACCURATE UPDATE 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 #6 – Timely and Accurate Update Policy**

Has your community implemented an approach for keeping your BNL up-to-date and accurate, including **TIMELINES FOR PROVIDER DATA SUBMISSION** and **ONGOING QUALITY ASSURANCE** and has this approach been documented in policies/protocols?

**Sample Policy:**

All participating providers will ensure all client updates in HIFIS are completed by midnight on the Tuesday of each week. Updates should be recorded in the HFIS Housing History Module and/or client vitals as appropriate. The HIFIS lead for each agency is accountable for ensuring this policy is followed at their agency.

The HIFIS lead at each agency uses the HIFIS audit feature to monitor the data entries from staff at their agency. The HIFIS administrator conducts monthly data cleans and shares a By-Name List Dashboard once a month at Case Conferencing meetings so that others can help verify the data.

**Your policy (complete below):**

All participating providers will ensure client updates are made (how?) by (when?).

Who is accountable for monitoring this? How are you ensuring the accuracy of your data on a regular basis?