



## Guidelines for Filling Out the CSV Template for Bringing Veterans Home: CoC By-Name-List (BNL) Upload Form

This document contains instructions for accurately completing the CSV template for bulk uploads to the By-Name-List Upload Form. Please ensure all required fields are filled out correctly to prevent submission errors. Maintain the original CSV format and do not alter column names or their order. Non-compliance with these guidelines or the field rules below may result in submission failure.

### Fields

- **veteran\_hmis\_personal\_id:** Copy and paste the HMIS Personal IDs from your export here. The format should be #####-####-##### for example: 123abc-4de5-67fgh . If the ID you are looking at does not have the same format as the previous example, it is likely **not** an HMIS Personal ID.
- **list\_status:** (Optional) Copy and paste the “List Status” column from your export here. There should be values like the following:
  - o Inactive (unknown/missing)
  - o Inactive (Non-Perm Housing) o
  - Inactive (Permanently Housed) o
  - Active - ES/TH o Active -
  - unsheltered
- **date\_veteran\_identified:** (Optional) Copy and paste the “Date Veteran Identified” column from your export here. The format should be M/d/yy for example: 4/1/25 for April 1<sup>st</sup>, 2025.
- **date\_of\_permanent\_housing\_placement:** (Optional) Copy and paste the “Date of Permanent Housing Placement” column from your export here. The format should be M/d/yy for example: 4/1/25 for April 1<sup>st</sup>, 2025.