

## Memo to the movement

### Advance to Zero Database Update

**To:** AtoZ Database Users  
**From:** Michala McMahon - National AtoZ GM  
**Date:** Friday 15th May 2026  
**Subject:** Inactive Protocol Improvements (Part 1 of 3)

Dear Advance to Zero Colleague,

We wanted to provide another update on some recent database improvements that will be implemented on **Wednesday 20th May** as part of ongoing enhancements to the By Name List (BNL) and inactive protocol process.

#### What's changing?

The following changes will take place:

- **A unique BNL number** will now be added to each record to support easier identification of individuals.
- **Identified Zero Project** - It will now be easier to clearly identify which Zero Project a person is connected to.
- **BNL status (Active / Inactive) will now be automatically updated** based on the housing status selected for a person. This means you no longer need to use the 'BNL status' field. For example,
  - If you update somebody's housing status to any type of rough sleeping homelessness or temporary shelter, their BNL status will automatically be changed to 'active', indicating that they are actively experiencing homelessness in the relevant Zero Project area.
  - If you update their housing status to 'housed', or another type of outflow such as 'returned to country' or 'unknown', they will automatically be made inactive on the BNL.
- **New way to keep someone active** - We have also implemented a new way to keep someone active on the BNL where appropriate, particularly in situations where there has been no housing status change but the person is still actively engaged or requiring support.

- A 'Date of confirmation' field has been added. You can manually update this date when you engage with a person and their housing status has not changed.

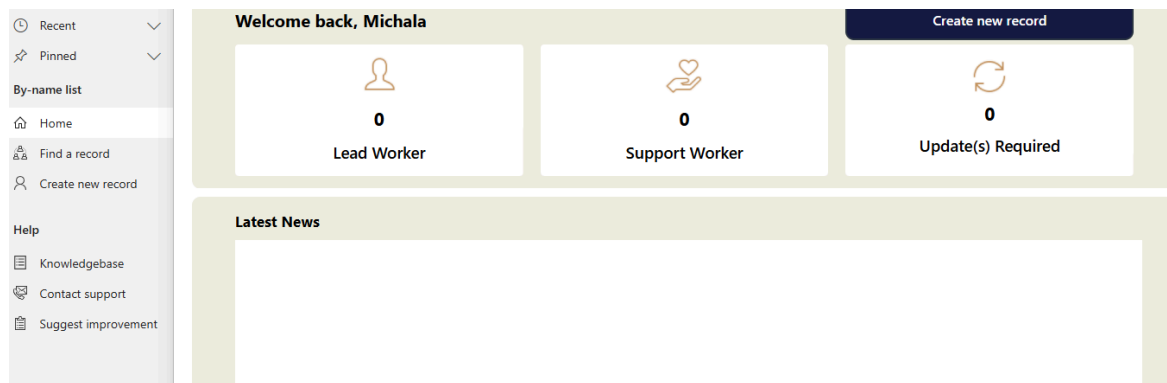
### Why is the change happening?

This is the first of 3 upcoming changes to strengthen the inactive protocol process. These changes are intended to improve consistency, reduce manual processes, and support clearer visibility across projects and reporting.

### Will there be any future changes?

Yes, and we will continue to keep you updated as parts 2 and 3 of this process progress in the coming weeks.

We are also currently working on making better use of the 'Latest News' feature within the BNL -



This will allow us to provide timely updates directly within the database environment, helping users quickly see what changes, improvements, or updates have recently been implemented.

Thank you all for your continued feedback, patience, and support as we continue refining the system.

If you have further questions, please don't hesitate to contact us.

Sincerely,

**Michala McMahon**  
National AtoZ GM