

How to Guide for Updating VI-SPDAT Assessments Older than 90 Days

December 2019

When a Client has been enrolled in Coordinated Entry for 90 days or longer – a new VI-SPDAT Assessment is required. This process is to ensure the Client’s information is up to date.

1. Log in to HMIS using the **“2020 Coordinated Entry”** workgroup and your **“Coordinated Entry Region #”** as the organization.
2. From the **“Clients”** workspace, click on **“Find Client”**, located in the menu on the left-hand side.
3. Search for the Client by typing in their **“Name”**, **“SSN”**, **“DOB”** or **“Client ID#”**.
4. Next, click on the blue **“Search”** button located in the middle right section of the screen.

The screenshot shows the ClientTrack interface for finding a client. The left sidebar has 'Clients' selected, with 'Find Client' and 'Coordinated Entry Intake' highlighted. The main area is titled 'Find Client' and contains search criteria fields: First Name, Last Name, Middle Name, Full Name (Last, First), Social Security Number, Birth Date, and Client ID. A red arrow points to the Client ID field, and another red arrow points to the Search button.

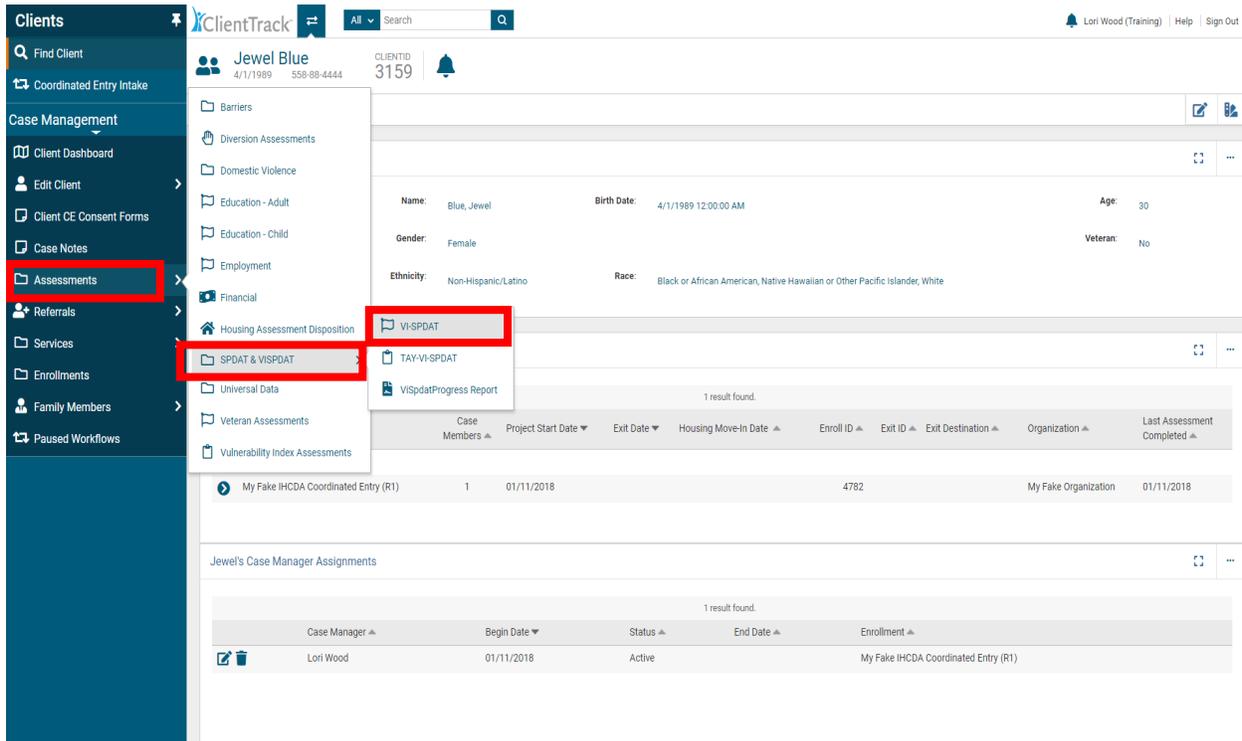
If the **“Find Client”** search was performed using the Client ID#, you will be taken directly to the Client’s Dashboard.

The screenshot shows the ClientTrack interface for a client's dashboard. The left sidebar has 'Clients' selected, with 'Find Client' and 'Coordinated Entry Intake' highlighted. The main area is titled 'Jewel Blue's Dashboard' and contains client information: Name (Blue, Jewel), Birth Date (4/1/1989 12:00:00 AM), Age (30), Gender (Female), Veteran (No), Ethnicity (Non-Hispanic/Latino), and Race (Black or African American, Native Hawaiian or Other Pacific Islander, White). It also shows enrollment details and case manager assignments.

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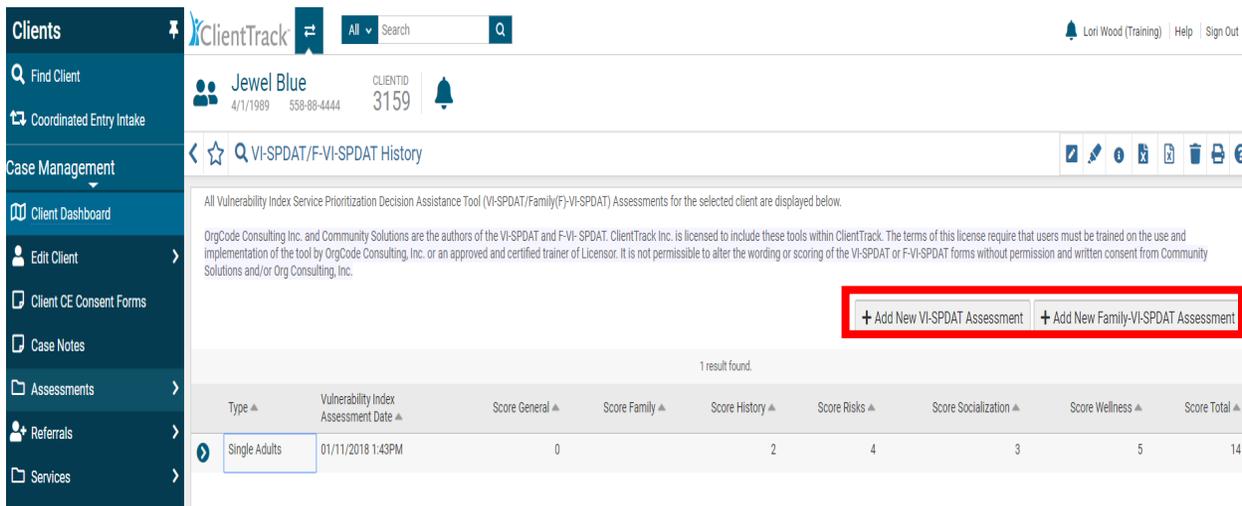
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5. Hover your cursor over **“Assessments”** located in the menu on the left-hand side. A floating menu appears. Move your cursor to the right then down to **“SPDAT & VISPDAT”** and hover your cursor once more. A second floating menu appears with the choice of **“VI-SPDAT”**, **“TAY-VI-SPDAT”** or **“VI-SPDAT Progress Report”**. Click on **“VI-SPDAT”** for Adult Clients and click on **“TAY-VI-SPDAT”** for Youth (16 – 24 years of age).



The next screen will show a running view of the VI-SPDATs completed for this Client.

6. **(For Single Adults)** Click on **“Add New VI-SPDAT Assessment”** **(For Families)** Click on **“Add New Family VI-SPDAT Assessment”** in the upper right corner of the screen.



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This will launch the **VI-SPDAT Assessment**. Complete each of the assessment questions. The VI-SPDAT will self-score. Once you have completed the assessment, click **“Save”** in the bottom right corner of your screen.

The screenshot shows the ClientTrack interface for a client named Jewel Blue. The interface includes a sidebar with navigation options like Client Dashboard, Edit Client, Case Notes, Assessments, Referrals, Services, Enrollments, Family Members, and Paused Workflows. The main content area displays the 'Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)' form. The form has sections for Administration, Basic Information, and a History of Housing & Homelessness section. A red box highlights the 'Save' button at the bottom right of the form.

Client: Jewel Blue (4/1/1989, 558-88-4444, CLIENTID 3159)

Assessment: + Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

Intervener Name: Lori Wood | Agency: Team | Staff | Volunteer

Date/Time: 12/19/2019 01:17 | Interview Location: []

Name: Blue, Jewel | Nickname: [] | Soc Sec No: 558-88-4444

Age at Assessment: 30 | Birthdate: 04/01/1989 | Has Consented to Participate? Yes No

SCORE: 0

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

A. History of Housing & Homelessness

1. Where do you sleep most frequently? (check one): Shelter Transitional Housing Safe Haven Outdoors Other (specify) Refused

Buttons: Save, Cancel

This will take you back to the Client’s VI-SPDAT History screen and will reflect the updated assessment and score.

You have now completed a New Assessment on the existing Client and updated the Client’s Assessment date and score.

A new VI-SPDAT, Family SPDAT, or TAY-VI-SPDAT is required every 90 days for open Coordinated Entry enrolled Clients.

Please contact the HMIS Help Desk at: HMISHelpDesk@ihcda.in.gov with concerns or questions.

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