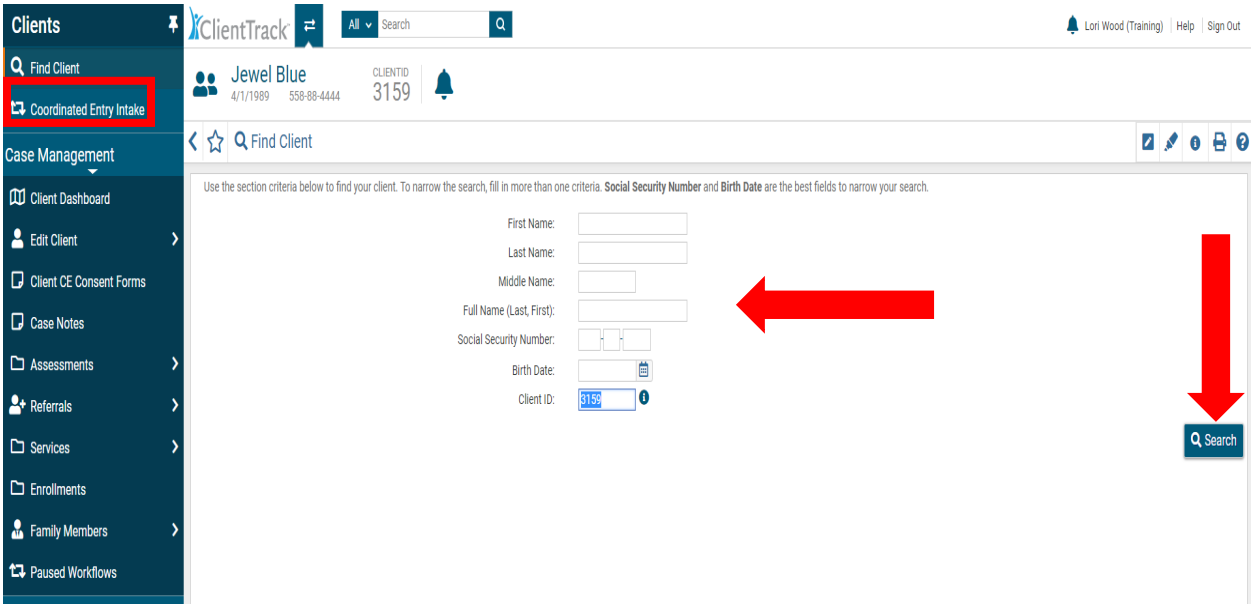
How to Guide for Updating VI-SPDAT Assessments Older than 90 Days

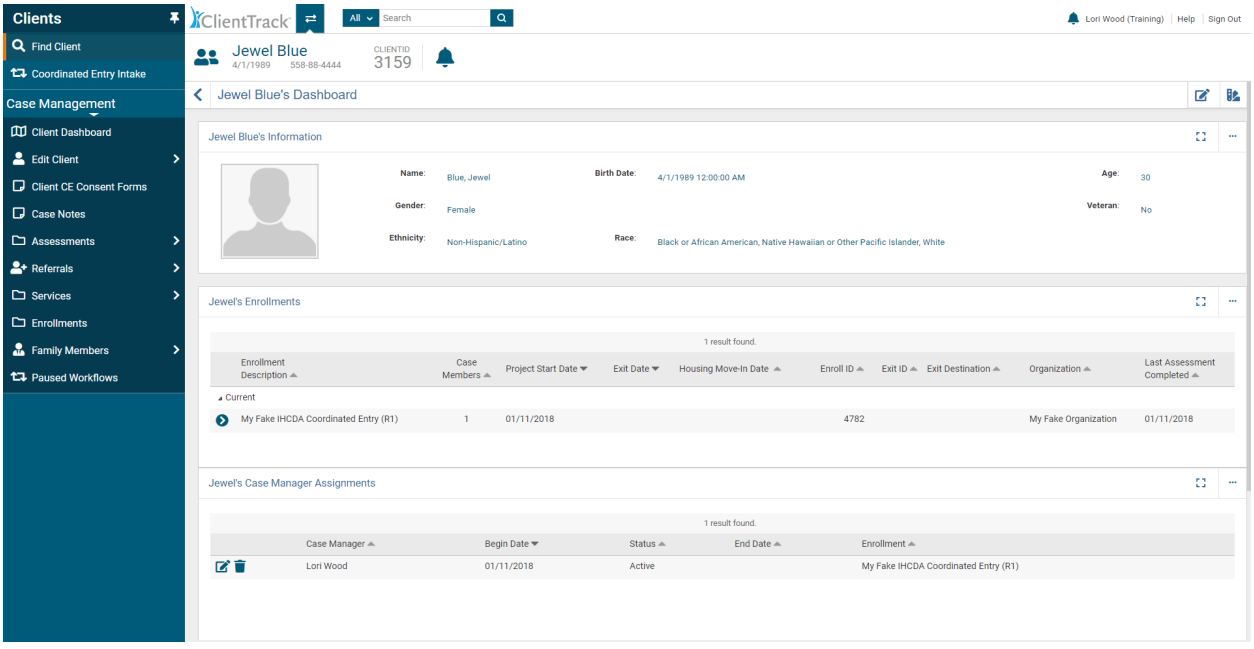
December 2019

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.

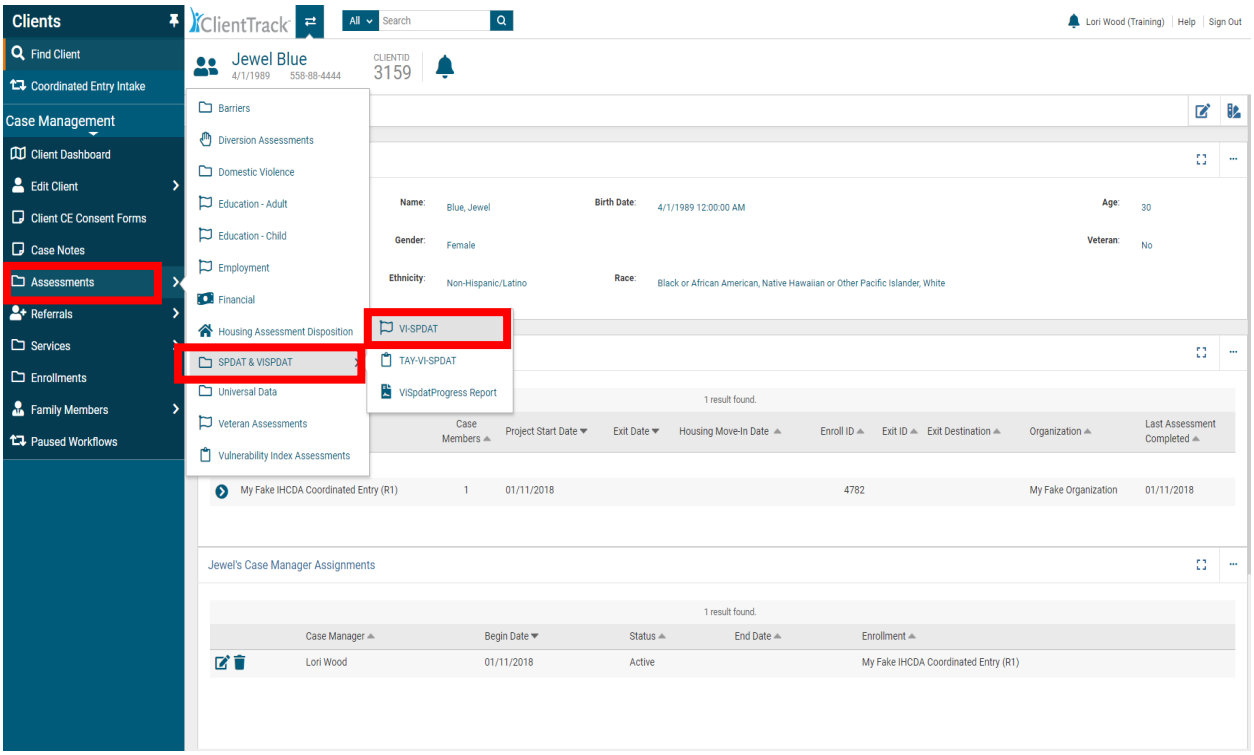
1. Log in to HMIS using the **"2020 Coordinated Entry"** workgroup and your **"Coordinated Entry Region #"** as the organization.
2. From the **"Clients"** workspace, click on **"Find Client"**, located in the menu on the left-hand side.
3. Search for the Client by typing in their **"Name"**, **"SSN"**,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



If the "Find Client" search was performed using the Client ID#, you will be taken directly to the Client's Dashboard.

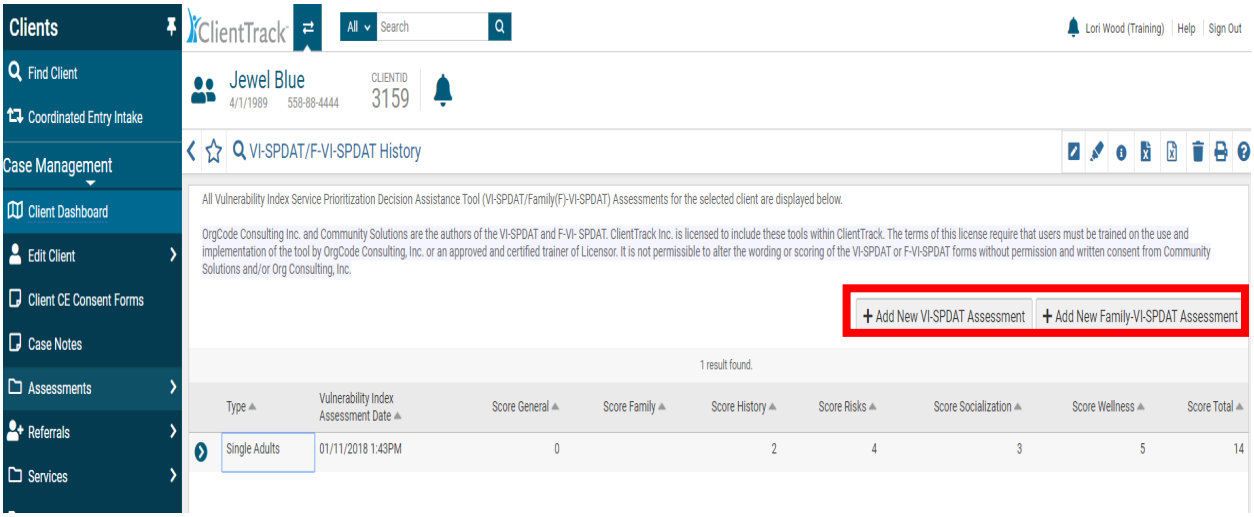


5. Hover your cursor over **"Assessments"** located in the menu on the left-hand side. A floating menu appears. Move your cursor to the right then down to **"SPDAT & VISPDAT"** and hover your cursor once more. A second floating menu appears with the choice of **"VI-SPDAT"**, **"TAY-VI-SPDAT"** or **"VI-SPDAT 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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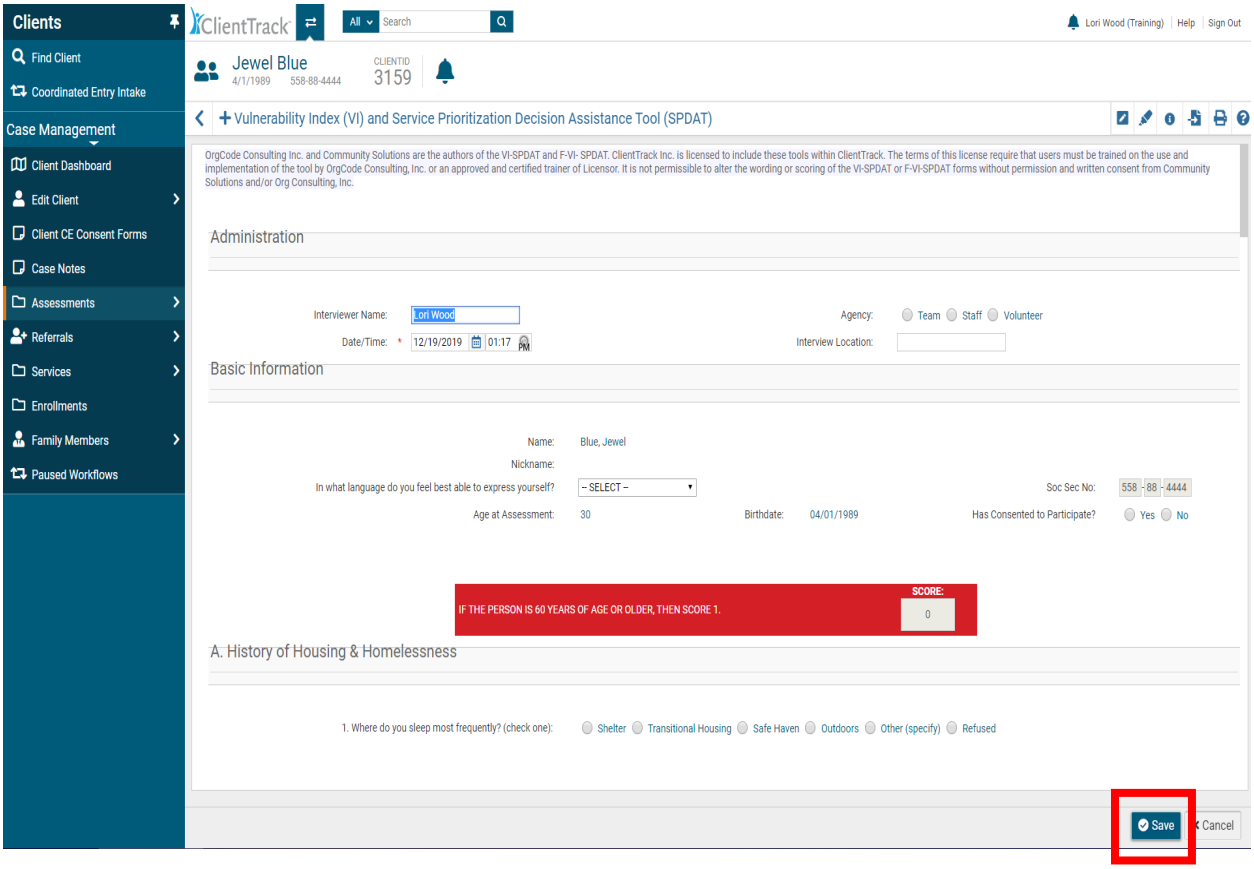
This will launch the **VI-SPDAT Assessment**. Complete each of the assessment questions. The VI-SPDAT will self-score. Once you have completed the assessment, click **"Save"** in the bottom right corner of your screen.



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.