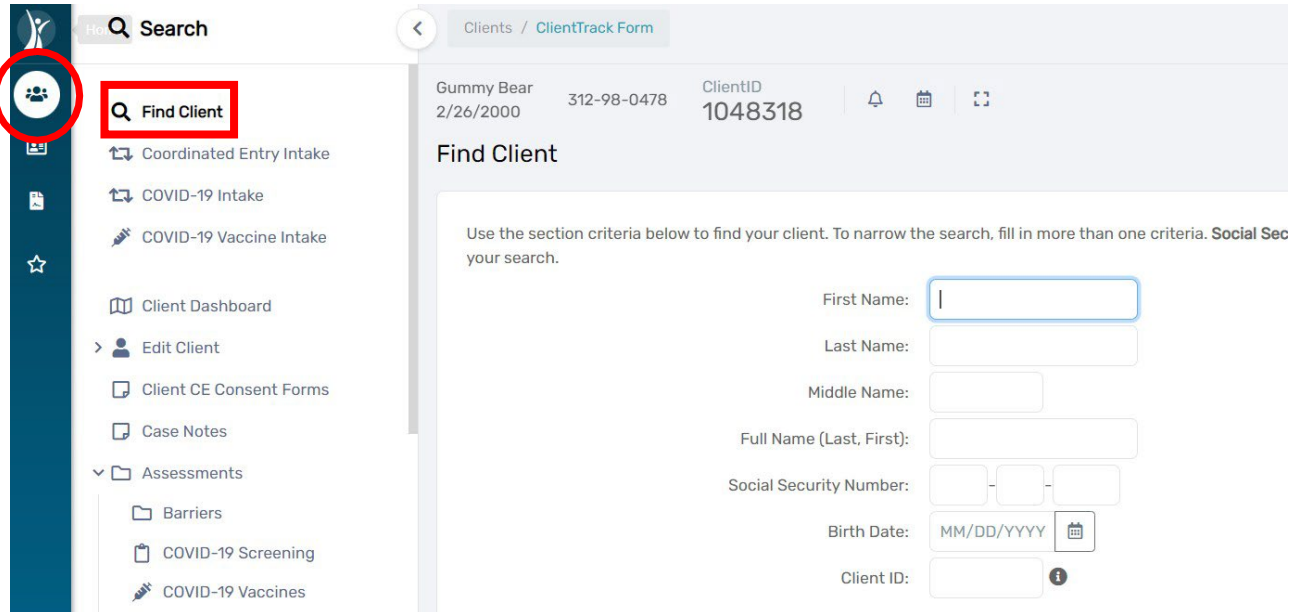


How to Guide for Updating VI-SPDAT Assessments Older than 90 Days

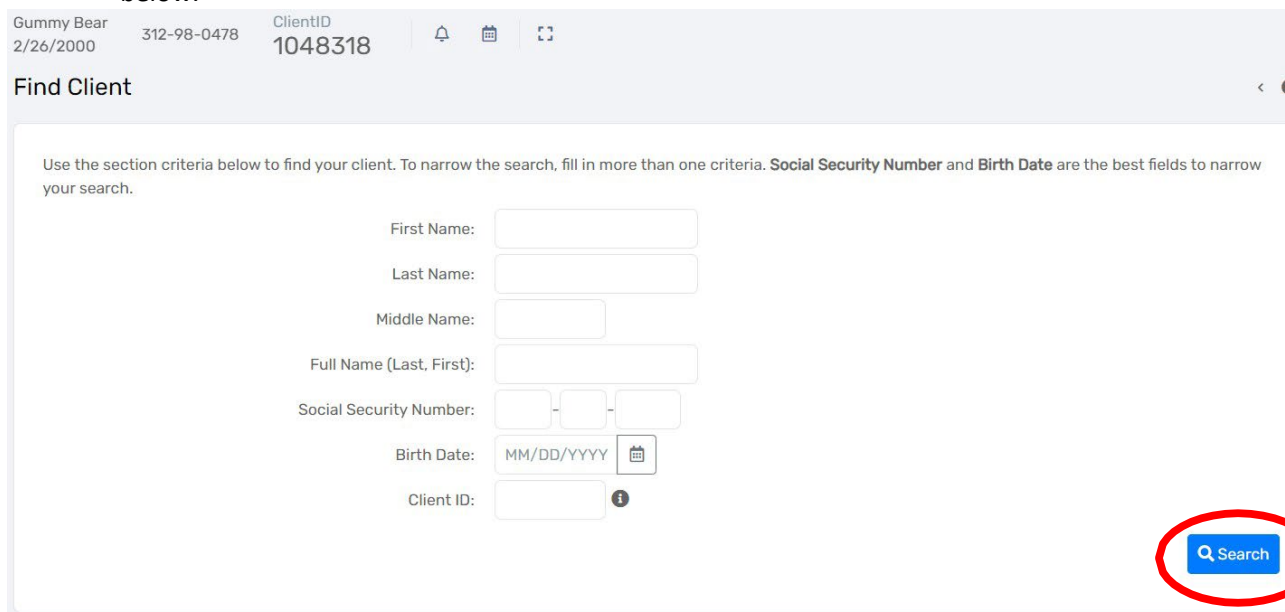
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When a client has been enrolled in Coordinated Entry for 90 days or longer – a new VI-SPDAT Assessment is required. This process is to ensure the Client’s information is up to date.

1. Log in to HMIS using the “2020 Coordinated Entry” workgroup and your “Coordinated Entry Region #” as the organization.
2. Click on the **people icon for “Clients”** and then click on “Find Client.”



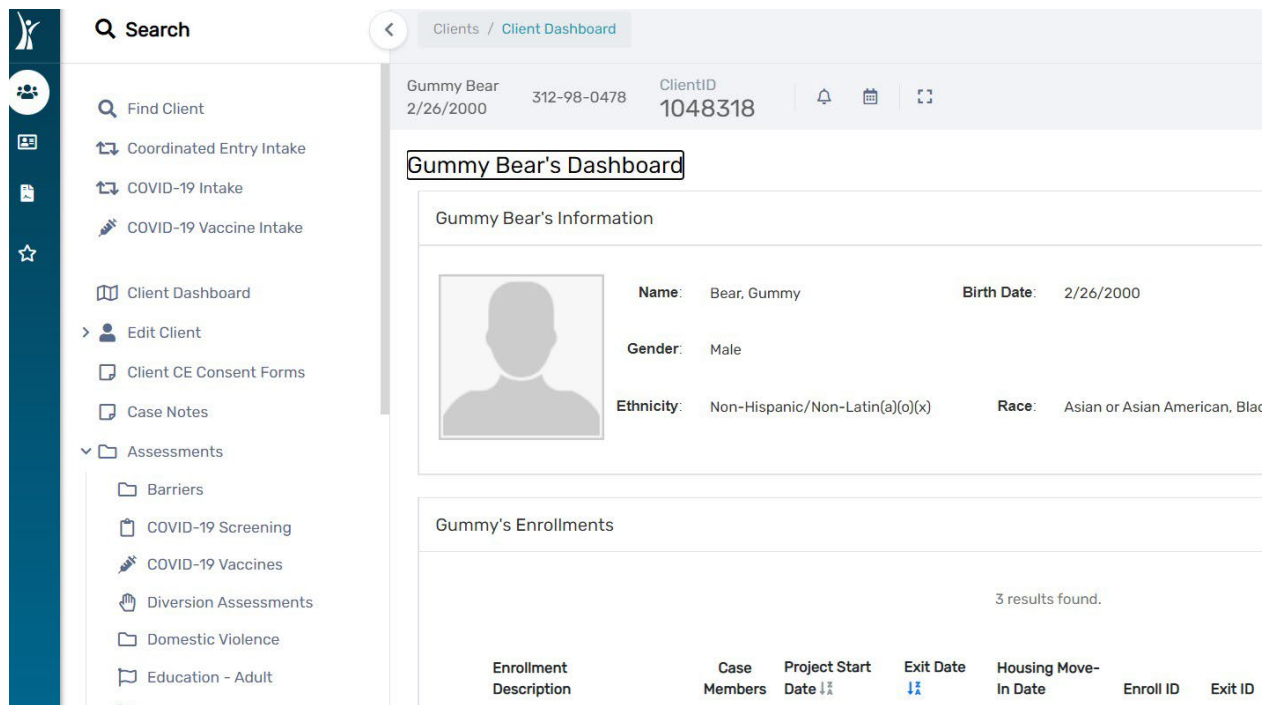
3. Search for the Client by typing in their “Name”, “SSN”, “DOB” or “Client ID#”.
4. Next, click on the blue “Search” button located in the middle right section of the screen as shown below.



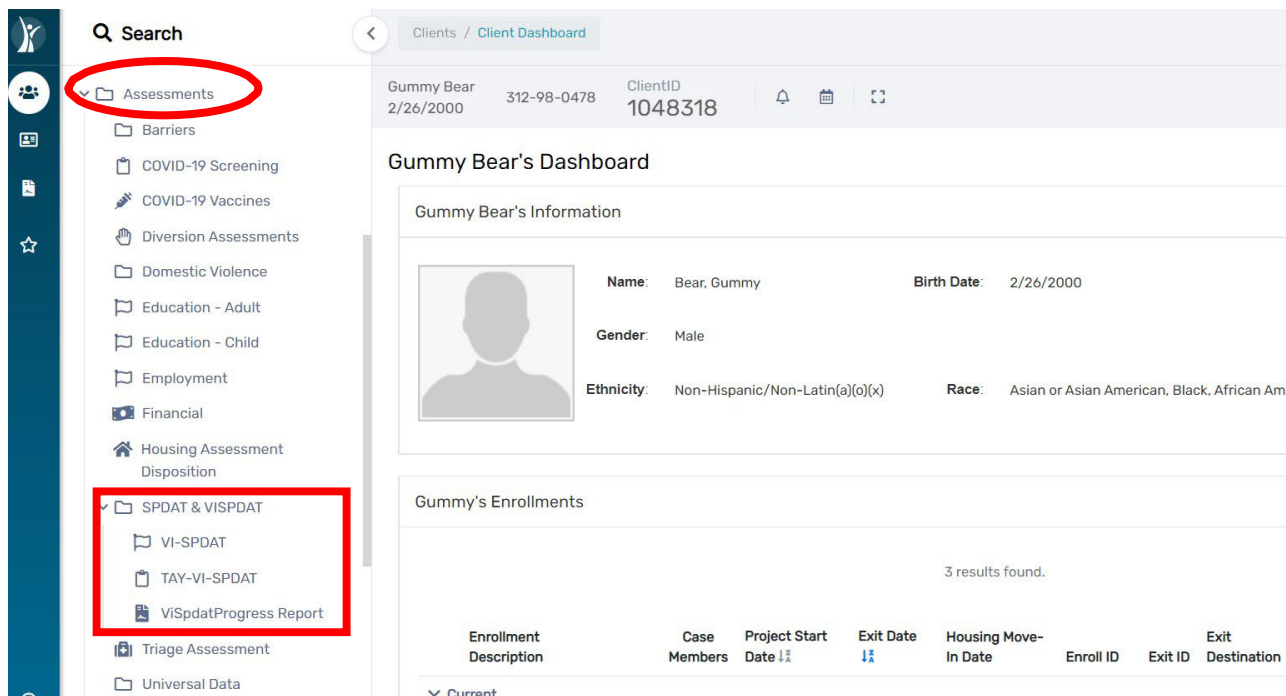
5. Once you find your client, you will be taken to their client dashboard that will look something like the screenshot below.

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6. Click on **“Assessments”** located in the white menu on the left-hand side. Move your cursor down to **“SPDAT & VISPDAT”** tab, and then select **“VI-SPDAT”**, **“TAY-VI-SPDAT”** or **“VI-SPDAT Progress Report”** from the drop-down menu. 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.

7. Select the **“VI-SPDAT”** option from the step above, click on **“Add New VI-SPDAT”**

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Assessment” for single adults and **“Add New Family VI-SPDAT Assessment”** for families in the upper right corner of the screen as shown below.

All Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT/Family(F)-VI-SPDAT) Assessments for the selected client are displayed below.

OrgCode Consulting Inc. and Community Solutions are the authors of the VI-SPDAT and F-VI-SPDAT. ClientTrack Inc. is licensed to include these tools within ClientTrack. The terms of this license require that users must be trained on the use and implementation of the tool by OrgCode Consulting, Inc. or an approved and certified trainer of Licensor. It is not permissible to alter the wording or scoring of the VI-SPDAT or F-VI-SPDAT forms without permission and written consent from Community Solutions and/or Org Consulting, Inc.

2 results found.

Type	Vulnerability Index Assessment Date	Score General	Score Family	Score History	Score Risks	Score Socialization	Score Wellness	Score Total
*** Family	11/06/2022 9:30AM	1	4	1	4	2	5	17
*** Family	06/06/2022	1	4	1	4	3	5	18

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.

Client refused
Data not collected

PARENT 2

No second parent currently part of the household:

Name: -- SELECT --

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE: 0

Children

1. How many children under the age of 18 are currently with you? Refused

2. How many children under the age of 18 are not currently with your Refused

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.

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