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."**

K	Ho Q Search	Clients / ClientTrack Form
-	Q Find Client	Gummy Bear 2/26/2000 312-98-0478 ClientID 1048318 ♀ 箇 С
	1 Coordinated Entry Intake	Find Client
2	1 → COVID-19 Intake	
☆	🖋 COVID-19 Vaccine Intake	Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Sec your search.
	🖽 Client Dashboard	First Name:
	> 💄 Edit Client	Last Name:
	Client CE Consent Forms	Middle Name:
	Case Notes	Full Name (Last, First):
	✓ ☐ Assessments	Social Security Number:
	🗅 Barriers	Birth Date: MM/DD/YYYY 🗎
	COVID-19 Screening	
	COVID-19 Vaccines	Client ID:

- 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.

Gummy Bear 312-98-0478 ClientID Q2/26/2000 312-98-0478		
Find Client	<	
Use the section criteria below to find your client. To narrow the your search.	e search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow	
First Name:		
Last Name:		
Middle Name:		
Full Name (Last, First):		
Social Security Number:		
Birth Date:	MM/DD/YYYY 🗎	
Client ID:	0	
	Q Search	

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

)ĭ	Q Search	Clients / Client Dashboard
⇔	Q Find Client ☆ Coordinated Entry Intake	Gummy Bear 2/26/2000 312-98-0478 ClientID 1048318 ♀ 箇 С Gummy Bear's Dashboard
₹	COVID-19 Intake✓ COVID-19 Vaccine Intake	Gummy Bear's Information
8	 Client Dashboard Edit Client Client CE Consent Forms Case Notes Assessments 	Name: Bear, Gummy Birth Date: 2/26/2000 Gender: Male Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x) Race: Asian or Asian American, Black
	 Barriers COVID-19 Screening COVID-19 Vaccines Diversion Assessments Domestic Violence Education - Adult 	Gummy's Enrollments 3 results found. Enrollment Case Project Start Exit Date Housing Move- Description Members Date If In Date Enroll ID Exit ID

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).

X	Q Search	Clients / Client Dashboard
*	Assessments Barriers	Gummy Bear 312-98-0478 ClientID 4048318
	COVID-19 Screening	Gummy Bear's Dashboard
	 COVID-19 Vaccines Diversion Assessments 	Gummy Bear's Information
쇼	Domestic Violence	Name: Bear, Gummy Birth Date: 2/26/2000
	 Education - Adult Education - Child 	Gender: Male
	 Employment Financial 	Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x) Race: Asian or Asian American, Black, African America
	Housing Assessment Disposition	
	SPDAT & VISPDAT	Gummy's Enrollments
	 VI-SPDAT TAY-VI-SPDAT ViSpdatProgress Report 	3 results found.
	 Initiage Assessment Universal Data 	Enrollment Case Project Start Exit Date Housing Move- Description Members Date 1 A Late In Date Enroll ID Exit ID Destination

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

Assessment" for single adults and "Add New Family VI-SPDAT Assessment" for families i	ſ
the upper right corner of the screen as shown below.	

Gummy Bear 2/26/2000 312-98-0478 ClientID 1048318

VI-SPDAT/F-VI-SPDAT History

-		ing Inc. and Community erms of this license requ							
		f Licensor. It is not permi							
+ Add New VI-SPDAT Assessment + Add New Family-VI-SPDAT Asse 2 results found.							r Assessmer		
					2 results found.				
	Туре	Vulnerability Index Assessment Date	Score General	Score Family	2 results found. Score History	Score Risks	Score Socialization	Score Wellness	Score Tota
•••	Type Family		Score General	Score Family		Score Risks	Score Socialization	Score Wellness	Score Tota

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.

^{I2-98-0478} ^{ClientID} ♀ 箇 □ ∷			
ability Index (VI) and Service Prioritizat	ion Decision Assistance Tool (SPDAT) RM		< 8
	Client rerused Data not collected		
No second parent currently part of the household: Name:	SELECT •		
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR (DLDER, THEN SCORE 1.	SCORE: 0	
nany children under the age of 18 are currently with you?	1 O Refused		
	2-98-0478 1048318 A I II I I I I I I I I I I I I I I I I	2-98-0478 1048318 A E G ability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT) RM Guent refused Data not collected Data not collected	2-98-0478 1048318 A B C Client refused Data not collected No second parent currently part of the household: Name: SELECT

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: <u>HMISHelpDesk@ihcda.IN.gov</u> with concerns or questions.