

How to Guide for Accessing Coordinated Entry Reports

VI-SPDAT

1. Log in to HMIS using the “2020 Coordinated Entry” workgroup and your “Coordinated Entry Region #” as the organization.
2. From the “Home” dashboard, click the “Clients” icon on the left-hand side of the screen.
3. Click on “Assessments” to expand the menu.

The screenshot shows the ClientTrack Form interface for a client named Luke Skywalker. The left-hand navigation menu is expanded to show the 'Assessments' category, with 'VI-SPDAT' selected. The main content area displays the 'VI-SPDAT/F-VI-SPDAT History' for the client, showing a table with one result found. The table has columns for Type, Vulnerability Index Assessment Date, Score General, Score Family, Score History, Score Risks, Score Socialization, Score Wellness, and Score Total. The result is a 'Single Adults' assessment from 11/10/2022 at 10:21AM, with scores of 0 for General, 2 for Family, 1 for Risks, 2 for Socialization, and 1 for Wellness, resulting in a total score of 6.

Type	Vulnerability Index Assessment Date	Score General	Score Family	Score History	Score Risks	Score Socialization	Score Wellness	Score Total
Single Adults	11/10/2022 10:21AM	0		2	1	2	1	6

4. After the menu expands click on “SPDAT & VISPDAT” and then “VI-SPDAT”. **PLEASE NOTE: The “SPDAT and F-SPDAT” options are not functional since the IN BoS CoC does not utilize the full SPDAT tools.**
5. During this tutorial, we will choose the “VISPDAT”.

The screenshot shows the ClientTrack Form interface for the same client, Luke Skywalker. The left-hand navigation menu is expanded to show the 'SPDAT & VISPDAT' category, with 'VI-SPDAT' selected. The main content area displays the 'VI-SPDAT/F-VI-SPDAT History' for the client, showing a table with one result found. The table has columns for Type, Vulnerability Index Assessment Date, Score General, Score Family, Score History, Score Risks, Score Socialization, Score Wellness, and Score Total. The result is a 'Single Adults' assessment from 11/10/2022 at 10:21AM, with scores of 0 for General, 2 for Family, 1 for Risks, 2 for Socialization, and 1 for Wellness, resulting in a total score of 6.

Type	Vulnerability Index Assessment Date	Score General	Score Family	Score History	Score Risks	Score Socialization	Score Wellness	Score Total
Single Adults	11/10/2022 10:21AM	0		2	1	2	1	6

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- A report will display with Household Type, Assessment Date, Total Score, and Category Scores.
- To view the VI-SPDAT assessment, click the three dots to the left of the record and then select **“Edit/View Single Adult”** in the pop-up menu (this will take you to the actual completed VI-SPDAT for the Client).

LUKE SKYWALKER
1/1/2000 XXX-XX-0000 ClientID 1048334

VI-SPDAT/F-VI-SPDAT History

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

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+ Add New VI-SPDAT Assessment + Add New Family-VI-SPDAT Assessment

1 result found.

Type	Vulnerability Index Assessment Date	Score General	Score Family	Score History	Score Risks	Score Socialization	Score Wellness	Score Total
Single Adults	11/10/2022 10:21AM	0		2	1	2	1	6

Cancel

LUKE SKYWALKER
1/1/2000 XXX-XX-0000 ClientID 1048334

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

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Administration

Assessment:

Date	Type	User
11/10/2022	Other	David Boltz

ClientID: 1048334

Interviewer Name: David Boltz Agency: Team Staff Volunteer

Date/Time: 11/10/2022 10:21 AM

Assessment Level: Housing Needs Assessment

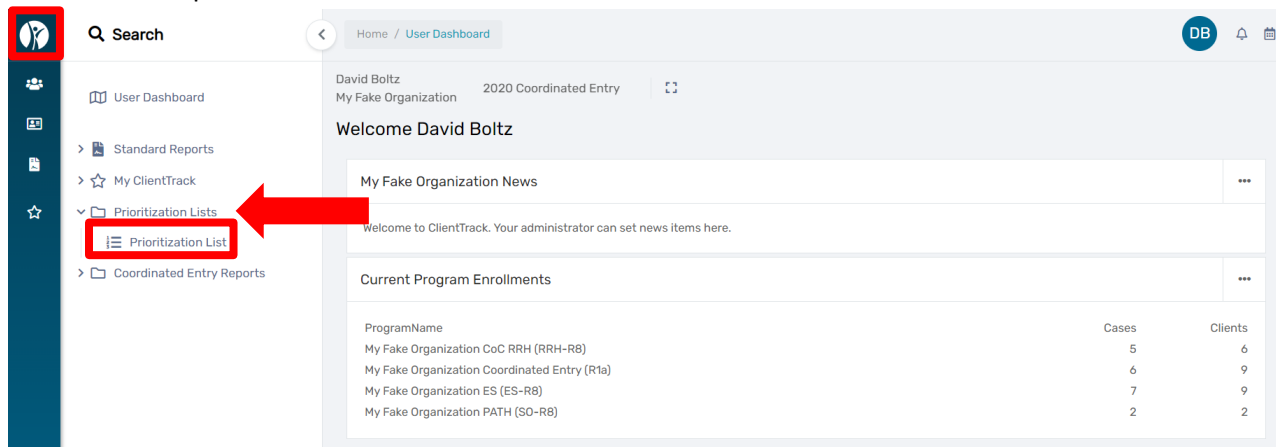
Enrollment: 11/07/2022 - My Fake Organization CoC RRH (RRH-R8) Interview Location:

Save Cancel

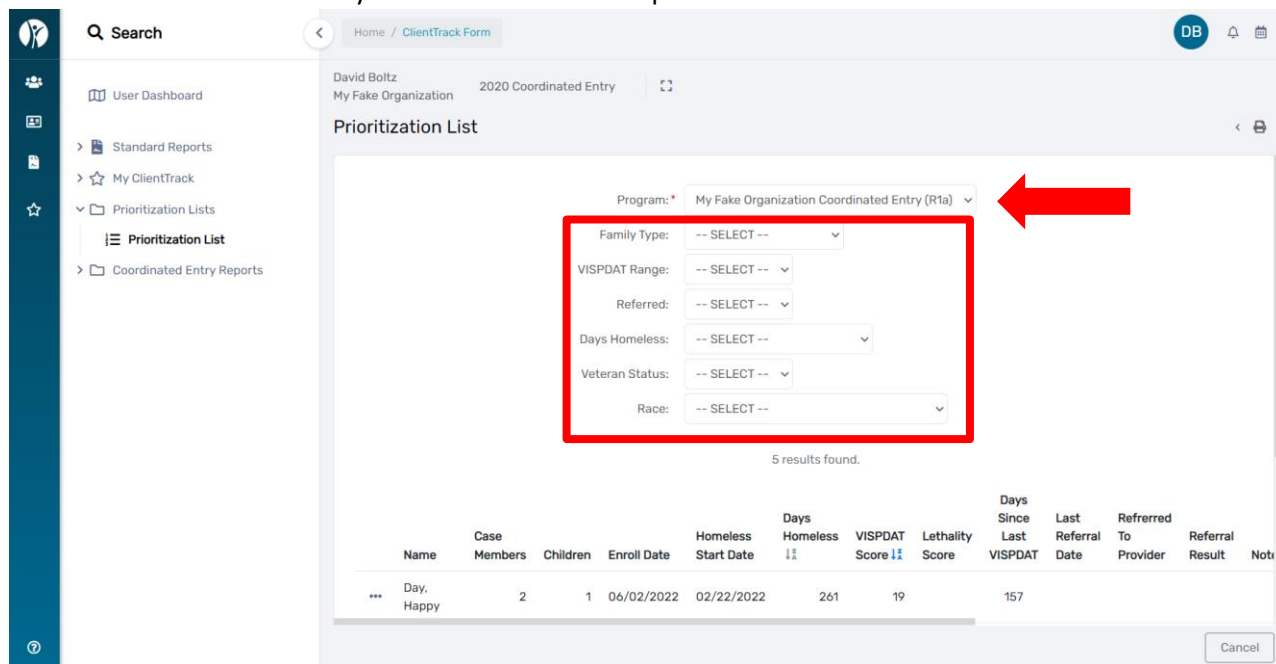
How to Guide for Accessing Coordinated Entry Reports



Prioritization List

1. From the “Home” workspace, locate the “Prioritization List” function in the menu on the left-hand side of the screen.
2. Click on “Prioritization Lists”. The menu will expand below, click on “Prioritization List” to open the report.



3. Choose your “Coordinated Entry Region #” from the “Program” drop down menu.
 - a. You can also sort by **Family Type**, **VISPDAT Range**, **Referred**, **Days Homeless** and/or **Veteran Status** by clicking on the corresponding drop-down menu then clicking on the sort choice you want to see in the report.



4. Columns with a  displayed in the heading can be sorted by clicking on the .

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- In the screenshot below, we will sort the **“Days Since Last VISPDAT”** column by clicking on the **text**. This will sort in ascending order, click one more time for descending order.

The screenshot shows the 'Prioritization List' for David Boltz at My Fake Organization. The table contains 5 results. The 'Days Since Last VISPDAT' column header is highlighted with a red box, and a tooltip above it says 'Click to sort in descending order'.

Name	Case Members	Children	Enroll Date	Homeless Start Date	Days Homeless	VISPDAT Score	Lethality Score	Days Since Last VISPDAT	Last Referral Date	Referred To Provider	Referral Result	Not
Merkel, Marta	1	0	11/07/2022	10/11/2022	30	13	3	3				
Bear, Gummy	2	1	11/06/2022			17		4				
Turtle, Leonardo	1	0	10/27/2022	01/01/2022	313	0		14				
Day, Happy	2	1	06/02/2022	02/22/2022	261	19		157				
Day, New	1	0	02/21/2022	02/15/2022	268	15	3	262				

- In descending order, the list will sort and display the highest number of **“Days Since Last VISPDAT”** starting at the top. This sorting tool is helpful when monitoring your Prioritization List for Clients which require a new VI-SPDAT. [\(All Coordinated Entry Clients are required to complete a new VI-SPDAT every 90 days to ensure we have their current information.\)](#)
- Export the **“Prioritization List”** by clicking on the **“Excel Data Export”** icon located at the top right corner of the page. The icons can be identified by hovering your cursor over each choice. A small pop-up window will appear with the identifying information for each icon.

The screenshot shows the 'Prioritization List' for David Boltz at My Fake Organization. The 'Excel Data Export' icon is highlighted with a red arrow. The table below the filters shows 5 results found.

Name	Case Members	Children	Enroll Date	Homeless Start Date	Days Homeless	VISPDAT Score	Lethality Score	Days Since Last VISPDAT	Last Referral Date	Referred To Provider	Referral Result	Not
Merkel, Marta	1	0	11/07/2022	10/11/2022	30	13	3	3				
Bear, Gummy	2	1	11/06/2022			17		4				
Turtle, Leonardo	1	0	10/27/2022	01/01/2022	313	0		14				
Day, Happy	2	1	06/02/2022	02/22/2022	261	19		157				
Day, New	1	0	02/21/2022	02/15/2022	268	15	3	262				

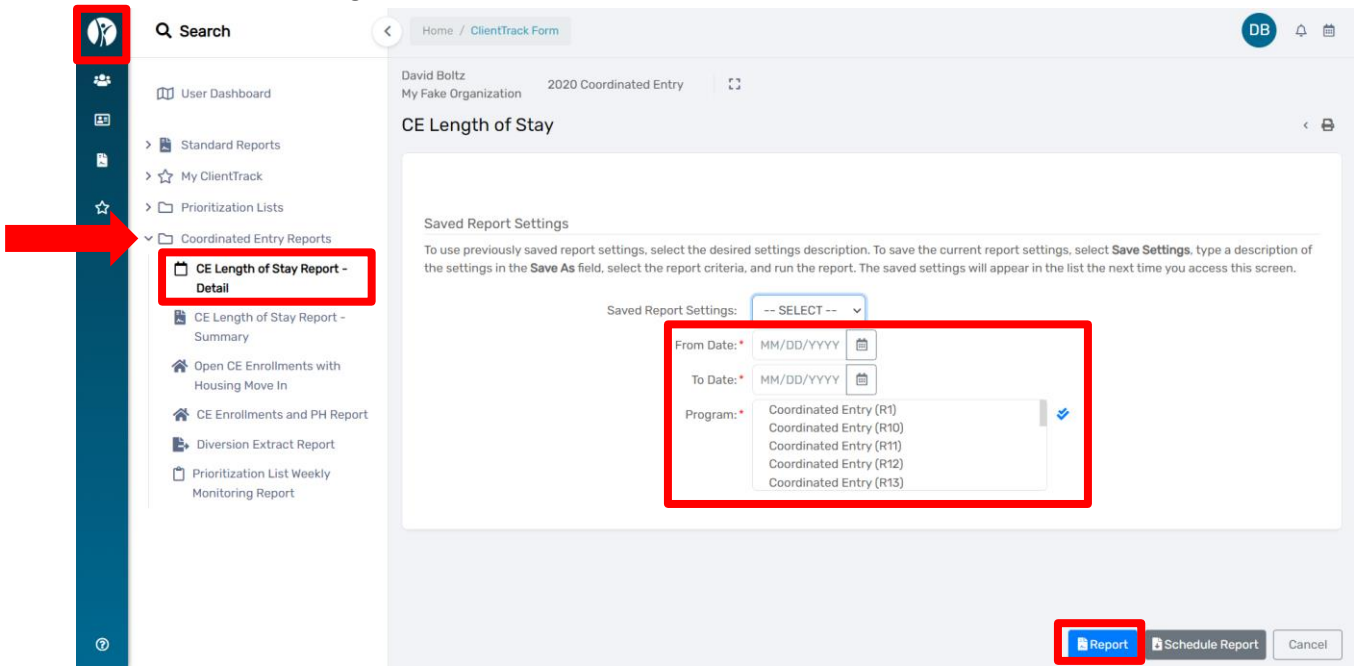
How to Guide for Accessing Coordinated Entry Reports

A	B	C	D	E	F	G	H	I	J	K
Custom_VW_PrioritizationList_ClientID	Custom_VW_PrioritizationList_ProgramName	Custom_VCT_PrioritizationList	Custom_VW_PrioritizationList_Name	Custom_VW_PrioritizationList_NoCaseMembers	Custom_VW_PrioritizationList_NoChildren	Custom_VW_PrioritizationList_EnrollDate	Custom_VW_PrioritizationList_EnrollDate	Custom_VW_PrioritizationList_EnrollDate	Custom_VW_PrioritizationList_EnrollDate	Custom_VW_PrioritizationList_EnrollDate
1	572 My Fake IHDA Coordinated Entry (R1)	1	1	CL, Test	Self			0	9/27/2016 12:00 AM	
2	582 My Fake IHDA Coordinated Entry (R1)	2		Family, Adult	Self			1	9/28/2016 12:00 AM	
3	574 My Fake IHDA Coordinated Entry (R1)	2		Family, L CE	Self			2	9/28/2016 12:00 AM	
4	631 My Fake IHDA Coordinated Entry (R1)	1		Test, Test	Self			0	5/15/2017 12:00 AM	
5	641 My Fake IHDA Coordinated Entry (R1)	1		Monday, Tired	Self			0	2/20/2018 12:00 AM	
6	796 My Fake IHDA Coordinated Entry (R1)	1		Client, Ima Lee	Self			0	6/6/2017 12:00 AM	
7	794 My Fake IHDA Coordinated Entry (R1)	1		Webster, Bob	Self			0	6/6/2017 12:00 AM	
8	792 My Fake IHDA Coordinated Entry (R1)	1		Client, Ima	Self			0	6/6/2017 12:00 AM	
9	790 My Fake IHDA Coordinated Entry (R1)	1	27	907 Client, Ima	Self			0	6/6/2017 12:00 AM	
10	803 My Fake IHDA Coordinated Entry (R1)	2		Doe, Jane	Self			1	6/7/2017 12:00 AM	
11	805 My Fake IHDA Coordinated Entry (R1)	1		Chan, Jackie	Self			0	6/7/2017 12:00 AM	
12	806 My Fake IHDA Coordinated Entry (R1)	1		Ferry, Jamie	Self			0	6/7/2017 12:00 AM	
13	804 My Fake IHDA Coordinated Entry (R1)	1		908 Jacket, Gene	Self			0	6/7/2017 12:00 AM	
14	795 My Fake IHDA Coordinated Entry (R1)	2		Jones, Sue	Self			1	6/6/2017 12:00 AM	
15	808 My Fake IHDA Coordinated Entry (R1)	1		Family, Test	Self			0	6/13/2017 12:00 AM	
16	810 My Fake IHDA Coordinated Entry (R1)	2		Two, Guest	Self			1	6/19/2017 12:00 AM	
17	809 My Fake IHDA Coordinated Entry (R1)	1		Imake, Test	Self			0	6/14/2017 12:00 AM	
18	799 My Fake IHDA Coordinated Entry (R1)	1		Doe, Jane	Self			0	6/6/2017 12:00 AM	
19	797 My Fake IHDA Coordinated Entry (R1)	1	19	Queen, Oliver F	Self			0	6/6/2017 12:00 AM	
20	812 My Fake IHDA Coordinated Entry (R1)	1		New Workflow, Testing	Self			0	6/27/2017 12:00 AM	
21	800 My Fake IHDA Coordinated Entry (R1)	1		Jerome, Jesse	Self			0	6/6/2017 12:00 AM	
22	819 My Fake IHDA Coordinated Entry (R1)	1	11	Client, CE	Self			0	11/7/2016 12:00 AM	
23	835 My Fake IHDA Coordinated Entry (R1)	1		924 Green, Alex	Self			0	7/12/2017 12:00 AM	
24	832 My Fake IHDA Coordinated Entry (R1)	1		920 Chan, Jackie	Self			0	7/12/2017 12:00 AM	
25	830 My Fake IHDA Coordinated Entry (R1)	1		920 Patch, Cabbage	Self			0	7/12/2017 12:00 AM	
26	822 My Fake IHDA Coordinated Entry (R1)	1		client, test1	Self			0	2/23/2023 12:00 AM	
27	841 My Fake IHDA Coordinated Entry (R1)	1		927 Batts, Joe	Self			0	7/12/2017 12:00 AM	
28	838 My Fake IHDA Coordinated Entry (R1)	1		919 MONROE, JAMES	Self			0	7/12/2017 12:00 AM	
29	820 My Fake IHDA Coordinated Entry (R1)	1		925 Obama, Michelle	Self			0	7/12/2017 12:00 AM	
30	833 My Fake IHDA Coordinated Entry (R1)	1		921 Ross, Diana	Self			0	7/12/2017 12:00 AM	
31	836 My Fake IHDA Coordinated Entry (R1)	1		926 WILLS, JAMES	Self			0	7/12/2017 12:00 AM	
32	839 My Fake IHDA Coordinated Entry (R1)	1		Doe, Joe	Self			0	7/26/2017 12:00 AM	
33	856 My Fake IHDA Coordinated Entry (R1)	1		Brady, Greg	Self			0	7/26/2017 12:00 AM	
34	808 My Fake IHDA Coordinated Entry (R1)	1		Brady, Marsha R	Self			0	7/26/2017 12:00 AM	
35	864 My Fake IHDA Coordinated Entry (R1)	1		head, noodle	Self			0	7/26/2017 12:00 AM	
36	863 My Fake IHDA Coordinated Entry (R1)	1		Pickle, Sweet	Self			0	7/26/2017 12:00 AM	
37	860 My Fake IHDA Coordinated Entry (R1)	1		Duck, Bob	Self			0	7/26/2017 12:00 AM	
38	867 My Fake IHDA Coordinated Entry (R1)	1		Sue, Curly	Self			0	7/26/2017 12:00 AM	
39	863 My Fake IHDA Coordinated Entry (R1)	1		966 Angel, Sweet	Self			0	8/3/2017 12:00 AM	
40	866 My Fake IHDA Coordinated Entry (R1)	1		Ramsey, Lois	Self			0	8/26/2017 12:00 AM	
41	1326 My Fake IHDA Coordinated Entry (R1)	1		4030 Watch, Sara	Self			0	8/17/2017 12:00 AM	
42	1334 My Fake IHDA Coordinated Entry (R1)	1		Ducky, Duffy	Self			0	8/29/2017 12:00 AM	

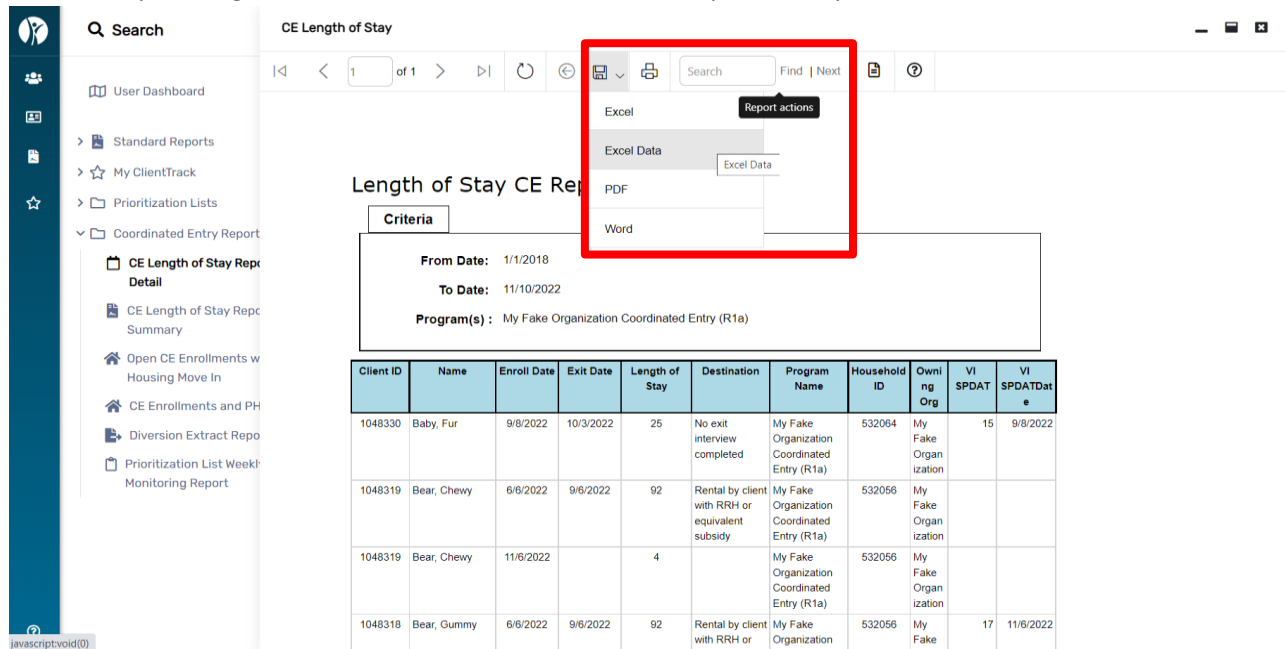
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CE Length of Stay Report (Detail and Summary)

- From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
- Click on “Coordinated Entry Reports”. The menu will expand below, click on “CE Length of Stay Report-Detail” to open the report.
- Type in the “From Date” and “To Date”, select the “Program”, then click “Report” located in the bottom right corner.



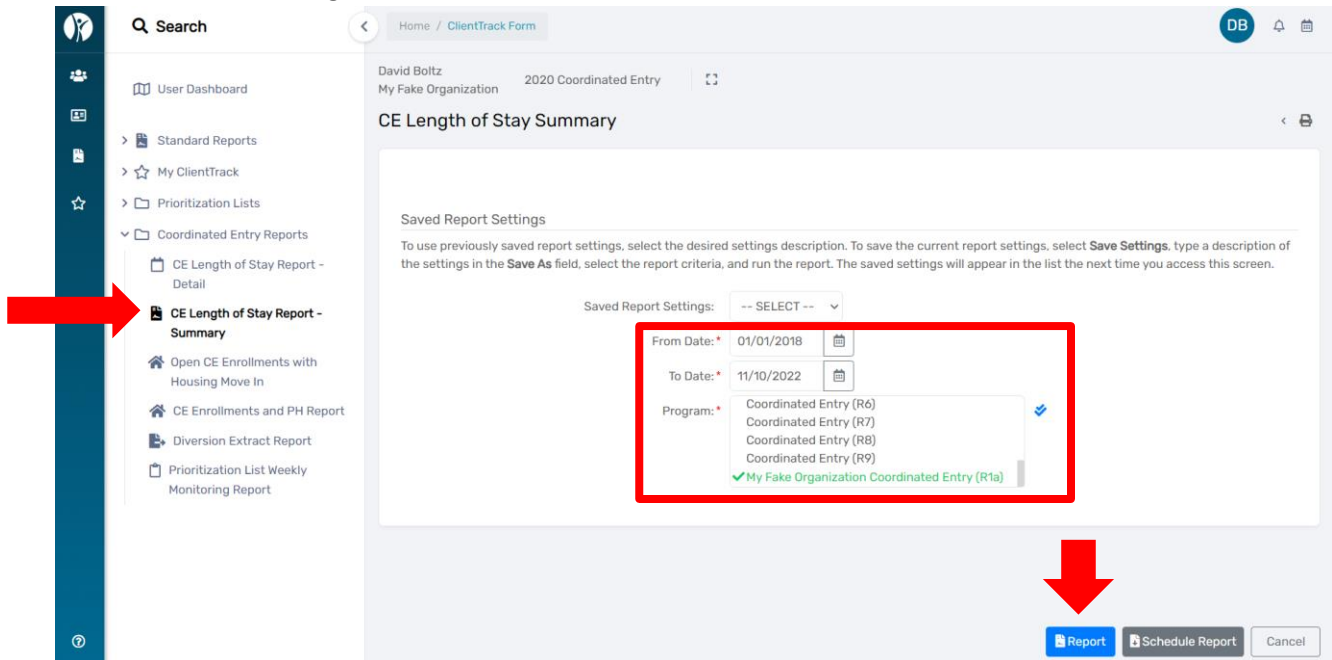
- The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.



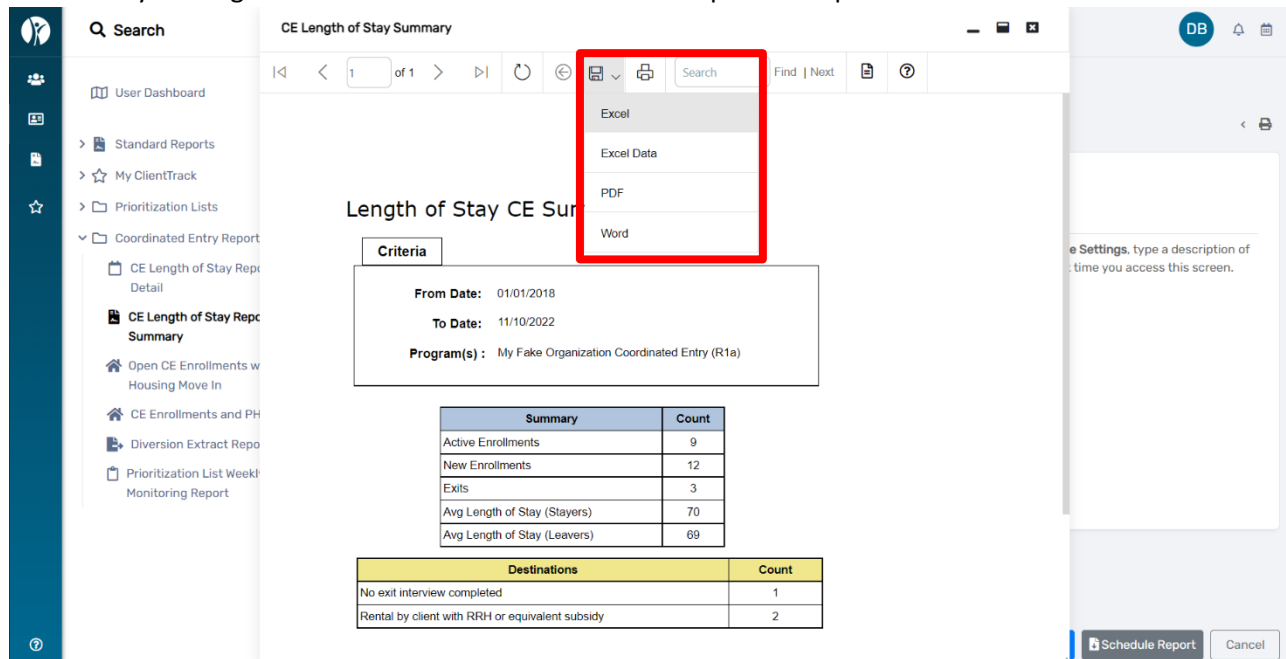
How to Guide for Accessing Coordinated Entry Reports

“CE Length of Stay Report Summary”

1. From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
2. Click on “Coordinated Entry Reports”. The menu will expand below, click on “CE Length of Stay Report Summary” to open the report.
3. Type in the “From Date” and “To Date”, select the “Program”, then click “Report” located in the bottom right corner.



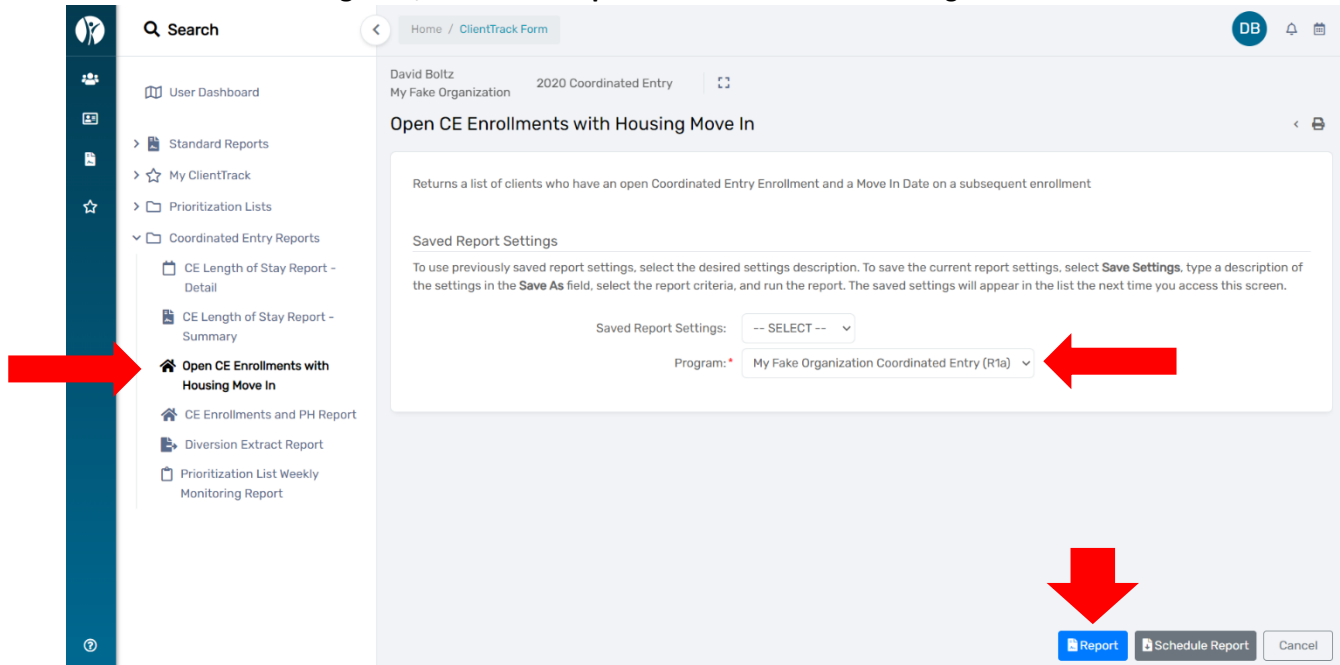
12. The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.



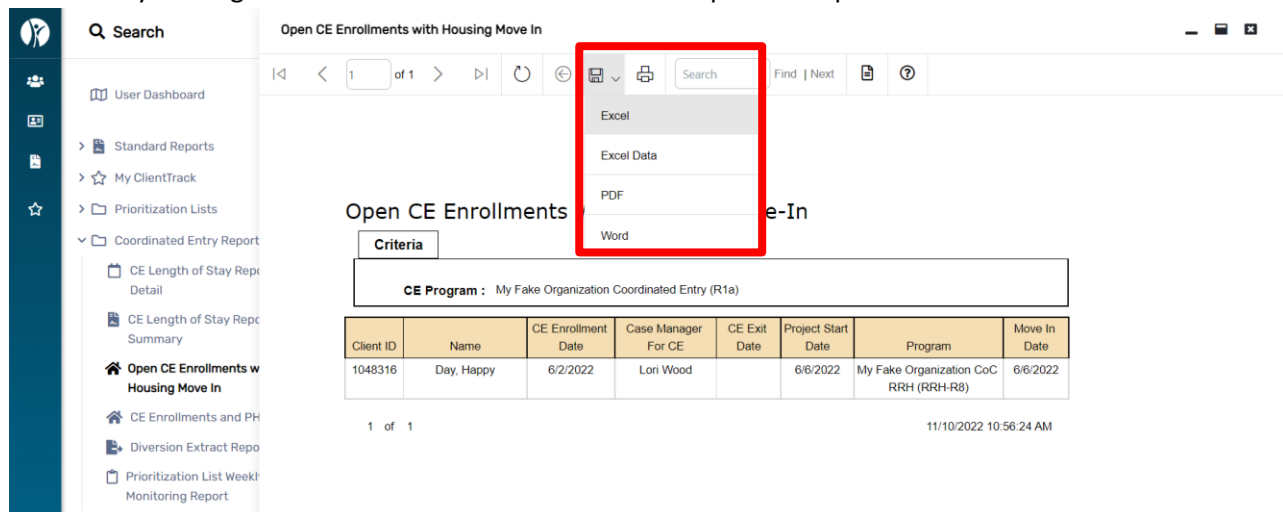
How to Guide for Accessing Coordinated Entry Reports

“Open CE Enrollments with Housing Move In”

1. From the “Home” workspace, click on the “Coordinated Entry Reports” tab in the menu on the left-hand side of the screen.
2. The menu will expand below, click on “Open CE Enrollments with Housing Move In” to open the report.
3. Select the “Program”, then click “Report” located in the bottom right corner.



13. The report will appear as seen below. You can export the report into Excel Data, PDF or Word by clicking on the small disc icon located at the top of the report.

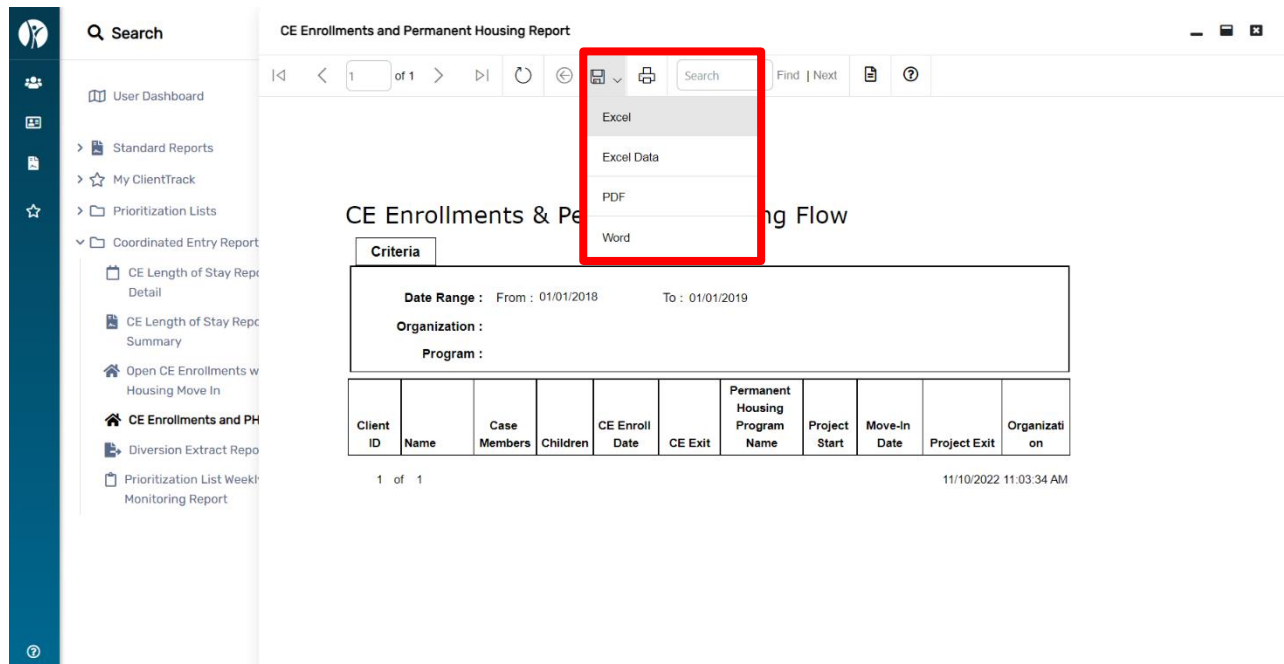
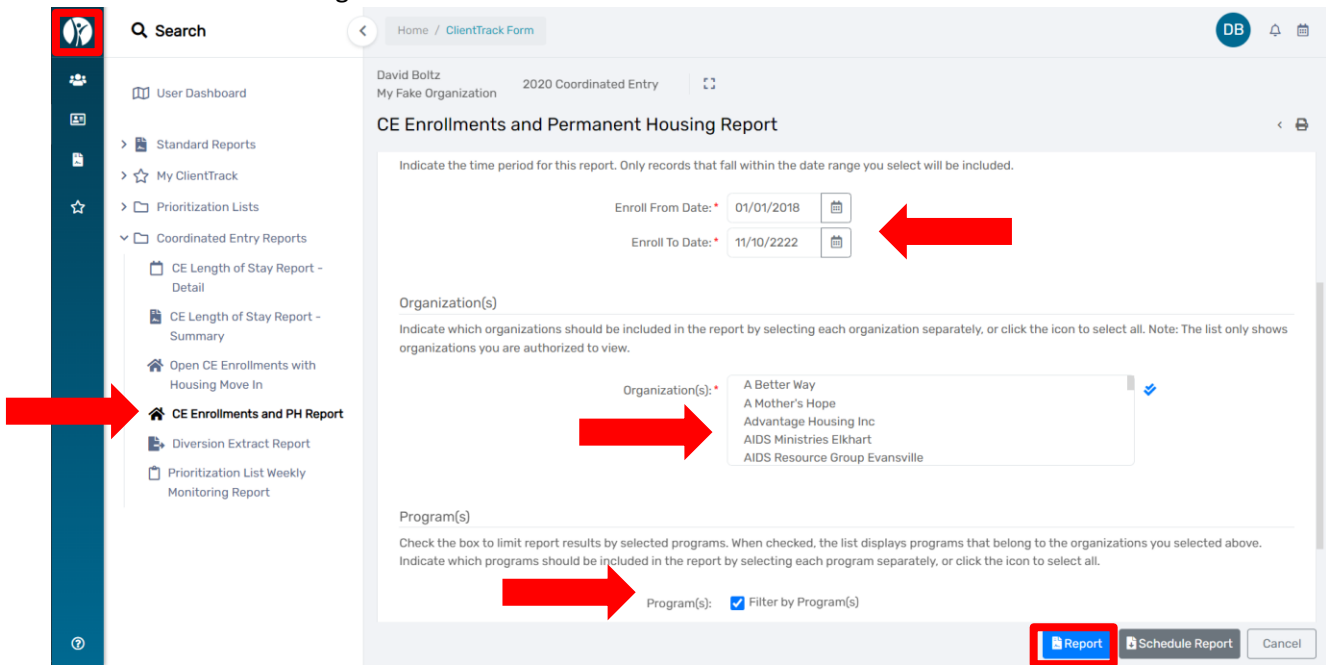


14. The clients listed on this report have a “Housing Move-In Date” but have **NOT** been exited from “Coordinated Entry”. Please find the Client’s CE HMIS record and exit the Client from their open “Coordinated Entry” enrollment as of their “Housing Move-In Date”.

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“CE Enrollments and PH Report”

1. From the “Home” workspace, locate the “Coordinated Entry Reports” function in the menu on the left-hand side of the screen.
2. Click on “Coordinated Entry Reports”. The menu will expand below, click on “CE Enrollments and PH Report” to open the report.
3. Enter the “Enroll From Date” and “Enroll To Date”, choose the “Organization” from the list or Organizations displayed, choose the “Program(s)” you wish to view, then click “Report” located in the bottom right corner.



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4. The report will display as shown above. This is a helpful tool to track the length of time between enrollment in Coordinated Entry and the Housing Move-In Date. Again, the report can be exported to Excel Data, PDF or Word by clicking on the floppy disc icon.

“Diversions Extract Report”

1. From the **“Home”** workspace, locate the **“Coordinated Entry Reports”** function in the menu on the left-hand side of the screen.
2. Click on **“Coordinated Entry Reports”**. The menu will expand below, click on **“Diversions Extract Report”** to open the report.
3. Choose the **“Organization(s)”** from the list or Organizations displayed, choose the **“Region”** you wish to view, then click **“Report”** located in the bottom right corner.

The screenshot shows the ClientTrack Form interface. On the left is a navigation menu with a search bar at the top. The menu is expanded to show 'Coordinated Entry Reports', with 'Diversions Extract Report' highlighted by a red arrow. The main content area displays the 'CE Diversion Extract' report configuration. It includes a header with user information (David Boltz, My Fake Organization, 2020 Coordinated Entry). Below the header is a form with two main sections: 'Organization(s)' and 'Region'. The 'Organization(s)' field is a dropdown menu with a list of organizations: Muncie Mission, My Fake Organization (selected), My Sample Organization, New Hope Family Shelter, and Noble House. A red arrow points to this field. The 'Region' field is a dropdown menu with the value '1'. A red arrow points to this field. At the bottom right of the form, there are three buttons: 'Report' (highlighted with a red box), 'Schedule Report', and 'Cancel'. A red arrow points to the 'Report' button.

4. The report will display as shown above. This tool is helpful in reviewing the success of Diversion. The report can be exported to Excel Data or PDF.

How to Guide for Accessing Coordinated Entry Reports

CE Diversion Extract



CE Diversion Extract - Export to Excel for Full Data Set
11/10/2022 11:07 AM



Report Criteria:

Region:	1
Org ID:	My Fake Organization
10/27/2022	1 My Fake Organization
10/27/2022	1 My Fake Organization
3/10/2022	1 My Fake Organization

ClientTrack™ Reports

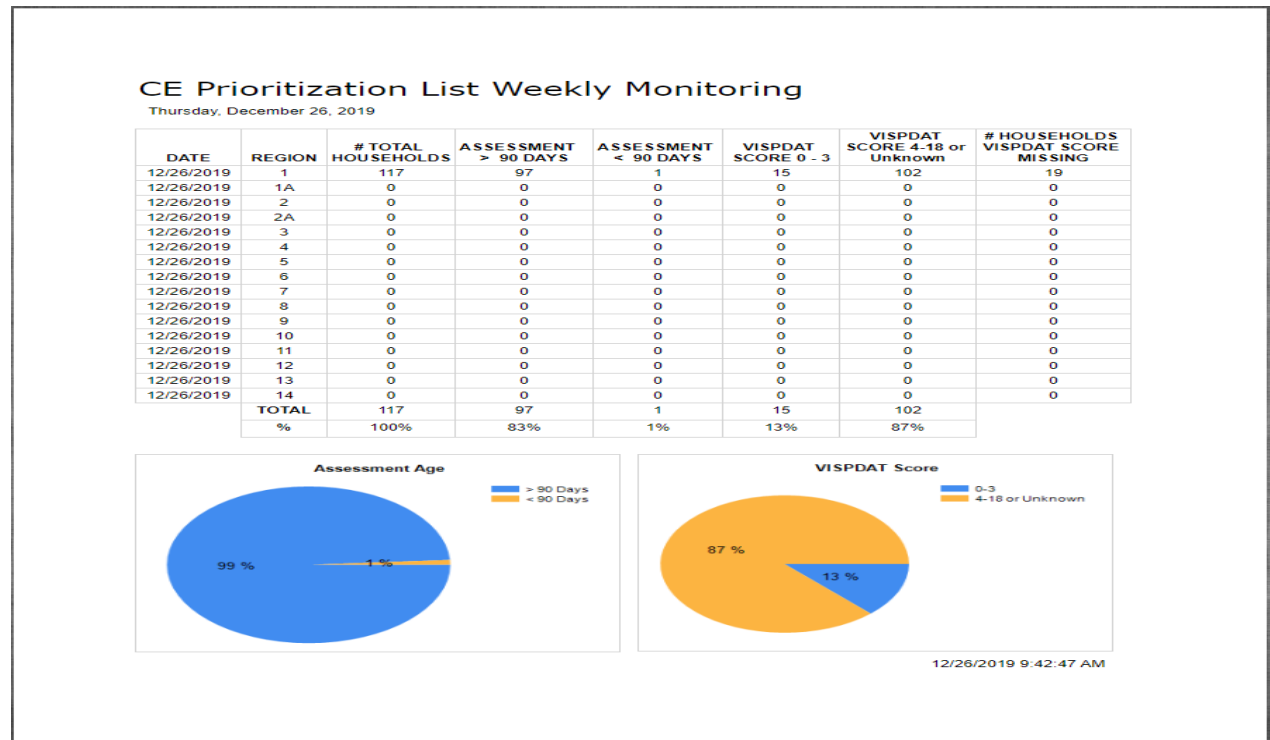
David Boltz
11/10/2022 11:07 AM

5. Once exported to Excel, a zero (0) indicates “No” and a one (1) indicates “Yes”.

ClientID	Name	AssessmentDate	Region	Organizati	CaseMan	Crisis_Lan	Crisis_Rer	Crisis_Evii	Crisis_For	Crisis_Cor	Crisis_Car	Crisis_Ovr	Crisis_Vio	Crisis_Oth	Diversion	Diversion	AssistMec	AssistCom	AssistRen	AssistRen	AssistRen	AssistUtil	AssistUtil	AssistUtil	AssistOth	AssistOth
2897	Butler, Re	8/29/2018 12:00 AM	1	My Fake C	Michelle	Milliken									1	0	0									
3164	Sands, Gig	1/22/2018 12:00 AM	1	My Fake C	Lori	Wood	0	0	0	0	0				1	0	0							0		
3165	Newton, T	1/22/2018 12:00 AM	1	My Fake C	Lori	Wood									1	0	0	0								
3169	Test, Test	3/7/2018 12:00 AM	1	My Fake C	Ken	David	1	1							1	1	1	1	1	1	100			1		
3169	Test, Test	3/8/2018 12:00 AM	1	My Fake C	Ken	Davidson									0	0	0									
3170	Monty, Mi	3/13/2018 12:00 AM	1	My Fake C	Lori	Wood									1	1	1									
3170	Monty, Mi	3/29/2018 12:00 AM	1	My Fake C	Lori	Wood									1	0	0									
3170	Monty, Mi	6/26/2018 12:00 AM	1	My Fake C	Jeff	Murpl	1	1	1	1	1	1	1	1	1	1	1	1	1	0						
3177	MFD-1111	5/2/2018 12:00 AM	1	My Fake C	Lori	Wood									1	0	0									
3197	Murdock,	6/14/2018 12:00 AM	1	My Fake C	Training	0	1	0	0	0	0	0	0	0	1	0	0									
3223	JEFFTest,	6/26/2018 12:00 AM	1	My Fake C	Jeff	Murpl	1	1	1	1	1	1	1	1	0	0	0	1								
3225	Test, CEW	6/27/2018 12:00 AM	1	My Fake C	Jeff	Murpl	1	0	1	0	1	0	1	0	0	1	1	1	1	0				0		
3227	Test, CEin	6/28/2018 12:00 AM	1	My Fake C	Jeff	Murpl	1	0	0	0	0	0	0	0	1	1	1	1	0	0				0		0
3229	Test, CEin	6/28/2018 12:00 AM	1	My Fake C	Jeff	Murpl	0	0	0	0	0	1	0	0	0	0	0									
3283	Winds, Hj	10/30/2018 12:00 AM	1	My Fake C	Lori	Wood	0	0							1	0	0									
3285	Frog, Kern	10/30/2018 12:00 AM	1	My Fake C	Training	0	0	0							1	0	0									
3297	Wonka, W	1/23/2019 12:00 AM	1	My Fake C	Autumn	G	1	1	1	1	1	1	0	0	0	0	0									
3303	Lag, Jet	1/22/2019 12:00 AM	1	My Fake C	Lori	Wood									1	0	0									
3306	Blue, Viol	2/27/2019 12:00 AM	1	My Fake C	Lori	Wood									0	0	0									

6. **“Prioritization List Weekly Monitoring Report”** - From the **“Home”** workspace, locate the **“Coordinated Entry Reports”** function in the menu on the left-hand side of the screen.
7. Click on **“Coordinated Entry Reports”**. The menu will expand below, click on **“Prioritization List Weekly Monitoring Report”** to open the report.
8. **All regions are included in this report.** This tool is helpful in monitoring your region’s CE enrollments for Clients with VI-SPDAT assessments older than 90 days.

How to Guide for Accessing Coordinated Entry Reports



Please contact the HMISHelpDesk@ihcda.IN.gov if you have questions or need additional information.