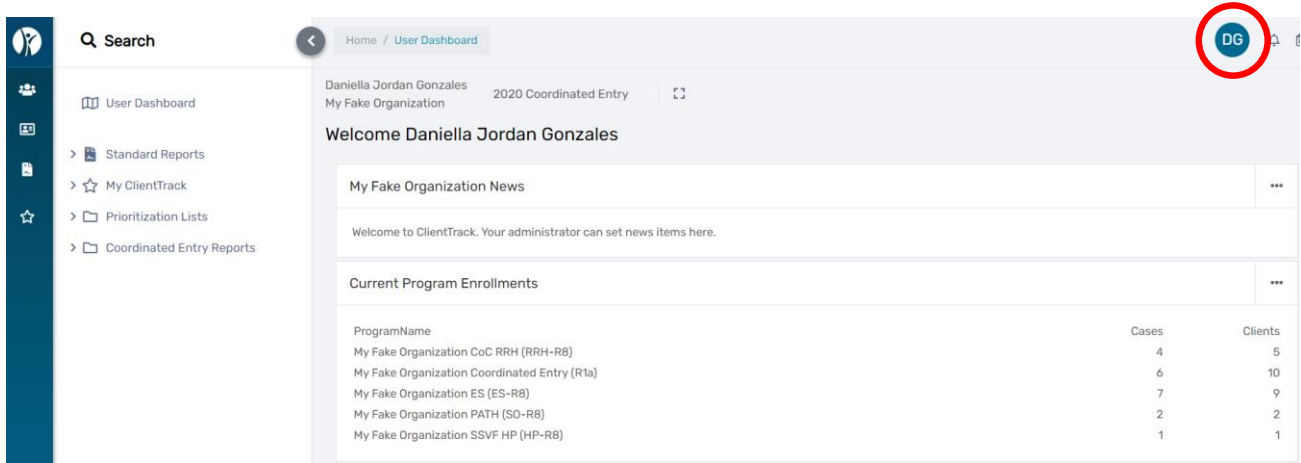


How to Print the VI-SPDAT

1. Login under the 2020 Coordinated Entry workspace. To check if you are successfully logged in under this workspace, click on your initials on the upper right hand corner as shown below.



The screenshot shows the user dashboard for Daniella Jordan Gonzales. The user's initials 'DG' are circled in red in the top right corner. The dashboard includes a search bar, a navigation menu on the left, and a main content area with sections for 'My Fake Organization News' and 'Current Program Enrollments'.

ProgramName	Cases	Clients
My Fake Organization CoC RRH (RRH-R8)	4	5
My Fake Organization Coordinated Entry (R1a)	6	10
My Fake Organization ES (ES-R8)	7	9
My Fake Organization PATH (SO-R8)	2	2
My Fake Organization SSVF HP (HP-R8)	1	1

Settings

PROFILE



Daniella Jordan Gonzales
djordan@ihcda.in.gov
Indiana HMIS Train

[Sign Out](#)

ACCOUNT SETTINGS

Workgroup

2020 Coordinated Entry

Organization

My Fake Organization

Location

My Fake Organization

Apply

2. Click on the **people icon to go to "Clients"**. Then, click on the **"Find Client"** tab as shown below.

Search

Home / [User Dashboard](#)

Daniella Jordan Gonzales
My Fake Organization 2020 Coordinated Entry

Welcome Daniella Jordan Gonzales

My Fake Organization News

Welcome to ClientTrack. Your administrator can set news items here.

Current Program Enrollments

ProgramName
My Fake Organization CoC RRH (RRH-R8)
My Fake Organization Coordinated Entry (R1a)
My Fake Organization ES (ES-R8)
My Fake Organization PATH (SO-R8)
My Fake Organization SSVF HP (HP-R8)

Search

Clients / [ClientTrack Form](#)

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

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria your search.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Full Name (Last, First):	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Birth Date:	<input type="text"/> MM/DD/YYYY <input type="calendar"/>
Client ID:	<input type="text"/> ⓘ

- Once you are in the client's dashboard, click on the **"Assessments"** tab on the left-hand white menu.

Search

Clients / ClientTrack Form

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

Master Assessments

Below is a list of Master Assessments that have been created for this client

	Date	Program
...	11/07/2022	My Fake Organization Coordinated Entry (R1a)
...	11/06/2022	My Fake Organization Coordinated Entry (R1a)
...	11/04/2022	My Fake Organization CoC RRH (RRH-R8)
...	09/06/2022	My Fake Organization Coordinated Entry (R1a)

Assessments

- Barriers
- COVID-19 Screening

4. From the drop-down menu under “Assessments” click on “SPDAT & VISPDAT”, click on “VISPDAT” from the drop-down menu.

Search

Clients / ClientTrack Form

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

Master Assessments

Below is a list of Master Assessments that have been created for this client. Please use the HMIS work

6 results found.

	Date	Program	Type	As:
...	11/07/2022	My Fake Organization Coordinated Entry (R1a)	Entry	Da
...	11/06/2022	My Fake Organization Coordinated Entry (R1a)	Entry	Da
...	11/04/2022	My Fake Organization CoC RRH (RRH-R8)	Exit	Da
...	09/06/2022	My Fake Organization Coordinated Entry (R1a)	Exit	Loi
...	09/06/2022	My Fake Organization CoC RRH (RRH-R8)	Entry	Loi
...	06/06/2022	My Fake Organization Coordinated Entry (R1a)	Entry	Loi

Assessments

- Barriers
- COVID-19 Screening
- COVID-19 Vaccines
- Diversion Assessments
- Domestic Violence
- Education - Adult
- Education - Child
- Employment
- Financial
- Housing Assessment Disposition
- SPDAT & VISPDAT
 - VI-SPDAT
- TAY-VI-SPDAT
- ViSpdatProgress Report
- Triage Assessment

5. You will see a screen displaying the VISPDAT assessments for that client. **Click on the three dots and select “Edit/View”** from the drop-down menu.

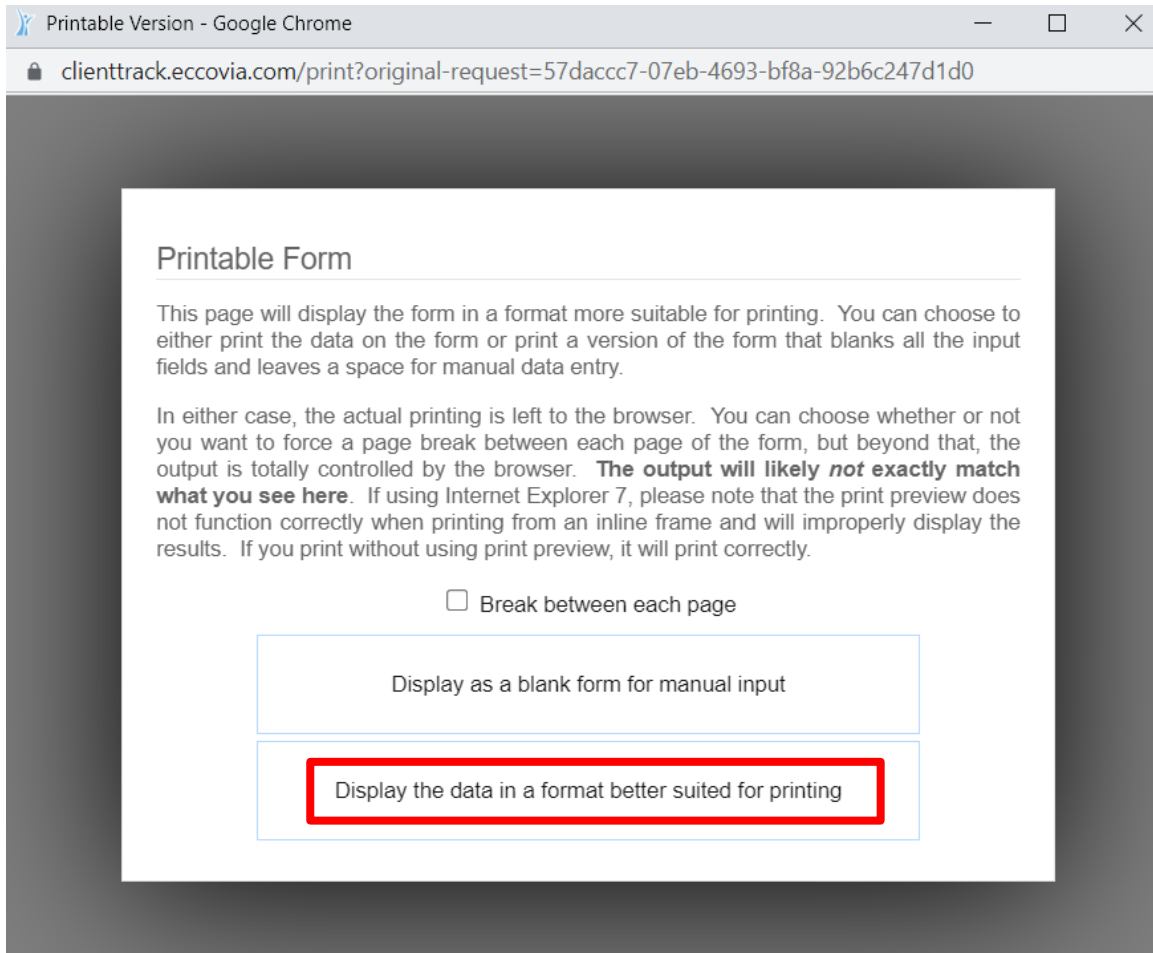
The screenshot shows the ClientTrack Form interface for Gummy Bear (ClientID 1048318). The left sidebar contains a navigation menu with categories like Assessments, Barriers, COVID-19 Screening, etc. The main content area displays the 'VI-SPDAT/F-VI-SPDAT History' for the client. A table lists assessment results with columns for Type, Assessment Date, Score General, Score Family, Score History, Score Risks, and Score Soc. The first row shows a 'Family' assessment on 11/06/2022. A red circle highlights the three-dot menu icon and the 'Edit / View Family' button for this assessment.

Type	Assessment Date	Score General	Score Family	Score History	Score Risks	Score Soc
Family	11/06/2022 9:30 AM	1	4	1	4	
		1	4	1	4	

6. Click on the printer icon at the upper right corner of the screen.

The screenshot shows the ClientTrack Form interface for Gummy Bear (ClientID 1048318) displaying the 'Family Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT) RM' form. The form contains various input fields for interviewer information, agency, survey date, assessment level, and contact type. A red circle highlights the printer icon in the top right corner of the form area.

7. A pop-up window will appear. Inside the pop-up box click on **“Display the data in a format better suited for printing”** as shown below.



8. Once the printable version appears, click **“Print”** located in the upper right corner of the screen.

Printable Version - Google Chrome

clienttrack.eccovia.com/print?original-request=57dacc7-07eb-4693-bf8a-92b6c247d1d0

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

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 of the SPDAT and F-SPDAT 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.

Interviewer's Name: Test Test

Agency: My Fake Organization Team Staff Volunteer

Survey Date/Time: * 11/06/2022 09:30 AM Interview Location:

Assessment Level: * Housing Needs Assessment

Enrollment: * 11/06/2022 - My Fake Organization Coordinated Entry (R1a)

Assessment Contact Type:* In Person

Assessment Location: * My Fake Organization

PARENT 1

ClientID: 1048318

First Name: Gummy Last Name: Bear Language: Spanish

Birthdate: 02/26/2000 Age: 22 SSN: 312-98-0478 Consent to participate Yes No

Gender: Male

For additional assistance, please email your respective helpdesk at: HMISHelpDesk@ihcda.IN.gov or DVHelpDesk@ihcda.IN.gov