# Coordinated Entry: HMIS Training for VI-SPDAT for Single Individuals

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## Login to the HMIS

1. Go to http://washdc.servicept.com/ (no WWW)
   (You can also get there from www.coordinatedentry.com and selecting "Conduct an assessment" from the center of the screen under "Trained and ready to go?")
2. Input your username and password and select "Login"
3. From the left side of the screen, select ClientPoint

## Search for the person in HMIS

4. Input their first and last names into the "Client Search" fields and select "Search"

*If the person has already been assessed by your provider, their name will appear under "Client Results" along with 3 house icons to the left of their ID and name.*

**Client Results**

| | | ID | Name ▲ | Social Security Number | Date of Birth | Alias | Gender | Banned | Household Count |
|---|---|---|---|---|---|---|---|---|---|
| | | 1 | Example Client | 123-45-6789 | 01/01/1980 | Bob, Bobby, Robert | Male | | 0 |

**Showing 1-1 of 1**

*If additional people with similar names exist in the system, they will also appear beneath "Client Results," but without the 3 house icons. While their names will appear, their assessment information will not appear unless they have been screened by your provider, or they have been screened by another provider who has inputted a current Release of Information that allows the information to be shared.*

5. Select the record already inputted by your provider if they exist. If no record with the 3 house icons exists, input the following:
   a. First Name
   b. Last Name
   c. Alias (Nickname if applicable)
   d. Date of Birth
   e. Social Security Number
6. Once you have inputted values for each of the above fields, select "Add New Client With This Information." When the system prompts you with "You are about to add a new client to the system (Be sure to look through all the possible matches before continuing this process). Continue with Add New Client?" select "OK."

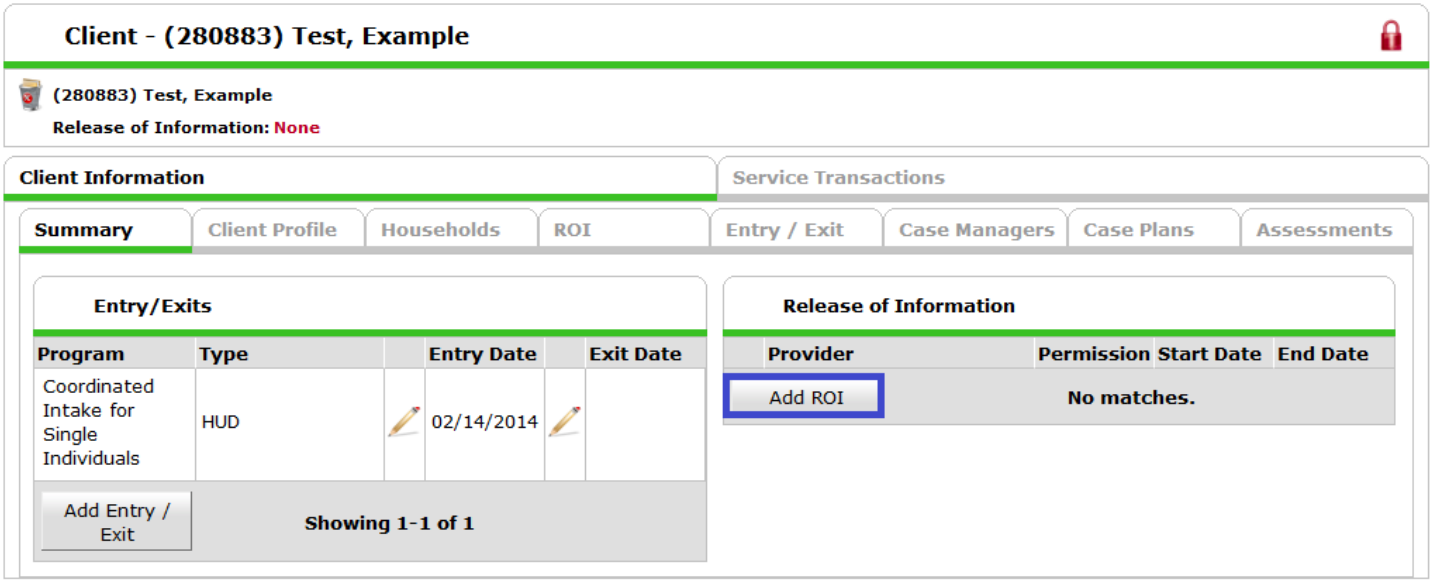
## Individual's record

*The system will take you to the Summary tab of the individual's record.*

## Release of Information

Without a Release of Information, each agency will only be able to see the VI-SPDAT that they completed themselves. This defeats the purpose of coordinated assessment for single individuals. A Release of Information can be completed in the following manner:

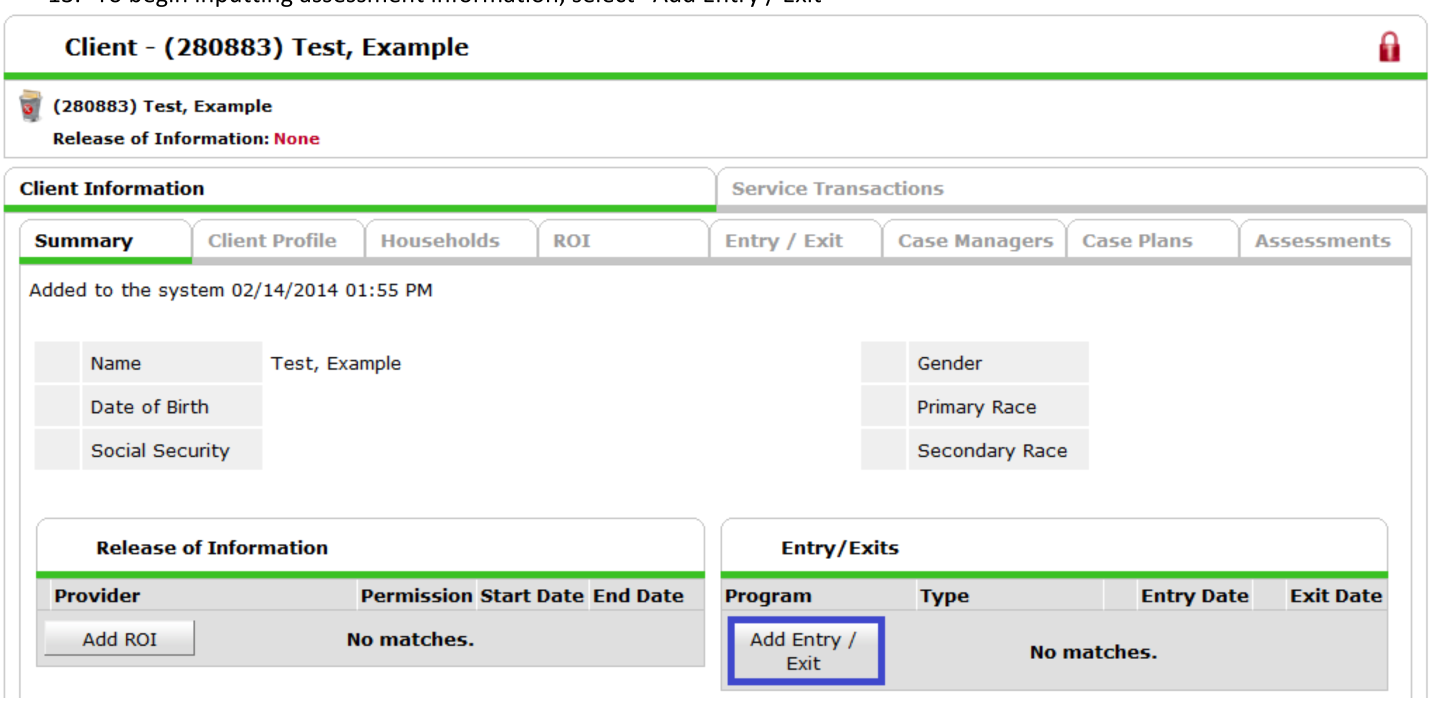
7. From the "Summary" tab, elect "Add Release of Information"




8. For "Provider," select your program's name that ends with "Coordinated Entry for Single Individuals." *Do not select the default agency* (anything with "Agency" in the name)Release Granted: "Yes"
9. Start Date: same day as the date screened/"entry date"
10. End Date: one year (365 days) from the date screened/"entry date"
11. Documentation: "Signed statement from client"
12. Witness: the staff's name who witnsessed the Release of Information being signed

## Adding the assessment

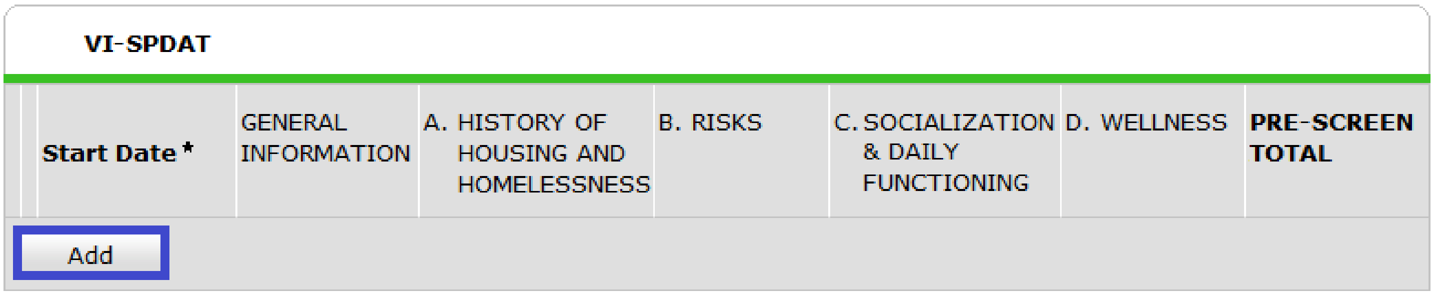
13. To begin inputting assessment information, select "Add Entry / Exit"



14. For “Provider,” select your program’s name that ends with “Coordinated Entry for Single Individuals.” *Do not select the default agency* (anything with “Agency” in the name)
15. “Type” = “HUD”
16. “Entry Date” = Date that the assessment was completed. *This is not the date that the information is being recorded within HMIS. Assessments recorded within HMIS after the information was intially collected can still be determined through other means.*
17. “Entry Time” = 12:01:00 AM unless the specific time the assessment was conducted is relevant to your provider
18. Select “Save & Continue”

**VI-SPDAT assessment**

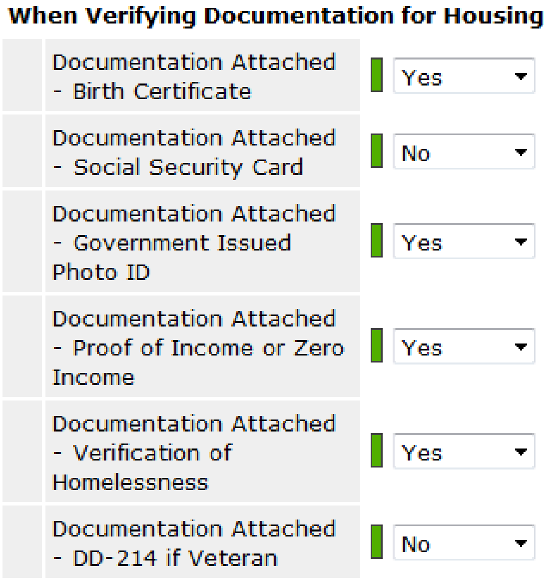
19. Complete each of the fields, from “Interviewer’s Name” through and including “Has consented to participate?”
20. For Social Security Number, please follow XXX-XX-XXXX format. For example, input 123-45-6789 not 123456789
21. For question 1. “What is the total length of time you have lived on the streets or in shelters?” record the length of time in months. Record “0.25 months” for 1 week, and “18 months” for 1.5 years. *Please include the word “months.”* For example, record “1.5 months” or “15 months” or “150 months” and not “1.5” or “15” or 150.”
22. After completing questions 1 through 4, select “Add” under “VI-SPDAT” to complete the remaining questions



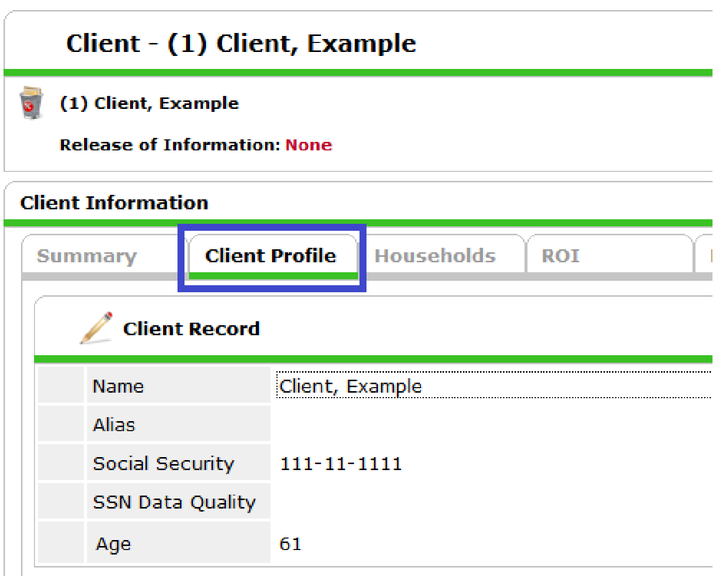

23. Scroll up to the top of the assessment
24. Leave the “Start Date,” as it will automatically pull from the “Entry Date” that was inputted previously. This is the date that the assessment was completed.
25. For question 1, select “Less than 2 years,” “2 or more years” or “Refused”
26. For question 2, “In the past three years, how many times have you been housed and then homeless again?” select any value except “0.” Anyone who is homeless at the time of assessment has experienced at least 1 episode of homelessness.
27. Complete questions 3 through 12
28. If the response to question 13 is “Other,” on the line below, specify the nature of the other location
29. Complete questions 4 through 20
30. If the response to question 21 is “Other,” on the line below, specify the nature of the other location
31. Complete questions 22 through 49
32. For question 50, the question must be asked exactly as written: “Yes or No - Have you experienced any emotional, physical, psychological, sexual or other type of abuse or trauma in your life which you have not sought help for, and/or which has caused your homelessness?”
33. To calculate the pre-screen total score, select “Calculate”
34. Close this portion of the assessment by selecting “Save”
35. Upon returning to the previous screen, continue with the last page of the VI-SPDAT pre-screen assessment. This section begins with the words “Finally, I’d like to ask you some questions to help us better understand homelessness, your eligibility for certain housing programs, and to improve housing and support services.”
36. For “Income Source(s):” record multiple sources as “Food Stamps; SSI” or “Employment; SNAP”
37. For “Income Amount(s):” record in dollar format, such as “$700” or “200; 153” if more than one income source
38. For “On a regular day, where is it easiest to find you and what time of day is easiest to do so?” do not forget to record a response. This question, as well as “Is there a phone number and/or email where someone can get in touch with you or leave you a message?” will be the only means by which a person will be contacted after the initial assessment. Record whatever information will enable later staff to contact this individual.
39. For the “other agencies or case workers that might be able to get in touch with you,” there is no need to include your own information as the assessor (that information was previously recorded as “Interviewer’s Name” and “Interviewer’s Agency.” Please record any additional agencies and staff, other than yourself, with whom the individual may have involvement.
40. If not taking the individual’s photograph, once all VI-SPDAT fields have been completed (if not screening individuals residing at CCNV or youth), scroll down to the bottom of the page and select “Save & Exit.”

## Adding documentation to the record

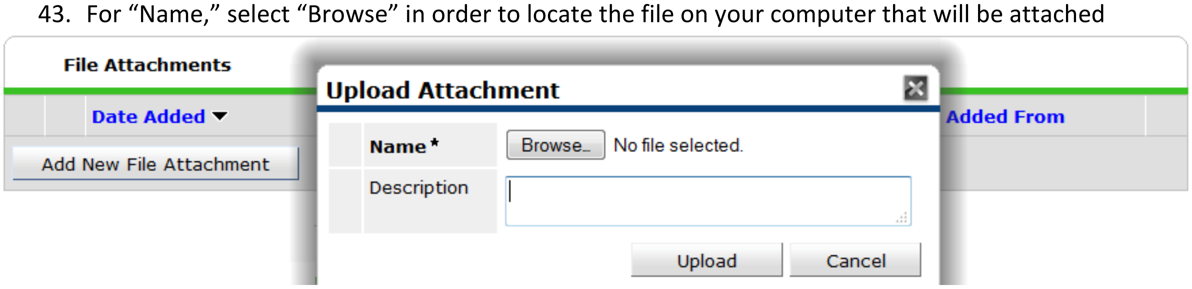
*Within the assessment itself, you can note whether you have attached to the individual's record any portion of six primary documents that are most helpful in moving someone into housing.  Each document that you attach can be replied with "Yes"*




41. *To attach the actual document(s) to the record, on the client record, select the "Client Profile" tab from the "Summary" tab*




42. Scroll down to the "File Attachments" section and select "Add New File Attachment"
43. For "Name," select "Browse" in order to locate the file on your computer that will be attached




44. Select "Upload"

*The information is stored within the record, without any additional step required to "save" the information*