Full SPDAT for Families Training in HMIS

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Login to the HMIS

1. Go to http://washdc.servicept.com/ (no WWW)
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

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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. To complete the full SPDAT assessment at intake:

7. Within the individual's record, select the "Measurements" tab
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)
9. "Measurement Tool" = "F-SPDAT
10. "Date" = date of SPDAT assessment
11. Leave "Information Reported To" as the "ServicePoint User," and the "Select User" prompt as the default (unless the information was reported to someone other than yourself). *Do not leave this field blank.*
12. Select "Continue"
13. For each of the 20 domains, select a score (0 to 4) as well as record comments that describe the reason for each domain's score, as well as the additional information collected as part of the case management process
14. Once all 20 domains have both a score and comments describing both the reason for the score, as well as the case management information, then select "Save & Exit"

Completing the SPDAT at follow-up

Once the initial SPDAT has been completed, to complete follow-up SPDAT assessments:

15. Within the individual's record, select the "Measurements" tab
16. For the F-SPDAT with your program's name that ends with "Coordinated Entry for Single Individuals," select "Add New Point of Measurement." *Do not select "Add New Measurement"*
17. Select the appropriate "Point of Measurement," (At Move/30/60/90/180/270/365 Days)
18. "Date" = date of SPDAT assessment
19. Select "Continue"
20. For each of the 20 domains, select a score (0 to 4) as well as record comments that describe the reason for each domain's score, as well as the additional information collected as part of the case management process
21. Once all 20 domains have both a score and comments describing both the reason for the score, as well as the case management information, then select "Save & Exit"