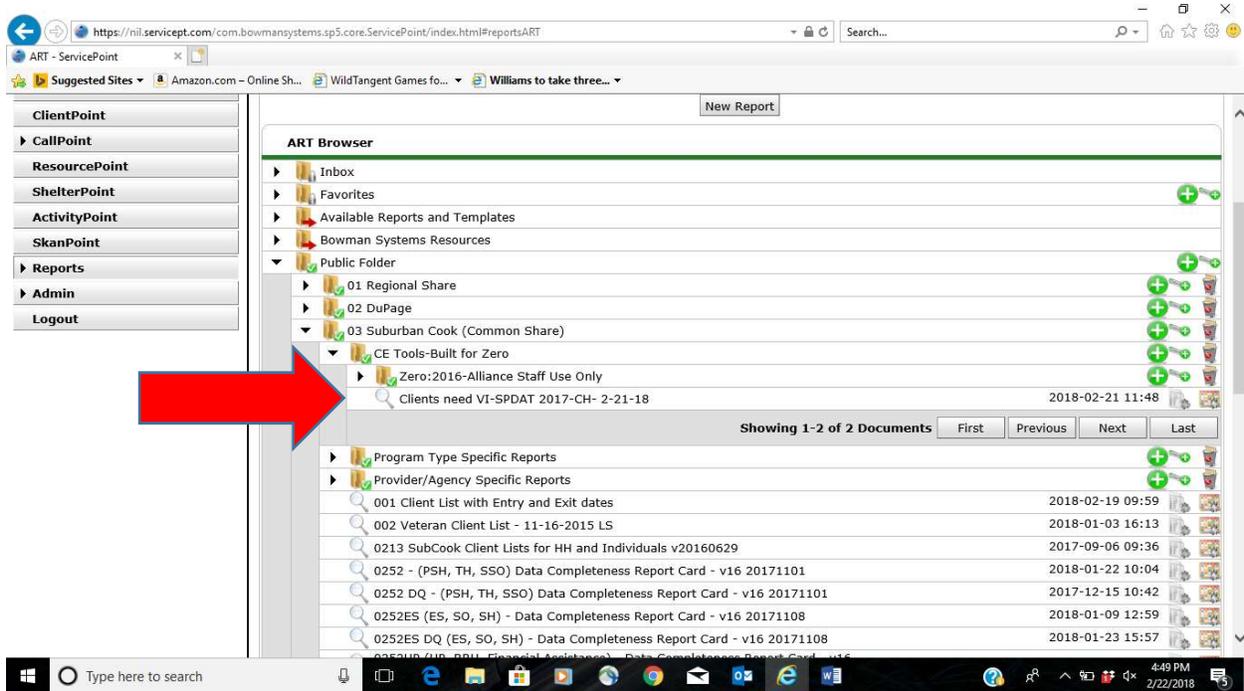


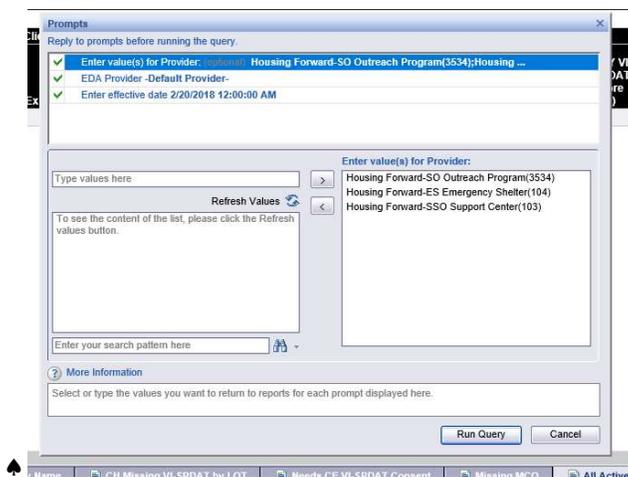
Clients Need VI-SPDAT Report Instructions

This report pulls all participants that have not been exited from the selected project(s) and have had a service or contact within 90 days of the effective date.

To run the report in ART, navigate to the CE Tools – Built for Zero folder and select the Clients need VI-SPDAT report.



Enter the Effective date (typically would be the current date). Select the project(s) to be included and then Run Query. Suggested project types – shelter, street outreach, daytime support center



The report will return data on several report tabs. Each report tab is described below.

1. CH Missing VI-SPDAT by Name and CH Missing VI-SPDAT by LOT

Purpose:

Identify chronically homeless persons that have not yet been assessed (have a VI-SPDAT). Current goal is to have all chronically homeless persons assessed within 7 -14 days of project entry. (Note: completing the VI-SPDAT includes section 4 of the Entry Point Multi-Stage Assessment and CE VI-SPDAT Consent form.)

The Missing VI-SPDAT by LOT indicates those participants that have been in a project for the longest period and should therefore be prioritized to have an assessment completed. Note, if a participant is in more than one project, they will show up on multiple rows – but in descending order of length of time in the project, so their entries might not be next to each other. All rows for that participant will be bolded to make it easier to know if a client is in more than one project. If you want to see a report with all of a one client’s entries reported together, you may use the tab described next.

The Missing VI-SPDAT by Name report can be used as a reference when working with specific participants to see if a VI-SPDAT needs to be completed. Participants that have been in a selected project more than 90 days will have the length of time (LOT) since project entry highlighted.

Report Details:

Participants will show up on this list if:

1. Their HMIS data indicates they are chronically homeless (has a disability as well as meets the length of time criteria)
2. The participant does not have a VI-SPDAT

2. Needs CE VI-SPDAT Consent

Purpose:

Identify participants that do not have proper consent to be considered for housing.

The CE VI-SPDAT consent form was new as of October 2017 and is completed with part 4 of the Entry Point (CE) Multi-Stage Assessment package. This consent must be signed by participants that would like to be considered for housing. It ensures the participant can be discussed at Case Conferencing and is known to the Entry Point team. Without this consent, the Entry Point team does not have access to their information which may significantly delay the housing placement process.

Participants are sorted by chronicity indicator, then VI-SPDAT score. Chronically homeless persons with the highest VI-SPDAT scores should be prioritized to obtain proper consent. Once obtained, the consent should also be uploaded to the participant’s HMIS record using “CE- VI-SPDAT Consent” as the document description.

Report Details:

Participants will show up on this list if:

1. The participant has a VI-SPDAT score

2. The participant does not have a CE VI-SPDAT consent

If a participant has more than one project entry, all rows for that client will be bolded. This makes it easier to know if a participant is in more than one project.

3. Missing MCO

Purpose:

Identify participants that have Medicaid, but the Managed Care Organization (MCO) has not been determined.

Some recent homelessness initiatives are focused on housing persons that are high utilizers of health care. As a result, new housing opportunities are becoming available based on specific health insurance information. As a result, knowing a participant's MCO is important.

Note that not all clients that have Medicaid will have an MCO. Additionally, Medicaid can be used as a Medicare Supplement. In this case, the client will NOT have County Care (the MCO that is currently a requirement for WIN II project).

Client MCO information must be entered in "(If Yes to Other) Specify Source" as part of the client's Medicaid record.

The screenshot shows a web-based form titled "Edit Recordset - (6716) Subcook, Test". The form is for "Health Insurance" and contains the following fields:

- Start Date ***: 07 / 19 / 2017
- Health Insurance Type**: MEDICAID
- (If Yes to Other) Specify Source**: Enter MCO here (highlighted with a red arrow)
- Covered?**: Yes
- (HOPWA) If Private Pay Insurance, Specify**: (Empty text box)
- (HOPWA) If No, Reason not covered**: -Select-
- End Date**: (Empty date field)

Buttons at the bottom include "Print Recordset", "Save", "Save and Add Another", and "Cancel".

Report Details:

Participants will show up on this list if:

1. The participant has Medicaid
2. The MCO has not been determined

4. Active Client Data

Purpose:

This tab shows all data that is used throughout the report with the exception of Insurance data. It is sorted by participant name, but does not include any merged fields, making it easier for the

user to download the data and sort as necessary. Participants with more than one row on the report will be bolded.

The Chronic column identifies those participants that are considered chronically homeless based on the data in HMIS. The data on this report tab is showing the most recent answers to the questions used to determine chronicity. The chronic column will also adjust for 'aging in'.

If someone is not showing as chronically homeless and you believe they are, please review the chronic and disability data and modify as necessary. Likewise if a participant is showing as chronically homeless and they are not, please review and correct the data. Additionally, when running the report for multiple projects it is possible that one project will show a participant as chronically homeless and another project does not. This is likely due to the chronic assessment not being updated for each project entry. Please call the HMIS team if you have questions on how to correct the chronic data in HMIS.

Report Details:

Participants will show up on this list if:

1. They have not been exited from the selected project(s)
2. Have had a service transaction or contact within the last 90 days

You can use Input Controls on this report to filter for chronic clients. Here are brief instructions about how to use Input Controls (or contact HMIS team for assistance)

To use the input control while running a report (will not work after download), click on the left side arrow, to open the left side panel (if not already open), then select 'Y' in chronically homeless drop down box. You may have to click the icon to the left of the binoculars on the bottom of the page. The All Client Data tab will now display only chronically homeless clients.