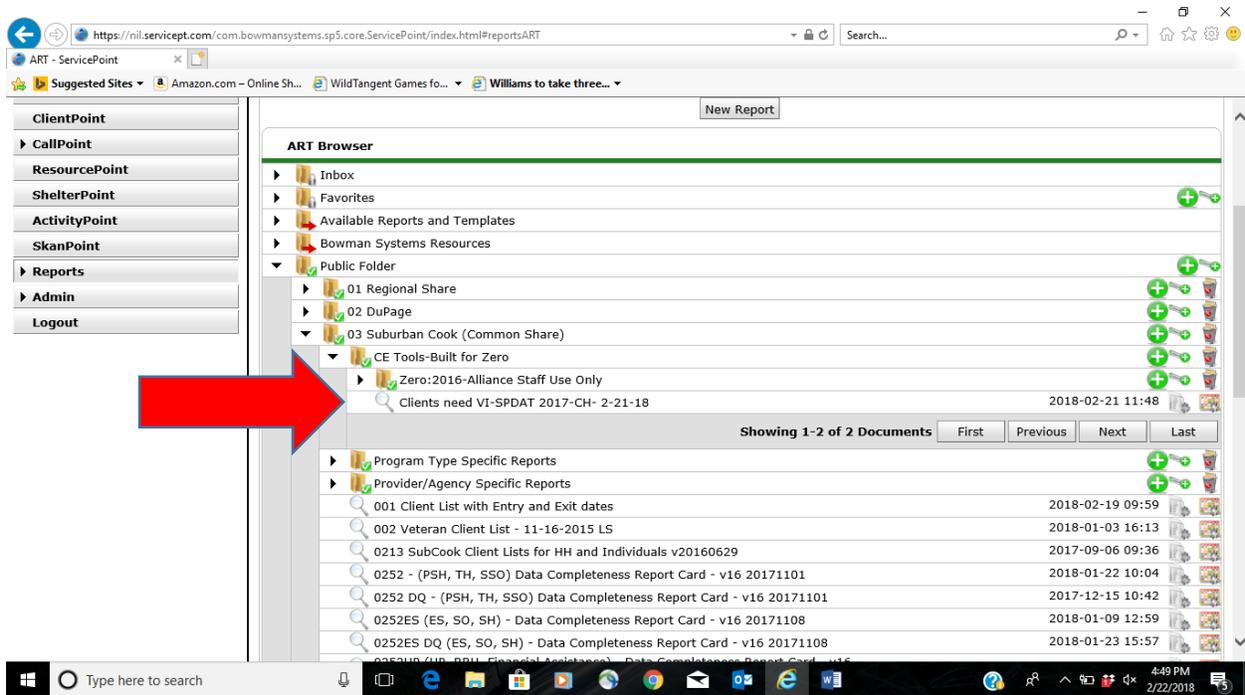


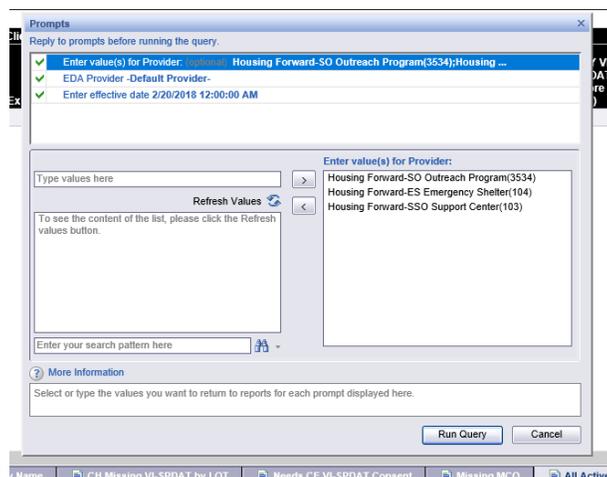
Clients Need VI-SPDAT Report Instructions

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

Purpose:

Identify homeless persons that have not yet been assessed (have a VI-SPDAT). Current goal is to assess all chronically homeless, TAY (youth aged 18-24), and households with minor children as soon as clinically appropriate and all other adults after receiving 7 nights of stay/services/contacts. (Note: completing the VI-SPDAT includes section 4 of the Entry Point Phased Assessment, CE VI-SPDAT Consent form, and initiation of a Progress Tracker.)

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.

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 need to see a report with all of a one client's entries reported together, use the Missing VI-SPDAT by Name tab of the report.

Report Details:

Participants will show up on this list if:

1. The participant does not have a VI-SPDAT

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'.

You can use Input Controls on this report to filter for chronic clients. Brief instructions about how to use Input Controls are at the end of this document (or contact HMIS team for assistance).

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) Phased 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.

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'.

You can use Input Controls on this report to filter for chronic clients. Brief instructions about how to use Input Controls are at the end of this document (or contact HMIS team for assistance).

3. Active Client Data

Purpose:

This tab shows all data that is used throughout the report. 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 in HMIS. 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. Have had a service transaction or contact within the last 90 days
2. Have an open project entry in the selected project(s)

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 after 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. Input Controls exist on several report tabs. The input control must be selected on each report tab to be filtered (the selection does not carry forward to other report tabs).