

HMIS Entry Point Assessment Progress Tracker and Housing Interest FAQ's

Q: How do I know what VI-SPDAT to complete?

A: Ask the following questions to determine what VI-SPDAT is appropriate for your client

- Are there minor children in the household? If so, complete the Family VI-SPDAT, including when the head of household is under 25 years old (a TAY).
- If the head of household is aged 18-24 and there are no minor children in the household, then complete a TAY VI-SPDAT. Any additional TAY members of the household also complete a TAY VI-SPDAT.
- All other households complete the individual VI-SPDAT, one for each adult household member. When the head of household is 25 years or older, any TAY household members complete the Individual VI-SPDAT.

Q: When should I start an Entry Point Assessment Progress Tracker?

A: You should create a Progress Tracker record as soon as you obtain CE VI-SPDAT Consent and complete a VI-SPDAT. Do not wait until you have gathered all the required documentation. Once an individual has a Progress Tracker, the Entry Point Team is able to begin identifying appropriate matches.

The Entry Point Assessment Progress Tracker is meant to track the progress of an individual in the housing process. Staff that are working with clients in the housing intervention process should not wait until all documentation is complete before entering information. The sooner the Entry Point team is made aware of individuals that have begun the process, the better. This is also true for situations where an individual may be receiving services from multiple agencies. The Progress Tracker provides a framework for agencies to work together in the best interest of the client

Q: I see a Progress Tracker for my client, but it has an End Date. What does this mean?

A: An End Date is entered when a client has stopped presenting for services and can no longer be located, or has been housed. If a client has presented for services at your agency and the existing Progress Tracker has an End Date, begin a new Progress Tracker. Click 'Add' to create a new record.

Q: A Progress Tracker records already exists for my client. What should I do now?

A: Your next step will depend on if a Sending Agency is already listed. If there is no Sending Agency, the client has likely begun the housing assessment process at an access point that does not offer appropriate on-going services (i.e. Case Management). In this case, complete the Sending Agency section. If a Sending Agency is already listed, please contact the listed case manager and let them know the client has also presented at your agency for services. Both agencies can now work together to obtain necessary documentation and complete the Phased Assessment. Decide between you who will be listed as the Sending Agency and who will be listed as Agency 2.

Q: How do I know if my client is 'on the list'?

A: Every client with an active Progress Tracker record will be 'on the list' and considered for available housing interventions. An active Progress Tracker record means:

- There is no End Date indicated
- CE Consent has been obtained from the client
 - o Signed CE Consent (new in 2017) question should be answered Yes (on Client Summary with the VI-SPDAT entry)
 - o Appropriate VI-SPDAT has been completed and entered into HMIS
 - o Signed CE Consent form is uploaded to client's HMIS record
 - o Upload Date of CE Consent should be answered on the Progress Tracker
 - o VI-SPDAT score is entered on the Progress Tracker
 - o Client record is not locked down
 - Please contact the HMIS team at the Alliance to address clients with locked records that are interested in pursuing housing intervention

In addition, for a client to be considered for a PSH intervention

- HMIS data must show a disability that is long term and impedes the individual's ability to live independently
- HMIS data must show client has been homeless at least 12 continuous months or have 4 episodes totaling 12 months over the last 3 years.

Q: My client is not interested in housing at this time. Now what?

A: Indicate the client's response in the Housing Interest/VI-SPDAT assessment in HMIS. Leave the End Date blank. You should attempt to revisit this conversation every 30 days to ensure individuals have the opportunity to reconsider and then be considered for housing interventions when they are ready.

Each time you have this conversation with a client, the response should be recorded in HMIS. Please put an End Date on the prior record, and leave the End Date blank for the current response.

Q: My client had declined housing in the past and now would like to be considered for a housing intervention. How do I indicate this in HMIS?

A: A Housing Interest/VI-SPDAT record should exist in HMIS reflecting the client's original desire to not be considered for housing. Since this has now changed, HMIS should reflect this.

1. Add an End Date to the original record showing no interest in housing
2. Add a new Housing Interest/VI-SPDAT record indicating the client's desire to be considered for housing intervention, obtain CE Consent and complete the appropriate VI-SPDAT.
3. Initiate a Progress Tracker record and begin collecting appropriate documentation.