TAY Clients Need VI-SPDAT Report Instructions

This report pulls all TAY participants (Head of Household aged 18-24) that have not been exited from the selected project(s) <u>and have had a service or contact within 90 days of the effective date</u>.

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

ENTRY POINT

If you would like to download any or all of the report, click 'Document' in the upper left corner. 'Save to my computer as' will download the entire report (all tabs). 'Save report to my computer as' will download the currently highlighted report tab.
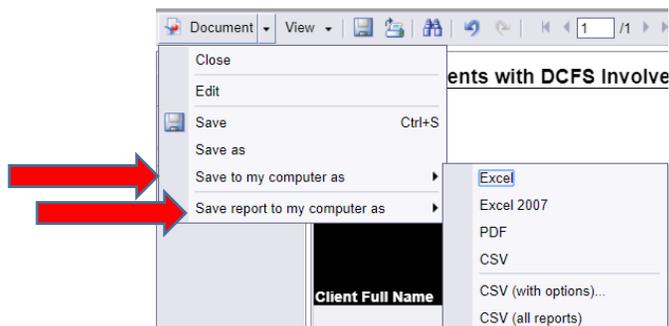
Report Tab Summary

Tabs 1 & 2: Missing VI-SPDAT by Name and Missing VI-SPDAT by LOT

Identifies TAY (Head of Households aged 18 – 24) homeless households that have not yet been assessed (have a VI-SPDAT). <u>TAY households should be assessed as soon as possible.</u> (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 bolded. If the participant is in more than one project, all projects will be shown together.

The Missing VI-SPDAT by LOT <u>indicates those participants that have been in a project for the longest period and should therefore be prioritized to have an assessment completed</u>. 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.

Tab 3: Needs CE VI-SPDAT Consent

Identifies TAY HoH participants with VI-SPDATS but are missing the CE VI-SPDAT consent form

Participants are sorted by chronicity indicator, then VI-SPDAT score. <u>Chronically homeless persons with the highest VI-SPDAT scores should be prioritized</u> to obtain proper consent. If a participant has more than one project entry, all rows for that client will be bolded.

Note: **the consent must also be uploaded to the participant's HMIS record using** "CE- VI-SPDAT Consent" as the document description. **The Signed CE VI-SPDAT Consent (new in 2017) question in HMIS must also be answered 'Yes'**. This question is on the Client Summary page right above the VI-SPDATs. CE will not be able to work to house the participant if these steps are not completed (contact Entry Point if there are issues obtaining consent.)

ENTRY POINT

Tabs 4 & 5: DCFS Involvement

Identifies TAY HoH with DCFS involvement who may be eligible for specific resources. All TAY should be screened to determine if they are potentially eligible for this resource.

Has DCFS Involvement - participants that have answered 'Yes' to any of the 3 DCSF related questions in the Initial Intake (new 10/2018) and may be eligible for this resource.

Missing DCFS Involvement - participants that are missing answers to the 3 DCSF related questions and need to be screened.

Housing vouchers are potentially available for participants that have prior involvement with DCFS. This report tab will help identify individuals that may be eligible for this intervention. Note that an ROI will need to be obtained from the participant in order to determine eligibility with DCFS.

Tab 6: Active Client Data (for information purposes or for more detail if interested)

This tab shows all data that is used throughout the report. It is sorted by participant name. 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 in HMIS 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.

ENTRY POINT