

Clarity CES VI-SPDAT Tutorial



Kansas Statewide
Homeless Coalition

This tutorial will show agencies how to navigate the Coordinated Entry process for a client, including completing a VI-SPDAT and adding them to the Community Queue.

Step 1: Search for or add a client Search for a client by typing in the first three letters of both their first and last names. If you find the client, skip to step 4. If nothing comes up, click Add Client.

Step 2: Release of Information Before entering in any information, go over the **Release of Information** with the client. If they agree, mark "Yes" for permission and select a documentation option¹. If the client refuses, set Permission to "No" under Release of Information and toggle to the right next to Consent Refused².

Step 3: Finish profile For consenting clients, complete the profile information. For those who refuse, you will need to enter a date of birth, gender, race, ethnicity, and veteran status. Then click "Add Record".

Step 4: Add CES Program Next, click on Programs on the client menu.

Under “Programs:Available” click Homeless CES. For group enrollments, add all applicable households by hitting the toggle next to their name. Then, click “Enroll”.

PROGRAMS: AVAILABLE

Homeless CES

Homeless CES

Active Clients

1152 CLIENTS

100 % Families
0 % Individuals

Referrals (90 Days)

2 REFERRALS

0 % Referrals Pending
0 % Referrals Connected
100 % Referrals Denied

Funding Source
HUD/CoC - Supportive Services Only

Availability
Full Availability

Service Categories:
✓ Coordinated Entry Event

PRINT DIRECTIONS

ENROLL

Complete the Project Start Date, Prior Living Situation, and Disabling Conditions sections and click Save & Close to add the program.

Step 5: Complete VI-SPDAT To find the VI-SPDAT, click “Assessments” within the program menu. Then, click “Start” next to the appropriate VI-SPDAT depending on the household.

Enrollment History Provide Services **Assessments** Notes Files X Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation START

Homeless VI-SPDAT for Couples without Children START

Homeless VI-SPDAT for Families START

Homeless VI-SPDAT for Single Adults START

Refused VI-SPDAT START

Answer each of the VI-SPDAT Questions and then click “Save”.

Step 6: Refer to Community Queue(s) Under the VI-SPDAT Score Summary, toggle next to one or more community queues and then click “Refer Directly to Community Queue(s)”.

VI-SPDAT-V3 Score Summary

SECTION ONE: PRESENTING NEEDS 1

SECTION TWO: HOUSING HISTORY & CHRONIC HOMELESSNESS DETERMINATION 1

SECTION THREE: VULNERABILITIES AND HOUSING SUPPORT NEEDS 10

VI-SPDAT-V3 PRE-SCREEN TOTAL 12

Northwest

Douglas

East Central

ES (Motel)

North Central

Northeast

South Central

Southeast

Southwest

Statewide

Veterans

REFER DIRECTLY TO COMMUNITY QUEUE(S)