



## Coordinated Entry Release

(September 9, 2020)

Script: *We are here today to talk to you about your housing and service needs. I have a 10-minute survey tool called the VI-SPDAT that I would like to complete with you. Participation in this tool is voluntary and if you refuse you can still access services at our organization. This survey helps us determine how we can best support you with available resources. There are no wrong or preferred answers, just what is true for you. The more accurate and upfront you are in your responses the better we can connect you to the right program. Most questions only require a Yes or No answer and some questions require a one-word answer. You have the right to skip or refuse any question that you don't feel comfortable answering. If you do not understand a question, let me know and I would be happy to clarify. Before we begin, we need to review the below consent and release of information."*

### Client Consent and Release of Information

#### ***What is the benefit to the client allowing service providers access to their information?***

To improve access and service alignment by assessing various needs, and then to match those assessed with the most appropriate housing interventions available. The VI-SPDAT is a tool to help guide those assessed to the appropriate services and housing assistance within the Coordinated Entry System.

#### ***Who will have access to the information collected and how will it be disclosed?***

- I allow my household's information and answers to be entered into the database system called Homeless Management Information System (HMIS). This database helps the Kansas Balance of State Continuum of Care (KS BoS CoC) to better understand homelessness, to improve service delivery to the homeless, and to evaluate the effectiveness of services and resources.
- I understand that participation with this survey, although optional, is a critical component of our community's ability to provide the most effective services and housing possible. Every person and agency that is authorized to read or enter information into this database has signed an agreement to maintain the security and confidentiality regarding the information and to use the information provided only to link clients with housing or supportive service options.
- I understand that my responses will help service providers to match me to available housing programs, services and related programs; dependent on availability and eligibility.
- I understand that my information may be shared during case conferencing to assist in finding suitable housing programs, services and other resources.
- I understand that some answers provided may need further verification by the referred agency to determine eligibility.

#### ***What information about clients and their dependents linked to their household will be disclosed?***

- I understand that some of the questions are personal in nature and it is my choice whether or not I want my child(ren) present, and if I do choose to have my child(ren) present, I can choose to skip questions that I don't want to answer in front of my child(ren) that we can try to come back to at the end or another time when my child(ren) is not around.
- I understand that all the information provided in this survey will be shared with participating agencies that are using HMIS and service providers that participate in the Kansas Balance of State Coordinated Entry System as needed to help me find appropriate housing and services.
- I, or my case manager/outreach worker, can be contacted about this survey.
- I understand that this survey does not require disclosure of specific disabilities or diagnosis and that specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals.

#### ***Important Rights and Other Required Statements You Should Know***

- I understand that participating in this survey does not guarantee that I will be called for a housing program.



- This consent will remain in effect until I revoke it in writing. I may revoke this authorization at any time by contacting Kansas Housing and/or the Kansas Coalition to End Homelessness. If I revoke this authorization, it will not apply to information that has already been used or disclosed.
- I have a right to a copy of this consent form once I have signed it.
- I acknowledge that auditors or funders who have legal rights to review the work of the Coordinated Entry System may see my information.

For safety reasons, I would like to refuse to store my household’s identifying information (first names, last names, dates of birth, and SS numbers) in HMIS and instead be issued an anonymous ID number. I understand that by refusing to store this information in the system that should I be matched to a housing program or supportive services, the agency that completed this VI-SPDAT must serve as my point of contact for the KS BoS CoC and assist in the coordination of services.

My signature below indicates that I have read (or been read) the information provided above, have received answers to my questions, and agree to participate in the VI-SPDAT tool and Coordinated Entry System.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**ADMINISTRATION**

<i>Head of Household First Name:</i>		<i>Head of Household Last Name:</i>	
<i>Date:</i>		<i>Race/Ethnicity:</i>	
<i>Start Time:</i>		<i>Gender Identity (Male, Female, Transgender, Other):</i>	
<i>End Time:</i>		<i>Identifies as LGBTQ2+?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Survey Location - Shelter, Outreach, Drop In, or Other (specify):</i>		<i>Date of Birth:</i>	
<i>Previous VI-SPDAT completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Ever served in the military?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Previous VI-SPDAT Score:</i>		<i>Pet(s)?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>2<sup>nd</sup> Head of Household First Name:</i>		<i>2<sup>nd</sup> Head of Household Last Name:</i>	
<i>Date:</i>		<i>Race/Ethnicity:</i>	
<i>Start Time:</i>		<i>Gender Identity (Male, Female, Transgender, Other):</i>	
<i>End Time:</i>		<i>Identifies as LGBTQ2+?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Survey Location - Shelter, Outreach, Drop In, or Other (specify):</i>		<i>Date of Birth:</i>	
<i>Previous VI-SPDAT completed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Ever served in the military?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Previous VI-SPDAT Score:</i>		<i>Pet(s)?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

*This tool is to be used ONLY with families that are currently housed and feel they are at imminent risk of losing their housing. "Imminent risk" is determined by the person being interviewed. Types of dwellings that count as "housed" for this tool are:*

- √ An apartment that is in their name (legally permitted to stay there);*
- √ A home that they own;*
- √ The home of a parent, other relative or friend where they believe they have been staying permanently (not feeling there was a time limit on how long they were permitted to stay).*

**Disclaimer:**

*OrgCode Consulting, Inc. (OrgCode) cannot control the way in which the VI-SPDAT and SPDAT products will be used, applied or integrated by communities, agencies or frontline staff. OrgCode assumes no legal responsibility or liability for the decisions that are made or services that are received in conjunction with the tools.*



**SECTION ONE: CHILDREN WITHIN THE HOUSEHOLD**

1. How many children under the age of 18 are currently with you? \_\_\_\_\_
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? \_\_\_\_\_
3. Is any member of the family currently pregnant (if applicable)?  Y  N  R
4. Please provide a list of children in your household:

Child 1 First Name:	Child 1 Last Name:
Child 1 Date of Birth:	Child 1 With Family?
Child 2 First Name:	Child 2 Last Name:
Child 2 Date of Birth:	Child 2 With Family?
Child 3 First Name:	Child 3 Last Name:
Child 3 Date of Birth:	Child 3 With Family?
Child 4 First Name:	Child 4 Last Name:
Child 4 Date of Birth:	Child 4 With Family?
Child 5 First Name:	Child 5 Last Name:
Child 5 Date of Birth:	Child 5 With Family?

**Score 1 if any of the following conditions are met:**

- If there is a single parent with 2+ children, and/or a child aged 11 or younger, and/or a current pregnancy.
- If there are two parents with 3+ children, and/or a child aged 6 or younger, and/or a current pregnancy.



***I want to ask you some questions about your safety in your current situation.***

5. Are you or anyone in your family currently being harmed or at risk of being harmed by another person such as a spouse, relative, parent or friend?  Y  N  R
6. Have you or anyone in your family experienced violence or threats of violence in the last six months that has an impact on feeling safe where you live?  Y  N  R

***If YES to Question 5 or Question 6, score 1.***

7. Would you say that your family's current risk of eviction is caused by any of the following:

- a. A relationship that broke down  Y  N  R
- b. An unhealthy or abusive relationship  Y  N  R
- c. Because family or friends are causing your housing crisis  Y  N  R
8. Is your current risk of eviction caused by any recent or past trauma or abuse?  Y  N  R

***If YES to any of Question 7 and/or Question 8, score 1.***

***Now, let's examine some of the other life areas that might impact long-term housing stability.***

9. Do you or anyone in your family have any legal stuff going on right now that may result in any of the following:
- a. Being locked up  Y  N  R
- b. Having to pay fines or fees that you cannot afford  Y  N  R
- c. Impact your ability to get housing  Y  N  R
- d. Impact where you could live in the community  Y  N  R

***If YES to any of Question 9, score 1.***

10. Do you or anyone in your family ever do things that may be considered to be risky or harmful like run drugs, share a needle, do sex work, or anything like that?  Y  N  R

***If YES to Question 10, score 1.***



11. In the last six months, have you or anyone in your family:

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| a. Been beaten up or assaulted   | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| b. Threatened to beat up or assault someone else   | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| c. Threatened to harm yourself or harmed yourself  | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| d. Been threatened with violence or made to feel unsafe  | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| e. Experienced someone trying to control you/them with violence or threats of violence whether that be a stranger, friend, partner, relative or parent | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |

If YES to any in Question 11, score 1.

12. Does anyone trick, manipulate, exploit or force you or anyone in your family to do things you do not want to do?

- 
- Y
- 
- N
- 
- R

If YES to Question 12, score 1.

13. At any point in the last three years have you and/or your family stayed in a shelter, transitional housing, in your car, on the street, outdoors, or any other place not fit for people to live?

- 
- Y
- 
- N
- 
- R

a. If YES: How many times has that occurred in the last three years?

\_\_\_\_\_

b. If YES: What is the total length of time of homelessness if you add all of the different times together in the last three years?

\_\_\_\_\_ months

If YES to Question 13 and 3+ episodes and/or 6+ months, then score 3.

14. In the last six months have you accessed supports from any churches, other faith groups, or a non-profit organization to get supports to stay housed such as financial assistance, help working things out with a landlord, re-locating from one apartment or home to another because where you had been staying was unsafe, or anything like that?

- 
- Y
- 
- N
- 
- R

If YES to Question 14, score 1.

15. Within the last six months in your current housing, how many complaints have there been about you/your unit from neighbors, the landlord or tenant/owner, or, the police?

\_\_\_\_\_

If 4 or more complaints, score 1.



16. Do any of the following issues make it hard for you or anyone in your family to find or stay in permanent housing or connect with other resources that can help you do that:

- a. Accessible housing because of a disability that requires a special type of housing  Y  N  R
- b. A poor credit history  Y  N  R
- c. Restrictions on where your family can live because of legal stuff or criminal history in your life  Y  N  R
- d. Special school programming required for any children  Y  N  R
- e. No references for your housing or poor references on your housing history  Y  N  R
- f. Difficulties understanding or communicating in English  Y  N  R
- g. Difficulties with math that make it difficult to budget or take care of finances  Y  N  R
- h. Safety issues which may include keeping where you live unknown to a past abuser  Y  N  R

If YES to any 2 or more above in Question 16, score 1.

17. Are you and your family currently living with too many people in the home for the amount of space you have, and where there are arguments or conflicts because of the overcrowding?  Y  N  R

If YES to Question 17, score 1.

18. If your current housing was maintained, do you plan on remaining in that place for at least the next 6 months if that is legally possible?  Y  N  R

If YES to Question 18, score 1.

19. Is there anybody that thinks you or anyone in your family owe them money like a family member, friend, past landlord, business, bookie, dealer, bank, credit card company, utility company or anyone like that?  Y  N  R

a. What is the total amount of money that others think is owed if any?

\_\_\_\_\_

If YES to Question 19, score 1.



## FAMILIES AT RISK OF HOMELESSNESS

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20. Do you or anyone in your family get any money from the government, a job, working under the table, day labor, an inheritance or a pension, or anything like that?  Y  N  R

If YES then:

a. When is the next date you know you will receive money? \_\_\_\_\_

b. What is the total amount you expect to receive? \_\_\_\_\_

Score 1 if any of the following conditions are met:

- If No to Question 20;
- If Yes to Question 20 and (a) is more than 14 days away; and/or
- If YES to Question 20 and (b) is less than half the value of Question 19(a).

21. What is the total amount of money you and your family currently have including any money in the bank or investments? \_\_\_\_\_

If amount is less than half the value of Question 19(a), score 1.

22. Is there anyone currently helping you and/or your family manage your finances like a payee, guardianship, or trustee – because a judge or the government said you have to?  Y  N  R

If YES to Question 22, score 1.

23. In the last year, how many times have you and your family received a cash advance or loan from a business, bank or person where you have not repaid the full amount and the interest owed is 15% or more? \_\_\_\_\_

If 3 or more times, score 1.

24. Have other members of your family or friends provided emergency financial assistance to you and your family in the last three years to help you stay housed like helping you with rent, paying off arrears, paying a utility company to keep your lights on or anything like that – where they still expect you to pay them back but you have not been able to?  Y  N  R

If YES to Question 24, score 1.

25. Does anyone in your family ever gamble with money they cannot afford to lose or have debts associated with gambling?  Y  N  R

If YES to Question 25, score 1.

26. Does everyone in your family have planned activities, other than just surviving, at least 4 days per week that make you feel happy and fulfilled?  Y  N  R

If NO to Question 26, score 1.





27. Most days can you and everyone in your family:

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| a. Find a safe place to sleep                                  | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| b. Access a bathroom when you need it                          | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| c. Access a shower when you need it                            | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| d. Get food  | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| e. Get water or other non-alcoholic beverages to stay hydrated | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| f. Get clothing or access laundry when you need it             | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |
| g. Safely store your stuff                                     | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> R |

Score 1 if NO to Question 27 a, b, c, d, e, f or g.

28. In the past six months, how many times have you or anyone else in your family:

# of times

- |  |       |
|--|-------|
| a. Gone to the emergency room/department   | _____ |
| b. Taken an ambulance  | _____ |
| c. Been hospitalized as an inpatient   | _____ |
| d. Used a crisis service or hotline for such concerns as family or intimate partner violence or suicide prevention   | _____ |
| e. Talked to police because you witnessed a crime, were the victim of a crime, were the alleged perpetrator of a crime, or because they asked you to move along because of loitering, sleeping in a public place or anything like that | _____ |
| f. Stayed one or more nights in jail, a holding cell or prison   | _____ |

If the total number of interactions equals 4 or more, score 1.

29. Does anyone in your family have any physical or mental health issues or cognitive issues including a brain injury that might require assistance in order to access or keep housing?

Y  N  R

30. Is anyone in your family 60 years of age or older?

Y  N  R

If YES to Question 29 and/or Question 30, score 1.



31. Does anyone in your family use alcohol or drugs in a way that it:

- a. Impacts their life in a negative way most days  Y  N  R
- b. Makes it hard to access housing  Y  N  R
- c. Might require assistance to maintain housing  Y  N  R

Score 1 if YES to Question 31 a, b or c.

32. Are there any medications that, for whatever reason:

- a. A doctor said someone in your family should be taking but they are not taking  Y  N  R
- b. The medication gets sold instead of being taken  Y  N  R
- c. The medication is used in a way other than how it is prescribed  Y  N  R
- d. The medication is impossible to take, forget to take or choose not to take  Y  N  R

If YES to any in Question 32, score 1.

33. Are there any children that have been removed from the family by a child protection service in the last 6 months?  Y  N  R

34. Do you have any family legal issues like child custody, protection issues, divorce, or anything like that being resolved in court or needing to be resolved in court that would impact your housing or who may live within your housing?  Y  N  R

If YES to Question 33 and/or Question 34, score 1.

35. At any point in the last six months, have any of your children been separated from you to live with another family member or friend?  Y  N  R

36. In the last six months, have any of the children experienced abuse or trauma?  Y  N  R

37. If there are school-aged children: Do your children attend school more often than not each week?  Y  N  R

Score 1 if any of the following conditions are met:

- YES to Question 35;
- YES to Question 36;
- NO to Question 37.



FAMILIES AT RISK OF HOMELESSNESS

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38. *In the last six months, have the adults in the family changed because of a new relationship, a separation, incarceration, military deployment, or anything like that?*  Y  N  R

39. *Do you anticipate any other adults or children coming to live with your family in the first six months after you and your family get housed?*  Y  N  R

**If YES to Question 38 and/or Question 39, score 1.**

40. *Does your family have a support network for when you need help with your children or other things that come up?*  Y  N  R

41. **If there are children 12 and younger as well as 13 and over:** *In your household, do the older kids spend two or more hours on a typical day helping their younger siblings with things like getting ready for school, homework, dinner, bathing them, or anything like that?*  Y  N  R

**If NO to Question 40 and/or YES to Question 41, score 1.**

**TOTAL SCORE**



SCORING RANGE	RECOMMENDED COURSE OF ACTION
If the score is 22 or above:	Assess for high intensity supports such as medium-term rental assistance and rental arrears.
If the score is 16 – 21:	Assess for moderate supports such as short-term rental assistance and rental arrears.
If the score is 11-15:	Assess for one-time financial assistance such as rental application fees, security deposits, last month's rent, utility deposits, utility payments and moving costs.
If the score is 10 or less:	Assess for least intensive service supports such as rapid resolution, self-resolution, referral to mainstream benefits and community resources. Homeless prevention services may also be provided such as housing search/placement, housing stability case management, mediation, legal services and credit repair.

## CONTACT INFORMATION

*On a typical day, what is the best way to reach you?*

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*If that is unsuccessful, what is the next best way to reach you?*

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