Temporary Instructions for CAS Enrollment with Existing VI-SPDAT

Video Tutorial

Memo Effective as of 6/18/2021 until further notice:

Issue & Solution Summary

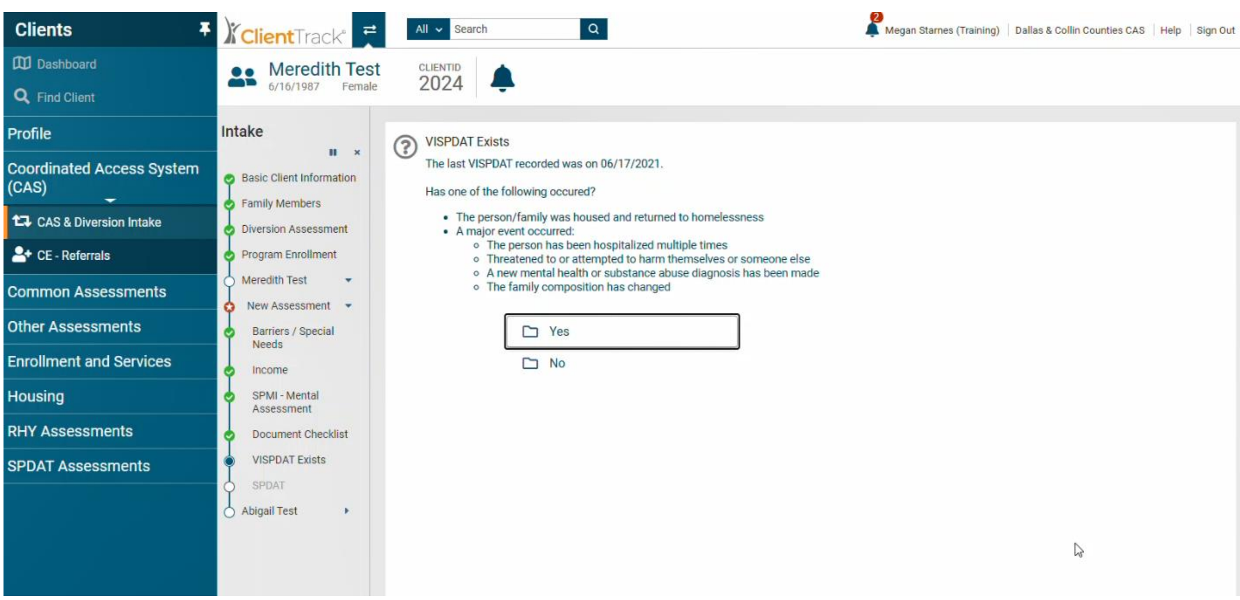
System Issue

If a client has an existing VI-SPDAT before the Coordinated Entry (CE) enrollment is completed, users are prompted with a question that, if answered correctly, forces the user to complete a SPDAT assessment to complete the intake workflow. This is an error. No SPDAT should be recorded.

Temporary Solution

If prompted with the "VI-SPDAT Exists" page asking about client changes, **choose "Yes"**, even if there are no changes. Then complete the workflow as usual, making no changes to the VI-SPDAT that populates.

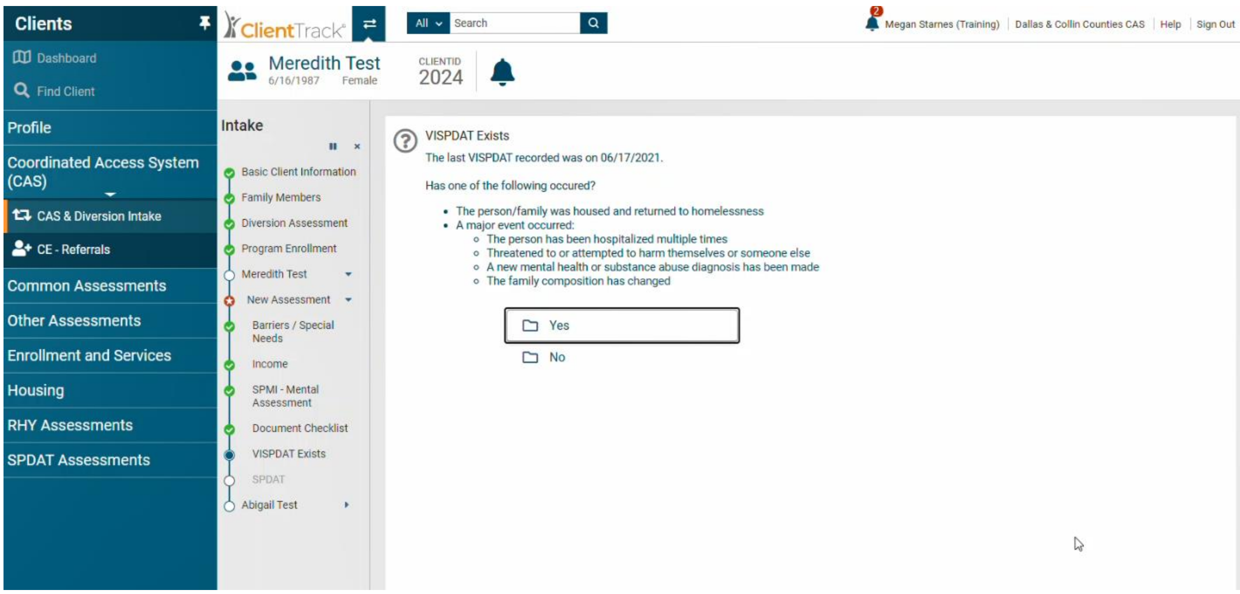
These instructions should be followed by all HMIS users enrolling clients into Coordinated Entry (CE) using Dallas & Collin Counties CAS.



Detailed Instructions

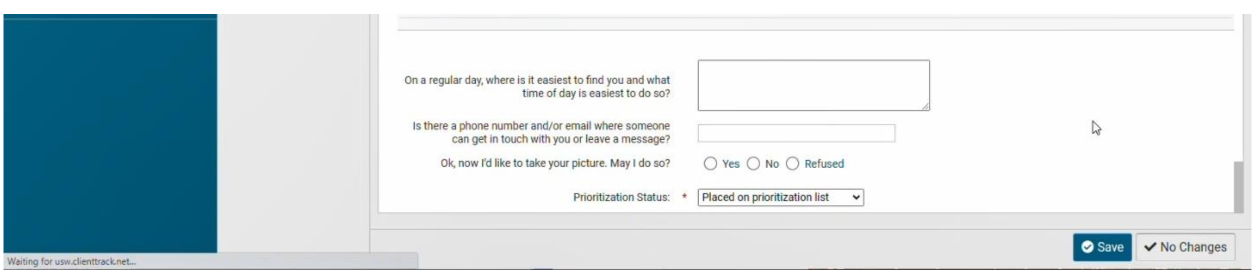
1. Begin the CAS & Diversion Intake assessment and go through the workflow as usual.

2. On the “VI-SPDAT Exists” page of the workflow, you will be asked whether the client has had any major changes to the situations listed on the screen. **You should choose “yes” even if the client has no changes.**



Choosing “yes” prompts the system to load the existing VI-SPDAT with its initial answers to all of the questions. **Do not change any answers on this screen.**

3. Scroll down to the bottom of the VI-SPDAT page. In the dropdown for **Prioritization Status** choose **“Placed on prioritization list”** to place your client on the CAS Queue.



4. Continue the workflow and click Finish to close the workflow.