

# 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.

Clients <b>Ŧ</b>	ClientTrack	All - Search Q	Megan Stames (Training)   Dallas & Collin Counties CAS   Help   Sign Out
Dashboard Q Find Client	Meredith Test 6/16/1987 Female	clientid <b>4</b>	
Profile Coordinated Access System (CAS) CAS & Diversion Intake CE - Referrals Common Assessments	Intake Basic Client Information Family Members Diversion Assessment Program Enrollment Mendith Test	<ul> <li>VISPDAT Exists The last VISPDAT recorded was on 06/17/2021.</li> <li>Has one of the following occured?</li> <li>The person/family was housed and returned to homelessness</li> <li>A major event occurred:         <ul> <li>The person has been hospitalized multiple times</li> <li>The restend health or substance abuse diagnosis has been made</li> <li>The family composition has changed</li> </ul> </li> </ul>	
Other Assessments Enrollment and Services Housing RHY Assessments SPDAT Assessments	Hein Assessment     Barriers / Special     Needs     Income     SPAI - Mental     Assessment     Document Checklist     VISPDAT Exists     SPDAT     Abigail Test	Yes No	
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### **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.

	On a regular day, where is it easiest to find you and what time of day is easiest to do so? Is there a phone number and/or email where someone can get in touch with you or leave a message? Ok, now I'd like to take your picture. May I do so? Prioritization Status: *	<ul> <li>Yes ○ No ○ Refused</li> <li>Placed on prioritization list ▼</li> </ul>	Þ
Waiting for usw.clienttrack.net			Save Vo Changes

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