SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

VI-SPDAT / Navigator – Checklist

Revised 01.01.17

STEP 1 –
Inform Client About The VI-SPDAT & HMIS Before You Begin

STEP 2 –
Search For Your Client Using All 3 Methods (If Necessary)

STEP 3 –
Edit Existing Client Profile Screen or Add New Client

STEP 4 –
Complete The VI-SPDAT Consent Form

STEP 5 –
Geo-Track Through Location Tab (Must Be Done At Assessment)

STEP 6 –
Conduct The VI-SPDAT Assessment (Singles OR Family)

ALWAYS REMEMBER –
Send To Community Queue (Must Be Done at Assessment)

STEP 7 – ***SSF Outreach Staff ONLY***
Link All Services (Location Of Contact & Any Others)

STEP 8 – ***SSF Outreach Staff ONLY***
Enroll Client into the SSF Outreach Program

STEP 9 –
Add Client Photo To Profile Page (If Agreed To)

ONGOING –
Add Notes To Community Queue Referral Through "History" Tab, "Check-In" or Add a "Location of Contact" Service Anytime You Come In Contact & Upload Documents Through "Files" Tab As You Acquire Them

STEP 10 – ***SSF Outreach Staff ONLY***
Exit Your Self-Resolved Clients From The SSF Outreach Program