



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

Sacramento Coordinated Entry System VI-SPDAT User agreement

The Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) is the designated standardized assessment/survey tool adopted in the Sacramento Coordinated Entry System. The tool is designed to guide those assessed/served to the appropriate services and housing assistance. The tool prioritizes clients and ensures clients with the highest need and highest barriers receive priority for any housing type and homeless assistance available in the Sacramento Continuum of Care. The tool is also used to assist agencies in focusing services and locating alternative resources to support the homeless single or family household's goal of securing all the required document to secure housing.

To that end, each HMIS User is responsible for entering accurate information and not misrepresent information gathered by the client. The purpose of this agreement is to set the highest standards that support the purpose and intent of the tool.

USER RESPONSIBILITY

Your User ID or password give you access and authority to use the HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of the VI-SPDAT tool.

1. I understand that the VI-SPDAT is a proprietary tool and must be conducted in its entirety to accurately reflect the client's vulnerability and service needs. I will not omit or add questions. I will read the questions as written.
2. I will not intentionally manipulate answers in an attempt to adjust the outcome of the client score. To the best of my ability I will accurately represent the clients self-reporting. If the client asks for clarification, I will rephrase only as needed. If I need to ask questions to clarify response I will do so.
3. I will not change the scoring after meeting with the client. DON'T ever go back into and Assessment to change answers, the system logs all changes. If you change answers, your HMIS account will be deactivated.
4. If the clients status changes, I will follow the protocol as outlined in Coordinated Entry System policies and procedures.
5. I will not give out the VI-SPDAT score to the consumer. I will only explain the Coordinated Entry System and the purpose of the VI-SPDAT.

6. I will not guarantee any housing or give them a timeframe in which they will be housed.

USER CODE OF ETHICS

I agree to the following standards:

- A. VI-SPDAT Users must treat all clients with equality, respect and fairness.
- B. VI-SPDAT User shall maintain high standards of professional conduct in his/her capacity as a HMIS User.
- C. VI-SPDAT Users shall endorse and maintain the client's rights related to privacy and confidentiality and shall adhere to HMIS Policies and Procedures.
- D. The VI-SPDAT User has primary responsibility for his/her client(s).
- E. The VI-SPDAT Users will not misrepresent its client information in the HMIS system by entering knowingly inaccurate information (i.e. User will not purposefully enter inaccurate information on a new record or to over-ride information entered by another agency.)
- F. Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the HMIS system
- G. The VI-SPDAT User will not use the HMIS system with intent to defraud the federal, state, or local government or an individual entity; or to conduct any illegal activity.

I understand and agree to comply with all the statements listed above. Engagement in unethical behavior will result in denied access to the HMIS System. Failure to comply with all guidelines listed above will result in termination of User privileges with my access revoked.

Printed Staff Name

CoC Agency Name

Signature

Date

Witnessed by Agency Supervisor (Signature)

Date