When should I do a VI-SPDAT?

Existing VI-SPDAT?

- **Yes** → **Is household in the community queue?[1]**
  - **No** → **Is household enrolled in a housing program?[3]**
    - **No** → **Is most recent VI-SPDAT more than one year old?**
      - **Yes** → Complete a new VI-SPDAT
      - **No** → Open most recent VI-SPDAT and review with client → **Significant changes?[4]**
        - **No** → No new VI-SPDAT
        - **Yes** → Complete a new VI-SPDAT
    - **Yes** → No new VI-SPDAT
  - **Yes** → Open most recent VI-SPDAT and review with client → **Significant changes?[4]**
    - **Yes** → Complete a new VI-SPDAT
    - **No** → No new VI-SPDAT
- **No** → **Is household literally homeless?[2a, 2b]**
  - **Yes** → Complete a new VI-SPDAT
  - **No** → No VI-SPDAT - refer household to community resources
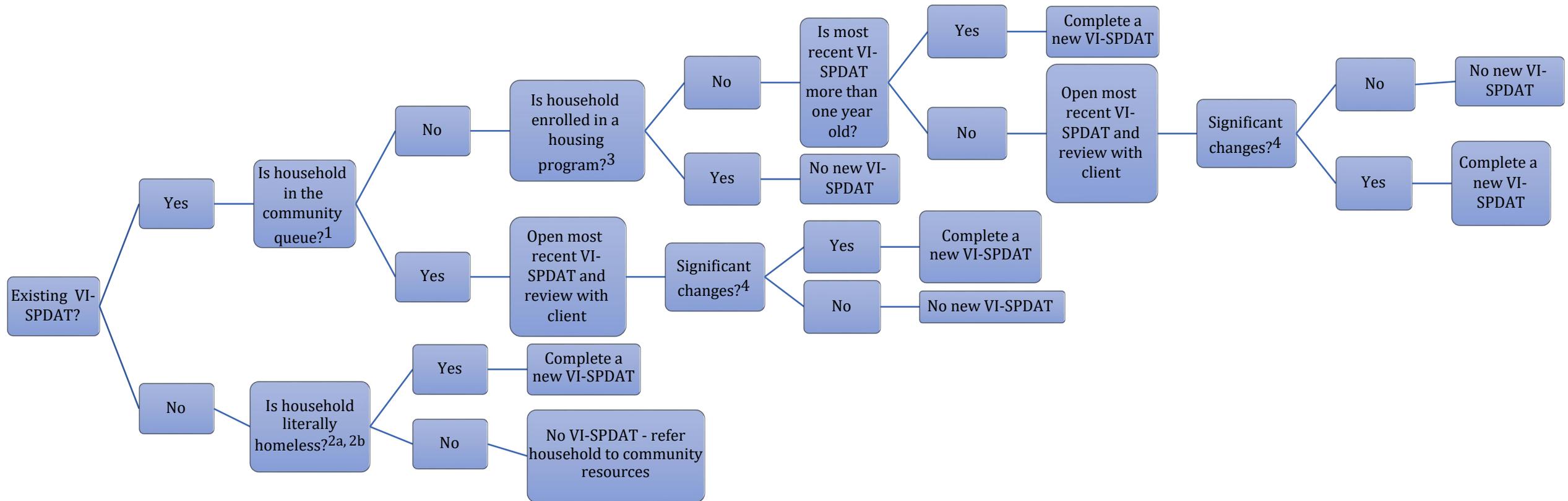
[1] Check if the client is already in the queue by looking under the profile photo in HMIS. If the client is already in the queue, you'll see a message there that reads "Client has an active entry on the Community Queue."

[2a] Some programs at Bill Wilson Center conduct the VI-SPDAT for transitional-age youth who are not literally homeless. This question does not apply in these cases.

[2b] Literally homeless as defined by HUD. See https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

[3] In the client's HMIS record, click on the "PROGRAMS" tab. Look for any programs with an End Date that reads "Active." If the program type (shown directly under the name of the active program) is one of the four listed below, move to "Yes" in the diagram. If not, move to "No."

- PH - Permanent Supportive Housing (disability required)
- PH - Housing with Services (no disability required)
- PH - Rapid Re-Housing
- Transitional Housing

[4] Significant change has occurred when the client experiences a life event or change in circumstances that substantially impacts the household's vulnerability.

Note that this process does not apply for programs that handle direct referrals.