## Making Referrals to the Community Queue

### Overview of Referral Process:
All permanent supportive housing and rapid rehousing referrals will be facilitated by staff in the Office of Supportive Housing (OSH). In order to determine if there is a potential match for your clients, you should complete a VI-SPDAT assessment and refer your client to the community queue:

1. **Access your client’s profile**

2. **Complete a VI-SPDAT Assessment**

3. **After completing the VI-SPDAT, refer any client with a score of 4 or higher to the community queue.**

![Image of the referral process]

- **Log into Clarity.** From the search screen, locate your client.
- **Navigate to the Client Assessment Tab.** Access the VI-SPDAT.
- **After completing the VI-SPDAT, scroll to the bottom of the screen to find the “Refer to Community Queue Button”**