When should I do a VI-SPDAT?

1 Check to see if the client is already in the queue by looking for a note under the client’s 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 doesn’t apply in these cases.


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 three 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

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.

If you are still unsure how to proceed with a client, please contact your OSH program manager for guidance. If you are unable to connect with a manager at OSH, use your best judgment and alert the program manager as soon as you are able.