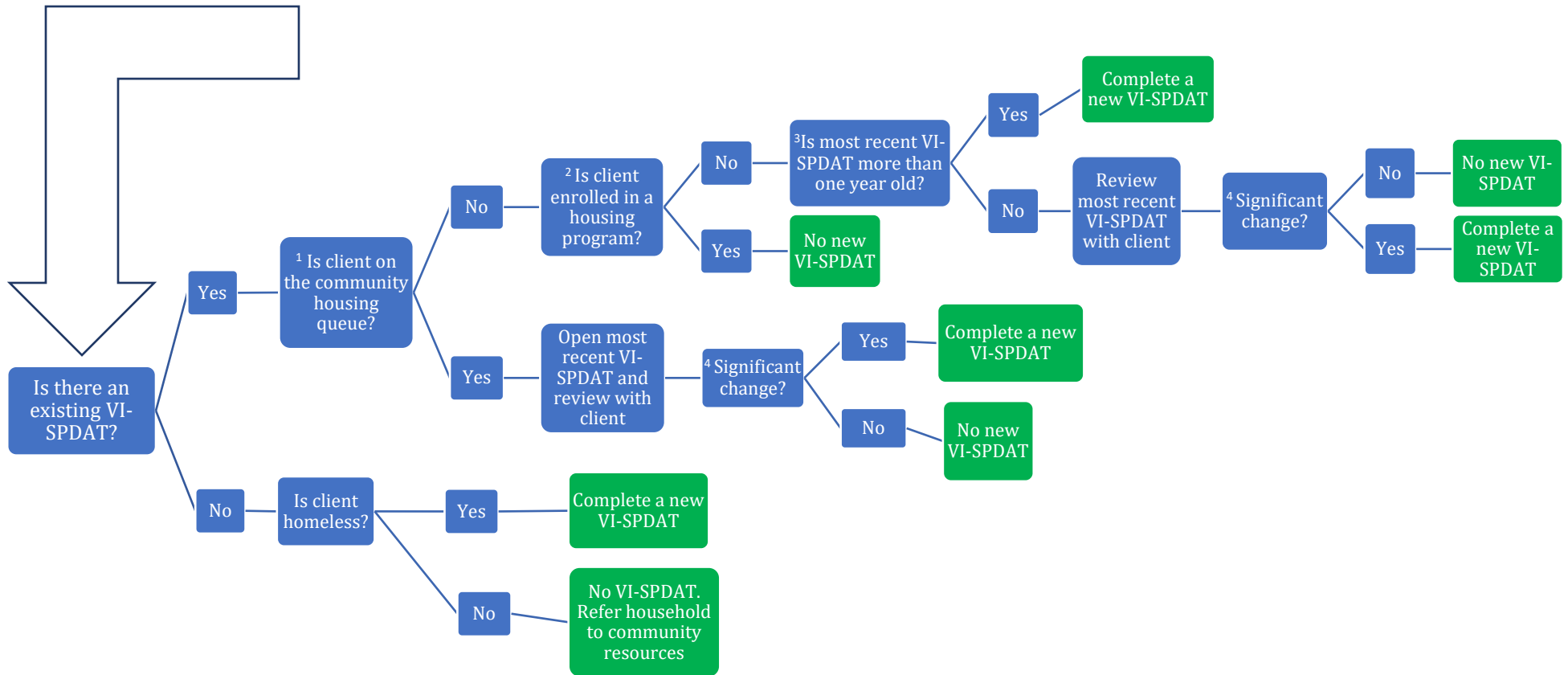


When should I do a VI-SPDAT?



¹ If the client is already on the community housing queue, you'll see a note under the profile photo that reads "**Client has an active entry on the Community Queue: Community Housing Queue.**" PLEASE NOTE: There are several other queues a client may be on, so make sure the note under the photo reads exactly as above.

² 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 under the program name) contains "PH" (Permanent Housing) or reads "Transitional Housing," move to "Yes" in the diagram. If not, move to "No."

³ As long as individuals/families remain homeless, they should complete the VI-SPDAT annually to capture changes in their circumstances.

⁴ In addition, individuals/households may complete an update whenever they experience a life event or change in circumstances that substantially impacts their vulnerability or when new information on vulnerability is revealed. This may include, but is not limited to, a significant change in or new information related to:

- Health or disabling condition
- Cognitive functioning (one's mental processes related to perception, memory, decision making, and language comprehension)
- Ability to care for oneself or dependents, including the ability to carry out activities of daily living
- Family composition
- Exposure to imminent danger or risk of severe physical harm