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?[2]
    - **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?[3]
        - **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?[3]
    - **Yes** → Complete a new VI-SPDAT
    - **No** → No new VI-SPDAT
- **No** → Is household homeless?
  - **Yes** → Complete a new VI-SPDAT
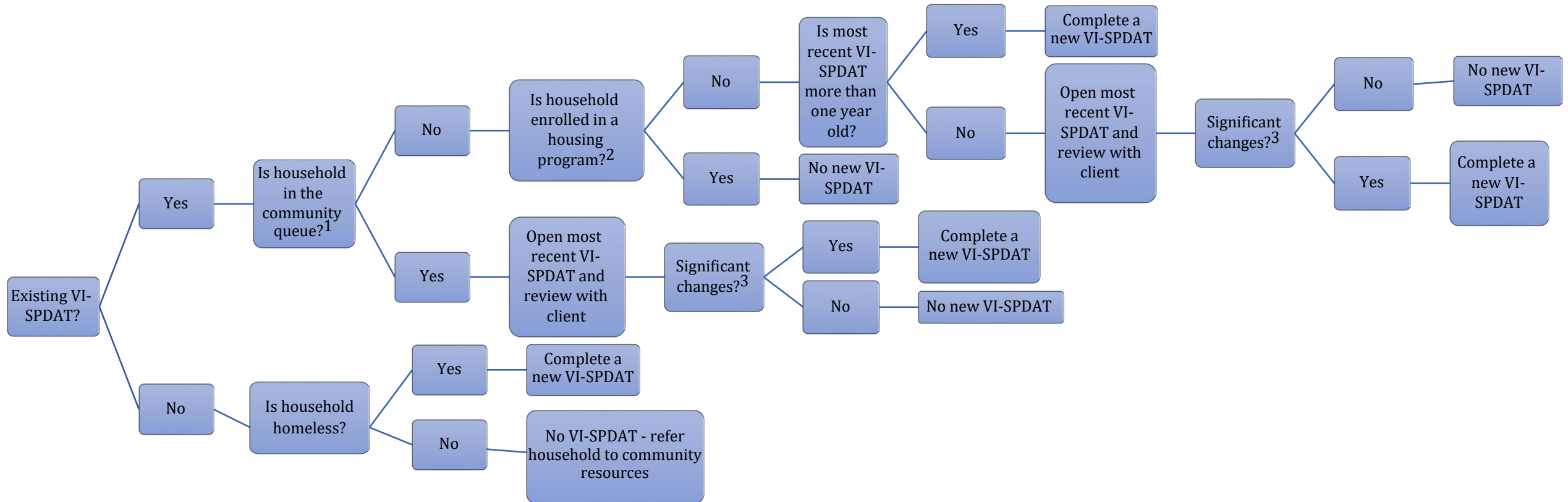 - **No** → No VI-SPDAT - refer household to community resources

[1] Check if the client is already in the community queue by looking under the profile photo in HMIS. If the client is already in the queue, the message reads "Client has an active entry on the Community Queue."

[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 directly under the name of the 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

[3] 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.