

**PURPOSE:**

According to HUD, each Continuum of Care (CoC) must utilize a standardized assessment across the CoC in order to create a single prioritization list of individuals experiencing homelessness (<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>). This policy addresses that mandate.

All Continuum of Care providers who encounter someone experiencing homelessness in Milwaukee County will complete the same standardized assessment, the VI-SPDAT, VI-FSPDAT, or TAY-VI depending on the population assessed through ServicePoint.

**PROCEDURES:**

- By April 1, 2017, all CE screeners, homeless outreach providers, and shelter staff who will be completing the client assessments, either in-person or via the 2-1-1 Call Center, will be trained in the use of the VI-SPDAT, VI-FSPDAT, and TAY-VI. Thereafter, any newly hired staff will complete this training within 60 days of their start date. Training can be accessed here: <http://www.orgcode.com/course/vi-spdatt-v2-training/>
- Recorded VI-SPDAT scores are valid for one year and should be reviewed, at a minimum, yearly to determine if changes are necessary. Data should be updated whenever there are any changes in client status. If necessary, a new VI-SPDAT may be completed more than annually.
- The VI-SPDAT, VI-FSPDAT, or TAY-VI are the tools used to create the prioritization lists for housing options within the Continuum of Care, therefore, anyone interested in services through the Continuum of Care should complete an assessment. However, if a client chooses not to complete the assessment, he/she can be added to the prioritization lists, but the VI score will not be taken into account.
- Any CoC provider is eligible to complete the VI-SPDAT, VI-FSPDAT, or TAY-VI. Groups outside of the CoC can direct their clients to call 2-1-1 for an assessment to be completed, or email the Coordinated Entry Program Coordinator to schedule a mobile screen.
- All CoC providers working with clients in need of housing should complete an assessment as soon as possible, but should use professional judgment regarding the timing of the assessment so as to get the fullest, most honest answers.

**TO ASSESS:**

- 1) The assessment tool used is dependent on the person being assessed.
  - a. Single adults age 25 and older use the VI-SPDAT
  - b. Families use the VI-FSPDAT

c. Single adults age 18-24 use the TAY-VI

2) Explain the assessment tool in a brief introduction, an example is below:

The purpose of the VI-SPDAT is to assess your service needs. This assessment usually takes less than 7 minutes to complete. Any question can be skipped or refused. If you do not understand the question, let me know. It is important that you give accurate information; there's no right or wrong answer. This survey is in ServicePoint, which is our database, and it will be shared with housing providers only to get you into housing. What you provide remains confidential.

3) Complete the assessment in ServicePoint. Alternatively, complete the assessment on paper and put it into ServicePoint within 24 hours.

#### PRIORITIZATION LIST:

- To best utilize the lists, there are six referrals that can be made to the prioritization list based on client population and need.
- 1) Choose which referral(s) need to be made.
    - a. Clients who fall in Category 2 and call 2-1-1 will be placed on the Prevention and Diversion list. In this case, it is not necessary to complete a VI-SDPAT, VI-FSPDAT, or TAY-VI because they are provided referrals to prevent their homelessness. Clients are instructed to call back if their situation changes.
    - b. Clients who are seeking emergency shelter should be referred to the Milwaukee CoC Emergency Shelter Prioritization List.
    - c. Single adults aged 25 and older seeking permanent housing options should be referred to the Milwaukee CoC Housing Priority List- Single Adults.
    - d. Families with heads of households 25 and older seeking permanent housing options should be referred to the Milwaukee CoC Housing Priority List- Families.
    - e. Single adults aged 18-24 seeking permanent housing options should be referred to the Milwaukee CoC Housing Priority List- Single Youth.
    - f. Families with heads of households aged 18-24 and seeking permanent housing options should be referred to the Milwaukee CoC Housing Priority List- Youth Families.
  - 2) Complete the referral according to the Cheat Sheet from Institute for Community Alliances.
  - 3) As clients enter housing, the housing provider will enter a Service Transaction named "Permanent Supportive Housing" from within the referral, mark the referral as "Closed" and "Fully Met" which will take them off the prioritization list.
  - 4) The Prioritization lists are prioritized as follows:
    - a. Housing Priority List by chronic status, then length of time homeless, then VI score.
    - b. Emergency Shelter Prioritization List by last outreach contact then by VI score.
    - c. Clients are prioritized into Coordinated Entry based on the Coordinated Entry Policy and Procedure.