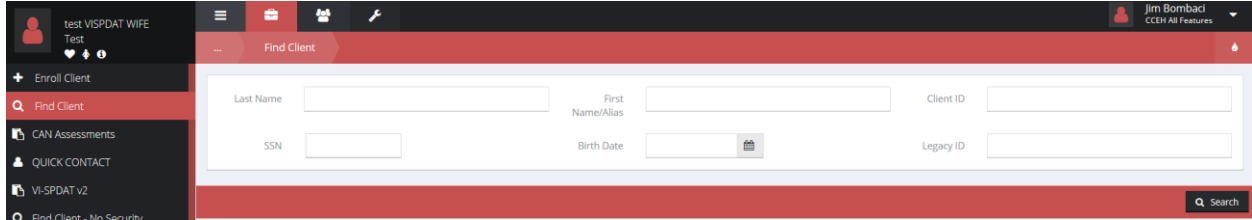
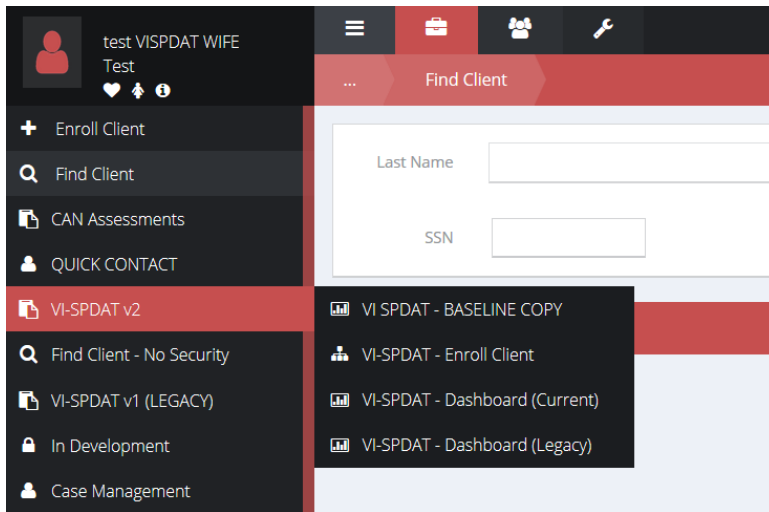


## How to view your completed Next Step Tool Assessment:

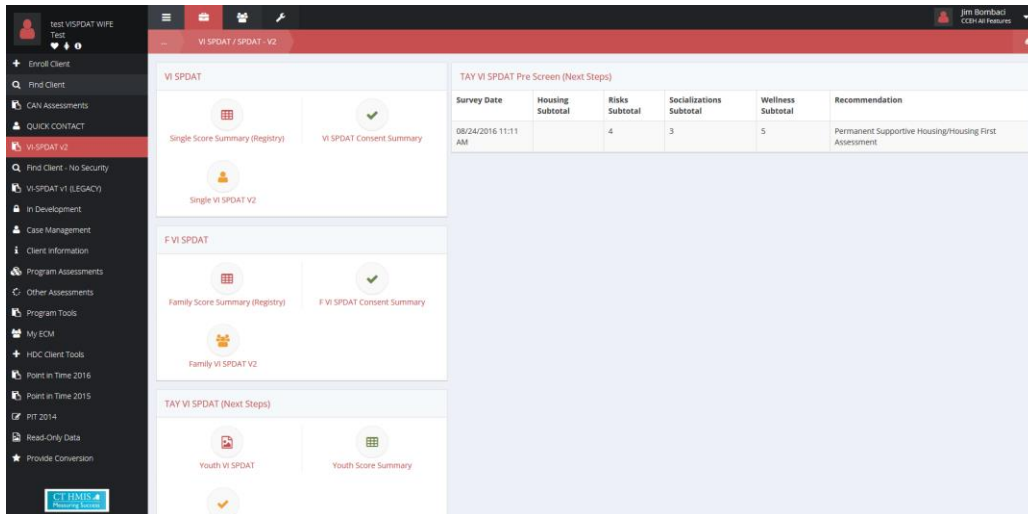
1. Find the client you whose assessment you would like to view by clicking on 'Find Client' in the left side menu.
2. Enter the client ID or first and last name and click search



3. Once you find your client, click on the VISPDAT V2 option in the left side menu
4. From this menu select VISPDAT - Dashboard (Current)

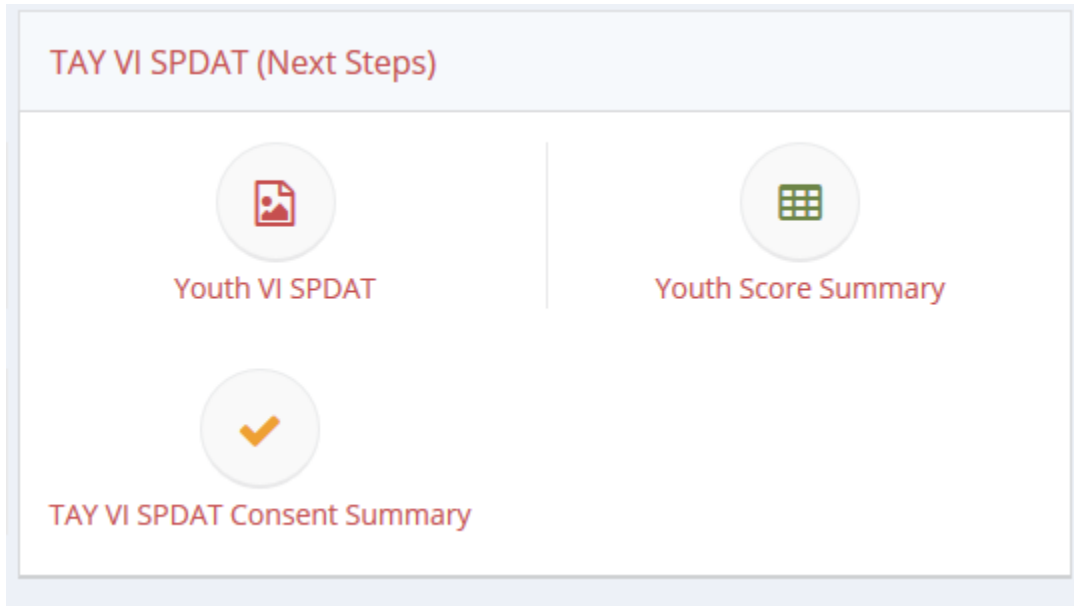


5. You will see the Assessment in the upper right hand side of the screen



| TAY VI SPDAT Pre Screen (Next Steps) |                  |                |                         |                   |   |
|--------------------------------------|------------------|----------------|-------------------------|-------------------|---|
| Survey Date                          | Housing Subtotal | Risks Subtotal | Socializations Subtotal | Wellness Subtotal | Recommendation  |
| 08/24/2016 11:11 AM                  |                  | 4              | 3                       | 5                 | Permanent Supportive Housing/housing First Assessment |

6. You can also scroll down in the dashboard window to view the other selections for the Next Step Tool



7. Youth VI SPDAT will show you the score summary and if you click the gear you are able to edit the VI or review the VI responses.
8. You can print the VI off the gear as well.
9. The Youth Score Summary will allow you to view the BNL status