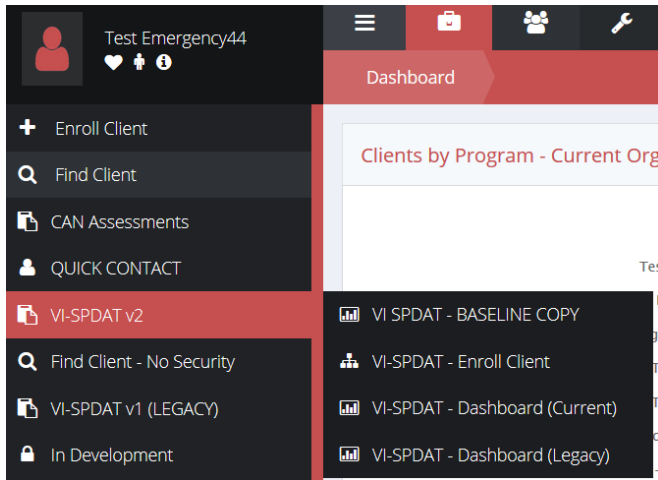
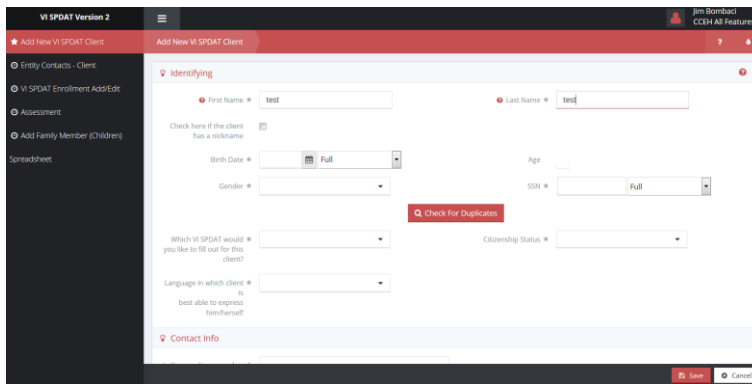


To enroll a client in the Next Step Tool (a.k.a Youth VI)

1. From the left side menu select VISPDAT V2
2. From the VISPDAT V2 Menu select VISPDAT Enroll Client



3. Enter the first and last name and click check for duplicates



4. If the system finds your client make sure to click on their record – DO NOT CLICK THIS IS A NEW CLIENT IF THE SYSTEM FINDS YOUR CLIENT

Dupe Check Results						
EntityName	SSN	BirthDate	Age	ClientID	MatchedOn	OrgName
ESTesterson, MsESTesta	110-11-0000	07/24/1985	31	85426	Partial FirstName / LastName	Empowered Solutions Group
FSR test, FSR test	324-34-2134	06/04/1979	37	77476	Partial FirstName / LastName	Empowered Solutions Group
test, Test child				109360	Partial FirstName / LastName	Empowered Solutions Group
test, testfoodfam				158816	Partial FirstName / LastName	Empowered Solutions Group
Test, Test VISPDAT				109358	Partial FirstName / LastName	Empowered Solutions Group
test, test workflow wife		01/01/1910	106	77952	Partial FirstName / LastName	Empowered Solutions Group
test, test workflow		01/01/1970	46	77951	Partial FirstName / LastName	Empowered Solutions Group
Test, test VISPDAT WIFE		01/01/1980	36	163951	Partial FirstName / LastName	Empowered Solutions Group
Test, TestLulu		02/02/1981	35	108992	Partial FirstName / LastName	Empowered Solutions Group

This is a new client Cancel

5. Complete all the required fields and click on SAVE

6. Add any contacts identified by the client – this is not the family member screen, this is just for contact i.e. emergency contacts, doctors or other collateral contacts identified by the client. If there are no contacts then leave the screen blank and click done in the bottom right.

Name	Relationship	Begin - End Dates	Email	Emergency Contact	Work Phone	Cell Phone	Home Phone	Entity ID
Test, Test	Attorney	3/25/2016 - Present		No				157247

- From the program enrollment screen, type in the words Next Step Tool and the system will locate the program from the list for you.
- Enter the actual start date for the administration of the tool
- Do not touch the exit date – that prepopulates a default end date

10. Complete all the required question in the workflow

VI SPDAT Version 2

Test VISPDAT Test - VI SPDAT V2 - Youth

Jim Bombaci
CCEH All Features

✓ Add New VI SPDAT Client

✓ Entity Contacts - Client

✓ VI SPDAT Enrollment Add/Edit

★ Assessment

Test VISPDAT Test

★ VI SPDAT V2 - Youth

○ CA - Additional Data (Input)

General Information/Consent

Assessment * 8/24/2016 - Next Steps Tool - At Entry

Family Or Individual * Youth

Client Age * 19

Agency * Staff

Location * sdfsd

Interviewer's Name * jim

Survey Date & Time * 08/24/2016 11:08 a

Has Consented to Participate * Yes

A. History of Housing

1. Where do you sleep most frequently? *

2. How long has it been since you lived in permanent stable housing (in months)? *

3. In the last three years, how many times have you been homeless? *

B. Risks

For questions 4a-4f: In the past six months, how many times have you:

4a. Received health care at an emergency *

4b. Taken an ambulance to the hospital? *

Save Cancel