



**FAMILY WITH MINOR CHILDREN  
VULNERABILITY INDEX & SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL  
VI-F-SPDAT VERSION 2.0**

**STAFF INSTRUCTIONS:**

Check HMIS to see if the household has already been referred to the appropriate Housing Priority List.

- If yes, update the information in the Assessments tab on the head of household's client profile, including but not limited to: information on chronic homelessness determination, disability information, and client contact information.
- If no, check to see if the household has completed a VI-F-SPDAT v2.0.
  - If yes, update the critical information on the Assessments tab and make a referral to the appropriate priority list. Only complete a new VI-F-SPDAT if there has been a major life change. A major life change includes the following: change in household members, change in health diagnoses, additional interactions with emergency services (enough to change the assessment score).
  - If no, complete the VI-F-SPDAT v2.0.

Carefully review each of the points below with participants, helping them to understand what the Assessment is:

- Review both the HMIS Release of Information and the Coordinated Entry Release of Information.
- Inform participants the assessment involves a series of questions. The purpose of these questions is to determine the order in which people may be contacted for housing units with or without supportive services. It should take between 10 to 20 minutes.
- Emphasize that even by completing this assessment and being placed on Dane County's Housing Priority List, this *does not guarantee housing*. Ensure participants understand that it is very important they continue trying to become housed in other ways, and that they do not wait to be potentially housed from this list alone.
- Explain that this Assessment is not like a normal housing application, i.e., there is nothing they can say "yes" to that would hurt their chances of becoming housed.
- Let participants know that some of the questions are sensitive in nature and may be difficult. Inform them that this assessment is focused on vulnerability, so as much as they feel able, encourage them to provide accurate responses so that the Assessment can work to their best benefit. Let participants know they can refuse to answer any of the questions.
- Make sure to get explicit consent to participate.
- Ask if participants have any questions.

Complete paperwork in the following order:

1. Release of Information

- Participants sign and date
- Provide your information as a witness, including your agency affiliation

2. Basic information about participants needed to complete the Assessment in HMIS

3. VI-F-SPDAT: It is vital to engage with the participant throughout this process and remain an active listener.

- You must ask questions as they are written, and in the order they are listed. However, it is okay to repeat questions and to provide clarification on any questions participants find unclear.
- When questions are limited to a specific timeframe, i.e. "In the past 6 months...", count back 6 months and include the name of the month, i.e. "In the past 6 months, or since January..." This can help clarify what timeframe you are asking about.
- Please remember that this is a self-report assessment; record the answers the participants give. Again, encourage participants to be as honest as they are able.



**Coordinated Entry Release of Information**

Homeless Services Consortium (HSC) of Dane County

Coordinated Entry is a process developed to ensure all people experiencing a housing crisis have fair and equal access to housing services and assistance.

The purpose of the Coordinated Entry Release of Information is to allow housing and service providers to share information in order to contact participants, coordinate services, and/or determine eligibility for shelter and housing opportunities. This information may be shared at case conferencing meetings. Case conferencing is a multi-agency coordination meeting that focuses on housing clients. Next steps are identified to connect people to housing and include assignment of a responsible party and a goal completion date.

The following information may be shared about each household member:

- Name, date of birth, number of people in household
- Contact information including email and phone number
- Homeless status and housing history
- Connection to mainstream resources
- Information regarding mental or physical health, alcohol and other drug use, HIV/AIDS related illness, developmental disabilities
- Amount and source of monthly income

This Release of Information is executed with the understanding that only information deemed necessary for the purposes of Coordinated Entry will be shared among relevant housing and service providers listed below.

Briarpatch Youth Services	Focus Counseling	The Road Home Dane County (TRH)
Catalyst for Change (CFC)	Friends of the State Street Family (FSSF)	The Salvation Army of Dane County (TSA)
Catholic Charities – The Beacon	Housing Initiatives, Inc. (HII)	Sankofa Behavioral & Community Health
City of Madison – Community Development Division (CDD)	Institute for Community Alliances (ICA)	Solace Friends, Inc.
Community Action Coalition (CAC)	JustDane	Tellurian Homeless Services
Community Development Authority (CDA)	Kabba Recovery Services	UnityPoint Health – Meriter HEALTH Program
Dane County Dept. of Human Services – Housing Access & Affordability and Behavioral Health	Lutheran Social Services (LSS)	Urban Triage (UT)
Dane County Housing Authority (DCHA)	Madison Street Medicine, Inc. (MSM)	U.S. Dept. of Veteran Affairs (VA)
Dane County Jail Reentry Coordinator	Occupy Madison, Inc.	Vivent Health
Domestic Abuse Intervention Services (DAIS)	OutReach LGBTQ+ Community Center	Wisconsin Dept. of Veteran Affairs (WDVA)
Equitable Social Solutions (ESS)	Porchlight, Inc.	YWCA Madison

Your signature below indicates that you understand the information provided by the Coordinated Entry staff, have received answers to your questions, and have freely chosen to participate in the Homeless Services Consortium of Dane County's Coordinated Entry. By agreeing to participate in Coordinated Entry, you are not giving up any of your legal rights. This release remains valid until you revoke permission.

I acknowledge that I have reviewed my rights as outlined and have received a copy of *Additional Information Regarding Use and Disclosure of Protected Information* **(provide last page to participant)**.

\_\_\_\_\_  
Participant Name (print clearly)

\_\_\_\_\_  
Participant Signature (or mark)

\_\_\_\_\_  
Date

Verbal consent was obtained by phone (check if applicable)

\_\_\_\_\_  
Witness Name (print clearly)

\_\_\_\_\_  
Witness Agency/Affiliation

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## Administration

Assessor's Name	Assessor's Agency	Assessment Location (Case Manager's Office, Day Shelter, Overnight Shelter, Phone, Street, or Other)
Assessment Date (mm/dd/yyyy)	Assessment Type (Phone, Virtual, or In Person)	

## Basic Information

### Head of Household

First Name	Nickname	Last Name
------------	----------	-----------

In what language do you feel best able to express yourself? \_\_\_\_\_

Date of Birth (mm/dd/yyyy)	Age	Social Security Number
----------------------------	-----	------------------------

Consent to participate:  Y  N

1. Is there a secondary Head of Household?  Y  N  
(If Yes, enter their information below.)

### Secondary Head of Household

First Name	Nickname	Last Name
------------	----------	-----------

In what language do you feel best able to express yourself? \_\_\_\_\_

Date of Birth (mm/dd/yyyy)	Age	Social Security Number
----------------------------	-----	------------------------

Consent to participate:  Y  N

## Children

Total number of children under age 18 that are currently with you, or that you have reason to believe will be joining you when you get housed? \_\_\_\_\_  Refused

### **IF HOUSEHOLD INCLUDES A FEMALE:**

Is any member of the family currently pregnant?  Y  N  Refused

Please provide a list of each child's full name and date of birth:

First Name	Last Name	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## A. History of Housing & Homelessness

1. Where do you and your family sleep most frequently? (check one)  Shelters  
 Transitional Housing  
 Safe Haven  
 Outdoors  
 Couch Surfing  
 Car  
 Other (specify): \_\_\_\_\_
2. How long has it been since you and your family lived in permanent stable housing?  
 Less than a week     1 week – 3 months     3 – 6 months  
 6 months to 1 year     1 - 2 years     2 years or more
3. In the last three years, how many times have you and your family been homeless? \_\_\_\_\_  
(1, 2, 3, 4, or 5 or more times)

## B. Risks

4. In the past six months, how many times have you or anyone in your family... (0,1, 2, 3, 4, or 5 or more times)
- a) Received health care at an emergency department/room? \_\_\_\_\_  Refused
- b) Taken an ambulance to the hospital? \_\_\_\_\_  Refused
- c) Been hospitalized as an in-patient? \_\_\_\_\_  Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_  Refused
- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? \_\_\_\_\_  Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? \_\_\_\_\_  Refused
5. Have you or anyone in your family been attacked or beaten up since they've become homeless?  Y  N  Refused
6. Have you or any family member threatened to or tried to harm themselves or anyone else in the last year?  Y  N  Refused
7. Do you or any member of the family have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that may make it more difficult to rent a place to live?  Y  N  Refused
8. Does anybody force or trick you or anyone in your family to do things that you do not want to do?  Y  N  Refused
9. **Do you ever or anyone in your family ever do things that may be considered to be risky**, like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?  Y  N  Refused

### C. Socialization

10. Is there *any person*, past landlord, business, bookie, dealer, or government group like the IRS, that *thinks* you or anyone in your family owe them money?  Y  N  Refused
11. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Y  N  Refused
12. Does everyone in your family have planned activities, *other than just surviving*, that make them feel happy and fulfilled?  Y  N  Refused
13. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water, and other things like that?  Y  N  Refused
14. Is your family's current homelessness in *any way* caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Y  N  Refused

### D. Wellness

15. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?  Y  N  Refused
16. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?  Y  N  Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?  Y  N  Refused
18. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  Y  N  Refused
19. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  Y  N  Refused
20. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  Y  N  Refused
21. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  Y  N  Refused
22. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program, or other place you were staying, because of:
- a) A mental health issue or concern?  Y  N  Refused
  - b) A past head injury?  Y  N  Refused
  - c) A learning disability, developmental disability, or other impairment?  Y  N  Refused
23. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  Y  N  Refused
24. Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?  Y  N  Refused

25. Are there any medications that a doctor said you or anyone in your family should be taking that, *for whatever reason*, they are not taking?  Y  N  Refused
26. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?  Y  N  Refused
27. **YES OR NO:** Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by *any other trauma you or anyone in your family have experienced*?  Y  N  Refused

## E. Family Unit

28. Are there any children that have been removed from the family by a child protection service within the last 180 days?  Y  N  Refused
29. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?  Y  N  Refused
30. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?  Y  N  Refused
31. Has any child in the family experienced abuse or trauma in the last 180 days?  Y  N  Refused
32. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week?  Y  N  NA or Refused
33. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?  Y  N  Refused
34. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?  Y  N  Refused
35. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?  Y  N  Refused
36. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...
- a) 3 or more hours per day for children aged 13 or older?  Y  N  Refused
- b) 2 or more hours per day for children aged 12 or younger?  Y  N  Refused
37. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  Y  N  NA or Refused





Branch of military:			
Are you eligible for V.A. services?	Yes	No	Refused
<b>LIVING SITUATION AT TIME OF ASSESSMENT:</b> Record the living arrangement of the client last night, i.e., the night before the client completed this assessment.*	<i>Select only one:</i>		
	Place not meant for human habitation		
	Emergency shelter, including hotel or motel paid for with emergency shelter voucher		
	Transitional housing for homeless persons (including homeless youth)		
*If the client's living arrangement is not one of the options listed, the household is not currently experiencing literal homelessness, and does not qualify to complete the assessment at this time and should not be placed on the priority list.			
Length of stay in living situation selected directly above:			
One night or less	One month or more, but less than 90 days		
Two to six nights	90 days or more, but less than one year		
One week or more, but less than one month	One year or longer		
Approximate start date that you have stayed on the Streets, in Shelter or in Safe Haven?			
Number of times you have been on the Streets, in Shelter, or Safe Haven <i>in the past 3 years</i> , including today?			
Total number of months you have been homeless in the past 3 years? <i>(Please note, this cannot exceed 36 months)</i>			
Do you have any disabling conditions and/or barriers from the following list?	Yes	No	Refused
If Yes, select all that apply:			
Physical Disability	HIV- AIDS	Substance Abuse Problem	
Developmental Disability	Mental Health Problem	Alcohol Abuse	
Chronic Health Condition		Drug Abuse	
		Both Alcohol and Drug Abuse	
Do you receive SSI or SSDI?	Yes	No	Refused
If No, have you been to a doctor, or is there a professional that can verify this/these disabilities?	Yes	No	
If so, where? <i>(If client would like, they may share the provider's name and/or the name of the clinic at this time.)</i>			
Do you receive income from any source?	Yes	No	Refused

If Yes, provide the source(s) of income and the monthly amount received for each:

*(Examples of income sources may include but are not limited to: Earned Income, Unemployment Insurance, SSI, SSDI, Worker's Compensation, General Assistance, Retirement, Child Support, Alimony, Other, etc.)*

If a Single Room Occupancy (SRO) unit becomes available in the future, would that be of interest to you?

Yes

No

Have you or has anyone in the household been released from jail or prison in the previous 12 months?

Yes

No

Refused

## **ADDITIONAL INFORMATION REGARDING USE AND DISCLOSURE OF PROTECTED INFORMATION**

The providers listed on this Authorization recognize your right to confidentiality of protected health care, mental health, and/or substance abuse treatment information as provided under federal and state laws.

This authorization only allows for the release of information from and between the organizations listed on the release form itself.

**Please be aware of the following guidelines:**

### **Federal HIPAA Privacy Rules, State Health/Substance Confidentiality Statutes & Federal Substance Abuse Laws**

There are situations when your protected information may be used or disclosed without your authorization and these situations will be explained to you upon request. Please contact your provider (health care, mental health and/or substance abuse), should you have questions about these rules/laws.

### **No Obligation to Sign**

You are under no obligation to sign this form, and you may refuse to do so. Except as permitted under applicable law, you may not be denied services because you refuse to sign.

### **Revocation**

You have the right to revoke this Authorization, in writing, at any time before it ends. Please contact any of the entities listed on the release and they will assist you. However, your written revocation will not affect any disclosures of your health and related information that the listed providers have already made, in reliance on this Authorization, before the time you revoke it.

### **Re-release**

If the entities authorized by this form to disclose and/or receive your information/records are not subject to federal health privacy laws (for example, they are entities that do not provide health care, mental health or substance abuse treatment services), information they receive may lose its protection under federal health privacy laws, and those people may be permitted to re-release your information without your prior permission.

### **Right to Inspect**

In authorizing a release of your health care, mental health or substance abuse records, you have the right to inspect and have a copy of the material you have given authorization to release, with certain exceptions provided under state and federal law. Should you wish to do this, please contact the relevant entity for further information.

### **Signatures**

If you are 18 years of age or older, you are the only person who is permitted to sign this form to authorize the use or disclosure of your health, mental health and/or substance abuse treatment record, unless you have a legal guardian or a health care power of attorney or agent. If you are under the age of 18, your parent (or legal guardian) has the right to sign this form for you. *However, there are situations under state law where you, as a minor, are either permitted or required to consent to the release of information by signing this form in lieu of a parent or guardian.* For more information regarding who is authorized to sign this form, please contact any of the entities listed on the release and they will assist you.

### **Participant Rights and Responsibilities**

If you have a complaint about the services you receive through the Madison/Dane CoC Coordinated Entry System, you have the right to file a grievance. Copies of the Participant Rights and Responsibilities form are available at the following locations: The Beacon, Porchlight, The Salvation Army, Tenant Resource Center, or at [www.danecountyhomeless.org](http://www.danecountyhomeless.org).