Coordinated Entry Transition Plan

Background Information

On July 10, 2020, the Coordinated Entry Committee voted to transition assessment tools from the VI-SPDAT Version 1 to the VI-SPDAT Version 3. The Kansas Balance of State Continuum of Care (KS BoS CoC) is also in the middle of a transition with our Homeless Management Information System (HMIS) Vendor from MAAClink to Bitfocus Clarity Human Services. This document will assist agencies that utilize Coordinated Entry with more information on how we plan on transitioning.

Training Information

Version 3 Trainings will be provided by the Kansas Statewide Homeless Coalition's (henceforth "Coalition") Coordinated Entry Program Manager, Shanae Eggert. Due to Covid-19, the trainings will be held virtually and the training dates for the KS BoS CoC are as follows:

- August 3rd: 1:00pm to 2:00pm via Go to Meeting
- August 17th: 2:00pm to 3:00pm via Go to Meeting
- August 24th: 9:00am to 10:00pm via Go to Meeting
- August 31st: 3:00pm to 4:00pm via Go to Meeting
- Regional Coordinators may request that the CES Program Manager provides a training during their next Regional Meeting if desired.

According to the CES Policies and Procedures, those that wish to conduct the VI-SPDAT must have a certificate in order to conduct a VI-SPDAT. Therefore, it is encouraged to RSVP for the training date you would like to attend by sending an email to seggert@kshomeless.com so that these certificates can be created prior to the meeting. Attendance will be confirmed utilizing Go To Meeting's tracking system that records when people log in and log out of the meeting. Attendance during the entire meeting and completion of a training survey is required to receive a certificate.

CES List Information

Version 3 of the VI-SPDAT was recently released for public use by Org Code and is currently being configured into BitFocus for use. Estimated time for completion is approximately two months therefore access to HMIS to enter the VI-SPDATs will not occur until then.

Therefore, the KS BoS CoC will continue to operate CES manually until we are able to gain access into the new system with the new Version of the assessment.

Regional Coordinators will maintain two manual lists as follows:

1. Version One Manual VI-SPDAT List

Situations that allow for a reassessment using the new Version 3.
- All families from this list should be reassessed using the new Version 3 and placed on the Version 3 List.
- If it has been three months or longer since they completed their VI-SPDAT, a reassessment using the new version is encouraged but not required. (Exception: If they are currently working with an agency for housing, do not reassess them.)
- Major life changes or events have occurred since the last CES assessment was conducted.
- Household composition has changed since the last CES assessment was conducted.

Situations that allow for removing a household from the list
- Remove Households that have been housed.
- Unable to establish contact with the household for 90 days, once the household resurfaces reassess using the new VI-SPDAT.

2. Version Three Manual VI-SPDAT List
- All new CES participants will be assessed using the new Version 3 by a trained assessor.
- No one can be erased from the manual list, they should be classified as "Active", "Inactive", "Housed (Must provide who they are housed with and how i.e. rental subsidy, PSH, RRH, on their own, etc.)"

Transitioning the Manual List to Clarity

The goal for the Version One list is to clear this list completely. The Version One list **cannot** be entered into Clarity.

As of October 1, 2020, HUD has set a requirement that all CES data elements be stored, collected and reported to HUD. Therefore, the KS BoS CoC will require that all Version 3 VI-SPDATs (even if they were conducted prior to October 1st) must be entered into the system and backdated. All details regarding the success/failure of each referral must be entered into the system and backdated *(which is why we cannot erase anyone from the Version 3 List)*.

Each Regional Coordinator will determine which one of the following methods they want to use to transition into all the VI-SPDATs into Clarity:

1. Every agency with access to HMIS enter all the Version 3 VI-SPDATs that they conducted into the system.
    a. Every agency without access to HMIS can send the full VI-SPDAT form to the Regional Coordinator or CES Program Manager
2. All the agencies send the Version 3 VI-SPDAT forms to the Regional Coordinator and the Regional Coordinator enters all the VI-SPDATs into the system.
3. All the agencies send the Version 3 VI-SPDAT forms to the Coordinated Entry Program Manager and the Coalition enters all the VI-SPDATs into the system.