





# Coordinated-Entry HMIS Data Entry Workflow

# Create a coordinated entry enrollment by clicking **Add entry/exit**













**If there is an open Coordinated Entry enrollment, do not create a new one, add an *Interim Update* (instructions found on slide 16).**

Entry / Exit	
Program	Type
 Pinellas Safe Harbor, Adult Street Outreach (16997)	Basic

**Add Entry / Exit** 

# Project start data for individuals

- **Provider:** Coordinated Entry – Individuals (VI-SPDAT) (16832)
- **Project Type:** HUD
- **Project Start Date:** The date of the assessment

Project Start Data - (14) Watson, Mary Jane	
Provider *	 Coordinated Entry - Individuals (VI-SPDAT) (16832) 
Type *	 HUD 
Project Start Date *	 04 / 29 / 2025    9  : 02  : 57  AM 

# Project start data for Families

- **Select all appropriate household members**
- **Provider:** Coordinated Entry – Families (VI-FSPDAT) (16833)
- **Project Type:** HUD
- **Project Start Date:** The date of the assessment

(9) Couple With No Children

(11) Parker, Peter

(14) Watson, Mary Jane (Entry Date: 04/29/2025)

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**Edit Project Start Data - (14) Watson, Mary Jane**

Provider	Coordinated Entry -
Type	HUD
Project Start Date *	04 / 29 / 2025



# Homeless Status

## Update the client's Housing Status & Relationship to Head of Household.

Please update or verify all eligibility information below prior to assessment for Coordinated Entry.

Housing Status, Homeless History, and Household Income are all vital to the efficiency and effectiveness of Coordinated Entry.

**Note: Households that are ineligible for Coordinated Entry will be removed from the list.**

 Relationship to Head of Household *	<input type="text" value="Self (head of household)"/>
 Housing Status	<input type="text" value="Category 1 - Homeless (HUD)"/>

### Category 1 Literally Homeless

Residing in a place not meant for human habitation; living in a shelter, or in a Hotel paid for by others; leaving an institution (hospital, jail, etc) less than 90 days after arrival and previously resided in a shelter or place not meant for habitation.

### Category 4 Fleeing/Attempting to Flee DV

Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking; have no other residence and lacks resources or support networks.

**Only Households that are verified as Category 1 or Category 4 are eligible for Coordinated Entry.**

Only individuals listed as Category 1 and Category 4 are eligible for Coordinated Entry.  
Ineligible clients will be removed from the list.

# Enter household income











Enter the Income for ALL household members who are 18 and older, be sure to go through “HUD Verification”.

Household Income - Please Verify Income for ALL Household Members who are 18 and older.

Income from Any Source  Yes (HUD) ▼ G

Total Monthly Income  200 G




Monthly Income HUD Verification

	Monthly Amount	Source of Income	Income Verified?	Receiving Income Source?	Start Date *	End Date
 		Worker's Compensation (HUD)		No	04/15/2025	
 		VA Service Connected Disability Compensation (HUD)		No	04/15/2025	
 		VA Non-Service Connected Disability Pension (HUD)		No	04/15/2025	
 		Unemployment Insurance (HUD)		No	04/15/2025	
 		TANF (HUD)		No	04/15/2025	

Add View Gross Income Showing 1-5 of 15 First Previous Next Last

# Update the Homeless history (Chronicity Questions)

## Homeless History

<b>Prior Living Situation *</b>	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD) ▼ G
Length of Stay in Previous Place	Two to six nights ▼ G
Approximate date this episode of homelessness started	04 / 11 / 2025    G
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	Two times (HUD) ▼ G
Total number of months homeless on the street, in ES or SH in the past three years	More than 12 months (HUD) ▼ G

# Update the Homeless history (Chronicity Questions)

- Prior Living Situation: Where did the client sleep the previous night?
- Length of Stay in Previous Place: How long were they sleeping in that prior living situation for?
- Approximate date homelessness started: Including the situation the client was in right before entering, plus any continuous time moving around between the streets, an emergency shelter, or a safe haven, input the date this period of the client's "literal" homelessness began.

# Update the Homeless history (Chronicity Questions)

- Number of times the client has been on the streets, in ES, or SH in the past three years: Including today, count all the different times the client was on the streets, in an emergency shelter, or in a safe haven in the last 3 years where there are full breaks in between (i.e. breaks that are 90 days or more in an institution or 7 nights or more in permanent or transitional housing).
- Total number of months homeless on the street, in ES, or SH in the past three years: Count the cumulative number of months in which a person was on the streets, in an ES, or SH in the last 3 years, including stays in an institution less than 90 days or in permanent or transitional housing less than 7 days.

# Create a Coordinated entry assessment by clicking **add**

If you complete a new VI-SPDAT or VI-FSPDAT, you must also add a new set of responses to Coordinated Entry Assessment and Current Living Situation.

















🔍 Coordinated Entry Assessment

Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
<b>Add</b>					

# Fill out the coordinated entry assessment

**Add Recordset - (14) Watson, Mary Jane** ✕



**Coordinated Entry Assessment**

Date of Assessment *	04 / 29 / 2025	   
End Date	__ / __ / __	   
Assessment Location	Gulfport	 
Assessment Type	In Person	 
Assessment Level	Housing Needs Assessment	 
Prioritization Status	Placed on Prioritization List	 

**Save** **Save and Add Another** **Cancel**











- **Date of Assessment**
- **End Date**
- **Assessment Location**
- **Assessment Level**
- **Assessment Type**
  - Phone
  - Virtual
  - In Person
- **Assessment Level**
  - Crisis Needs Assessment
  - Housing Needs Assessment
- **Prioritization Status**
  - Placed on Prioritization List
  - Not place on Prioritization List

Click **Add** to input the client's current living situation

Current Living Situation				
	Start Date *	End Date	Information Date	Current Living Situation
 	04/15/2025		04/15/2025	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD)

**Add** Showing 1-1 of 1

# Fill out the current living situation form

Current Living Situation	
Start Date *	04 / 29 / 2025    G
End Date	/ /    G
Information Date	04 / 29 / 2025    G
Current Living Situation	Place not meant for habitation (e.g., a vehicle, an
Living situation verified by	-Select-
Is client going to have to leave their current living situation within 14 days?	No (HUD)  G



**Information Date:** Date of the assessment

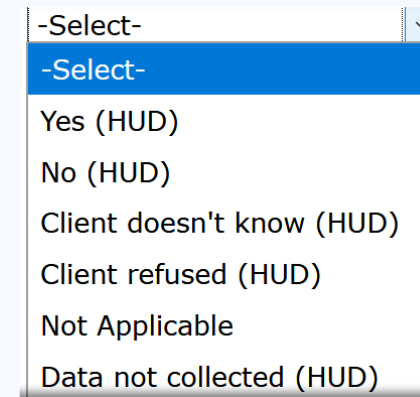
If the answer is **yes** for “Is the client going to have to leave their current living situation within 14 days?”, proceed to the next slide.

If the answer is **no**, click Save and Exit.

# Fill out the fields shown below

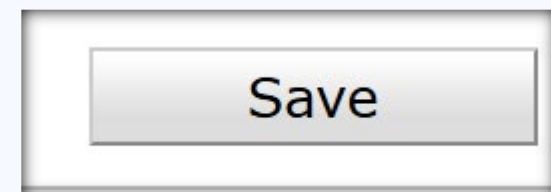
Has a subsequent residence been identified?	No (HUD) ▼ G
Does individual or family have resources or support networks to obtain other permanent housing?	No (HUD) ▼ G
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	No (HUD) ▼ G
Has the client moved 2 or more times in the last 60 days?	Yes (HUD) ▼ G
Location details	Parked car in front of friends house

All questions excluding the Location details box contain the following answers:



-Select-  
-Select-  
Yes (HUD)  
No (HUD)  
Client doesn't know (HUD)  
Client refused (HUD)  
Not Applicable  
Data not collected (HUD)

Finally click Save



Save

# Add a new VI-(F)SPDAT

**Do not edit an existing VI-(F)SPDAT, always create a new one**

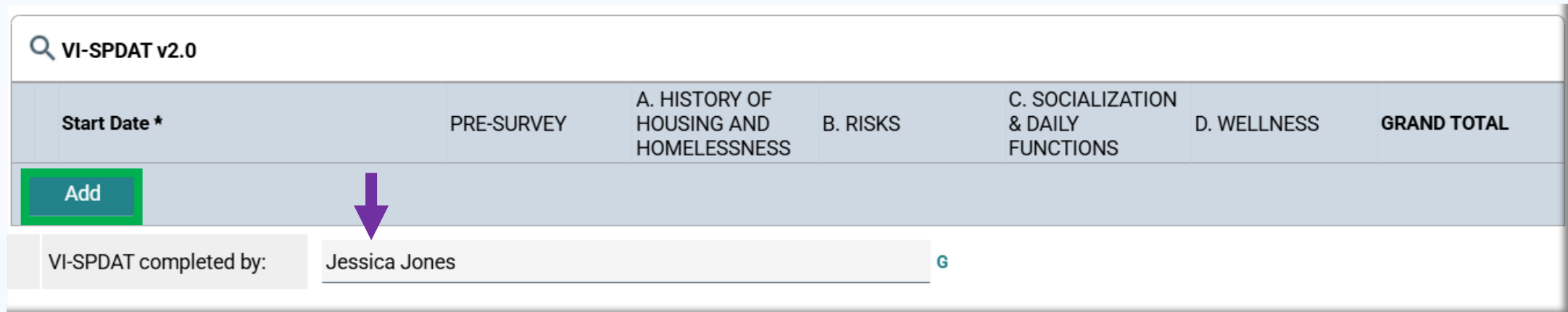
- Select **Add** to access the assessment
- Fill in the **VI-SPDAT completed by** textbox

VI-SPDAT v2.0











Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL
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**Add**

VI-SPDAT completed by:  G

























# VI-(F)SPDAT v2.0

VI-SPDAT v2.0	
Start Date *	04 / 29 / 2025    
<b>A. HISTORY OF HOUSING AND HOMELESSNESS</b>	
1. Where do you sleep most frequently? (choose one)	Other (Specify)  
If Other, please specify	Car
2. How long has it been since you lived in permanent stable housing?	One year or more  
3. In the last three years, how many times have you been homeless?	3  

Thoroughly answer all questions in the VI-SPDAT assessment.

## B. RISKS

4. In the past six months, how many times have you...

4. a) Received health care at an emergency department/room?	-Select-  
4. b) Taken an ambulance to the hospital?	-Select-  
4. c) Been hospitalized as an inpatient?	-Select-  
4. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	-Select-  
4. 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?	-Select-  
4. 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 offense, or anything in between?	-Select-  
5. Have you been attacked or beaten up since you've become homeless?	-Select-  
6. Have you threatened to or tried to harm yourself or anyone else in the last year?	-Select-  
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	-Select-  
8. Does anybody force or trick you to do things you do not want to do?	-Select-  
9. Do you 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?	-Select-  

# VI-(F)SPDAT v2.0

## C. SOCIALIZATION & DAILY FUNCTIONING

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money? No  G
11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Yes  G
12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Yes  G
13. Are you 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? Yes  G
14. Is your 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? Yes  G

## D. WELLNESS

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? No  G
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart? Yes  G
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? No  G
18. Do you 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? No  G
19. When you are sick or not feeling well, do you avoid getting help? Yes  G
20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant? -Select-
21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? No  G
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? No  G
23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
23. a) A mental health issue or concern? Yes  G
23. b) A past head injury? Yes  G
23. c) A learning disability, developmental disability, or other impairment? No  G
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? No  G
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? No  G
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? No  G
27. YES OR NO: Has your 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 have experienced? Yes  G

# VI-(F)SPDAT v2.0

PRE-SURVEY	0
A. HISTORY OF HOUSING AND HOMELESSNESS	2
B. RISKS	3
C. SOCIALIZATION & DAILY FUNCTIONS	1
D. WELLNESS	3
<b>GRAND TOTAL</b>	<b>9</b>

**Calculate**

**(8+) Recommendation: an assessment for Permanent Supportive Housing/Housing First**

**Save** **Save and Add Another** **Cancel**

Once you answer all questions on the assessment, click **CALCULATE** to get the client's VI-(F)SPDAT score. Finally, click **SAVE**.

# Interim Updates

Interim Updates are used to capture all VI-(F)SPDAT scores in one Entry.

## Clients with multiple Coordinated Entries

- Will be shown repeatedly on the Prioritization List.
- Can cause data quality issues if some entries are closed and others are not.
- Make it difficult to report on enrollment due to having multiple start dates

# When to use interim updates















When the client is already enrolled in Coordinated-Entry as shown below. *Meaning there is no exit date.*

**Client Information** Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Measurements | Assessments

**i** Reminder: Household members must be established on Households tab before creating Entry / Exits

**Entry / Exit**

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
 Coordinated Entry - Individuals (VI-SPDAT) (16832)	HUD	 04/29/2025				 1 
 Pinellas Safe Harbor, Adult Street Outreach (16997)	Basic	 04/15/2025	 04/15/2025	 1		 2 

**Add Entry / Exit** Showing 1-2 of 2

# To add an interim update Click on to the **Entry/Exit** tab

**Client Information** | Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Measurements | Assessments

*i* Reminder: Household members must be established on Households tab before creating Entry / Exits

**Entry / Exit**

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Coordinated Entry - Individuals (VI-SPDAT) (16832)	HUD	04/29/2025				1
Pinellas Safe Harbor, Adult Street Outreach (16997)	Basic	04/15/2025	04/15/2025	1		2

**Add Entry / Exit** | Showing 1-2 of 2

Click on the **Interims symbol** next to the currently open VI-SPDAT Entry

**Client Information** Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Measurements Assessments

*i* Reminder: Household members must be established on Households tab before creating Entry / Exits

**Entry / Exit**

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Coordinated Entry - Individuals (VI-SPDAT) (16832)	HUD	04/29/2025				1
Pinellas Safe Harbor, Adult Street Outreach (16997)	Basic	04/15/2025	04/15/2025	1		2

[Add Entry / Exit](#) Showing 1-2 of 2

# Add Interim Review

**Interim Reviews**





Interim Reviews Associated with this Entry / Exit

Review Date	Review Type
<a href="#">Add Interim Review</a>	

## Interim Review Type: Update

**Add Interim Review - (14) Watson, Mary Jane**

**Interim Review Data**

Entry / Exit Provider	Coordinated Entry - Individuals (VI-SPDAT) (16832)
Entry / Exit Type	HUD
Interim Review Type *	Update 
Review Date *	05 / 15 / 2025    2 : 33 : 34 PM

Then click Save & Continue



# Homeless Status

## Update the client's Housing Status.

Coordinated Entry - Individuals Update Interim Review Date: 05/15/2025 02:33:34 PM

Please update or verify all eligibility information below prior to assessment for Coordinated Entry.  
Housing Status, Homeless History, and Household Income are all vital to the efficiency and effectiveness of Coordinated Entry.

**Note: Households that are ineligible for Coordinated Entry will be removed from the list.**

 Housing Status  Category 1 - Homeless (HUD) ▼ G

**Category 1 Literally Homeless**  
*Residing in a place not meant for human habitation; living in a shelter, or in a Hotel paid for by others; leaving an institution (hospital, jail, etc) less than 90 days after arrival and previously resided in a shelter or place not meant for habitation.*

**Category 4 Fleeing/Attempting to Flee DV**  
*Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking; have no other residence and lacks resources or support networks.*

**Only Households that are verified as Category 1 or Category 4 are eligible for Coordinated Entry.**

Only individuals listed as Category 1 Literally Homeless and Category 4 Fleeing/Attempting to Flee DV are eligible for Coordinated Entry.  
Ineligible clients will be removed from the list.

# Update the household income

Household Income - Please Verify Income for ALL Household Members who are 18 and older.

Income from Any Source  Yes (HUD) ▼ G

Total Monthly Income  2700 G

Monthly Income HUD Verification

Monthly Amount	Source of Income	Income Verified?	Receiving Income Source?	Start Date *	End Date
<input type="text"/> <input type="text"/> US\$2,700.00	VA Service Connected Disability Compensation (HUD)	Yes	Yes	<input type="text"/> 05/15/2025	
<input type="text"/> <input type="text"/>	Earned Income (HUD)		No	05/15/2025	
<input type="text"/> <input type="text"/>	Worker's Compensation (HUD)		No	04/15/2025	
<input type="text"/> <input type="text"/>	VA Service Connected Disability Compensation (HUD)		No	04/15/2025	<input type="text"/> 05/14/2025
<input type="text"/> <input type="text"/>	VA Non-Service Connected Disability Pension (HUD)		No	04/15/2025	

Showing 1-5 of 17

Update the Income for ALL household members who are 18 and older by going through HUD Verifications. Remember to end the previous entry the day before, then add the new data. Do not edit the current entry, this deletes the historical data.



# Update the Homeless history (Chronicity Questions)

- Prior Living Situation: Where did the client sleep the previous night?
- Length of Stay in Previous Place: How long were they sleeping in that prior living situation for?
- Approximate date homelessness started: Including the situation the client was in right before entering, plus any continuous time moving around between the streets, an emergency shelter, or a safe haven, input the date this period of the client's "literal" homelessness began.



# Update the Homeless history (Chronicity Questions)

- Number of times the client has been on the streets, in ES, or SH in the past three years: Including today, count all the different times the client was on the streets, in an emergency shelter, or in a safe haven in the last 3 years where there are full breaks in between (i.e. breaks that are 90 days or more in an institution or 7 nights or more in permanent or transitional housing).
- Total number of months homeless on the street, in ES, or SH in the past three years: Count the cumulative number of months in which a person was on the streets, in an ES, or SH in the last 3 years, including stays in an institution less than 90 days or in permanent or transitional housing less than 7 days.

# Create a Coordinated entry assessment by clicking **add**

If you complete a new VI-SPDAT or VI-FSPDAT, you must also add a new set of responses to Coordinated Entry Assessment and Current Living Situation.

🔍 Coordinated Entry Assessment











	Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
 	04/29/2025		Gulfport	In Person	Housing Needs Assessment	Placed on Prioritization List

**Add** Showing 1-1 of 1

# Fill out the coordinated entry assessment

**Add Recordset - (14) Watson, Mary Jane** ✕





**Coordinated Entry Assessment**

Date of Assessment *	05 / 15 / 2025    G
End Date	/ /    G
Assessment Location	St. Petersburg  G
Assessment Type	In Person  G
Assessment Level	Housing Needs Assessment  G
Prioritization Status	Placed on Prioritization List  G

**Save** **Save and Add Another** **Cancel**











- **Date of Assessment**
- **End Date**
- **Assessment Location**
- **Assessment Level**
- **Assessment Type**
  - Phone
  - Virtual
  - In Person
- **Assessment Level**
  - Crisis Needs Assessment
  - Housing Needs Assessment
- **Prioritization Status**
  - Placed on Prioritization List
  - Not place on Prioritization List


Click **Add** to input the client's current living situation

Current Living Situation				
	Start Date *	End Date	Information Date	Current Living Situation
 	04/29/2025		04/29/2025	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD)
 	04/15/2025		04/15/2025	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD)

**Add** Showing 1-2 of 2

# Fill out the current living situation form

Current Living Situation	
Start Date *	09 / 15 / 2020    G
End Date	/ /    G
Information Date	/ /    G
Current Living Situation	-Select-
If "Other", Specify	
Living situation verified by	-Select-
Is client going to have to leave their current living situation within 14 days?	-Select-  G



**Information Date:** Date of the assessment

If the answer is **yes** for “Is the client going to have to leave their current living situation within 14 days?”, proceed to the next slide.

If the answer is **no**, click Save and Exit.

# Fill out the fields shown below

Has a subsequent residence been identified?	<input type="text" value="-Select-"/>	G
Does individual or family have resources or support networks to obtain other permanent housing?	<input type="text" value="-Select-"/>	G
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	<input type="text" value="-Select-"/>	G
Has the client moved 2 or more times in the last 60 days?	<input type="text" value="-Select-"/>	G
Location details	<input type="text"/>	

- All questions excluding the Location details box contain the following answers:

-Select-  
-Select-  
Yes (HUD)  
No (HUD)  
Client doesn't know (HUD)  
Client refused (HUD)  
Not Applicable  
Data not collected (HUD)

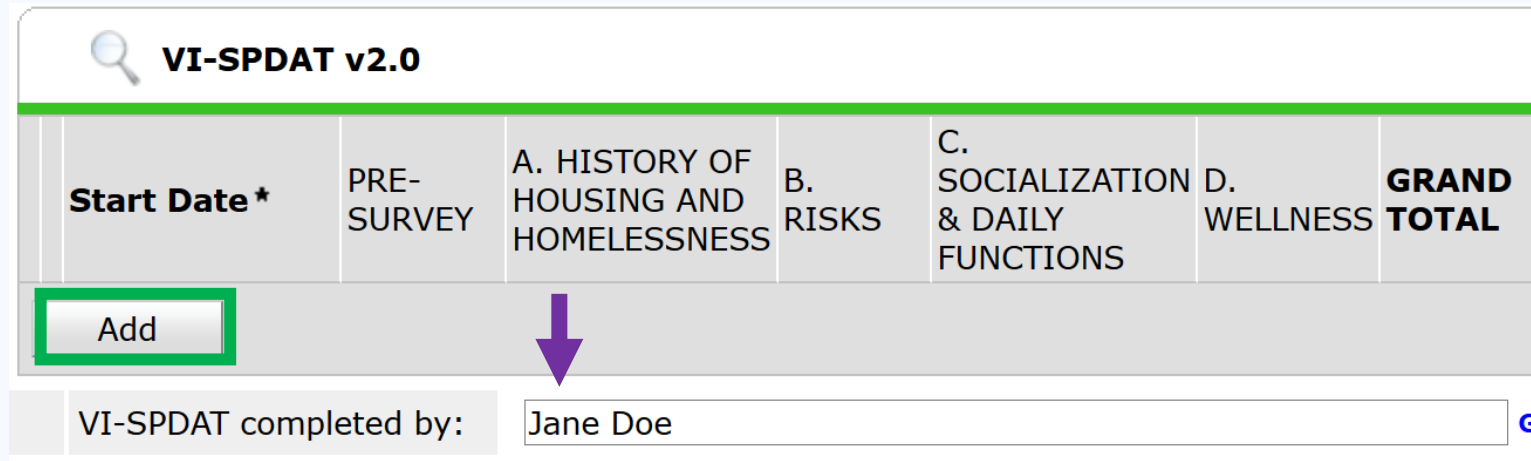
Finally click Save

Save

# Add a new VI-(F)SPDAT

**Do not edit an existing VI-(F)SPDAT, always create a new one**

- Select **Add** to access the assessment
- Fill in the **VI-SPDAT completed by** textbox



The screenshot shows the 'VI-SPDAT v2.0' interface. At the top, there is a search icon and the title 'VI-SPDAT v2.0'. Below this is a table with the following columns: 'Start Date \*', 'PRE-SURVEY', 'A. HISTORY OF HOUSING AND HOMELESSNESS', 'B. RISKS', 'C. SOCIALIZATION & DAILY FUNCTIONS', 'D. WELLNESS', and 'GRAND TOTAL'. Below the table, there is a row with an 'Add' button. A purple arrow points from the 'Add' button to a text input field labeled 'VI-SPDAT completed by:' which contains the text 'Jane Doe'. A small blue 'G' icon is visible in the bottom right corner of the input field.

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL

Add

VI-SPDAT completed by: Jane Doe G

# Any Questions?

- For HMIS specific questions, send a ticket to the Pinellas HMIS Help Desk: <https://pinellashmis.zendesk.com/hc/en-us>
- For CE specific questions:
  - Sezen Boylan: [sboylan@hlapinellas.org](mailto:sboylan@hlapinellas.org)

