



Full SPDAT for Individuals Training in HMIS

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Login to the HMIS

1. Go to <http://washdc.servicept.com/> (no WWW)
(You can also get there from www.coordinatedentry.com and selecting "Conduct an Assessment")
2. Input your username and password and select "Login"
3. From the left side of the screen, select ClientPoint

Search for the person in HMIS

4. Input their first and last names into the "Client Search" fields and select "Search"

If the person has already been assessed by your provider, their name will appear under "Client Results" along with 3 house icons to the left of their ID and name.

Client Results								
	ID	Name ▲	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
 	1	Example Client	123-45-6789	01/01/1980	Bob, Bobby, Robert	Male		0 

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If additional people with similar names exist in the system, they will also appear beneath "Client Results," but without the 3 house icons. While their names will appear, their assessment information will not appear unless they have been screened by your provider, or they have been screened by another provider who has inputted a current Release of Information that allows the information to be shared.

5. Select the record already inputted by your provider if they exist. If no record with the 3 house icons exists, input the following:
 - a. First Name
 - b. Last Name
 - c. Alias (Nickname if applicable)
 - d. Date of Birth
 - e. Social Security Number
6. Once you have inputted values for each of the above fields, select "Add New Client With This Information." When the system prompts you with "You are about to add a new client to the system (Be sure to look through all the possible matches before continuing this process). Continue with Add New Client?" select "OK."

Individual's record

The system will take you to the Summary tab of the individual's record.

Completing the initial SPDAT

To complete the first full SPDAT assessment:

7. Within the individual's record, select the "Measurements" tab
8. For "Provider," leave the response as your agency
9. "Measurement Tool" = leave the response as "SPDAT V4"
10. The first point of measurement will be recorded as "Intake," even if previous SPDATs have been completed.
11. "Date" = date of SPDAT assessment
12. Leave "Information Reported To" as the "ServicePoint User," and the "Select User" prompt as the default (unless the information was reported to someone other than yourself). *Do not leave this field blank.*
13. Select "Continue"
14. For each of the 15 domains, select a score (from 4 to 0)
15. For each of the 15 domains, record comments that describe the reason for each domain's score, as well as the additional information collected as part of the case management process
16. *Note: if you select the magnifying glass icon to the left of the first domain (Mental Health and Wellness & Cognitive Functioning), conversational prompts, and the scoring methodology will display. You can use this to record both the score (step 14) and the comments (step 15) before selecting "Mote to Next."*
17. Once all 15 domains have both a score and comments describing both the reason for the score, as well as any additional information used for case management, then select "Save & Exit"

Completing additional SPDAT(s) at follow-up

Once the initial SPDAT has been completed, to complete follow-up SPDAT assessments:

18. Within the individual's record, select the "Measurements" tab
19. For the SPDAT with your program's name with "Intake" listed as the "Point of Measurement," select "Add New Point of Measurement." *Do not select "Add New Measurement"*
20. Select the appropriate "Point of Measurement," (At Move/30/60/90/180/270/365 Days)
21. "Date" = date of SPDAT assessment
22. Select "Continue"
23. Repeat steps 14 through 16 above, selecting a score and comments for all 15 domains
24. Once all 15 domains have both a score and comments describing both the reason for the score, as well as any additional information used for case management, then select "Save & Exit"