

VI-SPDAT for Single Adults Facilitation Guide - Key Takeaways



WHAT IS THE VI-SPDAT FOR SINGLE ADULTS?

The Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) is Napa's assessment for Coordinated Entry. The tool is meant to create a consistent assessment experience for households and a score that corresponds to vulnerability. The VI-SPDAT for Single Adults is used for single adults aged 25+.

ADMINISTERING THE VI-SPDAT



BEFORE THE ASSESSMENT

- Center yourself and reduce distractions.
- Find a safe and confidential space.
- Invite participants to take the assessment.
- If they have someone with them, ask privately if they want to take the assessment alone or not.
- Build initial rapport.
- Be upfront and transparent.
- Provide person-centered service.



THROUGHOUT THE ASSESSMENT

- Adjust, skip, or revisit the questions as necessary.
- Don't take things personally.
- Make space for cultural differences.
- Documentation helps yourself and future service providers.



AFTER THE ASSESSMENT

- Explain the process.
- Provide updates on the process.
- Give space for questions and help where you can.



KEY POINTS TO SHARE WITH CLIENTS

- ▶ An **assessment is the first step** and does not guarantee placement into housing.
- ▶ Program enrollment **varies based on the number of opportunities** and the household's eligibility.
- ▶ Some programs have **specific eligibility requirements** or are for certain populations.
- ▶ Households can help **speed up the housing placement process by helping gather** all required documents.



ACCURACY CONSIDERATIONS



I. YOU ARE ALLOWED TO REMIND PARTICIPANTS OF PAST INFORMATION

- A participant may provide information that you know to be inaccurate.
- You are allowed to incorporate known information from case notes, observations, documentation, and whatever else been communicated by professionals into the assessment process.



II. BE TRANSPARENT

- If you are trying to incorporate external information, be transparent and inform the respondent of the information you are planning to include.
- You must give the participant a chance to correct this information as necessary.



III. THE PARTICIPANT HAS THE FINAL SAY

- If there is a discrepancy between the answer provided by the participant and other information that you have received, you must go with the answer the participant provided during the assessment.



IV. SCORE REVISION IS AVAILABLE IF NECESSARY

- If you later learn information provided is inaccurate, a person may be eligible for a score revision if there were evidence of a vulnerability that would dramatically change the VI-SPDAT Score.
- Consult the Facilitation Guide to see the Score Revision Policy.

