

Coordinated Entry

Form Chart

Which forms do I use for different clients?

Individual Adult (age 25+)	<ul style="list-style-type: none"> • Release of Information Consent Form (ROI) • Adult/Head of Household (HOH) CIS Data Entry Form • VI-SPDAT_v2
Individual Youth (age 18-24)	<ul style="list-style-type: none"> • ROI • Adult/HOH CIS Data Entry Form • TAY-VI-SPDAT_v1
Individual Minor (under age 18)	<ul style="list-style-type: none"> • ROI • Adult/<u>HOH</u> CIS Data Entry Form • TAY-VI-SPDAT_v1 <p>Assessment can be done; however, we have no housing for youth under age 18. Refer to Urban Peak.</p>
Adult Household with Minor Children (under 18)	<ul style="list-style-type: none"> • ROI • Adult/HOH CIS Data Entry Form (for all adults over age 18) • Child CIS Data Entry Form (for all minors under the age of 18) • F-VI-SPDAT_v2 (Head of Household ONLY)
Youth Household (age 18-24) with Minor Children (under 18)	<ul style="list-style-type: none"> • ROI • Adult/HOH CIS Data Entry Form (for all youth over age 18) • Child CIS Data Entry Form (for all minors under the age of 18) • F-VI-SPDAT_v2 (Head of Household ONLY)
Minor Household (under age 18) with Minor Children (under 18)	<ul style="list-style-type: none"> • ROI • Adult/<u>HOH</u> CIS Data Entry Form (for Head of Household) • Child CIS Data Entry Form (for all minors under the age of 18) • F-VI-SPDAT_v2 (Head of Household ONLY) <p>Assessment can be done; however, we have no housing for youth under age 18. Refer to Urban Peak.</p>
2 or more adults (age 25+) together	<ul style="list-style-type: none"> • ROI (for each adult) • Adult/HOH CIS Data Entry Form (for each adult) • VI-SPDAT_v2 (for each adult)
2 or more youth (age 18-24) together	<ul style="list-style-type: none"> • ROI (for each youth) • Adult/HOH CIS Data Entry Form (for each youth) • TAY-VI-SPDAT_v1 (for each youth)
2 or more minors (under age 18) together (with no minor children)	<ul style="list-style-type: none"> • ROI (for each minor) • Adult/<u>HOH</u> CIS Data Entry Form (for each minor) • TAY-VI-SPDAT_v1 (for each minor) <p>Assessment can be done; however, we have no housing for youth under age 18. Refer to Urban Peak.</p>

Complete type of assessment based on whether or not individual/family plans to be housed together or separately.

Which VI-SPDAT should I use?

VI-SPDAT

This VI-SPDAT needs to be administered to all unaccompanied adults (25+), and all adults in Adult Only Households. If there is more than one adult presenting in an Adult Only household, each adult should be administered a VI-SPDAT.

F-VI-SPDAT

This VI-SPDAT is administered to all households containing at least one Adult (over 18) and at least one minor child (under the age of 18). This also includes Heads of Household (under 18) if they have a minor child. Some examples would be a 17 year old mother and her baby, or a husband and wife (both over 18) and their 4 children (under the age of 18). The F-VI-SPDAT is administered to the head of household ONLY.

TAY-VI-SPDAT

This VI-SPDAT is administered to unaccompanied youth/minors (age 24 and under). This includes households containing more than one youth/minor. Each youth/minor presenting should be administered a TAY-VI-SPDAT. NOTE: This does not include a youth/minor with a child – those are administered the F-VI-SPDAT because they have a child.