

## **VI-SPDAT Flag Review Process Fact Sheet for Housing Assessors**

### **What is the purpose of the VI-SPDAT Flag Review Process?**

The VI-SPDAT Flag Review Process provides an opportunity for the adjusting of a households' vulnerability assessment score (VI-SPDAT) based on information/documentation provided by as many sources as possible. The intent is to ensure that the household is accurately matched to the intervention they need to resolve their homelessness, without providing too much or too little support or housing assistance.

### **What does it mean to flag a VI-SPDAT score?**

When a Housing Assessor "flags" a VI-SPDAT score that is a signal that they believe the score does not accurately reflect the household's level of vulnerability. Either the household did not answer specific questions accurately, or the questions are answered accurately but the household's vulnerability is not reflected because of a severe medical condition; a severe behavioral health condition; evidence of self-neglect; or the participant who answered the questions is deaf or blind.

### **What happens next after I flag a score?**

- The household's Housing Assessment is put on hold until the flag review process is done and the flag is resolved. "On hold" means the household is not available to match with vacancies, because the household's VI-SPDAT score is in question - and it is a key factor in prioritization for vacancies.
- The Flag Review Panel will review the information they are provided to document/explain the need for adjustment, and make a decision about whether or not to adjust the score and by how much. The Panel meets weekly, every Friday, from noon to 2 pm.
- Once the Panel makes their decision the flag is removed in HMIS, the score is adjusted as appropriate based on their decision, and the household is available for prioritization and matching with vacancies.

### **What am I responsible for once I flag the score?**

- Giving the Clearinghouse, by COB the day before the panel meeting, the information that the Flag Review Panel will need to make their decision:
  - a brief narrative that makes your argument and lists which specific questions need to be discussed
  - documentation you have, or you get from other sources, to back up your argument
- Telling the Clearinghouse if you believe DBH or DHS has data that could back up your argument; Clearinghouse staff will reach out to DBH/DHS to request that information for presenting to the panel.
- Being present at the Flag Review Panel when they review your household's score and documentation. If the panel has questions about the information they are reviewing they need someone to discuss it with.
  - You may attend in person or on the phone.
  - You may designate someone to attend in your absence so long as the Clearinghouse is notified ahead of time.
  - If you/a designee are not available, the review will be rescheduled. (The household's Housing Assessment will continue to be on hold during that time.)

**Please note that the Flag Review Panel is not to know the identity of the households being discussed. Refer to the household ONLY BY THEIR HMIS CLIENT ID in all your communications with the Clearinghouse and in all the documentation you provide for the panel. Please be sure this is also the case for documentation you gather from others.**