CE Assessment Pilot Data Sharing for VSPs and Non-HMIS Users

*Once you have completed **both** the new Coordinated Entry Assessment and the VI-SPDAT with a household, please follow the below instructions to ensure data is shared in the appropriate manner and is able to be analyzed throughout the Pilot phase.*

Victim Service Provider (VSP) Instructions

1. Complete a row for each household in the attached spreadsheet
2. Write a client code at the top of BOTH the CE Assessment and VI-SPDAT
3. Scan BOTH the completed CE Assessment and VI-SPDAT and email them to your CE Lead (Region 5 - Teresa Robinson trobinson@communitylinknc.org; Region 7 - Caty Martin cmartin.jlhca@gmail.com)

Other Non-HMIS Agencies

1. Complete the HMIS SSO/CE Project Start form for each household
2. Scan BOTH the completed CE Assessment and VI-SPDAT and email them to your CE Lead (Region 5 - Teresa Robinson trobinson@communitylinknc.org; Region 7 - Caty Martin cmartin.jlhca@gmail.com)
   a. With Name and other identifying information in these attachments, these scans need to be encrypted and password protected