

## VSP Inclusion Process User Guide

ZeroV and partner VSP agencies will provide KY BoS CES information and obtain informed consent to survivors seeking mainstream housing referrals in the CE system. Once consent is obtained, the VSPs, as the trained trauma-informed care experts, will complete the BoS-Coordinated Entry Assessment with clients.

VSPs will use the **2024 Intake Form – VSP CE Intake Form** (Appendix A) along with applicable toolkit forms and will submit them to the CoC Systems Specialist via KHC's Secure File Share System. The CoC Systems Specialist will add the client information to the BoS CoC Coordinated Entry Project. The client's information will be visible within HMIS. The client will be noted as a DV survivor for DV-specific housing resources, but their location and VSP they are working with will be kept on a separate spreadsheet only accessible by the CoC Systems Specialist.

If consent is not obtained from the survivor to be entered into KYHMIS (Option 2 on the KYHMIS ROI), the CoC Systems Specialist will follow the same data entry process and will request the client's profile be locked down in KYHMIS so other users are unable to locate the profile.

[The HMIS Client Release of Information \(English\) can be found here.](#)

[The HMIS Client Release of Information \(Spanish\) can be found here.](#)

VSPs will use the Opening Script found in the BoS CoC Coordinated Entry Policies and Procedures, and complete the [2024 Intake Form-VSP CE Intake Form](#)

VSPs will document the client/household's homelessness using the appropriate [CoC Toolkit Forms](#). This includes documenting both Category 1 and Category 4 homelessness.

VSPs will then upload the necessary documentation to the CoC System Specialist's Secure File Share located here: <https://khcfileshare.kyhousing.org/filedrop/~h8JME9>

### Documentation

- HMIS ROI
- VSP CE Intake Form
  - KHC does not need a copy of the VI-SPDAT from VSPs. The score will be added to the intake form.
  - The Tri-Morbidity questions from the VISPDAT are included on the intake form — this is because the KY BoS CoC does not collect the entire VISPDAT triage tool from VSPs — but do include tri-morbidity in the Prioritization criteria. VSPs can simply copy the answers from the VISPDAT for these; no need to re-ask the client.
- Homeless Verifications: Emergency Shelter Verification (Form 106) and VSP Certification (Form 120) (others may be applicable depending on the client's situation)
- Disability Verification (Form 123) (if applicable)
- ID, SS Card, Birth Certificates (if the client wants to — these are not required to be sent but are helpful to have up front if the client is referred to a non-VSP provider)