How to Enter a Vulnerability Assessment Tool (VAT)

This procedure provides direction on how to enter a Vulnerability Assessment Tool (VAT) into HIFIS for a client. It does not provide guidance on how to perform the assessment.

1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider".

NOTE: There are no steps 2 – 5, continue to step 6.

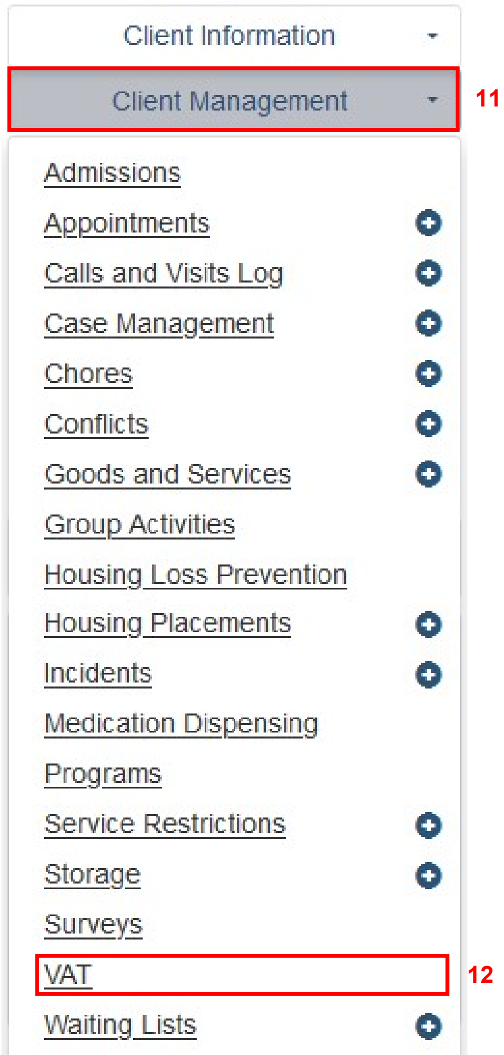
There are two different means by which you can enter a VAT: 1) using **Front Desk** or 2) **searching the client**. Both accomplish the same result and boils down to preference; however, if using the Front Desk method, the user should know for certain which record in HIFIS represents the client. **First are the steps using Front Desk.**

2. Select **Front Desk**.
3. Select **Assessments**.
4. Select **VAT**.

5. Click the **Add VAT** button on the **Vulnerability Assessment Tool List** screen.

Second are the steps searching the client.

6. After searching and finding the client, on the **Client List** screen select the client record that you want to add a VAT to by clicking on the name of the client.

<table>
<tr>
<td>
</td>
<td>7. Select Client Management.
8. Select VAT.</td>
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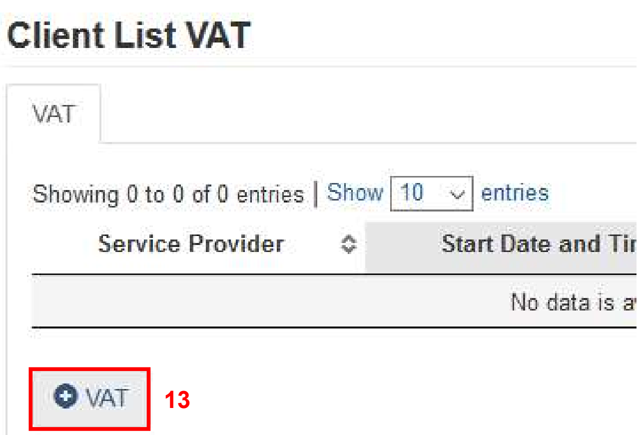
<tr>
<td>
</td>
<td>9. Click the Add VAT button on the Client List VAT screen.</td>
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<tr>
<td colspan="2">Both methods above accomplish the same results and bring you to the fields described below for completion. By using Front Desk you would need to search for the client in step 14 below because you have not yet identified the client, whereas by first searching the client you will not be presented with a Client Name field and you would start at step 15 below and complete the remaining fields.</td>
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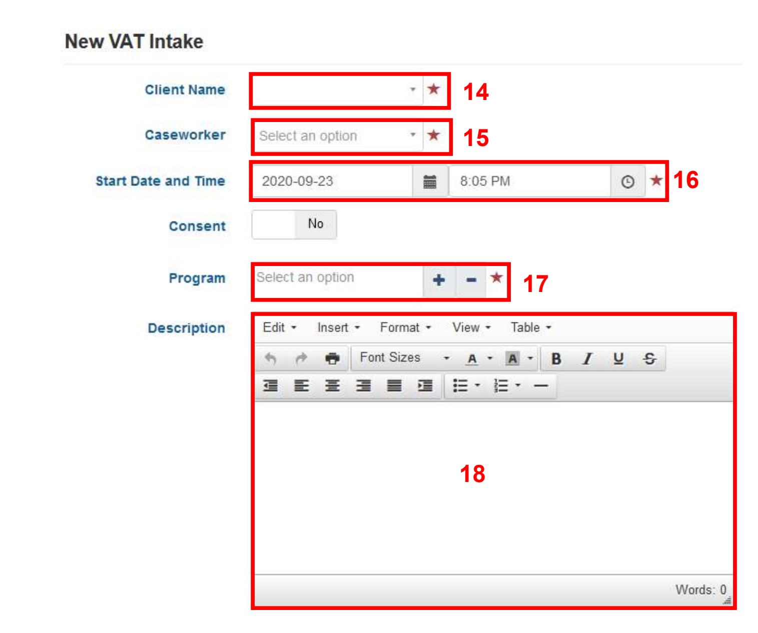


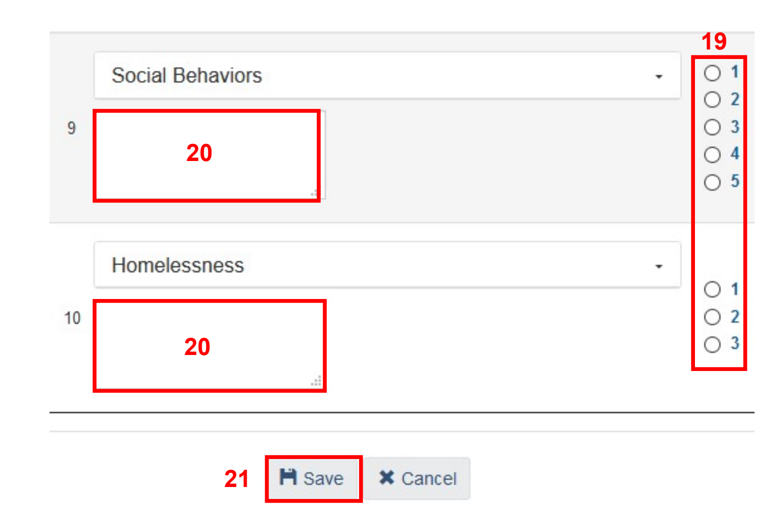
10. Search and select the client when Front Desk is used, otherwise continue to step 15 if searching the client was used.
11. Select the **Caseworker** who performed the VAT from the drop-down list.

❖ **NOTE:** If the caseworker's name does not show up in the list, contact a user with site administrator rights.

12. Edit the **Start Date and Time** the VAT was performed.

❖ **NOTE:** By default, the Start Date and Time is the current date and time and must be edited.

13. Select the **Program** funding the service for the client.
14. Enter the **Description** field content from the VAT.



15. Select the respective **score** for each of the 10 VAT domains by clicking the associated radio button.
16. Add relevant **content** in the respective box for each of the 10 VAT domains.

❖ **NOTE:** BC Housing is requesting that the Domain text boxes not be used, and instead enter all content in the Description field in Step 18.

17. Select **Save** to complete the creation of the VAT record.