


How to Enter a Vulnerability Assessment for a Client

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

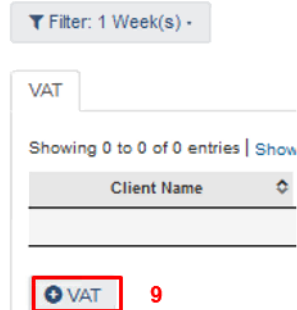


1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



6. Select **Front Desk**.
7. Select **Assessments**.
8. Select **VAT**.

Vulnerability Assessment



9. From the bottom of the **Vulnerability Assessment Tool List** screen, select **Add VAT** button.

New VAT Intake

Client Name ★ 10

Caseworker Select an option ★ 11

Start Date and Time 2018-02-20 2:32 PM ★ 12

Consent No 13

Program WRS + - 14

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10. Enter the client's first and last name in the **Client Name** field. When the client's name comes up, click on it to select them.
11. Select the **Caseworker** who performed the VAT from the drop-down list.
- ◆ **NOTE:** If the caseworker's name does not show up on the list, contact your site administrator.
12. Enter the **Start Date and Time** the VAT was performed.
13. Leave the **Consent** toggle set to **No**.
14. Select the **Program** funding the service for the client.
15. Enter any information regarding the assessment in the **Description** field.

Homelessness 16

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16. For each of the VAT questions, enter the score by clicking the associated radio button.
17. Add any relevant information in the blank text box.
18. Click **Save**.