

## Logan Zero AtoZ Database checklist

### Search:

- Searched to see if person exists on AtoZ database

### New person:

- Received consent for By Name List and (where relevant) VISPDAT?
- Added 'General' Demographic details, including person category:
  - Individual (adults >=26 years old)
  - Youth (youths <= 25 years old)
  - Family – head of household (main contact for family)
  - Family – 2<sup>nd</sup> head of household (second contact for family)
  - Family – Members (any dependents or other adults in family)
- Added 'Consent' details
- Added 'Allocated to' details for lead organisation and lead worker

### Existing person:

- Checked if 'General' demographic details require an update
  - Contacted data lead if update required
- Checked if 'Allocated to' details require update.
  - Updated details as required

### Presenting circumstance:

- Added or updated presenting issue in 'Other events'
  - This is usually 'Identified as homeless'

### VI-SPDAT 'survey' (Can be pre-filled):

- Checked 'Last survey summary' to see if new VI-SPDAT 'survey' required
- Created new VISPDAT 'survey' under the Head of Household
  - If a family with children, create and add each child to the 'Survey'
- Completed survey 'locked' via the drop down in top right-hand corner.

### Updates to person's housing and homeless status:

- Updated 'Housing applications'
- Checked 'Homeless status history' to see if update required:
  - 'Housing Placement' if temporary or permanent housing was obtained
  - 'Other events' if major events relating to housing and homelessness occurred (e.g. prison, hospitalisation, lost contact)