

## VI/SPDAT Data Entry

1. Go to <https://100khomes.quickbase.com>
2. In the upper right corner, click “Sign In”
3. Enter the email address and password (case-sensitive)  
Email address: [100KVolunteer@gmail.com](mailto:100KVolunteer@gmail.com)  
Password: **Utah2014**
4. Select the appropriate application: **VI-SPDAT** ← Click on this
5. Click the ‘Interviews’ tab and select “+ New Interview”
6. Before beginning data entry, make sure to click the drop-down menu next to the “Region Name” and **select the appropriate region (CoC)**
7. Enter data into survey \*\*see notes below on data entry order
8. When finished, select either “Save” or “Save and Add Another” if you are planning on entering additional surveys

### Notes:

- SSN: Please enter in format xxx-xx-xxxx (you must enter the dashes)
- If the answer is a number... please put the numeral, not words (ie put 3 – not three)
- Q:21 Only select from the initial dropdown if they have chosen “Hospital”, “Clinic” or “VA”. If #21 is blank, “other”, or “does not go for care” on the paper survey.... DON’T select anything on the initial dropdown list. (If you do, it cannot be removed and you would need to cancel and re-enter that survey.)

\*\*Order to enter data from paper copy into the computer:

- Page 1 (ALL)
- Page 2 bottom – starting with “A. History of Housing and Homelessness” through “D. Wellness” question 50 [page 5]
- Page 2 (Point-in-time Collection section)
- Page 5 (bottom half-- Additional Questions)

After entering data, please send the completed paper copies to:

Ashley Tolman  
1385 South State Street, 4<sup>th</sup> floor  
Salt Lake City, Utah 84115

**Direct your questions to local PIT leads.** If they cannot answer your question contact info for the state team is below.

Ashley Tolman: [atolman@utah.gov](mailto:atolman@utah.gov) 801-468-0114  
Patrick Frost: [pfrost@utah.gov](mailto:pfrost@utah.gov) 801-468-0153  
Michelle Smith: [msmith@utah.gov](mailto:msmith@utah.gov) 801-468-0107  
Jayme Day: [jday@utah.gov](mailto:jday@utah.gov) 801-468-0117

If no answer, leave a message and we will return your call. You will probably get a quicker response via email than via phone.