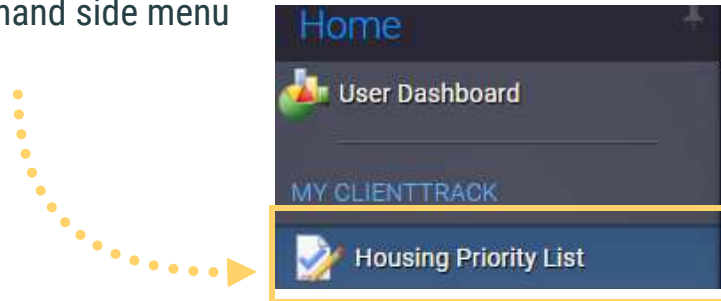


How to Navigate the Housing Priority List



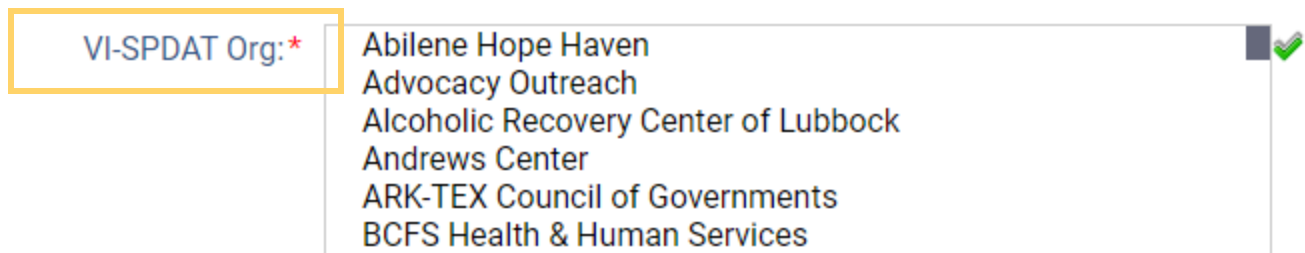
In HMIS...

- 1 Navigate to the Housing Priority List Report- Located in the Home Workspace in the left-hand side menu



- 2 Select the VI-SPDAT Org(s).
This refers to the organizations that administered the VI-SPDAT or F-VI-SPDAT

- Here you can choose your organization AND/OR all organizations in your Coordinated Entry Region.
- Then select 'Search'
- If you would like more refined results, you can use the other filters such as the 'Active/ Inactive Statuses' or 'CE Statuses'. However, we encourage everyone who is just starting off using the HPL in HMIS to NOT use these other filters, as they could possibly filter out clients if used incorrectly.



- For communities that are actively managing their HPL, they can filter by the 'Active/Inactive' statuses (previously known as By Name List Statuses). Because these communities are also active in doing case conferencing, they use 'Active/Inactive' statuses to update their HPL in HMIS as a reflection of the actions taken during these meetings.

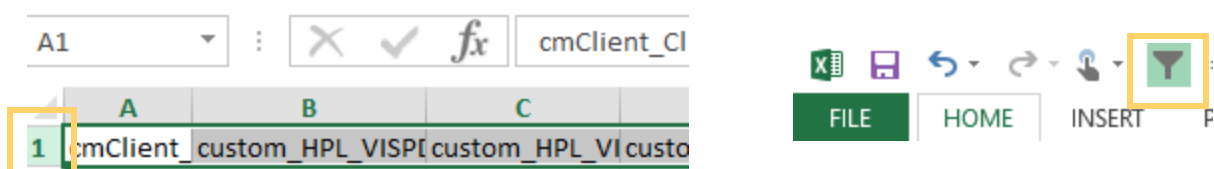
- 3 Click the Excel Data Export function to export this data from HMIS to an Excel spreadsheet

- Once we select the Excel Data Export button, you are then going to select the first option that pops up in the text box 'Export as XLSX'
- *Please note that the Excel Data Export button is the 2nd excel button you see in the upper right-hand corner.



In Excel...

- 4 Filtering- Select the top first row by clicking the number 1 on the left-hand side
 - Once the first row is highlighted you are going to select the Filter icon located at the top of the excel sheet



- Now you are able to filter the results as you wish.
- If you would like a guide to help you understand what each column header means, please refer to Appendix F on the following page.

Do you have questions or need more guidance? Select from below.

[Email HMIS@THN.org](mailto:HMIS@THN.org) | [CE Website](#) | [CE Written Standards](#) | [CE Data Guide](#)

