

New Haven Ryan White Part A HIV Chart Review: EFA

1	PROGRAM SITE:		CHART #s:	
2	REVIEWER(S):		REVIEW DATE:	

Structure		1	2	3	4	5	6	7	8	9	10
3	Recordkeeping Requirements Chart is properly stored & secure; chart is clearly organized; entries legible										
4	Staff Follows Eligibility Guidelines Staff follows eligibility guidelines for client										
5	Services are Available Services are available to those who meet guidelines										
Process		1	2	3	4	5	6	7	8	9	10
6	Client Demographics Age, ethnicity, gender, risk/exposure documented										
7	Collaboration with Other EFA providers Letter of collaboration between providers and CM agencies										
8	Alternate Funding Sources Provider assists in seeking at least 3 alternate funding sources										
9	EFA Cap Provider stays within EFA cap or informs CM when the cap will be exceeded										
Outcome		1	2	3	4	5	6	7	8	9	10
10	Payments Routine requests for payment are made within 7 days										
11	Emergency Requests Emergency requests for payment are made within 48 hours										

Y = Yes **N = No**
NC=Non-Compliant (cannot be determined from information in chart; or due to client transfer or non-compliance) **NA=Not Applicable** (to patient or program/facility)

Written guidelines exist to determine eligibility for financial assistance Yes No
 Staff has orientation on eligibility guidelines Yes No