

New Haven Ryan White Part A HIV Chart Review: Housing

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

STRUCTURE		1	2	3	4	5	6	7	8	9	10
3	Client Consent, Bill of Rights/Grievance Procedures Client signed consent, bill of rights, non-discrimination & grievance procedures										
4	Medical Record Release Forms Release forms (as necessary) present, current, & signed by client										
5	Confirmation of HIV Diagnosis HIV antibody test record, confirmatory lab data, or letter of diagnosis										
PROCESS		1	2	3	4	5	6	7	8	9	10
6	Client Demographics Age, ethnicity, gender, <i>risk/exposure</i> documented										
7	Process to Obtain Housing Process documented as to means to obtain Housing Assistance										
8	Timeliness of Funds Housing Assistance fund to client within 7 days of request										
9	Intensity of Housing Assistance (Intensity Scale) Baseline needs determined for housing support & vary in intensity efforts accordingly										
OUTCOME		1	2	3	4	5	6	7	8	9	10
10	Housing Advocacy Improved client readiness for stable housing Secure stable housing	—	—	—	—	—	—	—	—	—	—
11	Housing Assistance Prevent eviction or stabilized housing situation for 1 year Clients financial stability increased	—	—	—	—	—	—	—	—	—	—
12	Both – Housing Advocacy & Housing Assistance Clients is engaged in Primary Care Increased client housing stability	—	—	—	—	—	—	—	—	—	—

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)

- Program complies with Federal, State and Local laws, regulations and ordinances Yes No
- At least 10 hours of HIV-specific training per year for each professional staff member serving RW clients Yes No
- Charts are properly stored & secure; charts are clearly organized; entries legible Yes No
- Agency has letter of collaboration with housing providers Yes No
- CARC eligibility criteria documented and used Yes No

Program Outcomes:

- 75% of clients who report stable living arrangements reported on a quarterly basis.
- # 10 above _____ %
- # 11 above _____ %
- #12 above _____ %
- Number referred into program – determined from database
- Number people receiving housing assistance – determine from database