

## New Haven Ryan White Part A HIV Chart Review: Outreach

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

CHARTING & MONITORING		1	2	3	4	5	6	7	8	9	10
3	<b>Recordkeeping Requirements</b> Chart is properly stored & secure; chart is clearly organized; entries legible										
4	<b>Client Confidentiality Agreements</b> Documentation signed & dated by client every 6 months										
5	<b>Medical Record Release Forms</b> Release forms (as necessary) present, current, & signed by client every year										
CARE STATUS		1	2	3	4	5	6	7	8	9	10
7	<b>Client Demographics</b> Age, ethnicity, gender, <i>risk/exposure</i> documented										
8	<b>Care Status</b> Assessed for engagement in HIV care, Case Management, Mental Health & Substance Abuse										
9	<b>Primary Care Appointments</b> Primary Care appointment are made within 24 hours of outreach engagement										
10	Client kept Primary Care appointment(s)										
11	<b>Case Management Appointments</b> Case Management appointment w/in 24 hours if no CM or not seen one in 6 months										
12	Client kept Case Management appointment(s)										
13	<b>Mental Health Appointment</b> Mental Health appointment made within 24 hours of outreach engagement										
14	Client kept Mental Health appointment										
15	<b>Drug Treatment Arrangements</b> Drug Treatment arrangements made w/in 24 hrs of outreach contact if client desires										
16	Client entered Drug Treatment										
17	<b>Assistance to Remain in Care</b> Clients are reminded of appointments made by outreach										
18	Transportation is arranged for appointments if needed										

Y = Yes  
 NC=Non-Compliant (cannot be determined from information in chart; or due to client transfer or non-compliance)

N = No  
 NA=Not Applicable (to patient or program/facility)

Referral Protocol exists  Yes  No

Staff is trained and knowledgeable in community support services  Yes  No

Staff attends HIPAA training  Yes  No