

New Haven Ryan White Part A HIV Chart Review: Transportation

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	Bill of Rights/Grievance Procedures Client signed bill of rights, non-discrimination & grievance procedures										
5	Medical Record Release Forms Release forms (as necessary) present, current, & signed by client										
PROCESS		1	2	3	4	5	6	7	8	9	10
6	Client Demographics Age, ethnicity, gender, risk/exposure documented										
7	Clients Not Accommodated Clients that can not be accommodated are referred for other transportation Case Managers are notified	---	---	---	---	---	---	---	---	---	---
8	Triaging of Requests Requests are triaged for medical priority										
9	No Shows No Shows are documented Case Manager is notified of 'no show'	---	---	---	---	---	---	---	---	---	---
OUTCOME		1	2	3	4	5	6	7	8	9	10
10	Increased access & Maintenance in Care Transportation increases access & maintenance in core/ supportive service care										

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)

Provider agency has a comprehensive Policy & Procedures Manual that contains:

- standardized protocols for transportation service delivery Yes No
- transportation service limitations Yes No
- eligibility requirements Yes No

Transportation service agreements with transportation service operators and providers, including:

- licensing Yes No
- registration Yes No
- insurance and safety requirements Yes No
- necessary action to be taken in the event of an accident Yes No
- use of safety belts Yes No
- child care safety Yes No
- cell phone usage Yes No
- vehicle maintenance Yes No

Staff is qualified and trained for the responsibilities? Yes No

Vehicles used are routinely serviced and maintained every 3,000 miles? Yes No

Vehicles used are insured as required by the State of CT? Yes No

All transportation operators understand their responsibilities and agree to follow agency policies Yes No

Handicap accessible transportation services are available as needed? Yes No

Number of Transportation clients: _____

Trips provided one-way:

trips for Medical Care _____
trips for Mental Health _____

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(con't)

trips for Substance Abuse _____
trips for Oral Health _____
trips for Medical Case Mgt _____
trips for Housing Assistance _____
trips for EFA _____
trips for Pharmacy Access _____
Trips provided round-trip:
trips for Medical Care _____
trips for Mental Health _____
trips for Substance Abuse _____
trips for Oral Health _____
trips for Medical Case Mgt _____
trips for Housing Assistance _____
trips for EFA _____
trips for Pharmacy Access _____