

RYAN WHITE PART B PEER REVIEW 2009-2010
Virginia Department of Health
Division of Disease Prevention
HIV Care Services
Chart Review

AIDS Pharmaceutical Assistance (local)

ID#	YES	NO	NA	COMMENTS
1. Is there referral in the client record from a Ryan White Part B provider?				
2. Intake				
<ul style="list-style-type: none"> • Is there documentation of an intake collecting demographic information and determining program eligibility present in the client's record, signed and date? 				
3. Assessment				
<ul style="list-style-type: none"> • Is there documentation of a completed assessment by a Ryan White case manager or agency staff present in the client's record, signed and dated/ 				
<ul style="list-style-type: none"> • Does the assessment determine the specific need(s) of the client? 				

	YES	NO	NA	COMMENTS
4. Support Plan				
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated, that the insurance assistance staff and the client developed the support plan together? 				
<ul style="list-style-type: none"> Is the service plan present in the client record, signed and dated by the support counselor and the client? 				
<ul style="list-style-type: none"> Does the service plan identify the scope of services being offered? 				
<ul style="list-style-type: none"> Does the services plan specify cost limitations? 				
<ul style="list-style-type: none"> Does the service plan list client responsibilities? 				
<ul style="list-style-type: none"> Does the service plan have specific time frames? 				
<ul style="list-style-type: none"> Is there documentation that clients with Medicare have been counseled to enroll in Medicare D prescription drug plan present in the client's record, signed and dated? 				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated that the client has refused to enroll in the Medicare D program. 				
	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> Is there documentation that the medications used are listed on the ADAP and NON-ADAP formularies? 				
<ul style="list-style-type: none"> Is there documentation that medications used are FDA approved present in the client's record, signed and dated. 				
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated, that all the medications used are HIV related? 				
<ul style="list-style-type: none"> If there are medications used that is not commonly used to treat HIV, is there documentation of the rationale and HIV relevance present in the client's record, signed and dated? 				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> Is there documentation that all medicines used are dispensed as generic unless not available in generic form, present in the client's record, signed and dated? 				
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated that medicine used is dispensed for 30 days at a time? 				
<ul style="list-style-type: none"> Is there documentation of the rationale if the client receives a supply of medication greater than 30 days present in the client's record, signed and dated? 				
<ul style="list-style-type: none"> Is there a copy of the original copy of each prescription present in the client's record, signed and dated? 				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated, that all medicine is dispensed by a registered pharmacist and a licensed pharmacy? 				
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated that all payments were made directly to the vendors? 				
5. Reassessment:				
Is there documentation of a reassessment service plan every 90 days present in the client's record, signed and dated?				
Is there documentation of collaboration on the reassessment with the Ryan White Part B case manager present in the client's record, signed and dated?				
6. Discharge				
<ul style="list-style-type: none"> Is there documentation present in the client's record, signed and dated that the client no longer requires services? 				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> Is there a discharge summary with the reason for discharge present in the client's record, signed and dated? 				

Reviewer _____ Date _____

Subcontractor staff(s) interviewed _____