

RYAN WHITE PART B PEER REVIEW 2009-2010

**Virginia Department of Health
Division of Disease Prevention
HIV Care Services
Chart Review**

Food Bank/Home Delivered Meals

ID#

	YES	NO	NA	COMMENTS
Service Standards:				
1. Is there a referral in the client record from a Ryan White Part B provider?				
2. Is there documentation of an assessment of the client's need for food present in the client's record?				
3. Is the type of food service (e.g. food bank/home delivered meals) being utilized documented in the client record?				
4. Is there documentation of dates of service, special needs of the client and rationale for type of service in the client's record?				
5. Is there documentation the client was offered educational material about nutrition and food safety in the client record?				
Universal Standards:				
6. Are food and safety inspection reports by the appropriate agency on file and available for review?				

	YES	NO	NA	COMMENTS
7. Does the agency have a written policy on food distribution available for review?				
8. Does the agency maintain a food log with food distributed and to whom available for review?				
9. Does the agency have a written policy on home delivered meals available for review?				
10. Does the agency have policies and procedures on food recalls available for review?				
9. Is there documentation of the legal plan and rationale for the services?				
10. Is there documentation of regular case review meetings including date, persons in attendance and agenda?				
11. Is there documentation that referrals are made and there is follow up present in the client's record?				

Reviewer _____ Date _____

Subcontractor staff(s) interviewed _____