

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

Health Insurance Premiums & Cost Sharing Assistance

ID#

	YES	NO	NA	COMMENTS
1. Is the referral in the client's record, signed and dated from a Ryan White Part B provider?				
2. Intake				
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 a completed assessment present in the client's record, signed and dated? 				
<ul style="list-style-type: none"> • Does the assessment determine the specific need of the client? 				

	YES	NO	NA	COMMENTS
4. Service Plan Development				
<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 service plan together? 				
<ul style="list-style-type: none"> Is the service plan present in the client record, signed and dated? 				
<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 service 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 for the actions taken? 				
<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 vendors? 				

	YES	NO	NA	COMMENTS
5. Reassessment:				
Is there documentation present in the client's record, signed and dated, that the service plan was reassessed every 90 days ?				
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? 				
<ul style="list-style-type: none"> Is there a discharge summary with reason for discharge present in the client's record, signed and dated? 				
7. Referrals				
Is there documentation of all referrals made and tracked for outcomes present in the client's record, signed and dated?				

Reviewer _____ Date _____

Subcontractor staff(s) interviewed _____