

RYAN WHITE PART B PEER REVIEW 2009-2010

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

Legal Services

ID#

	YES	NO	NA	COMMENTS
1. Is there documentation present in the client's record that they are eligible for Ryan White Part B service?				
2. Is there a referral in the client record from a Ryan White Part B provider?				
3. Is there documentation of services offered in the client record?				
4. Is there documentation that confidentiality was discussed with client?				
5. Is there a copy of the retainer agreement present in the client record, signed and dated?				
6. Does the retainer include confidentiality assurances?				
7. Is there documentation to show collaboration with client on strategies of representation?				
8. Is there documentation that client was kept informed about and included in decision making?				

	YES	NO	NA	COMMENTS
9. Is there documentation that established goals are achieved in a timely manner?				
10. Is there documentation of the legal plan and rationale for the services?				
11. Is there documentation of regular case review meetings including date, persons in attendance and agenda?				
12. Is there documentation that referrals are made and there is follow up present in the client's record?				

Reviewer _____ Date _____

Subcontractor staff(s) interviewed _____