

**RYAN WHITE PART B PEER REVIEW 2009-2010**

**Virginia Department of Health**

**Division of Disease Prevention**

**HIV Care Services**

**Chart Review**

**Medical Transportation Services**

**ID#**

	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>COMMENTS</b>
1. Is there referral in the client record from a Ryan White Part B provider?				
2. Is there documentation that bus tickets and/or bus passes are issued by the Ryan White Part B case manager or by designated staff?				
3. Is there documentation that gas vouchers are issued by the Ryan White Part B case manger for clients in rural area?				
4. Is there documentation that cab or van transportation is arranged for those with acute medical needs?				
5. Is there documentation that the cab/van company is handicap accessible?				
6. Is there documentation that transportation is provided in a timely manner with waiting times less than 2 hours?				

	YES	NO	NA	COMMENTS
7. Is there documentation of extended waiting periods (more than 2 hours) in a log kept by the agency?				
8. Is there documentation that clients are aware of cancellations, inclement weather, breakdowns?				
9. Is there documentation in the agency log of alternative transportation sources if agency is unable to provide service?				
10. Is there documentation in the agency log that the client and/or Ryan White Part B case manager notified the transportation agency if cancellation or change of scheduled occurred?				
11. Is there documentation of “no shows” in the agency log?				
12. Is there documentation of “no shows” in the client record?				
13. Is there documentation that clients with three “no shows” in a three month period are suspended from service for 30 days?				
14. Is there documentation that a repeated “no show” after a 30 day suspension results in suspension of transportation services for one year?				

	YES	NO	NA	COMMENTS
15. If a client is removed from transportation services due to falsifying the existence of a medical appointment in order to access service, is there documentation of the client being removed from transportation services?				
16. Is there documentation that the client was notified in writing?				
<b>17. Safety/Vehicle Maintenance:</b>				
<ul style="list-style-type: none"> <li>• Is there documentation that the cab/van company is licensed by the Commonwealth of Virginia?</li> </ul>				
<ul style="list-style-type: none"> <li>• Is the current license available for review?</li> </ul>				
<ul style="list-style-type: none"> <li>• Is there a vehicle log maintained by the cab/van company?</li> </ul>				
<ul style="list-style-type: none"> <li>• Does the log include description of vehicle: year, make, model, mileage?</li> </ul>				
<ul style="list-style-type: none"> <li>• Does the log include service and maintenance records?</li> </ul>				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> <li>Is there documentation that the cabs/vans have current State Inspection stickers?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that all transportation vehicles are equipped with fire extinguishers, first aid kits and CPR kits?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation in the agency log of vehicle inspections every three months by a qualified mechanic?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has a current Virginia license plate?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has current automobile insurance with both liability and personal injury coverage?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has access to age-appropriate car seats for children?</li> </ul>				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> <li>Is the necessity for a child car seat documented in the agency log when the appointment is scheduled?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that every child under the age of 15 is accompanied by an adult?</li> </ul>				
<b>18. Exceptions:</b> Transportation companies with two or less employees or individuals.				
<ul style="list-style-type: none"> <li>Is there documentation that each cab/van has a current State inspection sticker?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has a current Virginia license plate?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation of the vehicle's service and maintenance record?</li> </ul>				
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has access to age-appropriate car seats for children?</li> </ul>				

	YES	NO	NA	COMMENTS
<ul style="list-style-type: none"> <li>Is there documentation that each vehicle has current automobile insurance with both liability and personal injury coverage?</li> </ul>				

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Subcontractor staff(s) interviewed \_\_\_\_\_