

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

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

**Outreach Services**

**ID#**

	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>COMMENTS</b>
<b>Program Eligibility:</b>				
1. Does the agency have defined goals to identify and bring into care known HIV positive persons out of medical care for six months or persons lost to care or pre-diagnosed persons?				
2. Does the agency demonstrate its ability to identify and plan programs to reach the targeted and underserved populations?				
3. Does the agency use a variety of educational materials in its outreach activities?				
• Public Service announcements?				
• Posters/flyers?				
• Educational brochures or pamphlets?				
• Agency brochures describing services?				
• Other? Specify				

	YES	NO	NA	COMMENTS
4. Does the agency use outreach materials tailored to the target population?				
• Language?				
• Cultural?				
• Literacy level?				
• Risk factors?				
• Other? Specify				
5. Are the outreach efforts appropriate in both location and time for reaching the target populations?				
<b>Service Standards:</b>				
6. Does the outreach worker maintain documentation of outreach activities on a standardized agency form?				
7. Does the form contain:				
• Gender of people contacted?				
• Race/ethnicity of people contacted?				
• Location where persons were contacted?				
• Group/community presentation?				
• Materials distributed?				
• Referrals for counseling/testing?				
• Referrals for primary care?				
• Referrals to other community services?				

	YES	NO	NA	COMMENTS
8. Is there documentation in the client's record, signed and dated that the outreach worker referred the client to an agency to be screened for eligibility for Ryan White Part B services?				
9. Is there documentation in the client's record, signed and dated that the client was assessed for current participation in medical care?				
10. Is there documentation present in the client's record, signed and dated that the client has been referred for case management services?				
11. Is there documentation present in the client's record, signed and dated that the outreach worker followed up with the case manager <b>within 30 days</b> of the referral?				
12. Is there documentation present in the client's record, signed and dated that the client was monitored at 6 months post entering medical care?				
13. Is there documentation present in the client's record, signed and dated that at least one additional medical appointment was kept by the client?				

	YES	NO	NA	COMMENTS
14. Is there documentation present in the client's record that the client was given educational materials?				
15. Are there progress notes present in the client's record, signed and dated, with all contacts with the client documented?				

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

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