

## Documentation and Record Keeping Review Checklist

### Client File Documentation

This chart contains a list of forms/documents that Regional Task Force on Homelessness will review. This list covers HUD and HMIS Required Documentation. Documents should be submitted via the 3 monitoring tools if requested or will be reviewed during the on site client file review.

File Review Section	Applies to which Project Types?	Form	Exists (Yes or No)
<b>Homeless Status Verification Documentation</b>	All Project Types	Documentation (Form) must establish homeless status at time of participant's enrollment. Must meet HUD definition of homeless.	
<b>Chronic Homeless Verification Documentation</b>	PSH Only	Chronic Homeless Verification Form AND Disability Verification Documentation	
<b>HMIS Consent and Privacy Disclosure Documentation</b>	All Projects Types	HMIS Client Consent Form (MPA), Mandatory Data Collection Poster, and Notice of Privacy Practices	
<b>Program Rules and Regulations Document</b>	All Project Types	Documentation outlining Program Rules and Regulations for clients to sign at project entry.	
<b>Intake Form</b>	All Projects Types	Project Intake Form/Application (Should include all HMIS data elements that are required)	
<b>Status Update Form</b>	All Projects Types	Documentation demonstrating what data is updated and data collection points (Ex: 90-day review and Annual Assessment.)	
<b>Termination Letter</b>	All Project Types	Termination Letter provided to participants documenting reason for termination and due process AND documentation of exit destination (or attempts).	
<b>Written Grievance Procedure</b>	All Project Types	A formal process for participants to provide feedback.	

It is highly encouraged that all staff supporting a CoC funded program be familiar with the Continuum of Care Federal Regulation under [24 CFR Part 575- Continuum of Care Program](#)

Standard Eligibility Forms can be found on our [CoC Monitoring page](#)



**Program Implementation Documentation**

<b>Document Type</b>	<b>Applies to which Project Types</b>	<b>Form/Document to Upload</b>	<b>Submitted (Yes or No)</b>
<b>Professional Development Policy</b>	All Project Types	Section of Policies and Procedures that states current Professional Development Policy for program staff. <i>Requested in Desk Audit Tool.</i>	
<b>Staff Training Track Tool</b>	All Project Types	Submit current Staff Training Tracking Tool for current program staff covered under all awards. Should include all required trainings or future schedules training opportunities staff will be required to attend. <i>Requested in Desk Audit Tool.</i>	
<b>HMIS Report of all HMIS Users and Date HMIS User Agreements were signed</b>	All HMIS Users	Reach out to HMIS Support to collect this data and upload to Alchemer. <i>Requested in Desk Audit Tool.</i>	
<b>Fair Housing Documentation</b>	All Project Type	Any Fair Housing Resource Documentation that is provide to a participant. <i>Requested in Desk Audit Tool.</i>	
<b>Menu of Program Services</b>	All Project Types	Provide Documentation of services that are available to all program participants. All services checked on grant application should be included in the menu of services. <i>Requested in Desk Audit Tool.</i>	
<b>Family Support Policies</b>	All Project Types	Documentation demonstrating implementation of the methods you describe for supporting families, such as a policy or procedure manual, referral templates, pamphlets, or brochures. <i>Requested in Desk Audit Tool.</i>	
<b>Record Retention Policy</b>	All Project Types	Section in Policy and Procedures pertaining to the program participant’s qualification for the CoC Program are being retained for a minimum of 5 years after the expenditure of all funds from the grant under which the program participant was served. (24 CFR 578.103(c)(1)). <i>Requested in Desk Audit Tool.</i>	