



On Site CoC Program Monitoring Tool

Agency Name:

Program Name:

Monitoring Date:

Complete each box with:

Yes, No or N/A

File ID:

File ID:

File ID:

File ID:

File ID:

ELIGIBILITY

1	Does the file document that the participant was literally homeless at the time of enrollment?					
2	Does the file document that the participant was disabled at the time of enrollment into the program?					
3	Is the program participant coming from the target populations (e.g. chronically homeless, youth, substance abuse, mentally disabled, domestic violence, veterans) identified and approved in the application?					
4.a.	Is there evidence the participant has been homeless at least 12 months at the time of entry?					
4.b.	Is there evidence the participant had been homeless at least four times in the 3 years prior to entry (Totaling 12 months or more)?					
	Is the household chronically homeless?					
5	Is there a current (within the last year) service plan signed by the participant?					
6.a.	Is there evidence of regular meetings with the participant in the form of case notes?					
6.b.	Do the case notes clearly document the work being done to stabilize and preserve the participants tenancy?					

6.c.	Are the supportive services being provided (type and level of service) consistent with those described in the approved application?					
7.a.	Is there an intake assessment?					
7.b.	If the participant has been in the program at least a year, is there a mid-program assessment for each year?					
7.c.	If the participant has been discharged, is there an exit assessment?					
SERVICE PROVISIONS						
8.a.	If there are transitional housing projects where participants stay more than 24 months, do the files for these clients document the need for extended program participation?					
8.b.	For transitional Housing Projects only, do the entry/ exit dates shown in the participant files indicate that the participants files indicate that the participants exceeded the 24-month limitation of stay?					
8.c.	If there are transitional housing projects where participants stay more than 24 months, do the files for these clients document the need for extended program participation?					
FINANCIAL DOCUMENTATION						
9.a.	Are there source documents demonstration of the participant's income from within the last year?					
9.b.	Is there an income calculation form within the last year?					
10.a.	Is there an income calculation form that meets HUD standards and completed within the last year and signed by the participant?					
10.b.	Is the income documented in 8b above reflected in the rent calculation?					
11.a.	Is there evidence of screening for mainstream benefits eligibility?					
11.b.	Is there evidence of application for mainstream benefits, or referrals to another entity to assist with the application for mainstream benefits.					
POLICIES AND RELEASES						
12	Is there a release of information for participation in HMIS signed by the participant in HMIS signed by the participant?					
13	Is there a copy of the grievance and/or appeals process signed by the participant?					
14.a.	Is there a copy of the housing agreement signed by the participant?					
15.b.	Is there a copy of program rules signed by the participant?					

COMMENTS OR CONCERNS

	Question Numbers	Notes
Client ID:		
Client ID:		
Client ID:		
Client ID:		
Client ID:		