

Enhanced Housing Services

Quality Assurance Site Visit Checklist

Review Year: _____
Service Coordinator: _____
Property: _____

_____ File Review (Reviewed with File Review Sheet)

Number of Files Reviewed: _____
Out of files reviewed, how many contained:
Appropriate documentation: ____/____
Appropriate Case Management Plan: ____/____
Appropriate Progress Notes: ____/____

_____ Community Contacts (Documented on your daily log)

_____ Are your hours visibly posted?

_____ Do you have a service resource directory?

_____ Is the SC training documentation on file?

_____ Do you have sign-in sheets and flyers for education and wellness programs?

_____ Do you have a job description?

_____ Do you have your resume on-file?

_____ Do you have all of the semi-annual and QA reports on file?

It is essential that all items above are completed and/or appropriately maintained.

Supervisor (signature, credentials) _____ Date _____

Staff (signature, Credentials) _____ Date _____

This information may be sent to the owner and/or management agent.