

1 PA
 van State

R & P CASE NOTE CHECKLIST

P.A. NAME: _____

DOA: _____

****MINIMUM REQUIRED CASE NOTES****

PRE-ARRIVAL

Case Note Submitted	Date Service Provided	Case Note
X		CASE ASSURED
		ANCHOR EVALUATION/CO-SPONSOR COMMITMENT (if applicable)
		FINAL ARRIVAL INFORMATION
		REVIEWED CASE BIO INFORMATION
		CREATED PLAN TO MEET HEALTH NEEDS FOR CLASS A & B (if applicable)
		HOUSING: include address, monthly rent, utilities included, number of bedrooms and baths.
		FURNITURE MOVE
		HOME SAFETY EVALUATION CHECKLIST
		HOME SUPPLY CHECKLIST
		GROCERIES
		HOT MEAL

RECEPTION AND PLACEMENT: WITHIN 30 DAYS

Case Note Submitted	Date Service Provided	Case Note
X		AIRPORT ARRIVAL
		HOME SAFETY ORIENTATION
		24 HOUR HOME VISIT: within following day for cases without US-Tie and 5 days for those w/ US-Tie. Use Home Visit form. Provide summary of visit in case note.
		POCKET/GROCERY MONEY: provide enough for groceries and personal spending within 1 day
		APPROPRIATE SEASONAL CLOTHING
		PHONE: provide phone number and monthly payment amount in note
		BUS ORIENTATION: within 5 working days
		R & P INTAKE: within 5 working days
		CREATE EMERGENCY PLAN WITH CLIENT
		AR-11 COMPLETED (put copy in file)
		SELECTIVE SERVICE FORM COMPLETED (if applicable/ put copy in file) within 30 days
		FOOD STAMPS & MEDICAID AUTHORIZATION FORMS SIGNED
		HEALTH SCREENING REFERRAL: within 5 working days
		ESL TESTING REFERRAL: within 10 working days
		WATER UTILITY IN CLIENT'S NAME: include deposit check number and amount
		SIGN LEASE: within first week
		ENERGY & GAS UTILITY IN CLIENT'S NAME: include deposit check number and amount
		FOOD STAMP/MEDICAID & RCA REFERRAL/APPLICATION: within 7 working days
		EMPLOYMENT REFERRAL: within 10 working days
		APPLIED FOR SSC: within 14 days
		WORK FIRST REFERRAL/APPLICATION: within 7 working days
		RECEIPT OF FOOD STAMPS
		WIC REFERRAL/APPLICATION: if applicable/within 10 working days
		SCHOOL ENROLLMENT: within 30 days
		HEALTH SCREENING: within 30 days
		2 nd HOME VISIT: Around 30 th day. Use Home Visit Form. Provide summary of visit in note.