Rhode Island Ryan White Part B Program Required Documents Checklist

This checklist is for Provider reference to ensure documents are available during pre-site review.

Date Sent	Date Received	Documents for Pre-Site Review
		Agency's Mission Statement
		Fire safety code certification/state fire marshal's report
		Promotional materials
		Reports and brochures that acknowledge Ryan White services available
		Client Packet:
		Information about services in the area for emergency situations
		Notice of Privacy Practices
		Grievance policy and procedure
		All funded service policies and procedures (emergency financial assistance, oral health, home delivered meals, etc.) Mental health treatment programs (if applicable)
		Referral Service Policies & Agreements: (if applicable)
		Detoxification centers
		Detention facilities
		STD clinics
		Homeless shelters
		HIV counseling & testing sites
		FQHC's
		Documentation that Medical Case Managers are operations as part of the clinical care team
		Signed annual confidentially statements
		Competency assessment of newly hired case managers within 6 months of hire
		Documentation of training in CM personnel files
		Policy to address suspected incidents of client abuse and neglect
		Policy to address known or suspected unethical behavior
		Policy and procedures to assure that client – identifiable information is released to persons external to the agency only with the client's prior written informed consent, except as allowed by state and federal law
		Confidentiality Policies that include:
		Authorized access
		Physical security
		Technological security
		Transmission security
		Equal Employment Opportunity policy
		Drug free workplace policy
		Drug free workplace statement
		Policy and procedure for assessing individual staff competency and needs for training in HIV Medical Case Management and HIV-related issues on an annual basis

		Fiscal Policies that include:
		Documentation of billing, accounting and collection policies and procedures
		Documentation that program income is used for program activities
		Documentation of Medicaid certification
		Documentation of fiscal monitoring
		Documentation of what is included in administrative costs and that they remain within the cap
		Documentation that Part B funds are not used for any unallowable costs
		Licensure or Certificate as evidence of staff credentials
		Waiting list policy and procedures
		Copy of Agency Quality Management Plan