



QUICK FILE CHECKLIST

Agency Name \_\_\_\_\_

Project Name \_\_\_\_\_

Date of Review \_\_\_\_\_

Area of Evaluation	Yes	No	N/A
1) Does the selected chart include the HMIS Release of Information/Consent to be Entered in System form?			
2) Does the chart include the Proof of Homeless documentation?			
3) Does the chart include the Proof of Chronic Homelessness Status including the following?			
a) HMIS Summary			
b) Agency letter			
c) Other:			
4) Does the chart include the Proof of Income?			
5) Does the chart include the following?			
a) Proof of Permanent Housing as destination			
b) Eviction Information			
c) Lease			
d) Contribution to family household			
6) Does the chart have documentation of the housing status at exit?			

COMMENTS: