Program Review & Certification Documentation for Client Records

Goal

The goal of this document is to create a reference for Partners to prepare for the annual Program Review & Certification (PR&C) and achieve compliant client records.

Community Shelter Board acknowledges the dedicated work of all Partners serving those experiencing and at risk of homelessness and hope this document will make it easier to comply with regulations associated with each program type.

This document details both required and best practice program and data requirements. It also lists the documents to be kept in client records for CSB and other funder(s) review.

Helpful Documents

Outreach & Emergency Shelter
Annual PSH or RRH Provider Assessment of Service Needs and Utilization
HAST screening and prioritization assessment (singles or families)
Severity of Service Needs Assessment
Client Acknowledgement of Data Collection Form
PR&C Monitoring Guide Exhibit 1 (page 14)

Homelessness Prevention
ODJFS TANF Eligibility form
Annual PSH or RRH Provider Assessment of Service Needs and Utilization
HAST screening and prioritization assessment (singles or families) (if applicable)
Habitability Form (if applicable)
Lead-based paint inspection, warning, and pamphlet (only if moving into new unit)
Client Acknowledgement of Data Collection Form
PR&C Monitoring Guide Exhibit 1 (page 14)

Transitional Housing & Rapid Re-Housing
Annual PSH or RRH Provider Assessment of Service Needs and Utilization
Severity of Service Needs Assessment
RRH Annual Income Certification
Fair Market Rent (FMR) and Rent Reasonableness Calculator - City
Fair Market Rent (FMR) and Rent Reasonableness Calculator - Suburban
Client VAWA Notice
Client VAWA Transfer Request Form
Habitability Form (ESG)
HQS Inspection (CoC)

Updated February 2024
**Program Review & Certification Documentation for Client Records**

Lead-based paint inspection, warning, and pamphlet  
Client Acknowledgement of Data Collection Form  
PR&C Monitoring Guide Exhibit 1 (page 14)

**Permanent Supportive Housing**  
Annual PSH or RRH Provider Assessment of Service Needs and Utilization  
Severity of Service Needs Assessment  
Occupancy fee calculator – City  
Occupancy fee calculator – Suburban  
Fair Market Rent (FMR) and Rent Reasonableness Calculator - City  
Fair Market Rent (FMR) and Rent Reasonableness Calculator - Suburban  
Client VAWA Notice  
Client VAWA Transfer Request Form  
HQS Inspection (CoC, HOME)  
Lead-based paint inspection, warning, and pamphlet  
Client Acknowledgement of Data Collection Form  
PR&C Monitoring Guide Exhibit 1 (page 14)

<table>
<thead>
<tr>
<th>Program Type</th>
<th>E Standards</th>
<th>F Standards</th>
<th>G Standards</th>
<th>H Standards</th>
<th>J Standards</th>
<th>M Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARR</td>
<td>E3, E6</td>
<td></td>
<td>G1, G2, G4</td>
<td></td>
<td>M3, M5, M6</td>
<td></td>
</tr>
<tr>
<td>Outreach</td>
<td>E3, E6</td>
<td></td>
<td>G1, G2, G4</td>
<td></td>
<td>M3, M5, M6</td>
<td></td>
</tr>
<tr>
<td>ES</td>
<td>E2, E3</td>
<td></td>
<td>G1, G2, G4</td>
<td></td>
<td>M3, M5, M6</td>
<td></td>
</tr>
<tr>
<td>HP</td>
<td>E3, E6</td>
<td>F4</td>
<td>G1, G2, G4</td>
<td>H2*</td>
<td>J2, J4*</td>
<td>M3, M5**, M6</td>
</tr>
<tr>
<td>TH</td>
<td>E3, E6</td>
<td>F4</td>
<td>G1, G2, G4</td>
<td>H2, H5, H8</td>
<td>J2, J4</td>
<td>M3, M5, M6</td>
</tr>
<tr>
<td>RRH</td>
<td>E3, E6</td>
<td>F4</td>
<td>G1, G2, G4</td>
<td>H2, H4, H5, H8</td>
<td>J2, J4</td>
<td>M3, M5**, M6</td>
</tr>
<tr>
<td>PSH</td>
<td>E3, E6</td>
<td>F4</td>
<td>G1, G2</td>
<td>H2, H3, H5, H8</td>
<td>J2, J4</td>
<td>M3, M5, M6</td>
</tr>
</tbody>
</table>

*If new unit and receiving financial assistance  
** For Programs that require specific eligibility, documentation of that eligibility is needed (i.e. Pregnancy-related programs - Pregnancy confirmation, e.g., a doctor’s note; for DV programs, signed HMIS data form with DV data fields, or letter from a Victim Service Provider).

Updated February 2024