



Sample Documentation Format (Chart Format)

- I. Identifying Information (Face Sheet – updated every 6 months)
- II. Supportive Housing Application
- III. Intake/Reassessments
- IV. Verification Forms (Required – Verification of Homelessness; Eligibility Form, Disability Verification Form, Childhood Education Form)
- V. Releases of Information
- VI. Supportive Housing Lease
- VII. Service Plans
- VIII. Referral Section
- IX. Contact Notes
- X. Medical Information
- XI. Legal Information
- XII. Banking Information
- XIII. Correspondence