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