

DOCUMENTATION FOR COMMUNITY HOUSING GUIDES

The list below outlines the required, recommended and supplemental documents that Community Housing Guides should maintain. Required documents are those which the Code of Virginia mandates. Recommended and Supplemental documents are optional to keep in the file. Recommended documents are those that represent best practices. Supplemental documents support the Community Housing Guide's work.

Document	Required	Recommended	Supplemental
Administrative (place in Agency Files)			
Operating Policies & Procedures for CHG Service		X	
DMAS Billing Form	X		
DMAS Provider Enrollment Form	X		
Service Authorization Form	X		
List of Excluded Individuals & Entities Verification (perform monthly)	X		
Certificates of Completion for Required CHG Trainings (Person-Centered Thinking, DBHDS Independent Housing Curriculum for CHGs Modules 1-3)	X		
Services (place in Individual Files)			
Supports Intensity Scale (obtain from support coordinator)	X		
Provider's Plan for Supports (in WaMS)	X		
Person-centered Progress Notes	X		
Attendance Log or Supports Task List	X		
Quarterly Written Review (send to support coordinator)	X		
Correspondence (to Individual, Family/Caregiver, Support Coordinator, DMAS & DBHDS)	X		
Written Documentation of Contacts Regarding the Individual (with Family/Caregiver, Physicians, Service Providers, Professionals)	X		
Tenant Screening	X		
Housing Road Map	X		
One Page Person-Centered Description			X
Circle of Support Diagram			X
Advertisement for Housemate or Live-in Caregiver			X
Interview Questions for Housemate or Live-in Caregiver			X

Document	Required	Recommended	Supplemental
Services (place in Individual Files), cont.			
References & Background Screenings for Housemate or Live-in Caregiver			X
Emergency Contact List			X
Support Agreement with Housemate or Live-in Caregiver			X
Home Safety Checklist			X
Character References for Individual			X
Independent Housing Monitoring Tool			X
Housing Documents (place in Individual Files)			
Referral for DBHDS Housing Resource (from the support coordinator)			X
Flexible Funding Application (from the support coordinator)			X
Credit Report			X
Rental Housing Application		X	
Lease		X	
Move-in Inspection Report		X	
Renter's Insurance Policy			X
Reasonable Accommodation/Modification Requests		X	
Notices from Landlord (e.g., 5 day pay or quit, 21/30 lease violation, etc.)		X	