(PC-IRU-00)

Case File Checklist

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PC-IRU Case Number (A#) : \_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_

DOA: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of PC- IRU Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Enrollment In Other Intensive Case Management (ICM) Program:

PC ICM  MG  Other ICM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  N/A; client not enrolled in another ICM program.

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| **Case File Items** | **Present?** | **Additional Explanation of Requirement** |
| 1. Client Letter of Agreement   *(Mandatory)*  *PC-IRU-01* |  | Two signed copies: one retained in case file, one given to client.  Agency adds their policies in the letter of agreement.  Interpreter signature present, otherwise client’s English proficiency is noted |
| 1. PC-IRU Client Intake Form   *(Mandatory)*  *PC-IRU-02* |  | Completed in MRIS at the time of intake. Contained in MRIS. Should be printed and filed in the case file for monitoring purposes. |
| 1. Client Assessment Form(s)   *(Mandatory)*  *PC-IRU-03*   * Initial and closing assessment form |  | ☐ Contained in MRIS. Should be printed and filed in the case file for monitoring purposes. |
| 1. ORR Eligibility Documentation   *(Mandatory)* |  | ☐ Copy of documents like Form I-94, Form I-765, etc. (click [here](https://www.acf.hhs.gov/sites/default/files/documents/orr/PL-22-13-Ukrainian-Humanitarian-Parolees-Eligible-for-ORR-Benefits-and-Services.pdf) for complete list). Must be copied/scanned and placed in the case file. |
| 1. Copies of Applications and other supporting documentation received.   *(When applicable)* |  | ☐ Social Security Card, SNAP Benefit, Medical Insurance, EAD receipt etc.  ☐ If applied for a receipt or notice of approved benefits should be noted in the case notes and copy of benefits placed in the individual case file. |
| 1. Client Self-Sufficiency Plan   *(Mandatory)*  *PC-IRU-04* |  | ☐ Completed at the time of intake.  ☐ Includes projected start/end timeframes for goals and activities.  ☐ Two signed copies: one retained in case file, one given to client.  ☐ Interpreter signature present, otherwise client’s English proficiency is noted |
| 1. Acknowledgment Receipt of Direct Assistance   *(Mandatory)*  *RF-35* |  | ☐ Two signed copies: one retained in case file, one given to client. |
| 1. Client Service Referral   *(Mandatory)*  *PC-IRU-06* |  | ☐ Referrals should be logged in MRIS or the referral log |
| 1. Client Case Closure Letter   (Mandatory)  PC-IRU-07 |  | ☐ Two signed copies: one retained in case file, one given to client. |
| 1. Client Case Note Log   *(Mandatory)*  *PC-IRU-08* |  | ☐ Case notes cover all services provided. |