SSVF Documents and Items Checklist for Monitoring

Documents and Items to have Onsite at time of Scheduled Monitoring Visit

- ☐ **Agency/Organization Policy and Procedure Manual** (administrative and financial)
- ☐ **SSVF Policy and Procedure Manual**
- ☐ **List of Staff who will participate in the monitoring visit**
- ☐ **Organizational Chart**
- ☐ **Client List-- CSV or Excel format with Unique Client ID**
- ☐ **Conflict of Interest Policy and Board Related Policies and Procedures**
    - **Signed Board Members Conflict of Interest Declaration**
    - **Signed Board Ethical Conduct Declarations**
- ☐ **Agency board meeting minutes from 10/1-present** (May highlight or tab relevant information)
- ☐ **Team Meeting Notes**
- ☐ **Training Records for SSVF staff and sub-contractors**
- ☐ **Job descriptions**
- ☐ **Client Files**
    - Persons screened but not enrolled
- ☐ **Critical Incident Reports**
- ☐ **Written Executed Agreements with Subcontractors**
    - System to amend agreements
    - Method for resolving conflicts of interest
    - Methods for ensuring a cohesive program
- ☐ **Leased Vehicle**
    - Lease
    - Registration/proof of insurance
    - Operational information
    - Mileage logs
- ☐ **Outreach Log**
- ☐ **SSVF Brochures/Flyers**
- ☐ **HPRP APR** (Pulled the day before the monitoring visit)
- ☐ **Prevention Threshold screening tool**
- ☐ **Access to HMIS** (This could be a staff member/trained HMIS user showing an electronic client file to the SSVF Reviewer.)
- ☐ **Back up Documentation for the HHS Draw down in the amount of $XXX,XXX Approved Budget**
    - Payroll Documentation (For all staff who are funded through SSVF)
    - Timesheets
    - Current caseload lists for each case manager that is funded with SSVF funds at time of monitoring
    - Invoices and Financial Documentation
    - TFA, HMIS, Vendors, Supportive Services, Staff mileage/travel, admin costs, etc.
    - Subcontractor invoices
    - Most recent audit and audit opinion letter
    - Equipment purchased with SSVF funds