

**CLIENT FILE CHECKLIST**

The following items (where applicable) should be included in every client file:

CSP ID #: \_\_\_\_\_

Intake Date: \_\_\_\_\_

- CSP Intake Form (All)
- Homeless Status Verification (All)

HOMELESS STATUS (use date of completion to indicate)

	Third-Party, Source	Third-Party, Written (Inclusive of CSP Records)	Third-Party, Oral	Intake Observation
Type of Certification Form				

Third-Party, Oral OR Intake Observation Confirmation (detail is required):

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- Client Acknowledgement of Data Collection form (All)
- Individualized Housing Stabilization Plan (IHSP) (All – within five (5) days of entry)
- Evidence of IHSP Progress twenty (20) days from entry (Single Adult Shelters)
- Evidence of IHSP Progress thirty (30) days from entry (Single Adult Shelters)
- Vulnerability Assessment (Single Adult Shelters & Outreach)
- Record of Services Provided and/or Referrals to Other Programs (All)

- Client Personal Documentation that Supports CSP Data (All)
- Exit Paperwork (all, when applicable, determined by individual case)
  - CSP Exit Form
  - Evidence of Service Restriction / Ban Form
  - Evidence of an appeal process in which the client was given the opportunity to present written or oral objections to the termination decision
  - Exit Survey

FOR CLIENTS APPLYING FOR FINANCIAL ASSISTANCE:

INCOME VERIFICATION (use date of completion to indicate)

	Third-Party, Source	Third-Party, Written	Third-Party, Oral	Intake Observation	Self-Certification
Type of Certification Form					

Third-Party, Oral (detail of conversation):

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- Lease Agreement (Direct Housing, PSH)
- Habitability Form (Direct Housing)
- CSB Housing Inspection Form, including lead-based paint visual assessment (HEARTH Operating P&P attachment 25) and signed acknowledgement that client received the federal lead information pamphlet (All)
- Rent Reasonableness Form (Direct Housing, PSH)

- Budget Form (Direct Housing, except J2H)
- Funding Assistance Determination Form (Direct Housing, except J2H)
- Rental Assistance Agreement (Direct Housing, except J2H)
- Staff Certification of Eligibility for Assistance (Direct Housing, except J2H)
- Self-Declaration OR Verification of Income (Direct Housing, PSH – 90 days after enrollment; J2H – at entry into program)
- Funding / Assistance Application Denial (For clients denied financial assistance – Direct Housing)
- If applying for utility assistance, please document all attempts to obtain financial assistance from other sources on the lines below (Direct Housing):

DATE	SOURCE	TYPE OF CONTACT (Gas, Electric, etc.)	RESULT OF CONTACT (Amount Received, if Applicable)	CASE MANAGER

**CSP DATA TREATMENT COMPLIANCE:**

See CSB’s Data Dictionary at [www.csb.org](http://www.csb.org) for a complete list of required data elements by program.

PROGRAM STAFF (print / signatures / dates):

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