

Client Needs Match Intervention

Client files with assessment to determine intervention needed (type of legal aid)

Excluded Services

Assurance that program activities do not include any criminal or class action lawsuits (or other excluded services)

Service Standard of Care

Eligibility determination documented

Inclusive assessment

Develop plan of care

Further or Continued Service

The plan must be reevaluated at least every six months, more often depending on the health status of the client

In regards to closure, the provider should develop procedures to close consumer files.

Progress Notes

Progress Notes must be done on a client monthly that includes activities to move clients to another funding source

The legal staff will document the progress on meeting the goals addressed in the Care Plan of the Client record

The worker making the progress note entry must be legible, write his/her initials. Must be dated within 5 days of interaction with the client

The legal advocacy staff should not leave blank spaces within the progress notes

Retention in Care

Client remains in care