

## Baseline Evaluation

Ryan White is the payer of last resort

Documentation of client's medical provider

## Timeliness of Service Provision

Applications are approved for LPAP within 3 business days of completed referral

Pharmacy will fill prescription within 1 business day of approval

## LDAP Medication Formulary

Providers wishing to prescribe other medication not on the formulary must obtain prior authorization from the grantee

## Prescriptions

Charts have a copy of prescriptions or orders for client name, date of birth, medications, dose and prescribing medical provider

## Progress Notes

A progress note must be done on a client at least monthly

The LPAP staff will document the progress on meeting the goals addressed in the treatment plan in the client's record

The worker making the progress note entry must use his/her full legal name, and title. The entry must also be dated and timed, title and credentials within 3 days after an interaction with client

The LPAP staff will document efforts to contact the client as needed

The LPAP staff should not leave blank spaces within the progress notes

## Retention in Care

Client remains in care as a result of the services

Client entered into care as a result of the services