Emergency COVID-19 Project Documentation

1. Admission Documents (storage and organization of documents determined by agency):
   - COVID-19 Screener CBHO's: screening tool for identifying client eligibility for project admission
   - If admitted, also complete:
     - ➢ Consent form (consent for participation in project);
     - ➢ GPRA Intake (data collection interview);
     - ➢ Collateral Contacts (list of individuals to contact/support client);
     - ➢ Releases of Information (for CC and others as appropriate).
     - ➢ Exception Request form can be used to request an exception as appropriate.

2. Direct Service Requirements:
   SAMHSA has outlined requirements regarding funding limitations, those are outlined within the Direct Services Requirements attachment.

3. Recovery Support Services
   - Emergency COVID-19 RSS form: provides definitions, categorical limitations and how to document RSS provided;
   - RSS Monthly Tracking Form: to be used to document what RSS clients receives; the number of times received in a month and how much total by category and per month is provided to client
     - ➢ To be submitted monthly with the financial claim in Iowa Grants
     - ➢ Receipt Form should be used for documenting client's consent to utilize the voucher for the purchase of a RSS (should be
     - ➢ Exception Request form can be used to request an exception to an RSS requirement.

4. Critical Incident Report: to be used to document critical incidents, should be emailed to the Project Director.