

PATH Program Site Visit Questionnaire



PATH Provider Agency: _____

Date: _____

PERSONNEL AND STAFF DEVELOPMENT

1. Is there a PATH Program Director or individual who is administratively responsible for PATH?
If yes, name, title, and credentials (degree/experience):

2. What is the staffing pattern of the program?

Name of Staff	Position	Duties	Qualifications (MHP; MA; BA; Consumer)	FTE %

3. Describe PATH staff turnover rates.

High
 Medium
 Low
 Give Percent _____

4. Is there a PATH orientation/training curriculum?

Yes
 No

5. Is there evidence that orientation/training was provided to PATH staff prior to assumption of duties?

Yes
 No

If yes, who provided training? _____

6. Is there evidence that a staff development program is in place?

Yes No

If yes, have the following topics been addressed?

Topic	Yes	No
Serious Mental Illnesses	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse	<input type="checkbox"/>	<input type="checkbox"/>
Co-occurring Substance Abuse/Mental Illness	<input type="checkbox"/>	<input type="checkbox"/>
HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>
Recovery and Community Integration	<input type="checkbox"/>	<input type="checkbox"/>
Community Resources	<input type="checkbox"/>	<input type="checkbox"/>
Benefits Acquisition	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Intervention	<input type="checkbox"/>	<input type="checkbox"/>
Other Topics (Specify):	<input type="checkbox"/>	<input type="checkbox"/>

CULTURAL COMPETENCY

	Yes	No
Have efforts been made to recruit and hire staff with diverse cultural backgrounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are current staff trained in cultural competency?	<input type="checkbox"/>	<input type="checkbox"/>
Has the program defined the major non-English languages for the consumer population?	<input type="checkbox"/>	<input type="checkbox"/>
Does the program provide services in the major non-English languages?	<input type="checkbox"/>	<input type="checkbox"/>
Does the program have translations of written materials in the identified languages?	<input type="checkbox"/>	<input type="checkbox"/>

How does the program access interpreters or communicate to non-English speaking clients when needed?

POLICIES/PROCEDURES/QA & ACTIVITIES

	Yes	No	Covered by agency-wide policy
7. Is there a PATH program-specific Policy and Procedure Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there an internal procedure for reporting PATH-related incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there a Quality Assurance & Quality Improvement process for the PATH Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSUMER INVOLVEMENT

	Yes	No
10. Does the PATH agency employ consumers as staff?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are consumers involved in policy and program decisions?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there evidence that the PATH program utilizes a consumer satisfaction survey?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have any modifications been made to PATH service delivery as a result of Quality Improvement Activities or consumer satisfaction results?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are there confidentiality procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>

SERVICES

15. Which of the following services are provided with PATH funding?

- Street outreach
- Screening and diagnostic treatment
- Community mental health treatment
- Substance use disorders treatment
- Staff training
- Case management
- Supportive and supervisory services in residential settings
- Referrals for other services; e.g., primary health, job training, educational, relevant housing
- Other: (describe) _____

16. Does each PATH client have an individual chart that identifies PATH services separate from other services?

- Yes No

17. Identify the documentation for each of the PATH services provided in the chart below.

Activity	Documentation
Outreach	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Screening and Diagnostic Services	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Community Mental Health Services	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Substance Use Disorders Treatment	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Staff Training	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Case Management	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Supportive and supervisory services in residential settings	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Referrals	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____
Other Services	<input type="checkbox"/> Daily Log <input type="checkbox"/> Narrative Progress Notes <input type="checkbox"/> HMIS <input type="checkbox"/> Other (Specify) _____

Additional comments on documentation:

18. Which of the following PATH-eligible housing services are provided?

- Minor renovation, expansion, and repair of housing
- Planning of housing
- Technical assistance in applying for housing
- Improving the coordination of housing services
- Security deposits
- Costs associated with matching eligible homeless individuals with appropriate housing situations
- One-time rental payments to prevent eviction

20. Is there documentation available to support funds expended on any of the PATH-eligible housing services?

- Yes
- No

If yes, give examples of supporting documentation:

- Invoices
- Expense reports
- Meeting notices or minutes of housing meetings attended
- Clinical documentation regarding client-specific housing service
- Other (describe): _____

21. Does the PATH provider participate in the HUD Continuum of Care in their community?

- Yes
- No

22. Is the utilization of PATH funds the same as outlined in the most recent PATH proposal?

- Yes
- No

OUTREACH

23. Describe outreach activities conducted by PATH staff.

24. Who does outreach and how is staff trained?

25. Where does outreach occur?

26. What is considered an outreach contact and how is that data collected?

27. How does your data collection address duplications of consumers?

28. At what point is a client considered enrolled in services?

29. On average, how many outreach contacts occur before enrollment into services?

30. What is the average time between the first contact and enrollment?

31. What percentage of outreach contacts takes more than one year to enroll?

32. What is your most effective outreach strategy to reach the “hardest to serve”?

HOUSING

33. Into what types of housing do PATH services place individuals?

34. What types of housing programs are the most successful with your consumers?

35. On average, how long do clients remain in housing after placement?

CLIENTS

36. Where do new referrals and/or admissions come from?

37. Describe the homeless population currently being served.

38. Describe the outcome measures tracked in the program.

PROGRAM OPERATION

39. What are the hours of operation?

40. What are the strengths of the program and the areas for growth?

TRAINING/ TECHNICAL ASSISTANCE

41. What training/technical assistance needs does your PATH program need?

REPORTING AND FISCAL CONTROLS

42. Describe the fiscal controls in place for PATH funds.

43. What are your fiscal controls for discretionary funds?