HPRP Services Reporting Sheet

Services Provided on Date:		/	/	mm/dd/yyyy

Case Worker Name:	Financial Assistance					Case Management (Units)					Outreach and Engagment (Units)		Housing Search / Placement (Units)		Legal Services ($ & Units)		Credit Repair ($ & Units)	
Name / Client ID	Rental Assistance ($)	Security and Utility Deposit ($)	Utility Payments ($)	Moving cost assistance ($)	Motel Hotel voucher ($)	Travel to/from off site interview	Interview and Assessment	Linking and Referring	Check in with Client	Exit Interview	Intake Screening	Marketing	Travel to/from housing review	Housing approval site visit	Processing Financial Assistance($)	Linking and Referring	Processing Financial Assistance ($)	Linking and Referring
FINANCIAL TOTALS																		
NUMBER OF CHECKS																		

Activity	1 Unit equals
Travel to off site interview	1 Mile
Interview and Assessment	1 hour 15 Minutes
Linking and referral	15 Minutes
Check in with client	30 Minutes
Exit interview	30 Minutes

Activity	1 Unit equals
Intake Screening	45 Minutes
Travel to/from housing review	1 Mile
Housing approval site visit	30 Minutes
Processing Financial Assistance	1 Check
Marketing	30 Minutes