**The Panel Process- HHOME Team**

**Support Service Panel Management (case management, social work, peer navigation):**

* Updated SW, CM and PN Panels are due to data manager 48 hours before the last Wednesday of the month;
  + The last Wednesday of the month is the discharge planning meeting with COE Program Supervisor. The team will refer to their updated panels while discussing client discharge plans.
  + Each staff will have assessed and documented the acuity of their clients, on their panels, for their specific domains (Peer Navigator will determine peer navigation acuity, CM will determine case management acuity and MSW will determine mental health substance use acuity).
  + Regular updating of panels will help with time management

**Medical and Nursing Panel Management 3 Step Process:**

* Data manager will give MD panel to Deb during mobile visits every Thursday
* MD will complete data for acute clients before Monday and leave at clinic for RN
* RN will complete data for less acute clients and return to data manager by Tuesday at noon.

\*\*\**Data manager will present updated data on first Wed of every month during clinical team meeting and will distribute a weekly client list with snapshot of pertinent client clinical data\*\*\**

*This publication is part of a series of manuals that describe models of care that are included in the HRSA SPNS Initiative* Building a Medical Home for HIV Homeless Populations*. Learn more at* <http://cahpp.org/project/medheart/models-of-care>