

# CTI DOCUMENTATION ROADMAP

Steps to align and adapt your documentation practices if adopting CTI forms at your organization is not possible.

Share your updated form or documentation practices with your team to ensure everyone is on the same page.

Then head back to Step 1 for the next form!

## DID YOU KNOW?

CTI forms are carefully streamlined to capture CTI core components while reducing documentation burden.

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Make any changes or additions to your form or documentation practices.

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Determine how to adapt your form or documentation to reflect CTI core components.

- Are there ways your form can be simplified?
- What elements should be added? What is duplicative?
- Are you able to change your documentation?

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Assess whether your organization has an existing form similar to the CTI form you selected.

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## TOP TIPS

If unable to change your forms, work with your team to identify ways to document CTI practice within your existing forms or electronic record system.

Choose a CTI form from our Toolkit to compare to your organization's forms.

- We recommend starting with the [CTI-informed Assessment!](#)

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## TOP TIPS

Use the [CTI Cheat Sheet](#) to identify CTI core components captured in each form & Phase.

**Having trouble? We are here to help!**

Email us at [VHAWLAHousingTransitionsQUERI@va.gov](mailto:VHAWLAHousingTransitionsQUERI@va.gov) or stop by a Drop-in Hour.

**START**