



<b>SOCIALLY NECESSARY SERVICES TOOL</b> <b>Case Management</b> <b>(400)</b>
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<b>Provider:</b>		<b>Provider's Consumer ID:</b>	
<b>Consumer FACTS #:</b>		<b>Consumer Medicaid #:</b>	
<b>Review Date:</b>		<b>Reviewer Name:</b>	
<b>Consumer Name:</b>			

**Purpose:** The *Review Tool* is a part of an integrative review process that evaluates/assesses technical compliance and the administrative application of Socially Necessary Services (SNS) by contracted providers. The *Review Tool* is a resource utilized to further enhance the collaborative efforts of the Bureau for Children and Families (BCF), KEPRO, and the SNS provider community in the delivery of quality services. The *Review Process* is applicable to **all** SNS providers and all BCF case types.

<b>1.</b>	For the period under review does the service meet Admission Criteria? <b>(NOTE: If zero, then all questions are scored zero)</b>	3	0		
<b>2.</b>	For the period under review, does the service being provided meet the criteria of the services guideline definition? <b>(NOTE: If zero, then all questions are scored zero)</b> <ul style="list-style-type: none"> <li>• During the period under review, did provider successfully link consumer to needed services in her/his area that would assist in maintaining safety of children?</li> <li>• During the period under review, is there documentation that the provider met face-to-face with the client?</li> </ul>	3	0		
<b>3.</b>	Is there a copy of the referral for services in the record?	1	0		
<b>4.</b>	During the period under review, are records of the service kept? <b>(NOTE: If zero, then all questions are scored zero)</b>	1	0		
<b>5.</b>	During the period under review is the documentation of each service provided specific to the consumer receiving the service?	6	2	0	
<b>6.</b>	During the period under review are all documents signed by appropriately licensed/credentialed staff?	6	0		
<b>7.</b>	During the period under review does the documentation support the duration and frequency of the service provided?	3	1	0	
<b>8.</b>	During the period under review is there ongoing documentation assessing the need for additional services not currently being provided (e.g. services not identified at initial referral)?	3	1.5	0	
<b>9.</b>	During period under review is service appropriate to meet identified need?	3	0		
<b>10.</b>	During the period under review, do all monthly summaries include the following: <ul style="list-style-type: none"> <li>• identified need</li> <li>• service to address the need</li> <li>• how service is eliminating/reducing/controlling behaviors or conditions requiring intervention</li> <li>• barriers and/or progress towards goal achievement</li> <li>• unmet needs</li> <li>• level of participation as it relates to individual consumers?</li> <li>• is there documentation that monthly summaries were</li> </ul>	3	2	1	0

	completed and transmitted to the appropriate DHHR worker by the 10 <sup>th</sup> of the following month?				
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