Kepro™

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SOCIALLY NECESSARY SERVICES TOOL
Emergency Respite
(210)

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Provider:		Provider's Consumer ID:	
Consumer FACTS #:		**Consumer Medicaid #:**	
Review Date:		**Reviewer Name:**	
Consumer Name:			

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.

1.	During the period under review are records of the service kept? **(NOTE:** If this question is scored zero all remaining questions are scored zero)	1	0		
2.	Is there a copy of the referral for this service in the record?	1	0		
3.	Does the service plan from DHHR document the need for this service and have specific areas or appointment types that are targeted for improvement?	3	1.5	0	
4.	Does each case note contain: • a summary of the intervention • client's response • relation to the service plan • location, duration, start/stop time, • Signature of the provider and his/her title or credentials • A copy of the service plan and/or individual safety plan must be present in the case record	3	2	1	0
5.	Was there documentation that family/ social support system members capable of providing service to the identified client were explored?	1	0		
6.	Was there documentation of emergency/unplanned/placement disruption event that necessitated the service?	1	0		

Revised 8/1/2011