



<b>SOCIALLY NECESSARY SERVICES TOOL</b> <b>Homemaker Services</b> <b>(325)</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:</b> If zero, then all questions are scored zero) <ul style="list-style-type: none"> <li>• For the period under review is there a completed copy of the SAMS Family Functioning Assessment and/or service plan and/or safety service or Behavioral Control Plan in the case record?</li> <li>• During the period under review does the documentation substantiate that there was a lack of skill knowledge not due to a mental health condition?</li> <li>• During the period under review were the homemaking/home management skills to be addressed clearly identified?</li> <li>• During the period under review is there evidence that the service improved the parent's capacity to maintain a physically safe living environment for the children?</li> <li>• During the period under review are the services being provided consistent with the most recent referral/Safety Plan/Treatment Plan/Youth Behavior Control Plan/Service Plan?</li> </ul>	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:</b> If zero, then all questions are scored zero)	3	1.5	0	
<b>3.</b>	Is there a copy of the referral for services in the record? ( <b>NOTE:</b> If zero, then all questions are scored zero)	1	0		
<b>4.</b>	During the period under review are records of the service kept? ( <b>NOTE:</b> If zero, then all questions are scored zero)	1	0		
<b>6.</b>	During the period under review is the documentation of each service provided specific to the consumer receiving the service?	6	2	0	
<b>7.</b>	Was the client present (face-to-face) for the intervention?	3	0		
<b>8.</b>	During the period under review are all documents signed by appropriately licensed/credentialed staff?	6	0		
<b>9.</b>	During the period under review does the documentation support the duration and frequency of the service provided?	3	1	0	
<b>10.</b>	During the period under review is the consumer's response to the	3	1	0	

	intervention clearly documented?				
<b>11.</b>	During period under review is the service provided appropriate to meet the identified need?	3	0		
<b>12.</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 completed and transmitted to the appropriate DHHR worker by the 10<sup>th</sup> of the following month?</li> </ul>	3	2	1	0