

<b>SOCIALLY NECESSARY SERVICES TOOL</b> <b>Chafee Foster Care Independence Program: Transitional Living Placement</b> <b>(501)</b>
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**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 Social Services (BSS), Acentra Health, and the SNS provider community in the delivery of quality services. The *Review Process* is applicable to **all** SNS providers and all BSS case types.

1.	For the period under review does the service meet Admission Criteria? <ul style="list-style-type: none"> <li>Is Transition/case plan based on the Casey Life Skills Assessment?</li> <li>Does service/case plan document goals/objectives to be met?</li> <li>A copy of the completed Casey Life Skills Assessment must be in the chart record.</li> <li>A copy of the PEDDL List must be obtained and maintained as part of the chart record.</li> </ul>	3	1.5	0
2.	For the period under review, does the service being provided meet the service definition? <ul style="list-style-type: none"> <li>Transition plan must indicate purpose and dictate exact behaviors/objectives/goals to be monitored via face-to-face and/or phone calls.</li> </ul>	3	0	
3.	Is there a copy of the referral for this service in the record?	1	0	
4.	During the period under review, does the documentation support service inclusions are being met? <ul style="list-style-type: none"> <li>Chafee oversight: face-to-face and/or phone contact</li> <li>Crisis response: available 24 hours a day</li> <li>Transportation (youth in vehicle)</li> <li>Adult life skills: independent/ self-sufficiency skills</li> <li>Community resources/ referrals/ ties</li> <li>Documentation of youth's planned weekly activity and monthly budget</li> </ul>	6	1	0
5.	During the period under review, is the service provided appropriate to meet identified needs based on an annual Casey Life Skills assessment?	1	0	
6.	During the period under review, is there sufficient documentation to support the frequency/intensity/ duration of services?	6	3	0
7.	During the period under review, is there documentation of efforts to link the youth to natural supports and/or other community resources for new impending unmet needs? <ul style="list-style-type: none"> <li>(financial aid counseling, tutoring, computer skill sets, driving lessons, medical assistance, tuition waivers)</li> </ul>	3	0	
8.	During the period under review, is there ongoing documentation that supports the youth are achieving original service plan goals (independence: skill sets, education, employment, housing, self-sufficiency skills, keeping appointments)	6	3	0
9.	During the period under review, are all service notes signed by appropriately licensed/credentialed staff?	3	1	0

10.	<p>During the period under review, do all monthly summaries include the following:</p> <ul style="list-style-type: none"> <li>• identified needs/ services to address impending/unmet needs</li> <li>• how service is reducing/enhancing deficits in behaviors/conditions</li> <li>• examples of barriers and/or progression towards goals</li> <li>• level of youth's participation</li> <li>• monthly summaries completed and transmitted to appropriate BSS Youth Services worker by the 10<sup>th</sup> of the following month</li> <li>• copy of youth's 40 hours of planned weekly activity</li> </ul>	6	4	2	0
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	<input type="checkbox"/> <u>copy of youth's monthly budget submitted</u>					
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