

**SOCIALLY NECESSARY SERVICES TOOL**  
**Child Community Connection**  
**(600)**

**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.	During the period under review, are records of the service kept? (NOTE: If zero, then all questions are scored zero)	1	0		
2.	For the period under review, does the service meet Admission Criteria? <ul style="list-style-type: none"> <li>Is there a copy of the completed assessment (initial/ongoing)/FAST and/or agency assessment from BSS in the chart record?</li> </ul>	3	1.5	0	
3.	Does the service provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"> <li>During the period under review, does documentation indicate that the provider successfully linked the client/family to needed services in their area that would assist in maintaining safety of children?</li> <li>Does documentation support that linkage to the required four resources was completed: WV211, Help4WV, the family's area Family Resource Network, and an applicable Suicide Hotline such as WV 988.</li> </ul>	6	0		
4.	Is there a copy of the referral for services in the record?	1	0		
5.	During service provision, are the specific resources the child/family were connected to clearly documented? <ul style="list-style-type: none"> <li>the name of the person/entity</li> <li>service being referred</li> <li>date of linkage</li> <li>number of attempts made to contact the resource and</li> <li>the outcome of contact.</li> </ul>	4	2	0	
6.	During the period under review are all documents signed by appropriately licensed/credentialed staff?	3	1.5	0	
7.	During the period under review, does the documentation support the duration and frequency of the service provided?	3	1	0	

8.	<p>During the period under review, does documentation in the Monthly Summary include:</p> <ul style="list-style-type: none"> <li>• dates of service, linkages provided, referrals/appointments and follow-up</li> <li>• documentation that the Monthly Summary was completed and transmitted to the appropriate BSS worker by the 10th of the following month?</li> </ul>	3	2	1	0
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