

SOCIALLY NECESSARY SERVICES TOOL
Court Attendance
(755)

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 this question is scored zero all remaining questions are scored zero)	1	0		
2.	For the period under review, does the service meet Admission Criteria? - Is there a completed copy of the BSS Initial Assessment/FAST and/or case/Safety/service plan in the case record? - Is there a copy of the Subpoena and/or Circuit Court order in the chart record?	3	1.5	0	
3.	Is there a copy of the referral for services in the record?	1	0		
4.	For the period under review, does the service being provided meet the criteria of the service guideline definition? Does the documentation of the service event include: - Service code or service name - Summary of the intervention - Relation to the service plan - Location where service occurred - Duration - Start/stop time - Signature of the provider(s) and their title or credentials	3	2	1	0
5.	During the period under review, do all monthly summaries include the following: - Documentation of the Court Attendance event(s) - A list of date(s) of service - Summary of provider(s) participation/service/case plan developments or changes - Plan for further interventions and recommendations - A monthly summary must be completed and received by BSS Child Welfare Worker by the 10th day of the following month, the original copy kept in the provider chart record, and copy sent to the referring worker.	6	4	2	0

