

SOCIALLY NECESSARY SERVICES TOOL
Daily Respite
(205)

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.	Is there a copy of the referral for this service in the record?	1	0	
3.	Does the Service/Case plan from BSS document the need for this service and the request for respite by the placement?	3	1.5	0
4.	During the period under review, are all documents signed by appropriately licensed/credentialed staff? <ul style="list-style-type: none"> Are WVCARES and APS-CPS clearances current for the service period under review? 	3	1.5	0
5.	Does each case note contain: <ul style="list-style-type: none"> a summary of the intervention client's response relation to the service plan location duration/start and stop time of service Signature of the provider and his/her title or credentials A copy of the Service/Case and/or Safety plan must be present in the case record 	3	2	1 0