

SOCIALLY NECESSARY SERVICES TOOL
Family Needs Assessment/Service Plan
(165)

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.	Is there a copy of the referral for services in the record?	1	0		
3.	Does the service meet Admission Criteria? <ul style="list-style-type: none"> Is there a copy of the completed Initial Assessment (initial/ongoing)/FAST from BSS and/or in the chart record? Is there a copy of the written approval for the service from the BSS Regional Manager? 	3	1.5	0	
4.	Does the service provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"> Was the service conducted in the home? Does the report include the administration and scoring of functional skills assessments? Does the report include a short-term case plan with documented linkage and referral to identified services? 	6	4	2	0
5.	Are all documents signed by appropriately licensed/credentialed staff?	3	1.5	0	
6.	Does the documentation support the duration and frequency of the service provided?	3	1	0	
7.	During the period under review, does documentation in the Monthly Summary include: <ul style="list-style-type: none"> dates of service, linkages provided, referrals/appointments and follow-up. Is there documentation that the report was completed and sent to BSS within 30 days from the date of referral? documentation that the Monthly Summary was completed and transmitted to the appropriate BSS worker by the 10th of the following month? 	3	2	1	0

