

SOCIALLY NECESSARY SERVICES TOOL
Functional Family Therapy
(800)

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.	For the period under review, does the service meet Admission Criteria? <ul style="list-style-type: none"> Is there a copy of the completed WV BSS Prevention Plan or Case Plan in the chart record? (NOTE: If zero, then all questions are scored zero) 	3	0		
4.	Is there a completed copy of the Relational (functional) Assessment of Family Relationships in the chart record?	3	0		
5.	Does the service provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"> Does the documentation include the five phases of FFT intervention, services and activities? 	3	2	1	0
6.	During the period under review, are the services being provided consistent with the most recent referral and Service Plan? <ul style="list-style-type: none"> Is the documentation of the service specific to the child(ren)/family receiving the service? 	3	1.5		0
7.	During the period under review are all documents signed by appropriately licensed/credentialed staff?	3	1.5		0
8.	During the period under review, does the documentation support the duration and frequency of the service provided?	3	1		0
9.	During the period under review is the consumer's response to the intervention clearly documented?	3	2	1	0
10.	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 documentation that the Monthly Summary was completed and transmitted to the appropriate BSS worker by the 10th of the following month? 	6	4	2	0

