

**SOCIALLY NECESSARY SERVICES TOOL**  
**Home Study**  
**(150)**

**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.	For the period under review, is there a completed Kinship/Relative Home Study report that is inclusive of all BSS requirements?	3	0	
2.	Is there a copy of the Kinship/Relative Home Study referral in the chart record?	1	0	
3.	Is there documentation in the chart record of the Completion of First Encounter Form?	3	1	0
4.	Was the required Gold Star documentation completed at initial visit? <ul style="list-style-type: none"> <li>• CPS/APS Authorization of Release</li> <li>• Direct Deposit Form reviewed (provider mailed)</li> <li>• Fire safety (escape) plan</li> <li>• Home photographs (interior and exterior)</li> <li>• Identification of substitute caregiver's respite/discussion</li> <li>• Kinship/Relative Placement Agreement (signed)</li> <li>• List of names and contact information for the Family Resource Development Reference Form</li> <li>• WV CARES Self-Disclosure Form</li> <li>• Photo of Driver's License or photo ID</li> <li>• Verification of Automobile Registration</li> <li>• Verification of Automobile Insurance</li> <li>• W-9</li> </ul>	6	3	0
5.	Is there documentation of two non-relative references in the home study?	3	0	
6.	Is there documentation that the provider conducted two face-to-face visits within the 90-day home study period?	2	1	0
7.	Is there documentation that the provider distributed and reviewed all required forms that the home study recipient must complete? <ul style="list-style-type: none"> <li>• Child Care discussion-How to apply as a foster parent</li> </ul>	3	2	1 0

	<ul style="list-style-type: none"> <li>• Family Disaster Plan</li> <li>• Foster Child Bill of Rights</li> <li>• Foster and Kinship Parent Bill of Rights</li> <li>• Financial Statement</li> <li>• Fingerprinting Date Set</li> <li>• Fire Safety Plan</li> <li>• Journey Notebook</li> <li>• Kinship/Relative Placement Agreement (copy)</li> <li>• Kinship/Relative/Grandparent Booklet</li> <li>• Medical Report for Applicants</li> <li>• Pet Vaccinations (Rabies)</li> <li>• Water Source Discussion</li> <li>• PRIDE Training Discussed</li> <li>• PRIDE Schedule provided to caregiver.</li> <li>• Safe Bathing</li> <li>• Safe Sleep</li> <li>• Smoking Discussion</li> <li>• TANF/SPKC Instructions</li> <li>• Transportation Discussion</li> <li>• Firearms/Weapons</li> </ul>				
<b>8.</b>	During the period under review, are all documents signed by appropriately licensed/credentialed staff?	3	1	0	
<b>9.</b>	Is there clear documentation of the provider's recommendation and /or concerns for the home study placement?	1	0		
<b>10.</b>	Is there documentation of Due Diligence Efforts identifying barriers to completion of home study?	1	0		

