

SOCIALLY NECESSARY SERVICES TOOL
Hourly Respite
(530)

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 documentation in the chart record meet Admission Criteria? <ul style="list-style-type: none"> Is there a copy of the BSS safety/service plan in the chart record? Does the plan indicate that service is needed to provide support to maintain the child(ren) in the home and that no other appropriate natural or community provider was available to provide the needed care? A registered SNS provider must be utilized for Hourly Respite unless exceptional circumstances are documented. Are WVCARES and APS-CPS clearances current for the service period under review? 	3	1.5	0
4.	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

