

**SOCIALLY NECESSARY SERVICES TOOL**  
**Individualized Parenting**  
**(300)**

**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? (If no documentation is present, but invoices exist, chart is scored "0").	2	1	0	
2.	For the period under review does the service meet Admission Criteria? <ul style="list-style-type: none"><li>For the period under review is there a completed copy of the BSS Initial Assessment, FAST, CANS and/or completed Safety/Service plan? If the answer is "no", is there documentation of at least three attempts to obtain this information?</li><li>For the period under review, is a copy of the provider/agency assessment in the chart record?</li></ul>	3	1.5	0	
3.	For the period under review, does the service being provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"><li>During the period under review, is there documentation supporting the parenting intervention is addressing deficits identified in initial/on-going assessments?</li><li>Is there documentation of the appropriate evidence-based curriculum used to provide the service?</li></ul>	3	1.5	0	
4.	Is there a copy of the referral for services in the record?	1	0		
5.	During the period under review are the services provided consistent with the <b>most recent</b> referral, assessment, Safety Plan/Service Plan?	3	1.5	0	
6.	During the period under review, is the documentation of each service provided specific to the parenting deficits/issues identified in the client's assessment and service planning? ( Noted: Exception for court ordered services that exceed identified goals and objectives identified in service plan.)	6	4	2	0
7.	During the period under review, did the parenting intervention occur in a setting/time/environment conducive to facilitating learning and discussion?	3	2	1	0
8.	During the period under review, is there documentation that the client(s) was physically present for the service?	3	2	1	0
9.	During the period under review, is there documentation indicating that the client was informed of what goals/objectives must be achieved to be discharged from the service?	6	3	0	

<b>10.</b>	During the period under review, are all documents signed by the appropriate licensed/credentialed staff? <ul style="list-style-type: none"> <li>• Signature and Credential of staff providing service</li> <li>• Signature and Credential of Licensed Professional responsible for supervision.</li> </ul>	3	1.5	0	
<b>11.</b>	During the period under review, does the documentation support the duration and frequency of the service provided? <ul style="list-style-type: none"> <li>• Duration of service event to units invoiced.</li> <li>• Duration of services/authorization periods related to client progress/barriers to goal achievement.</li> </ul>	3	2	1	0
<b>12.</b>	During the period under review, is the client's response to the intervention clearly documented?	3	2	1	0
<b>13.</b>	During the period under review, is there documentation assessing the need for additional services and efforts to link the client(s) to natural support, community resources and/or clinical interventions?	3	1.5	0	
<b>14.</b>	During the period under review, is there documentation evaluating progress toward goal achievement and/or barriers to goal achievement in client(s) parenting practices?	3	2	1	0
<b>15.</b>	During the period under review, is the service provided appropriate to meet the identified need?	3	2	1	0
<b>16.</b>	For the period under review, do all monthly summaries include the following: This needs to be inclusive of new information that is in the revised monthly summary. <ul style="list-style-type: none"> <li>• Circumstances of referral/identified need</li> <li>• Service(s) to address the need</li> <li>• How service is addressing identified deficits, behaviors or conditions requiring intervention</li> <li>• barriers and/or progress toward goal achievement</li> <li>• unmet needs</li> <li>• level of participation as it relates to individual clients</li> <li>• is there documentation that monthly summaries were completed and transmitted to the appropriate BSS worker by the 10<sup>th</sup> of the following month?</li> </ul>	6	4	2	0

