

**SOCIALLY NECESSARY SERVICES TOOL**  
**Parents as Teachers**  
**(805)**

**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? <b>(If no documentation is present, but invoices exist, chart is scored "0").</b>	1	0	
2.	For the period under review does the service meet Admission Criteria? <ul style="list-style-type: none"> <li>Was the service referred by case worker within the Bureau for Social Services or staff contracted to act in the caseworker role?</li> <li>Is there a copy of the referral for services in the record?</li> <li>Does the consumer referred qualify for the service? Is the family engaged in an active Child Protective Services case?</li> <li>Is there a copy of the WV BSS Prevention or Case Plan 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>Is there documentation of in-person home visits to the family and/or supportive group connection events?</li> <li>Is there documentation of continued child health assessment and developmental screenings?</li> <li>Is there documentation of linkage to community resource networks?</li> </ul>	3	1.5	0
4.	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? <b>(Noted exception for court ordered services that exceed identified goals and objectives identified in service plan.)</b>	6	4	2 0
5.	During the period under review, is there documentation that the client(s) was physically present for the service?	3	2	1 0
6.	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
7.	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>Certification in PAT</li> <li>Signature and Credential of Licensed Professional responsible for supervision.</li> </ul>	3	1.5	0

8.	<p>During the period under review, does the documentation support the duration and frequency of the service provided?</p> <ul style="list-style-type: none"> <li>• Duration of service event to units invoiced.</li> <li>• Did the parenting intervention occur in a setting/time/environment conducive to facilitating learning and discussion?</li> <li>• Duration of services/authorization periods related to client progress/barriers to goal achievement.</li> </ul>	3	2	1	0
9.	<p>During 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.</p> <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

