

SOCIALLY NECESSARY SERVICES TOOL
Step by Step Parenting
(905)

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").	1	0	
2.	For the period under review does the service meet Admission Criteria? <ul style="list-style-type: none"> Is there documentation indicating IDD/learning disability, parental deficits concerning basic childcare, parental role, awareness of child needs and deficits? Is there documentation of service need in the consumer service/treatment plan and/or Safety Plan? Is there documentation that the service provider has completed the required training/certification. 	3	1.5	0
3.	During the period under review, is there documentation substantiating one of the following deficits is present in current parenting practices: <ul style="list-style-type: none"> Home Safety and First Aid Parent-Child Interactions Problem Solving Discipline Appropriate supervision Encouragement of child/adolescent care, age-appropriate development Realistic expectations and standards of child/adolescent behavior of identified child 	3	2	1 0
4.	For the period under review, does the service being provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"> Is the service is provided in a one-on-one setting? Is there documented intervention including individualized behavior management techniques or understanding a child's specific mental or physical health condition? Did provider utilize the Step-by-Step Parenting Program Manual as well as the Step-by-Step checklist to assess and teach childcare skills to parents. Was the service provided in a one-on-one setting (i.e., one provider to one family)? 	3	1.5	0

5.	Is there a copy of the referral for services in the record?	1	0		
6.	During the period under review are the services provided consistent with the most recent referral, assessment, Safety Plan/Service Plan?	3	1.5	0	
7.	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
8.	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
9.	During the period under review, is there documentation that the client(s) was physically present for the service?	3	2	1	0
10.	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	
11.	During the period under review, are all documents signed by the appropriate licensed/credentialed staff? <ul style="list-style-type: none"> Signature and Credential of staff providing service Certification in Step by Step Signature and Credential of Licensed Professional responsible for supervision. 	3	1.5	0	
12.	During the period under review, does the documentation support the duration and frequency of the service provided? <ul style="list-style-type: none"> Duration of service event to units invoiced. Duration of services/authorization periods related to client progress/barriers to goal achievement. 	3	2	1	0
13.	During the period under review, is the client's response to the intervention clearly documented?	3	2	1	0
14.	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	
15.	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
16.	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. <ul style="list-style-type: none"> Circumstances of referral/identified need Service(s) to address the need how service is addressing identified deficits, behaviors or conditions requiring intervention barriers and/or progress toward goal achievement unmet needs level of participation as it relates to individual clients is there documentation that monthly summaries were completed and transmitted to the appropriate BSS worker by the 10th of the following month? 	6	4	2	0

