

**SOCIALLY NECESSARY SERVICES TOOL**  
**Supervised Family Time One**  
**(771)**

**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>NOTE:</b> If zero, all remaining questions are scored 0)	1	0		
2.	For the period under review does the service meet Admission Criteria? <ul style="list-style-type: none"> <li>Is there a copy of the BSS visitation plan/or approved agency visitation plan in the record?</li> <li>The visitation plan notes that supervision is required.</li> </ul>	3	1.5	0	
3.	For the period under review does the service being provided meet the service definition? <ul style="list-style-type: none"> <li>During the period under review, is there documentation the visit between family members (parent to child or child to child) was observed/supervised?</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 is the documentation of the service specific to the clients(s) receiving the service?	6	4	2	0
6.	During the period under review, are all documents signed by the credentialed staff conducting the service, and co-signed by the licensed professional responsible for supervision?	3	1	0	
7.	During the period under review, is the duration of the visit consistent with the BSS/Agency approved visitation plan?	3	1	0	
8.	During the period under review, is there documentation of the appropriateness of the visit and the safety of the child(ren) during the visit (e.g., documentation of parent/child behaviors, interactions, and client safety)?	6	4	2	0
9.	During the period under review, did the visit occur in an environmentally appropriate setting/time conducive to facilitating, maintaining, or building bonds between parent child or child and child?	3	2	1	0
10.	During the period under review, is the clients' response to the intervention clearly documented?	3	1.5	0	

11.	<p>During the period under review, does all monthly summaries include the following:</p> <ul style="list-style-type: none"> <li>• identified need.</li> <li>• service to address the need.</li> <li>• how service is eliminating/reducing/controlling behaviors or conditions requiring intervention</li> <li>• barriers and/or progress towards 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 DoHS worker by the 10<sup>th</sup> of the following month?</li> </ul>	6	4	2	0
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