

SOCIALLY NECESSARY SERVICES TOOL
Supervised Family Time Two
(770)

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 scores zero all other questions score zero)	1	0		
2.	For the period under review, does the documentation of the service meet Admission Criteria? <ul style="list-style-type: none"> The visitation plan notes that supervision is required and denotes safety concerns/negative family dynamics placing the child/youth at risk. The Case Plan notes that assessment and recommendation regarding reunification are necessary. The needs list indicates what specific issues are to be monitored/observed during the Family Time visit. 	3	1.5	0	
3.	For the period under review, does the documentation of the service being provided meet the service definition? <ul style="list-style-type: none"> For the period under review is there a completed copy of the BSS Initial Assessment/Agency Assessment, case plan, safety plan or FAST Case Plan in the chart record? (NOTE: To bill for this service the service must be included in the service plan) Is there a Needs List in the record as perservice definition guidelines? For the period under review is there a copy of the BSS visitation plan/agency visitation plan in the record? During the period under review, is there documentation of information being shared with the foster parent following the visit? 	6	4	2	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 consumer 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 visitation plan?	3	1	0	
8.	During the period under review, is there documentation of ongoing evaluation to continuously refine the Needs List?	3	1.5	0	

9.	During the period under review, is there documentation of the parent's skill in meeting the child's needs during the visit?	3	2	1	0
10.	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
11.	During the period under review, did the visit occur in an environmentally appropriate setting/time conducive to facilitating, maintaining, or building bonds between parent and child(ren)?	6	4	2	0
12.	During the period under review, is the clients' response to the intervention clearly documented?	3	1.5	0	
13.	<p>During the period under review, do all monthly summaries include the following:</p> <ul style="list-style-type: none"> • identified need • service to address the need • how service is eliminating/reducing/controlling behaviors or conditions requiring intervention • barriers and/or progress towards 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 DoHS worker by the 10th of the following month? 	6	4	2	0

