

**SOCIALLY NECESSARY SERVICES TOOL**  
**Supervision for Temporary Lodging**  
**(701)**

**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, then all questions are scored zero)	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 child's Plan of Care while without placement plan of care while without placement, CPS/YS Initial and/or Ongoing Assessment, and a current Case Plan must be present in the case record?</li> <li>Plan should include coordination of any mental/behavioral health, medical, educational, or community-based services and transportation needs and restrictions (non-essential transports) with the BSS Child Welfare Worker?</li> </ul>	3	1.5	0	
3.	Does the service provided meet the criteria of the services guideline definition? <ul style="list-style-type: none"> <li>Is there documentation in the chart record indicating that a case note was completed for each staff member present/covering the service?</li> </ul>	3	2	1	0
4.	Is there a copy of the referral for services in the record?	1	0		
5.	Is there documentation indicating that approved activities for the child/youth were supervised and monitored by staff?	1	0		
6.	Are all service note documents signed by the appropriately credentialed staff conducting the service, and co-signed by the licensed professional responsible for supervision?	3	1.5	0	

7.	<p>During the period under review, does documentation in the Monthly Summary include:</p> <p>During the period under review, do 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> </ul> <p>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?</p>	6	4	2	0
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