

**SOCIALLY NECESSARY SERVICES TOOL**  
**Transportation Time**  
**(104)**

**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 this question is scored zero all remaining questions are scored zero)	1	0		
2.	Is there a copy of the referral for this service in the record?	1	0		
3.	Is there a copy of the service plan and/or individual safety plan present in the case record and does the service plan include: <ul style="list-style-type: none"> <li>Documentation of how all other natural supports/options had been explored and exhausted, including DoHS staff who are not available for this event.</li> </ul>	3	2	1	0
4.	Does each case note contain: <ul style="list-style-type: none"> <li>A summary of the intervention</li> <li>The client's response</li> <li>The relation to the service plan</li> <li>Location, Duration (including start and stop time)</li> <li>Signature of the service provider and his/her credentials</li> </ul>	3	2	1	0