

SOCIALLY NECESSARY SERVICES TOOL
Unscheduled In-Person Observation
(665)

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 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"> Is there a completed copy of the CPS Initial Assessment and Safety Plan in the client record? The BSS Child Welfare Worker will provide the SNS Provider with the appropriate staff contact information/hotlines and protocols to follow if the SNS provider finds the family in violation of the current safety plan, case plan, protective order, court order, etc. Is the service identified on the Safety Plan and is there documentation of the specific issues and concerns that provider is to monitor? 	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"> During the period under review, is there documentation indicating that the referred parent(s) and child(ren) were physically present for the service? Is there documentation of provider observations, activities, and interventions that address safety concerns for the identified client, family and/or community. 	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 are the services being provided consistent with the most recent referral/Safety Plan/ Case Plan?	3	2	1	0
6.	During the period under review is the documentation of each service provided specific to the consumer receiving the service?	3	1	0	
7.	During the period under review, are all documents signed by the contracted service provider and/or appropriately licensed/credentialed staff responsible for supervision of staff?	3	1.5	0	
8.	During the period under review does the documentation support the duration and frequency of the service provided?	3	2	1	0
9.	During the period under review does a comprehensive review of the circumstances for the referral substantiate continuation of the service?	3	0		
10.	During the period under review is the client's response to the intervention clearly documented?	3	2	1	0

11.	During the period under review is there ongoing documentation that the child(ren) is safe in current living conditions?	6	4	2	0
12.	During period under review is the service provided appropriate to meet the identified need?	3	1.5	0	
13.	During the period under review, do all monthly summaries include the following: <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 BSS worker by the 10th of the following month? 	6	4	2	0