



SOCIALLY NECESSARY SERVICES TOOL Adult Life Skills (310)

Provider:		Provider's Consumer ID:	
Consumer FACTS #:		Consumer Medicaid #:	
Review Date:		Reviewer Name:	
Consumer Name:			

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 Children and Families (BCF), KEPRO, and the SNS provider community in the delivery of quality services. The *Review Process* is applicable to **all** SNS providers and all BCF case types.

1.	For the period under review does the service meet Admission Criteria? (NOTE: If this question is scored zero all remaining questions are scored zero)	3	0		
2.	For the period under review does the service being provided meet the criteria of the services guideline definition? (NOTE: If this question is scored zero all remaining questions are scored zero)	3	1.5	0	
3.	Is there a copy of the referral for services in the record?	3	0		
4.	During the period under review are records of the service kept? (NOTE: If this question is scored zero all remaining questions are scored zero)	1	0		
5.	For the period under review is there a completed copy of the SAMS Family Functioning Assessment and/or service plan and/or safety service or Behavioral Control Plan in the case record? If the answer is "no" is there documentation of at least three attempts to obtain this information? (NOTE: If this question scores zero then question 6 is also scored zero)	3	1.5	0	
6.	During the period under review are the services being provided consistent with the most recent referral/Safety Plan/Treatment Plan/Youth Behavior Control Plan/Service Plan?	6	0		
7.	During the period under review is the documentation of each service provided specific to the consumer receiving the service?	3	1	0	
8.	Was the client present (face-to-face) for the intervention?	3	2	1	0
9.	During the period under review is there documentation the consumer was informed of what goals/objectives must be achieved to be discharged from the service?	3	0		
10.	During the period under review are all documents signed by appropriately licensed/credentialed staff?	3	0		
11.	During the period under review does the documentation support the duration and frequency of the service provided?	3	2	1	0
12.	During the period under review does a comprehensive review of the circumstances for the referral substantiate continuation of the service?	3	0		
13.	During the period under review is the consumer's response to the intervention clearly documented?	3	2	1	0
14.	During the period under review is there documentation of efforts to link the consumer(s) to natural supports or other community resources?	3	0		

15.	During the period under review were the basic home management skills and/or social/emotional support networks to be developed clearly identified?	6	4	2	0
16.	During the period under review is there evidence that the service improved the parent's capacity for solving problems and resolving conflicts?	6	4	2	0
17.	During the period under review does the documentation substantiate that there was a lack of skill knowledge not due to a mental health condition?	3	1.5	0	
18.	During the period under review is there ongoing documentation assessing the need for additional services (not identified in the initial referral) not currently being provided?	3	1.5	0	
19.	During period under review is the service provided appropriate to meet the identified need?	3	1.5	0	
20.	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 consumers • is there documentation that monthly summaries were completed and transmitted to the appropriate DHHR worker by the 10th of the following month? 	3	2	1	0