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| <b>SOCIALLY NECESSARY SERVICES TOOL</b><br><b>Agency Transportation Three</b><br><b>(109)</b> |
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|                          |  |                                |  |
|--------------------------|--|--------------------------------|--|
| <b>Provider:</b>         |  | <b>Provider's Consumer ID:</b> |  |
| <b>Consumer FACTS #:</b> |  | <b>Consumer Medicaid #:</b>    |  |
| <b>Review Date:</b>      |  | <b>Reviewer Name:</b>          |  |
| <b>Consumer Name:</b>    |  |                                |  |

**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.

|           |   |   |     |   |   |
|-----------|---|---|-----|---|---|
| <b>1.</b> | During the period under review are records of the service kept? <b>(NOTE: If this question is scored zero all remaining questions are scored zero)</b>  | 1 | 0   |   |   |
| <b>2.</b> | Is there a copy of the referral for this service in the record?   | 1 | 0   |   |   |
| <b>3.</b> | Does the service plan from DHHR document the need for this service and have specific areas or appointment types that are targeted for improvement?  | 3 | 1.5 | 0 |   |
| <b>4.</b> | Does each transportation 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 times )</li> <li>• Signature of the service provider and his/her credentials</li> <li>• Mileage amount</li> </ul> | 3 | 2   | 1 | 0 |
| <b>5.</b> | Is there a copy of the service plan/and or individual safety plan present in the case record?   | 1 | 0   |   |   |
| <b>6.</b> | Was the transportation code utilized in accordance with the service definition? <ul style="list-style-type: none"> <li>• Was it used to transport a child(ren) for adoption promotion activities?</li> </ul>  | 3 | 0   |   |   |