



SOCIALLY NECESSARY SERVICES TOOL
Needs Assessment/Service Plan
(165)

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 zero, then all questions are scored zero)	3	0		
2.	For the period under review does the service being provided meet the service definition? (NOTE: If zero, then all questions are scored 0) <ul style="list-style-type: none"> • Did the provider meet face-to-face with the client and family in the client's home? • Were needs assessment and service plan completed within 30 days of the generation of the referral for socially necessary services? • Are the risks that led to the referral for services clearly identified on the service plan to be addressed? • Is the service plan written with clearly observable goal behaviors? • Did the provider obtain the client's signature on the service plan? 	3	0		
3.	Is there a copy of the referral for services in the record?	1	0		
4.	During the period under review are records of the service kept? (NOTE: If zero, then all questions are scored zero)	1	0		
5.	During the period under review is the documentation of the service specific to the consumer receiving the service?	6	2	0	
6.	During period under review is the service provided appropriate to meet the identified need? (NOTE: If zero, all questions score zero.) <ul style="list-style-type: none"> • Is there a copy of the needs assessment and service plan in the case record? 	3	0		
7.	During the period under review are all documents signed by appropriately licensed/credentialed staff?	6	0		
8.	During the period under review does the documentation support the duration of the service provided?	3	1.5	0	
9.	During the period under review is there ongoing documentation assessing the need for additional services not currently being provided (e.g. not	3	0		

	identified in the initial referral)?				
10.	<p>During the period under review do all monthly summaries include the following:</p> <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 • documentation that monthly summaries were completed and transmitted to the appropriate DHHR worker by the 10th of the following month? 	3	2	1	0