



<b>SOCIALLY NECESSARY SERVICES TOOL</b> <b>Tutoring</b> <b>(375)</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>	For the period under review does the service meet Admission Criteria? <b>(NOTE: If zero, then all questions are scored zero)</b>	3	0		
<b>2.</b>	For the period under review does the service being provided meet the service definition? <b>(NOTE: If zero, then all questions are scored zero)</b>	3	0		
<b>3.</b>	Is this provider qualified to provide the requested services? <b>(NOTE: If zero, then all questions are scored zero)</b>	3	0		
<b>4.</b>	During the period under review are records of the service kept? <b>(NOTE: If zero, then all questions are scored zero)</b>	1	0		
<b>5.</b>	During the period under review does the documentation support the duration and frequency of the service provided?	3	2	1	0
<b>6.</b>	During the period under review is the consumer's response (participation) and progress (goal achievement, grades) to intervention documented?	3	0		
<b>7.</b>	During the period under review was the child attending school?	1	0		
<b>8.</b>	During the period under review are all records/monthly summaries kept and signed by appropriate/licensed/ credentialed staff: <ul style="list-style-type: none"> <li>• identified need</li> <li>• service to address the need</li> <li>• how service is improving performance</li> <li>• barriers and/or progress towards goal achievement</li> <li>• unmet needs</li> <li>• MDT review, steps taken to put IEP in place</li> <li>• level of consumers participation</li> <li>• signed by appropriate staff</li> <li>• monthly summary submitted to DHHR worker by 10<sup>th</sup> of following month</li> </ul>	3	2	1	0