



SOCIALLY NECESSARY SERVICES TOOL Homemaker Services (325)
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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) <ul style="list-style-type: none"> • 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? • During the period under review does the documentation substantiate that there was a lack of skill knowledge not due to a mental health condition? • During the period under review were the homemaking/home management skills to be addressed clearly identified? • During the period under review is there evidence that the service improved the parent's capacity to maintain a physically safe living environment for the children? • 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? 	3	0		
2.	For the period under review does the service being provided meet the criteria of the services guideline definition? (NOTE: If zero, then all questions are scored zero)	3	1.5	0	
3.	Is there a copy of the referral for services in the record? (NOTE: If zero, then all questions are scored zero)	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		
6.	During the period under review is the documentation of each service provided specific to the consumer receiving the service?	6	2	0	
7.	Was the client present (face-to-face) for the intervention?	3	0		
8.	During the period under review are all documents signed by appropriately licensed/credentialed staff?	6	0		
9.	During the period under review does the documentation support the duration and frequency of the service provided?	3	1	0	
10.	During the period under review is the consumer's response to the	3	1	0	

	intervention clearly documented?				
11.	During period under review is the service provided appropriate to meet the identified need?	3	0		
12.	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