



**SOCIALLY NECESSARY SERVICES TOOL**  
**Respite**  
**(200)**

<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:</b> If this question is scored zero all remaining questions are scored zero)	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 case note contain: <ul style="list-style-type: none"> <li>• a summary of the intervention</li> <li>• client's response</li> <li>• relation to the service plan</li> <li>• Signature of the provider and his/her title or credentials</li> <li>• A copy of the service plan and/or individual safety plan must be present in the case record</li> </ul>	3	2	1	0
<b>5.</b>	Was there documentation that family/social support system members capable of providing service to the identified client were explored?	1	0		