



<b>SOCIALLY NECESSARY SERVICES TOOL</b> <b>Safety Services</b> <b>(450)</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:</b> If this question is scored zero all remaining questions are scored zero)	3	0		
<b>2.</b>	For the period under review does the service being provided meet the criteria of the services guideline definition? ( <b>NOTE:</b> If this question is scored zero all remaining questions are scored zero)	3	1.5	0	
<b>3.</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>4.</b>	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? If the answer is "no" is there documentation of at least three attempts to obtain this information? ( <b>NOTE:</b> If this question scores zero then question 5 will be scored zero)	3	1.5	0	
<b>5.</b>	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?	6	4	2	0
<b>6.</b>	Is there documentation of services being initiated according to the service provider agreement/definition? (e.g. face-to-face contact made with the specified consumer within 24 hours of verbally accepting referral from DHHR)	3	0		
<b>7.</b>	During the period under review is the documentation of the service specific to the consumer receiving the service?	6	4	2	0
<b>8.</b>	Does the documentation reflect that 80% of the services occurred in the family's home or community?	3	0		
<b>9.</b>	If administrative services are billed is the total equal to or less than 20% of the total time of service provided?	3	0		
<b>10.</b>	During the period under review is there documentation of a formal or informal discharge plan for the service? ( <b>NOTE:</b> If this question scores zero then question 20 will also be scored zero)	3	0		
<b>11.</b>	During the period under review are all documents signed by appropriately licensed/credentialed staff?	3	2	1	0
<b>12.</b>	During the period under review does the documentation support the duration of the service provided?	3	2	1	0
<b>13.</b>	During the period under review is there documentation that monthly	3	1.5	0	

	summaries were completed and transmitted to the appropriate DHHR worker by the 10 <sup>th</sup> of the following month?				
<b>14.</b>	During the period under review does a comprehensive review of the circumstances for the referral substantiate the need for continuation of the service?	3	0		
<b>15.</b>	During the period under review is the consumer's response to the intervention clearly documented?	6	3	1	0
<b>16.</b>	During the period under review is there sufficient documentation to support the frequency/intensity of services?	6	4	2	0
<b>17.</b>	During the period under review is there ongoing documentation that the child(ren) is safe in current living conditions?	6	1.5	0	
<b>18.</b>	During the period under review is there documentation services are controlling conditions or behaviors that make the child unsafe or could result in an entry/re-entry into foster care?	6	4	2	0
<b>19.</b>	During the period under review is there documentation of the intervention provided?	6	4	2	0
<b>20.</b>	During the period under review is there documentation of the consumer's progress towards discharge? ( <b>NOTE:</b> If question 10 scored zero then this question will also score zero)	3	2	1	0
<b>21.</b>	During the period under review is the service provided appropriate to meet the identified need?	3	1.5	0	