

Home Care Service Plan Template Required Elements Checklist

While Minnesota's home care regulations include numerous requirements related to the development, implementation, review, and revision of a client's service plan, [Minnesota Statutes 144A.4791, Subdivision 9\(b\) and \(f\)](#) specify the elements that must be included in the service plan document. This checklist is designed to help providers verify that their service plan template has each required element.

Purpose: Use this checklist to verify that your organization's service plan template includes all required elements of [Minnesota Statute 144A.4791, Subdivision 9\(b\) and \(f\)](#). This checklist is intended to confirm the content of the template itself. It does not assess whether the information has been completed for an individual client.

This checklist should be used in conjunction with the other tools in this toolkit, including the *Service Plan Writing Guide*, *Service Plan Compliance Review Worksheet*, *Service Plan Update and Documentation Review Guide*, *Service Plan Digital Record Self-Audit*, and *Individual Client Service Plan Audit Tool* to support a comprehensive and compliant service planning process.

How to Use This Tool

For each data element listed below, identify whether the element is included in your service plan template.

Required Service Plan Element	Included (X)
Signature or other authentication by the home care provider.	
Signature or other authentication by the client or the client's representative, when applicable.	
Documentation of agreement on the services to be provided.	
Description of each service to be provided.	
Frequency of each service.	
Fees for each service.	

Required Service Plan Element	Included (X)
Services are based on the client's current review or assessment.	
Client preferences are incorporated into the service plan.	
Identification of the staff or category of staff responsible for providing each service.	
Schedule for monitoring client reviews or assessments.	
Method for monitoring client reviews or assessments.	
Schedule for monitoring staff providing services.	
Method for monitoring staff providing services.	
Contingency (backup) plan that includes: • Actions to be taken by the home care provider and by the client or the client's representative if a scheduled service cannot be provided.	
• Information and a method for a client or client's representative to contact the home care provider.	
• Identification of the person authorized to make decisions or sign on behalf of the client in an emergency or a significant change in the client's condition, when applicable.	
• Instructions about when emergency medical services should not be summoned, consistent with applicable advance care planning documents and Minnesota law per Minnesota Statutes 145B and 145C.	

Final Approval Checklist Before approving your service plan template, confirm that:	Confirmed (X)
Every required piece of information has a clear place on the template.	
The template encourages staff to write information that is specific to the person and not to use generic or "one-size-fits-all" statements.	
Staff can quickly find important information when providing daily care or responding to an emergency.	

Final Approval Checklist Before approving your service plan template, confirm that:	Confirmed (X)
Different staff members can complete the service plan in a consistent way.	
The template matches your organization's policies, procedures, and electronic health record system or documentation processes.	
The template has been reviewed and approved by the person or team responsible for regulatory compliance.	

Service Plan Template Review

This service plan template has been reviewed for alignment with the service plan requirements outlined in [Minnesota Statute 144A.4791, Subdivision 9\(b\) and \(f\)](#).

Approved for Use:	☐ Yes ☐ No
Reviewer Name:	
Title:	
Date Reviewed:	
Reviewer Signature:	

This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.