

Service Plan Digital Record Self-Audit

Use this tool to confirm that required service plan elements are documented in your electronic record and can be easily located for both care delivery and survey review.

This tool is based on service plan regulatory requirements in [Minnesota Statute 144G.70, Subdivision 4](#) for assisted living providers and [Minnesota Statute 144A.4791, Subdivision 9](#) for home care providers.

Ensuring that service plan information is clearly documented, current, and accessible supports the safety of individuals served by helping staff deliver accurate and consistent care. It also supports regulatory compliance by demonstrating that required elements are present, aligned, and readily available during a survey.

How to Use This Tool

For each data element listed below:

- Identify where the information is documented in your electronic system (e.g., service plan section, assessment module, task list, medication administration record [MAR], or scanned documents).
- If the information is documented in multiple locations, list the primary location used for care delivery and staff reference.
- Confirm the information is current, accessible, and consistent with the service plan.

Data Element	System Location of Documentation
Services provided	
Frequency of services	
Individual served preferences	
Individual served risks	
Staff roles/responsibilities	
Individuals serviced/representative signatures and agreement	
Other	

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.