

Home Care Staff Record Resources

These tools help home care program providers keep staff records complete, organized, and survey-ready in alignment with [Minnesota Statutes Chapter 144A](#).

Note: Staff records may be stored in multiple locations; however, they must be readily accessible when requested to reduce delays and confusion during surveys.

Resource Collection

Resource	Description
Staff Qualification and Training Requirements	A reference guide outlining staff roles, qualifications, and required training. Use this resource to clarify expectations for licensed and unlicensed staff, including training, competency, delegation, and supervision requirements, and to support consistent application of regulatory standards.
Annual Staff Training Plan and Tracking Log (Organization-Level)	A structured template for planning, tracking, and documenting required annual training for all staff providing home care services. Customize this tool to align with your agency's training requirements, service delivery models, and staff roles to support consistent education, regulatory compliance, and ongoing competency in delivering safe, person-centered care in home and community-based settings.
Individual Staff Orientation and Training Record	A template to document and track staff orientation and initial training. Use this tool to ensure required orientation is completed before staff provide services, while maintaining organized documentation of training, credentials, and competency.

STAFF RECORD RESOURCES
HOME CARE

Resource	Description
Individual Annual Staff Training Compliance Record	A template to track annual training, competency, and compliance requirements. Use this tool to document required training, support audit readiness, and ensure staff remain competent and up to date.
Unlicensed Personnel (ULP) Competency Training	A tool to track training and competency evaluations for unlicensed personnel (as defined in Minnesota Statute 144A.4795 Subdivision 7). Use this resource to ensure ULP requirements are documented and consistently maintained.
Staff Record Documentation and Tracking Tool	A tracking tool to organize and maintain required staff record documentation. Use this tool to ensure all records for staff, volunteers, and contractors are complete, current, and easy to find, with clear documentation of where materials are stored.
Policy and Procedure Staff Review Log	A sample template for documenting staff review and acknowledgment of required policies and procedures. Customize this tool to reflect your organization's policies and ensure consistent staff awareness and compliance.

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.