Instructions – Personal Care Plan of Care and Service Worksheet

Plan of Care Section

1. Enter the name, address and date in the first few fields.
2. Enter the date the Plan of Care was developed in the date field.
3. Enter the days of the week the services are to be provided in the “Day of Week” field. Ex. Mon., Wed, Fri) or (Tues, Thurs.).
4. Enter the hours approved daily for each service to be provided.
5. Enter the amount of time approved for each service on the Plan of Care.
6. Enter the total minutes to be provided for each day.
7. Provide any comments for services for the direct care service worker.
8. Document staff signature and date.

Service Worker Worksheet Section

1. Enter the date.
2. Enter the beginning time and ending time for each day services were provided.
3. Initial each service provided for each day they were provided.
4. Document any comments.
5. Document all required signatures and dates at the bottom of the form.