Instructions - Six (6) Month Call Log

Six month calls must be completed by the provider agency RN or a designated professional agency staff member. The six month call must be completed with the service recipient or the service recipient's informal support. The call cannot be with the direct care worker. If the direct care worker is a family member, the six month call must be with someone else. Six month call documentation must include the following:

1. Service recipient's name and date of call;
2. The name of the person you spoke to and how they are related to the service recipient;
3. Any cognitive issues;
4. Any issues with care;
5. Any changes in medication and/or mobility;
6. Any needed changes to the Plan of Care;
7. Satisfaction with current services;
8. Any additional comments; and
9. The signature of the person completing the call. If the six month call is completed by someone other than the RN, the RN must sign to confirm that he/she has read and understood the call note.