Instructions - Plan of Care

The Plan of Care must be completed in full by the provider agency RN based on the RN Assessment. No tasks can be provided outside the service definitions. The Plan of Care must be completed initially and annually thereafter or as indicated with any documented change in service recipient's needs.

1. Enter the service recipient's name and physical address.
2. Indicate the number of hours approved for each day under "Hours Approved Daily" for every day of service. The amount of time approved must correlate with the total times indicated under tasks for each day of service. Environmental tasks are incidental to the other tasks and cannot exceed 1/3 of the total monthly hours that the service recipient receives.
3. Time in minutes is to be entered for each task. RN is to use professional judgment for times needed for each task to be completed. Excessive time for tasks must have thorough documentation. Times indicated will be averages and are used to determine a block of time.
4. The RN should include in the "Comments" section any instructions to the direct care worker. Always include the number of meals to be prepared under "meal preparation".
5. The Plan of Care must be discussed in detail with the service recipient. Since the service recipient will be paying for services, he/she may wish to restrict the hours of service provided.
6. Any POC change must have documentation that it was reviewed with the service recipient and/or family prior to the change being made and can be done in person or over the phone.
7. RN must sign and date the Plan of Care. A copy of the Plan of Care must be kept at the service recipient's home to be utilized by the provider agency direct care worker, and the original Plan of Care must be kept in the service recipient's file.