Instructions - Direct Care Worker Service Log

The Direct Care Worker Service Log must reflect the Plan of Care, a copy of which must be in the service recipient's home.

1. Enter the service recipient's name and physical address.
2. Enter the date (month/day) for each day of service.
3. The direct care worker is to indicate time of arrival and departure for each day of service.
4. The direct care worker is to initial each task completed on each day of service. They must not initial if a task on the Plan of Care is not completed. Time spent on each service is not to be entered.
5. Document any reason that a task is not performed (e.g., service recipient does not feel well enough for a bath) in the "Comments" section.
6. At the end of the week, the service recipient must sign and date the service log.
7. At the end of the week, the direct care worker must sign and date the service log.
8. The RN should review the service log for Plan of Care compliance and address any discrepancies.
9. The RN should sign and date the service log and the billing process can begin.