

# Records Request

## STATE EVALUATION: TEMPORARY LICENSED AND LICENSED HOME CARE PROVIDERS (144A)

### Overview

The survey process requires the Minnesota Department of Health (MDH) to review how your home care operates. This requires the surveyor to review specific records and policies. Below is a sample of the items needed from you and the time frames within which you must provide them to help facilitate a smooth survey start. Surveyors may request the information earlier than specified, as needed. Surveyors may also request additional information as needed.

Providers may use the forms provided on the [Home Care Survey Forms and Self-Audit Tools](#) webpage or the licensee's own forms, provided they contain the required content.

### Within one hour of survey:

- Up-to-date Current Client Roster (Comprehensive or Basic)
- Up-to-date Discharged/Deceased Client Roster
- Up-to-date Employee Roster with hire dates
- Current week's Daily staffing Schedule
- Admission information including: advertising material, complaint notice procedure and the bill of rights given to residents on admission
- Accident, incident, or medication error documentation, from the past six months
- 24-hour report book or communication book, if applicable

### Within two hours of survey:

- Facility's tuberculosis risk assessment and infection control policies
- Documentation of M.A.A.R.C reports for the past six months
- Documentation of complaints for the past three to six months
- Policies and procedures related to unlicensed personnel including initial orientation, training, competency evaluations and medication administration

### Please also provide:

- Medication administration book/treatment book
- Clinical Laboratory Information Act (CLIA) waiver
- Disaster and emergency preparedness plan

RECORDS REQUEST (STATE EVALUATION 144A)

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*To obtain this information in a different format, call: 651-201-4200.*