

## Sample Policies and Forms for Intensive Supports and Services

245D licensed providers may link to the sample policies and forms below and modify them for use in their programs. Providers are responsible for ensuring any policy and forms they use meet the 245D licensing requirements, including the samples provided. Read the applicable statute sections or rule parts to ensure you understand the requirements.

| Required policies and procedures  | Applicable MN statute or rule  | Date of last revision |
|---|--|-----------------------|
| <b>Required Policies and Procedures</b><br>These policies are required at time of application for providers who do not hold a 245B license.   |  |                       |
| <a href="#">Drug and Alcohol Prohibition Policy (DOCX)</a>  | 245A.04, subd. 1(c)  | 10/31/2013            |
| <a href="#">Emergency Use of Manual Restraint (EUMR) Not Allowed Policy (DOCX)</a>  | 245D.06, subd. 1(a); 245D.06, subd. 5, 245D.061; and 9544.0070                   | 07/01/2016            |
| <a href="#">Emergency Use of Manual Restraint (EUMR) Allowed Policy (DOCX)</a>  | 245D.06, subd. 1(a); 245D.06, subd. 5, 245D.061; and 9544.0070                   | 07/01/2016            |
| <a href="#">Grievance Policy (DOCX)</a>   | 245D.10, subd. 2   | 10/31/2013            |
| <a href="#">Maltreatment of Minors Reporting and Internal Review Policy (DOCX)</a>  | 245A.66 and 626.556  | 11/30/2014            |
| <a href="#">Service Termination Policy (DOCX)</a>   | 245D.10, subd. 3   | 08/01/2015            |
| <a href="#">Temporary Service Suspension Policy (DOCX)</a>  | 245D.10, subd. 3   | 08/01/2015            |
| <a href="#">Vulnerable Adults Maltreatment Reporting and Internal Review Policy (PDF)</a>   | 245A.65, subd. 1(a) and (b) & 626.557, subd. 4a                                  | 10/21/2015            |
| <b>Required Policies and Procedures</b><br>All policies must be developed by January 1, 2014.   |  |                       |
| <a href="#">Admission Criteria Policy (DOCX)</a>  | 245D.11, subd. 4   | 09/15/2014            |
| <a href="#">Data Privacy Policy (DOCX)</a>  | 245D.11, subd. 3   | 10/31/2013            |
| <a href="#">Emergency Response, Reporting and Review Policy (DOCX)</a>  | 245D.11, subd. 2; 245D.02, subd. 8; 245D.22, subd 4-7                            | 10/31/2013            |
| <a href="#">Health Service Coordination and Care (Residential Programs) Policy (DOCX)</a>   | 245D.11, subd. 2(2)  | 10/31/2013            |
| <a href="#">Incident Response, Reporting and Review Policy (DOCX)</a>   | 245D.11, subd. 2(7); 245D.02, subd. 11; 245.91, subd. 6; 609.341, subd. 3 and 14 | 10/31/2013            |
| <a href="#">Safe Medication Assistance and Administration Policy (DOCX)</a>   | 245D.11, subd. 2(3)  | 07/01/2015            |
| <a href="#">Safe Transportation Policy (DOCX)</a>   | 245D.11, subd. 2(4)  | 10/31/2013            |
| <a href="#">Universal Precautions and Sanitary Practices Policy (DOCX)</a>  | 245D.11, subd. 2(1)  | 10/31/2013            |
| <b>Required Policies And Procedures for Community Residential Settings and Day Services Facilities</b><br>All policies must be developed by January 1, 2014. Samples will be available in July and August 2014. |  |                       |
| <a href="#">Program Abuse Prevention Plan (PAPP) (DOCX)</a>   | 245A.65, subd. 2 (a) & 245A.65, subd. 2 (a)                                      | 07/01/2015            |
| <b>Documentation Requirements – Optional Program Forms</b>  |  |                       |
| <a href="#">45 Day Meeting Summary (DOCX)</a>   |  | 09/15/2014            |

## Minnesota Department of Human Services Licensing Division

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| <a href="#">Admission and Discharge Register Form (DOCX)</a>                         |   | 10/31/2013 |
| <a href="#">Emergency Report and Internal Review Form (DOCX)</a>                     |   | 10/31/2013 |
| <a href="#">Fire Drill Log (DOCX)</a>  |   | 10/31/2013 |
| <a href="#">Funds and Property Authorization (DOCX)</a>                              |   | 10/31/2013 |
| <a href="#">Health Needs Change Notice (DOCX)</a>                                    |   | 07/01/2015 |
| <a href="#">Health Needs Record (DOCX)</a>   |   | 10/31/2013 |
| <a href="#">Incident Report and Internal Review (DOCX)</a>                           |   | 10/31/2013 |
| <a href="#">Individual Abuse Prevention Plan (IAPP) Form (DOCX)</a>                  | 245A.65, subd.2(b) & 626.6557, subd. 14 | 10/31/2013 |
| <a href="#">HCBS Incident Reporting Requirements - Who to Notify Form (DOCX)</a>     |   | 09/15/2014 |
| <a href="#">HCBS Service Recipient Rights Packet (DOCX)</a>                          |   | 09/15/2014 |
| <a href="#">HCBS Service Recipient Rights Restrictions (DOCX)</a>                    |   | 10/31/2013 |
| <a href="#">Intensive Support Self-Management Assessment (DOCX)</a>                  |   | 12/30/2014 |
| <a href="#">Medication Administration and Emergency Medical Authorization (DOCX)</a> |   | 07/01/2015 |
| <a href="#">Medication Administration Review Record (DOCX)</a>                       |   | 10/31/2013 |
| <a href="#">Medication and Treatment Administration Packet (DOCX)</a>                |   | 10/31/2013 |
| <a href="#">Medication Setup Record (DOCX)</a>                                       |   | 10/31/2013 |
| <a href="#">Notice of Service Termination (DOCX)</a>                                 |   | 08/01/2015 |
| <a href="#">Notice of Temporary Service Suspension (DOCX)</a>                        |   | 08/01/2015 |
| <a href="#">Person-Centered Planning and Service Delivery Requirements (DOCX)</a>    |   | 10/31/2013 |
| <a href="#">Progress Review Report for Intensive Support Services (DOCX)</a>         |   | 07/01/2015 |
| <a href="#">Psychotropic Medication Use and Monitoring Record (DOCX)</a>             |   | 10/31/2013 |
| <a href="#">Quality Management Evaluation and Program Improvement Plan (DOCX)</a>    |   | 10/31/2013 |
| <a href="#">Release of Information Authorization (DOCX)</a>                          |   | 10/31/2013 |
| <a href="#">Satisfaction Evaluation (DOCX)</a>                                       |   | 10/31/2013 |
| <a href="#">Service Admission Checklist for Intensive Services (DOCX)</a>            |   | 09/15/2014 |
| <a href="#">Service Recipient Information Cover Sheet (DOCX)</a>                     |   | 09/10/2015 |
| <a href="#">Service Recipient Record Checklist (DOCX)</a>                            |   | 10/31/2013 |
| <a href="#">Staff Annual Training Record (DOCX)</a>                                  |   | 07/01/2016 |
| <a href="#">Staff Orientation Record (DOCX)</a>                                      |   | 07/01/2015 |
| <a href="#">Progress Review Meeting Summary (DOCX)</a>                               |   | 07/01/2015 |
| <a href="#">Supports and Outcome Methods for Intensive Support Services (DOCX)</a>   |   | 10/31/2013 |
| <a href="#">Variance Request (PDF)</a>   | 245A.04, subd. (9)                      | 04/16      |