

9544.0100 DOCUMENTATION AND RECORD KEEPING REQUIREMENTS.

Subpart 1. **Documentation of use of positive support strategies.** Except as provided in subpart 2, the license holder must document compliance with the requirements of this chapter. The license holder must comply with the positive support strategy documentation requirements in part 9544.0030, subpart 1. The license holder must maintain appropriate data that:

- A. reveals the progress or lack of progress towards each outcome or goal for each person;
- B. ensures that staff are accountable for the services provided to the person; and
- C. ensures that services can be evaluated and monitored by the license holder and the commissioner.

Subp. 2. **Exemption.** A license holder providing family child care, family foster care, or family adult day services is exempt from the requirements to document general positive support strategy activities for children and adults for whom a positive support transition plan is not required, including the documentation requirements in part 9544.0030, subpart 1.

Subp. 3. **Documentation of outcomes.** The license holder must document the progress or lack of progress towards each outcome or goal for each person, including the progress or lack of progress on quality of life indicators.

Subp. 4. **Record keeping.** The information required in this part must be retained in the person's permanent record for at least five years from the creation or collection of the information.

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