

# Correction Order Documentation Guidelines

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

### Statute

[144A.474 Surveys and Investigations, Subd. 8. Correction Orders](https://www.revisor.mn.gov/statutes/cite/144A.747)  
(<https://www.revisor.mn.gov/statutes/cite/144A.747>)

(c) By the correction order date, the home care provider must document in the provider's records any action taken to comply with the correction order. The commissioner may request a copy of this documentation and the home care provider's action to respond to the correction order in future surveys, upon a complaint investigation, and as otherwise needed.

### When and how are survey results sent?

Survey results (including correction orders) are emailed to the provider within 30 days of the survey exit date.

### Providers must take the following steps

Home care providers must quickly take action to correct orders issued at survey and listed in the final correction orders emailed to the provider. The correction order documentation should include the following:

- Identify how each order was corrected related to each individual client(s)/employee(s) identified in the correction order.
- Identify how each order was corrected for all of the provider's clients/employees identified in the correction order.
- Identify what changes to the provider's systems and practices were made to ensure compliance with the specific statute(s). Include information about how the provider will maintain compliance in the future.

The provider is not required to send correction order documentation to the Minnesota Department of Health. The provider must:

- Document in the provider's records any actions taken to comply with the corrections orders, and
- Make these records available upon request by the commissioner.

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