

**4668.0140 SERVICE AGREEMENTS.**

Subpart 1. **Service agreements.** No later than the second visit to a client, a licensee shall enter into a written service agreement with the client or the client's responsible person. Any modifications of the service agreement must be in writing and agreed to by the client or the client's responsible person.

Subp. 2. **Contents of service agreement.** The service agreement required by subpart 1 must include:

- A. a description of the services to be provided, and their frequency;
- B. identification of the persons or categories of persons who are to provide the services;
- C. the schedule or frequency of sessions of supervision or monitoring required, if any;
- D. fees for services; and
- E. a plan for contingency action that includes:
  - (1) the action to be taken by the licensee, client, and responsible persons, if scheduled services cannot be provided;
  - (2) the method for a client or responsible person to contact a representative of the licensee whenever staff are providing services;
  - (3) who to contact in case of an emergency or significant adverse change in the client's condition;
  - (4) the method for the licensee to contact a responsible person of the client, if any; and
  - (5) circumstances in which emergency medical services are not to be summoned, consistent with the Adult Health Care Decisions Act, Minnesota Statutes, chapter 145B, and declarations made by the client under that act.

Class C licensees need not comply with items B and C and this item, subitems (2) and (5). Subitems (3) and (5) are not required for clients receiving only home management services.

**Statutory Authority:** *MS s 144A.45; 144A.46; 144A.47; 144A.48*

**History:** *17 SR 2454*

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