

Sample Work Plan: Care Planning

	Task	When	Who	Comments
20% of Admissions	Plan of care identified the patient/ family 's immediate needs during the initial assessment	January & July	Compliance	Review records from each admission nurse.
	The initial plan of care was developed before services were provided			
20% of Current Patients	Plan of care is reviewed/ revised as frequently as the patient's condition requires but no less frequently than every 15 calendar days	February & August	Compliance/Clinical Ops	Review records from each team.
	Care is provided according to the plan of care			
	Visit frequencies for each discipline correspond to frequencies on the plan of care			
	Supervisory visits of hospice aides documented at least every 14 days.	March & September	Compliance	Review records from each team.