February 12, 2018

Q: I have some questions about the Baseline Care Plan. Does the facility have to provide a summary or a copy of the Baseline Care Plan? Does the Baseline Care Plan have to be given both verbally and in writing to both the resident and resident representative? Is there a timeframe for delivery of the Baseline Care Plan?

A: The format of the baseline care plan summary is at the discretion of the facility. The facility may choose to provide a copy of the baseline care plan itself as the summary, as long as it meets all of the requirements of the summary. The summary must also be in a language and conveyed in a manner the resident and/or representative can understand, and the medical record must contain evidence that the summary was given to the resident and representative, if applicable. This refers to the requirement that the written summary be in a language, such as the resident’s native language which they will understand. This was not referring to verbal language. The facility must provide the resident and the representative, if applicable with a written summary of the baseline care plan by completion of the comprehensive care plan. This is intended to ensure that any changes which have occurred between the development of the baseline and the comprehensive care plan are added to the summary.