OPTIONS Service Order Documentation Requirements

The AAA will develop a procedure to notify the provider/vendor of the authorized service(s) and the task(s) to be performed. This must be done on the service order in SAMS by including in the comment section of the Service Order specific consumer preference information and/or tasks required to be performed under that service.

For example:

In the comments section of a Service Order for Personal Care, information will be documented such as: tub bath versus shower, service preferred in the AM versus PM, bathtub to be cleaned after each bath, dusting and vacuuming of main living area as time allows, etc. The information should include the consumer's preferences and directions for the Direct Care Worker.