

Acknowledgment of Receipt

CarePro Home Health Care, LLC · DHS License #1103980

Required under Minn. Stat. § 245D.04, subd. 1, clause (3), which requires the Agency to maintain documentation of the person's, or the person's legal representative's, receipt of a copy and an explanation of the service recipient rights.

Complete: within 5 working days of starting services, and annually thereafter for the rights notice.

NOTE: A signature on this form is the Agency's chosen method of documenting that you received and had explained to you a copy of your rights, it is not itself what the law requires, the law requires the Agency to maintain documentation of your receipt and explanation of those rights, by whatever reliable method the Agency uses.

1. Person Information

Name of Person Served: _____

Date of Birth: _____

Service Initiation Date: _____

2. Documents Provided

This packet, and the policies listed below, were also provided to the person's legal representative (if any) and case manager, within 5 working days of service initiation.

Document	Provided	Date
245D Client Rights Packet (Service Recipient Rights, Grievance, Termination, EUM)	☒	
Maltreatment Reporting Policy and Procedure	☒	
HIPAA Notice of Privacy Practices (if applicable)	☒	
Advance Directive Information	☒	
Quick Reference, Emergency and Complaint Contacts	☒	

3. Acknowledgment

By signing below, I acknowledge that I received a copy of the documents checked above, and that they were explained to me in a manner I could understand.

Signature of Person Served, or Legal Representative

Date

If signed by a legal representative, relationship to person served: _____

Staff Witness

Date

4. If Receipt Cannot Be Documented by Signature

If the person served or legal representative is unable or unwilling to sign, the Agency still must maintain documentation that the rights notice was provided and explained. Staff completing this section documents how and when that explanation occurred.

Staff Name:

Method of Explanation (in person, phone, interpreter, etc.):

Date:

■ Person served / legal representative declined to sign; explanation documented above

5. Annual Rights Notice Log

Minn. Stat. § 245D.04 requires the rights notice to be renewed at least annually. Use this log to track each year's renewal for this person.

Year	Date Provided	Received By (initials)	Staff Initials

CarePro Home Health Care, LLC · 4020 Minnehaha Ave, Suite 2090, Minneapolis, MN 55406 · 612-315-3247 · info@careprohhc.com