

Documentation of Service Activities Policy Guidance for EIDBI Agencies

This document provides guidance for developing a Documentation of Service Activities policy when applying for a provisional Early Intensive Developmental and Behavioral Intervention (EIDBI) license. Its purpose is to support agencies in meeting minimum documentation standards. While this document offers recommendations, all providers must comply with requirements established by Minnesota Statutes, sections 256B.0949 and 245A.142.

Recommended policy components

A Documentation of Service Activities policy should be tailored to your specific organization and the services it provides. The policy may include the following components:

- Purpose
- Scope
- Outline of services provided by the organization
- General documentation standards
- Elements of direct service documentation
- Elements of indirect service or supervision documentation
- Documentation related to assessment and treatment planning
- Documentation retention schedule
- Quality assurance of documentation
- Policy review schedule

For questions about the policies required for the EIDBI provisional license application, refer to the resources below, or contact the EIDBI Licensing Team at eidbi.licensing.dhs@state.mn.us or 651-431-6500.

Related resources

- [DHS Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Manual](#)
- [EIDBI Licensing Homepage](#)
- Minnesota Statutes, sections [256B.0949](#) and [245A.142](#)