

# Nurse Delegation Meeting 04/19/2023

## Topics and Notes

**\*\* Please remember that the information shared and discussed in the contract meetings is information as it pertains to the DSHS contracted RNs. It is offered as information for nurse delegation in general however, the information provided should not be considered or solely relied upon as an official position of DSHS. Responses do not constitute legal opinions.**

**ALTA Community Nurse Delegation Website:** <https://www.dshs.wa.gov/altsa/residential-care-services/nurse-delegation-program>

### Contact Emails

**Nurse Delegation Program Email:** [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov)

**Nurse Delegation Program Manager: Janet Wakefield** – [janet.wakefield@dshs.wa.gov](mailto:janet.wakefield@dshs.wa.gov)

**DDA Nursing Services Unit Manager: Erika Parada** – [Erika.parada@dshs.wa.gov](mailto:Erika.parada@dshs.wa.gov)

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**Mentoring:** If you are interested in assisting new RND's please let us know and what area of the state you work in at [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov)

**Availability:** Please let us know if you are open for new clients, what area and what tasks you are willing to delegate. We are in need to fill some gaps across the state. [Nursedelegation@dshs.wa.gov](mailto:Nursedelegation@dshs.wa.gov)

\*If someone other than Janet Wakefield has reached out regarding availability, please also send your availability information to this department.

**PHE Ending:** The Biden administration has announced that the COVID-19 public health emergency (PHE) will end on May 11, 2023. Guidance from the NCQAC is an Advisory Opinion. Rules need followed for Telehealth: <https://nursing.wa.gov/sites/default/files/2022-07/NCAO25.pdf>

**Auditing Process & CAP:** RND Audit is in progress. This is a random pull of contractor names every 3 months. Please note \*\*this is not the same process that you find on the website, and we are not using the form 10-488 for this year's process. We are behind and need to do a modified audit for contract monitoring. This is a work in progress to develop a system for the limited staff we have.

- The standard for which you should be working is stated in the contract and on form #10-448.
- When you receive your audit letter, you will be asked to send in your documentation before deadline that is listed on the letter.
- Once your documentation is reviewed, you will receive a **Deficiency Free** letter or a **Deficiencies Found** letter where follow-up and **Corrective Action Plan** will be **required** by the date listed.

**Documentation:** Documentation standards are listed in the Special Terms and Conditions of RND contract – begins on **Page 14**. All DSHS contracted nurse delegators must use DSHS mandatory Nurse Delegation forms. Those can be found here: <http://www.dshs.wa.gov/altsa/residential-care-services/nurse-delegation-forms>

**Wound Care:** Resources regarding choosing to delegate wound care or not:

WAC 246-840-920 – Definitions <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-920>

WAC 246-840-940 – Decision Tree <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-940>

**LTCW Training and Verification Update:** Please see attachments:



WSR 23-09-052.pdf SHS-4951.6Final.pdf

**Coverage for Vacation:** With Medicaid reimbursement you cannot get paid for time you do not spend doing the activity. Please see **Page 16** of RND contract for further clarification.

**Nursing Pool Registration information:** More information will follow regarding Nurse delegating business and contracting as the PM gets it from DSHS.

Please refer to the Nursing Pool Registration website for questions related to the DOH program <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-pool>

## Questions & Answers

Question	Answer
On average, how long does the audit process take?	The process varies for each contractor. Once you receive your audit letter, there is deadline to turn in documentation listed on the letter. The QA unit will work through documentation that has been returned and send the RND program results. We appreciate your patience with this as most of the work after the QA unit is done by 2 people.
Can you be paid by the state to do a care plan for a Medicaid client?	No, this is the responsibility of the facility. You cannot bill to do a care plan for a Medicaid client. ** please note that nursing tasks are what are covered for delegation and this does not include personal care tasks or tasks by other health care providers such as ROM and bedrail assessment.
How do I find the authorization number if the referral form was sent without one?	Reach out to the case manager and let them know that the referral form needs to have an authorization number before you can assume care. If you have any further issues, please reach out to <a href="mailto:nursedelegation@dshs.wa.gov">nursedelegation@dshs.wa.gov</a> .

Under what circumstance should we delegate wounds?	The decision to delegate a wound is completely up to the delegating RN and the circumstances. Please see the above note regarding wound care decisions.
Should we refer to skilled nursing then for wound care? For wounds and all other tasks that cannot be delegated.	Wound care can possibly be done by a skilled nurse contractor if the situation is right, and the client qualifies for skilled nursing. This will be up to the CM to discuss with you. For DDA, AAA and HCS, will you please refer the case back to the Case Manager if the task cannot be delegated. They'll work with the systems in place to address who should complete the nursing task.
What information should be entered in Section 4 of the Credentials and Training Verification Form for exempt long term care workers?	Form 10-217 Credentials and Training, the information required is a letter from the employer during the timeframe listed stating they were employed and had completed basic training. The date verified is the date you see the letter. I also suggest you keep a copy of the letter for your records. This form must be kept up-to-date with the caregivers current credentials. If the credentials expire you should be updating with the supervisory visits.
Do training certificates expire if caregiver has not worked for a year?	No, Nurse Delegation and Nurse Delegation Diabetes training certificates do not expire. They are good for the life of the caregiver's active credential.
How do we get authorized to do a vacation visit for another RNDs client?	Reach out the case manager and let them know which date(s) and who the RND covering is. The case manager can generate an authorization for the visit.
How do we get set up to do the diabetic toenail trimming?	Diabetic foot care is a credential you will need to have if you want to provide this service. However, it is not paid for through delegation. You would need to be a Medicaid qualified provider and bill Medicaid directly for the service. PM does not have all the details for this. The CM cannot authorize foot care by an RN under delegation.
How do we handle someone who has been giving meds but has not been delegated and was told by the home to give meds?	If the client is in a community facility please contact Residential Care Services (RCS) Complaint Resolution Unit (CRU) <a href="https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services-online-incident-reporting">https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services-online-incident-reporting</a> AND the case manager regarding the situation. If you need assistance with this, please email <a href="mailto:nursedelegation@dshs.wa.gov">nursedelegation@dshs.wa.gov</a> or reach out to Janet Wakefield ND Program Manager.

## Links Page

### **Nurse Delegation Laws and Rules:**

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.79.260>

<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-910-970>

### **Additional resources:**

<https://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-700-710>

### **What documentation is required for completion of each training:**

<https://app.leg.wa.gov/WAC/default.aspx?cite=388-71-0970>

## **Other Links to Applicable Rules for Your Information**

**Home and Community Services and Programs:** <https://apps.leg.wa.gov/wac/default.aspx?cite=388-71>

**DDA Resources:** <https://www.dshs.wa.gov/dda/policies-and-rules/policy-and-rules>

**Residential Long-Term Care Services Training:** <https://app.leg.wa.gov/WAC/default.aspx?cite=388-112A>

**Adult Family Home:** <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76>

**Assisted Living Facility:** <http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A>

### **GovDelivery Links:**

**DDA:** <https://public.govdelivery.com/accounts/WADSHSDDA/subscribers/new>

### **AL TSA:**

<https://public.govdelivery.com/accounts/WADSHSAL TSA/subscriber/new?preferences=true#tab1>

**DOH:** [https://public.govdelivery.com/accounts/WADOH/subscriber/new?gsp=WADOH\\_4](https://public.govdelivery.com/accounts/WADOH/subscriber/new?gsp=WADOH_4)

### **Billing Tutorial:**

<https://www.dshs.wa.gov/sites/default/files/AL TSA/hcs/documents/ND/P1%20Common%20Billing%20Questions.pdf>

*See Tutorial Q&A on RND website under meetings.*