**Nurse Delegation Meeting 06/21/2023**

**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.**

**ALTSA 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

**Nurse Delegation Program Manager: Janet Wakefield** – janet.wakefield@dshs.wa.gov

**DDA Nursing Services Unit Manager: Erika Parada** – Erika.parada@dshs.wa.gov

**Office of the Deaf and Hard of Hearing (ODHH) Presentation:** Links to ODHH Presentation & Resources ****\**Double-click on the icons or right-click and click open link to open*

**Auditing Process & Corrective Action Plan (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 from the QA Unit asking to send in your documentation before deadline that is listed on the letter. This initial email will be coming from QANurseDelegation@dshs.wa.gov. Please make sure to check your spam folder as well.
* The QA Unit reviews your documentation and sends the results to the RND Program.
* Once results are reviewed, you will receive a **Deficiency Free** letter or a **Deficiencies Found** letter when follow-up and **Corrective Action Plan (CAP)** 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>

**DDA Person-Centered Service Plan:** Effective May 11, 2023, you will begin receiving person-centered service plans for the DDA clients that you serve. You must sign and return the PCSPs to the client’s DDA case manager as soon as possible. For additional information, please see [42 CFR 441.301(2)(ix)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ecfr.gov%2Fcurrent%2Ftitle-42%2Fchapter-IV%2Fsubchapter-C%2Fpart-441%2Fsubpart-G&data=05%7C01%7Cjanet.wakefield%40dshs.wa.gov%7C8171e4ca16be45c86b6208db684526e5%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638218418434058183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hi12L8lq8HAFSsUotEpv7yze3kOZv55%2FMUzvERROqQc%3D&reserved=0) and [42 CFR 441.540(b)(9)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ecfr.gov%2Fcurrent%2Ftitle-42%2Fchapter-IV%2Fsubchapter-C%2Fpart-441%2Fsubpart-K%2Fsection-441.540&data=05%7C01%7Cjanet.wakefield%40dshs.wa.gov%7C8171e4ca16be45c86b6208db684526e5%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638218418434058183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6ddvHXcBwQblfPkFv19Qcjw%2Ba%2BC95LAbZBC0ittz45s%3D&reserved=0). For questions, please contact DDA Nursing Services Unit Manager, Erika Parada at Erika.Parada@dshs.wa.gov.

**Enhanced Rate:** Extended from 07/01/2023 to 12/31/2023 at a lower rate. <https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2023/H23-034%20Pandemic%20Related%20Enhanced%20Rates%20July-Dec.23.docx>

**ND Authorized Units:** There is a new policy regarding authorizing nurse delegation Services units for ALTSA clients. This has been published however, this is new and will take a while for the CMs to remember and put in place. The Service Data Code sheet is still needing to be updated in the system to allow for this without an error. Please be patient in the transition process and if there are continued issues please notify the CM, CM supervisor or Janet Wakefield at nursedelegation@dshs.wa.gov

<https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2023/H23-042%20Nurse%20Del%20Increased%20Units%20Auth.docx>

**ND Rate Increase**: Effective July 1, 2023, ***Individual*** Registered Nurse Delegators rate will be increased to **$12.86 per 15-minute unit**. ***Home Health Agencies*** providing Nurse Delegation services rate will be increased to **$15.43 per 15-minute unit**. <https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2023/H23-037%20July%201%202023%20Home%20and%20Community%20Service%20Rates.docx>

**Home Health Agency (HHA):** If you feel your business falls under the [agency definition](https://app.leg.wa.gov/RCW/default.aspx?cite=70.127.010), and would like to become licensed, please visit the [Washington State Department of Health](https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/home-health-agencies/license-requirements) website for instructions on applying for a Home Health Agency License.

(7) "Home health agency" means a person administering or providing two or more home health services directly or through a contract arrangement to individuals in places of temporary or permanent residence. A person administering or providing nursing services only may elect to be designated a home health agency for purposes of licensure. *\*Please review RCW 70.127.010*

Your NPI Taxonomy may also need to be updated to reflect your HHA status. The acceptable taxonomy for HHA is 251E00000X.

**Nursing Pool Registration:** Nursing Pool Registration **does not** qualify you for a Nurse Delegation business.

Per RCW Nursing Pool definition **does not** match the Nurse delegation services: [**https://app.leg.wa.gov/RCW/default.aspx?cite=18.52C.020**](https://app.leg.wa.gov/RCW/default.aspx?cite=18.52C.020)

(4) "Nursing pool" means any person engaged in the business of providing, procuring, or referring health care or long-term care personnel for temporary employment in health care facilities, such as licensed nurses or practical nurses, nursing assistants, and chore service providers. "Nursing pool" does not include an individual who only engages in providing his or her own services. \**Please review the RCW and WAC* [*https://app.leg.wa.gov/WAC/default.aspx?cite=246-845-050*](https://app.leg.wa.gov/WAC/default.aspx?cite=246-845-050)

Currently, if you are in the process or deciding about getting a Nursing Pool Registration because someone told you that is what you needed to have RN employees, **this is not the recommendation from the department.**

**Billing:** There is a new billing form on the [Forms Page](https://www.dshs.wa.gov/altsa/residential-care-services/nurse-delegation-forms). This form isn’t mandatory but highly encouraged.

Per contract language: Page 13- j. “Nurse Delegation Services” (ND) means to transfer the performance of selected nursing tasks by a licensed registered nurse to a nursing assistant in specific settings as defined in Chapter 246-840 WAC and includes the following activities client assessment, teaching, supervision, collateral contacts, travel time and billing time.

**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

**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

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

**Questions & Answers**

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| **Question** | **Answer** |
| ODHH presentation:Is the CAP something the RNDs fill out or the AFHs for their HOH/Deaf patients? | Any provider can and is encouraged to fill out Communication Access Plan (CAP) forms for their patients who are Deaf, HOH or Deafblind. This will give the patient better continuity of care and help providers understand the best way to communicate with that patient.There is a link in the ODHH Presentation for blank CAPs on Slide 14. |
| How can we get a copy of the Medical Placard or the hospital admit kit? | Hospital admin kits can be found through the [Hearing Loss Association of American Washington Chapter](https://hearingloss-wa.org/).There is a link in the ODHH Presentation for blank Medical Placards on Slide 15.  |
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| Will all RNDs be audited? Or this done yearly? | Per the RND contract, every contractor must be audited at least 1 time within the 4-year contract cycle. |
| How many cases are usually reviewed during the audit?  | You will be asked to provide documentation for 1-5 clients depending on your number of authorizations. The clients are picked at random. |
| Where can I find insurance requirements? | Insurance requirements can be found on Page 19 of your RND contract. You can request a copy of a sample contract by emailing us at nursingcontracts@dshs.wa.gov.  |
| Is this only a requirement for DDA or do we also need to sign for HCS clients? | Yes, the Person-Centered Service Plan is for DDA clients only. For additional questions, please contact DDA Nursing Services Unit Manager, Erika Parada at Erika.Parada@dshs.wa.gov.  |
| Will OneHealthPort be replacing ProviderOne for billing purposes? | OneHealthPort is a Single Sign On service used to access multiple provider portals to connect to the Statewide Health Exchange and help protect patient privacy. **It is not replacing ProviderOne for billing**. You will be using OneHealthPort to access ProviderOne instead of logging into ProviderOne directly. Per ProviderOne Security Team, Health Care Authority has not set a deadline for providers but is encouraging all providers to register as soon as possible. [OneHealthPort Registration Guide](https://www.onehealthport.com/sites/default/files/content-uploads/documents/OHP%20Registration%20Guide_Final2.pdf) |
| For those with a Nursing pool, do we need to do anything with our existing contract? Can we let our Nursing Pool registration go?    | You can choose to keep your nursing pool registration or let it expire. That is up to you as a business owner. This registration does not qualify you to have a Nurse Delegation business. Per [RCW 18.52C.020](https://app.leg.wa.gov/RCW/default.aspx?cite=18.52C.020), Nursing Pool definition does not match Nurse delegation services. |
| Can have employees under our RND contract without a Nursing Pool registration?   | Yes, you may have employees under your RND contract without a nursing pool registration. You will need to maintain background checks on your employees.If you feel your business meets the definition of a home health agency, you will need to obtain a home health agency license from the Department of Health. Please see “ND Rate Increase” section above for more information.There may be additional guidance regarding Nurse Delegation business in the future as this is being reviewed. |
| Case Managers are no longer approving pandemic rate. What should we do? | The Case managers will approve the pandemic rate from 7/1/2023 to 12/31/2023 at a new amount. If there are issues with this, please reach out to the CM or to PM. |
| Can we do virtual visits while we are on vacation? | “virtual” visits are for you decide as the delegating RN what is appropriate for the situation. As the delegating RN, assessment must be comprehensive and focused. Please review the NCQAC Advisory Opinion and the Laws and Rules <https://nursing.wa.gov/news/2022/required-training-nurses-suicide-prevention-and-telemedicine> <https://doh.wa.gov/sites/default/files/legacy/Documents/6000//NCAO13.pdf> You MUST follow guidelines and rules for telehealth and HIPAA:[https://nursing.wa.gov/support-practicing-nurses/practice-information/registered-nurse#](https://nursing.wa.gov/support-practicing-nurses/practice-information/registered-nurse) <https://nursing.wa.gov/sites/default/files/2022-07/NCAO25.pdf> <https://www.hhs.gov/hipaa/for-professionals/special-topics/telehealth/index.html> When on vacation and another RN is covering your clients for you the contracted RN must get an authorization from the CM to bill for themselves the time spent on the client. You cannot pay another contracted RN to delegate for you and for the Medicaid client. |

**Links Page**

**Nurse Delegation Laws and Rules:**

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

WAC <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

<https://nursing.wa.gov/support-practicing-nurses/practice-information/registered-nurse>

<https://doh.wa.gov/sites/default/files/legacy/Documents/6000//NCAO13.pdf>

**What documentation is required for completion LTCW training:**

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

LTCW training and certification deadline: <https://intra.altsa.dshs.wa.gov/docufind/MB/HCS/HCSMB2023/H23-025%20Basic%20Training%20and%20Certification%20deadline%20changes%20for%20LTC%20Worker%20Qualifications%20Related%20to%20COVID-19.docx>

**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>

**ALTSA:** <https://public.govdelivery.com/accounts/WADSHSALTSA/subscriber/new?preferences=true#tab1>

**DOH:** <https://public.govdelivery.com/accounts/WADOH/subscriber/new?qsp=WADOH_4>

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

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