**Nurse Delegation Meeting 08/16/2023**

**Topics and Notes**

**\*\* Please remember that the information shared and discussed in the contract meeting 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](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)

**Nurse Delegation Rate Increase:** MB H23-052 <https://fortress.wa.gov/dshs/adsaapps/Professional/MB/Default.aspx?year=2023>

**ALTSA Authorized Unit Increase:** MB H23-042 Per HCA There is a system defect which is planned to be corrected during R6-2023 (Production release date 10/13/2023). Until then the workaround will be to force Edit 30370 if/as needed. I won't be able to process your ticket or make any changes until after 10/13/2023, because the system won't allow me to make any configuration changes until the release is done, so it will be a few days after 10/13/2023.

**Forms Review & Update:**  Please see meeting power point.

**Billing:** There is a new Billing form for you to use. It is not currently mandatory. It includes all the elements for you to support your billing for Medicaid payments and audits.

**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](mailto: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>

**Other Business:**

* Wound CEU: [**https://learning.nursing.uw.edu/courses/wound2023/**](https://learning.nursing.uw.edu/courses/wound2023/)
* [**Seattle Children's Trach Safe Emergency Airway Management Course**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmcusercontent.com%2F70942da660e3882d86457829f%2Ffiles%2F995a8b0e-9e4b-b42a-cec9-9be3f8995e0b%2FTrach_SAFE_flyer_2023.05.pdf&data=05%7C01%7Cjanet.wakefield%40dshs.wa.gov%7C09d0be24b00a421b280108db4692a577%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638181367871629795%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7iU6PiI%2BZGEuExGX0KL2Z7A3%2BIMp3kfdpWklfj7UR7M%3D&reserved=0)

**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.

**Questions & Answers**

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| **Question** | **Answer** |
| What is the ACES ID number and where is it found? | ACES ID is an identifier for clients. It is used for record tracking. The CM will put it on the referral, or you can ask for it. It is not the same as the ProviderOne number.   * ACES is an acronym for **the Automated Client Eligibility System**. This system is used by the State of Washington's Department of Social and Health Services. ACES supports the operations of the department by integrating DSHS programs under a single, client-based, on-line system. |
| What does the CM mean when they write medication management | Medication management is an identifier for the CM in CARE assessment. Medication assistance and medication administration both fall under this. |
| Is PRN medication the same as delegating routine medications? | Yes, PRN medication has the same rules as all medications. The LTCW cannot use nurse judgment for administering PRN meds and this must not be an option for the orders and instructions. |
| Do we need to document all the side-effects and complications for all medications? | Written instructions need to include what the rules state. See WAC 246-840-930 <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-930> |
| Can an NA or HCA be delegated if the credential is “pending”? | They must have an active credential. Per RCW and WAC. |
| PRN form | Will get the form edited for signature in all blocks. Form is optional but you must include all the elements on the form for instructions for PRN medication in some format. Your medication documentation is required by rules WAC 246-840-930. |
| Are we required to get a copy of rescind form when assuming from another RN. | Your paperwork is what you are responsible for. You must complete the assumption form. All your documentation must have a copy with the client and a copy for your records. Retention is 6 years. |
| Where do we get the ICD-10 codes for P1? | https://www.cms.gov/medicare/coordination-benefits-recovery-overview/icd-code-lists |
| Are contract meetings and audit billable. | The meetings and audit are not billable time. Billing is client specific. Please read your contract for what is billable. |
| Nursing Assessment | Nursing assessment is included in the nursing process and RN practice standards. There are types of assessment. Please review the WSBON Advisory opinion.  <https://doh.wa.gov/sites/default/files/legacy/Documents/6000//NCAO13.pdf>  Documentation is critical to support your practice. |
| Clients with IM injections | If the state client has IM injection medications, they need to have a contracted skilled nurse, home health, or go elsewhere for the injection. It is within the RN scope of practice, but this task cannot be billed under delegation unless it is a one-time emergent need and is PRE-Authorized by the CM. |
| If a client can self -inject insulin does this need to be supervised weekly for 4 visits? | If a client can self-inject insulin and does not require medication administration, then the client most likely does not need delegation. Delegation of medication is determined by medication assistance and medication administration. If there are questions about this, then please reach out for assistance. 4 visits is for supervision of insulin administration. |
| Can a LTCW with a pending credential be delegated. | No, the LTCW must have an active NA or HCA credential. This is in RCW and WAC. |
| This is what one nurse stated in chat about nursing task instructions: | “I first think about whom I am teaching, If English is not the first language – or even if it is – I try to address as many modes of learning as possible. In other words, I do step-by-step written instructions; then teach verbally and by showing how to do each step. I almost always attach pictorial steps for each task for future reference. It does take a long time, but have found I get less calls, questions, or issues afterward and the client is safer.”  Also, the caregiver must show demonstration of the task with supervision. |
| For AFH or facility questions | Please see RCW and WAC for facility specific rules. Links are below. You can also go on the ALTSA website and search for facilities and the MBs and Dear Provider Letters.  Nursing rules:  <https://apps.leg.wa.gov/RCW/default.aspx?cite=18.79.260>   * (viii) Nursing task delegation protocols are not intended to regulate the settings in which delegation may occur but, are intended to ensure that nursing care services have a consistent standard of practice upon which the public and the profession may rely, and to safeguard the authority of the nurse to make independent professional decisions regarding the delegation of a task. |

**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.*