

Private Duty Nurse Pre-Contract Education

Presented by:

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Program Manager

Program Resources

- LTC Manual **Chapter 25**
- **WAC 388-106-1000** through **388-106-1055**
- **PDN Website -**
<https://www.dshs.wa.gov/altsa/private-duty-nursing>

Purpose

- Program Overview and Goals
- Client Functional Eligibility
- Program Requirements for Contracting
- Contracting Process and Contract Obligations
- PDN WACs
- Billing Information
- PDN Website Overview

What is Private Duty Nursing?

- **Private Duty Nursing (PDN)** is a program that provides in-home skilled nursing care to Medicaid clients 18 years of age and over who would otherwise be served in a Medicaid Medical Institution. PDN is an alternative to institutional care.
- The purpose of the *PDN* program is to provide community-based alternatives to institutional care for clients who have complex medical needs like ventilators, tracheostomies, IV nutrition or continuous IV infusions and require skilled nursing care on a continuous and daily basis. The PDN program is designed to support clients and their families who must assume a portion of the client's care.

Program Goals

- Give clients with higher acuity the opportunity to choose where they want to receive care in the community
- Provide safe care outside of institutional settings
- Support families and other informal support

Functional Eligibility



“There really is no need for confusion.
Rule 10, section 5, article a, subsection 3,
exception 4 quite clearly states ... ”

Functional Program Eligibility

The **client** *must*:

- Be at least 18 years of age
- Be Medicaid eligible
- Have an unmet skilled nursing task that cannot be met through a less costly program
- Meet nursing facility level of care

WAC 388-106-1010

Functional Program Eligibility Cont.

- Require continuous skilled nursing care for **4 or more hours a day**
- Have orders from a medical provider (MD, DO, ARNP, PA) willing to provide care in a community setting

WAC 388-106-1010

Functional Program Eligibility Cont.

The client *must* be dependent on technology every day with *at least one* of the following skilled care needs:

a. Mechanical ventilation—Ventilator (Not CPAP or BiPAP)

b. Complex respiratory support *requiring 2 or more of the following treatment needs:*

I. Postural Drainage & chest percussion

II. Application of respiratory vests

III. Nebulizer treatments with or w/o medications

IV. Intermittent positive pressure breathing

V. O2 saturation measurement with treatment decisions

VI. Tracheal suctioning

c. Intravenous/parenteral administration of multiple medications and care is occurring on a continuing or frequent basis

d. Intravenous administration of nutritional substances and care is occurring on a continuing or frequent basis

WAC 388-106-1010

Functional Program Eligibility Cont.

Clients are served by:

- Home and Community Services will have program eligibility determined by a **Community Nurse Consultant (CNC)**
- Developmental Disability Administration will have program eligibility determined by a **Nurse Care Consultant (NCC)**

Contract Requirements



Contract Requirements

- The **PDN provider** must have a contract with the state prior to providing care and must be a(n):
 1. **Independent RN provider or LPN under supervision of an RN; or**
 2. **Home Health Agency licensed in WA State; or**
 3. **Adult Family Home**

WAC 388-106-1025

Contract Requirements Cont.

- WA nursing license must be in good standing
- Complete a background check and not have any convictions for a disqualifying crime
- Obtain liability insurance
- Obtain a business license

WAC 388-106-1040

Contract Requirements Cont.

Adult Family Homes:

- Licensed with the WA Department of Health
- RN owned or employ a resident manager who is a registered nurse in WA in good standing
- PDN program manager has approved a plan to replace the resident manager in the event the resident manager is no longer employed (Not required if RN owned)

WAC 388-106-1046

Contract Requirements Cont.

Home Health Agencies:

- Licensed by WA Department of Health
- Operate under Primary Care Providers orders

WAC 388-106-1035

Program Responsibilities



**The price of greatness is
responsibility.**

Winston Churchill

Program Responsibilities

Client will:

- Interview and hire providers and refer non-contracted providers to the program manager for contracting
- If the client is unable to interview and hire providers the family, POA, hospital discharge planner or social worker will be required to assist
- The CNC/NCC can assist with finding contracted providers

Program Responsibilities Cont.

Client will:

- Provide training for providers and informal support
- Provide training on durable medical equipment
- If a home health agency is hired to provide PDN services, then the agency will be responsible for training nurses on care needs and equipment

Program Responsibilities Cont.

Community Nurse Consultants(CNC) will:

- Determine eligibility for HCS clients
- Authorize services for HCS clients
- Provide case management for HCS clients

Program Responsibilities Cont.

Nurse Care Consultants(NCC) will:

- *Determine eligibility for DDA clients*

Case Resource Managers will:

- *Authorize services for DDA clients*
- *Provide case management for DDA clients*

Program Responsibilities Cont.

Contracted provider will:

- Provide care to the client
- Develop a care plan in conjunction with the client's physician and submit it to the CNC/NCC every **6 months** for review
- Participate along with the client in the CARE assessment updates every **6 months**
- Complete the Skilled Nursing Task Log and submit to the CNC/NCC every **6 months**

Program Responsibilities Cont.

Adult Family Homes will:

- Provide indirect nursing services for PDN— their contract requires minimum 8 hours of nursing and 8 hours non-licensed staff concurrently

Program Responsibilities Cont.

Program manager will:

- Contract with Adult Family Homes, Home Health Agencies and RN/LPNs with an active uninhibited WA nursing license
- Perform contract monitoring as determined by program needs
- Act as a program subject matter expert and resource

**The program manager *will not* assist with interviewing, hiring, or recommending providers

Contracting Process



Contracting Process

- Complete application packet and submit to the program manager
- Program manager checks application packet to make sure all required documentation is present and then completes background check
- Once background check is completed and there are no disqualifying convictions, the application packet will be submitted to the contracting department
- Contracting department completes their process and then emails a copy of the contract for PDN provider to review and sign
- Provider reads and reviews contract, signs and returns the signed copy to contracting department
- Contracting e-mails, a fully executed copy of the contract to the provider and the provider may begin caring for a client

Contract Obligations

- It is the responsibility of the PDN provider to read the contract **prior to signing** it and understand the specific requirements within it
- After reading the contract, it is wise to ask for clarification for any part of the contract you feel unsure of or do not understand
- Contracting monitoring is done by the program manager on a regular basis to ensure contract requirements are being met

What is a WAC anyway?



Washington Administrative Code (WAC)

- Regulations of executive branch agencies are issued by authority of statutes
- Like legislation and the Constitution, regulations are a source of primary law in Washington State
- The WAC codifies the regulations and arranges them by subject or agency
- Can be found online - <https://apps.leg.wa.gov/WAC/default.aspx>

Washington Administrative Code (WAC)

- The WACs that address Private Duty Nursing are **388-106-1000** through **388-106-1055**
- WACs define the PDN program and the responsibilities of everyone involved
- WACs also define who is eligible for PDN services

Authorizations and Payment



"If your deductible is too much, we do have a payment plan that involves one of your kidneys."

Authorizations and Payment

- *Provider One* is the system used to process payment for the services provided to clients
- CNC/NCCs will authorize payment within Provider One
- Payment cannot happen until a CNC/NCC has entered an authorization in CARE for your services
- Providers should not begin working with a client until there is an authorization opened by the CNC/NCC
- PDN Providers will claim the hours they provided care within Provider One
- *Current PDN pay rates can be found on the PDN website*

Service Authorization

- Only CNC/NCC or case resource manager may authorize PDN hours
- Authorization must occur in units (15 min. increments)
- Service Codes:
 - Hourly PDN: Service Code T1000 + TD(RN modifier) or TE(LPN modifier)
 - All-Inclusive Daily rate for AFH: Service Code T1020
 - Holiday Rate: Service Code T1000 + TD(RN modifier) or TE(LPN modifier) + TV(holiday modifier)

Issues with Authorizations

- When troubleshooting Provider One issues the first step is to reach out to the CNC or NCC to see if they may be able to help resolve the problem
- If the CNC/NCC is unable to resolve the issue, send an email to providerenrollment@hca.wa.gov or call the MACSC (Medical Assistance Customer Service Center) 1-800-562-3022

PDN Website

WEBDESIGNERDEPOT.COM



"I'M GOING TO CHECK HOW YOUR SITE LOOKS ON A MOBILE DEVICE"

PDN Website

<https://www.dshs.wa.gov/altsa/private-duty-nursing>

- Program Manager Contact Information
- Lists resources for PDN providers
 - PDN WACs
 - PDN Ch. 25 of the LTC manual
 - Provider One Billing Tutorial
 - Skilled Nursing Task Log
 - Current PDN pay rate and paid holidays



Please reach out to the PDN Program Manager

PDN Program Manager

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