**Nurse Delegation Meeting 07/10/2025**

**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.**

**Registered Nurse Delegation** [**RCW 18.79.260 Registered nurse - Activities allowed - Delegation of tasks.**](https://app.leg.wa.gov/RCW/default.aspx?cite=18.79.260)

**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

**Nurse Delegation Contract Monitor:** troy.omalley1@dshs.wa.gov

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

**For detailed information from the meeting, please refer to the PP/handout**.

Note from PM:

Thank you to those of you who attended the meeting. Please review PowerPoint that goes with the notes. Also, please review the policies, RCW, and WAC as it pertains to delegation. We get many questions that can be answered with the Laws, Rules and Policy. There were some questions in the chat and along the way that I have answered below. When consulting with other RNDs please consider using the resources provided to find the answers that are the best fit for your nursing practice and the situation with the client and caregiver. I am available to assist. However, please use the tools provided as your first resource as I highly encourage critical thinking and decision making as part of your nursing practice and business.

RN delegation for Telehealth/Zoom is not in the contract as an authorized service for payment. This means that your assessment and initial delegation of a caregiver, client, and task must be completed in person. There are items you can bill for from your office such as phone calls, emails, new medication order with the Change in Medical Orders form. Please review the WAC and your contract.

Our goal is to provide quality care with the best practice and for the safety of the client.

We need to work as a team with CM’s, clients, families, providers and caregivers!

Thank you for the work you do!

**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

**Billing:** If you are willing and able to assist other NDs with billing and set up, it would be appreciated. If you could send me an email, I will keep track so when I get asked for help, I can refer people to you. Also, here is the link to the tutorial: [Nurse Delegation Billing Tutorial](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/ND/P1%20Common%20Billing%20Questions.pdf)

**Availability:** Please let us know if you are open to 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

**Not taking on new clients?** Please let me know if you would like to be off the published list of Find a Delegating RN. We have plenty of new delegators willing and eager to take clients if you are not taking new ones or needing to rescind.

\*\*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** |
| **Liability Insurance** | The program has begun to reach out to contractors for updated insurance. Upon policy renewal, you are now required to provide insurance to the program via nursingcontracts@dshs.wa.gov We are requesting that when you renew each year you send us a copy. |
| **SOP Referral**  | For all departments, the goal should be ASAP for all agencies * DDCS - 10 business days
* HCA/AAA – 29 business days,

<https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%2024.docx><https://www.dshs.wa.gov/dda/policies-and-rules/policy-manual>  |
| **Who should be listed for individual and title of who verified medications on Task form?** | The delegator/person who verified the accuracy of the orders being taught to the caregivers Please review Instructions on Page 2 of Nursing Task sheet Form 13-678  |
| **What is the best way to submit audit documentation?** | Must be done through email. Ideally in PDF format, in Zip file. (Instructions for Zip file creation can be found online)  |
| **Consent form: what if all Diagnosis don’t fit?**  | List the most prominent Dx and possibly add the additional diagnosis to the assessment. |
| **If referral date on the form and authorization date isn’t the same, which is the date of referral?** | Regarding the date listed on the form, contact Case Management staff and let them know that you cannot begin providing services until the authorization is in place accurately. You should not start delegation services without a referral and authorization. No guarantee of payment otherwise. If you are unable to contact the Case Manager, loop us in to assist.  |
| **Can we accept a referral without a DSHS CARE assessment?** | No, if needed Nurse Delegators can receive assessments in “pending” status (not finalized)  |
| **Psychotropic drugs and medication assistance vs medication administration** | Psychotropic medications are delegated or not delegated just like any other medication. If the client is assessed for medication assistance, then there is no need for delegation. If you are asked as the delegating RN to delegate a psychotropic medication and you do or do not feel it is needed and the CM or provider disagrees you will need to have a conversation about this. It is up to the delegating RN to decide whether to delegate or not. If a client is thought to only need psychotropic medication delegated then you are still responsible for reconciling all meds and instruct as needed. Many of these situations are very case specific and if you have questions or concerns after discussing with the CM then you can reach out to PM, DDA CRM or for DDA, Erika Parada. DDA has a policy for psychotropics, medication management, and nurse delegation. Policy 9.13 |
| **Do we need to replace all consent forms with the revised form?** | No use the revised form moving forward. Please also note that client forms cannot be destroyed and must be retained as part of the client file/medical record.  |
| **Credentials****Can a pending certificate or credential be delegated to?** | **No**, if there is an issue with barrier to care please email nursedelegation@dshs.wa.gov and we can try to assist. |
| **Nursing Assistant Registered** | Q: NAR is only valid for 200 days after employment for delegation. An AFH asked if it is ok to fire a caregiver who has been employed 200 days of NAR and rehire him a few days, then does it count 200 days all over again? A: By rule, yes it does start all over again. But do you want to delegate someone who isn’t passing the training etc.The NAR has 120 days from the date of hire to complete required basic training and 200 to get certified. |
| **Can you review how caregivers are doing 'Medication Assistance' correctly should someone not qualify for need for delegation.** | Please review the Nursing WAC 246-840 and* <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-920>
* <https://nursing.wa.gov/practicing-nurses>
* <https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.19.pdf> LTCW learn medication management when they take the Basic core training for caregivers. They should know the basics and have been tested on it.
 |
| **Medication labeling** | DDA: https://www.dshs.wa.gov/sites/default/files/rpau/documents/103P-24-13-066.pdf |
| **Assessment** | Assessment is part of the delegating RN oversight of the client. Documentation is necessary to support services and billing. You may use your own form for assessment documentation. Assessment is expected at the initial visit, 90-day visit, and change of condition. |
| **Telehealth** | Telehealth is not allowed as it is not in the contract as a paid service for delegation. You can do remote activities such as confirming orders, instructions, answering questions and the like. Change in Medical Treatment form allows for this with the appropriate task and documentation. Assessment, 90-day visit and teaching and observation of new tasks, new caregiver delegation all require in-person visit. |
| **Billing** | Q: What do I document for time billed?A: A tracker available on the RND website. You should also be keeping nursing notes for all activities/tasks that you are billing for. For example, notes stating that you received a phone call on May 1st from XXXX, then it should be reflected in billing for X number of units for this day. \*Billing tutorial below |
| **Teaching materials and Job aids** | Job aids available: <https://www.dshs.wa.gov/altsa/training/dshs-curriculum-and-materials-available><https://www.dshs.wa.gov/sites/default/files/publications/documents/22-1736.pdf> |
| **Training contract** | Training Dept contact info: website: <https://www.dshs.wa.gov/node/1941/>email TrainingApprovalTPC@dshs.wa.gov |

**Links Page for information related to RN delegation**

**Registered Nurse**

[RCW 18.79A.260 Registered nurse—Activities allowed—Delegation of tasks. (Effective until June 30, 2027.)](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.79.260)

[WAC 246-840-910 to 970 Delegation of nursing care tasks in Community-Based and In-Home care settings](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-910)

[WAC 246-840-700 Standards of nursing conduct or practice](https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-700)

[WAC 246-840-705 Functions of a registered nurse and a licensed practical nurse.](https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-705)

**Long Term Care Worker**

[RCW 18.20.270 Long-term caregiver training](https://app.leg.wa.gov/RCW/default.aspx?cite=18.20.270)

[RCW 18.88A.200 Nursing assistants](https://app.leg.wa.gov/RCW/default.aspx?cite=18.88A.200)

[RCW 18.88B Long-term care workers](http://app.leg.wa.gov/RCW/default.aspx?cite=18.88B) (HCA-C)

[RCW 70.128.230 Long-term caregiver training](https://app.leg.wa.gov/RCW/default.aspx?cite=70.128.230)

[RCW 74.39A .074 Training requirements for long-term care workers—Rules.](https://app.leg.wa.gov/RCW/default.aspx?cite=74.39A.074)

**DDCS**

[DDA Policy and Rules](https://www.dshs.wa.gov/dda/policies-and-rules/policy-and-rules)

[WAC 388-845-1170 to 1180 What is nurse delegation?](https://app.leg.wa.gov/WAC/default.aspx?cite=388-845-1170)

[RCW 74.39A Long-term care service options-expansion](https://app.leg.wa.gov/RCW/default.aspx?cite=74.39A.009)

[RCW 74.39A.074 Training requirements for Long-term care workers Rules](https://app.leg.wa.gov/RCW/default.aspx?cite=74.39A.074)

[RCW 74.39A.086 HCA-C Enforcement actions against persons not certified as home care aide and their employers—Rule-making authority](https://app.leg.wa.gov/RCW/default.aspx?cite=74.39A.086)

[WAC 388-829 Community Residential Service Business Training Requirements](https://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=388-829)

[WAC 388-829C-110 Companion Homes](https://app.leg.wa.gov/WAC/default.aspx?cite=388-829C-110)

**HCLA**

[HCLA Long Term Care Manual](https://www.dshs.wa.gov/altsa/aging-and-long-term-support-administration-long-term-care-manual) Chapter 13 and 24.

[WAC 388-71 Home and Community Services and Programs](https://apps.leg.wa.gov/wac/default.aspx?cite=388-71)

[WAC 388-71-0970 What documentation is required for completion of each training (LTCW)](https://app.leg.wa.gov/WAC/default.aspx?cite=388-71-0970)

[WAC 388-112A Residential Long-term care services training](https://app.leg.wa.gov/WAC/default.aspx?cite=388-112A)

**Medication Management**

[RCW 69.41.010: Definitions.](https://app.leg.wa.gov/RCW/default.aspx?cite=69.41.010)

[RCW 69.41.085: Medication assistance—Community-based care setting.](https://app.leg.wa.gov/rcw/default.aspx?cite=69.41.085)

[WAC 246-945-710: Scope and Applicability](https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-710)

[WAC 246-945-712: Definitions](https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-712)

[WAC 246-945-714: Medication Assistance by Non-Practitioners](https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-714)

[WAC 246-945-716: Self-Administration in Licensed Assisted Living Facilities](https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-716)

[WAC 246-945-718: Medication Assistance-Restrictions](https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-718)

[**WAC 388-76 Adult Family Homes**](http://app.leg.wa.gov/WAC/default.aspx?cite=388-76)

[**WAC 388-78A Assisted Living Facility**](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A)

**GovDelivery Links to sign up for agency information notifications**

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>