**Nurse Delegation Meeting 12/13/2023**

**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)

**Skin Observation Protocol:**

Susan can be used as a resource for review on wound staging and other SOP related topics. Please see the information handout attached for review.

**Susan Worthington, RN** – Nursing Services Program Manager – [susan.worthington@dshs.wa.gov](mailto:susan.worthington@dshs.wa.gov)

HCS Timeline

Referral nurse must:

1. Within 2 business days accept the referral.

2. Within 5 business days, review file and reach out to client, family member(s), or POA/Guardian and make phone contact.  \*\*\*\* **If the nurse is unable to make timeline, document all efforts and barriers, inform case manager supervisor, and make contact as soon as possible.**

3. In 20 working days make visit if necessary and complete and return documentation to CM.

DDA Timeline

The referral nurse must:

1. Accept the SOP referral within one business day

2. Schedule a skin observation protocol assessment within two business days

3. Complete the in-person SOP assessment within two business days

4. Complete the forms below and send to the CRM no more than five business days after the assessment

a. DSHS 13-780, Nursing Services Basic Skin Assessment; and

b. DSHS 13-783, Pressure Injury Assessment and Documentation if there is a current pressure injury; and \*\*As a mandatory reporter, notify Adult Protective Services (APS) or Child Protective Services (CPS) if there are suspicions of abuse or neglect.

**Secure Messaging for Client Information:**

If you as the contractor is sending HIPAA information to DSHS staff, then it is secure on our end. As a provider it is your responsibility following guidelines and contract to protect all personal data of your clients. Please review PowerPoint for information.

**Billing:**

There is a new Billing form for you to use. It is not currently mandatory but highly encouraged. It includes all the elements for you to support your billing for Medicaid payments and audits. You can find it on the Forms Page: <http://www.dshs.wa.gov/altsa/residential-care-services/nurse-delegation-forms>

**Forms Review:** 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>

Per contract, documentation standards are listed in the Special Terms and Conditions begins on **Page 14.**

**Telehealth:**

Per WABON and DSHS, if you practice Telemedicine or Telehealth the training is required, **and** it is required you follow all the rules and regulations per WA state and Federal rules. HIPAA is one of the priority factors for your nursing practice and DSHS.

[WABON Advisory Opinion for Telehealth Training Requirements](https://doh.wa.gov/sites/default/files/legacy/Documents/6000/NCAO25.pdf?uid=631fd271784f9)

**Contractor Meetings for 2024:** With the pandemic ending, we are moving towards a hybrid setup for our contractor meetings in 2024. Our event calendar is posted on the Nurse Delegation webpage with the location of each meeting as well as the end of this meeting’s handout.

**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** |
| Is the follow up for found pressure injuries calling the PCP for orders? Can nurse initiate wound care without an order from PCP? | If on assessment, a pressure injury is found the primary care provider must be notified or depending on the wound the client may need emergent care. For delegation you are to follow the rules of RN standards of practice. Please refer to RCW [18.79.280](http://app.leg.wa.gov/RCW/default.aspx?cite=18.79.280) and [WAC 246-840](https://app.leg.wa.gov/WAC/default.aspx?cite=246-840) |
| Where do we find all the rules for billing of ND services from Medicaid? | The nurse delegation contract and Health Care Authority (HCA). HCA will have links to Medicaid and CMS. There are not specific rules for “Nurse Delegation”, but you are providing care under contracted client service. Please ask us for a copy of the contract if you have not kept yours. |
| For NAR, do I not need the copy of 75 hours training? | The NAR must have an active credential, basic core training (certificate or transcript), Nurse Delegation Core training, and if needed for insulin the Special Focus on Diabetes.  RCW 18.88A.210 **Delegation—Basic and specialized nurse delegation training requirements.**  WAC 246-841-405 **Nursing Assistant Delegation**  WAC 246-980-025 **Long-term Care Worker Individuals exempt from obtaining a home care aide certification**  e) An individual employed as a long-term care worker on January 6, 2012, or who was employed as a long-term care worker between January 1, 2011, and January 6, 2012, and who completed all of the training requirements in effect as of the date of hire. This exemption expires if the long-term care worker has not provided care for three consecutive years.  (i) The department may require the exempt long-term care worker who was employed as a long-term care worker between January 1, 2011, and January 6, 2012, to provide proof of that employment. Proof may include a letter or similar documentation from the employer that hired the long-term care worker between January 1, 2011, and January 6, 2012, indicating the first and last day of employment, the job title, a job description, and proof of completing training requirements. Proof of training will also be accepted directly from the approved instructor or training program, if applicable.  DPA for Training Deadlines  https://www.dshs.wa.gov/sites/default/files/ALTSA/rcs/documents/multiple/023-10-13-1.pdf |
| With the pandemic pay ending on 12/31, any chance we are getting a raise? | Pandemic pay has been extended with a decrease. Please see attached. |

**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://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-700)

<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://fortress.wa.gov/dshs/adsaapps/Professional/MB/HCSMB2023/h23-025%20amended%20basic%20training%20and%20cert%20deadline%20changes%20for%20ltc%20worker%20qualif%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.*