

Private Duty Nursing Pre-Contracting Education

By : Kaila O'Dell, Private Duty Nursing Program Manager

Overview:

- **Meeting Welcome 1:00 – 4:30 PM**
- **Introductions and Training Expectations**
- **What is Private Duty Nursing?**
- **Responsibilities within PDN Program**
- **Break – Time TBD**
- **Documentation**
- **Billing for Services**
- **Contracting Requirements & Application Review**

Welcome

- *Thank you* for being here today.
- Out of respect, please mute your microphone and use the raise hand feature or chat box for questions. We will periodically pause to address questions.
- Full participation is encouraged, and it is mandatory that you attend this course to apply for a PDN contract.



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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 (MMI). PDN is an alternative to institutional care.
- **The Medically Intensive Children's Program (MICP)** is a program which provides private-duty nursing services to children aged 17 years or younger, either through fee-for-service or an managed care organization (MCO). MICP serves children who's medically needs cannot be met through intermittent home health services.

Common Acronyms

- **PDN:** Private Duty Nursing
- **HCS:** Home and Community Services
- **DDA:** Developmental Disabilities Administration
- **AFH:** Adult Family Home
- **HHA:** Home Health Agency
- **NCC:** Nursing Care Consultant
- **CM:** Case Manager
- **SNTL:** Skilled Nursing Task Log
- **IP:** Individual Provider
- **AP:** Agency Provider
- **POC or CP:** Plan of Care or Care Plan
- **PCP:** Primary Care Physician

Private Duty Nursing Settings

- **Client's Community Based Residence:** This can be a home or an apartment, family member's home, or any individual home environment of their choice.
- **Adult Family Homes:** Any Washington State licensed adult family home with an active PDN contract.
- **Licensed Staff Residential (LSR) for Medically Fragile Children's.** Group care setting where children receive 24-hour medical supports. LSR must be licensed through the Department of Child Youth and Family (DCYF), contracted for PDN, and may hold a DDA contract for Fee for Service Medically Intensive Children.

Who Can Provide PDN Services?

1. **Individual PDN:** Must be a RN **or** LPN with RN oversight from a contracted RN
2. **HHA:** Licensed Home Health Agency in Washington State ([Dept. of Health](#))
3. **AFH:** Licensed Adult Family Home in Washington State with 24-hour nursing care from either an LPN or RN
4. Licensed Staff Residential with a PDN contract.

All PDN contracts require an RN in some capacity.



Who Can Provide PDN services? Continued...

*All PDN contracts require there to be an RN who holds the PDN contract.

Examples:

- Individual RN PDN
- Individual LPN PDN with RN oversight (RN must have PDN contract and be familiar with the nurse/client)
- Home Health Agency PDN with RN Supervisor/Owner
- Adult Family Home with RN Supervisor/Owner
- Licensed Staff Residential needs an RN owner or RN supervisor
- **WAC 388-106-1025**
- **WAC 182-551-3200**

Any questions?



Documentation



PDN Care Plan

You must complete a detailed service plan or plan of care initially **and** every 6 months thereafter.

This must be signed by you **and** the clients primary care provider.

If you are an LPN, it needs to signed by your overseeing RN as well.

This *particular* care plan is not a required form, but it is available for use.

Available on the [PDN website](#) and [DSHS Forms Page](#).



AGING AND LONG-TERM SERVICES ADMINISTRATION (AL TSA) Private Duty Nursing (PDN) Care Plan

Client Information			
CLIENT'S NAME	DATE OF BIRTH	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
CLIENT'S ADDRESS		PROVIDER ONE NUMBER	
CLIENT'S EMAIL ADDRESS		CLIENT'S PHONE NUMBER (WITH AREA CODE)	
Private Duty Nurse / Home Health Agency			
NAME AND TITLE OF PDN		PROVIDER ONE NUMBER	
PHYSICIAN'S NAME AND ADDRESS			
ADDITIONAL NAMES OF PHYSICIANS AND SPECIALTY (IF MULTIPLE PROVIDERS)			
Client's Medical Information			
PRINCIPAL DIAGNOSIS		OTHER PERTINENT DIAGNOSIS	
PROGNOSIS FOR RECEIVING PRIVATE DUTY NURSING <input type="checkbox"/> Poor <input type="checkbox"/> Guarded <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent		HEIGHT	WEIGHT
		CODE STATUS	
CURRENT MEDICAL ORDERS AND FREQUENCY OF TREATMENTS			
SUMMARY OF LAST NURSING ASSESSMENT / VISIT			
CLIENT GOALS (PERSON CENTERED CARE PLAN)			
ALLERGIES (INCLUDING MEDICATION ALLERGIES)			
SPECIAL NUTRITIONAL REQUIREMENTS			
PAST MEDICAL HISTORY			

PDN Skilled Nursing Task Log

- How to complete a SNTL
- Where to find a SNTL
- How to use a SNTL

Available on the [PDN website](#) and [DSHS Forms Page](#).



Private Duty Nursing (PDN) Skilled Nursing Task Log

1. DATE

Instructions: Complete one sheet for each 24-hour period, seven days / week.

1. Date of Service
2. Client's Name, Date of Birth (DOB), and ACES Client ID.
3. Under the correct time of day, enter how long it took to provide the service indicated for the row.
4. PDN eligibility requirements and determination of hours per WAC [388-106-1010](#).
5. All other skilled nursing task needs for client being provided. Please write the name of the skilled nursing task being completed and, using the correct time of day, enter how long it took to provide the service indicated for the row.
6. In addition, initial, sign, and indicate role on Page 2 in the last section.

2. CLIENT	3. AM												PM											
	Enter the time (in minutes) and initial time in the same box.																							
DOB	12 - 12:59	1 - 1:59	2 - 2:59	3 - 3:59	4 - 4:59	5 - 5:59	6 - 6:59	7 - 7:59	8 - 8:59	9 - 9:59	10 - 10:59	11 - 11:59	12 - 12:59	1 - 1:59	2 - 2:59	3 - 3:59	4 - 4:59	5 - 5:59	6 - 6:59	7 - 7:59	8 - 8:59	9 - 9:59	10 - 10:59	11 - 11:59
ACES CLIENT ID																								
4. WAC 388-106-1010 PDN Skilled Nursing Care Needs required for Private Duty																								
(1) Mechanical Ventilation which takes over active breathing due to your inability to breathe on your own due to injury or illness. A tracheal tube is in place and is hooked up to a ventilator that pumps air into the lungs; or																								
(2) Complex respiratory support (minimum of two listed below (a) through (f):																								
a) Postural drainage and chest percussion;																								
b) Application of respiratory vests;																								
c) Nebulizer treatments with or without medications;																								
d) Intermittent positive pressure breathing;																								
e) O2 saturation measurement with treatment decisions dependent on the results; or																								
f) Tracheal suctioning.																								

PRIVATE DUTY NURSING SKILLED NURSING TASK LOG
DSHS 15-344 (REV. 05/2023)

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Care Documentation

- Documentation is a critical piece of nursing care and must be completed.
- Standards of nursing practice should be following and should include documenting all care services provided.
- Some examples to include, but not limited to:
 - Time frames
 - Following orders for care being provided
 - Nursing assessments/documentation
 - Interventions provided, etc
- This can be done with use of PDN SNTL, daily flow sheets, nursing notes and other supportive documentation.
- Remember to always document and keep your records for all care services provided.

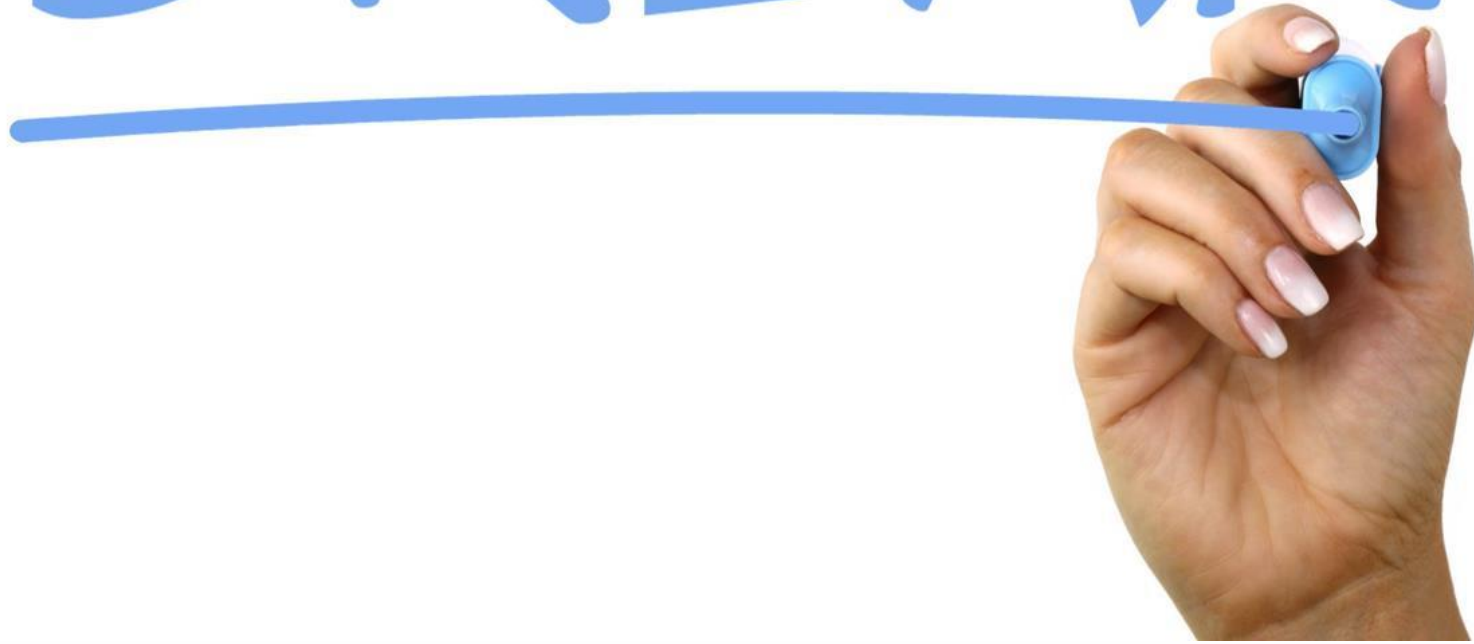
Documentation Retention

- Records must be retained for six (6) years after expiration or termination of this contract.
- The contracted provider will be responsible for ensuring the safety of all documents and following applicable HIPPA laws and standards.
- Records may be requested by the Department (HCS/DDA) at any time.

QUESTIONS?



BREAK



Roles & Responsibilities



Understanding the Roles of PDN Contractor

- Develops a Private Duty Nursing services care plan
- Complete SNTL at least every 6 months and submit to the NCC
- Collaborate with client and ALISA/DDA NCC
- Perform DSHS approved PDN services, personal care, and IADL's as required in the client's Service Summary and Assessment Details or CP and approved by the client's PCP
- Manage and keep documentation for all services provided

Roles of PDN Contractor continued...

- Contractor must not exceed authorized hours per day without written approval from DSHS
- Note: randomized audits may be conducted by PDN Program Manager. The contractor is required to produce requested documents.
- No single nurse for a single client may work more than sixteen (16) hours in a single day due to safety concerns.
- Nursing agencies who provide services to clients and are unable to meet the approved nursing hours must notify NCC immediately.

Understanding the Roles of PDN Nursing Care Consultant

- Ensure that applicants submit a Medicaid application, if not already a Medicaid recipient. Coordinate the financial eligibility process on behalf of the applicant.
- [Determine eligibility through the CARE assessment](#) , review of [Skilled Nursing Task Log](#) (SNTL), review of medical record, and other documentation to support client's medical care needs. WAC 388-106-1010 (3, 2b)
- Contact the client or client representative within two (2) business days of receiving referral. WAC 388-106-1010
- Assist the client with finding a PDN provider and ensure that the provider is contracted.
- Utilizing CARE tool, develop a plan of care specific to the client. WAC 388-106-1010 (3)
- Authorize services (i.e. determine the number of hours, consider ETRs, authorize in ProviderOne, and send the Planned Action Notice).
- Provide ongoing case management. PDN clients are **not** transferred to the AAA.

Understanding the Roles of PDN Clients

- Interviews and hires PDN providers. May also refer non-contracted providers to PDN PM for contracting
 - If client is unable to interview and hire PDN providers then the family, POA, hospital discharge staff/social worker and/NCC may assist
 - Client and/or POA is responsible for training PDN providers and information support
 - Provide training on all durable medical equipment
 - Provide any additional training needed for client specific tasks
-
- If a PDN HHA is hired to provide PDN services, then the agency will be responsible for training PDN nurses on care needs and equipment

Understanding the Roles of PDN Program Manager

- Is responsible for PDN contracting.
- Performs ongoing contract monitoring as determined by program needs.
- Is the subject matter expert and resource for PDN program.
- The PDN PM is *not* responsible for interviewing, hiring or recommending providers.

Billing For Services



Billing for Services

- Billing for PDN services is done through your ProviderOne portal.
- You must bill for the day the services are performed.
 - *Ex: If you perform care on Jan 5 but don't bill until Feb 1, the date of service is still Jan. 5.*
- You must bill for services with 1 calendar year from date of service.
- <https://www.hca.wa.gov/assets/billers-and-providers/providerone-billing-and-resource-guide.pdf>
- If you have billing questions or concerns, please contact your NCC first.
- If you are still having issues, please contact HealthCare Authority:
 - Phone: 800-562-3022
 - Email: providerrelations@hca.wa.gov

PDN Billing Codes

Service Code	Modifier	Modifier2	Service Name
T1000	TD		Private Duty Nursing: RN, Individual
T1000	TD		Private Duty Nursing: RN, Agency
T1000	TE		Private Duty Nursing: LPN, Individual
T1000	TE		Private Duty Nursing: LPN, Agency
T1000	TD	TV	PDN Hourly Holiday Pay RN, Individual
T1000	TE	TV	PDN Hourly Holiday Pay LPN, Individual
T1000	TD	TV	PDN Hourly Holiday Pay RN, Agency
T1000	TE	TV	PDN Hourly Holiday Pay LPN, Agency
T1020	TD		AFH PDN Spec Home
T1030			Children's Medically Fragile Group Home



[ProviderOne Billing and Resource Guide \(wa.gov\)](https://www.providerone.com/billing-and-resource-guide/wa.gov)

PDN Paid Holidays

- (1) The first day of January (**New Year's Day**);
- (2) The third Monday of January (**Martin Luther King, Jr.'s birthday**);
- (3) The third Monday of February (**Presidents' Day**);
- (4) The last Monday of May (**Memorial Day**);
- (5) The nineteenth day of June (**Juneteenth**);
- (6) The fourth day of July (**Independence Day**);
- (7) The first Monday in September (**Labor Day**);
- (8) The eleventh day of November (**Veterans Day**);
- (9) The fourth Thursday in November (**Thanksgiving Day**);
- (10) The Friday immediately following the fourth Thursday in November (**Native American Heritage Day**); and
- (11) The twenty-fifth day of December (**Christmas Day**).



Contracting Requirements

- An active unencumbered RN license or LPN license in Washington State or Multistate License (MSL)
- If the applicant is an LPN then they must have an RN with a PDN contract provide supervision
- Must have a contract with the Medicaid agency to provide PDN services
- Complete a background check
- Have no convictions for a disqualifying crime
- Have a minimum of (1) of applicable nursing experience
- Provide proof and references for nursing experience

Please Remember...

- 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
- It is the PDN contractor's responsibility to follow entire contract obligations
- At anytime if contract is not being followed, then this places contract at risk of termination
- Routine contract monitoring is completed by the PDN PM, and the contracted provider must follow in accordance with requests timely

Contracting Process

- Complete application packet and submit to the program manager
- Program manager checks application packet to make sure all required documentation are 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

Expectations as a Contractor

- Maintain PDN records per your contract for at least 6 years.
- Maintain current license, registrations and certifications requirement for PDN contract (RN/LPN/HHA/AFH). Licenses, registrations and certifications must remain in good standing without any substantiated complaints or sanctions during the period of performance of PDN contract.
- Respond timely to PDN program and comply with contract requests.

Additional Resources

- [Private Duty Nursing | DSHS \(wa.gov\)](#)
- PDN WAC's 388-106-1000 to 388-106-1055
- LTC Chapter 25: Private Duty Nursing
- SNTL
- PDN Plan of Care



- PDN Pre-Contracting Quiz
- Apply for PDN contract
- Connect with PDN clients



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