**Private Duty Nursing Meeting 4/15/2025**

**ALTSA Private Duty Nursing Website:** <https://www.dshs.wa.gov/altsa/private-duty-nursing>

**Contact Emails**

**Private Duty Nursing Program Email:** [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)

**Private Duty Nursing Program Manager: Kaila O’Dell** – [Kaila.ODell@dshs.wa.gov](mailto:Kaila.ODell@dshs.wa.gov)

**DDA Nursing Services Unit Manager: Erika Parada** – [Erika.Parada@dshs.wa.gov](mailto:Erika.Parada@dshs.wa.gov)

**Topics and Notes**

**PDN Updates**  
No new program updates at this time. I currently have been working up language on PDN HHA and Individual PDN contracts as well as working with DDA to ensure that language aligns.

**PDN Renewal 2025**  
Renewals are underway you should have received an email from nursingcontracts@dshs.wa.gov informing you of items you need for contract renewal. IF you have any questions, please reach out to [nursingcontracts@dshs.wa.gov](mailto:nursingcontracts@dshs.wa.gov)

**PDN Commonly asked questions Q1**  
Q: I am having trouble billing – on website you can find the billing guide and make sure billing codes are correct can always reach out to NNC or on that billing guide you can find a number and email.

Q: Do I need to complete a PDN skilled Nursing Task Log (SNTL)? It is a requirement to utilize the task log for any PDN client, should align with physician orders and medical record treatment plan and show the skilled nursing tasks that are being performed.

Q: How often am I required to do a SNTL? You are required and is written in the PDN WACs anytime NCC is reaching out letting you know PDN client due for initial intake or review. Typically, every 6 months.

Q: Communication with NCC’s. They will reach out to you and let you know that the client is due for a review and that 7 days worth of SNTL will need to be completed. It is very important to have a good relationship and be aware of who the NCC is working with your PDN client. If you have any questions or are unsure please feel free to reach out to me and I can help you find out.

Q: Do I need to create my own PDN plan of care, or can I share? If you are an individual PDN provider you need to make sure you are creating your own plan of care, you are responsible for creating clients and approved by client physicians. If you’re in a PDN home agency it is required for that home agency to have and complete it. For PDN AFH, you may use one plan of care.

Special Guest  
Leslie Elder, MSN, RN  
BreatheWell Inspiration/Owner  
Medically Complex Care Education   
[Leslie@breathewellinspiration.com](mailto:Leslie@breathewellinspiration.com)   
[www.breathewellinspiration.com](http://www.breathewellinspiration.com)

Add in Leslie PP

I am a resource to you and the medically complex patients at home.   
Mission: helping people help people  
Lecture/practice, Simulations  
Offers classes and will get a certificate of completion.  
  
**Training Matters…**Goes over what distress looks like, cough reflex, resuscitator bag, medication overview – Rx, order of medications, practice G-tube replacement, stoma complications, Farrel bags/venting, obstructive lung disease/interventions

**What keeps me awake at night….**

**Caregiver Education:** Please join me in trying to improve the lives of these children and families at home. Quality education plays a significant and positive role in this type of care at home. Quality education is ready-just down the road. SEE ONE, DO ONE, TEACH ONE HAS TURNED INTO SEE ONE, DO ONE, SIMULATE MANY  
  
Q: Do you do teach remote, I want all my nurse to take this with you but with staffing challenges it is hard. Yes, I do, and I am happy to come down and do a small group.  
  
Q: Do you have classes geared to a lower level of knowledge - my classes are set for caregivers and down to the skill level of a parent, grandparent etc.

**Learning Opportunities**  
[Tracheostomy And Ventilator Virtual Training Lab | Tracheostomy Education](https://tracheostomyeducation.com/courses/tracheostomy-bootcamp/)

[BreatheWell Inspiration | The best place for hands-on tracheostomy and ventilator education in a simulation lab environment..](https://www.breathewellinspiration.com/)

[Tracheostomy Safety and Education for Caregivers-Safe Care at Home](https://www.seattlechildrens.org/healthcare-professionals/education/grand-rounds/online/ngr-tracheostomy-safety/)

[Health Equity Continuing Education | Washington State Department of Health](https://doh.wa.gov/public-health-provider-resources/healthcare-professions-and-facilities/health-equity-continuing-education)

[Mental Health Resources for Nurses | Washington State Board of Nursing](https://nursing.wa.gov/practicing-nurses/mental-health-resources-nurses)

[Suicide Prevention Training for Health Professions | Washington State Department of Health](https://doh.wa.gov/public-health-provider-resources/healthcare-professions-and-facilities/suicide-prevention)

Washington State Business Training   
[Small Business Training and Education Center – Washington State Department of Commerce](https://www.commerce.wa.gov/so/small-business-services/)

[Washington State Small Business Training & Education Center](https://mystartup365.com/)

* I tried to access the links from the last meeting power point, and the links are highlighted blue but do not link to any websites.

**Questions & Answers**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| How to build clients? | Abiy Assen & Abebe email Kaila for further needs.  [http s://www.dshs.wa.gov/ALTSA/resources](https://www.dshs.wa.gov/ALTSA/resources)  It is the responsibility of the PDN provider to advertise and obtain their own clients. There are many ways to do this. Ensure that you establish a relationship with local businesses in your area. Let them know what types of services you are able to provide. Consider advertising. Connecting with local hospitals, clinics and skilled nursing facilities. You may also connect with the field offices above to inform NCCs you are willing to serve PDN clients. |
| Are we required to have insurance? | It is required and in the contract that you have the insurance. |

**Helpful Links**

**Private Duty Nursing Washington Administrative Codes, 388-106-1000 to 1055:** <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-106-1025>

**Billing Guide**: <https://www.hca.wa.gov/assets/billers-and-providers/providerone-billing-and-resource-guide.pdf>

**DDA Nursing Services Website:** <https://www.dshs.wa.gov/dda/nursing-services>

**HCS GovDelivery:** <https://public.govdelivery.com/accounts/WADSHSALTSA/subscriber/new?preferences=true#tab1>

**DDA GovDelivery**: <https://public.govdelivery.com/accounts/WADSHSDDA/subscribers/new>