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# PRIVATE DUTY NURSING

Update 2020

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# Private Duty Nursing Overview

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# Chapter Update

REPLACE	TITLE	EFFECTIVE DATE
Entire Chapter	Private Duty Nursing	September 15, 2015
Entire Chapter	532.2.B, 532.5, 532.5.1, 532.6, 532.7, 532.8, and Glossary. Screening Criteria and Service Requirements For Private Duty Nursing Services, Program Exclusions for Members, Appeals Process/Fair Hearing, Billing Procedures, Criminal Background Checks, and Glossary.	December 21, 2016
Entire Chapter	<p>532.2: Screening Criteria and Requirements for PDN Services Section – Added statements re: #7. Infection Control, #8. Emergency Preparedness, #9. Updated PDN services Out of State. Under Plan of Care and Nursing Notes Maintained in the Home Environment: 18a statement was updated, 18b was updated, and added 18c and 18d statements.</p> <p>532.4.2: Updated Section heading to: Services To Home And Community-Based Services (HCBS) Members and added Children with Serious Emotional Disorder Waiver (CSEDW).</p> <p>532.5: Program Exclusions Section – Updated bullet #3 and added bullet #6 statement.</p> <p>Added 532.5.1 Program Exceptions for limited nursing resources and note.</p> <p>532.8: Criminal Background Checks – Replaced entire section with Chapter 700 WVCARES Policy link.</p> <p>532.10: Updated How to Obtain Information section. Added West Virginia Code Chapter 21.Labor. Article 5F. Nurse Overtime and Patient Safety Act.</p> <p>Glossary: Updated Nurse Licensure Compact Administration (NLCA/eNLC) Definition for West Virginia.</p>	May 1, 2020

The changes listed became effective May 1, 2020.

Chapter 532 PDN Policy Manual can be found at <https://dhhr.wv.gov/bms/Pages/Chapter-532-Private-Duty-Nursing.aspx>.

# Service Limitations/Exclusions

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Private Duty Nursing Services are NOT covered in the following situations:

- Members 21 years of age or older
- Member is residing in a nursing facility, hospital, residential care facility, intermediate care facility for developmental disabilities (ICF/IID) or personal care home at the time of delivery of PDN services.
- Care solely to allow the member's family, foster family, or in-home caregiver to work, go to school, or to run errands.
- Care solely to allow vacation and/or vacation travel with family, foster family, or in-home caregiver within or outside the state of West Virginia.
- Care solely to allow respite for caregivers or member's family.
- Care at maintenance level.
- Only the agency authorized to provide the PDN services can bill. If the agency finds it necessary to subcontract services due to staffing needs, the services provided by the subcontractor are not reimbursable by Medicaid.
- No PDN (RN and/or LPN) shall work more than 16 hours in a 24-hour period in accordance with the West Virginia Code Chapter 21.Labor. Article 5F. Nurse Overtime and Patient Safety Act.

# Caregiver

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Family or Foster Family/in-home caregiver is required to have all of the following:

- At least one person trained and fully able to care for the member in the home that is not an employee of the PDN agency (Example: Specific skills, CPR certification).
- If the member is ventilator dependent, two or more trained caregivers that are not employees of the PDN agency is required.
- A parent, guardian, caregiver adult must be present at all times in the home with the PDN.
- Ability to maintain a safe home environment, including a document emergency plan.
- Caregivers should be willing to work toward maximum independence, including finding and using alternative resources as appropriate. Such as the utilization of teachings and waiver programs.

# Documentation Requirements

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## Initiation of Services:

- Primary Care Provider Request Form.
- Plan of Care CMS 485 signed and dated by Physician (MD or DO) or Advanced Practice Nurse (APRN). Please make sure medication list is included.
- Scored Acuity and Psychosocial Grid.

## Recertification of services:

- Primary Care Provider Request Form (submitted annually).
- Plan of Care CMS 485 signed and dated by Physician (MD or DO) or Advanced Practice Nurse (APRN). Please make sure medication list is included.
- Scored Acuity and Psychosocial Grid.
- Daily Nursing Notes from the past 30 days.



# Documentation Requirements

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- Description of needs must include interventions, measurable objectives, and short and long term goals with timeframes.
  - It is important to note changes in the member's goals whether they improve, worsen, or the goal was not addressed.
  - If goals remain the same, additional documentation as to why the goal is not being met will be required. If no explanation is given, it will be determined the member is at a maintenance level, and therefore, request will be denied.
- If the member is part of a waiver program additional documentation will be requested to review for duplication.

# Maintenance Care

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- The definition of maintenance care is a level of care when the goals and objectives of the care plan are reached, and the condition of the member is stable/predictable. Example:
  - For a member that requires G tube bolus feedings with no signs of aspiration, tolerating tube feedings well with no gagging or emesis. Caregivers have been taught and have demonstrated the skills and abilities to carry out the plan of care.



# Caregiver Education

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- A description of education that is being provided to the caregiver, who is present throughout shift, is required.
  - Documentation is to include:
    - Who is being taught?
    - What is being taught?
    - Where is the education of the task being taught?
    - When is education being taught?
    - Was the caregiver able to demonstrate successfully the task being taught? If not is further education required?
- Delegation, assignment of care and availability of PDN.
  - Documentation is to include:
    - Whom tasks are delegated whether it's the caregiver or PDN through the provider's assignment.
    - What is the availability of the PDN?

# Increased Hours

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Requests to increase the number of hours in an approved certification period require one of the following:

- Physician signed CMS 485/Plan of care indicating number of hours requested;
- Physician signed order on the Revision of Treatment/Plan form that specifies increased in hours and date span;
- Additional documentation and updated goals or treatments to justify the increase of hours. Example:
  - Documentation of any recent hospitalizations, which may result in a short term increase of hours.

# Time Frames/Closure

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- All requests for PDN must be submitted within seven business days prior to the start of care date and recertification dates.
  - Private duty nursing cases must be submitted timely;
  - In any information is missing, RN reviewers will place in “Hold for pricing” status for 30 days;
  - If the information has not been received within 30 days, the request will be closed clinically for lack of information.
- Comprehensive assessments must be updated and submitted to the UMC (Kepro) by the next workday after any significant change of condition.
  - Please fax the comprehensive assessments or any other documentation to Kepro at 844.633.8430 with prior authorization number.

# Training and Technical Assistance

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- Kepro offers training via webinar, phone, and various materials.
- Provider Training is offered on the submission process and annual reviews of online Prior Authorizations. This is available to assist with a successful process for providers.
- Each PowerPoint presentation from the provider trainings are posted to the <http://www.wvaso.kepro.com> in the Manuals and Reference Materials section of our website.

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GENERAL KEPRO AND WVCHIP INFORMATION: [WWW.WVASO.KEPRO.COM](http://WWW.WVASO.KEPRO.COM)  
FOR SUBMITTING AUTHORIZATIONS: [HTTPS://PROVIDERPORTAL.KEPRO.COM](https://PROVIDERPORTAL.KEPRO.COM)  
WEBSITE FOR ORG MANAGERS TO REGISTER/ADD/MODIFY USERS: [HTTPS://C3WV.KEPRO.COM](https://C3WV.KEPRO.COM)



# Questions?

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