**Private Duty Nursing Meeting 3/19/2024**

**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**

* **Upcoming Training Opportunities:**
  + [UW Trach Safe Emergency Airway Management Course](https://mcusercontent.com/70942da660e3882d86457829f/files/995a8b0e-9e4b-b42a-cec9-9be3f8995e0b/Trach_SAFE_flyer_2023.05.pdf)
  + [Wound Care Update 2023 – UW School of Nursing](https://learning.nursing.uw.edu/courses/wound2023/)
  + If you are aware of any additional training opportunities, please share them with Kaila via email.
* **Contract Monitoring and recap of PDN Audit/Post audit next steps/Future:** We have been doing a more in-depth contract monitoring process to ensure all PDN contractors are in compliance with their contract.
  + This includes background check renewals, insurance verification, and licensing checks. If you have been contacted by the department, please answer those emails in a timely manner.
  + If you have any questions, please contact us at [nursingcontracts@dshs.wa.gov](mailto:nursingcontracts@dshs.wa.gov)
* **RN Oversight for LPNs:** Per WAC 388-106-1025, LPNs are required to have an RN who has a contract with the Medicaid agency to provide PDN services as well as meets the criteria in WAC 388-106-1040. We are looking for RNs who would be interested in providing oversight.
  + Ideally, it would be good if you were an RN that has at least a few years of PDN contracting experience. However, if you are new to PDN contracting, please still consider. You bring value and have years of nursing experience.

If you are interested, please email us at [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)

* **Review PDN forms:** Review of PDN forms. There will be time for Q/A.**Questions & Answers**

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| **Question** | **Answer** |
| Can multiple PDN providers share one plan of care? | The client can have one plan of care that is signed by the PCP, however, each PDN contracted provider must also sign each 6 months as outlined in both PDN WAC and contract.  Each PDN contracted provider is their own business owner and is responsible to keep record. |
| I have concerns with attaching my client's personal health information to my nursing contract, and then being required to email that information.  A way to securely upload would have felt much safer. | Here are free/low-cost secure email provider options:  ProtonMail  Mailfence  SecureMyEmail  Tutanota |
| Are you saying that I am responsible for both agency and all the pdn rns on the same care plan?  Say a client has 10 PDN's, you are expecting the provider to sign the same care plan for 10 different PDN's? | No. Each PDN contractor is responsible for their own. You are your own contracted provider and business owner. How you determine your process is up to you, however it must meet contract requirements and PDN WACs. |
| Can I just sign a copy of the 485? | If this meets the requirements, then yes. |
| Are agencies required to submit a service and time log? | I understand that HHA’s may already have a system in place that shows (time IN and time OUT) for PDN hours. Please submit what you use to justify PDN hours. i.e. how do you confirm a nurse is providing PDN hours being claimed? |
| If I sign in and out and write hours on my care notes I should not have to do this hourly task log.  every year is sufficient | While this is correct, please note that you will need to submit all pages when being audited. Another option is a 1-page form which is currently being created, where you can track your time IN and time OUT for the entire month. Thus, sending less paperwork for audits and can also easily show the information. |
| Is this time sheet for audit only or submit on a monthly basis | Per PDN WAC 388-106-1040 (9), you must keep monthly timesheet. You must be able to produce this record if audited. Please note that you must also maintain records for six (6) years. This is important to know and understand. |
| If we as independent rn are responsible for so many these forms, why agency pay a lot more than us??? | HHA must meet additional requirements. If you are interested in learning more about HHA’s you may do so by visiting the HHA licensing website for WA State. |
| Is there a WAC for using what is being called a "mandatory" form? | No and the time IN and time OUT form is not mandatory. It will be an available form to use if you need/want to use it. It’s currently optional. The same is also for the PDN plan of care form which was created. You may also use this. I am trying to help create forms to meet minimum requirements and easy to use. It is not my goal to add more work, but lesson the work, while meeting program requirements. |
| Do we have the meeting schedule for these quarterly meetings set up for the year? | Yes, they are posted on the PDN website under calendar. |
| medications on care plan- just prescription meds or supplements too? | All medications/treatment as outlined in plan of care.  I understand and know this may be a large number and you will likely have to add additional pages. Please ensure the plan of care is complete. |

**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>