

July 23, 2014

Private Duty Nursing Contractor's Meeting

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

Overview:

- **Meeting 1:00 to 3:00 PM**
- **Emoji stories**
- **PDN program updates**
- **PDN WAC Loading**
- **PDN Audits**
- **Review of PDN forms/documents**
- **PDN Billing review and resources**
- **PDN training opportunities**
- **Closing comments/other business/follow up**
- **Questions/Answers**

Emoji Stories

Pick 5 emoji's and put them in the chat to describe your week.

Drop them in the chat if willing to share.



PDN Program Updates



- Royboyo Updates
- Form updates
- Pre contract training
- Contract waiting times
- Billing training
- Chapter 25 LTCM
- PDN Holiday WAC

PDN Program Updates Continued.....

What days are considered holidays for Private Duty Nursing providers?

The following are state legal holidays:

- (a) The first day of January, commonly called New Year's Day;
- (b) The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
- (c) The third Monday of February, to be known as Presidents' Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
- (d) The last Monday of May, commonly known as Memorial Day;
- (e) The nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom;
- (f) The fourth day of July, the anniversary of the Declaration of Independence;
- (g) The first Monday in September, to be known as Labor Day;
- (h) The eleventh day of November, to be known as Veterans' Day;
- (i) The fourth Thursday in November, to be known as Thanksgiving Day;
- (j) The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day; and
- (k) The twenty-fifth day of December, commonly called Christmas Day.

PDN Program Updates Continued.....

20 (55)(a) \$408,000 of the general fund—state appropriation for
21 fiscal year 2025 and \$438,000 of the general fund—federal
22 appropriation are provided for rates paid, effective January 1, 2025,
23 to independent contractor nurses and agency-employed nurses providing
24 private duty nursing, skilled nursing, and private duty nursing in
25 adult family homes.

26 (b) The department must adopt a payment model that incorporates
27 the following adjustments for independent contractor nurses:

28 (i) Private duty nursing services shall be \$56.58 per hour by a
29 registered nurse and \$46.49 per hour by a licensed practical nurse.

30 (ii) Skilled nursing services shall be \$62.93 per day by a
31 registered nurse.

32 (c) The department must adopt a payment model that incorporates
33 the following adjustments for agency-employed nurses:

34 (i) Private duty nursing services shall be \$67.89 per hour by a
35 registered nurse and \$55.79 per hour by a licensed practical nurse.

36 (ii) Skilled nursing services shall be \$75.52 per day by a
37 registered nurse.

38 (d) Private duty nursing services in an adult family home shall
39 be \$898.95 per day.

PDN Audit Update 2024

- All PDN contracts will be audited.
- All PDN contracts will be audited on a four (4) year cycle.
- Contract requirements will be audited.
- A BIG THANK YOU to everyone during this audit process.
- Moving forward, what to expect and helpful tips to help prepare.
- Troy will give current audit update



PDN Forms



- Skilled Nursing Task Log (SNTL)
- Private Duty Nursing (PDN) Care Plan
- PDN Timesheet
- Forms are found on the PDN website under the Information for PDN Providers section.

Questions about SNTL?

If you have questions about how to document on this form, please share in chat.

Or you may email privatedutynursing@dshs.wa.gov



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 _____ DOB _____ ACES CLIENT ID _____	3. AM											PM													
	Enter the time (in minutes) and initial time in the same box.																								
	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	
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.																									

PDN Care Plan

- WAC 388-106-1035
- WAC 388-106-1040
- WAC 388-106-1045

* You are not required to use this form, however, if you would like to then it is available on the PDN website: [Private Duty Nursing | DSHS \(wa.gov\)](https://www.dshs.wa.gov/private-duty-nursing)



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 Time Log



Private Duty Nursing (PDN) Time Log for the Month of _____

CLIENT'S NAME
CLIENT'S ID NUMBER

PDN PROVIDER'S NAME		DOING BUSINESS AS	
PROVIDER ONE NUMBER	PHONE NUMBER (WITH AREA CODE)	EMAIL ADDRESS	

Instructions:

- Each PDN contracted provider will keep detailed records of time spent providing PDN services to justify PDN services provided on a monthly basis, in accordance with WAC 388-106-1040.
- Each PDN contractor will put time IN and time OUT and will total hours spent for each given day of the month.
- The PDN provider will certify that the hours are accurate and complete, then sign and date, the attestation below.

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1				24	
	9		17		
2				25	
	10		8		
3				26	
	11		19		
4				27	
	12		20		
5				28	

Private Duty Nursing Program Manager:

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****** Our next PDN Contractor Meeting will be October 23, 2024, 1-3:00 PM***