

**March 19, 2024**

# **Private Duty Nursing Contractor's Meeting**

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

# Overview:

- **Meeting 1:00 PM – 3:00 PM**
- **Brief recap of PDN audit**
- **Post audit next steps**
- **What to expect in the future**
- **Review of new PDN forms/documents**
- **PDN training opportunities**
- **Closing comments/other business/follow up**
- **Questions/Answers**

# 2024 PDN Audit Recap

- December 2023 – E-mail request for audit
- December 2023 – PDN contractor to send items requested
- January 2024 – QA Team continued to gather items
- February 2024 – QA Team audit of documents
- March 2024 – PDN PM audit results sent out
- April 2024 – Finalizing and completion of PDN audit



# 2024 PDN Audit Recap Continued...

Components of the 2024 PDN Audit:

- Licensure
- Insurance
- Background Check
- LPN with RN oversight
- Provider signature for Plan of Care
- Timeliness of signature for Plan of Care
- Billing



## Post PDN Audit Feedback

- What went well?
- What could be improved upon?
- You are welcome to share in the chat or if you would prefer, you are welcome to email PDN PM [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)



# Thank You PDN Contracted Providers



# PDN Forms

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



# PDN Forms

**\*NEW FORM:**  
 Service and Time Log  
 (Not yet finalized, but  
 will be soon)

Reference PDN WAC 388-106-  
 1035 (6) WAC 388-106-1040  
 (9)(11)

**Service and Time Log for the Month of** CLIENT'S NAME  
[ ]

MM/YYYY CLIENT'S ID NUMBER  
[ ]

PDN PROVIDER'S NAME [ ]		DOING BUSINESS AS [ ]	
PROVIDER ONE NUMBER [ ]	PHONE NUMBER (WITH AREA CODE) [ ]	EMAIL ADDRESS [ ]	
SERVICES AND TIME SPENT		SERVICES AND TIME SPENT	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Service and Time Log for the Month of** CLIENT'S NAME  
[ ]

MM/YYYY CLIENT'S ID NUMBER  
[ ]

SERVICES AND TIME SPENT		SERVICES AND TIME SPENT	
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			



# PDN Forms Continued...

## Private Duty Nursing Skilled Nursing Task Log (SNTL)

DSHS 15-344

[Private Duty Nursing |  
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	3.																							
	AM						PM																	
DOB	Enter the time (in minutes) and initial time in the same box.																							
ACES CLIENT ID	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
<b>4. WAC <a href="#">388-106-1010</a> PDN Skilled Nursing Care Needs required for Private Duty</b>																								
(1) <b>Mechanical Ventilation</b> which takes over active breathing due to your inability to breathe on your own due to injury or illness. <b>A tracheal tube</b> is in place and is hooked up to a ventilator that pumps air into the lungs; <b>or</b>																								
(2) <b>Complex respiratory</b> 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; <b>or</b>																								
f) Tracheal suctioning.																								

# PDN Forms Continued...

Private Duty Nursing Plan of Care

PDN Care Plan  
DSHS 15-594

[Private Duty Nursing | DSHS \(wa.gov\)](http://www.dshs.wa.gov)

 AGING AND LONG-TERM SERVICES ADMINISTRATION (ALISA) <b>Private Duty Nursing (PDN) Care Plan</b>			
<b>Client Information</b>			
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)	
<b>Private Duty Nurse / Home Health Agency</b>			
NAME AND TITLE OF PDN		PROVIDER/ONE NUMBER	
PHYSICIAN'S NAME AND ADDRESS			
ADDITIONAL NAMES OF PHYSICIANS AND SPECIALTY (IF MULTIPLE PROVIDERS)			
<b>Client's Medical Information</b>			
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			
ADDITIONAL INFORMATION			

PDN CARE PLAN  
DSHS 15-594 (REV. 10/2023)

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# PDN Information

[Private Duty Nursing | DSHS \(wa.gov\)](https://www.dshs.wa.gov/private-duty-nursing)

The screenshot shows the Washington State Department of Social and Health Services website. The header includes the department name and a search bar. The main navigation bar is orange and contains 'Aging and Long-Term Support Administration' with sub-links for 'About ALTSA', 'Frequently Asked Questions', and 'Find Local Services, Information and Resources'. A breadcrumb trail reads: Home > ALTSA > Long-Term Care Professionals & Providers > Private Duty Nursing. The left sidebar contains icons for 'Office Location', 'Report Abuse', and social media links for Facebook, Twitter, YouTube, LinkedIn, and My. The main content area is titled 'Private Duty Nursing' and includes an 'Announcements' section with an important notice dated 05/10/2023 regarding provider enrollment delays. Below the announcement is a paragraph defining Private Duty Nursing (PDN) as in-home skilled nursing care for Medicaid clients 18 and over. A second paragraph explains the program's purpose as providing community-based alternatives to institutional care. A third paragraph notes that while some clients seek care in Adult Family Home settings, others can be cared for at home. The 'Information for PDN Providers' section lists the Program Manager as Kaila O'Dell with the email [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov). A left sidebar menu lists various services under 'Long-Term Care Professionals & Providers' and 'Long-Term Care Services & Information'.

Washington State Department of Social and Health Services

How may we help you?

Aging and Long-Term Support Administration  
About ALTSA | Frequently Asked Questions | Find Local Services, Information and Resources

Home > ALTSA > Long-Term Care Professionals & Providers > Private Duty Nursing

**ALTSA**

Long-Term Care Professionals & Providers

- ▶ Residential Care Services
  - Home & Community Services
- ▶ Office of Rates Management
- ▶ Training Requirements and Classes
- ▶ Nurse Delegation Program

Nursing Services

- Area Agencies on Aging Contractors
- Background Checks
- Continuing Care Retirement Community (CCRC)

Long-Term Care Services & Information

- Office of the Deaf and Hard of Hearing
- Stakeholders
- Tribal Affairs
- WA Cares Fund

## Private Duty Nursing

### Announcements

**IMPORTANT ANNOUNCEMENT: As of 05/10/2023,** HealthCare Authority Provider Enrollment is experiencing **up to a 6 MONTH delay** processing Core Provider Agreements, a final part of the application process. This delays contractors' ability to access the Social Service Medical Profile and bill. **You SHOULD NOT start working with Medicaid clients OR accept new referrals UNTIL you are able to log into ProviderOne, view your authorizations list & have a Social Service Medical profile.** We do understand the severity of this delay and want to be transparent with applicants. Please understand that if you contract with DSHS as a Private Duty Nurse, you may be subject to these delays.

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 purpose of the PDN program is to provide community-based alternatives to institutional care for clients who have complex medical needs like ventilators, tracheostomies, feeding tubes or continuous IV infusions and require skilled nursing care on a continuous and daily basis. The PDN program is designed to support clients and their families who must assume a portion of the client's care.

While some clients choose to seek care in an Adult Family Home setting others can be cared for in their own home or the home of a relative. The PDN program allows clients the option to remain at home so that they can stay connected with their families, their community and remain in the environment they feel is most familiar and comfortable to them.

### Information for PDN Providers

Program Manager  
Kaila O'Dell  
[privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)

# Comments/ Questions about PDN forms?



# 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			

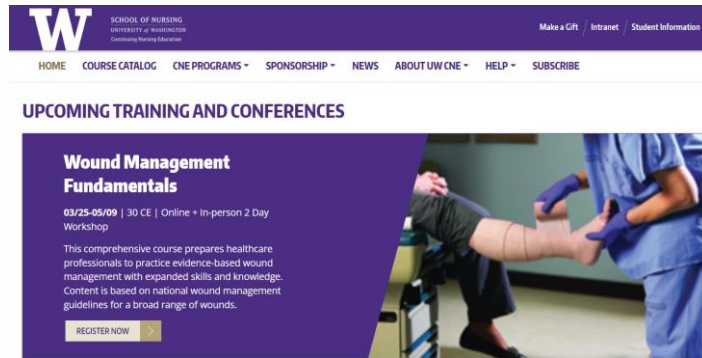
## Other PDN Updates

- Working on a new 2024 PDN Pre-Contract education course
- Continuing to develop PDN RN/LPN oversight list
- Outreach project for PDN program
- PDN Chapter 25 Updates
- Trainings Opportunities
- Unit Projects

\* If you have interest or want to share input, please feel free to reach out to me directly [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)

# Training Opportunities

Know a great training opportunity? Send info to [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov) and share with other PDN providers



**W** SCHOOL OF NURSING  
UNIVERSITY OF WASHINGTON  
Continuing Nursing Education

HOME COURSE CATALOG CNE PROGRAMS SPONSORSHIP NEWS ABOUT UW CNE HELP SUBSCRIBE

### UPCOMING TRAINING AND CONFERENCES

#### Wound Management Fundamentals

03/25-05/09 | 30 CE | Online + In-person 2 Day Workshop

This comprehensive course prepares healthcare professionals to practice evidence-based wound management with expanded skills and knowledge. Content is based on national wound management guidelines for a broad range of wounds.

REGISTER NOW

## Ambulatory Care Nursing Conference 2024 | Day 1 and 2

April 24-25, 2024 13 CNE contact hours

Join us for practical sessions to help you transform your leadership skills and learn about the latest innovations in Ambulatory Practice.



Seattle Children's  
HOSPITAL • RESEARCH • FOUNDATION

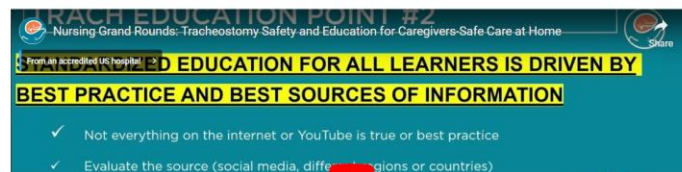
I want to ... Search

Your Visit Conditions Clinics Research Health & Safety

Healthcare Professionals > Education > Grand Rounds > Online Grand Rounds and Video Library >

Online Grand Rounds and Video Library

NGR: Tracheostomy Safety and Education for Caregivers - Safe Care at Home



TRACHEOSTOMY SAFETY AND EDUCATION FOR CAREGIVERS - SAFE CARE AT HOME

From an accredited US hospital

**EDUCATION FOR ALL LEARNERS IS DRIVEN BY BEST PRACTICE AND BEST SOURCES OF INFORMATION**

- ✓ Not everything on the internet or YouTube is true or best practice
- ✓ Evaluate the source (social media, different regions or countries)

WSNA's online courses help you earn CNE contact hours to enhance your professional competency.

# WA RN/LPN Continuing Competency Requirement Update

## New Health equity continuing education requirements

As of Dec. 22, 2023, there are new health equity continuing education (CE) requirements:

- 2 hours of health equity CE every renewal period

These hours count toward the RN & LPN required 8 hours total of continuing education every renewal period listed below.

### Timeline to complete new health equity CE

All licensed RNs & LPNs have until their **2026 renewal date** to complete 2 hours of health equity CE.

- After 2026 renewal, nurses must complete 2 hours of health equity CE every renewal period.

**Nurses applying for a new license** have until their **2nd renewal date** to complete 2 hours of health equity CE.

- After 2nd renewal, nurses must complete 2 hours of health equity CE every renewal period.

### Health equity training course requirements

Healthy equity trainers must have demonstrated knowledge and experience related to health equity.

#### Health equity training must include:

- Implicit bias training to identify strategies to reduce bias during assessment and diagnosis, and may include, but is not limited to at least one of the topics included in [RCW 43.70.613](#) such as training in bias, racism, and poverty, that manifest as health inequities.

## Free Trainings

These training courses are provided for free by the listed provider and meet the model rules' minimum health equity continuing education training requirements. These courses may be designed for a specific profession or focus on a specific community. Your profession may require additional training related to health equity continuing education. Please refer to your specific profession's rules for more information on requirements.

Training name | Provider | Length | Modality

(Listed trainings are in alphabetical order)

- [Improving Cultural Competency for Behavioral Health Professionals | US Dept. of Health and Human Service | 4 Sessions for 4 - 5.5 hours | Online](#)
- [Racism, Bias, and Other Determinants of Health: Issues and Actions | Region IV Public Health Training Center | 2 Modules for 90mins \(will need to take an additional course to meet hour requirements\) | Online](#)
- [Foundations of Health Equity Self-Guided Training Plan | Center for Disease Control and Prevention | 6 Courses, approximately 4 hours | Online](#)



## RN and LPN continuing competency requirements

- 8 continuing education hours. (2 of these hours must be health equity CE).
- 96 practice hours due every year.
- One-time, 6-hour training in suicide assessment, treatment, and management from a qualified suicide prevention training program.
- Complete e-Notify registration and survey online at Nursys®.



## Quarterly PDN Contractor 2024 Meetings



- Wednesday, May 22 1:00 PM- 3:00 PM
- Tuesday, July 23 1:00 PM – 3:00 PM
- Wednesday, October 23 1:00 PM – 3:00 PM

\* You may also view this anytime on the PDN website under Information for PDN Providers in the Calendar of Events hyperlink.

# Private Duty Nursing Program Manager:

**Kaila O'Dell, BSN, RN**  
**[Kaila.Odell@dshs.wa.gov](mailto:Kaila.Odell@dshs.wa.gov)**

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

**Nursing Contracts**  
**[nursingcontracts@dshs.wa.gov](mailto:nursingcontracts@dshs.wa.gov)**