

Professional nursing services

PROVIDER APPLICATION DETAILS

INSTRUCTIONS

Please review this entire document and compile the necessary information and documentation before you begin the WA Cares provider application process.

GENERAL DESCRIPTION OF SERVICE

There are three subcodes available in the Professional Nursing Services contract:

Skilled nursing: a service that is intended for short-term, intermittent treatment of acute conditions or exacerbation of a chronic condition. Skilled nursing is used for treatment of chronic, stable, long-term conditions that cannot be delegated or self-directed.

Nurse delegation: allows an RN to delegate specific skilled nursing tasks to nursing assistants or home care aides for eligible clients who have a skilled nursing task need.

Examples of tasks that can be delegated include, but are not limited to:

- Oral medication and administration
- Topical medication administration
- Nasal sprays
- Eye drops
- Gastrostomy tube feedings (including medication administration)
- Wound care (must be simple, non-complex, does not require frequent nurse assessment and evaluation as determined by the delegating nurse)
- Blood glucose monitoring
- Insulin or non-insulin injectables for the treatment of diabetes
- Non-sterile tracheal and oral suctioning

NOTE: Other nursing tasks may be determined appropriate by the delegating nurse.

Tasks that are prohibited by RCW and WAC from being delegated are:

- Administration of medications by injection, with exception of insulin injections
- Sterile procedures
- Central line maintenance

- Anything that requires nursing judgement

Private duty nursing: a program that provides in-home skilled nursing care to individuals who would otherwise be served in a medical institution. Individuals using PDN services are dependent on a technological modality, including mechanical ventilation, complex respiratory support, tracheostomy, intravenous or parenteral administration of medications, or IV administration of nutritional substances. The purpose of PDN is to:

- Provide community-based alternatives to institutional care for clients who have complex medical needs and require skilled nursing care on a continuous and daily basis that can be provided safely outside of an institution.
- Support client families, who must assume a portion of the client's care.

RELATED LAWS, RULES AND POLICIES

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- [Chapter 50B.04 RCW: Long-term services and supports trust program](#)
- [Chapter 74.39A RCW: Long-term care services options](#)
- [RCW 43.43.830 through 43.43.845: Washington State Patrol background checks](#)
- [Chapter 388-116 WAC: WA Cares program](#)
- [Chapter 18.79 RCW: Nursing care](#)
- [Chapter 246-840 WAC: Practical and registered nursing](#)
- [Chapter 246-335 WAC: In-home services agencies](#)

MINIMUM PROVIDER QUALIFICATIONS

1. Contractors must meet all Washington state laws to do business in the state (and city or county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential(s) and certification(s) to provide the service.
2. The agency owner(s) and contract signatory must pass a DSHS criminal history background check at initial application and contract renewal. The date of birth and background check confirmation number must be provided at time of application.
3. All employees, volunteers, and subcontractors who may have unsupervised access to beneficiaries must have passed a criminal history background check, which must be conducted by the contractor prior to access and every two years. The criminal history

background check must at least include Washington State Patrol criminal conviction records and be kept in their personnel or subcontractor file(s).

4. Meet Department of Social and Health Services [insurance requirements](#).
5. The professional nursing services provider must comply with all requirements for the specific professional service they are licensed, credentialed, or certified to provide, including the following nursing services under [Chapter 18.79 RCW](#) and [Chapter 246-840 WAC](#):
 - a. Licensed practical nurse
 - b. Registered nurse
6. Providers that meet the qualifications include, but are not limited to:
 - a. Solo practitioners or sole proprietor nurses;
 - b. Home health agencies licensed under [Chapter 70.127 RCW](#) that employs nurses with the applicable license, credential, or certification; or
 - c. Contracted health home care coordination organizations associated with a health home lead entity that employs nurses with the applicable license, credential, or certification.

PROVIDER CONTRACT

Professional nursing services contracts have a maximum duration of four years. Sample contracts are available in the [Provider Toolkit](#). The sample is available to review to ensure all contract terms can be met before application. Providers must meet the qualifications for each subcode included in their contract. All available subcodes are included in the sample contract.

Required documentation for provider application

1. Completed Provider Network Application and required attachments.
2. Copy of Washington state business license or proof of exemption.
3. Copy of W-9 request or taxpayer identification number and certification.
4. Unless a sole proprietor, supporting documentation on business organization (e.g., list of partners, members, directors, officers, board members).
5. Name, date of birth, and background check confirmation number for the contract signatory and the agency owner(s) with 5% or more ownership interest.
6. Evidence of a Core Provider Agreement with the Health Care Authority required for medical providers only (e.g. ProviderOne number).
7. Current certificate of insurance (COI) satisfying the [insurance requirements](#).
8. Current rate(s) or pricing guide, for informational purposes.

9. Evidence of applicable subcode credentials as detailed in the following sections.

Nurse Delegation - Additional required documentation:

1. Current Registered Nurse (RN) license.
2. Two letters of recommendation documenting skill and experience with client assessment, documentation of assessments, development of nursing plans, leadership and teaching experience, ability to work independently and communication skills.
3. A resume reflecting at least two years of *applicable* professional experience which details providing care for clinically complex individuals.
4. For agencies: a nurse that meets the qualifications must be named as a contact on the contract. They are responsible to oversee the program and ensure that all staff performing the work meet the qualifications.

Skilled Nursing -Additional required documentation:

1. Current Registered Nurse (RN) or Licensed Practical Nurse (LPN) license.
2. LPNs must submit documentation from an RN that is registered with WCF who has agreed to provide supervision.

Private Duty Nursing – Additional required documentation:

1. Current Registered Nurse (RN) or Licensed Practical Nurse (LPN) license.
2. Certificate of Completion from the [Private Duty Nursing Program: Classes for all PDN Applicants](#) available through Home and Community Services. This is required for all individual nurses. For agencies, the nurse overseeing the program must submit a copy of this certificate and is responsible for ensuring their staff is properly trained. *If an applicant has a current private duty nursing contract with HCS, this requirement is considered met.*
3. For agencies: a nurse that meets the qualifications must be named as a contact on the contract. They are responsible to oversee the program and ensure that all staff performing the work meet the qualifications. A resume reflecting at least 2 years of experience, two letters of recommendation and a certificate of completion for the Private Duty Nursing Program must be submitted for the nurse overseeing the program.
4. For individual nurses:
 - a. A resume reflecting at least two years of *applicable* professional experience which details providing care for clinically complex individuals.
 - b. LPNs must submit documentation from an RN that is registered with WCF who has agreed to provide supervision
 - c. Two letters of recommendation documenting skill and experience with client assessment, documentation of assessments, development of nursing plans,



leadership and teaching experience, ability to work independently and communication skills.