

Provider application details

PROFESSIONAL NURSING SERVICES

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

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/contract signatory must pass a DSHS criminal history background check at initial application and contract renewal.
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 DSHS insurance requirements.

- 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
- 5. 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 will have a two-year duration. The sample DSHS contract provided is for informational purposes only and will be available soon. This information will be available to review to ensure all contract terms can be met prior to application.

Required documentation for provider application

1. Completed provider intake form and required attachments
2. Evidence that specific provider qualifications are met
3. Proof of current liability insurance certificate(s)
4. Current rate(s), for informational purposes only
5. Copy of your policies and procedures regarding mandatory reporting procedures, as described in [Chapter 74.34 RCW](#), related to the protection of vulnerable adults.
6. Agency applicants: organizational chart or staffing plan, including applicable credentials