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PRIVATE DUTY NURSING SCHOOL BASED SERVICES

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EXPANDED SCHOOL BASED SERVICES

Effective with dates of service on or after August 1, 2010, the MO HealthNet Division (MHD) will expand the services included in the school based services program for public schools. This program expansion will allow for the school district to receive the federal match portion of the funds allocated for certain medical services. Only the services identified in the Individualized Education Plan (IEP) and up to the amount and duration identified in the IEP will be considered reimbursable. For information on the services in the expansion, refer to the School Based Services Bulletin, Volume 33, Number 7 dated August 24, 2010.

COVERED SERVICES

Private duty nursing is the provision of individual and continuous care (in contrast to part-time or intermittent care) of at least a four (4)-hour shift of nursing care per day according to the specific medical needs of the child and are provided according to an individual plan of care approved by a physician. Services within the MO HealthNet private duty nursing program include shift care by a licensed registered nurse (RN) or licensed practical nurse (LPN) acting within the scope of the Missouri Nurse Practice Act. The school district must monitor the overall physical care needs of the participant while in the school setting and contact the participant's physician if the participant's condition warrants.

The procedure code for billing private duty nursing services in a school setting is **T1000TM**. This service is billed in 15 minute increments. All services must be logged and billing is based on the time spent providing a covered service. Observation and waiting time are not covered.

ELIGIBILITY

The child receiving school based private duty nursing services must be eligible for MO HealthNet coverage for each date a service is rendered for reimbursement to be made. The child must be under the age of 21 years. All services rendered to a child must be billed under the child's individual MO HealthNet identification number.

MO HEALTHNET MANAGED CARE ENROLLEES

Children enrolled in a MO HealthNet managed care health plan receive school based services that are identified in an IEP on a fee-for-service basis outside of the MO HealthNet managed care benefit package.

PLAN OF CARE

Services are considered school based when they are included in an IEP as defined by the Individuals with Disabilities Education Act, Part B (34 CFR 300 and 301). In addition to the IEP, a plan of care must be developed and signed by the MO HealthNet enrolled private duty nursing provider for a child receiving school based private duty nursing services. Services must be provided as indicated in the IEP and plan of care. A child's plan of care *must* be evaluated at regular intervals.

The plan of care must specify:

- the diagnosis;
- the desired outcome;
- the nature of the treatment;
- the frequency of treatment (number of minutes per day/per week/per month); and
- the duration (weeks or months) of services.

The child or his/her family may not be charged for development of the plan of care. MO HealthNet does not reimburse the school district or private duty nursing providers to participate in IEP meetings or when developing a plan of care for a child.

A provider-signed plan of care must be maintained at the facility where services are performed and must be made available for audit purposes at anytime. The MO HealthNet Division does not dictate a standardized plan of care.

The child's medical record must also include all components as required in 13 CSR 70-95.

SCHOOL BASED PRIVATE DUTY NURSING PROVIDER PARTICIPATION REQUIREMENTS

To participate in the MO HealthNet school based private duty nursing program, the billing provider of the services must be a recognized public school district in the State of Missouri. These services are billed by and reimbursement is made only to the school district. The school district may provide private duty nursing services directly or through contract with a private duty nursing agency.

If the school district chooses to contract for private duty nursing services, the arrangements made by the school district with the actual private duty nursing provider agency are between the school district and the provider agency. The private duty nursing provider agency must be enrolled with MO HealthNet but cannot bill directly for MO HealthNet school based private duty nursing services.

For school district's who do not contract with a MO HealthNet enrolled private duty nursing provider agency, all private duty nursing requirements as set forth in 13 CSR 70-95 must be met. A school district providing direct private duty nursing services must meet the criteria for a private duty nursing agency. The school district must be accredited by Joint Commission for Accreditation of Health Organization (JCAHO), or be accredited by Community Health Accreditation Program (CHAPS), or submit a written proposal. The written proposal must describe the school district and its service delivery system, assure understanding of and compliance with the standards of the Private Duty Nursing Care Program and document the school district's administrative and fiscal ability to provide the services in accordance with these standards. Proposals will be reviewed by qualified medical staff or designees of the Department of Social Services (DSS).

The administrative requirements that must be addressed in the school districts written proposal are as follows:

- The school district shall maintain bonding, personal and property liability, and medical malpractice insurance coverage on all employees involved in delivering private duty nursing services.
- The school district must have a policy for responding to emergency situations.
- The school district must outline how qualified providers will be maintained, including supervisory requirements.
- The school district must outline available training and how training documentation will be maintained.
- The school district shall have a written statement of the participant's Bill of Rights, which shall be given to the parent/guardian at the time the service is initiated. At a minimum, the statement should say that the participant has the right to the following:
 1. Be treated with respect and dignity;
 2. Have all personal and medical information kept confidential;
 3. Have direction over the services provided as stated in the IEP;

4. Know the school district's established grievance procedure and how to make a complaint about the service and receive cooperation to reach a resolution, without fear of retribution;
 5. Receive services without regard to race, creed, color, age, sex, or national origin; and
 6. Receive a copy of this Bill of Rights.
- The school district shall have a written grievance policy which shall be provided to each participant and parent/guardian upon initiation of services. The grievance policy must also include the phone number of the MO HealthNet Division, Participant Services Unit at 1-800-392-2161.
 - The school district must report all instances of possible child abuse or neglect to the Child Abuse and Neglect (CA/N) Hotline, 1-800-392-3738. Any suspected abuse or neglect by a school district employee, including private duty nursing staff, must be reported according to RSMo 210, the Child Abuse Law. Failure to report by a mandatory reporter (private duty nursing staff would be considered mandatory reporters) is a violation of RSMo 210.115 and could be subject to prosecution.
 - The school district must maintain the distinction of a public school district with the Missouri Department of Elementary and Secondary Education.

Whether services are provided directly by the school district or through contract with a private duty nursing agency, the private duty nursing services are limited to those providers who meet the licensing and supervisory requirements for the private duty nursing program. The requirements for nurses providing private duty nursing services are defined in 13 CSR 70-95 and are briefly outlined below:

- Registered Nurses (RNs) or Licensed Practical Nurses (LPNs) shall show evidence that the employee's licensure status with the Missouri Board of Nursing is current.
- All LPNs and RNs must have at least four (4) hours of orientation training prior to service provision.
- Prior to delivering services, LPNs must demonstrate competency in each task required by the plan of care. The competency demonstration must be conducted by an RN and must be documented in the LPN's personnel file.
- All direct care staff must have certification in either cardiopulmonary resuscitation (CPR) or basic certified life-support (BCL).
- LPNs must be supervised by a RN and shall have a personal visit by a supervisory RN at least once every sixty (60) days if the participant is authorized for LPN services. Supervisory visits by an RN will not be separately reimbursed.

REIMBURSEMENT

Reimbursement for school based private duty nursing services is made on a fee-for-service basis. The MO HealthNet maximum allowable fee for a unit of service has been determined by the MO HealthNet Division to be a reasonable fee, consistent with efficiency, economy, and quality of care. MO HealthNet payment for covered services is the lower of the provider's

actual billed charge or the MO HealthNet maximum allowable amount. Services provided as documented in an IEP are reimbursed at the Federal Financial Participation Rate (FFP). The remainder of the allowed amount is the responsibility of the school district originating the IEP. The MO HealthNet maximum allowable fee for each code can be found on the Internet at <http://www.dss.mo.gov/mhd/providers/pages/cptagree.htm>.

All services included in the school based private duty nursing services program must be billed by the school district. The school district will be considered the billing provider. The school district must bill the actual cost of providing the service.

The school district and/or the private duty nursing provider must maintain a copy of the official public school generated IEP and the plan of care in the child's record to document the service as an IEP service.

PROVIDER ENROLLMENT

Each school district interested in billing MO HealthNet for the school based services must enroll as a MO HealthNet provider. For all enrollment information, go to <http://peu.momed.com/momed/presentation/commongui/PeHome.jsp>.

For those school districts currently enrolled for therapy services who wish to expand to include other school based services, you must contact Provider Enrollment to request each service be added to your file. This request can be e-mailed to providerenrollment@dss.mo.gov or mailed to the MO HealthNet Division, Attn: Provider Enrollment, PO Box 6500, Jefferson City, MO 65102, or faxed to 573-526-2054.

If a school district contracts with a private duty nursing agency to provide private duty nursing services, the private duty nursing agency must individually enroll with MO HealthNet and meet the requirements outlined in 13 CSR 70-91. For all enrollment information, go to <http://peu.momed.com/momed/presentation/commongui/PeHome.jsp>.

If the school district is not actively enrolled with MO HealthNet to provide school based therapy services, a provider application must be completed on-line at the MHD website, www.dss.mo.gov/mhd, for any or all of the expanded school based services. Enrollment applications are not available on paper. Use the following instructions to complete the application:

- On the MHD website under Providers, select 'Provider Enrollment Application'. Follow the instructions carefully.
- After reading the first page, select 'Continue' at the bottom of the page. Select 'NEW Provider Enrollment Application' from the next page.
- All enrollment applications are available on-line. Choose the "School Based/School District Services" from the list and select 'Next'.
- Complete the application and follow the instructions for submitting.

Any individual private duty nursing provider who does not wish to be published as available to all MO HealthNet participants can request to be excluded from the provider list by indicating their preference in the cover letter submitted with their enrollment application.

Information provided on the enrollment application must agree with the information on file with the Department of Elementary and Secondary Education. All applications are processed by date of receipt. The validation of the participation agreement depends upon the Division's acceptance of an application for enrollment.

NOTIFICATION OF PROVIDER CHANGES

The Provider Enrollment Unit must be notified in writing of any changes in provider records. The notification must include the National Provider Identifier (NPI) and the requested changes.

A provider must promptly notify the Provider Enrollment Unit when the following occurs:

- Change of provider address or "pay to" address, if different. Indication of change of address on a claim form is not sufficient.
- Change of school district name or telephone number.

ADEQUATE DOCUMENTATION

All services provided must be adequately documented in the medical record. The Code of State Regulations, 13 CSR 70-3.030, Section (2) (A) defines "adequate documentation" and "adequate medical records" at <http://www.sos.mo.gov/adrules/csr/current/13csr/13c70-3.pdf>.

MO HealthNet providers must retain for five (5) years from the date of service, fiscal and medical records that coincide with and fully document services billed to MO HealthNet, and must furnish or make the records available for inspection or audit by the Department of Social Services or its representative upon request. Failure to furnish, reveal and retain adequate documentation for services billed to the MO HealthNet Division may result in recovery of the payments for those services not adequately documented and may result in sanctions to the provider's participation in the MO HealthNet Program. This policy continues to apply in the event of the provider's discontinuance as an actively participating MO HealthNet provider through change of ownership or any other circumstance.

PARTICIPANT NON-LIABILITY

MO HealthNet covered services rendered to an eligible participant are not billable to the participant if MO HealthNet would have paid had the provider followed the proper policies and procedures for obtaining payment through the MO HealthNet Program as set forth in 13 CSR 70-4.030. For services documented in an Individualized Education Plan (IEP), the state share is the responsibility of the school district originating the IEP and cannot be billed to the participant.

Provider Bulletins are available on the MO HealthNet Division (MHD) (Formerly the Division of Medical Services) Web site at <http://dss.mo.gov/mhd/providers/pages/bulletins.htm>. Bulletins will remain on the Provider Bulletins page only until incorporated into the [provider manuals](#) as appropriate, then moved to the Archived Bulletin page.

MO HealthNet News: Providers and other interested parties are urged to go to the MHD Web site at <http://dss.missouri.gov/mhd/global/pages/mednewssubscribe.htm> to subscribe to the electronic mailing list to receive automatic notifications of provider bulletins, provider manual updates, and other official MO HealthNet communications via E-mail.

MO HealthNet Managed Care: The information contained in this bulletin applies to coverage for:

- MO HealthNet Fee-for-Service
- Services not included in MO HealthNet Managed Care

Questions regarding MO HealthNet Managed Care benefits should be directed to the patient's MO HealthNet Managed Care health plan. Before delivering a service, please check the patient's eligibility status by swiping the red MO HealthNet card or by calling the Interactive Voice Response (IVR) System at 573-635-8908 and using Option One for the red or white card.

**Provider Communications Hotline
573-751-2896**