



Missouri Department of Health and Senior Services

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MEMORANDUM FOR ALL IN-HOME SERVICES PROVIDERS

From: Susan Alden, Administrator
Section for Senior Services

Subject: Authorized Nurse Visits

As required by the passage of Senate Bill 4 during the 2003 special legislative session to enhance 660.300 RSMo, the Department of Health and Senior Services (DHSS), Section for Senior Services is implementing changes that affect the provision of Authorized Nurse Visits to in-home services clients.

Effective April 1, 2004, Home and Community Services (HCS) case managers will begin authorizing all in-home services clients for two (2) Authorized Nurse Visits annually. Semi-annual nurse visits will be authorized for all in-home services clients not currently receiving Authorized Nurse Visits, **except** those clients enrolled in the PACE program and those who receive:

- Medicaid home-delivered meals **only**;
- Adult Day Health Care **only**; and
- Services in a Residential Care Facility.

The purpose of these visits is to provide a 'Clinical Assessment' of the client and to review the client's service plan. The Clinical Assessment includes completion of both a **Provider Nurse Assessment** and a **Nurse Summary**. Documentation of the Clinical Nurse Assessment (copies of both forms and any attachments) must be submitted to the client's case manager within ten (10) working days after the visit. Information may be submitted by mail or by fax. The case manager will review the Clinical Assessment information and follow up as necessary.

The Nurse Summary (form and instructions attached) was developed with input from in-home services providers and HCS field staff in an effort to summarize essential information while minimizing duplication of effort. The Nurse Summary is a **required** DHSS form that must be used in the format provided by DHSS.

www.dhss.state.mo.us

The Missouri Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide: information and education, effective regulation and oversight, quality services, and surveillance of diseases and conditions.

The Provider Nurse Assessment (sample form attached) is already in use by providers to document a head-to-toe assessment. Since many providers have already developed their own nurse assessment tools, the one provided here is **not** a required form. Providers may use their own version of the form as long as it contains each of the elements included in the sample form.

A Body Assessment Chart with body diagrams is also attached. This is an optional form that may be used to document the specific location and description of any areas of concern noted during the clinical assessment.

Providers shall not begin delivering the semi-annual Authorized Nurse Visits for the purpose of Clinical Assessments until they receive authorization from the case manager. Clients who do not currently receive nurse visits will be authorized for these nurse visits as case managers complete annual reassessments. The Service Plan Supplement (DA-3a) will indicate 'generalized health assessment' and will indicate the specific months in which the required Clinical Assessments are due for completion. The DA-13/LCDE will also indicate month-specific authorization of the nurse visits.

Clients already receiving Authorized Nurse Visits will also require semi-annual Clinical Assessments by the provider nurse. Although additional visits will not be authorized, provider nurses must complete the Clinical Assessment as part of a regular visit and submit the required documentation to DHSS. The specific months in which the Clinical Assessments are due will be indicated in the 'Comments Section' of the Service Plan Supplement (DA-3a).

According to the requirements of the Nurse Practice Act, nurses may complete an assessment without physician's orders as long as they do not diagnose, prescribe or treat a specific condition. Therefore, provider nurses are not required to obtain physician's orders to complete the Clinical Assessments authorized by case managers. Provider nurses must continue to obtain physician's orders for all other Authorized Nurse Visits.

Providers who cannot deliver the required nurse visits for any reason shall report this information to the appropriate Regional Manager. The case manager will make necessary arrangements to ensure clients receive the required Clinical Assessment by another provider or by a department nurse.

Conducting semi-annual nurse visits does not replace the requirements of 19 CSR 15-7.021 (21) (D) regarding the provider's obligation to notify HCS of any changes in the client's condition or circumstances. Providers should continue to contact the client's case manager immediately when circumstances change or critical issues are identified.

Additional Authorized Nurse Visits for specific nursing tasks will continue to be authorized as necessary to meet clients' needs.

The documents referenced in this memorandum may be downloaded from the DHSS website at www.dhss.mo.gov. Click the 'Senior Services' link, and then click 'In-Home Services Provider Information'. The forms are available only on the webpage or by other electronic means, such as e-mail. If you need assistance obtaining the forms in an electronic format, please call the number listed below.

Providers who attended any of the recent regional provider meetings may have received draft versions of these forms. Any previous versions of these forms should be destroyed. Providers should refer only to the forms included with this memorandum that are available on the DHSS website.

Questions regarding this memorandum may be directed to the HCS Policy and Program Unit at 573/526-8557.

SA/RS/cs

Attachments: Nurse Summary Form and Instructions
Sample Nurse Assessment
Body Assessment Chart and Diagram