

POLICY AND PROCEDURE MANUAL

Skilled Nursing and Respite Care Agency

Version 1.0
[Month, Year]



WWW





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[Agency Name]
[Agency Address]
[Contact Number]
[Email Address]
[Website]



Introduction

Welcome to the Policy and Procedure Manual for [AGENCY NAME], a skilled nursing and respite care service agency committed to providing quality care to individuals with developmental disabilities in compliance with the guidelines and regulations set forth by the state of Georgia, including the DDS program compliance with CHAPTER 3100, SPECIFIC PROGRAM REQUIREMENTS FOR RESPITE SERVICES Chapter 290-9-37 DBHDD Policy Recruitment and Application to Become a Provider of Developmental Disability Services, 02-701, and the Georgia Nurse Practice Act, as well as generally accepted standards of practice.

This manual has been developed to provide guidance and direction to all employees of [AGENCY NAME], including management, clinical staff, and direct support professionals. The policies and procedures contained in this manual have been designed to ensure the safety, well-being, and rights of the individuals we serve, as well as to promote the highest quality of care possible.

We are committed to upholding the highest standards of professionalism and ethical behavior, and all employees are expected to adhere to the policies and procedures set forth in this manual. As a team, we strive to provide the best possible care to those we serve, and this manual is an essential tool in achieving this goal.

Thank you for your commitment to [AGENCY NAME], and we hope this manual serves as a valuable resource in fulfilling our mission.

Statement of Purpose

[AGENCY NAME] is dedicated to providing high-quality and seamless care to our clients. The purpose of this policy is to establish clear processes and activities that facilitate the coordination of home services for our clients. Our goal is to ensure that clients receive coordinated care that is consistent with their unique needs and preferences. This policy is available for review upon request by clients and their designated representatives, and is readily accessible to all staff members at all times.

Statement of Policy

[AGENCY NAME] prohibits discrimination in all its activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, gender identity, genetic information, and any political beliefs.

[AGENCY NAME] is consistent with the:

- Federal and State Law of Georgia
- Our mission, goals and strategic objectives;



- Agency policies and procedures;

We strongly adhere to compliance requirements stated by Georgia Law, Department of Health and follow the best practices implemented in terms of policies and procedures within [AGENCY NAME].

Document Control & Approvals

Document Revisions shall be recorded in the table below;

Ver. No.	Rev. No.	Page No.	Description of Amendment	Approved By	Date

Document review and approvals shall be recorded in the table below;

Description	Title	Signature	Date
Prepared By			
Reviewed By			
Approved By			

Note: All policies and procedures shall be reviewed at least annually, with recommended changes submitted to the governing body for approval, as necessary.



State Compliances

Skilled Nursing Services

2901 General

Policy:

Skilled nursing care services provided by [AGENCY NAME] will be guided by the state guidelines and regulations of Georgia, including DDS program compliance with PART III - CHAPTER 2900 SPECIFIC PROGRAM REQUIREMENTS FOR NURSING SERVICES, Chapter 290-9-37 DBHDD Policy Recruitment and Application to Become a Provider of Developmental Disability Services, 02-701, Georgia Nurse Practice Act, and generally accepted standards of practice.

The purpose of nursing care provided by [AGENCY NAME] is to assess and treat human responses to actual or potential health problems as identified through the nursing process. Clinical nursing services will be provided when the individual has a clinical diagnosis that requires ongoing complex assessment and intervention for the purpose of health restoration or prevention of further deterioration of the health of the individual.

Nursing services may be provided by licensed private home care or community living arrangement providers in the community. Private home care and community living arrangement providers must be licensed by the Georgia Department of Community Health, and Health Care Facility Regulations Division, in accordance with O.C.G.A. § 31-7-300 et seq., and community living arrangements in accordance with O.C.G.A. § 31-7 et seq. and 37-1-22. Private home rules are stated in Chapter 290-5-54, and community living arrangement rules are found in Chapter 290-9-37.

All nursing services provided under a Community Living Arrangement license require site-specific nursing enrollment. Agencies providing nursing services at one site location may do so under the site's Community Living Arrangement license if enrolled to provide nursing services at that location. Providers must be fully licensed without restriction, in accordance with Section 105A of Part I Policies and Procedure for Medicaid/PeachCare for Kids.

Nursing services are approved when there is a requirement to meet the healthcare needs of the member and may be delivered in a variety of settings, including but not limited to the member's home, relative's home, or other location where no duplicative services are available.

Individuals admitted to the NOW and COMP Waiver Programs will be screened using the Health Risk Screening Tool (HRST) (see Health Risk Screening Tool, Policy 02-803 for additional detail). For individuals with nursing services authorized after October 1, 2015, a baseline nursing assessment will be performed for the purpose of identification of healthcare risks. The nursing assessment will result in documentation of the individual's indicated and/or performed nursing supports, services, and/or needs.



Procedure:

1. Licensing and Enrollment:

- a. [AGENCY NAME] will obtain and maintain a valid license from the Georgia Department of Community Health, and Health Care Facility Regulations Division, to provide private home care and community living arrangement services in accordance with O.C.G.A. § 31-7-300 et seq., and community living arrangements in accordance with O.C.G.A. § 31-7 et seq. and 37-1-22.
- b. [AGENCY NAME] will enroll to provide nursing services at each site location where nursing services will be provided under a Community Living Arrangement license. All nursing services provided under a Community Living Arrangement license require site-specific nursing enrollment.
- c. [AGENCY NAME] will ensure that all providers delivering nursing services are fully licensed without restriction, in accordance with Section 105A of Part I Policies and Procedure for Medicaid/PeachCare for Kids.

2. Setting of Nursing Services:

- a. Nursing services may be provided in a variety of settings, including but not limited to the member's home, relative's home, or other locations where no duplicative services are available.
- b. Nursing services will be approved when there is a requirement to meet the healthcare needs of the member.

3. Health Risk Screening and Baseline Nursing Assessment:

- a. Individuals admitted to the NOW and COMP Waiver Programs will be screened using the Health Risk Screening Tool (HRST) (see Health Risk Screening Tool, Policy 02-803 for additional detail).
- b. For individuals with nursing services authorized after October 1, 2015, a baseline nursing assessment will be performed for the purpose of identification of healthcare risks.
- c. The nursing assessment will result in documentation of the individual's indicated and/or performed nursing supports, services, and/or needs.

4. Provision of Nursing Services:

- a. Nursing services will be provided by licensed private home care or community living arrangement providers in the community, in accordance with the Georgia Nurse Practice Act and generally accepted standards of practice.
- b. Nursing services will be provided via the process of assessment, assignment of nursing diagnosis, planning, implementation/intervention, and continued evaluations.



- c. The nursing process will be documented in the member's record.
- d. Nursing services will be provided by qualified and trained staff in compliance with state and federal regulations and guidelines.
- e. [AGENCY NAME] will ensure that staff providing nursing services receive ongoing training to maintain current knowledge and skills.

5. Review and Evaluation:

- a. [AGENCY NAME] will conduct periodic reviews and evaluations of nursing services to ensure compliance with state and federal regulations and guidelines.
- b. Nursing services will be evaluated for effectiveness in meeting the healthcare needs of the member.
- c. [AGENCY NAME] will take appropriate action to correct any deficiencies identified during reviews and evaluations.

6. Reporting:

- a. [AGENCY NAME] will report any suspected or confirmed abuse, neglect, or exploitation of a member to the appropriate authorities in accordance with state and federal regulations and guidelines.

2902 Waiver Individual Eligibility

2902.1 Eligibility for Nursing Services

Policy:

This policy outlines the eligibility criteria for nursing services provided by [AGENCY NAME] under the Georgia DDS program. Nursing services are available to individuals over the age of 21 who meet the following criteria:

1. Individuals must have the following scores on an appropriately completed HRST with review and signature by a Georgia-licensed registered nurse:
 - a. An HRST score of 3 or above on eating or toileting
 - b. A rating of a 4 on treatments in the HRST category 3I (physiological)
 - c. A rating of 4 or more ratings of 4 overall
 - d. An HRST score of 3 or higher on item U, emergency room visits (documentation must indicate clinical health needs).
 - e. An HRST score of 2 or higher on item V, hospital admissions (documentation must indicate healthcare issues as the clinical need).
 - f. A SIS score of 2 or higher on the total score for section 3B, exceptional medical supports needed.
 - g. Any and/all healthcare needs as assessed by the Registered Nurse that healthcare plans such as skincare, diabetes, hypertension, bowel function, nutritional needs,



weight monitoring, etc. g. Preventative healthcare maintenance activities as required based on risk score of HRST

OR

2. Have specific skilled nursing needs, as indicated in an appropriately completed HRST completed within the previous 90 days and supported by a nursing assessment completed by a registered nurse employed by DBHDD.

Procedure:

1. [AGENCY NAME] shall ensure that all individuals who request nursing services are screened for eligibility by a Georgia-licensed registered nurse using an appropriately completed HRST.
2. Individuals who meet the eligibility criteria shall have a baseline nursing assessment performed by a registered nurse employed by [AGENCY NAME]. This assessment shall identify the individual's healthcare risks and nursing supports, services, and/or needs.
3. The registered nurse shall document the individual's indicated and/or performed nursing supports, services, and/or needs in the individual's record.
4. If an individual does not meet the eligibility criteria for nursing services, the registered nurse shall inform the individual and/or their representative and provide appropriate referrals to other providers.
5. [AGENCY NAME] shall ensure that all nursing services provided comply with the Georgia Nurse Practice Act and generally accepted standards of practice.
6. [AGENCY NAME] shall maintain documentation of all nursing services provided to individuals, including the individual's record of nursing supports, services, and/or needs, and ensure that all documentation is in compliance with state and federal regulations.
7. [AGENCY NAME] shall ensure that all employees who provide nursing services are licensed and meet the requirements of the Georgia Nurse Practice Act and other applicable regulations.
8. [AGENCY NAME] shall ensure that all employees who provide nursing services receive ongoing training and education to maintain their skills and knowledge in compliance with the Georgia Nurse Practice Act and other applicable regulations.
9. [AGENCY NAME] shall monitor and evaluate the quality of nursing services provided and take appropriate actions to address any identified deficiencies.
10. [AGENCY NAME] shall maintain confidentiality of all personal health information in compliance with HIPAA regulations and other applicable laws and regulations.

***This is only a preview of the Original Document**

***For inquiries or assistance, please reach out to us at www.carepolicy.us**